



# SAF Yacht Club

*More Than Just Yachting!*

UEN: S96SS0021A

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## CLUB CONSTITUTION

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Updated 2 March 2017



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## PART I – NAME AND PLACE OF BUSINESS

1. This Club shall be known as the “SAF Yacht Club” and is hereafter referred to as “the Club.”
2. Its place of business shall be “43 Admiralty Road West, Singapore 759962” or such other address as may subsequently be decided upon by the Board of Governors 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.

## PART II – DEFINITIONS

3. The following terms in this Constitution and in any Bye-laws hereunder shall be defined as follows:
  - a. “Armed Forces Council” has the same meaning as under the Singapore Armed Forces Act.
  - b. “Members” means Life, Ordinary, Honorary, Associate, Junior, Family, Term, Executive or Corporate members, or any other new category of members which the Committee may from time to time approve, subject to the approval of the Board.
  - c. “The Board” means the Board of Governors of the Club.
  - d. “The Club” means the SAF Yacht Club.
  - e. “The Committee” means the Management Committee (MC) of the Club.
  - f. “The Commodore” means the Commodore of the Club.
  - g. “The Management” means the Club Management.
  - h. “The Secretary” means the Honorary Secretary of the Club.
  - i. “The Treasurer” means the Honorary Treasurer of the Club.
4. Words importing the singular shall include the plural and vice versa. Words denoting the masculine gender shall include the feminine gender and vice versa.

## PART III – OBJECTIVES

5. The objectives of the Club are:
  - a. To promote sailing and other sea-related activities amongst all members of the SAF.
  - b. To promote sailing and other sea-related activities amongst the student population in Singapore as deemed necessary by MINDEF.
  - c. To promote and carry out recreational, social and sea-related sporting activities for the welfare and well-being of the Members and their families.
  - d. The provision and maintenance of sailing and other sea-related amenities for its Members.

## PART IV – MEMBERSHIP

6. Membership is open to citizens and permanent residents of Singapore who fulfill the requirements stated in this Constitution. The Committee may also, as its sole discretion, admit other residents of Singapore who are Non-Citizens as Associate Members. The number of Associate Members, who are Non-Citizens, shall be capped at 10% of the total Ordinary Membership base.



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7. **Ordinary Members.** The following classes of persons are eligible to be Ordinary Members of the Club:
    - a. Regular Servicemen and Full-Time National Servicemen (NSF) in the SAF.
    - b. Regular non-uniformed staff of MINDEF.
    - c. Regulars who have completed their active service with good conduct.
    - d. National Servicemen (NSmen) formerly known as “reservists”, who have completed their full-time service and are continuing to serve the Nation in that capacity.
    - e. NSmen who have completed their reserve liability with good conduct.
    - f. Volunteers of the People’s Defence Force.
  
  8. **Ordinary Member.** An Ordinary Member shall be eligible to use the facilities of the Club. An Ordinary Member shall have the right to vote at the Annual or Extraordinary General Meeting and to hold office in the Club. An Ordinary Member shall be liable to pay entry and subscription fees as required under this Constitution, or as may be decided from time to time by the Committee as its sole discretion.
  
  9. **Life Member.** The Committee may bestow membership for life on a person who, in its opinion, has made significant contributions to the Club. A Life Member shall enjoy the status of Ordinary Member for life and shall be exempted from paying entrance and membership subscription fees.
  
  10. **Executive Member.** Executive Membership is open to the Board of Governors and the other members of the Committee who are appointed under rule 36 if they are not already Ordinary Members of the Club. Executive Members shall have all rights, privileges and liabilities of an Ordinary Member. Such Executive Membership shall lapse upon expiry or earlier termination of his term of appointment to the Board or the Committee.
  
  11. **Honorary Member.** The Committee may invite as an Honorary Member a person who, in the opinion of the Committee, may render valuable service to the Club or by virtue of his position, has a special relationship with the Club. Honorary Membership shall be for a specific period and may be accorded to a person by virtue of his appointment. An Honorary Member shall not be required to pay any entrance fee or membership subscription fee and shall not have the right to vote at the Annual or Extraordinary General Meeting or hold office in the Club.
  
  12. **Associate Member.**
    - a. A civilian who is residing in Singapore and whose membership shall be in the interest of the Club may apply to be an Associate Member.
    - b. Selection of an Associate Member shall be at the sole discretion of the Committee.
    - c. As Associate Member shall enjoy the rights and privileges as an Ordinary Member, except that he may not vote at the Annual or Extraordinary General Meeting. An Associate Member may be co-opted into the Committee.
    - d. An Associate Member shall be liable to pay entry and subscription fees as required under this Constitution, or as may be decided from time to time by the Committee at its sole discretion.
  
