

**CONSTITUTION OF
TOWERRUNNING ASSOCIATION OF SINGAPORE**

NAME

1.1 This Society shall be known as the “Towerrunning Association of Singapore”, hereinafter referred to as the “Association”.

PLACE OF BUSINESS

2.1 Its place of business shall be at “371 Beach Road #23-07 City Gate Singapore 199597” or such other address as may subsequently be decided upon by the Management Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS AND CORE VALUES

3.1 Its objects are:

- a) To promote the sport of Towerrunning at all levels throughout Singapore and increase participation in line with our core values.
- b) To facilitate the organisation of races for members and non-members.
- c) To provide expert guidance and advice to other organisations which wish to stage Towerrunning races in Singapore.
- d) To help the sport of Towerrunning gain more recognition and acceptance in the sporting world.
- e) To liaise with the Towerrunning World Association and other sporting bodies across the world.
- f) To develop, select, support and manage teams of athletes to represent Singapore in local and international Towerrunning competitions.

3.2 The Association's Core Values are Integrity, Excellence and Community.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Anyone who supports the objects of the Association can apply to join the Association as a Member.

4.2 Membership of the Association shall be open to any person over the age of 14 years. The classes of membership shall be:

- a) Ordinary Members
- b) Junior Members (14 -18)

Junior Members shall not be accepted as members without the written consent of their parent or guardian.

4.3 Members' Rights

- a) Ordinary Members who are above 18 years of age shall be entitled to attend and vote at the Annual General Meeting and at any Extraordinary General Meeting, and to serve on the Management Committee if elected at the Annual General Meeting.
- b) Ordinary Members shall have the right to attend any Management Committee Meeting, as an observer, upon approval of one (1) Management Committee Member.
- c) Junior Members shall not be entitled to hold office or to attend or vote at both Annual General Meetings and Extraordinary General Meetings.
- d) All Members will be allowed to attend specified training sessions and benefit from access to the Association's race calendar and training schedule.

APPLICATION FOR MEMBERSHIP

5.1 A person wishing to join the Association should apply by registering online using the online form available at the Association's website.

- 5.2 A new Member must be approved by the Secretary.
- 5.3 New Members must pay the Association membership fee upon joining.
- 5.4 New Members' names and relevant information will be entered into the Association's membership registry.
- 5.5 A copy of the Constitution shall be furnished to every approved Member upon payment of the membership fee.

MEMBERSHIP FEES

- 6.1 Upon acceptance, a new Member shall pay the Annual Membership Fee.
- 6.2 The Annual Membership Fee shall initially be set at SGD\$20 for all Members, and is non-refundable.
- 6.3 Membership period runs from 1st January to 31st December. The Annual Membership Fee shall be renewed before the start of the membership period. The Annual Membership Fee is payable in advance and shall be due on 31st December of the year preceding and payable no later than 28th February of the relevant year. A Member whose membership fee is due and unpaid shall not be entitled to any of the privileges of the membership. Members whose membership are unpaid as at 28th February of the relevant year shall be deemed to have resigned their membership with effect from 31st December of the preceding year.
- 6.4 Membership Fees shall be determined by the General Meeting on recommendation from the Committee from time to time.
- 6.5 Any additional funds required for special purposes may only be raised from Members with the consent of the General Meeting of Members.
- 6.6 The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association 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 Association or to any of them or to any person claiming through any of them.

SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Association is vested in a General Meeting of the Members.

7.2 The Association shall hold an Annual General Meeting within three (3) months from the close of its financial year to do the following:

- a) To receive the Annual Report of the standing Management Committee;
- b) To consider the accounts for the previous financial year;
- c) Where applicable, the election of office-bearers and Honorary Auditors for the following term; and
- d) To transact any other business of which at least seven (7) days' notice in writing shall have been given to the Secretary by any Ordinary Member before the meeting is due to be held.

7.3 All candidates for the posts of office-bearers (President, Vice President, Secretary, and Treasurer) and Ordinary Management Committee Members are to notify the Secretary no later than fourteen (14) days before the date of the Annual General Meeting where the election for all such posts will take place. Candidates will have to be nominated by another member. Each candidate shall be an Ordinary Member in good standing, and shall indicate their willingness to accept office by writing to the Secretary. Should the Secretary be unable to perform this task of registering candidates before the Annual General Meeting, the Management Committee shall delegate this role to one (1) of its Management Committee Members. If there is only one (1) nomination for the post, the candidate will assume the post without any election.

