



Bowling Association For The Disabled (Singapore)

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CONSTITUTION OF BOWLING ASSOCIATION FOR THE DISABLED (SINGAPORE)

1 NAME

This Society shall be known as the “Bowling 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 “Bowling Association for the Disabled (Singapore)”.
 - (b) “Committee” shall mean the members of the Management Committee.
 - (c) ‘Disabled’ are persons 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 or plural shall include the plural number and the male gender shall include the female gender and vice versa unless inappropriate.
- 2.2 This Constitution is written in compliance of the prevailing Code of Governance issued by The Charity Council.
- 2.3 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 “60, Tessensohn Road, Singapore 217664” 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 authorities where necessary.

4 OBJECTIVES

The objectives of the Association are as follows:

- 4.1 To provide support and guidance on and to promote the sport of bowling amongst persons with disabilities in Singapore.
- 4.2 To hold or coordinate the organization of championships and other events in bowling for the disabled with the sanction of the relevant controlling bodies in international, regional and local championships or events.
- 4.3 To promote and encourage the participation of players, teams, organizations and individuals from Singapore who are interested in bowling for the disabled in international, regional, local or other championships and events.
- 4.4 To engender by association a fraternal feeling amongst bowlers especially amongst the disabled and to preserve and promote the best traditions of the sport.
- 4.5 To offer facilities and coaching and other technical knowledge in order to advance the cause of bowling in Singapore.

5 MEMBERSHIP QUALIFICATIONS AND RIGHTS

- 5.1 Membership shall be open to all Singapore citizens, permanent residents of Singapore, other persons residing in Singapore, as well as corporations, institutions and associations. All members except Junior Members must be at least 18 years of age.

- 5.2 There shall be the following categories of membership:

- 5.2.1 Life Membership

- A Life Membership shall be any member with consideration of minimum of ten (10) continuous years or meritorious service or for any other special reason and recommended by the Committee. Conversion is based on application and approved by Committee and upon payment of a one-time payment to be determined by the committee as membership fee. Life Members who are twenty-one (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 shall be open to persons who will actively participate in bowling leagues, competitions and training organized by the Association from time to time. The Committee shall ensure that the Ordinary Membership shall consist of a majority of disabled persons. Only Ordinary Members who are twenty-one (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 shall be open to persons who volunteer actively to promote the game of bowling 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 office in the Association.

5.2.4 Corporate Membership

Corporate Membership is open to corporations, institutions and associations. One representative, from each corporation, institution and association, is allowed to attend the General Meeting. Corporate Members are not eligible to vote at any General Meeting or hold office in the Association.

5.2.5 Junior Membership

Junior Membership shall be open to persons between seven (7) years to eighteen (18) years of age with the written consent of their parent or guardian. Junior Members shall not be eligible to vote at any General Meeting or hold office in the Association. On attaining the age of eighteen (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 members of corporations, institutions and associations, which engage in the support and promotion of bowling, and who desires to associate himself/herself with the Association. An Affiliate Member shall not be eligible to vote at any General Meeting or hold office in the Association.

5.2.7 Honorary Membership

Honorary Membership shall be open to those who have rendered special services to the Association and shall be admitted at the General Meeting on the recommendation of the committee. Honorary members shall not be eligible to vote at any General Meeting or hold office in the Association.

5.2.8 Patrons

The Association may invite such persons, as it desires to so honor to be Patrons. Such Patrons shall be appointed at the General Meeting on the recommendation of the Committee.

5.2.9 Advisors

The Association may invite individuals or representatives of corporations to be Advisors for a specified period of time to give advice and recommendations on specific or general issues in relation to or affecting the Association.

5.3 Conduct of Committee Members

All Committee members will act in due diligence for the benefit of the Association at all times. In cases of conflict of interest, he is required to declare his holding position in other organizations during the meeting. He is not absolved to make any decision on the subject matter discussed.

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 A new member must be proposed and seconded by existing members. His name will then be posted on the notice board in the Association's premises for one (1) week at the end of which time the Committee will decide on membership, taking into consideration any objection raised.

- 6.3 A copy of the Constitution of the Association shall be furnished to every member upon payment of the entrance fees and all other fees that are due.

