

SINGAPORE KHALSA ASSOCIATION

(Registered on 8th of May 1931)



RULES AND REGULATIONS

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I. INTRODUCTION

1. NAME and PLACE of BUSINESS

The Association shall be called the "Singapore Khalsa Association". Its place of business shall be the Association's premises at No 2 Tessensohn Road, Singapore 217646.

2. COLOURS

The Colours of the Association shall be Gold and Navy Blue.

3. OBJECTIVES

The objectives of the Association shall be:

- A. To provide for the physical, moral, intellectual, cultural and social improvement of its members.
- B. The establishment, maintenance, administration and improvement in Singapore of any school or schools for the advancement of the moral, intellectual and physical education and well-being of scholars thereat and the general promotion and advancement of education of Sikh students from any school or schools in Singapore.

II. MEMBERSHIP

1. MEMBERSHIP CATEGORIES

- A. The Association's membership shall consist of the following categories of members as provided hereinafter:
 - a. Sikhs – Life, Junior, Sports, Sliver Life, Supplementary Life and Corporate Life
 - b. Non-Sikhs – Associate Life, Junior, Sports, Sliver Life Associate, Supplementary Associate Life and Associate
 - c. Corporate

An Individual or Entity can only have a single membership.

- B. Definition of "Sikhs" for the purpose of membership to the Association:

Sikhs are defined as persons who profess the Sikh faith, including those who believe in the teachings of the Sri Guru Granth Sahib. The decision of the Management Committee shall be final.

- C. Life membership is transferable under the following conditions:

- a. The Transferor's membership status must active (that is, not Absent, Expelled, Deceased, etc.)

- b. The Transferor's age must be more than fifty-five (55) years at the next birth or the 1st of January of the prevailing year.
 - c. The Transferee must be the immediate family of the Transferor.
 - d. The Transferee shall be a resident in Singapore at the time of the application and must not be a Life member.
 - e. The Transferee must fulfil the eligibility criteria for the SKA Life membership as per Rules and Regulations.
 - f. If the Transferee is a child of the Transferor, the former must not be more than thirty-five (35) years old at the next birth or the 1st of January of the prevailing year.
 - g. If the Transferee is the (legal) spouse, there is no (maximum) age criteria applied but the spouse must be aged twenty-one (21) years and above.
 - h. The Transferor shall pay to the Association a Transfer Fee of twenty-five (25) percent of the prevailing Life membership fee.
- D. All other membership categories of the Association are non-transferable.
- E. Wherever 'he' is used in this document, it refers to 'he' or 'she' unless expressly stated that it is for the female gender.

2. MEMBERSHIP ELIGIBILITY, RIGHTS and TENTURE

A. LIFE MEMBERS

- a. Life membership shall be open only to Sikhs. Only Life members of the age of twenty-one (21) years and above have voting rights and are eligible for appointment to the Management Committee. Life members shall pay an entrance fee.

B. SPORTS MEMBERS

- a. Sports membership is open to sportspersons who represent the Association in competitive national leagues and tournament. Prospective Sports members must be proposed by Chairman, Sports Committee, and the relevant Sports section Convenor and are to pay an annual subscription. Sports members shall have limited privileges and liabilities, as briefly described in the membership form, and in any event at the sole discretion of the Management Committee. Sports members shall have no voting rights nor be eligible for appointment to the Management Committee.
- b. Sports membership shall be limited to those age 35 years and below. To continue to represent the Association in sports, the member may either convert the Sports membership to a Life or Associate Life membership, fulfilling

the eligibility for the respective membership criteria, and paying the membership category joining fees at a discounted rate as specified in Paragraph 4 below.

- c. In the event of dissolution, Sports members shall have no share or interest in the funds or property of the Association.

C. JUNIOR MEMBERS

- a. A person who is under the age of twenty-one (21) years is eligible to be a Junior member by paying an annual subscription fee. When applying for the Junior membership, persons below eighteen (18) years of age will require written consent from their parent(s) or guardian. Junior members shall have limited privileges and liabilities, as briefly described in the membership form, and in any event at the sole discretion of the Management Committee. Junior members shall have no voting rights nor be eligible for appointment to the Management Committee.
- b. A Junior member, on reaching the age of twenty-one (21) years, will have Junior membership lapsed automatically. Thereafter, the Junior member can apply for a Life or Associate Life membership, fulfilling the eligibility for the respective membership criteria, by paying the membership category joining fees at a discounted rate as specified in Paragraph 4 below.
- c. In the event of dissolution, Junior members shall have no share or interest in the funds or property of the Association.

D. ASSOCIATE LIFE MEMBERS and ASSOCIATE MEMBERS

- a. Associate Life membership shall be open to non-Sikhs, being persons who do not qualify for the corresponding Life memberships, subject to the usual approval and acceptance by the Management Committee. Associate Life members shall have all privileges and liabilities of the corresponding Life member but shall have no voting rights nor be eligible to be appointed to the Management Committee.
- b. Associate membership shall be open to persons of age twenty-one (21) of age or above paying an annual subscription fee instead of an entrance fee. Associate members' privileges and liabilities shall be limited to accessing the jackpot room and the use of fruit machines and to avail any discounts at the food and beverage outlets situated at the Association's premises, such discounts to be set at the sole discretion of the Management Committee. Associate members shall have no voting rights nor be eligible for appointment to the Management Committee.
- c. In the event of dissolution, Associate Life members and Associate members shall have no share or interest in the funds or property of the Association.

