

FENCING SINGAPORE
RULES & REGULATIONS

1 NAME

This Association shall be known as the FENCING SINGAPORE.

2 PLACE OF BUSINESS

Its place of business shall be at 3 Stadium Drive, NSA Office, Singapore 397630 or such other address as may subsequently be decided upon by the General Meeting of the Association and approved by the Registrar of Societies. Its address for correspondence shall be at 3 Stadium Drive, NSA Office, Singapore 397630 or such other correspondence address as the General Meeting of the Association may approve subsequently. The Association shall carry out its activities only in places and premises which have prior written approval from the relevant authorities, where necessary.

3 OBJECTS

The objects of the Association shall be the furtherance and improvement of fencing in Singapore and the promotion of interests of Singapore fencers, and more particularly:

- (a) to act as a national sports association for fencing in Singapore;
- (b) to plan and promote fencing in Singapore for both competitive and recreational purposes;
- (c) to coordinate the activities of, and to facilitate cooperation among, all fencing organizations in Singapore;
- (d) to encourage, promote and assist in establishing any clubs for the promotion of fencing in Singapore;
- (e) to encourage and organize national, international and other sports, competitions and games connected with fencing;
- (f) to represent the interest of Singapore fencers in their relations with fencing or other sports organizations whether locally or abroad.

4 MEMBERSHIP

4.1 MEMBERSHIP BY AFFILIATION

Membership shall be by way of affiliation only. Any fencing organization in Singapore may be admitted to membership of the Association upon making a written application for affiliation in accordance with these rules.

4.2 ORDINARY AND ASSOCIATE AFFILIATES

There shall be 2 categories of membership:

- (a) Ordinary Affiliate membership is open to societies/clubs registered with the Registry of Societies, Singapore Armed Forces Sports Association and other sport associations within the organizational structure of any governmental ministry in Singapore, the Singapore Police Force or the Singapore Civil Defence Force;
- (b) Associate Affiliate membership is open to sport associations under any school or educational institution registered with the Ministry of Education in Singapore, any company, firm and/or business registered with the Registry of Companies and Businesses in Singapore.

4.3 APPLICATION FOR AFFILIATION

- 4.3.1 An application for affiliation to the Association shall be made in writing and signed by the Secretary-General or other responsible official of the applicant body and forwarded to the Executive Committee of the Association together with a copy of its rules or articles.
- 4.3.2 Application for affiliation shall be considered by the Executive Committee who may accept the application either unconditionally or on such terms as it deems fit or reject the same without assigning any reasons for its decisions.
- 4.3.3 Application for affiliation shall constitute an agreement by the applicant body and by every official, constituent official and affiliate or member thereof to be subject to and bound by these rules and any bye-laws made thereunder, and in so long as the Association is affiliated to the Singapore National Olympic Council, to be subject to and bound by the rules of the Singapore National Olympic Council and any bye-laws made thereunder, the Olympic Charter and any rules and regulations and bye-laws made thereunder, including the International Olympic Committee Medical Code.

4.4 DUTY OF AFFILIATE

An Affiliate shall take all necessary and proper steps to obtain the consent and acquiescence of all its officials, constituent officials and affiliates or members to being bound by these rules and any bye-laws made hereunder.

4.5 NOTICE OF AFFILIATION

- 4.5.1 Immediately upon election, written notice thereof shall be given to the applicant and it shall be furnished with a copy of these rules and any bye-laws made hereunder.
- 4.5.2 The applicant shall also be informed of the status of its affiliation i.e. whether it is an Ordinary Affiliate or an Associate Affiliate. An Affiliate shall pay its first annual subscription fee on a pro rated basis, calculated on a monthly basis from and including the month in which the written notice of affiliation is given, to the end of the then current financial year of the Association.

4.6 EFFECT OF CEASING TO BE AN AFFILIATE

Any Affiliate shall upon ceasing to be an Affiliate be forfeit of all rights privileges and claims upon the Association, its property and funds.

