

CONSTITUTION OF SINGAPORE JUDO FEDERATION

ARTICLE 1 - NAME

The Federation shall be called the "Singapore Judo Federation" abbreviated as S.J.F. (hereinafter referred to as the Federation).

ARTICLE 2 - REGISTERED ADDRESS

The Registered Office and place of business of the Federation shall be "1 Guillemard Crescent, Singapore 399913" or such other address as may be decided by the Management Committee and approved by the Registrar of Societies from time to time. The Federation shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

ARTICLE 3 - OBJECTS

- (a) To promote, organise and control the sport in all its aspects, to provide and hold, either alone or jointly with any other association, club or persons, meetings, competitions and matches for the playing of Judo and to offer, give or contribute towards prizes, medals and awards therefore.
- (b) To seek affiliation with the Singapore National Olympic Council, the International Judo Federation and the Asian Judo Union and other international bodies whose objects are similar to those of the Federation.
- (c) To invest and deal with the monies of the Federation not immediately required, on such securities and in such manner as may from time to time be determined by the Executive Committee.
- (d) To acquire, purchase, lease, build or otherwise provide for a Federation House and other facilities in connection therewith and to furnish, modify and maintain the same and to permit the same to be used by members and others either gratuitously or for payment.
- (e) To hire and employ all classes of persons considered necessary for the purposes of the Federation and to pay for them and other persons in return for services rendered to the Federation salaries, wages, charges and C.P.F. contributions.
- (f) To decide on the official recognition of the Judo Grades established in Singapore.
- (g) To settle any dispute that may arise between the members of the Federation and decide all doubtful and disputed points raised in connection with the sports, rules and regulations thereof.
- (h) To do all such other lawful things as are incidental or conducive to the attainment of the objects or any of them.

ARTICLE 4 - MEMBERSHIP

There shall be three (3) types of membership namely:-

(a) Founder Members

Members under this classification consist of the following founders of the Singapore Amateur Judo Association, who will continue to remain as members of the Federation during their life time:-

1. Ang Teck Bee
2. K. S. Moorthy
3. Ng Jiak Choon

4. Seet Wee Swee
5. Ooi Teong Siak
6. Lim Lian Siong
7. Lim Tsoh Pway (Miss)
8. L. M. Mani
9. Georgie Lee
10. Michael Lim Cheng Choo
11. Anthony Lee
12. Robert Kwok Yew Kee
13. Tang Tuck Wah
14. Albert Lam Wah Chai
15. Leong Chooi Feng

(b) Affiliate Members

Amateur judo clubs or associations who are affiliated to the Singapore Judo Federation.

(c) Honorary Members

The Federation may confer or bestow the title of Honorary Members to persons who have for a continuous period served in the Singapore Judo Federation Management Committee for 10 years or will be of service to the Federation and towards the Sports of Judo. This title shall be conferred upon by the Executive Committee.

(d) Associate Member

- (i) An Associate Member is one who believes and supports the objectives of the organisation but is not a member as otherwise defined.
- (ii) Any branch or group having the control of the sport of Judo as recognised by the management committee of the Federation is eligible to be an Associate Member. Associate Members shall have no right to vote or hold elected office.

(e) Business Members

- (i) A business member is an entity or business registered with ACRA that believes and supports the objectives of the Singapore Judo Federation.
- (ii) Any business entity or business having the control of the sport of Judo as recognised by the management committee of the Singapore Judo Federation is eligible to be a Business Member. Business Members shall have no right to vote at any meetings or hold elected office.

ARTICLE 5 - REPRESENTATION

- (a) Founder Member may attend all General Meetings and Extraordinary General Meetings and may also be nominated to the Sub-Committee of the Singapore Judo Federation.
- (b) Each Affiliated Club/Association shall nominate a representative by letter of appointment and is eligible to attend all General Meetings. Such representatives are eligible to stand for election to the Executive Committee.
- (c) Honorary Members - may attend all General Meetings and other manifestations of the Singapore Judo Federation. They shall not be eligible

to vote at all General Meetings and shall not be eligible to hold office in the Management Committee of the Singapore Judo Federation.

