

THE PERSES CONSTITUTION

THIS SINGAPORE SEPAKTAKRAW FEDERATION (PERSES) AMENDED CONSTITUTION HAS BEEN APPROVED
BY THE REGISTRAR OF SOCIETIES, MINISTRY OF HOME AFFAIRS ON 12 APRIL 2011.

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Article 1 Definitions

Words in these rules and all other matters importing the masculine gender shall include the feminine, words in the singular include the plural and words in the plural include the singular. The under mentioned words or letters shall have the meaning set below them.

1.1 Sepaktakraw

Games played by one or more players using a small ball made of rattan or other materials approved by an authorised body.

1.2 Constitution

This Constitution, together with accompanying rules, regulations and/or bye-laws which may be implemented and/or amended by the Federation from time to time and such other laws as may be adopted by the Federation, including the rules and regulations laid down by the International Sepaktakraw Federation.

1.3 Authorised Bodies

The Singapore Sepaktakraw Federation is the National Authority in Singapore for the sport of Sepaktakraw, whereas the Asian Sepaktakraw Federation (ASTAF) and the International Sepaktakraw Federation (ISTAF) is the Regional and International authority respectively.

1.4 The Federation or PERSES

Persekutuan Sepaktakraw Singapura or Singapore Sepaktakraw Federation.

1.5 Affiliated Member

A member means an Ordinary Member, Associate Member, Honorary Life Member, Honorary Life President and Honorary Life Vice President, with reference to Article 7.

1.6 PERSES Council

Members of a Council elected under Article 13.

1.7 Disciplinary Committee

A committee set up under Article No. 15.

1.8 Special Development Fund

It means a fund in which the capital of the Federation is invested for the purpose of developing Sepaktakraw in Singapore. The interest earned from such investment shall be utilised by the Federation for effecting improvements to and promoting Sepaktakraw in general.

Article 2 Names

This Federation shall be known as the "Singapore Sepaktakraw Federation" (PERSES). Herein after referred to as the "Federation".

Article 3 Place of Business

Its place of business shall be at **No. 7 Bedok North Street 2 #02-02 Singapore 469646** or such other addresses as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies. The Federation shall carry out its activities only from the relevant authorities where necessary.

Article 4 Objectives

- 4.1 To encourage, promote, develop and control the game of Sepaktakraw in Singapore.
- 4.2 To promote and arrange Sepaktakraw competitions for the benefit of affiliated clubs, associations and teams visiting Singapore.
- 4.3 To promote better understanding and to integrate and strengthen the spirit of friendship between one another.
- 4.4 To advance and safeguard generally the interests of this purpose.
- 4.5 To encourage and assist the Singapore Schools Sports Council, Singapore Sports Council and Singapore National Olympic Council in promoting Sepaktakraw.

Article 5 Colour & Symbols

The colors of the Federation shall be red and silver with a silver 'S' on top of a red sphere. The structure 'S' symbolizes the Spirit of the Singapore Sepaktakraw. The silver 'S' symbolizes modernization, millennia change and development and the red sphere symbolizes boldness and dynamism, blood brotherhood and the patriotic spirit of Singapore.

Article 6 Laws of the Game

All Sepaktakraw matches organized or played by or under the auspices or on behalf of PERSES or any of its members shall be played in accordance with the Laws of the Game as laid down by ASTAF or ISTAF subject to such modification as necessitated by local conditions.

Article 7 Membership and Affiliation Categories, Qualifications and Rights

Membership of the Federation shall consist of the following categories of members :

- a) Ordinary Members
- b) Associate Members
- c) Honorary Life Members
- d) Honorary Life President
- e) Honorary Life Vice President

7.1 Ordinary Members

7.1.1 Ordinary Members shall consist of any registered club, society, associations or teams in Singapore composed entirely of amateurs playing under the Rules of the Federation that are duly registered with the Registry of Societies or which are entities within the Singapore Government or Statutory Boards.

7.1.2 Ordinary Members must have a minimum of thirty (30) valid paying members and be directly promoting Sepaktakraw.

7.2 Associate Members

7.2.1 Associate Members shall include persons who are supporters of the Federation or any other entities that do not meet the criteria of being an ordinary member.

7.2.2 Membership shall be by application and the applicant may be required to give such particulars in writing, as the Federation shall stipulate.

