

SINGAPORE DISABILITY SPORTS COUNCIL

Constitution

UPDATED AND APPROVED BY REGISTRY OF SOCIETIES

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1	<u>NAME</u>	
1.1	The association shall be known as Singapore Disability Sports Council hereinafter referred to as SDSC.	
2	<u>DEFINITIONS</u>	
2.1	In this Constitution words importing the singular include the plural and vice versa, and words importing any gender include the other genders.	
2.2	In this Constitution unless the context requires otherwise:	
	2.2.1	“Advisor” means an advisor to SDSC appointed in accordance with Article 30.
	2.2.2	“Affiliate Member” means an Ordinary Member and Associate Member admitted to SDSC in accordance with Articles 8 and 9 respectively.
	2.2.3	“AGM” means the Annual General Meeting of SDSC members required to be held by SDSC in each calendar year.
	2.2.4	“Appointed Board Member” means an SDSC Board Member appointed under Article 22.
	2.2.5	“Associate Member” means an entity admitted as a Member of SDSC in accordance with Article 9.
	2.2.6	“Authorised Delegate” means a person authorised by an Ordinary Member to attend a General Meeting of SDSC and to speak and vote on its behalf at such meetings.
	2.2.7	“Authorised Representative” means a person appointed by an Associate Member to attend a General Meeting of SDSC.
	2.2.8	“Board” means the body consisting of Elected and Appointed Board Members that governs SDSC.
	2.2.9	“Board Committee” means a committee established under Article 28.
	2.2.10	“Board Member” means a member of the SDSC Board and includes Elected Board Members and Appointed Board Members.
	2.2.11	“Board Members” means all or some of the Board Members of SDSC acting as a board.
	2.2.12	“By-law” means a by-law made under Article 33.
	2.2.13	“ED” means a person appointed as Executive Director or their equivalent by the Board according to the powers conferred on them by Article 31.
	2.2.14	“Constitution” means this constitution as amended from time to time, and a reference to an article is a reference to an article of this Constitution.
	2.2.15	“Discipline” means a para sport programme defined by any independent sport federation recognised as the sole worldwide representative of the specific sport for para athletes, or international organisations of sports for persons with disabilities

		recognised as the sole representative of a specific impairment group, and accepted by SDSC as a program under its jurisdiction.
	2.2.16	“Elected Board Member” means an SDSC Board Member elected under Article 21.
	2.2.17	“EGM” means an Extraordinary General Meeting of SDSC members called in accordance with Article 14.
	2.2.18	“Family Members” means a person’s child, sibling, parent, spouse, spouse’s parent, spouse’s sibling, grandparent, or grandchildren.
	2.2.19	<p>“Founder Members” shall mean these associations, any new identity they may have assumed, or their appointed subsidiaries,</p> <ol style="list-style-type: none"> 1. APSN Education Services Ltd. (formerly known as Association for Persons with Special Needs) 2. Handicaps Welfare Association 3. Movement for the Intellectually Disabled of Singapore 4. Singapore Association for the Deaf 5. Singapore Association of the Visually Handicapped 6. Singapore Cheshire Home 7. Singapore Leprosy Relief Association 8. Singapore Red Cross Society 9. Cerebral Palsy Alliance Singapore 10. SPD
	2.2.20	“Ordinary Member” means an entity admitted as a Member of SDSC in accordance with Article 8.
	2.2.21	“General Meeting” means a general meeting of SDSC Members and includes the AGM and EGM.
	2.2.22	“IF” means independent sport federations recognised as the sole worldwide representative of the specific sport for para athletes.
	2.2.23	“IHLs” means Institutions of Higher Learning such as Institutes of Technical Education, Polytechnics and Universities that are under the purview of the Ministry of Education of Singapore.
	2.2.24	“Independent Member” means an Appointed Board Member who is defined as being independent under Article 22.3.
	2.2.25	“Individual Member” means a person admitted as a Member of SDSC in accordance with Article 10.
	2.2.26	“IOSD” means international organisations of sports for persons with disabilities recognised as the sole representative of a specific impairment group.
	2.2.27	“Key Office Bearer” means a person who holds the position of President, Vice President, Honorary Secretary, Treasurer or any other key appointment in the SDSC Board.