ARTICLE 6 - AFFILIATION OF CLUBS/ASSOCIATION

- (a) All registered clubs and associations in the Republic of Singapore professing a similar set of objects as those of the Singapore Judo Federation may be affiliated.
- (b) Any registered club or association in the Republic of Singapore wishing to be affiliated to the Singapore Judo Federation must send to the Hon. Secretary General of the Singapore Judo Federation the following:-
 - (i) A letter of application for affiliation which is to be signed by the President and Hon. Secretary of the Club/Association concerned.
 - (ii) A copy of its Constitution.
 - (iii) A list of its office bearers and Committee Members for the current year.
 - (iv) An affiliation fee of Singapore \$100/- (One Hundred) per annum or such sums as may be decided from time to time by a general meeting of the members. This Affiliation fee is for current calendar year during which the application is made.

ARTICLE 7(A) ANNUAL AFFILIATION FEE

- (a) The Annual Affiliation Fee shall be payable by all affiliates. The Affiliation Fee shall be Singapore \$100/- (One Hundred) or such sums as may be determined by the Executive Committee constituted on hereunder.
- (b) The Annual Affiliation Fee shall become due on or before the 15th day of January of each calendar year.
- (c) In the event of non-payment of the Annual Affiliation Fee by any affiliate then the Hon. Secretary General shall send a reminder to the payment of Annual Affiliation Fee. Affiliate(s) so reminded should pay their fees on or before the 15th day of February of the same year.
- (d) Any affiliate failing to pay its Annual Affiliation Fee by the 15th day of February shall cease to be an affiliate of the Federation and shall forfeit all rights and privileges of membership.
- (e) Any affiliate so defaulted for non-payment of Annual Affiliation Fee may be reinstated on payment of all arrears of Annual Affiliation Fees due provided that the Executive Committee has no objection to such reinstatement.
- (f) Any affiliate unable to pay arrears of the Annual Affiliation Fee may apply for exemption from payments at the sole discretion of the Executive Committee.

7(B) AFFILIATES AND RULES GOVERNING THEIR ACTIVITIES

- a Any affiliate shall not, without the prior permission of the Federation, engage in any activity in the name of the Federation.
- b Any affiliate leaving the country for performance or competition shall apply in writing for approval from the Federation.
- c In the event of any member of an affiliate club being dismissed, the Federation shall be informed of the matter. The Federation shall then circularise to all affiliates advising them not to accept such a person as a member.
- d Any affiliate having been proved to have acted against the Rules and Regulations or done anything detrimental to the reputation of the Federation shall be dismissed by the Executive Committee. The said affiliate shall be entitled to appeal to a general meeting against the decision of the Executive

Committee. The decision of the general meeting by way of a simple majority shall be final and binding.

ARTICLE 8 - RESIGNATION OF MEMBERSHIP

- (a) Any Founder Member may resign his membership by giving notice in writing to the Hon. Secretary General of his/her intention to do so. Every such notice, unless otherwise expressed, shall be deemed to take effect as from the date the Executive Committee accepts such notice.
- (b) Any Affiliate Member may terminate its membership by giving notice in writing to the Hon. Secretary General of its intention to do so. Every such notice shall, unless otherwise expressed, be deemed to take effect as from the date the Executive Committee accepts such notice but shall be liable for all its arrears.