7.2.3 Associate Members shall consist of any individual, sports club / association or school that promotes Sepaktakraw.

7.2.4 Associate Member shall not have any voting rights.

7.3 Honorary Life Members

7.3.1 The Council may invite any distinguished persons to become an honorary Life Member of the Federation. He shall have no voting right at meetings nor shall be eligible to hold office in the Council.

7.4 Honorary Life President

7.4.1 Past Presidents of the Federation who have served at least two consecutive terms (4 years) of office and made significant contributions to Sepaktakraw shall be elected as Honorary Life President of the Federation but shall not be entitled to vote at General Meetings. An Honorary Life President may participate in the proceedings of the Council if he so desires but he shall have no voting rights.

7.5 Honorary Life Vice President

7.5.1 Past Vice Presidents of the Federation, whom the Council considers to have made significant contributions to Sepaktakraw, may be invited by the Council to join the Federation as an Honorary Life Vice President but shall not be entitled to vote at General Meetings. An Honorary Life Vice President may participate in the proceedings of the Council if he so desires but he shall have no voting rights.

7.6 Application for Membership

7.6.1 The Council shall process all membership applications within 3 months of receipt of such application and accept those that meet the established criteria and may accept or reject others based on defensible reason(s) that must be documented. Any rejected applicant shall have the rights to appeal in accordance with the process and procedure of appeal as may be set out in the standard operating procedures (SOP) of the Federation or determined by the Council from time to time.

7.6.2 A new member must be proposed one proposer and seconded by one seconder of existing members of the Council.

7.6.3 The Federation has absolute right to decline membership to anyone without any valid reason.

7.6.4 A copy of the Constitution shall be furnished to every approved member (upon payment of subscription fee).

7.6.5 The application for affiliation or re-affiliation shall be accompanied by the annual subscription and a plan showing the annual programme of activities of the applicant and the audited statement of accounts where applicable.

7.7 Subscription Fees and Dues

7.7.1 The subscription fees shall be determined by the Council from time to time.

7.7.2 Annual subscriptions are payable as follows :

- Ordinary Membership \$ 100.00 per annum
- Associate Membership \$20.00 per annum

- 7.7.3** Annual subscriptions are payable in advance within one month of the financial year. If a member falls into arrears with his subscriptions or other dues, the Secretary General shall inform him immediately. If he fails to settle his arrears within the first month of their becoming due, the President may order that his name be posted on the Federation's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than 3 months, he will automatically cease to be a member. All membership will be according to financial year.

Article 8 Resignation

A member intending to withdraw from the Federation shall give notice in writing to the Secretary General and its membership terminates on the date of that notice unless the member is financially indebted to the Federation in which event the Council may withhold acceptance of the resignation until the member shall discharged its liability. A member not having tendered its resignation prior to 31st March shall be liable for the ensuing year's subscription.

Article 9 Suspension

The Council shall have power to suspend the membership of any member whose subscription is three months in arrears provided that a month's notice shall have been sent to the Honorary Secretary General of such member.

Article 10 Returns by Members

Every Affiliate Members shall submit to the Council of PERSES such information and at such interval (s) as the Council shall require.

Article 11 Restrictions

- 11.1** No affiliated member shall take part or compete in any competition, tournament or game not organized or run by the Federation without the prior sanction of the Federation.
- 11.2** Affiliated members shall be bound at all times to represent the Federation in any tournament, match or competition when called upon to do so.
- 11.3 Representatives & Matches**
- 11.3.1** All affiliated members shall place their players at the disposal of the Federation for all representative matches when called upon to do so.

11.3.2 Any player selected to play for a representative team shall not play for any club or Organisation on the date of the representative match for which he has been selected or during the three days preceding it without the permission of Coaching and Selection Sub Committee.

11.3.3 Any player selected to attend any representative match arranged by the Federation shall comply with the arrangements of the Federation for playing in or attending the match.

11.3.4 No members of any affiliated member shall play in any match with or against a player who has been suspended by the Federation.

11.4 Tours

11.4.1 No affiliated member shall make a tour for the purpose of playing Sepaktakraw out of Singapore without the prior sanction of the Federation.

11.4.2 In the event that any player or official, who is not a member of the invited affiliated member, is invited to join the tour, such player or official shall obtain the sanction of the affiliated member of which he is a member before making the tour. All affiliates making such tour(s) subject to any extension that may be granted, must submit to the Council a financial statement of such tour (s) within 28 days of their return to the Republic.

