# TOUFH <br> SINEAPDRE <br> CONSTITUTION OF TOUCH SINGAPORE 

## ARTICLE 1 - NAME

The Association shall be called "TOUCH SINGAPORE" (hereinafter referred to as the "Association")

## ARTICLE 2 - OBJECTS

### 2.1 The objects of the Association are:-

(a) To promote, encourage, organise, and develop Touch in all its forms in Singapore (hereinafter referred to as "Touch Activities";
(b) To organise Touch meetings or competitions for Touch activities and in connection therewith to set the terms and conditions for their participation and play, and offer, procure, give or contribute towards prizes and awards;
(c) To sponsor, support and participate in any national, regional, or international competitions in all Touch activities;
(d) To uphold the rules of Touch activities as may from time to time be approved by the Federation of International Touch (hereinafter referred to as "FIT")
(e) To promote and safeguard the interests and objectives of the Association and employ, when necessary, the funds of the Association for that purpose;
(f) To obtain sponsors and funds to enable the Association to meet the objectives set out herein;
(g) To coordinate with organizations, e.g. Sport Singapore who may be interested In Touch activities in Singapore;
(h) to assist in the training of coaches and referees, instructors and technical officials for Touch activities by organising courses and ensuring that such courses and training contribute to the development of the Touch activities in Singapore;
(i) To have a selection committee to select competitors, to represent Singapore and/or the Association;
(j) To be affiliated to world bodies or organizations, including FIT, which promote Touch activities and to ensure that this Constitution and the rules of the Association complement, where applicable, those of world bodies or organisations;
(k) Determine, arrange and publish an annual Singapore Touch Calendar of Events;
(I) Maintain a central registry of members;
(m) Generally, to do all such other acts or things as may be incidental to, connected with or conducive to the attainment of the aforementioned objectives;
( n ) Generally, to do all such other acts or things as may be incidental to, connected with or conducive to the attainment of the aforementioned objectives;

### 2.2 The Association is run solely as a governing body for Touch activities.

## ARTICLE 3 - PLACE OF BUSINESS

The place of business of the Association shall be at 207 River Valley Road \#03-79, Singapore 238275 and/or such other address as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies (UEN T16SSO73J)

## ARTICLE 4 - ASSOCIATION'S COLOURS

The Association Colours shall be red, white, and black.

## ARTICLE 5 - PATRONS AND PATRON-IN-CHIEF

The Association, through its General Meeting, may invite any distinguished person to be its Patron-in- Chief. The Executive Committee may also invite distinguished persons to be Patrons of the Association.

## ARTICLE 6 - MEMBERSHIP

### 6.1 Categories of Members

There shall be the following categories of membership: Ordinary Members, Associate Members, Individual Members and Life Members.

### 6.2 Ordinary Members

6.2.1 Any club or organization, with no less than 30 members, having played Touch in the preceding two seasons organised by the Association, and, willing to abide by the Constitution of the Association (as may be amended or implemented from time to time) and its resolutions, shall be eligible to apply to the Association to be considered for admission as an "Ordinary Member", subject always to its application for membership being approved by the Committee.
6.2.2 Where an Ordinary Member ceases to participate in at least one season organised by the Association for a consecutive period of 2 years, the Committee shall have the right suspend, terminate, and/or convert its ordinary membership to an Associate membership.
6.2.3 An Ordinary Member shall have one vote at any General Meeting irrespective of the number of delegates such Member is allowed by the Constitution to be present at any General Meeting.

### 6.3 Associate Members

6.3.1 Any club or organisation which does not fulfil the requirements of Article 6.2 above shall be eligible for membership as an associate, subject always to the application for membership being approved by the Committee.
6.3.2 An Associate Member shall not have any voting rights at any General Meeting but shall be able to participate and assist in the discussion of issues at General Meetings.

### 6.4 Individual Members

6.4.1 Any registered, financial, individual member; Ordinary member; Life member; Patron of any member; ; or an elected, appointed or registered official of the Association shall be recognised as an Individual Member and shall be subject to this Constitution and the Regulations.
6.4.2 Individual members will have no vote at Meetings.

