

THE CONSTITUTION OF THE  
LAWN BOWLS ASSOCIATION FOR THE DISABLED (SINGAPORE)

**1. Name**

This Society shall be known as the “Lawn Bowls Association for the Disabled (Singapore)”, hereinafter referred to as the “Association”.

**2. Interpretation**

2.1 In this Constitution except where the context otherwise requires:

- (a) "Association" shall mean the Lawn Bowls Association for the Disabled (Singapore).
- (b) "Committee" shall mean the members of the Management Committee for the time being.
- (c) "Disabled" shall include persons with disabilities as defined or accepted by the Singapore Disability Sports Council.
- (d) "In writing" shall mean written or printed or partly written or printed.
- (e) "Month" shall mean calendar month and for the purpose of subscription shall be the period from the first to the last day of every month.
- (f) "Words" importing the singular number shall include the plural number and the male gender shall include the female gender and vice versa unless inappropriate.

2.2 In the event of any question or matter arising out of any point which is not expressly provided for herein, the Committee shall have the power to use its own discretion. The decision of the committee shall be final unless it is reversed at a General Meeting of members.

**3. Place of Business**

The place of business of the Association shall be at “3, Stadium Drive, #01-34. Singapore 397630” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises which have the prior written approval of the relevant authorities, where necessary.

#### **4. Objects**

The objects of the Association are as follows:

- 4.1 To provide support and guidance on and to promote the sport of lawn bowls amongst persons with disabilities and elderly in Singapore.
- 4.2 To hold, sanction or authorize of Singapore National Championships and other events in lawn bowls for the disabled with the approval of the parent body, known as “International Paralympics Committee” or other world body controlling the World Lawn Bowls for the Disabled.
- 4.3 To promote and encourage the participation of players, teams, organisations and individuals from Singapore who are interested in lawn bowls for the disabled in international, regional, local or other championships and events.
- 4.4 To engender by association a fraternal feeling amongst lawn bowlers especially amongst the disabled and to preserve and promote the best traditions of the sport.
- 4.5 To conform at all times with the requirements of the laws of the lawn bowls as adopted by the world body known “International Paralympics Committee” or other world governing body controlling the lawn bowls for the disabled
- 4.6 To offer facilities and coaching in the sport of lawn bowls.

#### **5. Membership Qualifications and Rights**

- 5.1 Membership shall be open to all citizens of Singapore, permanent residents of Singapore, other persons residing in Singapore, as well as to corporations, institutions and associations. Junior Members must be at least 18 years of age at the date of application for membership. The Association shall consist of the following categories of members:

A) Life

B) Ordinary

C) Associate

D) Corporate

E) Junior

F) Affiliate

5.2 There shall be the following categories of membership:

5.2.1 Life Membership

A Life Membership shall be any member who, in consideration of long or meritorious service or for any other special reason, is granted Life Membership of the Association by the Committee. A proposal for Life Membership shall be made to the Committee in writing by any two Ordinary Members and the Committee shall consider the same. Subject to Rule 23.4, only Life Members who are 21 years of age and above shall have the right to vote and hold office in the Association.

5.2.2 Ordinary Membership

Ordinary Membership is open to persons who actively participate in the game of lawn bowls. The Committee shall ensure that the percentage of Ordinary Members shall as far as possible be in the proportion of 70 percent disabled and 30 percent non-disabled. Subject to Rule 23.4, only Ordinary Members who are 21 years of age and above shall have the right to vote and hold office in the Association.

5.2.3 Associate Membership

Associate Membership is open to persons who volunteer actively to promote the game of lawn bowls among the Ordinary Members and help in the administration of the Association. Associate Members are not eligible to vote at any General Meeting or hold management committee positions.

5.2.4 Corporate Membership

Corporate Membership is open to corporations, institutions and associations which engage in the support and promotion of lawn bowls for disabled persons. Corporate Members are not eligible to vote at any general meeting or hold management committee positions.