11.4.3 Any team outside Singapore wishing to tour or play games within Singapore which involves members of affiliated members shall obtain the permission of the Council. And provided that such games do not prejudice the overall interests of the Federation, the Federation may grant approval and may either sponsor such a visit itself or nominate an affiliated member sponsor the visit.

11.5 Officials of affiliated clubs and registered referees shall not take part in any match in which unaffiliated club is playing or which has not been sanctioned by this Association, unless previous consent of the Council has been obtained.

11.6 Breach

Any affiliated member or member of any affiliated member who commits a breach of these rules, or who encourages or instigates another player to commit a breach of these rules, may be subject to disciplinary proceedings.

Article 12 Patrons, Advisors and Trustees

The Council is empowered to appoint a number of Patrons and Advisors for the period they are willing to act as Patrons and Advisors to this Federation. Patrons/Advisors to be appointed shall be Singapore Citizens or Permanent Residents.

The Council is empowered to appoint three persons who are not members of the Federation to be trustees to the Federation. The trustees shall be made up of persons who are of distinguished personality.

Article 13 Council

13.1 A duly elected Council shall govern the Federation; conduct its business and act in the best interests of the Federation and its members.

13.2 Composition

13.2.1 The Council shall consist of :

- One President
- Two Deputy Presidents
- Three Vice Presidents
- One Secretary General
- One Deputy Secretary General
- One Assistant Secretary General
- One Treasurer
- One Assistant Treasurer
- Ten Council Members
- Up to four members appointed by Council

13.2.2 One Deputy President position is to be reserved for a Singaporean individual who is holding a senior management position in the International Sepaktakraw Federation (ISTAF), but with no voting rights in the Council.

13.2.3 One Vice President position is to be reserved for a Singaporean individual who is holding a senior management position in the Asian Sepaktakraw Federation (ASTAF), but with no voting rights in the Council.

13.2.4 The members of the Council shall serve without any compensation for their services in it.

13.3 All nominees for the election to the Council shall be authorized representatives of the Ordinary Members.

13.4 Supreme Authority

The Supreme Authority of the Federation is vested in General Meeting of the members presided over by the President.

13.5 Tenure

13.5.1 The terms of office for the Council shall be for a period of two years and will expire upon appointment of their successors.

13.5.2 An elected individual holding the position other than the President, shall be eligible to hold office up to a maximum of four terms (8 years) except for the Treasurer who is eligible to hold office for only one term (2 years), upon which a new Treasurer shall be elected.

13.5.3 The maximum accumulative tenure an individual may serve, as President will be eight years, regardless of the number of years served as a non-presiding member in the Council.

13.5.4 The Council may co-opt members of the Council who have reached the maximum accumulative tenure for the number of representation in the regional/international Federations, and they shall have no voting rights in the Council.

13.5.5 The outgoing Council shall remain in office until the first meeting of the incoming Council, which shall not be later than fourteen days following the date of election.

13.5.6 **Any change of Council shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the change.**

13.6 Duties of the Council

The duties of the Council shall be as follows:

13.6.1 To carry out and further the objectives of the Federation.

13.6.2 To manage the finances of the Federation.

13.6.3 To receive Annual Reports from Affiliate Members and Report from Federation's Standing and Sub-Committees.

13.6.4 To appoint Standing Committees, which shall include the Audit, Finance, Technical and any other committees that is appropriate, sub-committees, advisors and consultants, for such periods of time with such duties and terms of reference as it may decide from time to time.

13.6.5 To co-opt such individuals holding International and Regional position such as in the International Sepaktakraw Federation (ISTAF) and the Asian Sepaktakraw Federation (ASTAF), into the Council with no voting rights.

- 13.6.6 To appoint or approve referees, juries, match commissioners and other officials.
- 13.6.7 To consider applications for membership, for affiliation and re-affiliation.
- 13.6.8 To accept, elect, invite, appoint or award such individuals, as it thinks fit to be Honorary Life Members, Honorary Life Presidents and Honorary Life Vice Presidents.
- 13.6.9 Appointment of Special Council for specific Duties including but not limited to the establishment of :
 - a) The Council of Coaching. It will be governed and administered by the Federation’s Council.
 - b) The Council of Elders which shall act as an Advisory Panel relating to Sepaktakraw matters.
 - c) The Council of Referees. It will be governed and administered by the Federation’s Council.

