



# KICKBOXING FEDERATION OF SINGAPORE

## CONSTITUTION

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#### **1 NAME**

- 1.1 This Society shall be known as the “Kickboxing Federation of Singapore”, hereinafter referred to as the “Federation”.
- 1.2 Kickboxing Federation of Singapore shall strive for stakeholder, Government and public recognition as the sole governing body for kickboxing in Singapore.

#### **2 PLACE OF BUSINESS**

- 2.1 Its place of business shall be at “47 Beach Road, #03-03 Kheng Chiu Building, Singapore 189683” or such other address as may subsequently be decided upon by the Board and approved by the Registrar of Societies. The Federation shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

#### **3 OBJECTS**

- 3.1 Its objects are:
  - 3.1.1 To promote the sport of kickboxing and its various styles such as ring and tatami sports (“Kickboxing”) at all levels.
  - 3.1.2 To increase the participation, to promote the competitiveness and sportsmanship of Kickboxing in Singapore.

- 3.1.3 To assist its Members in strengthening their position as national leaders in Kickboxing.
- 3.1.4 To develop specific services for its Members and provide them with assistance, training and support.
- 3.1.5 To set up the rules and regulations of Kickboxing in accordance with World Association of Kickboxing Organizations (WAKO) Asia and WAKO International Federation (IF).
- 3.1.6 To issue Kickboxing proficiency, coaching certificates and other standards from time to time.
- 3.1.7 To own, lease, sub-lease and operate facilities necessary for all or any of the objects of the Federation.
- 3.1.8 To provide administrative and other appropriate support to its Members;
- 3.1.9 To promote closer links among its Members in connection with Kickboxing.
- 3.1.10 To affiliate with Singapore National Olympic Council (SNOC), WAKO Asia, WAKO (IF) and to associate with any other body or bodies, whose objects are similar to those of the Federation.
- 3.1.11 To obtain funds by way of contributions, donations, subscriptions, legacies, grants or through any lawful means that may be required for furthering the objects of the Federation.
- 3.1.12 To coordinate and protect the common interest of its Members.
- 3.1.13 To collect, collate and circulate information to and among its Members regarding Kickboxing.
- 3.1.14 To prevent all methods or practices which might jeopardize the integrity of Kickboxing.

#### **4 MEMBERSHIP QUALIFICATION AND RIGHTS**

4.1 Membership is open to any person of legal majority and good moral character, or any business entity with good reputation.

4.2 There shall be 3 membership categories in the Federation.

##### **Honorary Membership**

4.3 The Board may elect distinguished persons, who in its opinion may benefit the Federation and assist the Federation in carrying out the objectives of the Federation, as Honorary Members.

4.4 The election shall be carried out at a Board meeting by motion, duly proposed and seconded.

4.5 A person elected as an Honorary Member becomes an Honorary Member of the Federation upon his written consent to take up the membership.

4.6 An Honorary Member may choose to give up his membership in writing to the Board. The Board may elect to recall his membership in writing.

4.7 An Honorary Member shall have no right to vote and no right to hold office in the Federation.

4.8 Honorary Membership is not transferrable.

##### **Ordinary Membership**

4.9 Any individual who is or was a member of WAKO Kickboxing Singapore can be admitted as an Ordinary Member of the Federation upon the approval of the Membership Committee.

4.10 Ordinary Members who are 21 years old and above shall have the right to vote and to hold office in the Federation.

- 4.11 Ordinary Members shall pay a membership fee to be determined by the Board based on recommendation from the Membership Committee and are entitled to all privileges of membership of the Federation.
- 4.12 Ordinary Membership is not transferrable.

### **Club Membership**

- 4.13 Any establishment may be invited to join the Federation as a Club Member upon the approval of the Board.
- 4.14 Each Club Member shall be represented by one (1) representative, who shall be their current serving President or an authority of equivalent position.
- 4.15 Club Members shall pay a membership fee and are entitled to privileges, both to be determined by the Board based on the recommendation of the Membership Committee.
- 4.16 Club Members shall have no right to vote and no right to hold office in the Federation.
- 4.17 Club Membership is not transferrable.

## **5 APPLICATION FOR MEMBERSHIP**

- 5.1 A person wishing to join the Federation should submit his particulars to the Secretary in writing. A new member may also be proposed and seconded by existing members.
- 5.2 The Membership Committee or Board will review the application. His name will then be posted on the notice board in the Federation's premises for one week at the end of which time the Membership Committee or Board will decide on membership, taking into consideration any objections raised. Any objections raised must be by members only and shall be in writing by way of email or letter detailing the reasons for objection.

- 5.3 A copy of the Constitution shall be furnished to every approved member upon payment of an Entrance Fee defined by the Federation. Thereafter, the member shall pay the required membership fee as defined by the Federation.
- 5.4 Any registered entity applying to become a Corporate Member must submit in its application proof of its registration with the relevant authorities.