7 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 7.1 The entrance fees for each category of membership shall be determined by 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 one (1) month before expiry at the end 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 one (1) month 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 sum by 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 rejoin 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 members at the Annual General Meeting.

8 CESSATION OF MEMBERSHIP

- 8.1 A person immediately 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 renew his membership or 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 1st January till 31st December of the same year.
- 9.2 A firm of Certified Public Accountants (CPA) shall be appointed as Auditors at each Annual General Meeting for a term of four (4) years and shall be eligible for reappointment.
- 9.3 They:
- (a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.

- (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 Committee.

10 SUPREME AUTHORITY

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

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 to be elected at alternate Annual General Meeting:
 - (a) A President
 - (b) A Vice President
 - (c) A General Secretary (“Secretary”)
 - (d) An Assistant General Secretary (“Assistant Secretary”)
 - (e) A Treasurer
 - (f) An Assistant Treasurer
 - (g) Four (4) Ordinary Committee Members
- 11.2 An Honorary Legal Advisor may be appointed at the Annual General Meeting and shall hold office for four (4) years. He does not form part of the Committee and need not attend Committee meetings unless invited.
- 11.3 The Committee may co-opt up to five (5) members to sit on the Committee. Such co-opted members shall hold office until the next 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.
- 11.4 Only Life and Ordinary Members who are twenty-one (21) years of age and above shall be eligible to hold office in the Association. However, the Life and Ordinary Members must be with the Association for at least one (1) year in order to be eligible.
- 11.5 Members who are competitive bowlers and their immediate family shall not be eligible to hold office in the Association.
- 11.6 The duty of the Committee is to organize 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 shall always remain subordinate to the General Meetings of members.
- 11.7 The Committee shall have the power to appoint Sub-Committees it deems fit

and to appoint such members to the Sub-Committee.

- 11.8 The Committee has power to authorize a sum of not exceeding \$5,000 per expenditure each month from the Association's funds for the Association's purposes.

12 ELECTION OF THE COMMITTEE

- 12.1 Nomination of candidates for election as office-bearers of the Committee shall be made in writing signed by two (2) existing members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).
- 12.2 The nomination forms shall be delivered to the Secretary of the Association at least one (1) week before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- 12.3 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.
- 12.4 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.
- 12.5 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.
- 12.6 If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held in the event of tie, the Chairperson of the meeting shall have a casting vote.
- 12.7 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.
- 12.8 The term of office of the office-bearers shall be two (2) years from the date of their election at the Annual General Meeting.
- 12.9 All office-bearers may be re-elected to the same or related post for a consecutive term of office except that the Treasurer shall not hold the same or related post for two (2) consecutive terms.
- Re-appointment to the Treasurer post can be considered after a lapse of at least one (1) term.
- 12.10 The Committee is committed to build a strong team to ensure succession planning by rejuvenating at least one-fifth (1/5) of the Committee at every election.

13

MEETING AND QUORUM FOR COMMITTEE

- 13.1 A Committee Meeting shall be held at least once in every two (2) calendar months and at such place and time as the Committee may determine.
- 13.2 The President or the Secretary or at the requisition of at least three (3) Committee Members may call a Committee Meeting.
- 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 five (5) days before the time appointed for the holding of the meeting.
- 13.4 At least one-half (1/2) of the Committee Members must be present to constitute a quorum for the transaction of the business of the Committee Meeting.
- 13.5 In the event of there being no quorum at the commencement of a Committee Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present with at least three (3) Committee Members shall be considered a quorum, but they shall have no power to decide on matters involving expenses without the consent of the majority of the Committee by email or other electronic means.
- 13.6 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.
- 13.7 Any changes in the Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) 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 (1) 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 the 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 from three (3) Committee Meetings consecutively without satisfactory explanation and consent of the Committee.

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 A successor, who is Life or Ordinary Member, may be co-opted by the Committee to 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 which the resolution is considered.

17 ANNUAL GENERAL MEETINGS

17.1 The Annual General Meeting of the Association shall be held not later than 30th of June each calendar 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 General Meeting and of any Special General Meeting held since that meeting;
- (b) Receive, and 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 Auditor 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 (2) 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 (4) 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 at least one (1) week before the meeting is due to be held.

18 EXTRAORDINARY GENERAL MEETINGS

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

18.2 The Committee shall on the requisition in writing of at least twenty-five percent (25%) of the total voting members or thirty (30) voting members, whichever is the lesser, convene an Extraordinary General Meeting of the Association.