13.7 Powers of the Council

The powers of the Council shall be as follows :

- 13.7.1 To take disciplinary action on the recommendation of the Disciplinary Standing Committee;
- 13.7.2 To suspend for a stated period or expel anyone infringing the Federation’s Rule of Eligibility and Ethics applicable to him at such time or who is guilty of misbehaviour or unfair practices;
- 13.7.3 to fine, suspend or expel from the Federation, an Affiliated Member that is found, whether on its own, through an authorized representative or through any other Member, to have acted in the following manner :
 - a) infringed the Constitution, the Federation’s rules, regulations, bye-laws or rules for competitions that it may implement from time to time;
 - b) failed or neglect to suppress open betting at any meeting under its control; and/or
 - c) misbehave or dealt in unfair practices of any kind.
- 13.7.4 To suspend or expel from the Federation, an Affiliated Member, whom the Council considers to have been constantly inactive in the activities of the Federation where “inactive” is defined as “non-active”, either in its

participation in Federation organised meets, the promotion of Sepaktakraw activities or the organisation of Sepaktakraw activities;

- 13.7.5** In the event of Rule 13.7.1 to 13.7.4, to set up an Appeals Panel to hear appeals and pass judgement, the decision of which shall be final and binding;
- 13.7.6** To call upon any Affiliated Member, against whom a define charge has been lodged to produce its books and any other documents for inspection, where appropriate, failure of which shall be regarded as misbehaviour;
- 13.7.7** To enforce and deal with any infringement of laws, rules, and/or regulations relating to Sepaktakraw and competitions;
- 13.7.8** To consider and decide appeals for reinstatement under its laws, rules and bye-laws, any Athlete who has rendered himself ineligible to compete under those laws, rules and bye-laws; and
- 13.7.9** To enforce the applicable laws, rules and regulations on doping as are set out in the SNOC and ISTAF rules governing doping.

13.8 Conflict of Interest (COI) Policy

The Council shall formulate a "Conflict of Interest" policy (the "COI policy") specifying the types of business conduct or transactions that may raise concerns of partiality. The COI policy shall provide clear procedures for discourse of actual or potential conflict(s), including the review of such business conduct or transactions by neutral Council Members.

13.9 Council Meetings

The Council shall meet as often as it deems necessary at least once every two months for carrying out objectives of the Federation as this Constitution empower it to perform. At least seven working days' notice of meeting shall be given to the Council Members.

13.10 Quorum of Council

One half of the elected members of the Council shall be present to constitute the quorum for any meetings of the Council.

13.11 Absence from Meetings

Any member of the Council who absents himself without explanation satisfactory to the Council for three consecutive meetings shall cease to be a Council Member thereof.

13.12 Replacement

In the event of any person ceasing to be a member of the Council during his term of office, the Council may nominate any person to fill the vacancy and that person shall

remain in office for the remainder of the period of the term of office held by the person who has ceased to be a member.

13.13 Voting by the Council

13.13.1 All bills and resolutions submitted at regular and special meetings shall be decided by voting of the Council member. All elected members shall have equal number of vote except that the Chairman shall have the casting vote only in cases of a tie on issues requiring a plurality vote, and that any member shall be permitted to abstain.

13.13.2 Absent elected member of the Council may write or call in to vote on the bills and resolutions in such manner as determined by the Council.

13.13.3 Except on routine procedural questions and in elections, the roll shall be called and the voting recorded in the minutes of the meeting. All other questions shall be decided by the vote of a majority of the members present except as otherwise required by the Constitution.

13.14 Chairman

The Chairman at meetings of the Council shall be the President, or, if he or the Deputy President be not present ten minutes after the time specified for the meeting, one of the Vice-Presidents as elected by the meeting, or if the Vice Presidents be not present, a member elected by the Meeting.

Article 14 Duties and Responsibilities

14.1 President

14.1.1 To preside over all general meetings of Singapore Sepaktakraw Federation.

14.1.2 To chair the Council meetings and serve as consultant to all sub-committees.

14.1.3 To appoint all committee chairmen, after consulting the Council, and coordinate committee membership with the committee chairs.

14.1.4 To make mid-term appointments for vacancies after consulting with and obtaining consent from the Council.

14.1.5 To serve as representative of Singapore Sepaktakraw Federation to Singapore Sports Council, Singapore National Olympic Council, International Sepaktakraw Federation (ISTAF), Asian Sepaktakraw Federation (ASTAF) and others.