  13. **Junior Member.**
    - a. Any child (under the age of 21 years) of a person eligible for membership, or members (under the age of 21 years) of the National Cadet Corps and any other National Youth



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Organisation as the Committee may from time to time at their absolute discretion decide, shall be eligible for Junior Membership except that such a person must have the consent of his parent or guardian before being accepted for membership.

- b. The rights of a Junior Member shall be limited to the use of boats and other facilities and equipment. A Junior Member may not attend or vote at any Annual or Extraordinary General Meeting or hold office in the Club.

**14. Family Member.** The spouse of Members and such children of Members as are under the age of 21 years shall be deemed to be Family Members, subject to these Clauses and to any Bye-laws made or instructions issued under these Clauses and subject to the following conditions:

- a. They shall pay such monthly subscription as may be determined from time to time at the sole discretion of the Committee.
- b. They shall be eligible to use the facilities of the Club but shall not be entitled to vote at any Annual or Extraordinary General Meeting or hold office in the Club.
- c. A Member shall be responsible for all debts due to the Club incurred by his spouse and children.
- d. The spouse of a Member, or any child of a Member who has attained the age of 21 years, may apply to the Committee to become a Member of the Club.
- e. Family Members shall cease to enjoy all the aforesaid privileges of the Member ceases to be a Member of the Club or if he/she is no longer the spouse of a Member, or if the child has attained the age of 21 years (whichever is applicable).

**15. Term Member.**

- a. The Club may grant Term membership to applicants who do not qualify for any other category of membership.
- b. Term Membership shall be for a period of three years or for some lesser period as may from time to time be decided by the Committee.
- c. The categories and period of Term Membership shall be decided at the sole discretion of the Committee as may be required from time to time.
- d. Term Members may not vote at any Annual or Extraordinary General Meetings and are not eligible to hold office in the Club.

**16. Corporate Member.**

- a. The Committee or a Sub-Committee designated by the Commodore, on the advice of the Management may admit companies or corporations as Corporate Members.
- b. A Corporate Member shall be entitled to nominate two persons attached to or employed by the Corporate Member as its nominees and such person shall upon the approval by the Committee and upon payment of such fee imposed by the Committee be entitled to enjoy the rights and privileges of an Associate Member for such periods as may be determined by the Committee.
- c. The Committee may at its discretion and subject to such terms and conditions as it deems fit including a condition as to payment of an additional or an enhanced nomination fee permit a Corporate Member to nominate additional persons not exceeding four in number as its nominees. The entrance fee, monthly subscription, and any additional fee shall be determined from time to time at the sole discretion of the Committee.
- d. A Corporate Member shall be liable for the payment of all subscriptions, fees and moneys due on account of its nominees with the Club.



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- e. Upon the election of a Corporate Member, the names of the persons nominated to enjoy the privileges of membership shall be notified forthwith in writing by the Corporate Member to the Secretary.
  - f. A nominee, whether original or substituted, of a Corporate Member, shall be subject to acceptance by the Committee, which shall be entitled at its sole discretion to reject any such nomination.
  - g. A Corporate Member shall not be entitled to:
    - (1) Vote at any Annual or Extraordinary General Meetings.
    - (2) Hold office in accordance with this Constitution.
  - h. In the event a Corporate Member is wound up, liquidated or dissolved, whether voluntarily or otherwise, its membership shall thereupon cease, but the winding up, liquidation or dissolution shall not affect the liability of such Member to the Club or any moneys due to the Club.
17. Limitations as to Membership. The type and size of each class of membership shall be determined, from time to time, by the Committee at its sole discretion. An Ordinary Member, who has changed his status and is no longer qualified to do so, shall ceased to be an Ordinary Member but may, if he so desires, apply to the Committee for other category of Membership.
18. Application for Membership.
- a. An application for membership shall be made in the form prescribed by the Club and shall be signed by the candidate and shall then be submitted through the Secretary to the Committee for consideration and election. The election of Members shall be at the absolute discretion of the Committee.
  - b. Every application for membership shall be accompanied by a payment for the prescribed deposit, which shall be refundable to the applicant in the case of rejected applications. In the case of successful applicants, it shall be credited towards the payment of the entrance fee. In the case of applicants who are accepted for membership but decline to take up the same, the prescribed deposit shall be forfeited.
19. Inaccuracies in Nomination. Any omission or inaccuracy in the particulars inserted in the prescribed membership application form, at the absolute discretion of the Committee, invalidate the application and any election made in the consequence of it.
20. Notice to Member Elected.
- a. Immediately upon the election of a candidate, notice of his election to membership shall be given to him by the Secretary or Club Manager on behalf of the Secretary. A copy of the Club's Constitution and Rules, Regulations or Bye-laws shall be made available to him upon request.
  - b. At the same time he shall be requested in such notice to remit to the Treasurer of the Club within two weeks or such period from the date of such notice as the Committee may, from time to time at its absolute discretion decide, the amount of his entrance fee and subscription fee as stipulated in this Constitution or Rules, Regulations or Bye-laws made pursuant thereto.
  - c. Upon payment of the appropriate entrance fee and subscription fee, the candidate shall then become a member of the Club, his name and address shall be entered in the Register of Members and he shall be entitled to all the benefits and privileges of the category of



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membership to which he is admitted and he shall then immediately be bound by the Club's Constitution and Rules, Regulations or Bye-laws made pursuant thereto.

