



SINGAPORE BOWLING FEDERATION (SBF) CONSTITUTION

Article I – DESIGNATION AND ADDRESS

The name of this organisation shall be SINGAPORE BOWLING FEDERATION (hereinafter called the “Federation”) and its place of business shall be at **131 Rifle Range Road #04-01 Temasek Club Singapore 588406**, or such other place as may be decided by the General Council from time to time, subject to the approval of the Registrar of Societies. The Federation shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

Article II – INTERPRETATION

Words importing the singular number shall include the plural number.

Words importing the plural number shall include the singular number.

Words importing the masculine gender shall include the feminine gender.

“FEDERATION” means the national organisation controlling competitive bowling in Singapore.

“AFFILIATE” means an organisation promoting and fostering bowling and has been granted membership in the Federation as herein provided, working with the assistance and guidance of the Federation and subject to its direction and jurisdiction.

“BOWLING” means the participating sport known as Tenpin Bowling and “BOWLER” shall have a corresponding meaning.

“CENTRE” means in relation to bowling, the land, buildings and other improvements by means of which facilities for bowling are provided for and used by the general public on one site irrespective of the number, disposition or method of operation of the bowling lanes there provided.

“LEAGUE” means a combination consisting of four or more teams or in the cast of single’s leagues consisting of four or more individual participants for the purpose of bowling according to a pre-arranged schedule whether or not for trophies or prizes.

“GENERAL COUNCIL” means the governing body determining policies of the Federation and consists of appointed and elected members of Affiliates gathered together at a duly convened meeting.

“TEAM” means a combination of two or more bowlers.

Article III – OBJECTS

- (a) To advance the sport of bowling, where the sport advances health through physical skill and exertion.

- (b) To promote, organise and regulate the sport of tenpin bowling and to sponsor tenpin bowling tournaments in Singapore.
- (c) To select and appoint tenpin bowlers to represent the Republic of Singapore in National or International Tenpin Bowling Competitions.
- (d) To arrange matches with controlling bodies of the sport in other countries and with visiting teams.
- (e) To settle and give rulings on all disputed points in connection with the sport and the rules and regulations thereof.
- (f) To affiliate with any International controlling body for tenpin bowling.
- (g) To safeguard, foster, develop and advance a spirit of good fellowship and better relations among bowlers for the betterment of their interests in relation to bowling generally.
- (h) To enforce uniform regulations and rules relating to the sport of tenpin bowling.
- (i) Generally to do such other acts of things, as may be incidental to or connected with or conducive to the attainment of any of the above-mentioned objects.
- (j) To issue certificates to owners and lessees of establishments, to sanction leagues and tournaments and to collect stated fees as provided by the rules and regulations of the Federation.
- (k) To exercise care and supervision over all affiliates bowling activities.
- (l) To govern bowlers, team leagues and tournaments in its membership.

Article IV – MEMBERSHIP

- (a) There shall be two categories of membership, namely AFFILIATE and ASSOCIATE.
 - 1) AFFILIATE membership shall be opened to all bona fide Associations/Clubs in Singapore who are properly constituted bodies and duly registered by the Registrar of Societies under the Societies Act or which are entities within the Singapore Government and Statutory Boards.

The Federation shall recognise such bodies in any given area in Singapore with a minimum of fifty (50) valid paying bowling members, provided always that such Associations/Clubs shall not be deemed to be derogatory or to diminish or lessen in any way the absolute authority of the Federation in respect to the administration of the sport of tenpin bowling in Singapore and be directly related to promoting bowling through developmental programmes and participation in competitions and/or other related programmes.
 - 2) ASSOCIATE membership shall be conferred upon Associations / Clubs / Groups in Singapore who are keen to participate in activities organised by the Federation / Affiliates / Bowling Centres and upon approval by the General Council.

Associate member shall have no voice in the affairs or management of the Federation.

- (b) Any Affiliate who has less than the required number of bowling members may render the Affiliate unfit to be a member and may be expelled from the Federation and shall forfeit all interest in the funds and property of the Federation.
- (c) All applications for memberships shall be filed with the President of the Federation with a copy of minutes showing that authorisation for the application was approved by an appropriate body of the Organisation, together with a copy of the Constitution of such local Associations/Clubs, a list of the names and addresses of the Office Bearers and information as to the number of bowling members. In the case of application for Associate membership, the Federation may at its discretion request for other documentary evidence for consideration by the General Council.

Article V – MEMBERSHIP

- (a) Each Affiliate/Associate Member shall pay such sums as may be determined by the General Council from time to time.
- (b) Junior Bowling members (whose age is below 21 years of age as at January 1st) in its Membership Register will be charged a fee which is to be decided upon by the General Council.