5.2.5 Junior Membership

Junior Membership is open to persons below 18 years of age. Junior Members shall not be eligible to vote at any general meeting or hold any management committee position. On attaining the age of 18 years, a Junior Member shall be eligible to apply for Ordinary or Associate Membership as the case may be.

5.2.6 Affiliate Membership

Affiliate Membership is open to an ordinary or life member of any lawn bowls association affiliated with the Bowls Singapore, and who desires to associate himself/herself with the Association. An Affiliate Member shall not be entitled to vote at any General Meetings or hold office in the Association.

## **6. Application for Membership**

- 6.1 A person wishing to join the Association shall submit his particulars to the Secretary on a prescribed form.
- 6.2 Deleted
- 6.3 The copy of the Constitution is accessible in the website.

## **7. Entrance Fees, Subscriptions and Other Dues**

- 7.1 The entrance fees for each category of membership shall be determined by the General Meeting on the recommendation of the Committee from time to time and subscriptions for each category of membership shall be determined by the Committee from time to time.
- 7.2 Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within 4 weeks of their becoming due, the President may order that his name be posted on the Association's notice board and that he be denied the privileges of membership until he settles his account. Any Member who does not pay the same within six (6) months of the due date for payment, shall be deemed to have resigned and such person's name shall be removed from the Register of Members.
- 7.3 Any Member wishing to resign from the Association shall pay all arrears of entrance fees, subscription and all other fees due and owing by the Member to the Association.
- 7.4 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of members.

## **8. Cessation of Membership**

- 8.1 A person ceases to be a member of the Association if the person :-
  - (a) dies;
  - (b) resigns his membership in accordance with the Constitution;
  - (c) is expelled from the Association;
  - (d) fails to pay monies due to the Association according to the Constitution.

## **9. Audit and Financial year**

- 9.1 The Association's financial year shall be from 1<sup>st</sup> April till 31<sup>st</sup> March of the following year.
- 9.2 Deleted
- 9.3 Deleted
- 9.4 Deleted
- 9.5 The accounts of the association shall be audited by a Certified Public Accounting firm duly approved by the relevant authorities to be elected or appointed each year at the Annual General Meeting of the Association; provided that the Committee shall have the power to appoint a substitute Certified Public Accounting firm in the event of the duly elected or appointed Auditor/s resigning.

## **10. Supreme Authority**

- 10.1 The supreme authority of the Association is vested in a General Meeting of the members presided over by the President.

## **11. Management Committee**

- 11.1 The administration of the Association shall be entrusted to a Management Committee ("the Committee") consisting of the following office-bearers:-
- (a) A President
  - (b) 2 Vice Presidents
  - (c) A Secretary ("Secretary")
  - (d) An Assistant Secretary ("Asst. Secretary")
  - (e) A Treasurer
  - (f) An Assistant Treasurer
  - (g) 5 Ordinary Committee Members
  - (h) An Immediate Past President
- 11.2 The outgoing President shall, immediately after relinquishing his post, hold office in the Committee as the Immediate Past President for one year from the date of the Annual General Meeting.
- 11.3 A Legal Advisor may be appointed at the Annual General Meeting and shall hold office for 2 years. He does not form part of the Committee and needs not attend Committee meetings unless invited.

- 11.4 The Committee may co-opt up to 5 members to sit on the Committee. Such co-opted members shall hold office until the Annual General Meeting following their co-option. Such co-opted members shall not have the right to vote at meetings of the Committee and shall not be deemed to be members of the Committee.
- 11.5 Only Ordinary Members and Life Members who are 21 years of age and above shall be eligible to hold office in the Association.
- 11.6 The duty of the Committee is to organise and supervise the day-to-day activities of the Association. The Committee may not act contrary to the expressed wishes of the General Meeting of members without prior reference to it and always remains subordinate to the General Meetings of members.
- 11.7 The Committee shall have the power to appoint Sub-Committees as it deems fit and to appoint such members to the Sub-Committees.
- 11.8 The committee has the power to authorize of sum not exceeding \$6,000 (Six thousand dollars) per expenditure each month from the Association's fund for operational purposes, excluding capital expenditure and overseas training & competitions. Exception will be given to major events such as Merlion, Charity Golf, Charity lawnbowling & the similar. Such exceptions must be approved during committee meetings with presentation of a budget plan & the expected returns from such events.

