

Singapore Shooting Association, The

Constitution

AGM Approval: 02 March 2024

ROS Approval: 14 October 2024

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1 NAME

- 1.1 The association shall be known as **Singapore Shooting Association, The** hereinafter referred to as SSA.

2 DEFINITIONS

- 2.1 In this Constitution words importing the singular include the plural and vice versa, and words importing any gender include the other genders.
- 2.2 In this Constitution unless the context requires otherwise:
- 2.2.1 “Advisor” means an advisor to SSA appointed in accordance with Article 30.
 - 2.2.2 “Affiliate Member” means a Ordinary Member and Associate Member admitted to SSA in accordance with Articles 9 and 10 respectively.
 - 2.2.3 “AGM” means the Annual General Meeting of SSA members required to be held by SSA in each calendar year.
 - 2.2.4 “Appointed Council Member” means an SSA Council Member appointed under Article 22.
 - 2.2.5 “Associate Member” means an entity admitted as a Member of SSA in accordance with Article 10.
 - 2.2.6 “Authorised Delegate” means a person authorised by an Ordinary Member to attend a General Meeting of SSA and to speak and vote on its behalf at such meetings.
 - 2.2.7 “Authorised Representative” means a person appointed by an Ordinary or Associate Member to attend a General Meeting of SSA.
 - 2.2.8 “By-law” means a by-law made under Article 33.
 - 2.2.9 “Constitution” means this constitution as amended from time to time, and a reference to an article is a reference to an article of this Constitution.
 - 2.2.10 “Council” means the body consisting of Elected and Appointed Council Members that governs SSA.
 - 2.2.11 “Council Committee” means a committee established under Article 28.
 - 2.2.12 “Council Member” means a member of the SSA Council and includes Elected Council Members and Appointed Council Members.
 - 2.2.13 “Council Members” means all or some of the Council Members of SSA acting as a board.
 - 2.2.14 “Discipline” means a Shooting sport programme defined by the International Shooting Sport Federation (ISSF) and accepted by SSA as a program under its jurisdiction.
 - 2.2.15 “Elected Council Member” means an SSA Council Member elected under Article 21.

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- 2.2.16 “EGM” means an Extraordinary General Meeting of SSA members called in accordance with Article 14.
- 2.2.17 “Family Members” means a person’s child, sibling, parent, spouse, spouse’s parent, spouse’s sibling, grandparent, or grandchildren.
- 2.2.18 “General Meeting” means a general meeting of SSA Members and includes the AGM and EGM.
- 2.2.19 “GM” means a person appointed as General Manager or their equivalent by the Council according to the powers conferred on them by Article 31.
- 2.2.20 “IHLs” means Institutions of Higher Learning such as Institutes of Technical Education, Polytechnics and Universities that are under the purview of the Ministry of Education of Singapore.
- 2.2.21 “Immediate Past President” means the outgoing President appointed in accordance with Article 30.1
- 2.2.22 “Independent Member” means an Appointed Council Member who is defined as being independent under Article 22.3.
- 2.2.23 “Key Office Bearer” means a person who holds the position of President, 1st Vice President, 2nd Vice President, Honorary Secretary, Honorary Treasurer or any other key appointment in the SSA Council.
- 2.2.24 “Member” means a member of SSA in accordance with Article 8.
- 2.2.25 “Objects” means the objects of SSA set out in Article 7.
- 2.2.26 “Ordinary Member” means an entity admitted as a Member of SSA in accordance with Article 9.
- 2.2.27 “Patron” means a patron of SSA appointed in accordance with Article 30.
- 2.2.28 “Policy” means a policy made under Article 33.
- 2.2.29 “Special Resolution” means a resolution that must be passed by two-thirds (2/3) of the members present at a General Meeting who are entitled to vote in accordance with this Constitution.
- 2.2.30 “Shooting” means the sport of Shooting, including all the disciplines.
- 2.2.31 “Shooting Events” means competitions, championships, demonstrations, exhibitions and any other events relating to Shooting.
- 2.2.32 “Trustee” means a Trustee of SSA appointed in accordance with Article 39.
- 2.2.33 “Voting Members” means all Ordinary Members eligible to vote at a General Meeting.