Article VI – REPRESENTATION

- (a) Each Affiliate is entitled to be represented by one delegate for each multiple of fifty (50) members at the Federation's Annual General Meetings. Under no circumstances may an Affiliate have more than three (3) delegates at the Federation's Annual General Meetings. The number in the Affiliate Junior Bowling Membership shall not count toward the representations of an Affiliate. Members of the Affiliate whose memberships in the Federation have expired and not renewed at the close of the Financial Year or renewed after 31 March shall not count towards representation of the Affiliate Members.
- (b) Names of Delegates appointed by the Affiliates concerned shall be furnished to the Honorary Secretary of the Federation seven (7) days before the commencement of the Federation's Annual General Meeting.
- (c) Only Delegates of Affiliate Members are entitled to be present and vote at General Meetings.

Article VII – MANAGEMENT

- (a) The Management of the affairs of the Federation shall be vested in a General Council consisting of the following:
 1. A President
 2. A Vice President
 3. A Honorary Secretary
 4. An Assistant Honorary Secretary
 5. A Honorary Treasurer
 6. An Assistant Honorary Treasurer
 7. Council Members {of not more than six (6)}Members of the General Council shall serve without compensation for their services in it and shall not hold any salaried positions within the Federation.

- (b) The Federation may maintain a Club House with facilities such as Library, Games Room and Lounge. The Federation may install within premises bowling facilities, video game machines, billiard tables for the use and recreation by its members comprising of its Affiliate Members and Associate Members and provided that all the conduct of such activities do not in any way disrupt the peace and good order in the premise.
- (c) Any change in the General Council shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change.

Article VIII – ELECTION OF GENERAL COUNCIL

- (a) The General Council shall be elected at alternate Annual General Meeting from among current members of an Affiliate and who are duly nominated by any Affiliate. Such nominees must declare by stating in their nomination forms, any personal or business interest related to the sport, which must be made known to voters before the election. Election by delegates shall be through secret ballot.
- (b) Only Singapore Citizens are eligible to hold the posts of President/Vice President/Honorary Treasurer/Assistant Honorary Treasurer in the General Council.
- (c) An individual holding the Honorary Treasurer portfolio shall not serve more than two (2) consecutive terms. Each term of office of the General Council is two (2) years.
- (d) The out-going Council shall be dissolved before the start of fresh elections. The out-going President will be responsible for overseeing the election process unless he/she is seeking re-election, in which case, the most senior out-going key appointment holder will take the chair.

Article IX – POWER OF GENERAL COUNCIL

- (a) The General Council shall the power to co-opt bona fide members of Affiliates into the Council provided always that in no event may the number so co-opted exceed five (5) persons. Such co-opted members shall not have any voting rights.
- (b) The President shall have the power to authorise the expenditure of a total sum not exceeding \$5,000/- in any single month from the Federation's funds for the Federation's purpose.
- (c) An amount exceeding the said sum of \$5,000/- must be approved by a majority of the voting members of the General Council.
- (d) The General Council shall have the power to appoint such Sub-Committees, as it deems necessary. These Sub-Committees shall include the Finance and Audit Committee, and Athlete Selection Committee. The General Council shall delegate to such Sub-Committees such duties and power, as the General Council considers fit and proper. The decisions of the Sub-Committees shall be subjected to the approval of the General Council. The President and or his appointed member of the General Council shall be an ex-officio member of all Sub-Committees.
- (e) Appoint, remove, dismiss and at its discretion remunerate such employees, as it deems expedient.

- (f) The General Council shall have the power to accept any application for affiliation to the Federation or expel Affiliate/Associates. All rejected application for membership must be based on defensible reason(s) that must be documented. Before any Affiliate/Associate is expelled, the Honorary Secretary shall give the Affiliate/Associate a minimum of 21 days' notice to attend a meeting of the General Council to give an explanation and shall inform the Affiliate of the complaints made against it. No Affiliate/Associate shall be expelled unless two-thirds of the General Council vote in favour of expulsion.
- (g) The power of expulsion may be exercised against any Affiliate/Associate whose action or conduct shall in the opinion of the General Council render the Affiliate/Associate unfit for membership of the Federation.
- (h) Any expelled Affiliate/Associate shall have the right within 14 days of the date of receipt of notice of expulsion to require the General Council to call an Extraordinary General Meeting of the Federation. The General Council may, however, exclude such an Affiliate/Associate from the Federation premises or from any meetings or activities of the Federation or the General Council until the date of the Extraordinary General Meeting.
- (i) The only business at any such Extraordinary General Meeting called under Article IX (h) shall be to approve or disapprove the action of the General Council in expelling such Affiliate/Associate. If such action is disapproved, such action shall be rescinded and shall have no effect. The voting at such meeting shall be by ballot.
- (j) For the reasons stated in Article IX (g) the General Council may suspend at their sole discretion any Affiliate/Associate for a period not exceeding six months but any suspension for a period in excess of six months shall only be made after due compliance with the rules and formalities herein before specified relating to the expulsion of Affiliate/Associate.
- (k) The General Council may with 2/3 majority suspend at their sole discretion any Affiliate/Associate from participation in Sanctioned Leagues, tournaments or contests whose action or conduct in the opinion of the General Council justifies same but a suspension for a period in excess of six months shall only be made after due compliance with the rules and formalities herein before specified relating to the expulsion of Affiliates/Associates.