## **12. Election of the Committee**

- 12.1 At every alternative Annual General Meeting the Management Committee Members under clause 11.1 shall be elected for a term of 2 (two) years.
- 12.2 Nomination of candidates for election as office-bearers of the Committee shall be made in writing, signed by 2 existing members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).
- 12.3 The nomination forms shall be delivered to the Secretary of the Association not less than 5 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- 12.4 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting to fill the remaining vacant positions.

- 12.5 If insufficient further nominations are received, the vacant position remaining on the Committee shall be deemed to be casual vacancies and the Committee may co-opt to fill the vacant positions.
- 12.6 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 12.7 If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held. In the event of a tie, the Chairman of the meeting shall have a casting vote.
- 12.8 The secret ballot for the election of office-bearers of the Committee shall be conducted at the Annual General Meeting in such manner as the Committee may direct. The ballot for the election of the various office-bearers shall be conducted in the order in which the office-bearers are listed at Rule 11.1.
- 12.9 The term of office of the office-bearers shall be 2 years from the date of their election at the Annual General Meeting.
- 12.10 All office-bearers may be re-elected to the same or related post for the consecutive term of office, except for the Treasurer and Assistant Treasurer shall not hold the same or related post for the consecutive term and the President and Secretary shall not be eligible to be re-elected to the same post to more than two consecutive terms of office.

### **13. Meetings and Quorum for Committee**

- 13.1 The Committee shall meet at least once in 3 calendar months and at such place and time as the Committee may determine.
- 13.2 Meetings of the Committee may be convened by the President or the Secretary or at the requisition of at least three members of the Committee.
- 13.3 Oral or written notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least 5 days before the time appointed for the holding of the meeting.
- 13.4 Majority of the members of the Committee present for the time being at a meeting shall constitute a quorum for the transaction of the business of the day of a Committee Meeting.
- 13.5 No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for a Committee Meeting a quorum is not present the meeting may carry on but at least 3 members are present at the meeting may carry on but shall not, without the consent of the

majority of the committee by email or other electronic means as stated in article 13.6 herein, decide on matters involving expenses not exceeding \$6,000.00.

13.6 A Resolution in writing signed by at least 6 members of the Committee or confirmation by way of electronic means of a number equivalent to require for the purpose shall be as effective as a resolution passed at a meeting of the Committee duly convened and held, and may consist of several documents in the like form each signed by one or more of the Members of the Committee. The expression in "writing" and "signed" include approval by facsimile or electronic mail by any such Member of the Committee.

13.7 At a meeting of the Committee -

- (a) The President or, in the President's absence, the Vice President shall preside; or
- (b) If both the President and the Vice President are absent, one of the remaining members of the Committee as chosen by the members present at the meeting shall preside.

13.8 Any changes in the Committee arising from Rules 15 and 16 shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change

#### **14. Voting and decisions of the Committee**

14.1 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.

14.2 Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question the person presiding may exercise a second or casting vote.

#### **15. Casual Vacancies**

15.1 For the purposes of the provisions of this Constitution, a casual vacancy in the office of a member of the Committee occurs if the member:-

- (a) dies;
- (b) ceases to be a member of the Association;
- (c) becomes a bankrupt under the Bankruptcy Act;
- (d) resigns office by notice in writing given to the Secretary;



- (e) is removed from office under the Constitution;
- (f) becomes of unsound mind;
- (g) is a person whose personal estate is liable to be dealt with in any way under the law relating to mental health (under the Mental Disorder and Treatment Act); or
- (h) is absent without the consent or knowledge of the Committee for 2 consecutive meetings.