- d. The total number of Associate Life members and Associate members shall not at any time exceed forty-nine (49) percent of the total number of members of the Association.

E. SUPPLEMENTARY LIFE MEMBERSHIP

- a. Supplementary Life membership is open to the legal spouses aged twenty-one (21) years and above of existing Life members.
- b. Supplementary members are accorded the same privileges as Life members and subject to SKA's Rules and Regulations and Byelaws.
- c. Supplementary Life members will not have voting rights and nor be eligible to be appointed to the Management Committee.

F. SILVER LIFE and SILVER ASSOCIATE MEMBERSHIP

- a. Silver Life and Silver Associate membership is open to new members aged 55 years and above.
- b. Silver Life membership is for individuals who meet the eligibility of a Life member and Silver Associate membership is for other individuals.
- c. Silver Life and Silver Associate members will not have voting rights and nor be eligible to be appointed to the Management Committee.

G. CORPORATE and CORPORATE LIFE MEMBERS

- a. Corporate Life membership eligibility prior to 1 July 2019 is for any Sikh firm, company, organisation or society. From 1 July 2019 onwards, new applicants for Corporate Life membership must be Sikh institutions registered in Singapore as a society or statutory body, with membership approval at the discretion of the Management Committee. The Corporate Life member may authorise a maximum of two (2) persons to act as its representative or representatives. The Corporate Life member representatives shall enjoy the same privileges and liabilities as the Life members. The Corporate Life member is entitled to cast a maximum of two (2) votes, being one (1) vote per representative at a meeting or a poll but is not eligible to be appointed to the Management Committee.
- b. Corporate membership eligibility applies to any firm, company, corporation or society; with membership approval at the discretion of the Management Committee. Such Corporate member may authorise a maximum of two (2) persons from its company to act as its representative or representatives. The two (2) registered persons will enjoy membership privilege discounts (hall/function bookings, restaurant, futsal, gym, etc.) in the association and all merchant discounts. The frequency of function room bookings in a year will be at the discretion of the Management Committee but it shall not exceed six (6) times a year, with the booking and function/events happening while the

Corporate membership is active. The Corporate membership shall only be valid for a year. Corporate members shall have no voting rights nor be eligible to be appointed to the Management Committee.

- c. In the event of dissolution of the Association, Corporate members shall have no share or interest in the funds or property of the Association.

H. ABSENT MEMBERS

- a. Any member leaving Singapore to go abroad for more than three (3) months for the membership categories paying monthly subscription shall notify the General Secretary in writing before the member's departure and shall not be liable for the payment of any subscription during the member's absence. Upon return, the member shall continue to pay the usual subscription.
- b. While a person is an absent member, he shall not use any of the privileges of his membership.

I. SUBSEQUENT CHANGE

- a. A Life member, who is no longer a Sikh, will have his membership reclassified to Associate Life membership and shall have no voting rights and shall not be eligible to be appointed to the Management Committee.

3. APPLICATION PROCEDURE

- A. Every applicant for membership shall apply on the form provided and shall be proposed and seconded by two Life members or two members of the same category of membership.
- B. Applicants may be elected as members at any meeting of the Management Committee by a majority vote of the members present.
- C. The Management Committee may reject any application without assigning any reason and its decision shall be final. Any applicant whose application has been rejected by the Management Committee may appeal at the next Annual General Meeting by giving seven (7) days' notice before such Annual General Meeting.
- D. Immediately upon the election of a member, notice thereof shall be given to him. He shall be furnished with a copy of the Association's Rules and Regulations and Bye-Laws, and his subscription shall commence from the first of the month following the date of his election.
- E. The names of all new members shall be posted on the website of the Association for two weeks after approval of their application.
- F. New members shall only be entitled to all the privileges of their membership upon payment of their entrance fee and annual subscription.

4. ENTRANCE FEES and SUBSCRIPTIONS

A. LIFE MEMBERSHIP

- a. The Management Committee shall have the power to approve a person to be a Life member on his/her paying an entrance fee of S\$500 plus taxes. A Life member shall not be required to pay any annual subscription.

B. SUPPLEMENTARY LIFE MEMBERSHIP

- a. Supplementary Life members will pay a one-time joining fee of twenty-five (25) percent of the prevailing Life membership fee.

C. SILVER LIFE and SILVER ASSOCIATE MEMBERSHIP

- a. Silver Life and Silver Associate members will pay a one-time joining fee of fifty (50) percent of the prevailing Life and Associate Life membership fees respectively.

D. CORPORATE LIFE and CORPORATE MEMBERSHIP

- a. A Corporate Life member shall pay a fee equal to twice the Life membership entrance fee for each representative who shall have all the privileges of a Life member.
- b. A Corporate member shall pay an annual subscription fee of S\$3,500 plus taxes. Two (2) registered persons from the company shall enjoy membership privileges.

E. SPORTS MEMBERSHIP

- a. A Sports member shall pay a subscription fee of S\$35 per year (or S\$90 for three [3] years), plus taxes.
- b. The Sports member can convert the Sports membership to Life or Associate Life membership, where eligible, by paying a discounted entrance fee for the respective membership. The discount for entrance fee shall be computed as ten (10) percent for each preceding year of continuous Sports membership, subject to a maximum of seventy (70) percent discount.
- c. The discount for the conversion of Sports membership to Life or Associate Life membership would be applicable within the three (3) months of the expiry of the Sports membership.