7.4 In the event that there are more than one (1) nomination for any office-bearer post, there shall be an election for that position. For the Ordinary Management Committee Members, there shall be elections if there are more than ten (10) nominations received. However, if there are less than ten (10) but six (6) or more than six (6) nominations received, all nominees shall be automatically elected as Ordinary Management Committee Members.

7.5 In the event that there is no nomination for an office-bearer post or there are insufficient nominations for Management Committee Members, nominations for such positions shall be made at the Annual General Meeting and election shall be held by Ordinary Members present.

7.6 At least three (3) weeks' notice shall be given of an Annual General Meeting. Notice of meeting stating the date, time and place of meeting and agenda shall be sent by the Secretary to all Ordinary Members by way of electronic mail. The non-receipt of the notice by a Member shall not invalidate the proceedings of the Annual General Meeting.

7.7 An Extraordinary General Meeting of Members may be convened by the President when directed by the Management Committee or on a requisition signed by at least one-third ($\frac{1}{3}$) of the total number of Ordinary Members of the Association and one-third ($\frac{1}{3}$) of the Management Committee, or thirty (30) voting Members of the Association, whichever is the lesser. The Extraordinary General Meeting shall be convened within one (1) month from receiving such request. Notice of the meeting shall be circulated to all Members by the Secretary at least two (2) weeks before the date of the meeting and shall specify the agenda.

7.8 If the Management Committee does not within one (1) month after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the Members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting Members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.

7.9 All voting at a General Meeting shall be done by a show of hands, or subject to the agreement of majority present, by secret ballot. Postal votes or proxy votes will not be accepted. In the event of a tie, the Chairman of the meeting shall have a casting vote.

7.10 A total of at least one-third ($\frac{1}{3}$) of the total Ordinary Members and one-third ($\frac{1}{3}$) of the Management Committee, or thirty (30) Ordinary Members, whichever is the lesser, must be present at a General Meeting to form a quorum.

7.11 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour on the same day and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution.

7.12 Voting rights at Management Committee Meetings will be restricted to Members of the Management Committee. For the Annual General Meeting and any Extraordinary General Meetings, each Ordinary Member in attendance shall have one (1) vote.

MANAGEMENT AND COMMITTEE

8.1 The Association shall be governed by a Management Committee whose Members shall be elected at each Annual General Meeting. The Management Committee shall consist of:

A President

A Vice President

A Secretary

A Treasurer

At least six (6) but not more than ten (10) Ordinary Management Committee Members

The majority of the Management Committee shall be Singapore Citizens. In addition, the President, Vice President, Secretary and Treasurer must be Singapore Citizens or Permanent Residents. Foreign Diplomats shall not serve on the Management Committee.

8.2 Names for the above office-bearers shall be proposed and elected at the Annual General Meeting in accordance with the provisions in 7.3 - 7.5.

8.3 All Members of the Management Committee shall serve a term of office which is one (1) year, after which he/she shall be eligible for re-election at the Annual General Meeting at which his/her term expires.

8.4 An individual may be elected to serve in the Management Committee for all posts except the Treasurer (whether as an office-bearer or as an Ordinary Management Committee Member) for a maximum of three (3) consecutive terms only, but shall be eligible for re-election for any post in the Management Committee after at least one (1) term out of office. For the avoidance of doubt, an individual may be elected to serve as the President for a maximum of three (3) consecutive terms only, but shall be eligible for re-election as the President after at least one (1) term out of office.

8.5 No individual may be elected to serve as Treasurer for more than two (2) consecutive terms but shall be eligible for re-election to the Management Committee after at least one (1) term out of office.

8.6 A Management Committee Meeting shall be held at least once every three (3) months after giving seven (7) days' notice to the Management Committee.