15.2 A casual vacancy may also occur when no nomination is received during election for a vacant position on the Committee. In this case, the Committee may co-opt to fill the vacant position.

15.3 The Committee has the discretion to replace the member who has vacated his office as a Committee Member under Rule 14.1 with another Ordinary or Life Member. The new Committee Member shall serve the period of the remaining term of office of the vacated member.

## **16. Removal of Member of the Committee**

16.1 The General Meeting of members may by resolution remove any member of the Committee from office before the expiration of his term of office and may by resolution appoint another person to serve the period of the remaining term of office of the office-bearer so removed.

16.2 A member of the Committee to whom a proposed resolution is made for removal from office may make representations in writing to the Secretary or the President and requests that the representations be notified to the members of Association, the Secretary or the President shall send a copy of the representations to each member of the Association. The member is also entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **17. Annual General Meetings**

17.1 The Annual General Meeting of the Association shall be held in 6 months after the closing of the accounts for each year and shall be convened on such date and at such place and time as the Committee thinks fit.

17.2 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be to:

- (a) Confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;

- (b) Receive, and if approved by the members at the meeting, pass the Annual Report and the Balance Sheet and Statement of Accounts from the Committee for the preceding financial year;
- (c) Elect office-bearers and Honorary Auditors for the following term where applicable;
- (d) Where so required, appoint a Legal Adviser; and
- (e) Decide on any resolution which may be duly submitted to the meeting as provided for in the Constitution.

17.3 At least two weeks' notice shall be given of an Annual General Meeting Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Association's notice board four days in advance of the meeting.

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

## **18. Special General Meetings**

18.1 The Committee may, whenever it thinks fit, convene a Special General meeting of the Association.

18.2 The Committee shall, on the requisition in writing of not less than 15 members or 25 per cent of total number of Ordinary and Life Members (whichever is lesser) convene a Special General Meeting of the Association.

18.3 A requisition of members for a Special General Meeting :- (a)

shall state the purpose or purposes of the meeting;

(b) shall be signed by the members making the requisition;

(c) shall be lodged with the Secretary; and

(d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

18.4 If the Committee fails to convene a Special General Meeting within 1 month after that date of receipt of the written request, any one or more of the members who made the requisition shall convene a Special General Meeting not later than 3 months after that date.

- 18.5 A Special General Meeting convened by a member or members as referred to in Rule 18.4 shall be convened as provided for in this Constitution. Any member who thereby incurs reasonable expense is entitled to be reimbursed by the Association for any expense so incurred.
- 18.6 At least two weeks' notice shall be given of a Special General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Association's notice board four days in advance of the meeting.
- 18.7 Any member who wishes to place an item on the agenda of a Special General Meeting convened in accordance with Rule 18.1 may do so provided he gives notice to the Secretary one week before the meeting is due to be held.

## **19. Chairing of General Meetings**

- 19.1 The President or in the President's absence, the Vice-President, shall preside as chairperson at each General Meeting of the Association.
- 19.2 If both the President and the Vice President are absent from a General Meeting, the members present shall elect one of their number to preside as chairperson of the meeting.

## **20. Quorum**

- 20.1 At least 25% of the total number of Ordinary and Life Members or 15 Ordinary or Life Members, whichever is lesser, present in person shall constitute a quorum for the transaction of the businesses at General Meetings.
- 20.2 No business shall be transacted at a General Meeting unless the quorum stated at Rule 19.1 is present during the time the meeting is considering that business.
- 20.3 In the event of there being no quorum at the commencement of a General Meeting convened upon the requisition of members in accordance with Rule 18.2 or 18.5, the meeting shall be adjourned for half an hour. Should the number then present be insufficient to form a quorum, the meeting shall be dissolved.
- 20.4 In the event of there being no quorum at the commencement of a General Meeting convened in pursuant to Rule 17.1 or 18.1, the meeting may, by a majority vote of the members present:
- (a) Be adjourned to the same day in the following week at the same time and to the same place, unless another place is specified at the time of the adjournment by the person presiding at the meeting; or

- (b) Be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present considered as a quorum but they shall have no power to amend any of the existing rules.