	2.2.28	“Member” means a member of SDSC in accordance with Article 7.
	2.2.29	“Objects” means the objects of SDSC set out in Article 6.
	2.2.30	“Patron” means a patron of SDSC appointed in accordance with Article 30.
	2.2.31	“Persons with Disabilities” shall mean persons who have but are not limited to visual impairment, deafness, physical or intellectual impairment. In cases where it is doubtful whether or not a person comes within the above definition of “disabilities”, SDSC shall be the final authority to so decide.
	2.2.32	“Policy” means a policy made under Article 33.
	2.2.33	“Special Resolution” means a resolution that must be passed by two-thirds of the members present at a General Meeting who are entitled to vote in accordance with this Constitution.
	2.2.34	“Para sport” means sport for persons with disabilities, including all the disciplines.
	2.2.35	“Para sport events” means competitions, championships, demonstrations, exhibitions and any other events relating to para sport.
	2.2.36	“Trustee” means a Trustee of SDSC appointed in accordance with Article 39.
	2.2.37	“Voting Members” means all Ordinary Members eligible to vote at a General Meeting.
3	<u>PLACE OF BUSINESS</u>	
3.1	The place of business of SDSC shall be at 3 Stadium Drive #01-34 Singapore 397630 or such other place as may from time to time be decided by the Board, subject to the approval of the Registrar of Societies. SDSC shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.	
4	<u>AFFILIATION</u>	
4.1	SDSC shall be affiliated to IFs and IOSDs, the Singapore National Paralympic Council (hereinafter referred to as “SNPC”), and such other recognised bodies as the Board may deem necessary.	
5	<u>AUTHORITY</u>	
5.1	SDSC was founded in 1973 as the national sports body for persons with disabilities, by the then Ministry of Social Affairs, Ministry of Education, Ministry of Health, and ten social service organisations. It has government and public recognition as the national governing body and authority for para sport in Singapore by virtue of its affiliation to various IFs, IOSDs and SNPC, and through endeavours that further the objects of SDSC.	
6	<u>OBJECTS</u>	
6.1	The objects of SDSC shall be as follows:	
	6.1.1	Promote, develop and increase participation for para sport, ranging from recreation to high performance, in Singapore.

	6.1.2	Advance para sport, where para sport promotes health of persons with disabilities in Singapore.
	6.1.3	Promote physical activity for health and wellness, foster community engagement and bonding for social inclusiveness and integration, and inspire the Singapore Spirit through para sport.
	6.1.4	Engage communities and provide access to para sport for vulnerable segments of the community such as youth at risk and the less privileged individuals with disabilities.
	6.1.5	Unify, co-ordinate, sanction and organise para sport activities in Singapore, including national and international para sport tournaments and events.
	6.1.6	Raise the competitive standards of para sport athletes in Singapore for sustainable elite level performance at international competitions and multi-sport major games.
	6.1.7	Provide sport pathways and opportunities for the progression and advancement of para sport athletes, coaches and technical officials in Singapore.
	6.1.8	Raise the technical capability of para sport coaches and technical officials in Singapore.
	6.1.9	Do all things complementary or incidental to attain the aforesaid objects in Articles 6.1.1 to 6.1.8.
7	<u>MEMBERSHIP</u>	
7.1	SDSC's membership shall consist of Ordinary and Associate Members, who will collectively be referred to as SDSC Affiliates, and Individual Members.	
7.2	The list of the approved and most current SDSC Affiliates shall be posted on SDSC's official website.	
7.3	Where any breach of this Constitution or any by-laws has occurred, the Board shall have the power to inquire into such breach itself and to make such orders as it deems fit or take such disciplinary action as may be deemed necessary and reasonable. The exercise of these powers shall not be limited to censuring, expelling or removing a Member or suspending the member, its nominee or Member. Such person, however, shall not be dealt with, without having been given a reasonable opportunity to present his or her explanation and only after due consideration by the Board.	
8	<u>ORDINARY MEMBERS</u>	
8.1	Ordinary Members shall be entities registered in Singapore with the Registry of Societies (ROS) or the Accounting and Corporate Regulatory Authority (ACRA), Institutions of Higher Learning (IHL), Government Agencies and Statutory Boards that are willing to observe the rules and regulations of SDSC.	
8.2	Ordinary Members shall be involved in the promotion, training and / or development of para sport in Singapore.	

8.3	Ordinary Members shall have participated in the competitions, programs, courses and activities organised by SDSC, or organised para sports competitions, programmes, courses and activities, with at least 10 registered participants within the last 12 months.
8.4	Ordinary Members shall have at least 10 registered members and who are not members of another Ordinary Member.
8.5	At least half of the Board of the Ordinary Member shall be Singapore citizens.
8.6	Ordinary Members shall have full voting rights at SDSC's General Meetings.
8.7	Ordinary Members shall be approved by a special resolution at a General Meeting, and may only exercise their voting rights at subsequent General Meetings.
8.8	Ordinary Members may only be removed as a member of SDSC by a special resolution at an AGM unless for the reason stated in Article 12.5.
8.9	<p>In the year 2022, 7 out of 10 Founder Members confirmed their wish to continue contributing to the objects of SDSC. They are:</p> <ol style="list-style-type: none"> 1. APSN Education Services Ltd. (formerly known as Association for Persons with Special Needs) 2. Cerebral Palsy Alliance Singapore 3. Handicaps Welfare Association 4. Movement for the Intellectually Disabled of Singapore 5. Singapore Association for the Visually Handicapped 6. Singapore Red Cross Society 7. SPD <p>Beginning from the year 2022, these Founder Members shall automatically qualify to continue as Ordinary Members, so long as annual membership dues are paid. This privilege shall be terminated and not be reinstated, if the Founder Member withdraws its commitment to contribute to the objects of SDSC in writing to the Honorary Secretary, or lapses membership due to the reason stated in Article 12.5.</p>
9	<u>ASSOCIATE MEMBERS</u>
9.1	Associate Members shall be organisations, clubs, institutions, schools, academies and para sport teams that are willing to observe the rules and regulations of SDSC but are not eligible for Ordinary Membership.
9.2	Associate Members shall have no voting rights at SDSC's General Meetings.
9.3	All Associate Memberships shall be approved by the Board or by the Management Committee comprising the President, Vice President, Honorary Secretary, Honorary Treasurer, and Assistant Treasurer, if delegated by the Board.