F. JUNIOR MEMBERSHIP

- a. A Junior member shall pay a subscription fee of S\$35 per year (or S\$90 for three [3] years), plus taxes.

- b. On reaching the age of twenty-one (21) years, the Junior membership will lapse automatically for the Junior member. The Junior member may, within three (3) months of reaching twenty-one (21) years of age, convert the Junior membership to Life or Associate Life membership, where eligible, by paying a discounted entrance fee for the respective membership. The discount for entrance fee shall be computed as ten (10) percent for each preceding year of continuous Junior membership, subject to a maximum of seventy (70) percent discount.

G. ASSOCIATE LIFE MEMBERSHIP

The Management Committee shall have the power to appoint a person to be an Associate Life member on payment of an entrance fee of S\$1,000 plus taxes.

H. ASSOCIATE MEMBERSHIP

An Associate member shall pay a subscription fee of S\$2 per annum.

I. PAYMENT of FEE

- a. The Management Committee may, at its discretion, change the frequency and method of payment of subscription by giving thirty (30) days' notice to the members.
- b. The Management Committee may, at its discretion, waive or suspend the entrance fees or subscription for any member.

J. CHANGE of ENTRANCE FEE or ANNUAL SUBSCRIPTION

- a. The entrance fees and subscriptions for all types of membership shall be determined by the General Meeting of the members on the recommendation of the Management Committee.

K. ARREARS of SUBSCRIPTION

- a. Any member whose subscription is in arrears for three (3) months shall be served by the General Treasurer with a notice requesting him to settle such arrears within one (1) month of receipt of such notice.
- b. Should such arrears remain unpaid for one (1) month after such notice, the name of the member in arrears shall, subject to the approval of the Management Committee, be removed from the List of Members and posted as a defaulter in a conspicuous place in the Association's premises.
- c. The Management Committee shall have the power to institute such proceedings as may be considered necessary for the recovery of the debt.
- d. Provided always that the Management Committee may suspend the operation of this Rule on a satisfactory explanation being received.

- e. Any member whose name has been removed per sub-paragraph (b) above and is desirous of rejoining after a period of more than one (1) year from the expiry of his membership, shall be charged the normal entrance fee again. If he is desirous of rejoining within a period of one (1) year from expiry, he shall settle all arrears of subscriptions and/or any outstanding accounts due by him before his application for re-admission can be considered.

5. RESIGNATION of MEMBERS

- A. Any member may resign from his membership by giving the General Secretary notice in writing to that effect. Every such notice, if accepted, shall be deemed to take effect, as from the first day of the month next following the receipt thereof. No refund will be made for any subscriptions paid in advance.
- B. All registrations shall be considered by the Management Committee who may at their discretion refuse to accept registration unless all liabilities of the member resigning have been settled. The General Secretary shall post on the Notice Board the names of those whose resignations have been accepted by the Management Committee.
- C. Any member who has resigned from the Association and is desirous of rejoining shall be dealt with according to these Rules and Regulations, but he may be charged Entrance Fee at the discretion of the Management Committee. Should there be any arrears of subscriptions and/or any outstanding accounts due by him, these shall be liquidated in full or by agreement to pay by installments to the satisfaction of the Management Committee before his application for re-admission is entertained.

6. EXPULSION

- A. Any member whose conduct is in the opinion of the Management Committee prejudicial to the interests of the Association may be requested by the Management Committee to resign after investigation at which the member concerned shall have the right to attend and if he does not resign within fourteen (14) days of such request may be expelled by a resolution carried by a majority of two-thirds of the Management Committee present at the meeting at which such resolution is moved.
- B. Any member so expelled shall have the right to appeal at the next Annual General Meeting and the decision of the Annual General Meeting shall be final.

7. EFFECT on CEASING to be a MEMBER

- A. Any person shall, upon ceasing to be a member of the Association, forfeit all rights to and claims upon the Association and its property and funds.

III. GENERAL MEETINGS

1. ANNUAL GENERAL MEETINGS

- A. The Annual General Meeting shall be held within six (6) months of the end of the financial year, that is, no later than June each year.

- B. Along with the notice of the Annual General Meeting, minutes of the last Annual General Meeting, the Annual Report and Audited Financial Statements for the preceding year shall be sent to all members.
- C. The agenda for the Annual General Meeting shall include:
 - a. To receive from the Management Committee the Annual Report and Audited Financial Statements for the preceding financial year.
 - b. To elect members of the Management Committee (every alternate year);
 - c. To appoint Auditors for the ensuing year;
 - d. To decide on any resolution which may be duly submitted to the meeting as hereinafter provided; and
 - e. To consider any other matters brought forward in accordance with the Rules and Regulations of the Association.
- D. Any member desirous of moving any resolution at the Annual General Meeting shall give seven (7) days' notice thereof in writing, together with the name of his seconded, to the General Secretary.