20.5 In the event of there being no quorum at the commencement of the meeting adjourned under Rule 20.4(a), the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present considered as a quorum but they shall have no power to amend any of the existing rules.

## **21. Adjournment of General Meetings**

21.1 The chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

21.2 Where a General Meeting is adjourned in accordance with Rule 20.4(a) or 21.1, the Secretary shall give at least five days' written notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

## **22. Making of Decisions at General Meetings**

22.1 Except for election of office-bearers, a question arising at a General Meeting of members shall be determined on a show of hands, unless before or on the declaration of the show of hand a poll is demanded as per Rule 22.3.

22.2 A declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the minute book of Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

22.3 At a General Meeting of members, a poll may be demanded by the chairperson or by not less than 3 members present in person at the meeting.

22.4 Where the poll is demanded at a General Meeting, the poll shall be taken immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution to the meeting on that matter.

## **23. Voting at General Meetings**

- 23.1 Upon any question arising at general meeting of the Association, each Ordinary and Life Member who is entitled to vote has one vote.
- 23.2 All votes shall be given personally. No person shall attend or vote at any General Meeting as the proxy of a member.
- 23.3 In the case of an equality of votes on question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 23.4 A member is not entitled to vote at any general meeting of the Association unless all money due and payable by the member to the Association has been paid.

## **24. Duties of President and Vice President**

- 24.1 The President shall chair all General and Committee Meetings. He shall also represent the Association in its dealings with outside persons. The Vice President shall assist the President and deputise for him in his absence.

## **25. Duties of Secretary and Assistant Secretary**

- 25.1 The Secretary shall:
  - (a) Keep all records, except financial, of the Association and be responsible for their correctness.
  - (b) Issue all notices and keep minutes of meetings.
  - (c) Maintain an up-to-date membership list at all times and attend to registration of members.
  - (d) Receive and dispatch correspondence and submit such reports as may be required.
  - (e) Post on the Notice Board all team selections, fixtures and notices.
- 25.2 The Assistant Secretary shall assist the Secretary and deputise for him in his absence.

## **26. Duties of Treasurer and Assistant Treasurer**

- 26.1 The Treasurer shall:
  - (a) Keep all funds and receive all monies on behalf of the Association.

- (b) Pay all normal operational expenditure after due and proper authorization from the Secretary and the President or Vice President.
- (c) Pay all extraordinary expenditure after due and proper authorization from the Committee.
- (d) Maintain proper books of account and be responsible for their correctness.
- (e) Submit detailed statements of income and expenditure to the Committee as required and to the Annual General Meeting.
- (f) Submit the audited accounts at the Annual General Meeting.
- (g) He is authorised to expend up to \$500 per month for petty expenses on behalf of the Association. He will not keep more than \$500 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee.

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

## **27. Duties of Ordinary Committee Members**

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

## **28. Sub-Committees**

28.1 At its first meeting after election, and as and when necessary or expedient, the Committee shall appoint Sub-Committees as deemed necessary and appoint such members to the Sub-Committees. The duties of all Sub-Committees shall be set out in the by-laws of the Association. The President and the Secretary shall be ex-officio of all such Sub-Committees.

## **29. Funds**

29.1 The funds of the Association are at all times regarded as the property of the Association.

29.2 The Association shall open an account or accounts with one or more banks.

29.3 Withdrawals of monies from the Banks or other Financial Institutions shall be signed by any two signatories consisting of one from each group:

## GROUP A

- 1) President
- 2) 2 Vice Presidents
- 3) Secretary

## GROUP B

- 1) Treasurer
- 2) Assistant Treasurer
- 3) Assistant Secretary

29.4 Every statement of income and expenditure received at a meeting of the Committee shall, within seven (7) days thereof, be submitted by the Treasurer to the Committee.