21. Error in Election. If any member shall be mistakenly elected to membership in the Club when, by virtue of this Constitution, he does not qualify for membership in the category elected, such election shall, with immediate effect cease to be valid and shall, with immediate effect cease to be entitled to the privileges of the category of membership to which he was mistakenly elected to. Notwithstanding anything contained in this paragraph, any person mistakenly elected to membership shall be liable to pay the Club any money owing up to that date and shall indemnify the Club in respect of any liabilities incurred while he was a member.
22. Cessation of Membership. Unless the Committee decides otherwise,
- a. A Member
    - (1) who has been convicted of any offence involving drugs, violence or dishonesty or shall suffer imprisonment for any period whatsoever; or
    - (2) who becomes an enemy alien; or
    - (3) who has been expelled from the Club; or
    - (4) who has been adjudicated bankrupt as from the date of such adjudication or makes a composition or arrangement with his creditors; or
    - (5) who leaves the country to escape criminal proceedings; or
    - (6) who has breached the Constitution, or any of the Rules, Regulations or Bye-laws, or has misbehaved or misconducted himself, and whom the Committee decides is unsuitable to remain as a member of the Club;shall cease to be a Member of the Club.
  - b. A Member on ceasing to be a Member shall forfeit all rights to the Club, its property and its funds. He shall however continue to be liable for any moneys due to the Club.
  - c. A Member who ceases to be a Member under this rule shall not thereafter be eligible to be a candidate for membership of the Club.
23. Resignation. A Member may at any time by giving notice in writing to the Secretary resign his membership of the Club, but shall continue to be liable for any subscription or other debt due and not paid at the date of his resignation. Any such Member having discharged all his liabilities to the Club wishing to rejoin may make fresh application in accordance with this Constitution.
24. **Absent Members.** A Member who is normally resident in Singapore and who intends to leave Singapore temporarily for a continuous period of not less than three (3) months and who wishes to be placed on the List of Absent Members may do so under the following conditions:
- a. The Member must apply in writing to the Secretary before he leaves Singapore.
  - b. The Committee may, at its sole discretion, approve such application provided the member has paid up all moneys due to the Club before such application is submitted.
  - c. An absentee shall remain on the Club's List of Absent Members as long as he keeps his account in credit. An absentee shall be placed on the List of Absent Members for a continuous period not exceeding six (6) months.
  - d. If the Ordinary Member shall leave Singapore for a continuous period exceeding 6 months, the Committee may delete the Member's name from the List of Absent Members unless written notice is given to the Secretary that the Member wishes to remain on the List of



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Absent Members and pays the Club, a subscription to be determined by the Committee. The approval of such applicable shall be kept to the maximum absent period of 12 months. Should the Ordinary Member require continuing to remain absent thereafter; he/she shall re-apply such absent request to the Secretary. An Absentee shall pay such subscription during the period of his absence but shall be liable for the full subscription for the month in which he leaves and the month in which he returns.

- e. Family Members relating to an Absentee Member shall not be entitled to use the facilities of the Club during the period of the Member's absence, unless they are themselves Members in their own right.
- f. The Absent Member shall inform the Club in writing once he/she returns to Singapore where the subscription fee shall resume immediately. Such defaulting member may be suspended.
- g. The Committee may, at its sole discretion, allow a member who is residing abroad to continue being on the List of Absent Members provided the Member pays in advance such monthly subscription as determined by the Committee.

## **PART V – ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

25. Entrance Fees. The entrance fee payable by different categories of members shall be such sum as the Committee may from time to time determine. Such entrance fees shall be deemed to be a debt due to the Treasurer of the Club for the time being and shall not be refunded to the Member or transferable by the Member to any other person under any circumstances. If such entrance fees are not paid within two weeks from the date of such request, the membership of such a candidate shall be void and of no effect unless he can satisfy the Committee that the failure to make payment was due to absence from Singapore or other sufficient cause. Notwithstanding anything contained in this paragraph, the Committee may waive or exempt payment of such entrance fee or delay its collection from such categories or section(s) of membership as it may from time to time at its absolute discretion decide.

### 26. Monthly Membership Subscription

- a. The monthly membership subscription payable by different categories of members except Life and Honorary Members shall be such sum as the Committee may from time to time determine.
- b. The monthly subscription shall be chargeable from a date to be fixed by the Committee and shall thereafter be payable on the first day of each calendar month or at any such dates as the Committee may from time to time determine.
- c. The Committee may at its discretion waive, suspend or vary the monthly subscription payable by any category or section of members.