2. SPECIAL (EXTRA-ORDINARY) GENERAL MEETING

- A. The Management Committee can convene a Special (Extra-Ordinary) General Meeting for any special purpose by giving the members two (2) weeks' notice and posting it on the noticeboard at the Association's premises.
- B. A Special (Extra-Ordinary) General Meeting shall be convened within twenty-one (21) days of receipt of an application signed by at least fifty (50) or one quarter (whichever is lesser) of the Life and Ordinary members on the register. The purpose of calling the meeting shall be clearly spelled out in the application.

3. NOTICE PERIOD for CONVENING GENERAL MEETINGS

- A. Fourteen (14) days at least before the Annual General Meeting or any Special (Extra-Ordinary) General Meeting, a notice of such meeting and of the business to be transacted thereat shall be posted on the notice board at the Association's premises and a copy thereof shall be sent to every Ordinary and Life member, and no business other than that of which fourteen (14) days' notice in writing has been so given shall be brought forward at such meeting.
- B. Provided always that should any member desire to move any resolution or raise any additional issue, he shall give at least seven (7) days' notice of such intention to the General Secretary.

- C. The Annual Report, Balance Sheet and Audited Financial Statements shall be posted on the Association's premises at least fourteen (14) days before the Annual General Meeting and copies thereof shall accompany the Notice convening such meeting.

4. PROCEEDINGS at GENERAL MEETINGS

- A. The President, and in his absence, one of the Vice-Presidents, and in their absences, a member elected by the members shall preside at all General Meetings.
- B. All eligible members present shall be entitled to have one (1) vote and, in case of an equality of votes, the Chairman shall have a second or casting vote.
- C. Minutes shall be taken of all proceedings.

5. QUORUM

- A. The quorum at all General Meetings shall be one quarter of the total of Life and Ordinary Members resident in Singapore and eligible to vote or fifty (50) Life and Ordinary Members, whichever is the lesser. If at a General Meeting there is no quorum the meeting shall be adjourned to be held at the same place half an hour later, and if at such adjourned meeting there is no quorum, the members present, whatever their number, shall form a quorum; except that this meeting shall have no power to deal with the Rules and Regulations of the Association.

6. GENERAL MEETING DECISIONS

- A. All decisions made at any General Meeting shall remain in force unless altered or amended at any subsequent General Meeting.

IV. ACCOUNTS

1. FINANCIAL YEAR

The Financial Year of the Association shall be from 1st of January to 31st of December each year, effective 1st of January 2017.

2. AUDIT of ACCOUNTS

The accounts shall be audited annually by an independent firm of certified public accountants who shall be appointed at each Annual General Meeting and none of the auditing firm's employees shall be members of the Management Committee.

3. PAYMENT of MEMBERS' ACCOUNT

The charges to be made for refreshments, billiards, cards and other games, and any other charges whatsoever shall be fixed by the Management Committee who shall decide as to the method of payment.

4. BANKING ACCOUNTS

- i All monies received shall be deposited in a local bank approved by the Management Committee and all cheques drawn thereon shall be signed by the President and the General Treasurer. In the absence of the President, one of the Vice-Presidents who shall be nominated by the Management Committee for this purpose, shall act for him. In the absence of the General Treasurer, the General Secretary shall act for him.
- ii If the Management Committee decides to operate all or part of its financial matters on internet banking, it shall first discuss the process with the relevant bank and as a minimum shall make provision, in conjunction with the bank, to ensure that two or more of the aforesaid signatories stated in Rule 4(a) shall approve the payments made by the SKA through the internet.

5. ANNUAL BUDGET

The General Treasurer shall present for approval to the Management Committee an annual budget (income and expenditure) before the commencement of the financial year.

V. MANAGEMENT COMMITTEE

1. COMPOSITION of the MANAGEMENT COMMITTEE

- A. The affairs of the Association shall be managed by a Management Committee consisting of 19 members as follows:
 - a. President
 - b. Two (2) Vice Presidents
 - c. General Secretary
 - d. Assistant Secretary, Administration and Security
 - e. Assistant Secretary, Membership
 - f. General Treasurer
 - g. Assistant General Treasurer
 - h. Chairman, Sports Committee
 - i. Chairman, Cultural and Social Committee
 - j. Chairman, Education Committee
 - k. Chairman Media & Communications
 - l. Chairman, Building and Facilities Committee
 - m. Chairman, House Committee
 - n. Chairman, Young Khalsa Committee
 - o. Chairperson, Ladies Wing Committee
 - p. Chairperson, Veterans Committee
 - q. And Two (2) Other Committee Members
- B. All the members of the Management Committee shall be elected at the Annual General Meeting from amongst the Life members of the Association.

To ensure the majority of the Management Committee members are Singapore citizens, the following eleven (11) positions will be held by Singapore citizens: President; Vice Presidents (2); General Secretary; General Treasurer; Assistant Secretary, Administration and Security; Assistant Secretary, Membership; Assistant General, Treasurer; Chairperson Sports; Chairperson, Education; and Chairperson, House.

Foreign Diplomats shall not serve as Management Committee members.

- C. The Management Committee shall have the power to co-opt up to six (6) additional members of the Management Committee (holding any position; including additional existing positions) at its discretion. The term of office of these co-opted members shall expire at the same time as the rest of the Management Committee. However, these co-opted members shall have no voting rights at Management Committee meetings and shall not be considered part of the quorum for the meeting.
- D. The Management Committee shall have the power to fill any vacancy arising in its body during its term of office.
- E. All Life and Ordinary members are eligible to be elected or co-opted into the Management Committee except for the following:
 - a. Undischarged bankrupts; and
 - b. Persons convicted in a court of law and sentenced to a jail term for any offence or fined S\$2,000 or more for a criminal offence.