14.1.6 To inform succeeding officers of their responsibilities.

14.1.7 To perform such duties as the membership or Constitution may specify.

14.1.8 To be one of the cheque signatories of the Federation.

14.1.9 To represent the Federation in all matters pertaining to the Federation.

14.2 Deputy Presidents

14.2.1 To fulfil the President's duties in his/her absence.

14.2.2 To coordinate all club activities and events.

14.2.3 To work with the President to develop new programmes and events.

14.2.4 To perform other such duties as the membership or Constitution may specify.

14.3 Vice-President

14.3.1 Deputized for the Deputy President when called upon to do so by the President or Deputy President

14.3.2 Act as Deputy President when the Deputy President is indisposed.

14.4 Secretary General

14.4.1 The Secretary General shall keep the minutes of all the meetings including the decisions, approval and other material information arising from the proceedings of such meetings, an up-to-date Register of Members and records of the Federation in appropriate books.

14.4.2 The Secretary General shall give and serve all notices to members of the Federation.

14.4.3 The Secretary General shall be the official custodian of the records and seal of the Federation.

14.4.4 The Secretary General shall be one of the officers required to sign the drafts of the Federation and may be one of the cheque signatories of the Federation.

14.4.5 The Secretary General shall present to the membership at any meetings any communication addressed to him as Secretary General of the Federation.

14.4.6 The Secretary General shall submit to the Council any communications that shall be addressed to him as Secretary General of the Federation.

14.4.7 The Secretary General shall attend to all correspondence of the Federation exercise all duties incident to the office of Secretary General.

14.4.8 The Secretary General shall report to the Council any infringement of the Constitution, which may come to his notice.

14.5 Deputy Secretary General

14.5.1 The Deputy Secretary General shall assist the Secretary General in his duties and shall act in his duties as Secretary General in his absence.

14.6 Assistant Secretary General

14.6.1 The Assistant Secretary General shall assist the Deputy Secretary General in his duties.

14.7 Treasurer

14.7.1 The Treasurer shall have the care and custody of all monies belonging to the Federation and shall be solely responsible for such monies or securities of the Federation.

14.7.2 The Treasurer shall cause to maintain an operating float sum not exceeding Singapore Dollars \$2,000.00. The balance cash collection of the funds of the Federation shall be deposited in a savings bank within the following working day, except that the Council may cause such funds to be invested in such investments as shall be legal for a non-profit corporation in Singapore.

14.7.3 The Treasurer shall be one of the officers who shall sign cheques or drafts pertaining to financial matters of the Federation. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the cheques issued upon it.

14.7.4 The Treasurer shall render at stated periods as the Council shall determine a written account of the finances of the Federation and such report shall be physically affixed to the minutes of the Council meeting.

14.7.5 The Treasurer shall exercise all duties incident to the office of the Treasurer.

14.8 Assistant Honorary Treasurer

14.8.1 The Assistant Treasurer shall assist the Treasurer in his duties and shall act as Treasurer in his absence. He may also be one of the cheque signatories of the Federation.

14.9 Members of the Council shall carry out faithfully the Rules and Regulations of the Federation or other instructions entrusted to them.

Article 15 Disciplinary Board

- 15.1** For the purposes of maintaining discipline within the Federation there shall be a Disciplinary Board consisting of one Chairman, and four members to be appointed by the Council. The Disciplinary Board shall be responsible for maintaining the discipline of members, club's officials, player or member being proved to the satisfaction of the Board, to have been guilty of any misconduct or breach of these Rules or Bye-Laws or Regulations made hereunder, the Board shall have power to order the name of the offending club, official, player or member to be removed from the Federation suspended for a stated period or otherwise dealt with as Disciplinary Board may think fit.
- 15.2** Any affiliated club, official, player or member playing with or against the offending club, official, player or member or playing under the jurisdiction of or umpiring with the offending umpire after such time of suspension, or contrary to the penalty imposed by or direction of the Board, shall also be dealt with in such manner as the Board may think fit.
- 15.3** No official, player or member of any affiliated club, suspended, fined or removed from the Federation shall be eligible to play or officiate in Sepaktakraw matches involving affiliated clubs without the previous written consent of the Council nor shall he, after such removal, or during such period of suspension or after payment of the fine attend any meeting of the Federation or its Committee or Sub-Committee without the consent of the Council.
- a) The Council shall at its first Meeting or soon thereafter as is practicable appoint a Disciplinary Board, who shall deliberate on any report until the proceedings are disposed off or completed.
 - b) Any member, umpire, official or member of Committee may report any misconduct or breach of these Rules or Bye-Laws or Regulations made hereunder to the Secretary General. Such report shall be made in writing within forty-eight (48) hours of the offence.
 - c) Immediately on receipt of such report, the Secretary General shall call a meeting of the Disciplinary Board within fourteen (14) days.
 - d) The disciplinary Board shall be empowered to take evidence in writing from any official, member of an affiliated club, umpire or other person who, in their opinion, may be able to give relevant evidence.
 - e) The decision of the Disciplinary Board shall be communicated to all affiliates and Council Members immediately following their deliberations except in respect of a decision shall be brought to the notice of the