10	<u>INDIVIDUAL MEMBERS</u>	
10.1	An Individual Member shall be any person above twelve (12) years of age, who is willing to observe the rules and regulations of SDSC. Applicants who are below eighteen (18) years of age must have the written consent of their parent or guardian.	
10.2	Individual Members shall have no voting rights at SDSC’s General Meetings.	
10.3	All Individual Memberships shall be approved by the Board or by the Management Committee comprising the President, Vice President, Honorary Secretary, Honorary Treasurer, and Assistant Treasurer, if delegated by the Board.	
11	<u>APPLICATION FOR MEMBERSHIP</u>	
11.1	All membership applications shall be submitted to the ED as prescribed by SDSC.	
11.2	Application for membership may be rejected on any of the following grounds:	
	11.2.1	The applicant does not satisfy all the relevant membership criteria set out in the relevant membership category in this Constitution;
	11.2.2	The applicant has been convicted of an offence involving moral turpitude, declared a bankrupt, wound up or dissolved.
	11.2.3	Where accepting the applicant would in the Board’s absolute discretion be deemed prejudicial to the interest of SDSC as a whole.
12	<u>MEMBERSHIP FEES</u>	
12.1	Members shall pay a one-time membership entrance fee and an annual membership renewal fee as determined by the Board from time to time. Membership renewal fees shall be paid by 31 st March of each year.	
12.2	Membership shall be valid until 31 st of March each year, and all applications for renewal shall be made by 31 st of March before the close of the membership year.	
12.3	Membership entrance fees shall be payable within one month upon the approval of the membership application by the Board. If membership entrance fees are not received by the stipulated deadline, the approval shall be nullified. Application for membership or its renewal shall be accompanied by a description of the contributions and commitment of the Member towards the objects of SDSC.	
12.4	Members may request the cessation of their membership with one month’s notice in writing. No membership fees will be refunded, and withdrawn members may only apply to be reinstated as a member after a lapse of one (1) year.	
12.5	The Board may suspend members who have membership renewal fee arrears of one (1) month or more. Suspended members shall not be entitled to any of the rights and privileges of membership including voting rights at General Meetings.	
12.6	The Board shall terminate members who have membership renewal fee arrears of more than six (6) months. Terminated members may only apply to be reinstated as a member after a lapse of one (1) year.	

12.7	The list of suspended and terminated Affiliates shall be posted on SDSC's official website along with the effective date of their suspension or termination.	
12.8	Any Member, upon ceasing to be one shall forfeit all rights, privileges and claims upon the SDSC, its property and funds but shall be liable for any obligation to the SDSC undertaken or incurred whilst a Member.	
12.9	The income and property of SDSC whensoever derived shall be applied towards the promotion of the objects of SDSC as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of SDSC or to any of them or to any person claiming through any of them.	
13	<u>ANNUAL GENERAL MEETINGS</u>	
13.1	The supreme authority of SDSC is vested in a General Meeting of the members. The Annual General Meeting (AGM) shall be held not later than 30 September each year.	
13.2	If there are any unavoidable reasons for delay in holding the AGM by 30 September, the members shall be notified of the reason by 30 August through email or on SDSC's official website. The AGM may be postponed to a later date if no more than one-third (1/3) of the Ordinary Members raise any objections in writing to SDSC within seven days from the date of this notification.	
13.3	At least twenty-one (21) days' notice shall be provided to Affiliates, through email and SDSC's official website, specifying the place, date and time of the AGM.	
13.4	Ordinary Members who wish to table a resolution for the General Meeting's approval must notify the Honorary Secretary in writing at least fourteen (14) days before the date of the AGM.	
13.5	The agenda for the AGM, the Board's annual report and the audited financial statements for the preceding financial year, shall be forwarded to the members at least seven (7) days before the date of the AGM.	
13.6	The business to be transacted at the AGM shall be:	
	13.6.1	To approve the annual report and the previous financial year's audited financial statements.
	13.6.2	To approve any resolutions tabled by Ordinary Members in accordance with Article 13.4 or by the Board.
	13.6.3	Where applicable, to appoint auditors for the ensuing term.
	13.6.4	Where applicable, to approve or remove Ordinary Members.
	13.6.5	Where applicable, to approve the list of nominations received and to hold the election for Board Members.
13.7	No business other than that stated in the notice and agenda for the AGM shall be transacted at the General Meeting.	