### 27. Members' Account

- a. The account of each Member with the Club shall be kept as directed by the Secretary or Treasurer and each Member of the Club shall keep his account in credit.
- b. The Committee may require Members to place a deposit with the Club in a sum not exceeding in the aggregate a year's subscription provided that in any special case the Committee may require a deposit in excess of a year's subscription.
- c. Should any Member's account not be in credit, he shall be informed immediately by the Club.





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- d. No Member who has been notified that his account is in arrears can enter for or take part in any Club competition or in any inter-club match or vote at any meeting so long as his account is in debit.
  - e. If any Member fails to place his account in credit within fourteen (14) days, after the notice from the Club, the Club shall give him a notice stating unless his account is placed in credit within a further period of fourteen (14) days, his name will be posted on the Club notice board as a defaulter.
  - f. If a Member fails to place his account in credit after the said further period of fourteen (14) days, the Secretary or Treasurer shall with the approval of the Commodore, list his name on the Club notice board as a defaulter and he will be denied the privileges of membership until he settles his account.
  - g. If the Member fails to place his account in credit within fourteen (14) days of his name being posted as a defaulter, the Secretary or Treasurer shall seek the approval of the Committee to expel him. The Committee may also take legal action against the Member to recover any outstanding amounts due from the Member, provided that it is satisfied that he has received due notice of his debts.
  - h. A Member who ceases to be a Member under this rule shall not thereafter be eligible to be a candidate for membership of the Club and shall not be introduced as a guest into the Club unless with the approval of the Committee.
  - i. The Committee may impose interest at such rate as it may from time to time determine, on such sums that are due and unpaid.
28. Other Fees and Charges. The Committee may levy such fees and/or charges for the use of the facilities or amenities of the Club.
29. Re-application Fee. Any Member who has previously resigned from the Club shall have to pay, in addition to the entrance fee, a re-application fee of such sum which the Committee may from time to time determine.
30. Legal Costs. All expenses, charges and costs, including legal costs on an indemnity basis, incurred by the Club for any administrative action or legal proceeding undertaken by the Club to recover the outstanding debts owed by a Member, or to enforce any Article or term in the Constitution, Rules, Regulations or Bye-laws against a member, shall be recoverable from the Member.
31. Additional Fund. Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

## **PART VI – BOARD OF GOVERNORS**

32. Composition of the Board of Governors. The Board of Governors shall consist of:
- a. The Chairman of the Board, who shall be the President of the Club, appointed by the Armed Forces Council for such terms as may be specified by the Armed Forces Council; and
  - b. Such number of Board Members as shall be appointed by Chairman of the Board.
33. Responsibility. The Board shall be responsible for laying down the policies of the Club in consonance with and in furtherance of the objectives of the Club.



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34. Power. The Board shall have the power to:
- a. Appoint the specific members of the Management Committee of the Club for such period or periods as it deems fit.
  - b. Co-opt persons to attend the Board's or Management Committee's meetings. Such persons may take part in the proceedings but shall not be entitled to vote.
  - c. Dismiss or discipline any appointed member of the Management Committee (except those elected by the General Meeting of members) and appoint any person to fill any vacancy arising from such dismissal or resignation.
  - d. Approve with or without amendment the Annual Estimates of Income and Expenditure of the Club.
  - e. Exercise supervision and control over the Management Committee.
  - f. Delegate such powers, functions and duties to the Management Committee or any member as it deems fit.
  - g. Amend or approve any amendments to the Constitution except for Part III (Objectives), Part IV (Membership), Part VI (Board of Governors), Part XI (Trustees) and Part XVII (Dissolution).
  - h. Issue such directives or orders pertaining to the conduct of the affairs of the Club from time to time and as may be necessary or expedient to do so.
  - i. Decide upon any matter not provided for in this Constitution.
35. Meetings of the Board of Governors.
- a. The Board of Governors shall meet at least twice a year.
  - b. The Secretary of the Board meeting shall give at least seven (7) days' notice in writing for any Board Meeting, unless directed otherwise by the Chairman of the Board.
  - c. At least half of the members of the Board shall be present to constitute a quorum.
  - d. The Chairman or Acting Chairman of the Board shall assume the Chair at all meetings of the Board. If both are absent, one of the other members of the Board shall be elected to the Chair.