Council and shall be subject to ratification by Council before becoming effective.

15.4 Appeal Board

An Appeal Board comprising a Chairman and four members of the Council shall be appointed to decide on all appeal cases reported to them and who decision shall be final. The Board which shall be accepted by the affiliates shall have the power to vary or reverse a decision appealed against. Every appeal must be lodged within eight (8) days, unless good cause is shown for delay and/or the Board is of the opinion that manifest injustice would be done by not considering the case. Every appeal must be made in writing and accompanied by a deposit of \$20/- in the case of an appeal initiated by an affiliate member and \$10/- in all other cases, which may be forfeited if the appeal is not sustain.

(a) Appeal by Club

An appeal may be lodged by any affiliated club against any decision made by a Sub-Committee (other than the Selection Committee) to the Council. No individual may appeal, except through his club.

(b) Notice of Appeal

Written notice of the appeal signed by the Secretary of the club appealing shall be sent to the Secretary General within fourteen (14) days of the decision complained against.

(c) Penalty shall not be suspended pending the hearing of appeal.

(d) Meeting to be Convened on Appeal

On receipt of a notice of appeal, the Secretary General shall within fourteen (14) days thereof convene a Council Meeting

(e) Attendance at Hearing of Appeal

At the hearing of any appeal, no person who sat or voted before on the question under appeal shall be entitled to attend.

(f) Sanction to Compete

No club affiliated to this Federation shall be allowed to compete in any club, league, charity or other competition pending the outcome of the appeal unless the sanction of the Council shall have been obtained by the club or clubs promoting the competition.

(g) Any member who is aggrieved by the decision of the Council shall have right to appeal to a General Meeting of members within 2 weeks of

notification of the Council's decision. The decision by the General Meeting shall be final and binding.

Article 16 Account and Fund of the Federation

16.1 Statements

Books of account shall be kept by the Treasurer and the Council shall place before the Annual General Meetings a detailed statement of accounts made up to the 31st day of March by a firm of public accountants appointed by the Council.

16.2 Bank

All monies received shall be deposited in a local bank approved by the Council and all cheques drawn shall be signed by the President, the Deputy President or Secretary General and by the Treasurer or Assistant Treasurer.

Article 17 Auditors

17.1 Two representatives from different Members shall be elected as Honorary Auditors at the General Meeting, and shall not hold office in the Council. Their tenure shall be two years and shall not be eligible for re-election to the same post for second consecutive terms.

17.2 They are to audit the statements of account and submit a report to the Council for information.

17.3 The Council shall appoint a qualified External Auditors to audit its annual account and internal control systems, and present a report to the Council.

Article 18 Supreme Authority / General Meeting / Extraordinary Meeting

18.1 Supreme Authority / General Meeting / Extraordinary Meeting

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

18.1.2 An Annual General Meeting of the Federation shall be called not more than 3 months after the financial year ended on 31st March.

18.1.3 The following points will be considered at the Annual General Meeting :

- i) The preceding financial year's accounts and annual report of the Council.
- ii) Where applicable, to elect new Council Members and Honorary Auditors for the following term.