13.8	General Meetings may be conducted, wholly or partly, by electronic means. Members must at least be allowed to contemporaneously observe the proceedings of such meetings by audio and video means (e.g. “live” webcast) and to cast their vote electronically where required. Details on the arrangements for meetings to be conducted by electronic means shall be provided to members in the notice of the meeting.
14	<u>EXTRAORDINARY GENERAL MEETINGS</u>
14.1	An Extraordinary General Meeting (EGM) may be convened at any time by order of the Board or on receipt of a written requisition by at least one-third (1/3) of the Ordinary Members on SDSC’s membership register. Such requisition shall state the business that is to be transacted at the requested EGM.
14.2	The Board shall convene the EGM within one (1) month of receiving the requisition. Ordinary Members who requisitioned the EGM may proceed to convene the EGM if one is not convened by the Board and shall provide the relevant notice and agenda for the meeting to the Ordinary Members.
14.3	At least fourteen (14) days' notice shall be provided to Affiliates, through email and SDSC’s official website, specifying the place, date and time of the EGM along with the resolutions to be passed at the meeting.
15	<u>ATTENDANCE AND QUORUM FOR GENERAL MEETINGS</u>
15.1	All members of SDSC shall be eligible to attend General Meetings. Each Ordinary Member is entitled to have one (1) authorised delegate to attend a General Meeting and to speak and vote on its behalf at such meetings. Each Associate Member is entitled to have one (1) authorised representative to attend a General Meeting.
15.2	The names of the authorised delegates of Ordinary Members and the authorised representatives of Associate Members who will be attending the General Meeting shall be notified to the Honorary Secretary at least three (3) days before the date specified for the General Meeting.
15.3	The Board may also invite various others including SDSC’s auditors, legal advisers and observers from SDSC’s stakeholders for General Meetings. Such invitees shall not participate in the proceedings of the General Meetings and may only address the meeting if deemed necessary by the Chairman or with the consent of the authorised delegates present at the meeting.
15.4	At least half (1/2) of the voting members (i.e. Ordinary Members) present at a General Meeting shall form a quorum.
15.5	In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half-an-hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend or make addition to the existing Constitution.

16	<u>VOTING AT GENERAL MEETINGS</u>
16.1	Only authorised delegates of Ordinary Members who are above the age of twenty-one (21) shall be eligible to vote at General Meetings and for the election of Board Members.
16.2	Each authorised delegate shall have one vote. Board Members shall have no voting rights at General Meetings unless he is an authorised delegate of an Ordinary Member.
16.3	All resolutions, with the exception of special resolutions, shall be approved by a simple majority (i.e. more than half) of the votes cast. All special resolutions shall be approved by at least two-thirds (2/3) of the votes cast.
16.4	Electronic voting is allowed for general meetings conducted by electronic means. Electronic voting can be by a physical or digital show of hands or by an online poll.
17	<u>GOVERNING BOARD</u>
17.1	SDSC shall be governed by a Board between Annual General Meetings. The Board shall have all the powers necessary to manage the affairs of SDSC other than those matters reserved for the Annual General Meeting's approval.
17.2	The Board shall have ten (10) elected Board Members, and up to five (5) appointed Board Members, which shall include the Chairperson of the Athletes Commission.
17.3	More than half of the Board shall be comprised of Singapore citizens.
17.4	A representative each from the Ministry of Culture, Community and Youth (MCCY), Ministry of Education and Sport Singapore shall be invited as observers without voting rights.
18	<u>NOMINATION AND ELECTION</u>
18.1	All nominations for the Board election must reach the SDSC office at least seven (7) days before the AGM, and any nominations received thereafter shall be invalid.
18.2	All nominations shall be submitted in writing via prescribed forms and along with the required supporting documents as may be determined by the Board.
18.3	All nominations must be proposed by an Ordinary Member and seconded by another Ordinary Member.
18.4	Nomination forms shall include a declaration by the nominee of any personal or business interest that may be of concern to SDSC or its members.
18.5	Nominated candidates must fulfil all the eligibility conditions in the sub-articles of Articles 20 (Board Members) and 21 (Elected Board Members) respectively.
18.6	The voting eligibility of Ordinary Members, their authorized delegates and the nominated candidates for the Board election shall be verified and confirmed by a panel comprising two (2) or more members from the Board who are not contesting the election.
18.7	The list of eligible nominees shall be emailed to all Members at least five (5) days before the AGM where the election is to be held.