5 SUBSCRIPTION

5.1 RATE OF SUBSCRIPTION

An Ordinary Affiliate shall pay an annual subscription of S\$240.00 and an Associate Affiliate shall pay an annual subscription of S\$120.00.

5.2 VARIATION OF RATE OF SUBSCRIPTION

The rate of annual subscription may only be varied by a General Meeting of the Association. Any special subscription for particular purposes may only be raised from Affiliates with the consent of a General Meeting of the Association.

5.3 PAYMENT OF SUBSCRIPTION

Subscriptions are payable without demand and/or notice in advance within the first month of the financial year of the Association.

5.4 ARREARS OF SUBSCRIPTION

If an Affiliate falls into arrears with its subscription or other dues, the Executive Committee shall be entitled to give written notice to the member to settle its subscription or other dues within 30 days from the date of such notice. If it fails to settle its arrears within the time limited, the Executive Committee may order that it be denied the privileges of membership until it settles its accounts and in addition, the Executive Committee shall be entitled to impose an administrative fee of S\$50. If it fails to settle its accounts within 6 months from the date of the aforementioned notice, the Executive Committee may order that it be struck off as a member of the Association.

5.5 REINSTATEMENT AFTER STRIKING OFF

Any Affiliate who is struck off by virtue of Rule 5.4 above may only apply for reinstatement of its affiliation/membership after it has settled its past accounts in full and upon payment of a reinstatement fee of S\$300.00. No Affiliate who is struck off by virtue of Rule 5.4 may apply for new affiliation/membership in the Association.

6 FINANCIAL YEAR

The financial year of the Association shall be from 1 April of each year to 31 March of the following year.

7 GENERAL MEETINGS

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

7.2 PERSONS ENTITLED TO ATTEND AND VOTE AT GENERAL MEETINGS

7.2.1 Persons entitled to attend and vote at General Meetings of the Association shall be:

- (a) members of the Executive Committee ("Officials");
- (b) 2 delegates nominated by each Ordinary Affiliate;

(c) 1 delegate nominated by each Associate Affiliate.

All persons entitled to attend and vote at General Meetings of the Association must be persons 21 years of age and above on the date of that General Meeting.

7.2.2 Any Ordinary Affiliate or Associate Affiliate that has amongst its members persons who are less than 21 years of age ("Junior Members") may in addition to the delegate(s) that it is entitled to nominate, nominate from amongst its Junior Members 1 person to attend a General Meeting of the Association as an observer but such a person shall not be entitled to vote at the said General Meeting.

7.3 NOTICE OF GENERAL MEETING

Fourteen (14) days' notice in writing of any General Meeting and the nature of the business to be transacted thereat shall be given. Such notice shall be given to the Officials and to each Affiliate at its correspondence address registered with the Association.

7.4 QUORUM AT A GENERAL MEETING

The quorum at a General Meeting shall be one quarter of the total number of persons entitled to attend and vote at General Meetings. In the event of there being no quorum at a General Meeting, the General Meeting shall be adjourned for an hour and at such adjourned meeting, if there shall still be less than one quarter of the total number of persons entitled to attend and vote at General Meetings, those present shall constitute a quorum but they shall have no power to alter, amend, or make additions to the existing Rules and bye-laws.

7.5 DELEGATES

7.5.1 Each Affiliate entitled by these Rules to appoint a delegate or delegates shall in writing nominate a person or persons to be such delegate or delegates. Such delegate must be a member of the Affiliate nominating him. Notification of such nomination may be handed to the Secretary-General at anytime, but must be before the meeting which such delegate desires to attend is due to commence.

7.5.2 Any delegate so nominated shall continue to be the delegate of such Affiliate until such time that the Affiliate lodges a notice in writing to the Secretary-General to inform that he is no longer a delegate and nominate a new delegate.

7.5.3 Any delegate may in writing addressed to the Chairman of a General Meeting appoint a substitute for that General Meeting and its adjourned meeting (if any).

