



## SINGAPORE BOWLING FEDERATION (SBF) CONSTITUTION

### ARTICLES

#### 1. NAME

The name of this organisation shall be **SINGAPORE BOWLING FEDERATION** (hereinafter called the "**Federation**")

#### 2. **DEFINITIONS:** In this Constitution unless the context requires otherwise:

2.1 In this constitution words importing the singular shall include the plural and vice versa, and words importing any gender shall include the other genders.

2.2 "**Advisor**" means an advisor to the Federation appointed in accordance with Article 24-22.

2.3 "**Affiliate**" means an organization 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.

2.4 "**Affiliate Member**" means an entity admitted to the Federation in accordance with Article 9.

2.5 "**AGM**" means the Annual General Meeting of the Federation members required to be held by the Federation in each calendar year.

2.6 "**Associate Member**" means an entity admitted as Member of the Federation in accordance with Article 10.

2.7 "**Authorised Delegate**" means a person authorized by an Affiliate Member to attend General Meetings of the Federation and to speak and vote on its behalf at such meetings.

2.8 "**Authorised Representative**" means a person appointed by an Associate Member to attend the General Meeting of the Federation.

2.9 "**Bowling**" means the participating sport known as Tenpin Bowling, including all the disciplines and "**Bowler**" shall have a corresponding meaning.

2.10 "**Bowling Events**" means competitions, championships, demonstrations, exhibitions and any other events relating to Bowling.

2.11 "**By-law**" means a by-law made under Article 24.

- 2.12 “**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.
- 2.13 “**Constitution**” means this constitution as amended from time to time, and a reference to an article is reference to an article of this Constitution.
- 2.14 “**Co-Opted**” means a Federation Member appointed under Article 16.2.1.
- 2.15 “**Discipline**” means a Tenpin Bowling sport programme defined by International Bowling Federation and accepted by the Federation as a program under its jurisdiction.
- 2.16 “**Elected General Council Member**” means the Federation General Council Member elected under Article 15.
- 2.17 “**EGM**” means an Extraordinary General Meeting of the Federation members called in accordance with Article 12.
- 2.18 “**Family Members**” means a person’s child, sibling, parent, spouse, spouse’s parent, spouse’s sibling, grandparent, or grandchildren.
- 2.19 “**Federation**” means the national organisation controlling competitive bowling in Singapore.
- 2.20 “**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.
- 2.21 “**General Meeting**” means a general meeting of the Federation Members and includes the AGM and EGM.
- 2.22 “**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.
- 2.23 “**Key Office Bearer**” means a person who holds the position of President, Vice President, Honorary Secretary, Honorary Treasurer or any other key appointment in the Federation General Council.
- 2.24 “**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.
- 2.25 “**Member**” means a member of the Federation in accordance with Article 8.
- 2.26 “**Objects**” means the objects of the Federation set out in Article 7.
- 2.27 “**Patron**” means a patron of the Federation appointed in accordance with Article 21.
- 2.28 “**Policy**” means a policy made under Article 24.

- 2.29 **“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.
- 2.30 **“Team”** means a combination of two or more bowlers.
- 2.31 **“Voting Members”** means Affiliate Members eligible to vote at a General Meeting.

### **3. PLACE OF BUSINESS**

- 3.1 The place of business of the Federation 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.

### **4. AFFILIATION**

The Federation is affiliated to International Bowling Federation and Asian Bowling Federation, the Singapore National Olympic Council (hereinafter referred to as “SNOC”), and such other recognized bodies as the General Council may deem necessary and supported by Sport Singapore (“SportSG”).

### **5. AUTHORITY**

- 5.1 The Federation shall strive for government and public recognition as the national governing body and authority for the sport of Bowling in Singapore by virtue of the Federation’s affiliation to International Bowling Federation and Asian Bowling Federation and SNOC, and through endeavours that further the objects of the Federation.

### **6. INCLUSIVITY**

The Federation shall endeavor to provide technical support and encourage any adaptive form of Bowling for people with disabilities that has been approved by the International Bowling Federation and Asian Bowling Federation or the International Paralympics Committee.