### 6.5 Life members

(a) Life Membership is the highest honour which can be bestowed by the Association for longstanding and valued service to Touch in Singapore.
(b) A Member or the Committee may nominate for Life membership, any person who has rendered distinguished or special service to Touch, where such service is deemed to have assisted the advancement of Touch in Singapore, as a Participant, administrator, official or otherwise.
(c)The nomination must be on the prescribed form (if any) and shall include a written report outlining the history of services of any nominee, together with comments on the suitability of the honour. All nominations must be submitted to the Secretary General.
(d) The Secretary General shall then provide the nomination to the Committee. The Committee will decide whether to accept or reject the nomination, and where it is accepted the nomination for conferral of Life membership shall be put to the members for determination as a Special Resolution at the next Annual General Meeting.
(e) If the motion is carried at the Annual General Meeting, an individual must then accept or reject the Association's resolution to confer Life membership in writing. Upon acceptance in writing, the person's details shall be entered upon the register and from the time of entry on the register the person shall be a Life Member.
(f) A person may be posthumously recognised as a Life Member.
(g) Categories (if any), conditions, obligations and privileges of life membership shall be as prescribed in the Regulations.

## ARTICLE 7 - FEES

The entrance and subscription fees for various types of memberships shall be determined from time to time by the Committee at its sole discretion.

## ARTICLE 8 - EXECUTIVE COMMITTEE

8.1 The Association shall be managed by an Executive Committee ("Committee") consisting of the following:

1) President
2) Secretary General
3) Treasurer
4) Events Director
5) National Development Director
6) Referee Director
7) Coaching Director
8) Elite Development Director
9) Corporate Sponsorship Director
10) Media \& Communications Director

Members of the Committee shall serve in an honorary capacity.
8.2 The Committee shall adhere to a policy to address all "Conflict of Interest" in the business, conduct, and/or transaction of the Association. All members of the Committee shall: (i) declare all business, commercial and/or personal interests that may directly or indirectly relate to the affairs of Touch and/or the Association; and/or (ii) disclose any other matter, which may indirectly or directly place them in a situation of any actual or potential conflict of interest in their capacity as member of the Committee. All such declarations and disclosures shall be duly recorded in writing by the Secretary General when such situations arise. A Committee member shall abstain from any evaluation or decision-making if the issues are directly related to his/her declared interests.

## 8.3

(a) The first Committee of the Association elected at the Annual General Meeting shall serve a period of 3 years. Thereafter, Committee members shall be elected and/or re-elected for a 2 -year term, by vote at the Annual General Meeting. An individual may serve an accumulative maximum of 8 years as a Committee member other than as the President. The maximum accumulative tenure an individual may serve as President will be 8 years, regardless of the number of years served as a non-presiding member in the Committee.
(b) A person nominated for any of the above-mentioned positions in the Committee may be a member of an Ordinary Member of the Association;
(c) Nominations for election will close seven working days before the Annual General Meeting.
(d) Nominees must declare to the Secretary General by stating on their nomination forms, any personal or business interests related to Touch and/or the Association. This material information must be made known to voters before the election.
(e) A person shall not be elected to more than one of the above mentioned positions.
(f) Any change in Committee member shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of such change.
(g) Not more than half of the Committee shall be immediate family members related by blood or marriage.
8.4 All office bearers shall be eligible for re-election with the exception of the Treasurer who shall not be re-elected to the same or related posts for more than two consecutive terms.
8.5 The Committee shall have the power to:
(a) Carry out the objectives of the Association set out in Article 2;
(b) Decide on policy matters affecting the Association;
(c) Make, maintain and publish all regulations, by-laws and rules of the Association in connection therewith;
(d) Approve membership of the Association for clubs, institutions or associations;
(e) Appoint Patrons of the Association;
(f) Ratify or reject of any sports records for which the Association is responsible for administering;
(g) decide on any doubtful and disputed points, matters or issues in connection with memberships, competitions, or other functions including the appointment and termination of national coaches, referees and other administrators;
(h) Conduct disciplinary proceedings against any Member of the Association;
(i) Apply or expend any funds of the Association not exceeding the annual budget approved in a General Meeting in such manner as the Committee deems fit;
(j) Enter into contracts for the purposes of and incidental to carrying out the objects of the Association;
(k) Appoint Sub-committees to assist the Committee in carrying out the objectives of the Association. A Subcommittee may exercise the powers delegated to it in accordance to the term of the delegation and any directions of the Committee;
(I) Appoint an Audit Committee which shall be chaired by a Committee Member and which shall be responsible for:
i. reviewing the Annual Financial Statements prior to recommending their approval to the Committee;
ii. Reviewing with auditors the terms of the audit engagement;
lii. Considering terms relating to the internal controls which underlie financial reporting; and
iv. Review significant public announcements of a financial nature
(m) appoint a Disciplinary Committee which shall be chaired by a Committee Member and which shall be responsible for all disciplinary, legal and such other matters as may be directed by the Committee.. [TBC by TFA's judicial docs]
(n) Co-opt additional members to the Committee who shall have no voting rights in the Committee, and such co-opted members shall hold office until the next Annual General Meeting;
(o) Review significant public announcements of a financial nature appoint Honorary Advisor(s) to advise the Association in areas of its operations;
(p) Suspend or disqualify for cause any participant, at its own discretion or upon receipt of a request from a Member, who shall be barred from competing in any event promoted under the auspices of the Association;
(q) Decide any other matters which are incidental to, connected with or conducive to any of the aforementioned functions.