18.8	The election shall be supervised by a member of the Board, who must not be contesting the election.
18.9	Election will be by secret ballot and the result shall be based on a simple majority of the votes cast.
18.10	Any tie in votes that affects the outcome of the election shall be resolved through a subsequent round(s) of voting. If the tie involves more than two (2) candidates, the candidate with the lowest number of votes shall be eliminated after each round.
18.11	If a tie persists after two (2) successive rounds of voting involving the same candidates, the Chairman who is presiding over the election shall decide to either exercise a casting vote, where the Chairman had been so empowered by the members, or draw lots to resolve the tie.
18.12	In any event, the Chairman shall not exercise the casting vote option if he has any conflict of interest in the choice of candidate.
18.13	The counting of the votes shall be overseen and verified by two (2) or more scrutineers from the members present at the AGM who are not contesting the election and/or the representatives from SDSC's auditors and/or legal advisers who are present at the AGM.
18.14	The election for the position of President will be conducted first, followed by the rest of the office bearers. Thereafter, the rest of the Board Members will be elected. A defeated candidate for an Office Bearer position may stand for election as a Board Member.
19	<u>KEY OFFICE BEARERS</u>
19.1	Key office bearers, comprising the President, Vice President, Honorary Secretary, Treasurer and Assistant Treasurer, shall be elected at the AGM.
19.2	The President, Vice President and Honorary Secretary shall be Singapore citizens.
19.3	If the office of President is vacated or made vacant at least 6 months prior to the end of term of office, election for a new President by a General Meeting must be held within two (2) months thereafter. Until then, the Vice-President shall assume the position of Acting President.
19.4	If the office of Vice-President, Honorary Secretary, Treasurer or Assistant Treasurer is vacated or made vacant at least 6 months prior to the end of term of office, the Board shall elect a respective replacement within two (2) months thereafter.
19.5	If an office was vacated by an elected representative of an Affiliate Member at least 6 months prior to the end of term of office, a replacement nominee may not assume the same office unless duly elected in accordance with Articles 19.3 and 19.4.
19.6	Any office bearer elected in accordance to Articles 19.3 and 19.4 shall serve for the remainder of the replaced individual's term.
19.7	The Treasurer should preferably have a recognized accounting qualification and / or appropriate practical experience.

19.8	The President should have served and made positive contributions to para sports and/or SDSC as an ex-athlete, official or elected Board Member, or should be a prominent individual of good standing within the sport and / or business community.
20	<u>BOARD MEMBERS</u>
20.1	Board Members shall at least be twenty-one (21) years of age and shall be Singapore citizens or Permanent Residents.
20.2	Board Members shall not be Individuals who are disqualified from serving on the Board of charities or companies pursuant to the Charities Act and Companies Act or have past convictions for offences for which criminal record cannot be spent pursuant to the Registration of Criminals Act (Third Schedule).
20.3	Board Members shall not be serving a suspension or ban from any IF, IOSD or other regulatory authority.
20.4	Board Members shall be persons of good character with the relevant experience and credentials.
20.5	Board Members shall neither be a paid employee of SDSC nor have a family member who is a paid employee of SDSC.
20.6	No more than three (3) of the Board Members shall be family members, and such relationships must be declared upfront in the nomination and before the Board election.
20.7	Any change of Board Members shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
21	<u>ELECTED BOARD MEMBERS</u>
21.1	An Elected Board Member shall be an authorised delegate or representative of an Affiliate Member or an Individual Member of SDSC who is duly elected by the voting members at an AGM.
21.2	Elected Board Members shall act in the best interest of SDSC and not do anything to bring the SDSC into disrepute.
21.3	The Board may at any time appoint a suitable person to fill a position vacated by an Elected Board Member for the remaining term of office for the vacated position.
21.4	When a position is vacated for whatever reason by an authorised delegate or representative of an Affiliate Member, the Affiliate Member may nominate another delegate or representative to fill such vacancy within one (1) month of such occurrence which nomination must be endorsed by a simple majority of the total membership of the Board including Appointed Board Members if any, save for the office of President which must be elected at the General Meeting. If no such nomination is made within the said prescribed period, the Board shall take such action as it deems fit.