## **PART VII – MANAGEMENT AND COMMITTEE**

36. Composition. The Management Committee (hereinafter referred to as "the MC") shall consist of:
- |                             |  |
|-----------------------------|--|
| a. Commodore                | - Appointed by the Board                               |
| b. Vice Commodore           | - Appointed by the Board                               |
| c. Rear Commodore           | - Appointed by the Board                               |
| d. The Hon. Secretary       | - Appointed by the Commodore                           |
| e. The Asst. Hon. Secretary | - Appointed by the Commodore                           |
| f. The Hon. Treasurer       | - Appointed by the Commodore                           |
| g. The Asst. Hon. Treasurer | - Appointed by the Commodore                           |
| h. Captain of Sail          | - Appointed by the Commodore                           |
| i. Captain of Power         | - Appointed by the Commodore                           |
| j. Six Committee Members    | - Elected at an Annual General Meeting of the members. |
37. Election of Committee Members. Names for the post of Committee Members above shall be proposed and seconded on prescribed forms at least seven (7) days prior to the Annual General Meeting and election will follow on a simple majority vote of the members.



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38. Term of Office Bearers. All office bearers except the Hon. Treasurer and Asst. Hon. Treasurer may be re-appointed/elected to the same or related post for more than two (2) consecutive terms of office. The term of office of the Committee is one year.
39. Executive Committee Meetings
- a. The Committee shall meet at least once in two months.
  - b. The Secretary shall give seven (7) days' notice of the meeting unless the urgency of the business otherwise requires.
  - c. Meetings of the Committee shall be convened by the Secretary at the request of the Commodore.
  - d. Seven members shall constitute a quorum.
  - e. The Commodore, or in his absence, the Vice Commodore, or in the absence of both the Commodore and Vice Commodore, the Rear Commodore, shall preside at the meetings of the Committee.
  - f. Decisions of the Committee shall be adopted by a simple majority of votes of members present and voting. In the event of an equality of votes, the Commodore shall have a casting vote.
  - g. 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 till the next Annual General Meeting. Any change in the Committee shall be notified to the Registrar of Societies within two weeks of the change.
40. Meetings with the Committee. The Board may call a meeting with the Committee as and when it deems necessary.
41. Functions. The Committee shall:
- a. Implement policies of the Club as lay down by the Club.
  - b. Manage the day-to-day activities and operations of the Club.
  - c. Provide and maintain sailing and sea-related recreational facilities of the Club.
  - d. Organise sailing and other sea-related sporting and entertainment activities.
  - e. Submit for approval of the Board the annual Estimates of Income and Expenditure.
  - f. Seek the approval of the Board for all expenditure for which funds have not been provided in the Annual Estimates.
  - g. Perform such functions or duties which the Board may from time to time delegate or authorise.
  - h. Appoint a Sub-Committee to be responsible for the drawing up of Rules, Regulations or Bye-laws pertaining to the use of Club's facilities, conduct and behaviour of members whilst at the Club or participating in activities organised by the Club and such other related matters.
  - i. These regulations shall be known as the "House Rules" and will be subject to the approval of the Committee before they take effect.
  - j. Ensure the compliance by members and their guests of the Constitution, Rules, Regulations and Bye-laws of the Club.
42. Powers. Without prejudice to the powers conferred on the Board by the Constitution, the Committee shall have the power to:



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- a. Co-opt members to serve temporarily on the Committee or on one or more Sub-Committees for any specific task(s) as it may from time to time at its sole discretion decide.
  - b. Appoint from time to time at its sole discretion Sub-Committees with such objects (not inconsistent with the Constitution), powers, duties and rules for the conduct thereof as the Committee may determine. The name of such Sub-Committees shall be determined by the Committee. Every Sub-Committee shall be chaired by a member of the Committee who shall report to the Committee on the progress and conduct of its activities.
  - c. Remove any elected Committee member from office by simple majority vote should the Committee decide that any one of the elected Committee members is guilty of conduct which makes it desirable that he no longer be a member of the Committee, and following which to appoint a Member to fill the vacant post until the next Annual General Meeting.  
Any member who is aggrieved by the Committee's decision shall have the right of appeal to the Board of Governors. Any change in the Committee shall be notified to the Registrar of Societies within two weeks of the change.
  - d. Dismiss any member of any Sub-Committee of the Club and to fill the vacancy thus arising.
  - e. Make from time to time Rules, Regulations or Bye-laws for the proper administration of the Club and its facilities and for the conduct of its activities not inconsistent with this Constitution, and to amend or rescind such Rules, Regulations or Bye-laws.
  - f. Approve or reject any application for the use of the Club facilities and properties provided that such use is not in conflict with the "Objects" of the Club.
  - g. Approve or reject any application for membership and impose such restrictions as may be necessary on the number of Members.
  - h. Withdraw or suspend at any time the privileges of the Club from any member or guest.
  - i. Take such disciplinary action against any member of the Club who has acted in any manner which is in its opinion prejudicial to the interest of the Club, or who has contravened any of the provisions of the Constitution or Rules, Regulations or Bye-laws of the Club. Disciplinary action may be taken in any one of the following forms:
    - (1) Suspension in any or all privileges of membership for a period of time not exceeding one year.
    - (2) Expulsion from the Club. The Aggrieved member shall have the right to appeal to the Board of Governors against the Committee's decision within two weeks of the notification. The decision of the Board of Governors shall be final.
  - j. Levy subscriptions, charges, interests, dues or fines and at such rate(s) for such a period as it may determine from time to time arising out of or in connection with the use or enjoyment of any member of any of the Club's premises or facilities.
  - k. Appoint, control or dismiss any servant, employee or agent and upon such terms and conditions as it deems fit.
  - l. Delegate such powers, functions and duties to such person(s) or Sub-Committee(s) as it deems fit.
  - m. Engage subcontractors to carry out any work for and on behalf of the Club including the preparation and sale of cooked food at the Club's food and beverage outlets, and at any other location which the Committee may at its sole discretion decide.
  - n. Require Members to enter into contracts for the use of the Club's facilities including boat mooring and parking facilities.