18.3 A requisition of members for an Extraordinary 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 (1) or more of the members making the requisition.

18.4 If the Committee fails to convene an Extraordinary General Meeting within two (2) months after that date of receipt of the written request, any one (1) or more of the members who made the requisition shall convene an Extraordinary General Meeting not later than three (3) months after that date.

18.5 An Extraordinary General Meeting convened by a member or members 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 (2) weeks' notice shall be given of an Extraordinary 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 (4) days in advance of the

meeting.

- 18.7 Any member who wishes to place an item on the agenda of an Extraordinary General Meeting convened in accordance with Rule 18.1 may do so provided he gives notice to the Secretary at least one (1) week before the meeting due to be held.

19 PRESIDING 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 the members to preside as Chairperson of the meeting.

20 QUORUM FOR GENERAL MEETINGS

- 20.1 At least twenty-five percent (25%) of the total voting members or thirty (30) of the voting members, whichever is the lesser, present in person at a General Meeting shall form a quorum.
- 20.2 No business shall be transacted at a General Meeting unless the quorum 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, the meeting may be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present (at least three (3) voting members) shall be considered a quorum but they shall have no power to amend the Constitution and Articles of the Association.

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, the Secretary shall give at least five (5) 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 DECISIONS AT GENERAL MEETINGS

- 22.1 Except for election of office-bearers, a question arising at a General Meeting of members shall be determined by a show of hands unless before or on the declaration of the show of hand, a secret ballot is demanded.

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 the 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 secret ballot may be demanded by the Chairperson or by not less than three (3) members present in person at the meeting.

23 VOTING AT GENERAL MEETINGS

23.1 Upon any question arising at any General Meeting of the Association, each Life and Ordinary Member who is entitled to vote has one (1) vote.

23.2 All votes shall be given personally. No person shall attend or vote at any General Meeting at 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 THE 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.

24.2 The Vice President shall assist the President and deputise for him in his absence.

25 DUTIES OF THE 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 THE TREASURER

26.1 The Treasurer shall:

- (a) Keep funds and receive all monies on behalf of the Association.
- (b) Pay all normal operation expenditure after due and proper authorization from the Secretary and President or Vice President.
- (c) Pay all extraordinary expenditure after due and proper authorization for 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 the Annual General Meeting.
- (f) Submit audited accounts at the Annual General Meeting.
- (g) He is authorized 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

Ordinary Committee Members shall perform duties assigned by the Committee from time to time.

28 SUB-COMMITTEES

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 by the Committee. 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 Withdrawal of monies from the Bank shall be signed by any two (2) signatories, namely either the President or Vice President together with either

the Treasurer or the Assistant Treasurer.

- 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 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.
- 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 (1) 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 (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 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 to 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 (6) times in a calendar year. These visits are to be confined to not more than once in fourteen (14) 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.

PROHIBITIONS

- 32.1 Gambling of any kind, excluding the promotion or conduct of 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 services 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 Assistant Director, Operations, Singapore Police Force and other relevant authorities.

INDEMNITY

Members of the Committee and 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 or thing which shall be one concurred in, or omitted by them respectively, in or about the bona fide and reasonable execution of the duty in their respective offices. However, the act, deed and matter or thing must not be criminal offences committed deliberately.

BY-LAWS

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

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 The Association shall not amend its constitution without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities. No alteration or addition/deletion shall be made to this Constitution except at a General Meeting and by resolution passed by at least two-thirds (2/3) of the voting members present at the General Meeting.
- 36.2 Any proposed amendment to the Constitution shall be made in writing to the Secretary at least six (6) weeks before the General Meetings.
- 36.3 The proposed amendments to the Constitution shall be circulated to members residing in Singapore at least seven (7) days before the General Meeting.

37 DISSOLUTION OF ASSOCIATION

- 37.1 The Association shall not be dissolved, except with the consent of at least three-fifths (3/5) of the total voting members of the Association for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 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 (1) or more charities supporting disabled people or supporting activities for disabled people.
- 37.3 A Certified of Dissolution shall be given within seven (7) 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. 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 full-time basis or for professional services rendered at the request of the Committee, shall receive any profit, salary or employment 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 while 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.