The ineligibility per paragraph above shall lapse after a period of ten (10) years from the date of completion of sentence for the offence or payment of fine, whichever is later.

If a person already on the Management Committee commits a breach of any of these Rules and Regulations, he shall be deemed to have resigned from the Management Committee.

- F. Only members of the Management Committee (including co-opted members) shall be eligible to be appointed as the Association's representatives to the various other Sikh (or non-Sikh) institutions as required per their constitutions (for example, Sikh Advisory Board, Singapore Sikh Education Foundation, Sikh Welfare Council, youth wings, etc.). The representatives shall be nominated by the Management Committee.
- G. Any change in the Management Committee shall be posted on the Notice Board of the Association for the information of the Members.

2. ELECTION of MEMBERS of the MANAGEMENT COMMITTEE

- A. Nomination forms shall be sent out with the notice for the Annual General Meeting.

- B. All nominations must be completed using the prescribed forms and will require a proposer and seconder who are Life members of the Association.
- C. All duly completed nomination forms must reach the General Secretary at least seven (7) days before the date of the Annual General Meeting.
- D. The General Secretary shall verify the eligibility of all the candidates being nominated for election. Any nominee whose subscription has not been paid up to the date of the nomination will automatically be disqualified.
- E. An Elections Chairman shall be appointed by the Management Committee to conduct the elections. He shall not be a candidate nominated for any post due for election at the meeting.
- F. All members of the outgoing Management Committee shall automatically retire at the Annual General Meeting with elections, and are eligible for re-election to the same post except for:
 - a. The General Treasurer and Assistant General Treasurer, after serving two consecutive terms.
 - b. The President, after serving three terms (including incomplete elected or co-opted terms) or five years; whichever is earlier on the date of elections.

They shall only be re-eligible for election to be co-opted to that post after a minimum lapse of two years from being out of office.
- G. If only one (1) candidate is nominated to be an Official, he shall be deemed to have been elected. In the event of more than one candidate being nominated to be an Official or more than four candidates nominated to be Committee Members, the Elections Chairman shall conduct the elections.
- H. Voting shall be by a closed ballot if a ballot is deemed by any five or more members present, notwithstanding any proposition to the contrary and without reference to any nomination made.
- I. The candidate(s) who receives most votes shall be declared elected and in the case of two (2) or more candidates receiving an equal number of votes, a re-vote shall be taken in the case of such candidates and in the event of a tie after such re-vote the Elections Chairman shall have a second or casting vote.
- J. All members being nominated for any office are required to be present at the Annual General Meeting, failing which, their nomination will be deemed to be withdrawn, unless agreed to otherwise by two-thirds of the members present.
- K. If no nomination is received for any particular position, then nomination for such position shall be made from the Life and Ordinary members present at the Annual General Meeting.

- L. The Management Committee elected shall serve a term of two (2) years, although an Annual General Meeting shall be held each year.
- M. The outgoing Management Committee shall hand over its charge to the newly elected Management Committee within two (2) weeks after the election.

3. DUTIES and RESPONSIBILITIES of the MANAGEMENT COMMITTEE

- A. The Management Committee shall have the duties and responsibility to:
 - a. Ensure the overall management and administration of the affairs of the Association.
 - b. Perform repairs, additions and alterations to the Association's premises as deemed appropriate.
 - c. Power to approve expenditure up to S\$100,000 per item. For any sum in excess of this amount, prior approval has to be obtained at a General Meeting. This limit may be changed at each Annual General Meeting for the following year.
 - d. Seek the General Meeting's approval for the sale of any immovable property of the Association by the Trustees.
 - e. Seek the General Meeting's approval for the purchase of any immovable property for the Association.
 - f. Appoint and dissolve Sub-committees and Committees of Inquiry as and when deemed appropriate.
 - g. Fill any vacant post in the Management Committee or Association's representatives to other institutions by co-opting eligible members.
 - h. Appoint new or additional representatives to other Sikh (or non-Sikh) institutions as required per their constitutions from eligible members.
 - i. Recruit, suspend or dismiss employees of the Association.
 - j. Recover from any member who intentionally breaks or damages any article or property of the Association or for which the Association is responsible, the cost of replacing or repairing the same as the Management Committee may decide.
 - k. Plan programmes and activities to achieve the objectives of the Association.
 - l. Implement all the decisions made at the Annual General Meeting.
 - m. Maintain discipline amongst all employees of the Association.

- n. Raise funds for the building fund, celebration of festivals, sports and social activities, receive and collect subscriptions and donations from well-wishers and donors, subject to approval of relevant authorities.
- o. Transfer any surplus funds collected for any specific or particular purpose to the Association's general funds.
- p. Do all such other lawful things as are incidental or conducive to the attainment of the objectives and general purposes of the Association as set forth in these Rules and Regulations.
- q. Maintain a full register of assets of the Association and ensure there are sufficient procedures and controls in place to protect them.

