

CONSTITUTION OF KEN SHIN KAI KARATE CLUB

NAME

1. This Society shall be known as the "Ken Shin Kai Karate Club", hereinafter referred to as the "Society".

PLACE OF BUSINESS

2. Its place of business shall be at "51, Teban Gardens Road, #10-567, Singapore 600051" 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.

OBJECTS

3. Its objects are:
 - a. To promote the 'SHITO' style of Japanese karate-do training among members;
 - b. To promote and build health and ruggedness among members through the activities of the society;
 - c. To build a broader base of sports karate-kas to support and to participate in national and international meets.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 Membership is opened to all Singapore Citizens, Singapore Permanent Residents and Singapore Employment Passholder who are interested in the above objects.
- 4.2 Only members who are above 18 years of age shall have the right to vote and to hold office in the Society.

APPLICATION FOR MEMBERSHIP

- 5.1 A person wishing to join the Society should submit his particular to the Secretary on a prescribed form.
- 5.2 A new member must be proposed and seconded by existing members. His name will then be posted on the notice board in the Society premises for one week at the end of which time the Committee will decide on membership, taking into consideration any objection raised.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.
- 5.4 Any school or club or organization which has the primary objective of promoting the 'Shito' style of Karate may apply for affiliate membership. This application shall be subjected to the approval of the Society.
- 5.5 Application for affiliation must be made in a prescribed form provided by the Society.
- 5.6 The school or clubs or organization who have been agranted affiliated membership (the Affiliate Member) shall pay to the Society a monthly affiliation fee of \$10/-, or such sum as the Society from time to time shall determine, payable at the first week of each month or annually in the month of January each year.

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- 5.7 The members of the Affiliate Member shall pay to the Society an annual fee of \$15/-, or such sum as the Society from time to time shall determine, payable in the month of January of each year.
- 5.8 The Affiliate Member and its members shall be subjected to the Society's constitution set herein.
- 5.9 All affiliated club members shall have no rights to vote and to hold office in the Society.
- 5.10 Foreign Affiliation Membership
 - 5.10.1 Any foreign school, club or organisation, located outside Singapore, which has the primary objective of promoting the 'Shito' style of Karate, may apply for affiliate club membership. This application shall be subjected to the approval of the Management Committee.
 - 5.10.2 Application of foreign affiliation must be made in the prescribed form provided by the Society.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1 An entrance fee of \$10/- is payable within two weeks of election to membership, in default of which membership may be cancelled by order of the Committee.
- 6.2 A monthly subscription fee of \$15/-, or such sum as determined by the Society in General Meeting, is payable by all members. All fees collected are non-refundable.
- 6.3 For retiree members, the entrance fee is waived and the monthly subscription is reduced by half.
- 6.4 Monthly subscriptions are to be paid four months in advance on the first week of January, May and September. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within 4 weeks of their becoming due, the President may order that his name be posted on Society's notice board and that he be denied the privileges of membership until he settles his account. If he falls in arrears for more than 3 months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.
- 6.5 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.
- 6.6 Administrative Fees
 - 6.6.1 As from 20th July 1997, all existing members shall pay the annual sum of \$10/- ("Administrative Fee") for the administration of the Society (e.g. postage, processing of grading documents, MACU licences, minutes of meeting, annual report, etc) payable on the first week of May every year.
 - 6.6.2 All new members shall pay the Administration Fee at the time of application of his/her membership.
- 6.7 Absence Fees

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- 6.7.1 Any member is allowed to apply for absence of membership by informing the Society in a prescribed form with at least one (1) week's notice, subjected to the approval of the Management Committee.
- 6.7.2 All absence of membership shall take effect from the 1st day of the month.
- 6.7.3 Members who are absent shall pay the monthly subscription fee of \$5/- instead of the amount stated in Paragraph 6.2.
- 6.7.4 During the absence period, members are not allowed to train, grade or participate in any activities organised by the Society.
- 6.7.5 Absence fees are to be paid before the effective date of notice of absence and full payment is to be made for the period applied. All fees collected are non-refundable.
- 6.8 Foreign Affiliation Fees
 - 6.8.1 The foreign school, club or organisation which has been granted foreign affiliated club membership (the Foreign Affiliate Membership) shall pay to the Society an annual affiliation fee of USD250/-, or such sum as the Society from time to time shall determine, payable annually in the month of January.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 7.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- 7.2 An Annual General Meeting shall be held in July.
- 7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within 2 months from receiving this request to convene the Extraordinary General Meeting.
- 7.4 If the Committee does not within 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 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 7.5 At least 2 weeks' notice shall be given of an Annual General Meeting and at least 10 days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on Society's notice board 4 days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be at all General Meetings.
- 7.7 The following points will be considered at the Annual General Meeting:
 - a. The previous financial year's accounts and annual report of the Committee.