ARTICLE 9 - MANAGEMENT

- (a) The management of the Singapore Judo Federation shall be fully vested in the Executive Committee.
- (b) The Executive Committee shall be composed of:-
 - (i) President 1 post
 - (ii) Senior Vice President 1 post
 - (iii) Vice President 1 post
 - (iv) Hon. Secretary General 1 post
 - (v) Hon. Asst. Secretary General 1 post
 - (vi) Hon Treasurer 1 post
 - (vii) Hon. Asst. Treasurer 1 post
 - (viii) Committee Members 4 postsTotal : 11 posts
- (c) #TEXTBOX#
A Management Committee Member should not be related to another Management Committee member by way of blood-ties or marriage unless prior approval was sought at a General Meeting.
- (d) Members of the Executive Committee shall hold office for two (2) consecutive years except the Hon. Asst. Treasurer and the Hon. Treasurer who shall not be re-elected for a second consecutive term. All other retiring members of Executive Committee are eligible for re-election. The Committee Members shall hold office for one (1) year only.
- (e) Resignation or deaths occurring in the Executive Committee Membership shall be filled in by the person next in line and may continue to hold office for the duration of his predecessor's entitlement.
- (f) The Executive Committee may co-opt a Representative of a Club/ Association or a Founder Member to fill vacancies if the person next in line is not willing to take over the duties.
- (g) #TEXTBOX#
Any change of Management Committee members shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the change.
- (h) #TEXTBOX#
The Management Committee Member has the duty to declare any business, commercial and / or personal interests that may directly relate to the Sport

or Management of the Association at the earliest possible opportunity to the Management Committee upon his appointment and subsequently as and when they arise.

ARTICLE 10 - POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee have the following powers:-

- (a) To fill up vacancies in the Executive Committee and Sub-Committee occurring during its term of office.
- (b) To carry out the objects of the Federation as set out in Article 3 and to make, maintain and publish all regulations and bye-laws in connection therewith.
- (c) To prohibit holding of unauthorised Judo Championships at National level by affiliates.
- (d) To act as the sole authority for the interpretation of these rules and the decision of the Executive Committee thereon shall be final and binding on all members.
- (e) To prohibit any act or practice of a member which in the opinion of the Executive Committee is detrimental to the interests of the sport and to deal with any such member who disregard such prohibition in such manner as it may think proper.
- (f) To appoint Sub-Committees for special purposes with such powers as the Executive Committee may decide.
- (g) To decide on all doubtful and dispute points in connection with Championships, Tournaments, Contests or friendly matches, and such decision shall be binding in all respect by its members.
- (h) To organise and supervise the daily activities of the Federation.
- (i) To make decisions on all matters affecting the management of the Federation.
- (j) To promote Dan Grades and to recommend thereof to the Kodokan Institute of Judo, Tokyo.
- (k) To make such rules and regulations from time to time to govern the display and promotion of judo.

ARTICLE 11 - DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- (a) The President shall:-
 - (i) Preside at all Executive, General and Extraordinary General Meetings of the Federation, and such other meetings where necessary.
 - (ii) After consulting with the Hon. Secretary General he may act on emergency matters without calling for the meeting of the Executive Committee. However such acts as carried out in an emergency must be tabled at the next Executive Committee meeting, discussed and recorded in the minutes of the meeting.
- (b) The Senior Vice President and the Vice President in that order of seniority shall:-
 - (i) Perform the duties and execute the powers of the President in the latter's absence or at the latter's direction.
- (c) The Hon. Secretary General shall:-
 - (i) Record the proceedings of the Executive, General and Extraordinary General Meetings and submit the same to members of the Executive Committee on or before the next meeting.