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43. Club Funds. The funds of the Club shall comprise of income derived from fees, subscriptions or charges described in Article VI and income from any other sources, which may be approved by the Board from time to time.
44. Control of Club Funds.
- The control of the Club funds is vested in the Committee who may authorise expenditure as they deem fit in accordance with the Estimates of Income and Expenditure approved by the Board.
  - All items of expenditure, except incidental expenses for which payment by cash may be permitted from the Petty Cash Imprest, shall be paid by cheque.
45. Banking Account. The Club shall maintain one or more bank accounts with such bank(s) as the Committee may decide.

## **PART VIII – DUTIES AND POWERS OF OFFICE BEARERS**

46. The Commodore
- The Commodore shall be responsible to the general body and the Board for the proper and efficient running of the Club in all respects. He shall represent the Club in dealing with other Clubs or bodies in Singapore.
  - The Commodore, or any person officiating as Chairman of the meeting, shall have a casting vote at meetings of the Committee at which he presides.
  - The Commodore may from time to time assign responsibilities or duties to members of the Committee to facilitate the due performance of the functions of the Committee.
47. The Vice Commodore
- The Vice Commodore shall assist the Commodore and shall in the absence of the latter discharge the duties and responsibilities of the Commodore.
  - The Vice Commodore shall oversee the organisation of all sailing and sea-related activities and other member engagement activities of the Club.
48. The Rear Commodore
- The Rear Commodore shall assist the Commodore and shall in the absence of the Commodore and Vice Commodore discharge the duties and responsibilities of the Commodore.
  - The Rear Commodore shall be responsible to the Committee for the management of the general affairs of the Club other than for sea-related sports activities. He shall also be responsible for the management of the Club's facilities.
  - The Rear Commodore shall be responsible for the terms and conditions of service, and welfare of the Club's employees.
49. The Hon. Secretary. The Hon. Secretary shall be responsible for:
- Reporting to the Committee on the progress and conduct of activities and operations of the Club.
  - Shall convene and keep minutes of the Committee meetings and General meetings.
  - Maintaining an up-to-date Register of Membership, processing all application for membership for approval by the Committee and the issuance of membership cards.



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- d. Dealing with the general correspondence on behalf of the Club as a whole.
50. The Assistant Hon. Secretary. The Assistant Hon. Secretary shall assist the Hon. Secretary and in the absence of the latter discharge the duties and responsibilities of the Secretary.
51. The Hon. Treasurer. The Hon. Treasurer shall be responsible for:
- Collecting and disbursing all moneys on behalf of the Club.
  - Keeping the accounts of the Club.
  - The preparation of the Annual Estimates of Income and Expenditure for consideration by the Committee.
  - The preparation of monthly Statement of Income and Expenditure and submitting of the same to the Committee.
  - The preparation of the Statement of Income and Expenditure and the Balance Sheet for the previous Financial Year.
  - Presenting on behalf of the Committee, to the Board for approval the Audited Statement of Income and Expenditure and the Audited Balance Sheet for the previous Financial Year.
  - Making all payments approved by the Committee.
  - Maintaining a Petty Cash Imprest to be audited by the Committee for incidental expenses.
52. The Assistant Hon. Treasurer. The Assistant Hon. Treasurer shall assist the Hon. Treasurer and in the absence of the latter discharge the duties and responsibilities of the Treasurer.
53. Captain of Sail. The Captain of Sail shall be the Chairman of the Sailing Sub-Committee who shall report to and advise the Executive Committee on all matters related to sailing.
54. Captain of Power. The Captain of Power shall be the Chairman of the Powered Boating Sub-Committee who shall report to and advise the Executive Committee on all matters related to power boating.
55. Ordinary Committee Members. Ordinary Committee Members shall assist in the general administration of the Club and perform duties assigned by the Committee from time to time.