## **6 EXPULSION OF MEMBERS**

- 6.1 Any Member failing to comply to the rules and regulations set out in this Constitution or otherwise will be expelled from this Federation.
- 6.2 An official notice of expulsion will be mailed out to the individual as well as letter to be put up on Federation's notice board.
- 6.3 A member expelled under Article 6.1 of this Constitution may within one month of the notification of his expulsion, appeal to the General Meeting of members against the decision of the Board. The decision of the General Meeting shall be final.
- 6.4 The Federation may proceed with the investigation of illegal offences suspected to have been committed by members, if necessary.

## **7 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

- 7.1 Entrance Fees and Annual Membership Fees are payable by all Members within seven (7) working days of the acceptance of membership.
- 7.2 The Entrance Fee and Annual Membership Fee shall be determined by the Membership Committee without amending the Constitution. The Membership Committee shall ensure that any updates relating to the Entrance Fee and Annual Membership Fee are posted on the notice board in the Federation's premises for a reasonable period.

- 7.3 The Annual Membership Fees are payable in advance within the first month of the calendar year. 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 two (2) weeks 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 fails to settle his arrears for more than three (3) months, he will automatically cease to be a member and the Membership Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.
- 7.4 All fees are not subject to prorating in accordance to WAKO (IF) regulations.
- 7.5 Any additional funds required for special purposes may only be raised from members with the consent of the general meeting of the members
- 7.6 The income and property of the Federation whensoever derived shall be applied towards the promotion of the objects of the Federation 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 the Federation or to any of them or to any person claiming through any of them.

## **8 PATRONS & VICE-PATRONS**

- 8.1 The Federation may invite any prominent and/or suitable persons to be Patrons of the Federation. Upon acceptance of the invitation, the Patron shall donate not less than Singapore Twenty Thousand Dollars (S\$20,000.00) to the Federation.
- 8.2 The Federation may invite any individual who has contributed significantly to the advancement of Kickboxing to be a Vice-Patron of the Federation.

- 8.3 All of the aforementioned appointments shall be affirmed by members in a general meeting and shall be eligible for re-affirmation at each subsequent Annual General Meeting.

## **9 SUPREME AUTHORITY AND GENERAL MEETINGS**

- 9.1 The supreme authority of the Federation is vested in a General Meeting of the members.
- 9.2 An Annual General Meeting shall be held within three (3) months from the close of its financial year.
- 9.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than seventy-five percent (75%) of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at any time by order of the Board. 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 two (2) months from receiving this request to convene the Extraordinary General Meeting.
- 9.4 If the Board does not within two (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 ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Federation's notice board.
- 9.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (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 the Federation's notice board four (4) days in advance of the meeting.

- 9.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.
- 9.7 The following points will be considered at the Annual General Meeting:
- (a) The previous financial year's accounts and annual report of the Board.
  - (b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

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 (1) week before the meeting is due to be held.

- 9.8 At least three-quarters (3/4) of the number of Members with voting rights or thirty (30) Members with voting rights, whichever is the lesser, present at a General Meeting, shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 9.9 In the case of a General Meeting convened for the purpose of amending the Constitution, at least seventy-five percent (75%) of the voting membership being present shall form a quorum.
- 9.10 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for fifteen minutes 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 part of the existing Constitution.

## 10 BOARD

- 10.1 The administration of the Federation shall be entrusted to the Board who shall also be Ordinary Members, consisting not more than eleven (11) of the following to be elected at alternate Annual General Meetings:
- A President



- A Vice-President
  - A Secretary
  - A Treasurer
  - A Legal Advisor
  - 6 Board Members
- 10.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow based on three-quarters (75%) of all votes. All office-bearers may be re-elected to the same or related post for a consecutive term of office. The term of office of the Board is two years.
- 10.3 Election will be by show of hands. In the event of a tie or equality of votes, the Chairman of the meeting shall have a casting vote.
- 10.4 The official WAKO member for Singapore shall be an Ordinary Member of this Federation, and he shall be a Board member. This is to fulfil the objective of the Federation as listed in Articles 3.1.5 and 3.1.10 of this Constitution.
- 10.5 A Board Meeting shall be held at least once every three (3) months after giving seven (7) days' notice to its Board members. The President may call for a Board Meeting at any time by giving five (5) days' notice.
- 10.6 At least one-third (1/3) of the Board; including the President and Secretary, must be present to form a quorum and have its proceedings to be valid.
- 10.7 Voting at Board meetings shall be by a show of hands. Each member of the Board shall have one vote except that the President shall have a casting vote where there is an equal division of votes cast. All non-elected members shall have no voting rights at the Board meetings
- 10.8 Any member of the Board absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Board and a successor may be co-opted by the Board to serve until the next Annual General Meeting. Any changes in the Board

shall be notified to the Registrar of Societies within two (2) weeks of the change.