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3 PLACE OF BUSINESS

- 3.1 The place of business of SSA shall be at 990 Old Choa Chu Kang Road, Singapore 699814 or such other place as may from time to time be decided by the Council, subject to the approval of the Registrar of Societies. SSA shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

4 AFFILIATION

- 4.1 SSA shall be affiliated to the International Shooting Sport Federation (hereinafter referred to as "ISSF"), the Singapore National Olympic Council (hereinafter referred to as "SNOC"), and such other recognised bodies as the Council may deem necessary.

5 AUTHORITY

- 5.1 SSA shall strive for government and public recognition as the national governing body and authority for the sport of Shooting in Singapore by virtue of SSA's affiliation to ISSF and SNOC, and through endeavours that further the Objects of SSA.

6 INCLUSIVITY

- 6.1 SSA shall be inclusive whenever reasonable and safe for the participant and those around him/her and shall integrate into SSA's activities any adaptive form of Shooting for people with disabilities that has been approved by ISSF or the International Paralympics Committee.

7 OBJECTS

- 7.1 The objects of SSA shall be as follows:
- 7.1.1 Promote, develop and increase participation for the sport of Shooting in Singapore.
 - 7.1.2 Promote physical activity for health and wellness, foster community engagement and bonding for social inclusiveness and integration, and inspire the Singapore Spirit through the sport of Shooting.
 - 7.1.3 To engage communities and provide access to the sport of Shooting to vulnerable segments of the community such as the less privileged.
 - 7.1.4 Sanction, unify, co-ordinate and organise Shooting activities in Singapore, including national and international Shooting tournaments and events.
 - 7.1.5 Raise the competitive standards of Shooting athletes in Singapore for sustainable elite level performance at international competitions and multi-sport major games.
 - 7.1.6 Provide sport pathways and opportunities for the progression and advancement of Shooting athletes, coaches and technical officials in Singapore.
 - 7.1.7 Raise the technical capability of Shooting coaches and technical officials in Singapore.

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- 7.1.8 Do all things complementary or incidental to attain the aforesaid objects in Articles 7.1.1 to 7.1.7.

8 MEMBERSHIP

- 8.1 SSA's membership shall consist of Ordinary and Associate Members, who will collectively be referred to as SSA Affiliates.
- 8.2 SSA membership shall be renewed annually, and the term shall be from 1st April to 31st March the next year.
- 8.3 The list of the approved and most current SSA Affiliates shall be posted on SSA's official website.

9 ORDINARY MEMBERS

- 9.1 Ordinary Members shall be legal entities registered in Singapore with the Registry of Societies (ROS) or the Accounting and Corporate Regulatory Authority (ACRA), Institutions of Higher Learning (IHL) and Government Ministries and Statutory Boards that are willing to observe the rules and regulations of SSA.
- 9.2 Ordinary Members shall be involved in the promotion, training and / or development of Shooting in Singapore, with emphasis on ISSF programs.
- 9.3 Ordinary Members shall have officiated and / or participated in the ISSF competitions, programs, courses and activities organised by SSA with a total of at least twenty-five (25) registered participants within the last twelve (12) months.
- 9.4 Ordinary Members shall have at least twenty-five (25) registered and paying members and who are not members of another Ordinary Member.
- 9.5 At least half of the Board of the Ordinary Member shall be Singapore citizens.
- 9.6 Ordinary Members shall have full voting rights at SSA's General Meetings.
- 9.7 Ordinary Members shall be approved by a special resolution at an AGM and may only exercise their voting rights at subsequent General Meetings.
- 9.8 Ordinary Members may only be removed during the annual term as a member of SSA by a special resolution at an AGM unless for the reason stated in Article 12.3.
- 9.9 Ordinary Members shall submit their renewal application by 1st February of each year for the following work year.

10 ASSOCIATE MEMBERS

- 10.1 Associate Members shall be organisations, clubs, institutions, schools, academies and Shooting teams that are willing to observe the rules and regulations of SSA but are not eligible for Ordinary Membership.
- 10.2 Associate Members shall have no voting rights at SSA's General Meetings.

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10.3 All Associate Membership shall be approved by the Council.

11 MEMBERSHIP APPLICATION / RENEWAL

11.1 All membership applications or renewals shall be submitted to the Honorary Secretary as prescribed by SSA.

11.2 Membership application / renewal for Ordinary Membership shall include the applicant's registration as a legal entity as listed in Article 9.1. Its annual report (Articles 9.2 & 9.3), its audited financial statements for the preceding financial year, the full details of their board (Article 9.5) and its most current membership list (Article 9.4).

