

## **CONSTITUTION OF CLUB ZOOM**

### **NAME**

- 1 This Society shall be known as the “Club ZOOM”, hereinafter referred to as the “Club”.

### **PLACE OF BUSINESS**

- 2 Its place of business shall be at 2, Bedok Reservoir View, The Clearwater, #11-03, Singapore 479232 upon by the Committee and approved by the Registrar of Societies. The Club shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

### **OBJECTS**

- 3.1 Its objects are:
  - a) To support and facilitate members’ wholesome pursuit of athletic achievement and excellence through providing opportunities for appropriate training and competition;
  - b) To identify, develop and enable athletes to reach their fullest potential in terms of physical and mental skills and abilities through career-long programmes of athlete engagement.
  - c) To identify, train and mentor coaches, management, technical and other support staff and provide them with the opportunity for continual upgrading in the relevant, cutting-edge techniques, technologies and expertise;
  - d) To instill, uphold and propagate the Club’s values among all member so as to empower them to become ambassadors of good character who are successful not only in the sports arena, but also in school, work, family, social and national spheres;
  - e) To contribute constructively to raising the standard of Singapore Track & Field performance.

3.2 In furtherance of the above objects, the Club may:

- a) Conduct recruitment drives through club-organised events and other authorised means;
- b) Organise/conduct track and field seminars, workshops and weekly training sessions;
- c) Send its administrators, coaches and athletes to overseas and local track and field and sports-related conferences, seminars and courses;
- d) Organise events such as annual cross country meets, track and field meets, training camps and time-trials;
- e) Take part in sports events organised by other sports clubs/bodies;
- f) Work and co-operate with other sports and track and field bodies; and
- g) Collect free-will offerings from members of the Club and other well-wishers.

### **MEMBERSHIP QUALIFICATION AND RIGHTS**

4.1 Membership is open to all persons irrespective of race, sex or creed, subject to the approval of the key office bearers. The President is empowered with a 40% say in this decision, Vice-President 20%, Secretary 20% and General Manager 20%. Upon approval, new members shall be classified as Associate Members. Associate Members shall not have the right to vote and to hold office in the Club until appointed Ordinary Members.

4.2 Ordinary Membership approval is at the sole discretion of the Approval Committee comprising the President, Vice-President, Secretary and General Manager.

4.2 Ordinary Membership is open to Associate Members who:

- a) share the same vision and objectives of the Club;
- b) participate in a minimum of 80% of all the Club's activities per year; and
- c) are involved or participate as committee members and/or athletes in at least 1 Club events per year.

4.3 Only Ordinary Members who are above 18 years of age shall have the right to vote and to hold office in the Club.

## **APPLICATION FOR MEMBERSHIP**

- 5.1 A person wishing to join the Club should submit his particulars to the Secretary on a prescribed form.
- 5.2 A new member must be proposed and seconded by existing members. His name will then be entered in the Club's Register for one week at the end of which time the Approval Committee will decide on membership, taking into consideration any objection raised.
- 5.3 New applicants for Club membership will undergo a trial period of not more than 3 months before the Approval Committee decides to admit them as Associate Members.
- 5.4 New applicants for the Club's coaching ranks will undergo a trial period of not more than 6 months before the Approval Committee decides to admit them as Associate Members.
- 5.4 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

## **TERMINATION FOR MEMBERSHIP**

- 6.1 Termination of membership shall be at the discretion of the Approving Committee on the basis of infringements of Club rules and/or etiquette, including but not restricted to the following:
- a) Breach of discipline;
  - b) Conflict of interest;
  - c) Non-adherence to the Club's vision or principles.

## **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

7.1 The membership fees and subscription shall be determined by the General Meeting on recommendation of the Committee from time to time.

7.2 For retiree memberships, the entrance fee is waived and the annual subscription is reduced by half.

7.3 Annual membership fees and subscription are payable in advance within the first month of the year. If a member falls into arrears with his/her subscription or other dues, he/she shall be informed immediately by the Treasurer. If the member fails to settle his/her arrears within 4 weeks of their becoming due, the President may order that his/her name be posted in the Club's Register and that he/she be denied the privileges of membership until he/she settles his/her account. If the member falls into arrears for more than 3 months, he/she will automatically cease to be a member and the Committee may take legal action against him/her provided that they are satisfied that the member has received due notice of his/her debts.

7.4 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

7.5 25% of any unused or excess funds at the end of each work year will be retained as a Reserved Fund for the Club. This Reserved Fund will be used for future approved infrastructural expenses, such as building a club house. The remaining 75% of any excess funds will be absorbed into the Club's operations budget for the following year.