## **PART IX – GENERAL MEETINGS**

56. General Meetings. General Meetings of the Club shall be convened by the Secretary and shall be:
- The Annual General Meeting.
  - Extraordinary General Meeting.
57. Annual General Meeting.
- The Annual General Meeting shall be held by 31<sup>st</sup> December annually. The agenda shall consist of the following:
    - The Commodore's Address.
    - Confirmation of Minutes of the previous General Meeting.
    - Receipt of the Audited Statement of Income and Expenditure for the previous Financial Year.
    - Receipt of the Audited Balance Sheet.



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- (5) Any other matters of which notice in writing has been given to the Secretary at least seven days before the meeting.
  - (6) Election of Members to the Executive Committee.
  - b. Members of the Club shall be notified of the date of the Annual General Meeting and provided with a copy of the Agenda and the Minutes of the previous Annual General Meeting at least fourteen days prior to the meeting.
  - c. Any voting 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. Such notice must be seconded by two other voting members.
  - d. The particulars of the Agenda shall be posted on the Club's notice board four days in advance of the Annual General Meeting.
58. Extraordinary General Meeting
- a. An Extraordinary General Meeting of the Club shall be convened by the Secretary:
    - (1) On the instruction of the Board; or
    - (2) On the instruction of the Committee; or
    - (3) On the written application to the Secretary by at least one quarter of the total voting membership or 80 voting members whichever is the lesser together with the written statement of the object(s) for which the meeting is desired. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting. If the Committee does not within the two months after the date of the receipt of the written request proceed to convene an EGM, the members who requested for the EGM shall convene the EGM y giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Club's notice board.
  - b. Notice of an Extraordinary General Meeting including a copy of the Agenda shall be given to members not less than ten days before the meeting unless the urgency of the matter determines otherwise.
  - c. Only the matter for which such an Extraordinary General Meeting is called shall be on the Agenda, the particulars of which shall be posted on the Club's notice board ten days in advance of the meeting.
59. Chairman of General Meetings. The Commodore or in his absence, the Vice Commodore, or in the absence of both the Commodore and the Vice Commodore, the Rear Commodore of the Committee, shall take the Chair at all General Meetings of the Club. When all three are absent, one of the other members of the Committee shall be elected to the Chair.
60. Quorum.
- a. At least one quarter of the total voting membership or 80 voting members, whichever is lesser present at a General Meeting shall constitute a quorum.
  - b. If within fifteen minutes from the time appointed for the General Meeting a quorum of members is not present, the General Meeting shall be adjourned by the Chairman a further fifteen minutes; if at the end of the fifteen minutes the number present is insufficient to form a quorum those present shall constitute the quorum for the General Meeting but they shall have no power to amend the Constitution. However, should there be any objection from the majority of the members present then, the General Meeting shall be adjourned to a later date.



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## 61. Voting.

- a. Voting at all General Meetings will be either by show of hands or, subject to the agreement of the majority of the voting members present, by secret ballots. In the event of a tie, the Chairman of the Meeting shall have the casting vote.
- b. Each Ordinary Members present shall be entitled to one vote.
- c. Motions at General Meetings of the Club shall be carried by a simple majority vote.

## PART X – AUDIT AND FINANCIAL YEAR

### 62. Audit.

- a. A firm of Public Auditors practicing in Singapore shall be appointed as auditors by the Board on the advice of the Committee.
- b. This firm shall audit the Statement of Income and Expenditure and the Balance Sheet at the end of the Financial Year and submit a report to the Board and the Annual General Meeting. They may from time to time audit the accounts of the Club as they deem necessary or if so directed by the Board.

63. Financial Year. The Financial Year shall be the period from the first day of April to the last day of March in the following year.

## PART XI - TRUSTEES

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

### 65. The trustees of the Club shall:

- a. Not be more than four and not less than two in number.
- b. Be appointed by the Armed Forces Council.
- c. Not affect any sale or mortgage of property without the prior approval of Armed Forces Council.

### 66. The office of trustee shall be vacated:

- a. If the trustee dies or become 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 kind as to render it undesirable that he continues as a trustee.
- d. If he submits notice of resignation from his trusteeship.

67. The addresses of immovable properties, names of trustees and any subsequent changes must be notified to the Registrar of Societies.

## PART XII – VISITORS AND GUESTS

68. Any Member may introduce guests to the Club. A guest may enjoy the facilities of the Club and shall be governed by the Constitution and Bye-laws of the Club and any instructions currently in





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force; provided that any guest using such facilities shall pay such fees and shall comply with such terms and conditions as may be prescribed by the Committee.

69. When a Member introduces a guest, such Member shall be responsible for any debt to the Club incurred by such guest and for the observance by such guest of the Constitution and Bye-laws of the Club. It is the duty of the Member to acquaint the guest as to whether there are any restrictions against the use of any one or more of the Club's facilities by guests.
70. The Committee may at any time withdraw the privileges of the Club from any guests or may impose additional conditions subject to which the guest shall continue to enjoy the privileges of the Club.
71. No person who has ceased to be a Member, or from whom the privileges of the Club have been withdrawn, or who has been declared by the Committee to be unsuitable to be introduced as a guest, may be introduced as a guest into the Club unless with the permission of the Committee.
72. 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 the book.