- (ii) Call meetings of the Executive Committee at least once in three (3) months or at such frequencies whenever there is business to attend. He may also call a meeting if there is a request in writing by at least one-third (1/3) of the members of the Executive Committee.
 - (iii) Keep proper record of all correspondence received and copies of all letters sent out by the Federation.
 - (iv) Keep a register of all members of the Federation.
 - (v) Report to the Executive Committee all his dealings and activities on behalf of the Federation.
 - (vi) Submit to the Executive Committee all written complaints and suggestions received from members of the Federation at the next meeting.
 - (vii) Prepare and submit the Annual Report of the Federation after it has been passed by the Executive Committee.
 - (viii) Carry out the instructions given by the President, the Senior Vice President and in their absence of the Executive Committee.
 - (ix) To notify all members in writing whenever new rules, amendments etc. of the Federation are made and also where alterations and additions are made in the Rules of the Sport by the International Judo Federation and Asia Judo Union.
 - (x) Advise the President, the Senior Vice President and other Members of the Executive Committee on all matters of importance to the Federation.
 - (xi) Keep a record of all articles belonging to the Federation and inform the Executive Committee of the loss or damage of such article(s).
- (d) The Hon. Asst. Secretary General shall:-
- (i) Assist the Hon. Secretary General.
 - (ii) Perform the duties of the Hon. Secretary General and exercise the powers during his absence.
- (e) The Hon. Treasurer shall:-
- (i) Advise the President, Senior Vice President and the Hon. Secretary General on all matters relating to the finances of the Federation whenever the need arises.
 - (ii) Sign all cheques drawn against the funds of the Federation; such cheques thus signed must be countersigned by the President or the Senior Vice President. In the absence of the Hon. Treasurer the President and Senior Vice President shall sign all cheques.
 - (iii) Receive all monies collected and issue receipts thereto and deposit the same in the appropriate banks approved by the Executive Committee in the Name of the Federation.
 - (iv) To keep a record of proper account of all income and expenditure including transactions if any of the Federation.
 - (v) Inform the Executive Committee of members not complying with "ARTICLE 7 " of the Constitution.
 - (vi) Submit a report of the accounts to the Executive Committee at each meeting or in any event not later than the third meeting.
 - (vii) Keep a petty cash of not exceeding \$500/.
- (f) The Hon. Asst. Treasurer shall:-

- (i) Hon. Asst. Treasurer shall assist the Hon. Treasurer and perform his duties in the latter's absence. The Hon. Asst. Treasurer shall not, however, sign the cheques of the Federation except in the case where the Executive Committee has expressly stated so.

ARTICLE 12 - AUDITORS

- (a) Hon. Auditors: Two Hon. Auditors shall be elected at the Annual General Meeting and will hold office for one year only and may not be re-elected. The Hon. Auditors shall not be members of the Executive Committee. They will be required to audit the monthly statement of accounts and present a report on the monthly statement of accounts at the Executive Committee meetings. They may also be called upon by the President to audit the Federation's account for any period within their term of office at any date and make a report to the Executive Committee.
- (b) External Auditors: The Federation's Annual Statement of Accounts shall be audited by a firm of Public Accountants as approved by the Executive Committee.

#TEXTBOX#

- (c) The External Auditors shall be changed at least once in every (5) years.

ARTICLE 13 - MEETINGS

- (a) Annual General Meetings

The Annual General Meetings of the Federation shall be held in the month of April or May in each year at such time and place as the Executive Committee shall determine. Its business shall be as follow:-

- (i) To confirm the Minutes of the previous Annual General Meeting.
 - (ii) To receive and approve from the Executive Committee the statement of account for the preceding financial year.
 - (iii) To receive and approve from the Executive Committee the Annual Report.
 - (iv) To transact any other business for which 14 days notice has been given in writing to the Hon. Secretary General.
 - (v) After the acceptance of the minutes, report and accounts, the Executive Committee shall be dissolved.
 - (vi) The newly elected President shall take over the Chair upon the election of the Executive Committee.
- (b) Extraordinary General Meeting

An extraordinary General Meeting shall be called by the President or upon his receiving a signed requisition of not less than one-third (1/3) of the total number of Affiliate Members stating the business of the meeting.
 - (c) Executive Committee Meeting
 - (i) The Executive Committee shall meet at least once in three (3) months or at such frequencies as requested by the President and/or the Hon. Secretary General.
 - (d) Sub-Committee Meetings
 - (i) Such meetings shall be held as and when necessary in order to complete its specific business or tasks in hand.
 - (ii) Notice for such meetings shall be sent by the Hon. Secretary of the Sub-Committee.

- (iii) Records shall be kept of the proceedings but the final report to the Executive Committee must be in writing.