11.3 Application for membership may be rejected on any of the following grounds:

11.3.1 The applicant does not satisfy all the relevant membership criteria set out in the relevant membership category in this Constitution;

11.3.2 The applicant has been convicted of an offence involving moral turpitude, declared a bankrupt, wound up or dissolved.

11.3.3 Where accepting the applicant would in the Council's absolute discretion be deemed prejudicial to the interest of SSA as a whole.

11.4 The SSA Council is empowered to reject the renewal application of an Ordinary Member and offer Associate Membership instead, with a two-thirds majority vote, provided that the Ordinary Member no longer fulfils the membership and renewal requirements (Articles 9.1 to 9.9 and 11.2)

12 MEMBERSHIP FEES

12.1 Members shall pay an annual membership renewal fee as determined by the Council from time to time. Membership renewal fees shall be paid by 1st April of each year.

12.2 The Council may suspend members who have membership renewal fee and/or other outstanding arrears of one (1) month or more. Suspended members shall not be entitled to any of the rights and privileges of membership including voting rights at General Meetings.

12.3 The Council shall terminate members who have membership renewal fee and/or other outstanding arrears of more than three (3) months. The Council may take legal action against the Terminated member. Terminated members may only apply to be reinstated as a member after a lapse of one (1) year.

12.4 The list of suspended and terminated Affiliates shall be posted on SSA's official website along with the effective date of their suspension or termination.

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12.5 The income and property of SSA whensoever derived shall be applied towards the promotion of the objects of SSA as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of SSA or to any of them or to any person claiming through any of them.

13 ANNUAL GENERAL MEETINGS

- 13.1 The supreme authority of SSA is vested in a General Meeting of the members. The Annual General Meeting (AGM) shall be held not later than 30 September each year.
- 13.2 If there are any unavoidable reasons for delay in holding the AGM by 30 September, the members shall be notified of the reason by 30 August through email or on SSA's official website. The AGM may be postponed to a later date if no more than one-third (1/3) of the Ordinary Members raise any objections in writing to SSA within seven days (7) from the date of this notification.
- 13.3 At least twenty-one (21) days' notice shall be provided to Affiliates, through email and SSA's official website, specifying the place, date and time of the AGM.
- 13.4 Ordinary Members who wish to table a resolution for the General Meeting's approval must notify the Honorary Secretary in writing at least fourteen (14) days before the date of the AGM.
- 13.5 The agenda for the AGM, the Council's annual report and the audited financial statements for the preceding financial year, shall be forwarded to the members at least seven (7) days before the date of the AGM.
- 13.6 The business to be transacted at the AGM shall be:
- 13.6.1 To approve the annual report and the previous financial year's audited financial statements.
 - 13.6.2 To approve any resolutions tabled by Ordinary Members in accordance with Article 13.4 or by the Council.
 - 13.6.3 Where applicable, to appoint auditors for the ensuing term.
 - 13.6.4 Where applicable, to approve or remove Ordinary Members.
 - 13.6.5 Where applicable, to approve the list of nominations received and to hold the election for Council Members.
- 13.7 No business other than that stated in the notice and agenda for the AGM shall be transacted at the General Meeting.

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13.8 General Meetings may be conducted, wholly or partly, by electronic means. Members must at least be allowed to contemporaneously observe the proceedings of such meetings by audio and video means (e.g. “live” webcast) and to cast their vote electronically where required. Details on the arrangements for meetings to be conducted by electronic means shall be provided to members in the notice of the meeting.

14 EXTRAORDINARY GENERAL MEETINGS

14.1 An Extraordinary General Meeting (EGM) may be convened at any time by order of the Council or on receipt of a written requisition by at least one-third (1/3) of the Ordinary Members on SSA’s membership register. Such requisition shall state the business that is to be transacted at the requested EGM.

14.2 The Council shall convene the EGM within one (1) month of receiving the requisition. Ordinary Members who requisitioned the EGM may proceed to convene the EGM if one is not convened by the Council and shall provide the relevant notice and agenda for the meeting to the Ordinary Members.

14.3 At least fourteen (14) days’ notice shall be provided to Affiliates, through email and SSA’s official website, specifying the place, date and time of the EGM along with the resolutions to be passed at the meeting.