### **7. OBJECTS**

- 7.1 The objects of the Federation shall be as follows: -
- 7.1.1 Promote, develop and increase participation for the sport of Tenpin Bowling in Singapore and to sponsor Tenpin Bowling tournaments in Singapore.
- 7.1.2 Promote physical activity for health and wellness, foster community engagement and bonding for social inclusiveness and integration, and inspire the Singapore Spirit through the sport of Bowling.
- 7.1.3 To endeavour to engage communities and provide bowling activity access to vulnerable segments of the community such as youth at risk and the less privileged.

- 7.1.4 Unify, co-ordinate, sanction and organise Tenpin Bowling activities in Singapore, including national and international Bowling tournaments and events and to enter into affiliation with any International controlling body for Tenpin Bowling.
- 7.1.5 To select and appoint tenpin bowlers to represent the Republic of Singapore in National or International Tenpin Bowling Competitions.
- 7.1.6 To arrange matches with controlling bodies of the sport in other countries and with visiting teams.
- 7.1.7 To settle and give rulings on all disputed points in connection with Bowling and the rules and regulations thereof.
- 7.1.8 To enforce uniform regulations and rules relating to the sport of Tenpin Bowling.
- 7.1.9 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.
- 7.1.10 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.
- 7.1.11 To exercise care and supervision over all affiliates bowling activities.
- 7.1.12 To govern bowlers, team leagues and tournaments in its membership.
- 7.1.13 Raise the competitive standards of Bowling athletes in Singapore for sustainable elite level performance at international competitions and multi-sport major games.
- 7.1.14 Provide sport pathways and opportunities for the progression and advancement of Bowling athletes, coaches and technical officials in Singapore.
- 7.1.15 Raise the technical capability of Bowling coaches and technical officials in Singapore.
- 7.1.16 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.

## **8. MEMBERSHIP, APPLICATION & FEES**

- 8.1 The Federation's membership shall consist of Affiliate Members and Associate Members, who will collectively be referred to as the Federation's Member Clubs.
- 8.2 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.

- 8.3 Application for membership may be rejected on any of the following grounds: -
- 8.3.1 The applicant does not satisfy all relevant membership criteria set out in the relevant membership criteria in this Constitution;
  - 8.3.2 The applicant has been convicted of an offence involving moral turpitude, declared a bankrupt, wound up or dissolved;
  - 8.3.3 Where accepting the applicant would in the General Council's absolute discretion be deemed prejudicial to the interest of the Federation as a whole.
- 8.4 Each Affiliate/Associate Member shall pay such sums as may be determined by the General Council from time to time.
- 8.5 Junior Bowling members (whose age is below 21 years of age as at January 1<sup>st</sup>) in its Membership Register will be charged a fee which is to be decided upon by the General Council.
- 8.6 The General Council 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.
- 8.7 The General Council shall terminate members who have membership renewal fee arrears of more than one (1) year. Terminated members may only apply to be reinstated as a member after a lapse of one (1) year unless otherwise approved by the General Council.
- 8.8 The list of the approved and most current Federation Affiliates shall be posted on the Federation's official website.
- 8.9 The list of suspended and terminated Affiliates shall be posted on the Federation's official website along with the effective date of their suspension or termination.
- 8.10 The income and property of the Federation whensoever derived shall be applied towards the promotion of the objects of the Federation 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 the Federation or to any of them or to any person claiming through any of them.

## **9. AFFILIATE MEMBERS**

- 9.1 Affiliate Members shall be legal entities registered in Singapore with the Registry of Societies (ROS) or the Accounting and Corporate Regulatory Authority (ACRA), Institutions of Higher Learning (IHLs), Government Agencies Ministries and Statutory Boards that are willing to observe the rules and regulations of the Federation.
- 9.2 Affiliate Members shall be involved in the promotion, training and / or development of Bowling in Singapore.
- 9.3 Affiliate Members shall have participated in the competitions, programs, courses and activities organised by the Federation with at *least 5 to 10 registered* participants within the last 12 months.
- 9.4 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.

- 9.5 At least half of the members, shareholders and / or the management of Affiliate Members shall be Singapore citizens
- 9.6 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.
- 9.7 Affiliate Members shall have full voting rights at the Federation's General Meeting.
- 9.8 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.
- 9.9 Only Delegates of Affiliate Members are entitled to be present and vote at General Meetings.