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- b. Where applicable, the election of office-bearers and Honorary Auditors for following term.
- 7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.
- 7.9 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 7.10 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any of the existing Constitution.

MANAGEMENT AND COMMITTEE

- 8.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at each alternate Annual General Meeting:
- A President
 - A Vice-President
 - A Secretary
 - A Treasurer
 - 6 Ordinary Committee Members
- 8.2 Names for the above officers shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is 2 years.
- 8.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.
- 8.4 A Committee Meeting shall be held at least once every 2 months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least 1/2 of the Committee members must be present for its proceedings to be valid.
- 8.5 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.
- 8.6 The duty of the Committee is to organise and supervise the daily activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.
- 8.7 The Committee has power to authorise the expenditure of a sum not exceeding the approved budget from the Society's funds for Society's purposes.

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DUTIES OF OFFICE-BEARERS

- 9.1 The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with outside persons.
- 9.2 The Vice-President shall assist the President and deputise for him in his absence.
- 9.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.
- 9.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$1000/- per month for petty expenses on behalf of the Society. He will not keep more than \$2000/- in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President or the Secretary.
- 9.5 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

- 10.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at each alternate Annual General Meeting and will hold office for a term of 2 years only and shall not be re-elected for a consecutive term.
- 10.2 They:
 - a. Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
 - b. May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.
- 10.3 The financial year shall be from 1st May to 30th April.

TRUSTEES

- 11.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 11.2 The trustees of the Society shall:
 - a. Not be more than 4 and not less than 2 in number.
 - b. Be elected by a General Meeting of members.
 - c. Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 11.3 The office of the trustee shall be vacated:
 - a. If the trustee dies or becomes a lunatic or of unsound mind.
 - b. If he is absent from the Republic of Singapore for a period of more than one year.
 - c. If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
 - d. If he submits notice of resignation from his trusteeship.

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- 11.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Society'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.
- 11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

- 12.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted to the privileges of the Society nor shall they be admitted into the premises more than six times in a calendar year. These visits are to be confined to not more than once in 14 days.
- 12.2 A Visitors' Book shall be kept, in which shall be entered the names of all visitors and guests, together with the names and signatures of the members nominating them and the dates of their visits. No person shall be a visitor or guest till his name has been entered in this book.

PROHIBITIONS

- 13.1 Gambling of any kind, whether for stakes or not, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited
- 13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.
- 13.3 The Society 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.
- 13.4 The Society 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 good or service which adversely affect consumer interests.
- 13.5 The Society shall not indulge in any political activity or allow its funds and / or premises to be used for political purposes.
- 13.6 The Society 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.
- 13.7 The Society 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.

AMENDMENTS TO CONSTITUTION

- 14 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General

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Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

INTERPRETATION

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

DISPUTES

- 16 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.

DISSOLUTION

- 17.1 The Society shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 17.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
- 17.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

RESIGNATION OF MEMBERSHIP

- 18.1 Resignation of membership shall be submitted addressed to the President or Secretary of the Society two weeks before the resignation is to take effect.
- 18.2 The Society will inform member concerned in writing their last date of membership with the Society.
- 18.3 Members who had resigned from membership and wish to join the Society again, will have to re-apply for membership in accordance with this Constitution.
- 18.4 All arrears due and owing by the member proposing to resign this membership shall be deemed as a debt due and owing to the Society and shall be settled in full before this resignation is to take effect.

EXPULSION OF MEMBER

- 19.1 Member shall be liable for expulsion in the following circumstance:-
- a. Expulsion shall take immediate effect when any member has been convicted of any criminal offence under any law.

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- b. The Disciplinary Committee shall expel any member whose conduct in the absolute opinion of the Disciplinary Committee is contradictor to the common interests of the Society.
- 19.2 Any member liable of expulsion shall have the opportunity to appear before the Disciplinary Committee to show cause as to why he ought not to be expelled. The subjected member will appear before the Disciplinary Committee to explain for himself the reason why he should not be expelled.
- 19.3 Member under the Disciplinary Committee's investigation shall be barred from all activities organised by the Society.
- 19.4 The aggrieved member shall have the right to appeal to the General Meeting of members against the decision of the Disciplinary Committee within one month from the notification of the expulsion. The decision of the General Meeting of members shall be final.

---END OF THE CONSTITUTION---