8.7 Any member of the Management Committee absenting himself/herself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Management Committee to serve until the next Annual General Meeting. Any changes in the Management Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.8 A Management Committee Member stops being on the Management Committee if he/she:

- a) resigns, by writing to the Management Committee or the Secretary
- b) is removed by a special resolution at an Extraordinary General Meeting with a majority of not less than two-thirds ($\frac{2}{3}$) of Ordinary Members present.

8.9 Power of the Management Committee: The Management Committee shall have the power to act in all respects for and in the name of the Association including the following:

- a) to carry out the objects of the Association.

- b) to appoint Sub-Committees to assist the Management Committee.
- c) to receive and review reports of the Sub-Committees.
- d) to consider applications for membership.
- e) to resolve any disputes that may arise within the Association.
- f) to approve expenditures.

8.10 The Management Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

DUTIES OF OFFICE-BEARERS

9.1 The President shall:

- a) chair all General and Management Committee meetings. In his/her absence, the Vice President shall chair the meeting. However, in the absence of both the President and Vice President, one of the Management Committee Members will chair the meeting.
- b) represent the Association in its dealings with outside persons.
- c) promote the Association to outside bodies and present it favourably.
- d) sign all contracts on behalf of the Association upon the agreement of the contract being approved by the Management Committee at a Management Committee Meeting. Such authorisation shall be recorded in the minutes of the meeting.

9.2 The Vice President shall assist the President and deputise for him/her in his/her absence.

9.3 The Secretary shall:

- a) arrange and attend all General and Management Committee Meetings.
- b) record and keep the minutes of such Meetings.
- c) prepare the annual reports for submission to the Annual General Meeting.
- d) maintain the records, except financial, and Membership register of the Association.
- e) deal with all matters relating to the Annual General Meeting and any Extraordinary General Meetings.
- f) attend to all correspondences on behalf of the Association.

9.4 The Treasurer shall:

- a) keep all funds, collect and disburse all monies on behalf of the Association.
- b) maintain records of all monetary transactions and be responsible for their correctness.
- c) ensure that the Financial SOP of the Association is being practised.
- d) present the annual financial statement at the Annual General Meeting.
- e) Prepare cheques, etc for withdrawals from the bank. The cheques will be signed jointly by any two of the following office-bearers namely the President, the Vice President, the Treasurer and Secretary.

9.5 Ordinary Management Committee Members shall assist in the general administration of the Association and carry out any other duties or tasks assigned to achieve the objects of the Association.

AUDIT AND FINANCIAL YEAR

10.1 Two (2) voting Members, not being Members of the Management Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one (1) year only and shall not be re-elected for a consecutive term. The accounts of the Association shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Association exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

10.2 The Honorary Auditors:

- a) Will be required to audit each year's accounts.
- b) May be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Management Committee.

10.3 The financial year shall be from 1st April to 31st March.

TRUSTEES

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

11.2 The trustees of the Association shall:

- a) Not be more than four (4) and not less than two (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.

11.3 The office of the trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.
- b) If he/she is absent from the Republic of Singapore for a period of more than one (1) year.
- c) If he/she is guilty of misconduct of such a kind as to render it undesirable that he/she continues as a trustee.
- d) If he/she submits notice of resignation from his/her trusteeship.

11.4 Notice of any proposal to remove a trustee from his/her 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 (2) 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.

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

VISITORS AND GUESTS

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

PROHIBITIONS

13.1 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.

13.2 The funds of the Association shall not be used to pay the fines of Members who have been convicted in court of law.

13.3 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.

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

13.5 The Association shall not hold any lottery, whether confined to its Members or not, in the name of the Association or its office-bearers, Management Committee or Members unless with the prior approval of the relevant authorities.

13.6 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

AMENDMENTS TO CONSTITUTION

14.1 The Association shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of not less than two-thirds ($\frac{2}{3}$) of the total Ordinary Members present at the General Meeting.

INTERPRETATION

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

DISPUTES

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

DISSOLUTION

17.1 The Association shall not be dissolved, except with the consent of not less than two-thirds ($\frac{2}{3}$) of the Ordinary Members of the Association for the time being resident in Singapore expressed in person at a General Meeting convened for the purpose.

17.2 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 will be disposed of in such manner as the General Meeting of Members may determine or donated to an approved charity or charities in Singapore.

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

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