## **10 ASSOCIATE MEMBER**

- 10.1 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 are willing to observe the rule and regulations of the Federation but are not eligible for Affiliate membership.
- 10.2 Associate Members shall have no voting rights at the Federation's General Meetings.
- 10.3 All Associate Membership shall be approved by the General Council.

## **11 ANNUAL GENERAL MEETING, GENERAL MEETINGS & QUORUM**

- 11.1 The supreme authority of the Federation is vested in a General Meeting of the members. The Annual General Meeting (AGM) shall be held not later than 30 June each year.
- 11.2 If there are any unavoidable reasons for delay in holding the AGM by 30 June, the members shall be notified of the reason by 30 May through email or on the Federation's official website. The AGM may be postponed to a later date if no more than one-third (1/3) of the Affiliate Members raise any objections in writing to the Federation within seven days from the date of this notification.
- 11.3 At least twenty-one (21) days' notice shall be provided to Affiliates Members, through publication in at least one Singapore newspaper and by registered mail to each Affiliate Member, specifying the place, date and time of the AGM.

- 11.4 Affiliate Members who wish to table a resolution for the General Meeting's approval must notify the Honorary Secretary in writing at least seven (7) days before the date of the AGM.
- 11.5 The agenda for the AGM, the Federation'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.
- 11.6 The regular order of business of the meeting shall be as follows:
  - 11.6.1 Introduction Speech by President
  - 11.6.2 Confirmation of Minutes of the last AGM and matters arising there from
  - 11.6.3 To receive and if accepted, adopt the Annual Report
  - 11.6.4 To receive and adopt the Financial Statement
  - 11.6.5 Election and installation of officers of the General Council at every alternate Annual General Meeting and appointment of Auditors for the ensuing year.
  - 11.6.6 Transacting other business of which 7 days' notice has been given before the date of the AGM.
  - 11.6.7 Adjournment
- 11.7 No business other than that stated in the notice and agenda for the AGM shall be transacted at the General Meeting.
- 11.8 Only authorized delegates of Affiliate Members who are above the age of twenty-one (21) shall be eligible to vote at the General Meetings and for election of General Council Members. Voting shall be through secret ballot, not by show of hands.
- 11.9 The names of the authorised delegates of Affiliate Members who will be attending the General Meeting shall be notified to the Honorary Secretary at least seven (7) days before the date specified for the General Meeting.
- 11.10 Each authorized delegate shall have one vote. General Council Members have no voting rights unless he/she is an authorized delegate of an Affiliate Member.
- 11.11 All resolutions, with the exceptions of special resolutions passed at EGM, shall be by simple majority (i.e. More than half) of the votes cast. All special resolutions passed at EGM shall be approved by at least two-thirds (2/3) of the votes cast.
- 11.12 The General Council may also invite various others including the Federation's auditors, legal advisers and observers from the Federation'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.
- 11.13 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
- 11.14 The quorum for General Meetings (i.e. AGM and EGM) shall be a minimum of one-quarter ( $\frac{1}{4}$ ) 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

11.15 General Meetings (i.e. AGM and EGM) may be conducted, wholly or partly, by electronic means. Authorized eligible Delegates 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.

**12 EXTRAORDINARY GENERAL MEETING & QUORUM**

- 12.1 An Extraordinary General Meeting shall be convened: -
  - 12.1.1 Whenever the General Meeting shall deem it desirable.
  - 12.1.2 On petition to the Honorary Secretary by at least one-half (1/2) of the Affiliates stating the reasons for the meeting.
- 12.2 An Extraordinary General Meeting shall be convened by the Honorary Secretary for a date within 30 days of receipt of such requisition.
- 12.3 At least 21 days' notice of each Extraordinary General Meeting shall be given by registered mail to each Affiliate.
- 12.4 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.

**13 PROXIES FOR ANNUAL/EXTRAORDINARY GENERAL MEETINGS**

- 13.1 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.
- 13.2 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: .....