7.5.4 The vote of any delegate or substitute who has not been nominated or appointed as aforesaid shall not be valid.

7.6 CONDUCT OF GENERAL MEETINGS

7.6.1 The President shall be the Chairman of all General Meetings of the Association. Should the President be absent, the Vice-President shall be the Chairman and failing which, a person elected by the General Meeting from amongst the persons present and entitled to attend and vote at that General Meeting shall be the Chairman.

7.6.2 Each delegate or substitute entitled to attend and vote in his capacity as a delegate or substitute shall be entitled to only one (1) vote even though he may attend as a delegate or substitute of more than one Affiliate.

- 7.6.3 Each Official entitled to attend and vote in his capacity as an Official shall be entitled to only half (1/2) vote. An Official shall not be entitled to also vote as a delegate or substitute of an Affiliate.
- 7.6.4 An Official must be personally present at a General Meeting to exercise his vote as an Official, he may not appoint a proxy, an agent, an attorney or a substitute to attend and vote on his behalf in a General Meeting.
- 7.6.5 Unless specifically provided otherwise in these Rules, all resolutions at a General Meeting shall be passed on a majority vote of persons present and voting. In the event of a tie, the Chairman of the meeting shall have a second or a casting vote.

8 ANNUAL GENERAL MEETING

8.1 DATE AND AGENDA OF ANNUAL GENERAL MEETING

An Annual General Meeting shall be held in June. The date, time and venue of the Annual General Meeting shall be fixed by the Executive Committee. At least fourteen (14) days' notice and particulars of its agenda shall be given of an Annual General Meeting. The following points will be considered at this meeting :

- (a) To receive the Executive Committee's report on the progress and activities of the Association over the last financial year;
- (b) To receive the audited accounts of the last financial year;
- (c) To elect the Honorary Auditors for the ensuring year;
- (d) Where applicable, to elect members of the Executive Committee as are required under the provisions of these Rules;
- (e) To decide on any resolution of which notice has been given as hereinafter provided; and
- (f) To transact any other business arising in accordance with the objects and Rules of the Association.

8.2 NOTICE OF RESOLUTION

Any person desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing to the Secretary-General at least seven (7) days' before the date of the Annual General Meeting.

9 EXTRAORDINARY GENERAL MEETING

- 9.1 Any General Meeting other than the Annual General Meeting shall be an Extraordinary General Meeting. The Executive Committee may at any time for any special purpose call an Extraordinary General Meeting or shall do so forthwith upon the signed requisition of two (2) Affiliates of the Association to the Secretary-General. No Extraordinary General Meeting shall be convened for the same purpose within the following six (6) months.

- 9.2 The Extraordinary General Meeting shall be convened within two months from receiving the signed requisition to convene the Extraordinary General Meeting.
- 9.3 If the Executive Committee does not within two months after the date of receipt of the signed requisition proceed to convene an Extraordinary General Meeting, the Affiliates who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten days' notice to the Affiliates setting forth the businesses to be transacted.

10 MANAGEMENT

10.1 THE EXECUTIVE COMMITTEE

The majority of the Executive Committee should ideally be Singaporeans and preferably, the Committee member should not be an immediate family member related by blood or marriage to any other Committee member. (In any event, not more than half of the Committee shall be family members related by blood or marriage.) The Executive Committee member has the duty to declare any business, commercial and / or personal interests that may directly relate to the Sport or management of the Association at the earliest possible opportunity to the Committee upon his appointment and subsequently as and when they arise.

10.1.1 The Association shall be managed and run by an Executive Committee consisting of the following to be elected at alternate Annual General Meeting:

- (a) A President
- (b) Three Vice-Presidents
- (c) A Secretary-General
- (d) A Treasurer
- (e) An Assistant Treasurer
- (f) 3 Ordinary Committee Members

10.1.2 All members of the Executive Committee must be persons aged 21 years or above on their respective date of appointment and must not be a current national fencer.