15 ATTENDANCE AND QUORUM FOR GENERAL MEETINGS

15.1 All members of SSA shall be eligible to attend General Meetings. Each Ordinary Member is entitled to have three (3) authorised representatives to attend a General Meeting; however only one (1) of the representatives shall be the authorised delegate who speaks and votes on its behalf at such meetings. For the avoidance of doubt, each Ordinary Member is entitled to one (1) vote. Each Associate Member is entitled to have one (1) authorised representative to attend a General Meeting.

15.2 The names of the authorised delegates and representatives of Ordinary Members and the authorised representatives of Associate Members who will be attending the General Meeting shall be notified in writing using the association’s prescribed form(s) to the Honorary Secretary at least three (3) days before the date specified for the General Meeting, failing which no representatives from the Ordinary or Associate Members shall be allowed to attend the General Meeting.

15.3 The Council may also invite various others including SSA’s auditors, legal advisers and observers from SSA’s stakeholders for General Meetings. Such invitees shall not participate in the proceedings of the General Meetings and may only address the meeting if deemed necessary by the Chairman or with the consent of the authorised delegates present at the meeting.

15.4 At least a third (1/3) of the voting members (i.e. Ordinary Members) or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum.

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15.5 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 or make addition to the existing Constitution.

16 VOTING AT GENERAL MEETINGS

16.1 Only authorised delegates of Ordinary Members who are above the age of twenty-one (21) shall be eligible to vote at General Meetings and for the election of Council Members.

16.2 Each authorised delegate shall have one vote. Council Members shall have no voting rights at General Meetings unless he is an authorised delegate of an Ordinary Member.

16.3 Voting by proxy is not allowed at all General Meetings.

16.4 All resolutions, with the exception of special resolutions, shall be approved by a simple majority (i.e. more than half of the members present and entitled to vote). All special resolutions shall be approved by at least two-thirds (2/3) of the members present and entitled to vote.

16.5 Electronic voting shall be allowed for general meetings conducted by electronic means. Electronic voting can be by a physical or digital show of hands or by an online poll.

17 GOVERNING COUNCIL

17.1 SSA shall be governed by a Council between Annual General Meetings. The Council shall have all the powers necessary to manage the affairs of SSA other than those matters reserved for the Annual General Meeting's approval.

17.2 The Council shall have nine (9) elected Council Members, an Athlete Commission Chairman, and between three (3) to five (5) appointed Council Members.

17.3 The Council shall be comprised of Singapore citizens.

18 NOMINATION AND ELECTION

18.1 All nominations for the Council election must reach the SSA office at least seven (7) days before the AGM, and any nominations received thereafter shall be invalid.

18.2 All nominations shall be submitted in writing via prescribed forms and along with the required supporting documents as may be determined by the Council.

18.3 All nominations must be proposed by an Ordinary Member and seconded by another Ordinary Member.

18.4 Nomination forms shall include a declaration by the nominee of any personal or business interest that may be of concern to SSA or its members.

18.5 Nominated candidates must fulfil all the eligibility conditions in Articles 20 (Council Members) and 21 (Elected Council Members) respectively.

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- 18.6 The voting eligibility of Ordinary Members, their authorized delegates and the nominated candidates for the Council election shall be verified and confirmed by a panel comprising two (2) or more independent members from the Council.
- 18.7 The list of eligible nominees shall be published in SSA's official website and emailed to all Members at least five (5) days before the AGM where the election is to be held.
- 18.8 The election shall be conducted or supervised by an independent member of the Council.
- 18.9 Election will be by secret ballot and the result shall be based on a simple majority of the votes cast.
- 18.10 Any tie in votes that affects the outcome of the election shall be resolved through a subsequent round(s) of voting. If the tie involves more than two (2) candidates, the candidate with the lowest number of votes shall be eliminated after each round.
- 18.11 If a tie persists after two (2) successive rounds of voting involving the same candidates, the Chairman who is presiding over the election shall decide to either exercise a casting vote, where the Chairman had been so empowered by the members, or draw lots to resolve the tie.
- 18.12 The counting of the votes shall be overseen and verified by two (2) or more scrutineers from the members present at the AGM who are not contesting the election and/or the representatives from SSA's auditors and/or legal advisers who are present at the AGM.