## **14 GENERAL COUNCIL**

- 14.1** The Federation shall be governed by the General Council between Annual General Meetings. The General Council shall have all the powers necessary to manage the affairs of the Federation other than those matters reserved for the Annual General Meeting's approval.
- 14.2** The General Council consist of the following:
- 14.2.1 A President
  - 14.2.2 A Vice President
  - 14.2.3 An Honorary Secretary
  - 14.2.4 An Assistant Honorary Secretary
  - 14.2.5 An Honorary Treasurer
  - 14.2.6 An Assistant Honorary Treasurer
  - 14.2.7 Council Members {of not more than six (6)}
- 14.3** Members of the General Council shall serve without compensation for their services in it and shall not hold any salaried positions within the Federation nor have a family member (i.e. child, sibling, parent, spouse, spouse's parent, spouse's sibling, grandparent, or grandchildren) who is a paid employee of the Federation.
- 14.4** More than half of the General Council shall be comprised of Singapore citizens.
- 14.5** General Council members shall at least be twenty-one (21) years of age and shall be Singapore citizens or permanent residents.
- 14.6** General Council members shall not be undischarged bankrupts or have criminal convictions.
- 14.7** General Council members shall not be serving a suspension or ban from the International Bowling Federation or other regulatory authority.
- 14.8** No more than three (3) of the General Council members shall be family members, and such relationships must be declared upfront in the nomination and before the General Council election.
- 14.9** 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.
- 14.10** Any change in the General Council shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

## **15 NOMINATIONS AND ELECTION OF GENERAL COUNCIL**

- 15.1** 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.
- 15.2** All nominations for the General Council election must reach the Federation's office at least seven (7) days before the Annual General Meeting, and any nominations received thereafter shall be invalid.

- 15.3** All nominations must be submitted in writing via prescribed forms and along with the required supporting documents as may be determined by the General Council.
- 15.4** Nomination forms shall include a declaration by the nominee of any personal or business interest that may be of concern to the Federation or its members, which must be made known to voters before the election.
- 15.5** Nominated candidates must fulfil all the eligibility conditions in the sub-articles of Articles 14.
- 15.6** The list of eligible nominees shall be published in the Federation's official website and emailed to all Members at least five (5) days before the AGM where the election is to be held.
- 15.7** Election by delegates shall be through secret ballot and the result shall be based on a simple majority of the votes cast.
- 15.8** Any tie in votes that affects the outcome of the election shall be decided by a subsequent round(s) of voting until the tie is resolved.
- 15.9** Where the tie in votes involves more than 2 candidates, the candidate(s) with the lower vote(s) in the subsequent round(s) of voting shall be eliminated before the next round of voting for the remaining candidates with the highest and equal number of votes.
- 15.10** The counting of the votes shall be overseen and verified by two (2) or more scrutineers from the members present at the Annual General Meeting who are not contesting the election and/or the representatives from the Federation's auditors and/or legal advisers who are present at the Annual General Meeting.
- 15.11** General Council members shall be persons of good character with preferably the relevant experience and credentials.
- 15.12** Elected General Council Members shall act in the best interest of the Federation and not do anything to bring the Federation into disrepute.
- 15.13** Only Singapore Citizens are eligible to hold the posts of President/Vice President/Honorary Treasurer/Assistant Honorary Treasurer in the General Council.
- 15.14** 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.
- 15.15** 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.
- 15.16** The General Council may at any time appoint a suitable person to fill a position vacated by an elected General Council Member for the remaining term of office for the vacated position.
- 15.17** Under no circumstances shall a minor who is under 21 years of age be a member of the General Council.

- 15.18** The President should have served and made positive contributions to the sport of Bowling and/or the Federation as an ex-athlete, official or elected General Council member, or should be a prominent individual of good standing within the sport and/or business community.
- 15.19** 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.