4. MEETINGS of the MANAGEMENT COMMITTEE and QUORUM

- A. The Management Committee shall meet at least once in every month to examine the accounts and attend to the affairs of the Association and at other times at the discretion of the President or General Secretary, or on the requisition of at least three members of the Management Committee.
- B. At all Management Committee meetings, at least half the members of the Management Committee (excluding co-opted members) shall form a quorum.
- C. All decision of the Management Committee shall be taken by a simple majority and the Chairman of the meeting shall have a casting vote.
- D. Minutes shall be taken of all the proceedings of the Management Committee.
- E. Any member of the Management Committee absenting himself without assigning a satisfactory explanation to the Management Committee from three out of five consecutive meetings shall cease to be a member thereof upon a resolution of the Management Committee to that effect.

VI. OFFICE BEARERS' DUTIES and RESPONSIBILITIES

1. PRESIDENT

- A. The President shall preside at every Management Committee and General Meeting.
- B. He shall be responsible for the safe custody of documents and grants relating to the movable and immovable property of the Association as well as other valuables and (which should be kept in an iron safe) and shall always keep one of the keys to the safe. He shall be responsible, when required, for producing the said particulars and articles before the General Meeting.
- C. He shall have overall responsibility for the management and administration of the Association.

- D. He shall be responsible for maintaining co-operation and peace amongst the members of the Association.
- E. He shall, in his capacity as the Chairman, have powers and authority to order the removal from the meeting of any person contravening Rules and Regulations and using language unbecoming and casting aspersions on the good name of the Association and the President shall with the approval of the Management Committee take legal action against the person disobeying such an order.

2. VICE PRESIDENTS

- A. The Vice Presidents shall assist the President in the management of the Association and, in the absence of the President, shall exercise his powers and shall be responsible for all his duties.
- B. Each Vice-President shall have direct responsibility to supervise and oversee at least one functional Chairman/Sub-Committee.

3. GENERAL SECRETARY

- A. The General Secretary shall assist the President to take charge of all movable property of the Association and he shall also keep an inventory of all such property of the Association.
- B. He shall keep a record of the minutes of all the general and Management Committee meetings.
- C. He shall attend to all correspondences, make arrangements for each meeting and notify the same to the members.
- D. He shall supervise the functions of the Assistant Secretary, Administration and Security; and Assistant Secretary, Membership, and take over their duties and responsibilities in their absence.

4. ASSISTANT SECRETARY, ADMINISTRATION AND SECURITY

- A. The Assistant Secretary, Administration and Security, shall assist the General Secretary in carrying out his duties and, in the absence of the General Secretary, shall take over all his responsibilities.
- B. All employees of the Association shall be under the supervision and control of the Assistant Secretary, Administration and Security, or in his absence, the General Secretary. The Assistant Secretary, Administration and Security, shall have power to engage or discharge them, subject to the approval of the General Secretary and the Management Committee.
- C. No increase or decrease of wages shall be given by the Assistant Secretary, Administration and Security, to any employee of the Association without the sanction of the General Secretary and the Management Committee.

- D. He shall have responsibility for all security requirements of the Association, including security at major functions of the Association.
- E. He shall execute and maintain all service contracts pertaining to the security aspect of all the premises under the responsibility of the Association (whether owned, leased or otherwise).

5. ASSISTANT SECRETARY, MEMBERSHIP

- A. He shall assist the General Secretary in carrying out his duties and, in the absence of the General Secretary and the Assistant Secretary, Administration and Security, shall take over all the General Secretary's responsibilities.
- B. He shall keep an updated register of all members of the Association with their addresses and any other relevant information.
- C. He shall promote, organise and manage all membership drives of the Association.
- D. He shall verify eligibility of membership for all purposes (for example, for new applications for decisions, for transfer of membership category, etc.).
- E. He shall ensure all subscriptions are paid on a timely basis and there is proper follow-up with delinquent members.

6. GENERAL TREASURER

- A. The General Treasurer shall receive and have charge of all monies and shall disburse the same under the direction of the Management Committee.
- B. He shall keep full and correct accounts and shall submit a statement of the receipts and payments of the previous month, a statement of arrears of subscriptions and a statement of commitments of the current month at each monthly meeting of the Management Committee.
- C. He shall at no time keep cash in hand amounting to more than S\$1,000, except in unavoidable circumstances.
- D. He shall make payment for all the bills only after approval by the President and Secretary and any payment above S\$1,000 shall only be made by "crossed account payee" cheques, except in special circumstances.
- E. He shall ensure adequate internal controls and procedures are in place to safeguard the assets of the Association.
- F. He shall prepare the annual budget of income and expenditure for the following financial year no later than 30th of June each year and ensure controls are in place to monitor actual expenses are within the approved budgeted levels.

7. ASSISTANT GENERAL TREASURER

- A. He shall assist the General Treasurer in carrying out his duties and, in the absence of the General Treasurer, shall take over all his responsibilities.

8. CHAIRMAN, SUB-COMMITTEES

- A. The Chairman of each Sub-Committee shall be responsible for the effective running and carrying out of the functions of each Sub-Committee.
- B. The Chairman of each Sub-Committee of the Association shall be responsible for the maintenance and care of all equipment and property of the Association controlled and used by his section.

9. MANAGEMENT COMMITTEE MEMBERS

- A. The Management Committee members are expected to attend Management Committee meetings and they shall carry out duties as assigned by the President and Vice Presidents of the Association.