## **SUPREME AUTHORITY AND GENERAL MEETINGS**

8.1 The supreme authority of the Club is vested in a General Meeting of the members presided over by the President.

8.2 An Annual General Meeting shall be held in August .

8.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within 2 months from receiving this request to convene the Extraordinary General Meeting.

8.4 If the Committee does not within 2 months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Club's website.

8.5 At least 1 month notice shall be given of an Annual General Meeting and at least 2 weeks' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Club's website 7 days in advance of the meeting.

8.6 Voting by proxy at all General Meetings is only permissible with the written approval of the Club Secretary.

8.7 The following points will be considered at the Annual General Meeting:

- a) The previous financial year's accounts and annual report of the Committee.
- b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

8.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.

8.9 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

8.10 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 any of the existing rules.

### **MANAGEMENT AND COMMITTEE**

9.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:

A President

A Vice President

A Secretary

A General Manager

A Treasurer

An Assistant Treasurer

A Youth Academy Manager

Two Ordinary Committee Members

9.2 Names for the above officers shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer and Assistant Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is three years.

9.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, a re-vote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate(s) withdrew in favour of one of themselves.

9.4 A Committee Meeting shall be held at least once every 3 months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least  $\frac{1}{2}$  of the Committee Members must be present for its proceedings to be valid.

9.5 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.

9.6 The duty of the Committee is to organise and supervise the daily activities of the Club. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.

9.7 The Committee has power to authorise the expenditure of a sum not exceeding \$20,000 per month from the Club's funds for the Club's purposes.

#### **DUTIES OF OFFICE-BEARERS**

10.1 The President shall, chair all General and Committee meetings. He shall also represent the Club in its dealings with outside persons.

10.2 The Vice-President shall assist the President and deputise for him in his absence.

10.3 The Secretary shall keep all records, except financial, of the Club and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.

10.4 The General Manager is responsible for the implementation of the club's objectives, coordinate the different departments of the club and execute its strategies and policies set by the President and Committee of the club. The GM oversees the overall operations of the club, including aspects such as marketing, finance, and the management of athlete teams to meets. He is responsible for coordinating the acquisition of the suitable member athletes, coaching personnel and reassigning athletes, coaches and members of the club as directed by the club's central committee.

10.5 The Treasurer shall keep all funds and collect and disburse all monies on behalf of the Club and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorized to expend up to \$500 per month for petty expenses on behalf of the Club. He will not keep more than \$500 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President.

10.6 The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.

10.7 Ordinary Committee Members shall assist in the general administration of the Club and perform duties assigned by the Committee from time to time.

### **AUDIT AND FINANCIAL YEAR**

11.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of 3 years only and shall not be re-elected for a consecutive term.

11.2 They:

- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
- b) May be required by the President to audit the Club's accounts for any period within their tenure of office at any date and make a report to the Committee.

11.3 The financial year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

## **TRUSTEES**

12.1 If the Club at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

12.2 The trustees of the Club shall:

- a) Not be more than 4 and not less than 2 in number.
- b) Be elected by a General Meeting of members.
- c) Not carry out any sale or mortgage of property without the prior approval of the General Meeting of members.

12.3 The office of the trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.
- b) If he is absent from the Republic of Singapore for a period of more than one year.
- c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- d) If he submits notice of resignation from his trusteeship.

12.4 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 the Club's website and the Register at least two 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 Registrar of Societies.

12.5 The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

## **VISITORS AND GUESTS**

13.1 Visitors and guests may be admitted into the premises of the Club but they shall not be admitted into the privileges of the Club nor shall they be admitted into the premises more than six times in a calendar year. These visits are to be confined to not more than once in fourteen days.

13.2 A Visitors' Book shall be kept, in which shall be entered the names of all visitors and guests, together with the names and signatures of the members nominating them and the dates of their visits. No person shall be a visitor or guest till his name has been entered in this book.

### **PROHIBITIONS**

14.1 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 the Club's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

14.2 The funds of the Club shall not be used to pay the fines of members who have been convicted in court of law

14.3 The Club 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.

14.4 The Club shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.

14.5 The Club shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

14.6 Club shall not hold any lottery, whether confined to its members or not, in the name of the Club or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

14.7 The Club shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

## **AMENDMENTS TO CONSTITUTION**

15 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

## **INTERPRETATION**

16 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

## **DISPUTES**

17 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

## **DISSOLUTION**

18 The Club shall not be dissolved, except with the consent of not less than  $\frac{3}{5}$  the total voting membership of the Club for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

18.2 In the event of the Club being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Club shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

18.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.