Article X – MEETINGS AND WORKING OF GENERAL COUNCIL

- (a) The General Council shall meet periodically at any such place as it may decide. In addition, the President shall call a General Council Meeting upon a requisition in writing signed by at least six (6) of its members stating the business to be transacted.
- (b) Notices of all General Council Meetings with the Agenda attached thereto shall normally be sent to each member at least 7 days prior to the date of the meeting. Proceedings of the General Council Meetings, particularly the decisions, approvals and other material information, must be documented.
- (c) The quorum for General Council Meetings shall be at least one-half of its members eligible to vote. In the event the President is absent, the Vice President shall take the Chair, and if both are absent, the members present shall elect one of their number to preside over the meeting.

- (d) Subject to Article IX (a) Each member of the General Council vote shall be entitled to one vote. In the event of a tie in voting, the Chairman of the meeting shall have an additional casting vote. Provided always that any member of the General Council shall abstain from any evaluation, decision-making or voting, if the issue are directly related to his/her declared interest.
- (e) Any member of the General Council absenting himself from three (3) consecutive meetings without explanation satisfactory to the Council shall cease to be a member thereof.
- (f) The members of the General Council shall hold office for a period of two (2) years from the date of election to such office or until the next election.
- (g) Under no circumstances shall a minor who is under 21 years of age be a member of the General Council.
- (h) Voting at General Council meetings shall be a show of hands unless otherwise agreed by the majority.
- (i) The General Council shall abide by a "Conflict of Interest" policy specifying the types of business conduct or transactions that may raise concerns of partiality. This policy will provide clear procedures for disclosure of actual or potential conflict/s, including the review of such business conduct or transactions by neutral General Council members.

Article XI – DUTIES OF OFFICERS

(a) THE PRESIDENT

The President shall have the following responsibilities: -

- (a) To preside as Chairman at all General Council Meetings, Annual General Meetings and Extraordinary Meetings; and
- (b) Shall enforce all Rules of the Constitution and perform such duties as pertaining to his office.

(b) THE VICE PRESIDENT

The Vice President shall, in the absence of the President, perform the functions and assume all responsibilities of the office of President.

(c) THE HONORARY SECRETARY

The Honorary Secretary shall have the following responsibilities:

- (a) He shall be responsible for all administrative matters of the Federation.
- (b) He shall issue proper notices of all general Council Meetings, Annual General Meetings and Extraordinary Meetings.
- (c) He shall keep a membership register and all records of the Federation, except financial, and shall be responsible for all the correctness.
- (d) He shall be authorized to sign all correspondence on behalf of the Federation.
- (e) He shall also perform such duties, as directed by the President and/or General Council, pertaining to the Secretariat.

(d) THE ASSISTANT HONORARY SECRETARY

The Honorary Secretary shall in the absence of the Honorary Secretary, be the Acting Honorary Secretary and assume all the responsibilities of the office of the Honorary Secretary.

(e) THE HONORARY TREASURER

The Honorary Treasurer shall have the following responsibilities: -

- (a) He shall receive all sums of money due to the Federation and disburse all sums of money payable by the Federation.
- (b) He shall maintain proper financial and accounting records of all receipts, expenditure, assets and liabilities of the Federation and shall be responsible for their correctness.
- (c) He shall present monthly financial statement and reports at every General Council Meeting.
- (d) He shall present at the Annual General Meeting, duly audited financial statements of the preceding year ending 31st March.
- (e) He is authorized to expend and maintain a petty cash float of not exceeding \$2000.00 for petty expenses to be reimbursed as and when required.
- (f) He shall ensure that all monies received be deposited within fourteen (14) days in a bank to be named by the General Council. Cheques for the withdrawal of Federation funds must be signed by either the President or Vice President and countersigned by either the Honorary Treasurer or Assistant Honorary Treasurer.

(f) THE ASSISTANT HONORARY TREASURER

The Assistant Honorary Treasurer shall, in the absence of the Honorary Treasurer, be the Acting Honorary Treasurer and assume all the responsibilities of the office of the honorary Treasurer.

(g) COUNCIL MEMBERS

Council Members shall attend all Council Meetings and generally assist in managing the affairs of the Federation by performing duties assigned to them.

