

# CONSTITUTION OF ROLLERSPORTS SINGAPORE

## 1. NAME

- 1.1 The name of the Association shall be 'ROLLERSPORTS SINGAPORE', herein referred to as "The Association". The Association shall be the national body for Roller Sports in Singapore and shall seek affiliation to the Singapore National Olympic Council and such other bodies as the Executive Committee may deem necessary. [The Association shall not affiliate itself to a foreign organisation without the prior written approval of the Registrar/Assistant Registrar of Societies.](#)

## 2. PLACE OF BUSINESS

- 2.1 [Its place of business shall be at 28 Maxwell Road #03-04 Red Dot Traffic Building Singapore 069120 or such other address as may subsequently be decided upon by the 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.](#)

## 3. OBJECTS

- 3.1 Its objects are:
- a. To promote Roller Sports as a sport in Singapore. Roller Sports shall be defined as any and all forms of skating except for ice-skating.
  - b. To act as the control body for Roller Sports in Singapore, ie. to encourage, promote, facilitate the safety and proper regulation of all forms of amateur and professional Roller Sports activities in Singapore, namely, recreational, fitness skating, artistic or figure skating, speed skating, games skating (hockey, soccer, basketball and all other new forms as these emerge), and aggressive or X-treme skating, and any other form of Roller Sports as may arise ("the Sports").
  - c. To seek membership with international Roller Sports organisation and the Singapore National Olympic Council.
  - d. To promote and facilitate the participation of Singapore in regional and international events and competitions in the area of Roller Sports.
  - e. To facilitate and/or certify instructors and coaches, and to ensure their professionalism and to facilitate the provision of proper facilities for Roller Sports.
  - f. To act, whether alone or with other individuals or organisations, to protect the best interest of the Sports in Singapore.

## **MEMBERSHIP**

### **4. CATEGORIES OF MEMBERSHIP**

- 4.1 Membership of the Association shall consist of Ordinary Members, Associate Members and Honorary Members.
- 4.2 Only Ordinary Members will have the right to vote at any meeting of the Association.
- a. Ordinary Members must be entities which are registered with the Singapore Registry of Societies, or which are entities within the Singapore government or statutory boards. **Each Ordinary Member must appoint two delegates.** Ordinary Members must have a minimum of 30 valid paying members and be directly related to promoting the sport through youth development programmes and participation in competitions and/or other related programmes.
- 4.3 Associate Members shall include:-
- a. Persons who are supporters and well-wishers of the Association and may be entities, clubs, institutions, organizations or individuals; and
- b. Registered and recognized skate schools, clubs, or organizations that represent professional standards associated to the development of the sport
- 4.4 Honorary Members are:
- a. Any person who has served continuously for a period of not less than five years on the Executive Committee and who has rendered outstanding service to the Association, or has excelled in the sport may, on the recommendation of the Executive Committee, be appointed an Honorary Member of the Association.

### **5. APPLICATION AND QUALIFICATION**

- 5.1.1 Membership shall be by application and the applicant may be required to give in writing such details, as the Association shall stipulate.
- 5.1.2 The Executive Committee shall have power to accept or reject any application for membership of the Association. Any rejected applicant shall have the right to appeal in accordance with the process and procedure of appeal as may be set out in the standard operating procedures ("SOP") of the Association or determined by the Executive Committee from time to time. Reasons for the rejection will be expressed in writing to the applicant.

## **6. MEMBERSHIP FEES**

- 6.1 Upon acceptance as a member, that member shall pay a fee as determined by the Executive Committee from time to time. Membership fees shall be payable by April of each financial year. Any member who fails to pay the membership fee within one month from the due date aforesaid may be deprived of his membership by the Executive Committee.

## **7. PATRONS**

- 7.1 Prominent persons who have made a contribution to the sport may be invited by the Executive Committee to become Patrons of the Association and one such person may be designated to be a Patron-in-Chief. Patrons are not members of the Association.

## **8. PROTECTING THE ASSOCIATION**

- 8.1 No member shall be involved or engaged in any activities, or take part in any competition, tournaments or games that might compromise, contravene or affect the image and reputation of the Association. With this understanding, the members are in principle, free to hold friendly competition or games in the local context and at individual clubs level.

### **8.2 SKATING FOR THE ASSOCIATION**

- 8.2.1 Any skater selected to skate for the Association shall not skate for any club or organization on the date of the event for which he has been selected or a period prior to such event as the Association or its duly appointed Committee dealing with such matters may decide.