- 18.1.4** Any other General Meeting of the Federation shall be called an Extraordinary General Meeting of the Federation. The business transacted at the Extraordinary General Meeting shall be deemed to be special.
- 18.1.5** At least fourteen days notice shall be given to the Ordinary Member for convening any General Meeting is to be called and no business shall be transacted at the meeting other than that which is so specified or incidental thereto. The Annual Report whenever practicable shall be sent with such Notice.
- 18.1.6** An accidental omission to give notice to any Affiliate Member for any General or Extraordinary General Meeting of the Federation shall not invalidate the proceedings at the meeting.
- 18.1.7** The quorum for the General Meeting of the Federation shall be one third of the registered Ordinary Members, vested with voting rights at the time of the Meeting.
- 18.1.8** If within 30 minutes of the appointed time the quorum is not present at any General or Extraordinary General Meeting of the Federation, the meeting shall stand adjourned and shall be held one hour after the scheduled time of the meeting on that very same day and at the same place of the meeting. The members present at the adjourned meeting shall form a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules in the Constitution.
- 18.1.9** All resolutions at the General Meeting of the Federation shall be passed by majority of the Ordinary Members present voting in person in favour or against the resolution. Such polling would be carried out by a secret ballot system or by show of hand. In the event of equality of votes, the Chairman of the meeting shall have a casting vote.
- 18.1.10** The President of the Federation shall preside at the meetings of the Federation and in case the President is not available, the Deputy President shall preside the meeting and if none of them is available to preside at the General or Extraordinary General Meeting of the Federation, the members present shall elect from amongst themselves a member to preside as Chairman of the meeting.
- 18.1.11** The outgoing President shall chair the election process unless he is seeking re-election in which case, the next most senior Council member

not seeking re-election shall take the chair. Once elected, the President will then oversee the election process.

18.2 Representation

- 18.2.1** Each Ordinary member is allowed to send a representative who is 21 years old and above to represent the club or association in the General Meeting. Each Ordinary Member is eligible to send only one nomination for the election of Council.
- 18.2.2** The name of the representative of the Ordinary Member shall be submitted to the Federation at least ten days before the General Meeting, in a prescribed form provided by the Federation.
- 18.2.3** Nominations for election will close seven working days before the General Meeting. Nominees must declare to the Secretary General by stating in the forms, any personal or business interests related to the Federation. The information must be made known to voters before election.

18.3 Eligible Voters

- 18.3.1** Only one representative submitted by the Ordinary Members in the nomination form for representation in a General Meeting is allowed to vote.
- 18.3.2** If any Ordinary Member is found to be in arrears of Affiliation Fees during the General Meeting, the nomination of their representative is considered void and the Ordinary Member's representative will be required to leave the General Meeting and all voting rights accorded to him/her will be forfeited.
- 18.3.3** The existing and outgoing members of the Council are not allowed to vote during the General Meeting, except as authorised representatives of Ordinary Members.
- 18.3.4** Voting for the Council will be conducted through secret ballot in ballot forms provided by the Federation.
- 18.3.5** Order of voting will be conducted as follows :
- 1 President
 - 2 Deputy Presidents
 - 3 Vice Presidents
 - 1 Secretary General
 - 1 Deputy Secretary General
 - 1 Assistant Secretary General

- 1 Treasurer
- 1 Assistant Treasurer
- 10 Council Members
- 2 Honorary Internal Auditors

Article 19 Extraordinary General Meeting

- 19.1** At other times an Extraordinary General Meeting (EGM) must be called by the President on the request in writing of not less than one-third of the total voting membership, the request of which shall be signed by the President and Secretary General of the Ordinary Members.
- 19.2** The Council may at any time and for any specific purpose call an Extraordinary General Meeting or shall do so forthwith upon the signed requisition of one-third of all to vote at such meetings. The requisition shall set out particulars of the resolution(s) required to be considered at that Extraordinary General Meeting,
- 19.3** A minimum of twenty-one (21) days clear days' notice of intention to hold an Extraordinary General Meeting shall be given.
- 19.4** No Extraordinary General Meeting shall be convened for the same purpose within six (6) months following.

Article 20 Notice of Resolution

Any member, official, Life Member, an Associate Member of the Federation, wishing to submit any resolution for consideration at a General Meeting shall give to the Secretary General at least ten (10) days written notice. Such notice of resolution shall be placed on the agenda of the General Meeting.

Article 21 Financial Year

The financial year of the Federation shall be from 1st April to 31st March of the preceding year.

Article 22 Press Release

Only the President, the Deputy Presidents and the Secretary General or a person authorised by the President shall be entitled to make press releases.

Article 23 Employment

23.1 Employees of the Federation

23.1.1 The Council of the Federation may at its discretion employ employees to support the administration, communication, finance and operation of the Federation.

23.1.2 No members of the Council are allowed to be an employee of the Federation.

23.1.3 If any Council members wish to be an employee of the Federation, the said members shall relinquish his position as a Council Member.