ARTICLE 14 - NOTICE OF MEETINGS

- (a) All notices required to be given to members shall be deemed to have validly been given to all members if sent by prepaid letter post to each member at his address recorded in the register of members. Each member shall be responsible for notifying the Hon. Secretary General of any change of address.
- (b) General Meetings
A minimum of fourteen (14) days written notice shall be given before the meeting is convened.
- (c) Executive Committee Meeting
The Executive Committee Meeting shall have a minimum of seven (7) days written notice before commencement of the meeting.
- (d) Sub-Committee Meetings
Such meetings shall be held as and when necessary.

ARTICLE 15 - QUORUM

- (a) The Quorum for a General Meeting or Extraordinary General Meeting shall be not less than one-third (1/3) of the total number of affiliate Members of Singapore Judo Federation combined
- (b) The Quorum for the Executive Committee Meeting shall be a minimum of six (6) of its members.
- (c) In the event of there being no quorum at any General or Extraordinary General Meeting then the meeting shall be adjourned for one hour and the members present at the adjourned meeting shall form a quorum and the meeting continued. But they shall have no power to alter, amend or make amendments or additions to the Constitution.
- (d) In the event of there being no quorum at the Executive Committee Meeting, the meeting shall be adjourned for half an hour and the members present at the adjourned meeting shall form a quorum and the meeting continued.

ARTICLE 16 - ELECTION

- (a) Only Founder Members and one Representative from each one of the Affiliated Clubs/Associations shall be eligible to stand for election at the Annual General Meetings. They are also eligible to propose and second any nominees for the election.
- (b) Every person nominated shall be present in person at the Annual General Meeting and must consent to be elected.

ARTICLE 17 - VOTING

- (a) (i) AGM & EGM
Every affiliate member (through their authorised representative present) is entitled to one vote.
- (ii) Voting shall be by ballot paper prepared by the Hon. Secretary General. Voting may be acceptable by a show of hands provided this is agreed upon unanimously by members present.

- (b) (i) At other meetings each member of the Committee is entitled to one (1) vote.
 - (ii) The method of voting at these other meetings shall be in the manner decided upon by the Chairman of the Committee.
- (c) At all meetings, except at the A.G.M., the Chairman shall have a casting vote.
- (d) Representatives of Affiliated Club/Association who are unable to attend a General Meeting or an Extraordinary General Meeting or an Executive Committee Meeting for any valid reason(s), shall vote by granting a written proxy to any one of the members present at the meeting concerned. However an absentee shall confine the granting of 'vote by proxy' to one person only, for example; A, an absentee, can give his 'vote by proxy' to B or C or D, but not to B, C and D. Each proxy is entitled to one vote on any one issue. No member present shall have more than two proxy votes at any meeting. 'Vote by Proxy' shall be given only on printed form(s) issued by the Federation.

ARTICLE 18 - PATRONS

The Federation may through its Executive Committee accept Patrons and Patron in Chief who are keenly interested in the promotion of Judo, and who are willing to assist the Federation financially.

ARTICLE 19 - AUDITING

The Financial Year of the Singapore Judo Federation commences on the 1st of April of any year and closes on the 31st of March of the following year. A Statement of Accounts for the year ending and duly audited by the external auditors shall be submitted by Hon. Secretary or in his absence by Hon. Asst. Treasurer to the Annual General Meeting.

ARTICLE 20 - FINANCE

- (a) The Finance of the Federation such as income and expenditure for the current financial year shall be transacted through a current account of a bank approved by the Executive Committee.
- (b) All other finances of the Federation shall be dealt with by the Executive Committee in accordance with the objects of the Federation as stated in Article 3 of the CONSTITUTION.
- (c) The Annual Report and a Statement of Accounts shall be posted to each member by the Hon. Secretary General at least two weeks before a General Meeting or an Extraordinary General Meeting called for this purpose.