- 8.2.2 The Association may take disciplinary action, including suspension, against any skater for misconduct, for breach of the Constitution or any rules made thereunder. Such suspended skater shall not play or compete in any match with or against a skater representing an Ordinary Member.

### **8.3 COMPETING**

- 8.3.1 No Ordinary Member shall take part in competitions outside Singapore without the prior sanction of the Association. Skaters taking part as individuals are however not restricted by this clause, provided they do not contravene Articles 8.1 and 8.2.1.

- 8.3.2 All notification and application to take part in overseas competition shall be submitted in advance to the Association with reasonable time for it to make its reply. Approval of the above shall not be unreasonably withheld.

- 8.3.3 An Ordinary Member wishing to compete in Singapore against a foreign team shall obtain prior approval of the Association.

## **9. EXECUTIVE COMMITTEE**

### **9.1 COMPOSITION**

9.1.1 The Association shall be governed by an Executive Committee comprising a President, up to 4 Vice-Presidents, a General Secretary, an Assistant Secretary, an Honorary Treasurer and an Assistant Honorary Treasurer to be elected at alternate Annual General Meeting. Executive Committee members shall be permanent residents or citizens of Singapore.

9.1.2 The Executive Committee may co-opt members, not exceeding 8, to serve in the Executive Committee. The co-opted members must be either from Ordinary or Associate Members. Co-opted members shall have no voting rights.

9.1.3 The Executive Committee may co-opt members of the outgoing Executive Committee who have reached the maximum accumulative tenure for the purpose of representing the Association in any regional or international federation or equivalent entities.

9.1.4 Executive Committee members shall not hold any salaried position within the Association and receive no compensation for his/her services rendered as an Executive Committee member.

### **9.2 APPOINTMENT/ELECTION OF THE EXECUTIVE COMMITTEE**

9.2.1 All elected Executive Committee members shall hold office for two years.

9.2.2 Subject to this Constitution, a retiring member of the Executive Committee shall be eligible for re-election at the meeting at which he/she retires. An individual, representing an Ordinary Member, may be elected to serve in the Executive Committee in all positions except as President for a maximum accumulative tenure of eight years ("Non-President Tenure"). An individual may be elected to serve as the President for a maximum accumulative tenure of eight years, excluding his Non-President Tenure.

9.2.3 No individual may be elected to serve as the Honorary Treasurer for more than two consecutive terms.

### **9.3 POWERS OF THE EXECUTIVE COMMITTEE**

9.3.1 The Executive Committee shall have the power to act in all respects for and in the name of the Association including the following powers:

- a. to carry out the objects of the Association;
- b. to appoint committees and sub-committees to assist the Executive Committee in carrying out the objects of the Association;
- c. to receive and approve reports from committees and sub-committees;
- d. to consider applications for membership;

- e. to approve expenditure;
- f. to decide on appeals against any decisions of any committee set up to deal with disciplinary matters;
- g. to formulate terms of employment, duties, responsibilities and performance indicators for salaried staff;
- h. to make bye-laws and adopt standard operating procedures that do not contravene any article in the Constitution;
- i. to formulate policies concerning conflicts of interest in the running of the Association; and
- j. to do all other acts as are consistent with the objects and interests of the Association.

#### 9.4 SIGNATORIES

9.4.1 The President, any one of the Vice-Presidents and the General Secretary may act in the name of the Association. Any two of them may sign documents on behalf of the Association. All bank accounts and financial documents shall be signed by the Honorary Treasurer together with any one of the aforesaid persons.

#### 9.5 CONFLICT OF INTEREST

9.5.1 The Executive Committee members must declare all business, commercial and/or personal interest that may directly relate to the sport or management of the Association. These interests are to be declared at the first meeting of the Executive Committee and subsequent meetings when the situation arises.

9.5.2 If an Executive Committee member is found to have withheld disclosing instances of conflict of interest, the decisions made where he/she has actively participated may be made void and he/she may face disciplinary action.

9.5.3 The Executive Committee member shall abstain from any decision-making or evaluation if the issues are directly related to his/her declared interests. Discussions on such matters shall be minuted.