### 8.6 Committee Meetings

(a) The Secretary General shall call a Committee Meeting at least once every quarter of each calendar year. The Secretary General shall also call a Committee Meeting upon the request of any two members of the Committee.
(b) The notice period for any Committee Meeting shall not be less than seven (7) days. At all Committee Meetings, $50 \%$ of the Executive Committee Members (excluding co-opted members) shall form a quorum.
(c) The President shall chair all Committee meetings. In his absence, the Secretary General shall take the chair. If neither is present, the Committee Members present may, notwithstanding Article 9.3, elect their own chairperson.
(d) Absent Committee Members may vote on any resolution at a Committee meeting by communicating his vote in writing, by proxy, by telephone, or by electronic means;
(e) All decisions of the Committee shall be made by a majority vote of the Committee Members. In the event of a tie, the Chairman of the Meeting shall have a casting vote.

## ARTICLE 9 - DUTIES OF OFFICE BEARERS

9.1 The President shall ensure the general management and well-being of the Association, and shall in particular:
(a) Represent the Association in dealings with outside persons or bodies and when attending functions of other associations or bodies;
(b) Decide and act on emergency matters upon advice from the Secretary General and the Treasurer, and the same shall be referred to the Committee for its information;
(c) Preside as the Chairman of all General Meetings and Committee Meetings.
9.2 The Secretary General shall be responsible for the administration of the secretariat including:
(a) The summoning of all General Meetings of the Association and the meetings of the Committee;
(b) The maintenance of the Register of Members;
(c) The conduct of correspondence on behalf of the Association;
(d) The keeping of the minutes of the General Meetings and meetings of the Committee;
(e) Any other duty decided by the Committee;
(f) The Secretary General shall act in place of the President if the President is, at any time, unable to act.
9.3 If the President and the Secretary General are unable to act at any time, the Committee shall, on a majority vote appoint the Treasurer to act as President.
9.4 The Treasurer shall be responsible for the proper administration of all funds belonging to or under the control of the Association including:
(a) The keeping of bank accounts and the maintenance of all financial records of the Association;
(b) Drawing up and the presentation of fees including subscriptions and entrance fees, the payment of bills properly incurred by and on behalf of the Association.
9.5 The Events Director shall be responsible for international and national events, including overseas tours.
9.6 The National Development Director shall work closely with all local and youth teams, to ensure players are developed on the appropriate pathways for all schools and clubs.
9.7 The Referees Director shall be responsible for all matters pertaining to the Referee portfolio as well as ensuring best practice policies for referee development are implemented.
9.8 The Coaching Director shall be responsible for all matters pertaining to the Coaching portfolio as well as ensuring best practice policies for coach development are implemented.
9.9 The Elite Director shall be responsible for all matters pertaining to Elite programmes, including selection trials, and ensuring best practice policies for elite development are implemented.
9.10 Corporate Sponsorship Director shall be responsible for all sponsorship programmes.
9.11 Media \& Communications Director shall be responsible for issuing all promotional, marketing and publicity materials on behalf of the Association.
9.12 The Judiciary Director shall be responsible for all matter pertaining to the judiciary portfolio taking note of Article 20 Disputes and the FIT Disciplinary Policy.
9.13 The High Performance Director shall be responsible for all matters pertaining to the welfare of national representatives (players, coaches, managers, referees) including and not limited to logistics, psychology, nutrition and fitness.