## **16**     **GENERAL COUNCIL ROLE AND POWERS**

**16.1**    The role of the General Council shall be as follows: -

- 16.1.1 Provide stewardship and trusteeship on behalf of members and be responsible for ensuring that the Federation remains viable and effective in the present and for the future.
- 16.1.2 Provide strategic leadership, set objectives, and ensure that the necessary plans, policies, programs and resources are in place for the Federation to meet its objectives.
- 16.1.3 Ensure all legal and statutory obligations are met and all constitutional and governance requirements are complied with.
- 16.1.4 Establish a framework of prudent and effective controls which enables risk to be assessed and managed, including safeguarding of the Federation's assets and the public funds it receives.
- 16.1.5 Set the Federation's values and standards and ensure that obligations to members and other stakeholders are understood and met, and address all disciplinary issues that arise.
- 16.1.6 Be responsible for the appointment of senior management employees of the Federation and provide them with clearly documented roles, responsibilities and accountabilities.
- 16.1.7 Manage conflict of interest and take appropriate measures to ensure that the Federation is protected against any personal or business interests of General Council members and employees of the Federation.
- 16.1.8 Consider financial sustainability, social issues and environmental factors as part of its strategy and policy formulation.
- 16.1.9 Approve any expenditure from the funds and/or reserves of the Federation for the Federation's activities, following the guidelines set up by SBF's Financial Manual.
- 16.1.10 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 \$0.25M whichever is higher) should be approved at a Council Meeting by a resolution carried by at least two-thirds of the votes recorded at the meeting.

**16.2** The General Council shall have the following powers: -

- 16.2.1 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.
- 16.2.2 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.
- 16.2.3 An amount exceeding the said sum of \$5,000/- must be approved by a majority of the voting members of the General Council.
- 16.2.4 Appoint, remove, dismiss and at its discretion remunerate such employees, as it deems expedient.
- 16.2.5 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.
- 16.2.6 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.
- 16.2.7 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.
- 16.2.8 The only business at any such Extraordinary General Meeting called under Article 16.2.8 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.
- 16.2.9 For the reasons stated in Article 16.2.7 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.

16.2.10 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.

## **17 KEY OFFICE BEARERS AND THEIR DUTIES**

### **17.1 THE PRESIDENT**

The President shall have the following responsibilities: -

17.1.1 Chair all General Council Meetings, Annual General Meetings and Extraordinary Meetings; and

17.1.2 Enforce all Rules of the Constitution and perform such duties as pertaining to his office.

17.1.3 Shall represent the Federation in all matters with outside persons.

### **17.2 THE VICE PRESIDENT**

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

### **17.3 THE HONORARY SECRETARY**

The Honorary Secretary shall have the following responsibilities:

17.3.1 Be responsible for all administrative matters of the Federation.

17.3.2 Issue proper notices of all general Council Meetings, Annual General Meetings and Extraordinary Meetings.

17.3.3 Keep a membership register and all records of the Federation, except financial, and shall be responsible for all the correctness.

17.3.4 Be authorized to sign all correspondence on behalf of the Federation.

17.3.5 Perform such duties, as directed by the President and/or General Council, pertaining to the Secretariat.

### **17.4 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.

### **17.5 THE HONORARY TREASURER**

The Honorary Treasurer shall: -

17.5.1 The Treasurer should preferably have a recognized accounting qualification and / or appropriate practical experience.

17.5.2 Be responsible for the funds of the Federation.

17.5.3 Receive all sums of money due to the Federation and disburse all sums of money payable by the Federation.

17.5.4 Maintain proper financial and accounting records of all receipts, expenditure, assets and liabilities of the Federation and shall be responsible for their correctness.

17.5.5 Present monthly financial statement and reports at every General Council Meeting.

- 17.5.6 Present at the Annual General Meeting, duly audited financial statements of the preceding year ending 31<sup>st</sup> March.
- 17.5.7 Be authorized to expend and maintain a petty cash float of not exceeding \$2000.00 for petty expenses to be reimbursed as and when required.
- 17.5.8 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.
- 17.5.9 Not hold office in Audit Committee.

## **17.6 THE ASSISTANT HONORARY TREASURER**

- 17.6.1 The Assistant Honorary Treasurer shall, assist the Honorary Treasurer and in the absence of the Honorary Treasurer, be the Acting Honorary Treasurer and assume all the responsibilities of the office of the Honorary Treasurer.
- 17.6.2 The Assistant Honorary Treasurer shall not hold office in the Audit Committee.