#### 9.6 RESIGNATION

9.6.1 Three months' notice in writing is required for any Executive Committee member to resign.

#### 9.7 REPLACEMENT

9.7.1 In the event of any person (other than the President) ceasing to be an Executive Committee member for whatever reason during his term of office, the Executive Committee may appoint any other person to fill the vacancy and that person shall hold office for the remainder of the term of the person who had ceased to be an Executive Committee member. Any person so appointed to fill the vacancy shall not have any right to vote at meetings of the Executive Committee. In the event the post of the President is vacant, one of the Vice President duly appointed by the Executive Committee shall act as the

President until the next AGM. [Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.](#)

## 9.8 DUTIES OF OFFICE-BEARERS

### 9.8.1 The duties of office-bearers shall be as follows:-

- a. The President shall preside at all General and Executive Committee meetings and shall represent the Association in all matters.
- b. Each Vice President shall chair a Divisional Committee (as referred to in Article 10) and shall represent that Divisional Committee in Association matters.
- c. The General Secretary shall :
  - i) Arrange all meetings of the Executive Committee;
  - ii) Record the minutes of such meetings;
  - iii) Maintain and keep up to date all records and registers of the Association;
  - iv) Keep in proper custody all papers and documents pertaining to the Association;
  - v) Carry out the business of the Association;
  - vi) Attend to or deputise an executive staff of the Association to attend to all correspondence on behalf of the Association; and
  - vii) Prepare the Annual Report for submission to the Annual General Meeting.
- d. The Honorary Treasurer shall :
  - i) Be responsible for all funds of the Association;
  - ii) Keep an account of all monetary transactions and shall be responsible for their correctness;
  - iii) Report on the financial position of the Association at every Executive Committee Meeting and render a Statement of Accounts and Balance Sheet at the Annual General Meeting;
  - iv) Maintain an Impress Account of an amount as the Executive Committee may determine;
  - v) Apart from the Impress Account, not keep more than \$500.00 in the form of cash, and any money in excess of this amount shall be deposited with the Association's bankers.

## 9.9 EXECUTIVE COMMITTEE MEETINGS

### 9.9.1 FREQUENCY AND NOTICE

- a. The Executive Committee shall meet as often as it may decide but not less than once every three months. Proceedings of meetings, particularly the decisions, approvals and other material information must be minuted.

- b. Formal notice of any meeting shall be given 14 days in advance. The formal notice shall include the agenda for the meeting.

#### 9.9.2 ABSENCE FROM MEETINGS

- a. Any Executive Committee member who is absent from three consecutive Executive Committee meetings without giving good and sufficient reason in writing, shall cease to be an Executive Committee member unless the Executive Committee decides otherwise.
- b. Absent Executive Committee members may write, teleconference or call in to vote on any voting matter or proposed resolution in any meeting of the Executive Committee with prior notification.

#### 9.10 QUORUM

9.10.1 At least 50% of the Executive Committee members, excluding the co-opted and non-voting members, shall form a quorum, provided always that two of those present are the following office bearers:

- i) the President;
- ii) one of the Vice Presidents;
- iii) the General Secretary and/or
- iv) the Honorary Treasurer.

#### 9.11 VOTING

9.11.1 Voting at Executive Committee meetings shall be by a show of hands or by proxy votes. Save as provided in Article 9.11.2, each member of the Executive Committee shall have one vote. In the event of a tie, the Chairman (President) shall have the casting vote. Decisions of the Executive Committee shall be by majority vote.

9.11.2 All non-elected members shall have no voting rights at the Executive Committee meetings.

#### 9.12 CHAIRMAN OF MEETINGS

9.12.1 The President shall chair all Executive Committee meetings. In his absence, one of the Vice-Presidents duly appointed by the President shall chair the meeting.

## **10. COMMITTEES**

### **10.1 DIVISIONAL AND OTHER COMMITTEES**

10.1.1 The Executive Committee shall at its first Executive Committee meeting, or at the earliest opportunity thereafter, appoint such Divisional Committees and other Committees, as they deem necessary. Such Committees shall include the Finance, Audit and Technical Committees. The Technical Committees shall represent their respective disciplines within the sport. The Executive Committee shall be authorized to review and amend the name, role, structure and responsibilities of the Divisional Committees and other Committees. The chairperson of the Divisional Committees shall be appointed by the Executive Committee and may be either the President or any one of the Vice-Presidents.

### **10.2 DISCIPLINARY COMMITTEE**

10.2.1 A Disciplinary Committee shall be constituted as and when necessary by the Executive Committee and its composition and terms of reference shall be decided by the Executive Committee.

### **10.3 SELECTION COMMITTEES**

10.3.1 The Executive Committee will appoint an independent Selection Committee consisting of proficient and competent individuals to make Skater selection decisions.

10.3.2 The Selection Committee shall formulate an objective selection process, including but not limited to the selection criteria, communication methods and selection trials for submission to the Executive Committee and the Singapore Sports Council for approval before these are announced publicly six months prior to major tournaments.

### **10.4 INDEPENDENT APPEALS COMMITTEE (IAC)**

10.4.1 The Executive Committee shall appoint an Independent Appeals Committee consisting of not more than five persons. The IAC shall comprise individuals not involved in the original skater's Selection Committee.