ARTICLE 21 - TRUSTEES

- (a) Should the Federation at any time acquire any immovable property, such property shall be vested in Trustees subject to a declaration of trust. Any trustee may at any time resign his trusteeship or have his trusteeship terminated by the Executive Committee. Should a trustee die or become insane, or of unsound mind or moves permanently or is absent from the Republic of Singapore for a period of one year shall be deemed to have resigned his trusteeship and the vacancy filled at the General Meeting. The number of trustees appointed shall not be less than two (2) or exceed five (5).

(b)

#TEXTBOX#

Notice of any proposal to remove a trustee of his trusteeship or to appoint a new trustee to fill a vacancy must be by affixing in the premises of the Federation a document containing such proposal at least two (2) weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks.

ARTICLE 22 - PROHIBITIONS

- (a) Gambling of any kind such as playing of paikow or mahjong, whether for stakes or not are forbidden in the Federation's premises. No member shall bring to the Federation's premises materials for gambling.
- (b) The Federation's premises shall not be used for drug taking. No member shall bring to the Federation's premises drugs or other items illegal in the Republic of Singapore.
- (c) The funds of the Federation shall not be used to pay the fines of member who have been convicted in the courts.
- (d) The Federation shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade activities as defined in the Trade Union Act.
- (e) The Federation shall not indulge in any political or religious activities or allows its funds and or premises to be used for these purposes.
- (f) The Federation shall not hold any lottery, whether confined to its members or not, in the name of the Federation or its Executive Committee or members.

ARTICLE 23 - GENERAL PROVISIONS

- (a) The Federation makes no distinction among its members for reasons of sex, race, colour, religion or politics.
- (b) The Federation forbids all racial or religious discussion or demonstrations in its premises.

ARTICLE 24 - DISSOLUTION

- (a) The Federation shall not be dissolved except with the consent of not less than three-fifth (3/5) of the members of the Federation either in persons or by proxy at the General Meeting convened for the purpose or by postal vote.

(b)

#TEXTBOX#

In the event of the Federation being dissolved as provided above, where there remains, after all other debts, costs and expenses have been duly satisfied in full, any property whatsoever, such surplus shall not be paid out or distributed among the members of the Association but shall be given or transferred to such institution or institutions which is an approved institution(s) of a public character pursuant to the provisions / regulations of the Charities Act (Cap. 37).

(c)

#TEXTBOX#

A certificate of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

ARTICLE 25 - PRESS RELEASE

No member other than the President, the Hon. Secretary General or in their absence the Senior Vice President shall be authorised to make press releases in consistence with the policies of the Federation.

ARTICLE 26 - REFEREEING & JUDGING

All refereeing and judging in the Republic of Singapore for Judo Competitions organised by the Federation or its Affiliates shall be conducted in accordance with the provisions of International Judo Federation and only by nationally qualified referees and judges recognised by the Federation. Any competition not organised in accordance with the aforesaid article shall not be recognised by the Federation.

ARTICLE 27 - DISCIPLINE

- (a) The President shall appoint a committee of three (3) members to be known as a Disciplinary Committee from time to time to look into matters pertaining to the discipline of the members and affiliates.
- (b) The Disciplinary Committee shall report its findings to the Executive Committee. For the purposes of this Article the President shall not sit on the Executive Committee. The Executive Committee shall then determine whether the defaulting party should be fined, suspended or expelled from the Federation.
- (c) Any member or affiliates aggrieved by the decision of the Executive Committee shall lodge an appeal in writing against the decision of the Executive Committee to the President within ten (10) days of the Executive Committee's decision.
- (d) The President then shall determine the outcome of the appeal and refer to the Executive Committee for re-consideration. The decision of the Executive Committee shall then be absolute and binding.

ARTICLE 28 - AMENDMENT TO RULES

The Federation shall not amend its Constitution without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities. No alteration or addition/deletion to this Constitution shall be passed except at the Annual General Meeting or at an Extraordinary General Meeting called for such purpose and with the consent of two-thirds (2/3) of the voting members present at the Annual General Meeting or Extraordinary General Meeting.

ARTICLE 29 - INTERPRETATION

In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Executive Committee shall have power to use their discretion.