10.1.3 Any member of the Executive Committee may be removed on a majority vote of no confidence by a General Meeting.

10.2 ELECTION OF EXECUTIVE COMMITTEE

The names for the above offices shall be proposed and seconded at alternate Annual General Meetings and election shall follow a simple majority vote of the persons present and voting. All elected officers shall serve for a term of 2 years and may be re-elected provided only that the Treasurer shall not hold the same post for a second consecutive term.

10.2.1 Any change in the Executive Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change.

10.3 MEETINGS OF EXECUTIVE COMMITTEE

- 10.3.1 The Executive Committee shall meet at least once every 3 months and a minimum of seven (7) days' notice must be provided to all members of the Executive Committee of such meetings. At least one half of the Executive Committee members must be present for its proceedings to be valid. Any business transacted or resolutions passed in the absence of a quorum shall not be valid.
- 10.3.2 The President shall be the Chairman of all meetings of the Executive Committee. Should the President be absent, the Vice-President shall be the Chairman and failing which, a person elected by the Executive Committee from amongst the members of the Executive Committee present shall be the Chairman.
- 10.3.3 Subject to the provisions of these Rules questions arising at any Executive Committee meeting shall be determined by a majority of votes and in case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
- 10.3.4 Any member of the Executive Committee may participate at a meeting of the Executive Committee by conference telephone or by means of a similar communication equipment whereby all persons participating in the meeting are able to hear each other in which event such member shall be deemed to be present at the meeting. A member of the Executive Committee participating in a meeting in the manner aforesaid may also be taken into account in ascertaining the presence of a quorum at the meeting. Such a meeting shall be deemed to take place where the largest group of members of the Executive Committee present for purposes of the meeting is assembled or, if there is no such group, where the Chairman is present.
- 10.3.5 The Executive Committee may also transact any business by written resolutions signed by a majority of the members of the Executive Committee for the time being which shall be as effective as a resolution passed at a meeting of the Executive Committee duly convened and held, and may consist of several documents in the like form (but may be represented by different means eg. on paper or electronically) each signed by one or more of the members of the Executive Committee. The expressions "written resolution" include a resolution circulated by telex, telefax, cable, telegram or electronic mail or by any one or more of these means and "signed" include approval by telex, telefax, cable, telegram or electronic mail coming from that member's electronic mail address(es) lodged with the Secretary-General or by one or more of these means.

10.4 PROCEEDINGS IN CASE OF VACANCIES

The continuing members of the Executive Committee may act notwithstanding any vacancies in the Executive Committee but if and so long as the number is reduced below five the continuing members of the Executive Committee may act for the purpose of co-opting persons to fill up such vacancies (or as nearly as possible) or of summoning General Meeting but not for any other purpose. If there are no members of the Executive Committee able or willing to act, then any two (2) Affiliates of the Association may summon a General Meeting for the purpose of electing a new Executive Committee.

10.5 POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee, subject to the provisions of these Rules, shall have the power to:

- (a) carry out the objects of the Association;

- (b) fill any vacancy in the office of Auditor;
- (c) fill any vacancy in the Executive Committee;
- (d) appoint and remove patrons and advisors;
- (e) appoint, remove or dissolve sub-committee as from time to time consider advisable;
- (f) enlist the service of any person or persons for the purpose of assisting in any business of the Association which may, by these Rules, be conducted by the Executive Committee;
- (g) apply or expend the funds of the Association in such manner as it deems expedient;
- (h) expel or remove any Affiliate subject to an appeal to the General Meeting as hereinafter provided or take such disciplinary action as may be deemed necessary;
- (i) appoint, remove, dismiss and at its discretion remunerate such employees as it deems expedient;
- (j) enter into contracts for the purposes of and incidental to the carrying out of the objects of the Association;
- (k) frame bye-laws, regulations and/or standing orders not inconsistent with these Rules;
- (l) act in any manner deemed expedient should the occasion arise for which provision is not made in the Rules or bye-laws made thereunder.