23.2 Selection and Compensation

23.2.1 Once the need for a contracted official has been justified and approved by the Council, the position will be opened to all qualified applicants. The selection of the final candidate must be approved by a majority vote of the Council. The Council will determine the rate of compensation for the employee in accordance with the guideline by the Ministry of Manpower.

23.3 Duties of Federation Employees

23.3.1 The duties of all employees will be to support and promote the effective operation of the Federation.

23.4 Terms and Employment

23.4.1 The term of employment will continue as long as the needs are justified and the employee is satisfactorily accomplished those needs.

Article 24 Trustees

24.1 Trustees

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

Trustees of the Federation shall :

24.1.1 Be three in number.

24.1.2 Be elected by a General Meeting of members.

24.1.3 Not affect any sale or mortgage of property without prior approval of the General Meeting of members.

24.2 Office of Trustees

The office of the trustees shall be vacated :

- 24.2.1 Upon the demise of the trustee or when the trustee becomes of unsound mind.
- 24.2.2 If he is absent from the Republic of Singapore for a period of more than one year.
- 24.2.3 If he is guilty of misconduct of such kind as to render it undesirable that he continues as a trustee.
- 24.2.4 If he submits notice of resignation from his trusteeship.

24.3 Removal of Trustees

- 24.3.1 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 Federation's premises at least two 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.**

24.4 Name of Trustees, Properties and Changes

- 24.4.1 The address of each immovable property, name of each trustee and any subsequent changes must be notified to the Registrar of Societies **and the Commissioner of Charities within 2 weeks.**

Article 25	Prohibition
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All members affiliated to the Federation are governed by the following prohibitions and shall adhere to the conditions.

- 25.1 Officials of the Federation and officers or members of affiliated shall not bet on any Sepaktakraw competition.
- 25.2 It is the duty of every member of the Council and every official of Affiliates to report immediately to the Council all cases of misconduct and / or infringements of the Rules, Regulations and Bye Laws of the Federation which may bring disrepute to the game of Sepaktakraw or the good name of the Federation.
- 25.3 Every Affiliate is responsible for the conduct of its officials and members and is required to observe the Rules, Regulations and Bye Laws of the Federation, and to take all precautions necessary to prevent any case of threats or assaults towards

necessary to prevent any case of threats or assaults towards officials referees or players before, during or after any competition.

- 25.4** Gambling of any kind and the playing of mah-jong or pakow, whether for stakes or not, are forbidden on the federation's premises. The introduction of materials for gambling, drug taking, liquor consumption or opium, smoking, bad characters and / or antisocial activities into the premises is prohibited.
- 25.5** The funds of the Federation shall not be utilised to pay fines of members who have been convicted in Court of law.
- 25.6** The Federation shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to Trade Union for the time being in force in Singapore.
- 25.7** The Federation shall not hold any lottery, whether confined to its members or not, in the name of the Federation or of its office bearers, committee or members unless with the prior approval of the relevant authorities.
- 25.8** The Federation shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 25.9** The Federation shall not raise funds from the public for whatever purpose without the prior approval in writing of the Head, Licensing division, Singapore Police Force and other relevant authorities.

Article 26 Amendment of the Constitution

- 26.1** No amendment to the Constitution shall be made except at a General Meeting with the consent of two-third of the total voting members and any such amendment shall not come into operation without the prior sanction of the Registrar of Societies **and the Commissioner of Charities.**
- 26.2** Notice of proposals for amendments by any affiliate shall be made to the Secretary General of the Federation at least one month prior to the General Meeting.

Article 27 Interpretation

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

Article 28 Disputes

In the event of any disputes arising among its members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the Rules in the constitution. Should the members fail to resolve the matter, they may to a Court of law for settlement.

Article 29 Bye Laws and Standing Orders

This Constitution should be read in conjunction with any Bye-Laws and Standing Order that may be established from time to time by the Council.

Article 30 Dissolution

- 30.1** The Federation shall not be dissolved, except with the consent of not less than two-thirds of the total voting membership of the Federation for the time being resident in Singapore express at a General Meeting convened for the purposed.
- 30.2** In the event of the Federation being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Federation 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.**
- 30.3** A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies **and the Charities of Commissioners.**

**THIS SINGAPORE SEPAKTAKRAW FEDERATION (PERSES)
AMENDED CONSTITUTION HAS BEEN APPROVED
BY THE REGISTRAR OF SOCIETIES, MINISTRY OF HOME AFFAIRS
ON 12 April 2011.**