19 KEY OFFICE BEARERS

- 19.1 The Council shall elect from among themselves key office bearers, who will minimally be the President, 1st Vice President, 2nd Vice President, Honorary Secretary, Honorary Treasurer and Assistant Treasurer following an AGM where an election is held or whenever a vacancy arises.
- 19.2 The President, 1st Vice President, 2nd Vice President and Honorary Secretary shall be Elected Council Members, and shall be elected by the Elected Council Members.
- 19.3 The Honorary Treasurer should preferably have a recognized accounting qualification and / or appropriate practical experience.
- 19.4 The President should have served and made positive contributions to the sport of Shooting and/or SSA as an ex-athlete, official or elected Council member, or should be a prominent individual of good standing within the sport and / or community.

20 COUNCIL MEMBERS

- 20.1 Council members shall at least be twenty-one (21) years of age and shall be Singapore citizens.
- 20.2 Council members shall not be Individuals who are disqualified from serving on the Board of charities or companies pursuant to the Charities Act and Companies Act or have past convictions for offences for which criminal record cannot be spent pursuant to the Registration of Criminals Act (Third Schedule).

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- 20.3 Council members shall not be serving a suspension or ban from ISSF or other regulatory authority.
- 20.4 Council members shall be persons of good character with the relevant experience and credentials.
- 20.5 Council members shall neither be a paid employee of SSA nor have a family member who is a paid employee of SSA.
- 20.6 No more than three (3) of the Council members shall be family members, and such relationships must be declared upfront in the nomination and before the Council election.
- 20.7 Any change of Council members shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

21 ELECTED COUNCIL MEMBERS

- 21.1 An Elected Council Member shall be an authorised representative of an Ordinary Member who is duly elected by the voting members at an AGM.
- 21.2 Elected Council Members shall act in the best interest of SSA and not do anything to bring the SSA into disrepute.
- 21.3 The Council may at any time appoint a suitable person to fill a position vacated by an Elected Council Member for the remaining term of office for the vacated position.
- 21.4 Where more than half of the Elected Council Member positions become vacant, the Council shall convene a General Meeting (EGM or AGM), within two (2) months from the positions becoming vacant, in order to elect the replacements for the remaining period of office.

22 APPOINTED COUNCIL MEMBERS

- 22.1 The Elected Council Members will appoint between three (3) to five (5) other Council members to ensure an appropriate balance and diversity of skills, experience, ethnicity, and gender within the Council.
- 22.2 Appointed Council Members shall preferably be from the legal, accounting or medical profession or shall be experts in other relevant fields including marketing, event management or coach education.
- 22.3 The majority of the Appointed Council Members shall be independent members who do not have any association with the affiliates, including as members or otherwise, and who do not have any vested interest in the affairs or business of SSA.
- 22.4 The Council may at any time appoint a suitable person to fill a position vacated by an Appointed Council Member for the remaining term of office for the vacated position.
- 22.5 The Council shall have the power to remove an Appointed Council member before the expiration of his term of office and may appoint another person in his stead for the remaining term of his office.

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23 COUNCIL TENURE

- 23.1 The term of office of Elected Council members shall be four (4) years.
- 23.2 The term of office of Appointed Council Members shall be up to two (2) years.
- 23.3 Counting from the year 2020, Council Members may serve a maximum tenure of eight (8) consecutive years on the Council and, upon reaching this tenure limit, shall only be eligible for re-election or re-appointment to the Council after a lapse of at least two (2) years.
- 23.4 A Council Member may only hold the appointment of Honorary Treasurer for a maximum of four (4) consecutive years and may only be considered for re-appointment as a Honorary Treasurer after a lapse of at least two (2) years.
- 23.5 For the avoidance of doubt, the next election of all Elected Council Members will take place at the AGM in 2024 and the terms of Articles 17 to 23 herein will apply to that and all future elections of Council Members.