## **PART XIII – PROHIBITIONS**

73. Gambling of any kind whether for stakes or not, is forbidden on the Club premises.
74. The introduction of materials for gambling or drug taking into the Club premises is prohibited.
75. The Club shall at all times prohibit undesirable characters from gaining access into its premises.
76. The Club shall be prohibited from engaging in the following:
  - a. Politics or activities however connected with political affairs.
  - b. Trade Union activities as defined in the Trade Union Act (Cap 129).
  - c. Such activities which are incompatible with the objects of the Club.
77. The Club shall be prohibited from applying its funds for the following purposes:
  - a. Payment of fines for members convicted for an offence in a Court of Law.
  - b. Political purposes.
  - c. Such purpose(s) which are incompatible with the objects of the Club.
78. 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 services which adversely affect consumer interests.
79. The Club shall not hold any lottery, whether confined to its member or not, in the name of the Club or its office bearers, Committee or Members unless with the prior approval of the relevant authorities.



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80. No member shall make any press release on matters pertaining to the Club without the prior approval of the Committee.
81. No person shall borrow in the name of, or pledge the credit of, the Club.
82. No Member shall reprimand a Club staff. If a Member has any cause for complaint against a Club staff, he shall communicate the same to the Committee in writing.
83. No Member shall give the address of the Club in any advertisement, or use the Club's address for business purposes.
84. Without the sanction of the Committee:
- No advertisement, circular, paper, notice, placard, or banner, written, printed or otherwise produced, shall be exhibited or put up in the Club premises, or in any way brought to the notice of Members.
  - No animals, including birds, mammals, reptiles and pets, shall be brought into the Club premises.
  - No food or drink shall be brought into the Club premises.
  - No radio, electronic audio equipment, whistles, musical instruments, loud hailer and other appliances capable of emitting noise shall be brought into the Club premises.
  - No activity, which may or become a nuisance or cause annoyance to users of the Club or its facilities, shall take place on or near the Club premises.
85. 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.

## **PART XIV – AMENDMENT TO ARTICLES**

86. Amendments to Articles.
- All amendments to the Constitution, except Part III (Objectives); Part IV (Membership); Part VI (Board of Governors); Part XI (Trustees); and Part XVII (Dissolution) shall be initiated by the Board and approved by a resolution at a General Meeting which is passed by not less than two-thirds of the voting members present at the General Meeting.
  - Amendments to Part III (Objectives); Part IV (Membership); Part VI (Board of Governors); Part XI (Trustees); and Part XVII (Dissolution), shall be initiated by the Board and approved by the Armed Forces Council (without resolution at Annual General Meeting and Extraordinary General Meeting).
  - No amendment to the Constitution shall take effect unless approved by the Registrar of Societies.

## **PART XV – INTERPRETATION**

87. Interpretation of the Constitution and Rules.
- The Board shall be the sole authority for the interpretation of this Constitution. The Management Committee shall be the sole authority for the interpretation of the Rules, Regulations or Bye-laws of the Club. In the event there is a conflict between the decision of



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the Board and the Management Committee affecting the interpretation of the Constitution and Rules, Regulations or Bye-laws of the Club, the decision of the Board shall prevail. The decision of the Board or the Committee upon any question of interpretation shall be final and binding on the Members.

- b. The decision of the Board upon any matter affecting the Club and not provided for by this Constitution or the Rules, Regulations or Bye-laws of the Club shall similarly be final and binding on the Members.

## **PART XVI – DISPUTES**

88. Settlement of Disputes. In the event of any dispute arising amongst Members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the rules in the Constitution. Should the Members fail to resolve the matter, they may bring the matter to the attention of the Board. If the matter remains unsolved, it shall then be brought to the attention of the Armed Forces Council for deliberation.

## **PART XVII – DISSOLUTION**

89. Dissolution of the Club.

- a. The Club shall not dissolve itself or cease to provide the premises and facilities to Members except:
  - (1) When the Club ceases to be licensee of the land on which the Club's premises and facilities are situated, or such substantial part thereof as would render it impracticable to continue to provide social, sporting and other recreational activities for the membership as a whole; or
  - (2) With the approval of the Board and when express consent of the Armed Forces Council has been obtained.
- b. In the event the Club is dissolved, all the liabilities legally incurred by or on behalf of the Club shall be fully discharged and the remaining funds or proceeds of the disposal shall be donated to such charitable organisations as may be approved by the Board.
- c. Notice of dissolution of the Club shall be given to the Registrar of Societies within seven days of the dissolution.