The Executive Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remained subordinate to the General Meetings.

10.6 DUTIES OF THE OFFICE BEARERS

The duties of the office bearers shall be as follows:

- (a) The President shall act as Chairman at all General and Executive Committee Meetings. He shall also represent the Association in its dealings with any outside persons and/or parties.
- (b) The Vice President shall assist the President and deputize for him in his absence.
- (c) The Secretary-General shall keep all records of the Association and shall be responsible for their correctness, with the exception of financial records. He shall keep minutes of all General and Executive Committee Meetings. He shall maintain an up-to-date Register of Affiliates at all times.
- (d) The Assistant Secretary-General shall assist the Secretary-General and deputise for him in his absence.
- (e) The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Association and shall keep proper account and financial records of all transactions made by the Association and shall be responsible for their correctness. He is

authorised to expend up to S\$1,000 per month for petty expenses on behalf of the Association. He will keep the Association's funds deposited in a bank named by the Executive Committee. All disbursements from the Association's bank account (by way of cheques or in cash) must be signed or authorised (as the case may be) by the Treasurer in addition to any one of the following office bearers: the President, the Vice President or the Secretary-General.

- (f) The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.
- (g) Ordinary Committee Members shall assist in the general administration of the Association and perform duties assigned by the Executive Committee from time to time.

11 BREACHES OF RULES

11.1 GENERAL POWERS OF THE EXECUTIVE COMMITTEE

When any breach of these Rules or any bye-laws made thereunder has occurred the Executive Committee shall have power to enquire into any breach itself or by a Sub-Committee appointed for the purpose. Upon any such enquiry, the Executive Committee may direct the offending Affiliate or person to be cautioned, expelled from the Association or dealt with in any manner deemed fit by the Executive Committee.

11.2 APPEALS TO THE GENERAL MEETING

- 11.2.1 Any Affiliate or person against whom a decision has been made under Rule 11.1 may appeal against such decision to an Extraordinary General Meeting to be called by the Executive Committee provided that written notice of the appeal be received by the Secretary-General within fourteen (14) days of the date of such decision is made.
- 11.2.2 On receipt of a notice of appeal by the Secretary-General, the consequences of the decisions shall be suspended pending the result of the appeal.
- 11.2.3 The appellant (or delegate nominated by such appellant) and any person who has sat in an enquiry or voted on the questions under the appeal shall not be entitled to vote at the General Meeting at which such appeal is heard. The decision of the General Meeting shall be final and binding on the appellant.

12 AUDIT

Two persons not members of the Executive Committee will be elected as Honorary Auditors at each Annual General Meeting and will hold office for one year only and may not be re-elected. They will be required to audit each year's accounts and present a report upon them to the Annual General Meeting. They 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 Executive Committee.

13 TRUSTEES

If the Association at any time acquires any immovable property such property shall be vested in Trustees subject to a declaration of trust. Any Trustee may at any time resign his

trusteeship. If a trustee dies or become a lunatic or of unsound mind or moves permanently or is absent from the State of Singapore for a period of one year, he shall be deemed to have resigned his trusteeship. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee, a general meeting may remove him from his trusteeship. Vacancies in the trusteeship may be filled at a General Meeting but the number shall not be greater than five or less than two. Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given at least two weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities for approval.

- 13.1 The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change.

14 PROHIBITIONS

- (a) 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.
- (b) The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.
- (c) 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.
- (d) 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.
- (e) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Executive Committee or members.
- (f) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (g) 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.

15 AMENDMENT TO RULES

No alterations or additions to these Rules shall be made except at a General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies and the Commissioner of Charities.

16 INTERPRETATION

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

17 DISSOLUTION

- (a) The Association shall not be dissolved, except, with the consent of not less than 3/5 of the total number of persons entitled to attend and vote at General Meetings expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- (b) 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 shall be distributed to other charities or Institutions of a Public Character (IPCs) approved under the Charities Act.
- (c) Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies and the Commissioner of Charities.