24 COUNCIL ROLE AND POWERS

- 24.1 The role and powers of the Council shall be as follows:
- 24.1.1 Provide stewardship and trusteeship on behalf of members and be responsible for ensuring that SSA remains viable and effective in the present and for the future.
 - 24.1.2 Provide strategic leadership, set objectives, and ensure that the necessary plans, policies, programs and resources are in place for SSA to meet its objectives.
 - 24.1.3 Ensure all legal and statutory obligations are met and all constitutional and governance requirements are complied with.
 - 24.1.4 Establish a framework of prudent and effective controls which enables risk to be assessed and managed, including safeguarding of SSA's assets and the public funds it receives.
 - 24.1.5 Set SSA's values and standards and ensure that obligations to members and other stakeholders are understood and met, and address all disciplinary issues that arise.
 - 24.1.6 Be responsible for the appointment of the GM and other senior management employees of SSA and provide them with clearly documented roles, responsibilities and accountabilities.
 - 24.1.7 Review management and Council performance periodically.
 - 24.1.8 Manage conflict of interest and take appropriate measures to ensure that SSA is protected against any personal or business interests of Council members and employees of SSA.
 - 24.1.9 Identify and sufficiently engage the key stakeholder groups of SSA and seek their views and feedback on SSA's strategies and policies.

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- 24.1.10 Consider financial sustainability, social issues and environmental factors as part of its strategy and policy formulation.
- 24.1.11 Raise funds for SSA and approve any expenditure from the funds and / or reserves of SSA for SSA's activities, subject to clause 24.1.12.
- 24.1.12 Decisions that involve the acquisition and disposal of immovable properties or assets, and expenditures above \$0.25M – excluding the utilization of grants, donations and sponsorships meant for specified purposes – should be approved at a General Meeting by a special resolution.

25 DUTIES OF OFFICE BEARERS

- 25.1 The President shall chair all General and Council meetings. The President shall also represent SSA in all matters with outside persons.
- 25.2 The 1st Vice President, followed by the 2nd Vice President, shall assist the President and deputise for him in his absence.
- 25.3 The Honorary Secretary shall ensure that all records of SSA, except financial, are kept safely and shall be responsible for their correctness. He shall ensure that the minutes of all General and Council meetings are recorded correctly. He shall also ensure that an up-to-date Register of Members is maintained at all times.
- 25.4 The Honorary Treasurer shall:
 - 25.4.1 Be responsible for the funds of SSA.
 - 25.4.2 Keep an account of all monetary transactions and shall be responsible for their correctness.
 - 25.4.3 Report on the financial status of SSA at Council meetings and present audited financial reports at AGMs.
 - 25.4.4 Not hold office in the Audit Committee.
- 25.5 The Assistant Treasurer shall assist the Honorary Treasurer and shall deputise for the Honorary Treasurer in his absence, and shall not hold office in the Audit Committee.
- 25.6 All cheques, electronic or online payments for withdrawals from the bank shall be co-signed by the Honorary Treasurer or Assistant Treasurer, and the President, the 1st Vice President, the 2nd Vice President or the Honorary Secretary.
- 25.7 All other Council Members shall assist in the management of SSA and perform duties assigned by the Council from time to time.

26 COUNCIL MEETINGS

- 26.1 A Council Meeting shall be held at least once every two (2) months after giving at least seven (7) days' notice to Council Members.

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- 26.2 A Council Member who is absent for three (3) consecutive Council meetings without any reasonable excuse accepted by the Council shall be deemed to have withdrawn from the Council.
- 26.3 At least half of the Council members must be present to form a quorum and for the meeting proceedings to be valid. This will include Council members who participate in the meeting via telephone or video conferencing.
- 26.4 Voting at Council meetings shall be by show of hands unless the meeting decides otherwise by a majority vote for a secret ballot. All Elected Council Members and Appointed Council Members who qualify as independent members shall have one (1) vote each at Council meetings.
- 26.5 Council Members who are not present at a meeting may write in prior to the meeting or call in during the meeting to vote on resolutions or required decisions circulated prior to the meeting.
- 26.6 The Chairman of the Council meeting shall have a casting vote (i.e. second vote) in the event of a tie in the votes.

27 CIRCULAR RESOLUTIONS

- 27.1 The Council may by a circular resolution decide on any matters of SSA as stated within its powers under this Constitution. Such circular resolutions shall be as effective as a resolution passed at a Council meeting duly convened and held.
- 27.2 The Honorary Secretary or GM shall circulate such resolutions for the Council Members' approval upon the request by any of the Council Member who shall have a seconder for the same.
- 27.3 The circulation of such resolution(s) shall be relayed to Council Members by any acceptable means of communication adopted by the Council, including via email.
- 27.4 A circular resolution shall be carried upon acceptance by a simple majority of members from the Council and shall be tabled and ratified at the following Council meeting.