22	<u>APPOINTED BOARD MEMBERS</u>	
22.1	The Elected Board Members will appoint up to five (5) other Board Members to ensure an appropriate balance and diversity of skills, experience, ethnicity and gender within the Board.	
22.2	Appointed Board Members shall preferably be from the legal, accounting or medical profession or shall be experts in other relevant fields including marketing, event management or coach education.	
22.3	The majority of the Appointed Board Members shall be independent members who are not registered members of the affiliates and who do not have any vested interest in the affairs or business of SDSC.	
22.4	The Board may at any time appoint a suitable person to fill a position vacated by an Appointed Board Member for the remaining term of office for the vacated position.	
22.5	The Board shall have the power to remove an Appointed Board Member before the expiration of his term of office and may appoint another person in his stead for the remaining term of his office.	
23	<u>BOARD TENURE</u>	
23.1	The term of office of Elected Board Members shall be four (4) years.	
23.2	The term of office of Appointed Board Members shall be four (4) years.	
23.3	Board Members may serve a maximum tenure of eight (8) consecutive years on the Board and, upon reaching this tenure limit, shall only be eligible for re-election or re-appointment to the Board after a lapse of at least two (2) years. The tenure limit includes service on the SDSC Executive Committee prior to the adoption of this Constitution in 2022. For Board Members that are delegates or representatives of Affiliates, this tenure limit shall be applicable to the individual and not the Affiliate.	
23.4	No person shall hold the office of President, Vice President, Honorary Secretary or Assistant Treasurer for more than two (2) terms consecutively. Re-appointments may only be considered after a lapse of at least two (2) years.	
23.5	A Board Member may only hold the appointment of Treasurer for a maximum of four (4) consecutive years and may only be considered for re-appointment as a Treasurer after a lapse of at least two (2) years.	
24	<u>BOARD ROLE AND POWERS</u>	
24.1	The role and powers of the Board shall be as follows:	
	24.1.1	Provide stewardship and trusteeship on behalf of members and be responsible for ensuring that SDSC remains viable and effective in the present and for the future.
	24.1.2	Provide strategic leadership, set objectives, and ensure that the necessary plans, policies, programs and resources are in place for SDSC to meet its objectives.

	24.1.3	Ensure all legal and statutory obligations are met and all constitutional and governance requirements are complied with.
	24.1.4	Establish a framework of prudent and effective controls which enables risk to be assessed and managed, including safeguarding of SDSC's assets and the public funds it receives.
	24.1.5	Set SDSC's values and standards and ensure that obligations to members and other stakeholders are understood and met, and address all disciplinary issues that arise.
	24.1.6	Be responsible for the appointment of the ED and other senior management employees of SDSC and provide them with clear documented roles, responsibilities and accountabilities.
	24.1.7	Review management and Board performance periodically.
	24.1.8	Manage conflict of interest and take appropriate measures to ensure that SDSC is protected against any personal or business interests of Board Members and employees of SDSC.
	24.1.9	Identify and sufficiently engage the key stakeholder groups of SDSC and sought their views and feedback on SDSC's strategies and policies.
	24.1.10	Consider financial sustainability, social issues and environmental factors as part of its strategy and policy formulation
	24.1.11	Raise funds for SDSC and approve any expenditure from the funds and / or reserves of SDSC for SDSC's activities, subject to clause 24.1.12.
	24.1.12	Decisions that involve the acquisition and disposal of immovable properties/assets, and expenditures of significant value that draws on the NSA's financial reserves (i.e. more than 10% of reserves or \$0.5M whichever is higher) should be approved at a General Meeting by a resolution carried by at least two-thirds of the votes recorded at the meeting.
	24.1.13	Appoint a suitable individual to serve as Vice President of the SNPC and decide on any further nominations for SNPC's elections.
25	<u>DUTIES OF OFFICE BEARERS</u>	
25.1	The President shall chair all General and Board meetings.	
25.2	The Vice President shall assist the President and deputise for him in his absence.	
25.3	The Honorary Secretary shall ensure that all records of SDSC, except financial, are kept safely and shall be responsible for their correctness. He shall ensure that the minutes of all General and Board meetings are recorded correctly. He shall also ensure that an up-to-date Register of Members is maintained at all times.	
25.4	The Treasurer shall:	
	25.4.1	Be responsible for the funds of SDSC

	25.4.2	Keep an account of all monetary transactions and shall be responsible for their correctness.
	25.4.3	Report on the financial status of SDSC at Board meetings and present audited financial reports at AGMs.
	25.4.4	Not hold office in the Audit Committee.
25.5		The Assistant Treasurer shall assist the Treasurer and shall deputise for the Treasurer in his absence, and shall not hold office in the Audit Committee.
25.6		All cheques, electronic or online payments for withdrawals from the bank shall be co-signed by the Treasurer or Assistant Treasurer, and either the President or the Vice President.
25.7		All other Board Members shall assist in the management of SDSC and perform duties assigned by the Board from time to time.
26		<u>BOARD MEETINGS</u>
26.1		A Board Meeting shall be held at least once every two (2) months after giving at least seven (7) days' notice to Board Members.
26.2		A Board Member who is absent for three (3) consecutive Board meetings without any reasonable excuse accepted by the Board shall be deemed to have withdrawn from the Board.
26.3		At least half of the Board Members must be present to form a quorum and for the meeting proceedings to be valid. This will include Board Members who participate in the meeting via telephone or video conferencing.
26.4		Voting at Board meetings shall be by show of hands unless the meeting decides otherwise by a majority vote for a secret ballot. All Elected Board Members and Appointed Board Members who qualify as independent members shall have one (1) vote each at Board meetings.
26.5		Board Members who are not present at a meeting may write in prior to the meeting or call in during the meeting to vote on resolutions or required decisions circulated prior to the meeting.
26.6		The Chairman of the Board meeting shall have a casting vote (i.e. second vote) in the event of a tie in the votes.
27		<u>CIRCULAR RESOLUTIONS</u>
27.1		The Board may by a circular resolution decide on any matters of SDSC as stated within its powers under this Constitution. Such circular resolutions shall be as effective as a resolution passed at a Board meeting duly convened and held.
27.2		The Honorary Secretary or ED shall circulate such resolutions for the Board Members' approval upon the request by any of the Board Member who shall have a seconder for the same.
27.3		The circulation of such resolution(s) shall be relayed to Board Members by any acceptable means of communication adopted by the Board, including via email.
27.4		A circular resolution shall be carried upon acceptance by a simple majority of members from the Board and shall be tabled and ratified at the following Board meeting.