10. ASSOCIATION'S REPRESENTATIVE to OTHER INSTITUTIONS

- A. The Association's representatives nominated to serve on other institutions shall attend (in person or in proxy) all the respective committee meetings and they shall brief the Management Committee at its subsequent meeting.
- B. They shall maintain proper records of all reports and minutes of meetings of their respective committees at the Association's office.

VII. SUB-COMMITTEES

1. OVERALL

- A. The Sub-Committees provided for in the Rules and Regulations below shall be so appointed and are referred to as the "Specified Committee".
- B. The Management Committee may also from time to time appoint additional such Sub-Committees as may be deemed necessary or expedient and may depute or refer to them such of the powers and duties of the Management Committee as the Management Committee may determine.
- C. At least one (1) member of the Management Committee shall be appointed to each of the Sub-Committees.
- D. Such sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

2. COMPOSITION of all SPECIFIED SUB-COMMITTEES

- A. Each specified Sub-Committee shall consist of a Chairman (elected at the Annual General Meeting), Secretary and five other members. In the case of the Sports Committee, the conveners of all games that are currently played by members of the Association shall be members of the Sports Committee. (Whenever a new game is regularly played by members of the Association, the membership of the Sports Committee may be increased by the appointment of a Convener for that game).
- B. The members of each specified Sub-Committee shall be appointed by the respective Chairman, subject to approval by the Management Committee.
- C. Any casual vacancy in any specified Sub-Committee, other than that of the Chairman, may be filled by the respective Chairman. Casual vacancies in the office of the Chairman shall be filled by the Management Committee.

3. MEETINGS of all SUB-COMMITTEES

- A. All Sub-Committees shall meet at least once every two (2) months and at other times at the discretion of the respective Chairman.
- B. At all meetings of the Sub-Committees, at least half of the number of existing Sub-Committee members shall form a quorum.
- C. The respective Chairman shall have a second or casting vote.
- D. Minutes shall be kept by the respective Secretary of all the proceedings of the Sub-Committee.

4. FUNCTIONS of the SPECIFIED SUB-COMMITTEES

A. SPORTS COMMITTEE

The Sports Committee shall:

- a. Control and organise all games, both indoor and outdoor, and arrange fixtures and tournaments.
- b. Frame Bye-Laws for the proper conduct of the various games.
- c. Keep proper accounts of income and expenditure (within approved budgets) relating to the activities of the sports and recreation section of the Association.
- d. Have full charge and management of the activities of the Sports Committee of the Association subject to the overall control of the Management Committee.
- e. Manage the use and allocation of all the Association's sports facilities.

B. CULTURAL and SOCIAL COMMITTEE

The Cultural and Social Committee shall:

- a. Organise cultural and social activities.
- b. Keep proper accounts of income and expenditure (within approved budgets) relating to the activities of the Cultural and Social Committee of the Association.
- c. Have full charge of the management of the cultural and social section of the Association subject to the overall control of the Management Committee.

C. EDUCATION COMMITTEE

The Education Committee shall:

- a. Manage, organise, control and administer all schools and classes operated by the Association.
- b. Frame Bye-Laws for the proper administration and management of all schools and classes operated by the Association.
- c. Keep proper accounts of income and expenditure (within approved budgets) relating to the schools and classes operated by the Association.
- d. Subject to the overall control of the Management Committee, the Education Committee shall have full charge of the management of all schools and classes operated by the Association.

D. PUBLICATIONS and COMMUNICATION COMMITTEE

The Publications and Communication Committee shall:

- a. Publish a regular newsletter of the Association on a quarterly basis, or at any other frequency as the Management Committee may decide.
- b. Have responsibility for all publicity and communication to and amongst the members of the Association.
- c. Have responsibility for all publicity, promotions and communication pertaining to the Association or its members with other institutions and the press.
- d. Secure permits for all publications and promotions literature as may be required from time to time.
- e. Keep proper accounts of income and expenditure (within approved budgets) relating to all publications of the Association.

E. BUILDING and FACILITIES COMMITTEE

The Building and Facilities Committee shall:

- a. Ensure that all the premises under the responsibility of the Association (whether owned, leased or otherwise) are maintained in good condition and arrange repair and maintenance work as required.
- b. Have responsibility for all upgrading and other building works for the Association.
- c. Execute and maintain all lease agreements, service contracts and maintenance agreements pertaining to the Association's premises; except for those specified for other functions of the Management Committee.
- d. Keep proper accounts of income and expenditure (within approved budgets) relating to all building and facilities projects.

F. HOUSE COMMITTEE

The House Committee shall:

- a. Ensure the smooth running of all the members' facilities on the Association's premises, including (but not limited to) the jackpot room, lounge, restaurants, gymnasium, function halls, etc.
- b. Ensure proper procedures and controls are in place for the letting of function halls and other facilities to members of the Association.
- c. Ensure that all premises under the House Committee's responsibility (whether owned, leased or otherwise) are maintained in good condition and arrange repair and maintenance work with the Building and Facilities Committee as required.
- d. Execute and maintain all lease agreements and service contracts pertaining to the House Committee's responsibilities.
- e. Keep proper accounts of income and expenditure (within approved budgets) relating to all House Committee's activities.