28 COUNCIL COMMITTEES

- 28.1 The Council may appoint Council Committees comprised of SSA members and/or independent experts to assist the Council in the management and administration of SSA.
- 28.2 The Council may delegate to such Council Committees such powers as it deems necessary.
- 28.3 The Council shall minimally appoint the following Council Committees with the appropriate terms of reference:
- 28.3.1 Audit Committee
 - 28.3.2 Selections Committee
 - 28.3.3 Appeals Committee
 - 28.3.4 Disciplinary Committee

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28.4 The Audit Committee, Selections Committee, Appeals Committee and Disciplinary Committee shall comprise of at least three (3) persons appointed by the Council. Each of these four (4) Council Committees shall be headed preferably by an independent Council member and shall have no more than two-thirds (2/3) of its members from the Council.

29 ATHLETES COMMISSION

29.1 SSA shall establish an Athletes Commission (AC) with the view to providing a process to promote open communication with the athletes.

29.2 The AC shall comprise of no more than five (5) elected members, who are either past or present national Shooting athletes, including the Chairman who must be a former National Shooting athlete.

29.3 The Chairman and members of the AC shall be elected by National athletes who have represented Singapore in international Shooting competitions within the past twenty-four (24) months.

29.4 The term of office of the AC members and their term limits, if any, shall follow that of the Council.

29.5 The Chairman of the AC shall be appointed as a Council member with voting rights and shall represent the AC in the Council until the expiry of his term as Chairman of the AC.

30 ADVISORS AND PATRONS

30.1 The outgoing president shall take the advisory position of Immediate Past President (IPP). The IPP should not have contested the election, i.e. stepped down voluntarily or due to end of his/her maximum tenure. The term of the IPP should only be for two years or one full term at most, as his/her purpose is to guide the new President and Council during the initial period. He/she may be appointed as an Advisor thereafter if the Council so wishes.

30.2 The Council may appoint other Advisors and/or Patrons who may or may not be a Member of SSA to advise the Council in such matters as and when the Council deems necessary.

30.3 The Immediate Past President, other Advisors and Patrons so appointed shall have no voting rights in the Council.

30.3 Patrons may be invited by the President and/or the Council to chair a General Meeting of SSA in which case the Patron shall have no voting rights.

31 GENERAL MANAGER

31.1 The Council may appoint a General Manager (GM) or an equivalent to lead the SSA management and secretariat staff.

31.2 The GM shall hold office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, determined by the Council.

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- 31.3 The exercise of the GM's powers and authorities, and the performance of the GM's duties, shall always be subject to the control of the Council.
- 31.4 The role of the GM will be to implement the strategies, plans and policies approved by the Council and to be responsible for the management and direction of SSA and its finances.
- 31.5 The GM shall attend all SSA meetings including General Meetings and Council meetings, subject to a determination otherwise by the Council. The GM shall not have a vote at these meetings but may speak on any matters where required.
- 31.6 Subject to the terms and conditions of the appointment, the Council may suspend or remove the GM from that office.

32 AUDIT AND FINANCIAL YEAR

- 32.1 A firm of Public Accountants and Chartered Accountants shall be appointed as auditors at each AGM for the next financial year and shall be eligible for reappointment.
- 32.2 The auditor shall be changed at least once every five (5) years, whether to another auditor from the same auditing firm or company or to another auditor from a different auditing firm or company.
- 32.3 The auditors may be required by the President to audit SSA's accounts for any period within their tenure of office at any date and make a report to the Council.
- 32.4 The auditors will be required to audit each financial year's accounts and present a report upon them to the AGM.
- 32.5 SSA's financial year shall be from 1st April of each year to 31st March the following year.

33 POLICIES AND BY-LAWS

- 33.1 The Council shall have the power to approve, create, alter or revoke by-laws, policies, regulations, procedures and practices in relation to the management and administration of SSA as it deems fit.
- 33.2 Such by-laws, policies, regulations, procedures and practices from time to time in force shall not be inconsistent with the provisions of this Constitution.
- 33.3 If there is inconsistency, the provisions of the Constitution shall prevail, and that by-law, policy, regulation, procedure or practice shall to the extent of the inconsistency be void.
- 33.4 When in force, such by-laws, policies, regulations, procedures and practices shall be binding on all Members and has the same effect as a provision in this Constitution.