- 10.9 The duty of the Board is to organise and supervise the daily activities of the Federation. The Board may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.
- 10.10 The Board has power to authorise the expenditure of a sum not exceeding Singapore Ten Thousand Dollars (\$10,000.00) per month from the Federation's funds for the Federation's purposes.
- 10.11 In the event there is a need to discuss matters of sensitivity, high importance or urgency, the President, or in his absence the Vice-President, shall have the power to call for a Standing Committee meeting. The Standing Committee shall comprise not less than three (3) of the following office-bearers: President, Vice-President, Secretary or Treasurer or Legal Advisor in attendance.

## **11 DUTIES OF OFFICE-BEARERS**

- 11.1 The President shall chair all General and Board meetings. He shall also represent the Federation in its dealings with outside persons.
- 11.2 The Vice-President shall assist the President and deputise for him in his absence.
- 11.3 The Secretary shall keep all records, except financial, of the Federation and shall be responsible for their correctness. He will keep minutes of all General and Board meetings. He shall maintain an up-to-date Register of Members at all times.
- 11.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Federation and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised

to expend up to Singapore Five Thousand Dollars or less (\$5,000.00/-) per month for petty expenses on behalf of the Federation. He will not keep more than Singapore Five Hundred Dollars (\$500.00) in the form of cash and money in excess of this will be deposited in a bank to be named by the Board. Cheques, etc. for withdrawals from the bank will be signed by any two (2) of the four (4) following Board Members – President, Vice-President, Secretary or Treasurer.

- 11.5 All other elected Board Members shall take on offices as prescribed by the Board and shall bear such duties as assigned by the Board. They shall assist in the general administration of the Federation and perform duties assigned by the Board from time to time.

## **12 MEMBERSHIP COMMITTEE**

- 12.1 The Membership Committee shall consist of the President or the Vice-President, and one (1) or more Board Members, as to be determined by the Board.

- 12.2 The Membership Committee shall have the power to:

- (a) Consider and accept membership applications to the Federation; and
- (b) Propose changes to the Entrance Fee and Annual Membership Fees, and any other fees payable by the Members.

- 12.3 All questions arising at any meeting of the Membership Committee shall be decided by a majority of the votes of the Members present and voting; except that the President or Vice-President shall have a casting vote in the event of equality of votes.

## **13 AUDIT AND FINANCIAL YEAR**

- 13.1 Two (2) voting members, not being members of the Board, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold

office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Federation shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Federation exceeds Singapore Five Hundred Thousand Dollars (\$500,000.00) in that financial year, in accordance with Section 4 of the Societies Regulations.

13.2 The Honorary Auditors or a firm of Public Accountants and Chartered Accounts (whichever applicable):

- (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 Federation's accounts for any period within their tenure of office at any date and make a report to the Board.

13.3 The financial year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

## 14 TRUSTEES

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

14.2 The Trustees of the Federation shall:

- (a) Not be more than four (4) and not less than two (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.

14.3 The office of the trustee shall be vacated:

- (a) If the trustee passes away or becomes of unsound mind.

- (b) If he is absent from the Republic of Singapore for a period of more than one (1) 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.

14.4 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 Federation's premises 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 Registrar of Societies.

14.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

## 15 VISITORS AND GUESTS

15.1 Visitors and guests may be admitted into the premises of the Federation insofar as they are accompanied by a Member of the Federation.

15.2 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.

15.3 All visitors and guests shall abide by the Federation's rules and regulations.

## 16 PROHIBITIONS

16.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Federation's premises. The introduction of materials for

gambling or drug taking and of bad characters into the premises is prohibited.

- 16.2 The funds of the Federation shall not be used to pay the fines of members who have been convicted in court of law.
- 16.3 The Federation 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.
- 16.4 The Federation shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 16.5 The Federation shall not hold any lottery, whether confined to its members or not, in the name of the Federation or its office-bearers, Board or members unless with the prior approval of the relevant authorities.
- 16.6 The Federation 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.

## **17 AMENDMENTS TO CONSTITUTION**

- 17.1 The Federation shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting, as stated in Clause 9.9.

## **18 INTERPRETATION**

- 18.1 In the event of any question or matter pertaining to day-to-day administration, which is not expressly provided for in this Constitution, the

Board shall have power to use their own discretion. The decision of the Board shall be final unless it is reversed at a General Meeting of Members.

### **19 DISPUTES**

19.1 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.

### **20 DISSOLUTION**

20.1 The Federation shall not be dissolved, except with the consent of not less than four-fifths (4/5) of the total voting membership of the Federation for the time being resident in Singapore expressed at a General Meeting convened for the purpose.

20.2 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 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.

20.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

**- END -**