10.4.2 The IAC shall deliberate and decide on all fair queries and appeals/ protests lodged by the skaters.

### **10.5 TECHNICAL COMMITTEES**

10.5.1 The Executive Committee shall appoint Technical Committees consisting of not more than five persons in each, one of whom shall be the Association's representative to the respective International Federation. The composition of the Technical Committee shall depend on the specific discipline of the Discipline that it oversees.

10.5.2 The function of the Technical Committees shall be to:

- a. Provide general governance for each of their respective disciplines. Including the oversight and setting of rules and regulations for competitions. These must not conflict with the rules and regulations set out by the International Federation.
- b. Ensure that organizers of such competitions abide by these rules.
- c. The Committees will be directly responsible to the Executive Committee for their actions in managing their respective disciplines.

## 10.6 FINANCE COMMITTEE

10.6.1 The Executive Committee shall appoint a Finance Committee, consisting of not more than five persons. The Finance Committee should include (a) the President or any one of the Vice-Presidents; (b) the Honorary Treasurer; and (c) the Assistant Treasurer. The Finance Committee shall oversee the implementation of the financial policies and guidelines that govern all revenue and expenditure of the Association, including the Singapore Sports Councils' Financial Regulations for National Sports Associations (1998) and such other revisions as may be applicable from time to time.

## 10.7 AUDIT COMMITTEE

10.8 The Executive Committee shall appoint an Audit Committee, consisting of not more than five persons. The Audit Committee shall not include any of the currently serving Executive Committee members. The Audit Committee shall be responsible to ensure cost effectiveness, independence and objectivity of the appointed External Auditors. It shall also review the effectiveness of internal and financial control systems annually.

# 11. AUTHORITY AND MEETINGS

## 11.1 ANNUAL GENERAL MEETING

11.1.1 [The supreme authority of the Association is vested in a General Meeting of the members.](#) The Annual General Meeting of the Association shall be held within the first three months of its new Financial Year.

11.1.2 At least 21 days' notice in writing specifying the place, date and time of an Annual General Meeting shall be sent to members and such notice shall include the agenda for the meeting, the Annual Report, the duly Audited Accounts for the preceding year and all resolutions proposed to be adopted at the Annual General Meeting.

11.1.3 Any Ordinary Member wishing to propose any resolution or resolutions must forward such resolution or resolutions to the General Secretary 14 days before the date fixed for the Annual General Meeting.

11.1.4 The business to be transacted at the Annual General Meeting shall be :

- a. to receive and approve the Annual Report and audited Accounts of the

- Association for the preceding year;
  - b. to elect members of the Executive Committee whenever due;
  - c. to elect an external audit firm to carry out an annual audit of the Association's accounts as well as internal control systems;
  - d. to transact any other business of which at least 7 days' notice in writing shall have been given to the General Secretary by any member; and
  - e. to review the membership status of the Association.
- 11.1.5 Persons entitled to vote at General Meetings shall be the two delegates from each Ordinary Member, with each delegate having one vote.
- 11.1.6 The names of delegates of Ordinary Members attending and voting at the General Meeting shall be notified to the General Secretary at least 7 days before the date of the General Meeting.
- 11.1.7 No Executive Committee Member shall have any voting rights at any General Meeting except as a delegate of an Ordinary Member.
- 11.1.8 The Executive Committee shall be dissolved before the start of fresh elections. The outgoing President will chair the election process unless he/she is seeking re-election, in which case the next most senior outgoing key appointment holder will take the chair.
- 11.1.9 In the event that the President and the next most senior outgoing key appointment holder or holders are seeking re-election, a Chairman shall be elected from those delegates present. However, he/she shall not be a person who is seeking election to the Executive Committee.
- 11.1.10 Once elected, the newly elected President will then chair the meeting and oversee the election process.
- 11.1.11 The Chairman chairing the election process under Articles 11.1.7, 11.1.8 and 11.1.9 above shall have no casting vote in relation to the election.
- 11.1.12 All nominees for the election of the President, up to 4 Vice Presidents, General Secretary, Assistant Secretary, Honorary Treasurer and Assistant Treasurer shall be representatives of the Ordinary Members. Such nominations are to reach the General Secretary not later than 7 days before the date of the Annual General Meeting where elections of all such posts are involved.
- 11.1.13 After the closing date and for the purpose of Article 11.1.12, in the event that there is only 1 nomination for each of the respective positions of the President, General Secretary, Assistant Secretary, Honorary Treasurer, and Assistant Treasurer; that there is not more than 4 nominations for the position of Vice-Presidents; such nominees will be declared and deemed to be elected at the Annual General Meeting.
- 11.1.14 There shall be elections for the respective positions in the event that:

- a. There are more than 1 nomination for each of the respective positions of the President, General Secretary, Assistant Secretary, Honorary Treasurer and Assistant Treasurer; or
  - b. There are more than 3 nominations for the position of Vice-President.
- 11.1.15 In the event that there is no nomination for a position, nominations for such position shall be made from and election shall be held by Ordinary Members present.
- 11.1.16 If there is no nomination for all the positions, the Annual General Meeting shall be adjourned for another 14 days. The date of this adjourned Annual General Meeting shall be notified to all Members by the next working day. This notice shall also inform the Ordinary Members that new nominations can be accepted, but such nominations shall reach the General Secretary not later than 7 days prior to the adjourned Annual General Meeting.
- 11.2 GENERAL MEETINGS
- 11.2.1 The quorum for any General Meeting shall not be less than one third of Ordinary Members entitled to vote or 30 members whichever is lesser.
- 11.2.2 In the event there being no quorum at a General Meeting, the meeting shall stand adjourned for 14 days. At the adjourned General Meeting, members present at the adjourned General Meeting shall constitute the quorum.
- 11.2.3 Provided that such adjourned General Meeting shall have no power to alter, amend or make additions to the Constitution or to any of the existing rules made thereunder.
- 11.3 EXTRAORDINARY GENERAL MEETING
- 11.3.1 An Extraordinary General Meeting may be convened by the Executive Committee or on receipt of a written requisition by at least one third of the total number of Ordinary Members of the Association. The requisition shall be signed by the President or the Secretary of the Ordinary Members and shall state the reasons for requesting such a meeting.
- 11.3.2 Upon receipt of a requisition the Executive Committee shall call for an Extraordinary General Meeting to be held within 30 days from the date of receipt of such requisition. If the Executive Committee does not within two (2) months 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.
- 11.3.3 At least 21 days' notice in writing specifying the place, date and time of the Extraordinary General Meeting shall be sent to members and such notice shall include the agenda for the meeting.

11.4 VOTING

11.4.1 Voting at any General Meeting shall be by secret ballot.

11.5 CHAIRMAN OF MEETINGS

11.5.1 Subject to Articles 11.1.8 and 11.1.9 aforesaid, the Chairman at all general meetings shall be the President, or if he is not present ten minutes after the time specified for the meeting, any one of the Vice-Presidents shall chair the meeting.

**12. FINANCIAL YEAR**

12.1 The financial year of the Association shall end on the 31st March of each year.

**13. PRESS RELEASES**

13.1 Only the President or any one of the Vice Presidents or the General Secretary or other person authorized by the President or Vice President, shall be entitled to make press releases.

**14. PROHIBITIONS**

14.1 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.

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

14.3 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.

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

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

14.6 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.

14.7 The Association shall not operate as a sports club affiliated to the Association.

## **15. PROPERTY**

- 15.1 The Association shall have power to own property of all kinds.
- 15.2 In the case of real or immovable property, such property shall be vested in a Trust Corporation incorporated in the Republic of Singapore.

## **16. ALTERATIONS TO RULES**

- 16.1 No alterations, amendments or additions to these Rules shall be made except at a general meeting by a resolution that shall be carried by a majority of at least two thirds of the votes properly recorded at the meeting. Such alterations, amendments or additions shall only take effect after approval from the Registrar of Societies has been received.

## **17. FINAL DECISION AND INTERPRETATION**

- 17.1 In all matters not provided for in this Constitution the decision of the Executive Committee shall be final, unless overruled by the General Meeting.

## **18. BREACH**

- 18.1 Any member, whether by its own member or otherwise, that breaches this Constitution or any rules made thereunder, or who encourages or instigates any skater to commit such a breach, may be subject to disciplinary action.

## **19. DISSOLUTION**

- 19.1 The Association shall not be dissolved except with the consent of not less than three-fifths of those entitled for the time being to vote at General Meetings.
- 19.2 In the event of the Association being dissolved the funds of the Association shall be used for the settlement of all its debts and liabilities and any surplus shall be transferred to the Singapore Sports Council or such organisation set up by the Government of Singapore.
- 19.3 [A Certificate of Dissolution shall be given within seven \(7\) days of the dissolution to the Registrar of Societies.](#)

## **20. VISITORS AND GUESTS**

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

20.2 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.

## **21. DISPUTES**

21.1 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.