## **30. Trustees**

30.1 If the Association at any time acquire any immovable property, such property shall be vested in trustees subject to a declaration of trust.

30.2 The trustees of the Association shall:-

- (a) not be more than 4 and not less than 2 in number;
- (b) be elected by a general meeting of members;
- (c) not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

30.3 The office of the trustee shall be vacated :-

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

30.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Association's premises at least two weeks before the General Meeting at which

the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.

- 30.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

## **31. Visitors and Guests**

- 31.1 Visitors and guests may be admitted into the premises of the Association but they shall not be admitted to the privileges of the Association nor shall they be admitted into the premises more than six times in a calendar year. These visits are to be confined to not more than once in fourteen days.
- 31.2 A Visitors' Book shall be kept, in which shall be entered the names of all visitors and guests, together with the names and signatures of the members nominating them and the dates of their visits. No person shall be a visitor or guest till his name has been entered in this book.

## **32. Prohibitions**

- 32.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 32.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in a court of law.
- 32.3 The Association 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.
- 32.4 The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.
- 32.5 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 32.6 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.



32.7 The Association 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.

### **33. Indemnity**

33.1 Members of the Committee, and all Sub-Committees, if any, for the time being of the Association shall be indemnified out of the Association's funds against all costs, charges, losses, damages and expenses which they shall respectively incur or sustain on account of any act, deed, matter of thing which shall be one concurred in, or omitted by them respectively, in or about the bona fide and reasonable executive of the duty in their respective offices.

### **34. By-Laws**

34.1 The Committee shall have the power to make, alter or repeal any such by-laws not inconsistent with the rules in this Constitution and as are necessary to manage the affairs of the Association.

### **35. Notice Boards**

35.1 Notice boards shall be placed in a prominent position in the Association premises, if any, and it shall be the duty of the Secretary to see that all requisite notices are displayed thereon and that notices that have been fulfilled are removed within a reasonable time.

35.2 Sub-Committees and members desiring to display notices on the notice board may do so subject to the written approval of the Committee.

### **36. Amendments to Constitution**

36.1 No alteration or addition/deletion shall be made to this Constitution except at a General Meeting and by resolution passed by a majority of not less than 75% of the members of the Association for the time being entitled to vote as may be present at the General Meeting.

36.2 Notwithstanding Rule 17.4 and 18.7, any proposed amendment to the Constitution shall be made in writing to the Secretary at least fourteen days before the General Meetings.

36.3 The proposed amendments to the Constitution shall be circulated to members residing in Singapore at least seven days before the General Meeting.

36.4 The amendments to the Constitution shall not come into force without the sanction of the Registrar of Societies and the Commissioner of Charities.

### **37. Dissolution of Association**

37.1 The Association shall not be dissolved except with the consent of not less than three-fifths of the members of the Association eligible to vote and for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose or by postal vote in such form as may be approved by the Committee.

37.2 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds donated to one or more charities supporting disabled people or supporting activities for disabled people.

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

### **38. Complaints and Disputes**

38.1 All complaints shall be made in writing to the Secretary who shall submit them to the Committee for investigation, if required, and decision. The decision of the Committee shall be final unless reversed at a General Meeting of members. In no instance shall an employee or a servant of the Association be reprimanded directly by a member, other than by a member of the Committee.

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

### **39. General**

39.1 No member shall, except while being employed by the Association on a fulltime basis or for professional services rendered at the request of the Committee, shall receive any profit, salary or emolument from the funds or transactions of the Association.

39.2 A member's rights and privilege shall be suspended as long as the member is employed by the Association. Such member need not pay any subscription whilst employed by the Association.

- 39.3 All members shall faithfully and fully abide by every decision made by the Association or by the Committee until such time as the decision is amended or revoked.
- 39.4 Except for the President or the Secretary, no press release in the name of the Association may be made by any member or staff of the Association without the prior sanction of the Committee.