28	<u>BOARD COMMITTEES</u>	
28.1	The Board may appoint Board Committees comprised of SDSC members and/or independent experts to assist the Board in the management and administration of SDSC.	
28.2	The Board may delegate to such Board Committees such powers as it deems necessary.	
28.3	The Board shall minimally appoint the following Board Committees with the appropriate terms of reference:	
	28.3.1	Audit Committee
	28.3.2	Finance Committee
	28.3.3	Fundraising Committee
	28.3.4	Nomination Committee
	28.3.5	Human Resource Committee
	28.3.6	Programmes and Services Committee(s), which may be renamed in accordance to the needs of SDSC
28.4	The Board Committees shall comprise of at least three (3) persons appointed by the Board.	
29	<u>ATHLETES COMMISSION</u>	
29.1	SDSC shall establish an Athletes Commission (AC) with the view to providing a process to promote open communication with the athletes.	
29.2	The Chairman and members of the AC shall be elected by National athletes who have represented Singapore in international para sport competitions within the past twenty-four (24) months.	
29.3	The term of office of the AC members and their term limits, if any, shall follow that of the Board.	
29.4	The Chairman of the AC shall be appointed as a Board Member with voting rights and shall represent the AC in the Board until the expiry of his term as Chairman of the AC.	
30	<u>ADVISORS AND PATRONS</u>	
30.1	The Board may appoint Advisors and/or Patrons who may or may not be a Member of SDSC to advise the Board in such matters as and when the Board deems necessary.	
30.2	The Advisors and Patrons so appointed shall have no voting rights in the Board.	
30.3	Patrons may be invited by the President and/or the Board to chair a General Meeting of SDSC in which case the Patron shall have no voting rights.	
31	<u>EXECUTIVE DIRECTOR</u>	
31.1	The Board may appoint a ED or an equivalent to lead the SDSC management and secretariat staff.	
31.2	The ED shall hold office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, determined by the Board.	

31.3	The exercise of the ED powers and authorities, and the performance of the ED duties, shall always be subject to the control of the Board.
31.4	The role of the ED will be to implement the strategies, plans and policies approved by the Board and to be responsible for the management and direction of SDSC and its finances.
31.5	The ED shall attend all SDSC meetings including General Meetings and Board meetings, subject to a determination otherwise by the Board. The ED shall not have a vote at these meetings but may speak on any matters where required.
31.6	Subject to the terms and conditions of the appointment, the Board may suspend or remove the ED from that office.
32	<u>AUDIT AND FINANCIAL YEAR</u>
32.1	A firm of Public Accountants and Chartered Accountants shall be appointed as auditors at each AGM for the next financial year and shall be eligible for reappointment.
32.2	The auditor shall be changed at least once every 5 years, whether to another auditor from the same auditing firm or company or to another auditor from a different auditing firm or company.
32.3	The auditors may be required by the President to audit SDSC's accounts for any period within their tenure of office at any date and make a report to the Board.
32.4	The auditors will be required to audit each financial year's accounts and present a report upon them to the AGM.
32.5	SDSC's financial year shall be from 1 st April of each year to 31 st March the following year.
33	<u>POLICIES AND BY-LAWS</u>
33.1	The Board shall have the power to approve, create, alter or revoke by-laws, policies, regulations, procedures and practices in relation to the management and administration of SDSC as it deems fit
33.2	Such by-laws, policies, regulations, procedures and practices from time to time in force shall not be inconsistent with the provisions of this Constitution.
33.3	If there is inconsistency, the provisions of the Constitution shall prevail, and that by-law, policy, regulation, procedure or practice shall to the extent of the inconsistency be void.
33.4	When in force, such by-laws, policies, regulations, procedures and practices shall be binding on all Members and has the same effect as a provision in this Constitution.
34	<u>CONFLICT OF INTEREST</u>
34.1	Board Members shall act in the best interests of SDSC, and the Board shall set clear policies, procedures and take appropriate measures to declare, prevent and address any conflict of interest that may arise.
34.2	Whenever a member of the Board is in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins. The Board Member