Article XII – AUDITORS

At each Annual General Meeting, the Federation shall appoint Auditors for the ensuing years, with the duties of carrying out an Annual Audit and Report of the funds and financial records and affairs of the Federation and generally conduct all ordinary function of their office.

Article XIII – GENERAL AND EXTRAORDINARY GENERAL MEETING

(a) ANNUAL GENERAL MEETING

The Annual General Meeting of the Federation shall be held not later than 30th June each year. Voting will be through secret ballot, not by a show of hand. The regular order of business of the meeting shall be as follows:

1. Introduction Speech by President
2. Confirmation of Minutes of the last AGM and matters arising there from
3. To receive and if accepted, adopt the Annual Report
4. To receive and adopt the Financial Statement
5. Election and installation of officers of the General Council at every alternate Annual General Meeting and appointment of Auditors for the ensuing year.
6. Transacting other business of which 7 days' notice has been given before the date of the AGM.
7. Adjournment

The quorum for an Annual General Meeting shall be a minimum of one-third (1/3) of the total number of delegates eligible to attend and vote at the meeting. If there is no

quorum the meeting shall be adjourned for fifteen minutes, after which, if there is no quorum, the delegates present shall proceed with the business of the meeting but shall have no power to amend the Constitution.

At least 21 days' notice of each Annual General Meeting shall be given by publication in at least one Singapore newspaper and by registered mail to each Affiliate.

(b) EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting shall be convened: -

1. Whenever the General Meeting shall deem it desirable.
2. On petition to the Honorary Secretary by at least one-half (1/2) of the Affiliates stating the reasons for the meeting.

An Extraordinary General Meeting shall be convened by the Honorary Secretary for a date within 30 days of receipt of such requisition. At least 21 days' notice of each Extraordinary General Meeting shall be given by registered mail to each Affiliate.

The quorum for Extraordinary General Meetings shall be the same as that for Annual General Meetings except that if at the time for the meeting, there being no quorum, the meeting shall be called off. An Extraordinary General Meeting called off cannot be reconvened for the same purpose until a period of six months has lapsed.

Article XIV – PROXIES FOR ANNUAL/EXTRAORDINARY GENERAL MEETINGS

- (a) Any delegate may appoint a proxy in writing provided always that notice be given to the Honorary Secretary at least two (2) days before the meeting.
- (b) The instrument appointing a proxy may be in the following form or any other form which the General Council may approve: -

SINGAPORE BOWLING FEDERATION

I,, a delegate to the Federation hereby appoint..... of
..... Association/Club as my proxy to vote for me and on my behalf at the
Annual/Extraordinary General Meeting of the Federation to be held on the
and at any adjournment thereof.

Signed:

Date:

Article XV – PROHIBITIONS

- (a) Gambling of any kind such as the playing of paikow or mahjong whether for stakes or not are forbidden on the Federation's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
- (b) The funds of the Federation shall not be used to pay fines of members who have been convicted in Court.

- (c) The Federation shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union Ordinance.
- (d) The Federation shall not hold any lottery whether confined to its members or not in the name of the Federation or its Office-Bearers, General Council or members, unless approved by the relevant Government Authorities.
- (e) The Federation shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (f) The Federation, being the governing body for bowling, cannot simultaneously operate as a sports club affiliated to the Federation.
- (g) The Federation 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.
- (h) The Federation 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.

Article XVI – DISSOLUTION

The Federation shall not be dissolved unless three-fifths (3/5) of the delegates of Affiliate Members eligible to vote agree to dissolve the Federation. In the event of dissolution the funds less any debts, liabilities legally incurred, shall be donated to any Institution of a Public Character approved under the Charities Act as decided by the General Council.

A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

Article XVII – PLAYING RULES

The General Playing Rules of the World Tenpin Bowling Association (WTBA) and the Singapore Bowling Federation (SBF) shall be followed in all respect.

Article XVIII – AMENDMENTS TO CONSTITUTION

Under no circumstances may any rule in this Constitution be amended, deleted or added unless 75% of the delegates agree to the amendment, deletion or addition, and they shall not come into force without the prior sanction of the Registrar of Societies and the Commissioner of Charities.

Article XIX – SUSPENSION OR EXPULSION OF MEMBERS OF AFFILIATES/ASSOCIATES

A Disciplinary Committee shall be appointed by the General Council in the event that such is required.

The Disciplinary Committee shall have the powers to expel and/or suspend for a period to be determined by the Disciplinary Committee members of Affiliates/Associates whose action or conduct is prejudicial to the reputation of the Federation. The decision of this Committee shall be by a simple majority.

Such Members who are brought before the Disciplinary Committee shall be given special notice to explain his conduct either verbally or in writing.

Such Members who are aggrieved by the Disciplinary Committee's decision may appeal to the General Council within two (2) weeks of receipt of the Disciplinary Committee's decision. The decision of the General Council shall be final and binding.