34 CONFLICT OF INTEREST

- 34.1 Council members shall act in the best interests of SSA, and the Council shall set clear policies, procedures and take appropriate measures to declare, prevent and address any conflict of interest that may arise.

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34.2 Whenever a member of the Council is in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins. The Council Member concerned shall then offer to withdraw and leave the meeting and not participate in the discussion or vote on the matter. The Council shall decide if this should be accepted.

35 ANTI-DOPING & PREVENTION OF COMPETITION MANIPULATION

35.1 SSA shall recognise the right of all its athletes to participate in clean sport and is committed to ensuring the sport is doping-free and is free of any manipulation of competitions.

35.2 All affiliates, members, athletes, participants, staff and other individuals, who are subject to the jurisdiction of SSA are bound by and agree to abide by all World Anti-Doping Code-compliant anti-doping rules applicable to the sport and to comply with the Olympic Movement Code on the Prevention of Manipulation of Competitions.

36 SAFE SPORT

36.1 SSA shall be committed to ensuring the safety and wellbeing of Shooting athletes and practitioners in Singapore and shall take all necessary measures to protect them from all forms of harassment and abuse.

36.2 All affiliates, members, athletes, participants, staff and other individuals, who are subject to the jurisdiction of SSA are bound by and agree to abide by the Safe Sport Unified Code and to comply with the applicable rules under the Safe Sport Programme.

37 DISPUTE RESOLUTION

37.1 Any dispute arising amongst Members or between any Member and SSA shall be resolved in accordance with the Framework for Alternative Dispute Resolution for Sports (ADR Sports) or other dispute resolution framework jointly administered for the time being by Sport Singapore, the Singapore Mediation Centre and the Singapore Institute of Arbitrators.

38 PRESS RELEASE

38.1 Only the President or his/her delegate shall be entitled to give press releases relating to matters concerning SSA.

39 TRUSTEES

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

39.2 The trustees of SSA shall:

39.2.1 Not be more than four (4) and not less than two (2) in number.

39.2.2 Be elected by a General Meeting of members.

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- 39.2.3 Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 39.3 The office of the trustee shall be vacated:
- 39.3.1 If the trustee dies or becomes of unsound mind.
- 39.3.2 If he is absent from the Republic of Singapore for a period of more than one (1) year.
- 39.3.3 If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- 39.3.4 If he submits notice of resignation from his trusteeship.
- 39.4 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 SSA's notice board and / or on SSA's website at least two (2) 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 Commissioner of Charities.
- 39.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Commissioner of Charities.

40 VISITORS AND GUESTS

- 40.1 Visitors and guests may be admitted into the premises of SSA but they shall not be admitted into the privileges of SSA. All visitors and guests shall abide by SSA's rules and regulations.

41 PROHIBITIONS

- 41.1 The funds of SSA shall not be used to pay the fines of members who have been convicted in court of law.
- 41.2 SSA 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.
- 41.3 SSA shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 41.4 SSA 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, where necessary.

42 CESSATION OF CHARITY STATUS

- 42.1 In the event that SSA ceases to be a registered charity under the Charities Act, all debts, liabilities legally incurred on behalf of SSA shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, when SSA is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which is (are) registered under the Charities Act as the members of SSA may determine at the General Meeting.

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43 DISSOLUTION

- 43.1 SSA shall not be dissolved except with the consent of not less than three-fifths (3/5) of those entitled for the time being to vote at General Meetings.
- 43.2 In the event of SSA being dissolved as provided above, all debts and liabilities legally incurred on behalf of SSA shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, when SSA is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which is(are) registered under the Charities Act, as the members of SSA may determine at the General Meeting.
- 43.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and Commissioner of Charities.

44 AMENDMENTS TO CONSTITUTION

- 44.1 No alterations, amendments or additions/deletions to this Constitution shall be made except at a General Meeting and by a special resolution.
- 44.2 Such alterations, amendments or additions/deletions shall only take effect after the approval from the Registrar of Societies and the Commissioner of Charities has been received.
- 44.3 Any proposal to amend the Constitution shall be notified in writing to SSA at least fourteen (14) days before the General Meeting together with a copy of the proposed amendments.

45 MATTERS NOT PROVIDED FOR

- 45.1 In all matters not provided for in this Constitution or doubts on the proper interpretation of the Articles in this Constitution, the decision of the Council shall be final unless it is reversed at a General Meeting of members.