## **17.7 GENERAL COUNCIL MEMBERS**

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

## **18 MEETINGS AND WORKING OF GENERAL COUNCIL**

- 18.1 The General Council shall meet periodically at 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.
- 18.2 Notices of all General Council Meetings with the Agenda attached thereto shall normally be sent to each member at least seven (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.
- 18.3 At least half of the General Council members must be present to form a quorum and the meeting proceedings to be valid. This will include General Council members who participate in the meeting via telephone or video conferencing. 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.
- 18.4 Each member of the General Council 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 (i.e. second vote). Provided always that any member of the General Council shall abstain from any evaluation, decision-making or voting, if the issue is directly related to his/her declared interest.
- 18.5 Any member of the General Council who is absent for three (3) consecutive meetings without explanation satisfactory to the Council shall cease to be a member thereof.
- 18.6 Voting at General Council meetings shall be by show of hands unless the meeting decides otherwise by a majority vote for secret ballot.

- 18.7** 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.
- 18.8** General Council 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.

## **19 CIRCULAR RESOLUTIONS**

- 19.1** The General Council may by a circular resolution decide on any matters of the Federation as stated within its powers under this Constitution. Such circular resolutions shall be as effective as a resolution passed at a General Council meeting duly convened and held.
- 19.2** The Honorary Secretary or authorized staff shall circulate such resolutions for the General Council Members’ approval upon the request by any of the General Council Member who shall have a seconder for the same.
- 19.3** The circulation of such resolution(s) shall be relayed to General Council Members by any acceptable means of communication adopted by the General Council, including via email.
- 19.4** A circular resolution shall be carried upon acceptance by a simple majority of members from the General Council and shall be tabled and ratified at the following General Council meeting

## **20 GENERAL COUNCIL COMMITTEES**

- 20.1** The General Council may appoint General Council Committees comprised of the Federation members and/or independent experts to assist the General Council in the management and administration of the Federation.
- 20.2** The General Council may delegate to such General Council Committees such powers as it deems necessary.
- 20.3** The General Council shall minimally appoint the following General Council Committees with the appropriate terms of reference:
- 20.3.1 Audit Committee
  - 20.3.2 Selections Committee
  - 20.3.3 Appeals Committee
  - 20.3.4 Disciplinary Committee
- 20.4** The Audit Committee, Selections Committee, Appeals Committee and Disciplinary Committee shall comprise of at least three (3) persons appointed by the General Council. Each of these four (4) General Council Committees shall be headed preferably by a General Council member and shall ideally have no more than two-thirds (2/3) of its members from the General Council.
- 20.5** The President and or his appointed member of the General Council shall be an ex-officio member of all Sub-Committees.

- 20.6** 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. .

## **21 ATHLETES COMMISSION**

- 21.1** The Federation shall establish an Athletes Commission (AC) with the view to providing a process to promote open communication with the athletes.
- 21.2** The Athletes Commission shall comprise of no more than 5 ~~elected~~ members, who are either past or present national bowler.
- 21.3** The Chairman of the Athletes Commission shall be appointed by General Council.
- 21.4** The term of office of the Athletes Commission members and their term limits, if any, shall follow that of the General Council.
- 21.5** The Chairman of the Athletes Commission shall be appointed as a General Council member with voice but no voting rights and shall represent the Athletes Commission in the General Council until the expiry of his term as Chairman of the Athletes Commission.

## **22 ADVISORS AND PATRONS**

- 22.1** The General Council may appoint Advisors and/or Patrons who may or may not be a Member of the Federation to advise the General Council in such matters as and when the General Council deems necessary.
- 22.2** The Advisors and Patrons so appointed shall have no voting rights in the General Council.

## **23 AUDIT AND FINANCIAL YEAR**

- 23.1** A firm of Public Accountants and Chartered Accountants shall be appointed as auditors at each AGM for the next two (2) financial years and shall be eligible for reappointment.
- 23.2** The auditor shall be changed at least once every five (5) years, whether to another auditor from the same auditing firm or company or to another auditor from a different auditing firm or company.
- 23.3** The auditors may be required by the President to audit the Federation's accounts for any period within their tenure of office at any date and make a report to the General Council.
- 23.4** The auditors will be required to audit each financial year's accounts and present a report upon them to the AGM.
- 23.5** The Federation's financial year shall be from 1<sup>st</sup> April of each year to 31<sup>st</sup> March the following year.