## ARTICLE 10 MEETINGS

### 10.1 Annual General Meeting

(a) An Annual General Meeting shall be held on or before 30 June of each year, at such time and place as the Committee shall determine.
(b) The Annual General Meeting shall consider and confirm the previous year's financial accounts and reports of the Committee and the Auditor;
(ii) If applicable, elect the office bearers of the Committee for the following term;
(iii) Appoint the Auditor for the ensuing year;
(iv) Decide on any resolution(s) of which notice has been given as hereinafter provided; and
(v) Deal with any other business placed before the meeting.

### 10.2 Extraordinary General Meeting

Extraordinary General Meetings may be called at any time either by the Committee or by the Secretary General upon receipt of a written requisition by four Ordinary Members. No Extraordinary General Meeting shall be convened for the same purpose within the following six (6) months unless it was an adjourned meeting.

### 10.3 Notice of General Meetings

(a) Twenty eight (28) days written notice shall be given for all General Meetings, and shall be issued to the address as shown in the Association's database;
(b) The matters to be discussed must be specified with the notice and contain all necessary and relevant papers for the consideration of the General Meeting. If they so desire, the Members, by unanimous decision, may reduce or dispense with this notice period.

### 10.4 Delegates and Voting

10.4.1 Each Member may appoint in writing one Delegate to attend General Meetings.
10.4.2 For every resolution tabled at the General Meeting, each Ordinary Member (also referred to as "Voting Member") is entitled to one vote. Voting shall be by secret ballot in the case of Elections or any other matter a show of hands will suffice unless a majority of members request a secret ballot;
10.4.3 Ordinary Members shall appoint a delegate to exercise voting rights on their behalf at the General Meetings. Such an appointment shall be made on the prescribed form, in accordance with the rules of the Association. This form shall be handed to the Secretary General at least half an hour before the Meeting is due to commence.

### 10.5 Proceedings for General Meetings

### 10.5.1 Quorum

The quorum at General Meetings shall be one-third (1/3) of the total number of Voting Members entitled to vote at the General Meetings. In the event of there being no quorum the meeting shall be adjourned for half an hour. Should the number then present be insufficient to form a quorum, those members then present shall constitute a quorum with the agenda of the meeting that was adjourned. However, that General Meeting shall have no power to add, amend, delete or rescind any part of the Constitution.
10.5.2 The President may, with the consent of the General Meeting, adjourn the General Meeting from time to time and from place to place but no matter may be discussed at the adjourned General Meeting that could not have been discussed at the General Meeting that was adjourned, unless proper notice is given.

## ARTICLE 11 - FINANCIAL YEAR, AUDIT \& FUNDS

11.1 The financial year of the Association shall be from $1^{\text {st }}$ July of the current year to $30^{\text {th }}$ June of the following year.
11.2 The accounts of the Association shall be audited at the close of each financial year by a certified public accountant, as defined in the Accountants Act (Cap. 2), not less than one month before the Annual General Meeting. The Auditor shall certify the correctness of the accounts to be submitted to the Annual General Meeting.
11.3 The Auditor shall be appointed or removed at a General Meeting.
11.4 All authorizations for the withdrawal of monies and the signing of cheques shall be approved and signed by either the President, the Secretary General or the Treasurer and any one appointed by the Executive Committee.
11.5 The External Auditors shall be changed at least once in every 5 years.