	concerned shall then offer to withdraw and leave the meeting and not participate in the discussion or vote on the matter. The Board shall decide if this should be accepted.	
34.3	Any individual who is directly or indirectly interested in a business transaction or proposed financial transaction with SDSC, its Members or athletes, shall be disqualified from serving as a Board Member.	
35	<u>ANTI-DOPING & PREVENTION OF COMPETITION MANIPULATION</u>	
35.1	SDSC shall recognise the right of all its athletes to participate in clean sport and is committed to ensuring the sport is doping-free and is free of any manipulation of competitions.	
35.2	All affiliates, members, athletes, participants, staff and other individuals, who are subject to the jurisdiction of SDSC are bound by and agree to abide by all World Anti-Doping Code-compliant anti-doping rules applicable to the sport and to comply with the Olympic Movement Code on the Prevention of Manipulation of Competitions.	
36	<u>SAFE SPORT</u>	
36.1	SDSC shall be committed to ensuring the safety and wellbeing of para sport athletes and practitioners in Singapore and shall take all necessary measures to protect them from all forms of harassment and abuse.	
36.2	All affiliates, members, athletes, participants, staff and other individuals, who are subject to the jurisdiction of SDSC are bound by and agree to abide by the Safe Sport Unified Code and to comply with the applicable rules under the Safe Sport Programme.	
37	<u>DISPUTE RESOLUTION</u>	
37.1	Any dispute arising amongst Members or between any Member and SDSC shall be resolved in accordance with the Framework for Alternative Dispute Resolution for Sports (ADR Sports) or other dispute resolution framework jointly administered for the time being by Sport Singapore, the Singapore Mediation Centre and the Singapore Institute of Arbitrators	
38	<u>SPOKESPERSONS</u>	
38.1	The spokespersons for SDSC shall be the President and the Executive Director, unless otherwise delegated by the Board.	
39	<u>TRUSTEES</u>	
39.1	If SDSC at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.	
39.2	The trustees of SDSC shall:	
	39.2.1	Not be more than four (4) and not less than two (2) in number.
	39.2.2	Be elected by a General Meeting of members.
	39.2.3	Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

39.3	The office of the trustee shall be vacated:	
	39.3.1	If the trustee dies or becomes of unsound mind.
	39.3.2	If he is absent from the Republic of Singapore for a period of more than one (1) year.
	39.3.3	If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
	39.3.4	If he submits notice of resignation from his trusteeship.
39.4	Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on SDSC's notice board and / or on SDSC's website at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Commissioner of Charities.	
40	<u>VISITORS AND GUESTS</u>	
40.1	Visitors and guests may be admitted into the premises of SDSC but they shall not be admitted into the privileges of SDSC. All visitors and guests shall abide by SDSC's rules and regulations.	
41	<u>PROHIBITIONS</u>	
41.1	Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on SDSC's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.	
41.2	The funds of SDSC shall not be used to pay the fines of members who have been convicted in court of law.	
41.3	SDSC shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.	
41.4	SDSC shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.	
41.5	SDSC shall not hold any lottery, whether confined to members or not, in the name of SDSC or of its office-bearers, Board or members unless with the prior approval of the relevant authorities.	
41.6	SDSC shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.	
42	<u>CESSATION OF CHARITY STATUS</u>	
42.1	In the event that SDSC ceases to be a registered charity under the Charities Act, all debts, liabilities legally incurred on behalf of SDSC shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, when SDSC is an Institution of Public Character, as the case may be, with similar objectives in Singapore which is (are) registered under the Charities Act as the members of SDSC may determine at the General Meeting, unless otherwise allowed by the Commissioner of Charities.	

43	<u>DISSOLUTION</u>
43.1	SDSC shall not be dissolved except with the consent of not less than three-quarter (3/4) of those entitled for the time being to vote at General Meetings.
43.2	In the event of SDSC being dissolved as provided above, all debts and liabilities legally incurred on behalf of SDSC shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, when SDSC is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which is(are) registered under the Charities Act, as the members of SDSC may determine at the General Meeting.
43.3	A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and Commissioner of Charities.
44	<u>AMENDMENTS TO CONSTITUTION</u>
44.1	No alterations, amendments or additions/deletions to this Constitution shall be made except at a General Meeting and by a special resolution.
44.2	Such alterations, amendments or additions/deletions shall only take effect after the approval from the Registrar of Societies and the Commissioner of Charities has been received. However, the composition of the Board and the term and office of all Board Members elected or appointed prior to the coming into force of these amendments shall remain and continue until the expiry of their term as set out in the constitution prior to the said amendments.
44.3	Any proposal to amend the Constitution shall be notified in writing to SDSC at least fourteen (14) days before the General Meeting together with a copy of the proposed amendments.
45	<u>MATTERS NOT PROVIDED FOR</u>
45.1	In all matters not provided for in this Constitution or doubts on the proper interpretation of the Articles of this Constitution, the decision of the Board shall be final unless it is reversed at a General Meeting of members.