## 24 **POLICIES AND BY-LAWS**

- 24.1** The General Council 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 the Federation as it deems fit.
- 24.2** Such by-laws, policies, regulations, procedures and practices from time to time in force shall not be inconsistent with the provisions of this Constitution.
- 24.3** 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.
- 24.4** 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.

## 25 **CONFLICT OF INTEREST**

- 25.1** General Council members shall act in the best interests of the Federation, and the General Council shall set clear policies, procedures and take appropriate measures to declare, prevent and address any conflict of interest that may arise.
- 25.2** Whenever a member of the General Council 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 General Council Member concerned shall then offer to withdraw and leave the meeting and not participate in the discussion or vote on the matter. The General Council shall decide if this should be accepted.

## 26 **ANTI-DOPING & PREVENTION OF COMPETITION MANIPULATION**

- 26.1** The Federation 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.
- 26.2** All affiliates, members, athletes, participants, staff and other individuals, who are subject to the jurisdiction of the Federation 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.

## 27 **SAFE SPORT**

- 27.1** The Federation shall be committed to ensuring the safety and wellbeing of bowling athletes and practitioners in Singapore and shall take all necessary measures to protect them from all forms of harassment and abuse.

28 **DISPUTE RESOLUTION**

- 28.1 Any dispute arising amongst Members or between any Member and the Federation 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.

29 **VISITORS AND GUESTS**

- 29.1 Visitors and guests may be admitted into the premises of the Federation but they shall not be admitted into the privileges of the Federation. All visitors and guests shall abide by the Federation's rules and regulations.

30 **PROHIBITIONS**

- 30.1 Gambling of any kind such as the playing of paikow or mahjong whether for stakes or not, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Federation's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 30.2 The funds of the Federation shall not be used to pay fines of members who have been convicted in court of law.
- 30.3 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.
- 30.4 The Federation shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 30.5 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 with the approval of relevant government authorities.
- 30.6 The Federation shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.
- 30.7 The Federation shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union Ordinance.
- 30.8 The Federation, being the governing body for bowling, cannot simultaneously operate as a sports club affiliated to the Federation.

### 31 **CESSATION OF CHARITY STATUS**

- 31.1 In the event that the Federation ceases to be a registered charity under the Charities Act, all debts, liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds will be donated to charitable organization(s) or Institution(s) of a Public Character, when the Federation 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 the Federation may determine at the General Meeting.

### 32 **DISSOLUTION**

- 32.1 The Federation shall not be dissolved except with the consent of not less than three-fifths (3/5) of the delegates of Affiliate Members eligible to vote at General Meetings.
- 32.2 In the event of the Federation being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged and the remaining funds shall be donated to charitable organization(s), or ~~any~~ Institution(s) of a Public Character, as the case may be, with similar objectives in Singapore which is (are) registered ~~approved~~ under the Charities Act, as the members of the Federation may determine ~~at as decided by the General Council Meeting~~.
- 32.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

### 33 **PLAYING RULES**

- 33.1 The General Playing Rules of the International Bowling Federation (IBF) and the Singapore Bowling Federation (SBF) shall be followed in all respect.

### 34 **SUSPENSION OR EXPULSION OF MEMBERS OF AFFILIATES/ASSOCIATES**

- 34.1 A Disciplinary Committee shall be appointed by the General Council in the event that such is required.
- 34.2 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.
- 34.3 Such Members who are brought before the Disciplinary Committee shall be given special notice to explain his conduct either verbally or in writing.
- 34.4 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.

### 35 **AMENDMENTS TO CONSTITUTION**

- 35.1 No alterations, amendments or additions/deletions to this Constitution shall be made except at a General Meeting and by a special resolution with the consent of 75% of the voting members present at the General Meeting.

**35.2** 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.

**35.3** Any request to amend the Constitution shall be notified in writing to the General Council together with a copy of the proposed amendments. Upon approval of General Council, will an EGM would be called to deliberate on the proposal.

**36** **MATTERS NOT PROVIDED FOR**

**36.1** In all matters not provided for in this Constitution the decision of the General Council shall be final unless it is reversed at a General Meeting of members.