## ARTICLE 12 - UNATTACHED PARTICIPANTS

No participant shall be allowed to participate in any competition in Singapore organized or sanctioned by the Association unless the participant is a member of an Ordinary Member or Associate Member of the Association, or is participating under the auspices of a FIT Member National Federation, provided that the Committee may from time to time waive these requirements with respect to any Touch activity or any particular competition.

## ARTICLE 13 - REGISTERED PARTICIPANTS

No participant shall be allowed to participate in any competition in Singapore organized or sanctioned by the Association unless the participant is registered with the Association in accordance with the terms and conditions for the registration of participants in force from time to time, provided that the Committee may from time to time waive these requirements with respect to any Touch activity or any particular competition.

## ARTICLE 14 - PROHIBITION

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 a 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 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.
14.5 The Association shall not organize or conduct any lottery, whether confined to its Members or not, in the name of the Association or its office-bearers, without the prior approval of the relevant authorities.
14.6 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
14.7 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

## ARTICLE 15 - PROPERTY

15.1 Any immovable property of the Association shall be vested in three (3) Trustees elected by the General meeting and the power of removing and appointing Trustees shall be vested in the General meeting.
15.2 Any change to the address of each immovable property and name of trustee shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the change.

## ARTICLE 16 - AMENDMENTS

These Articles may be repealed, amended or added to by resolution of a majority of two-thirds of the Voting Members present and voting on the resolution at the Association's Annual General Meeting or an Extraordinary General Meeting. Such amendments shall not come into force without the prior written consent from the Registrar of Societies and the Commissioner of Charities.

## ARTICLE 17-DISSOLUTION

17.1 The Association shall not be dissolved except by a resolution passed by the General Meeting where at least $80 \%$ of the total Ordinary Members either in person or by proxy, vote in favour of the dissolution.
17.2 In the event the Association being dissolved as provided above, all debts and liabilities legally Incurred by the Association shall be fully discharged. The remaining funds shall be disbursed to other charities or Institutions of a Public Character (IPCs) approved under the Charities Act. Notice of dissolution shall be given to the Registrar of Societies and the Commissioner of Charities within seven days.
17.3 The General Meeting, resolving to dissolve the Association, shall appoint a liquidator to act on behalf of the Association and ensure that the dissolution of the Association is carried out in accordance with the Societies Act (Cap. 311), Charities Act (Cap. 37) and all other relevant laws and provisions relating to the dissolution of the Association.

## ARTICLE 18 - INTERPRETATION

18.1 In these Articles, unless there is something repugnant in the subject matter or context:
a) Words importing the singular number shall include the plural number and vice vice versa;
(b) Words importing the masculine gender shall include the feminine gender;
(c) Reference to Touch Activities includes all forms of the Sport related activities. Likewise, Participants is a Player, Coach, Manager, Referee, Administrator, Selector, where the context so admits;
(d) The Word "EXCO" means Executive Committee and may be interchangeable;
(e) The word "FIT" means Federation of International Touch;
18.2 The Executive Committee shall be the sole authority for the interpretation of these Articles. The decision of the Executive Committee, upon any question of interpretation or upon any matter affecting the Association and not provided for by these Articles, shall be final and binding on the Members.

## ARTICLE 19 - BY LAWS

19.1 The Executive Committee shall have the sole and unfettered discretion to enact By Laws that do not contradict the letter or spirit of these Articles Such by Laws, and any amendments thereto made by the Executive Committee, shall come into effect upon publication in the Association's website.
19.2 No alteration to the Bylaws of the Association may be made other than at an Annual or Special General Meeting.
19.3 Constitution and By Laws of the Association, if amended, shall be re issued to all affiliated members each year within three months (3) of the holding of a general meeting.

## ARTICLE 20 - DISPUTES

Any disputes should be addressed in the following sequence
a) Mediation;
b) Initial hearing by Disputes Committee;
c) Appeal to Executive Committee;
d) Further appeal to Federation of International Touch, which will be final.