G. YOUNG KHALSA COMMITTEE

The Young Khalsa Committee shall:

- a. Promote and organise social, cultural and recreational activities for the Sikh youth in Singapore.
- b. Promote membership of the Association amongst the Sikh youth.

- c. Encourage and co-ordinate participation of Sikh youth in all activities of the Association.
- d. Keep proper accounts of income and expenditure (within approved budgets) relating to all Young Khalsa Committee's activities.

H. LADIES WING COMMITTEE

The Ladies Wing Committee shall:

- a. Promote and organise female-centric activities for the Association.
- b. Keep proper accounts of income and expenditure (within approved budgets) relating to all Ladies Wing Committee activities.

I. VETERANS WING COMMITTEE

The Veteran Wing Committee Shall:

- a. Promote and organise activities for the veteran members of the Association.
- b. Keep proper accounts of income and expenditure (within approved budgets) relating to all Veterans Wing Committee's activities.

VIII. TRUSTEES

1. COMPOSITION and APPOINTMENT of the TRUSTEES

- A. The number of Trustees shall not exceed seven (7) or less than three (3) in number.
- B. All Trustees shall be elected from amongst its Life members (subject to paragraph V.1.E above) at a General Meeting. All nominations for Trustees have to be made seven days prior to the General Meeting requesting such nominations, on the prescribed forms. If the number of nominations received exceeds the required number, elections will be conducted in a manner similar to the elections for Management Committee members.
- C. The Trustees shall, from amongst themselves, elect a Chairperson, Vice Chairperson and Secretary for the Board of Trustees. The Treasurer shall serve a maximum of four (4) consecutive years and the position shall be rotated amongst the Vice Chairperson and the Secretary.
- D. A Trustee may, at any time, resign from his appointment by giving notice in writing to the Chairperson, Board of Trustees. A Trustee appointed after 1 July 2019 will automatically retire after five (5) years, and is eligible for re-election to the same post.
- E. A Trustee who migrates from or is absent from Singapore for continuous period of one year is deemed to have resigned from his Trusteeship.

- F. If a Trustee is guilty of misconduct of such a nature as to render it undesirable that he continues as a Trustee, a General Meeting may remove him from his trusteeship based on a recommendation of the Board of Trustees.
- G. Any vacancy amongst the Trustees occasioned by death or resignation or migration from Singapore or absence from Singapore for continuous period of one year shall likewise be filled by election at a General Meeting.
- H. The Registrar of Societies shall be notified of changes affecting the Trustees or Trusteeship.

2. POWERS and DUTIES of the TRUSTEES

- A. All lands, houses and other immovable properties purchased or owned by the Association shall be vested in the Trustees of the Association.
- B. The Trustees shall hold all movable assets (such as cash, shares and bonds) or immovable assets (such as land and building) vested in them in trust for the members of the Association and shall act in accordance with the terms of any Resolution that may be passed at a General Meeting except for
 - i. any transaction in connection with the investment of the movable assets; and
 - ii. any transfers to the Management Committee of up to S\$100,000 per calendar year to fund development or other special projects;both of which shall be within the powers of the Board of Trustees.
- C. All Trustee securities, Title Deeds, share certificates and fixed deposit receipts owned by the Association shall be deposited for safe-keeping in a safe-deposit box at any Bank, in a bank nominee account or other equivalent secure location.
- D. Where it is necessary to execute a transfer when investing any funds or realising any investment, the President and the General Treasurer shall execute such transfer based on the advice of the Board of Trustees. The General Meeting may authorise the Trustees to assume these powers.
- E. The Trustees shall operate bank accounts for the SKA Trust Fund using two (2) authorised signatories; being the Chairman plus the Vice Chairman or Secretary.
- F. All agreements or transactions of the Trustees shall require two (2) authorised signatories (as stated above) in the form as approved by the banks or other institutions.
- G. The Trustees shall set up Operating Guidelines to manage the SKA Trust Fund. Amongst the Operating Guidelines, the Trustees shall include the following parameters with respect to the risk profile to be considered at the time of making each investment:

- i. The investments must be made with a medium to long term investment objective and not with a Speculative or trading objective.
 - ii. Not more than twenty (20) percent of the investments shall be denominated in any foreign currency.
 - iii. Not more than twenty (20) percent of the investments shall be quoted on any stock exchange outside Singapore.
- H. The Trustees shall appoint an Investment Sub-Committee, whose role is to work with the bankers or other financial advisors and assist the Trustees in managing the Trust Fund, on the following terms and conditions:
- i. The Investment Sub-Committee shall comprise five (5) members, including the Chairperson and one other member of the Board of Trustees.
 - ii. The term of office of each member of the Investment Sub-Committee shall be three (3) years from the date of appointment and they shall be eligible for reappointment.
 - iii. The suitably appointed Non-Trustee members of the Investment Sub-Committee need not be members of the Association.
 - iv. No member of the Investment Sub-Committee shall be an employee, director, consultant or owner of any bank or other financial institution currently being used by the Trustees during their term of office and for a period of twelve (12) months before or after their term of office. Members of the sub-committee should not be remunerated for their services.
 - v. The Investment Sub-Committee shall meet as often as required but preferably at least twice a year.
 - vi. The Investment Sub-Committee shall work with the bankers appointed by the Trustees in making recommendations to the Trustees on the investment decisions
 - vii. The Investment Sub-Committee may provide recommendations to the Trustees in the setting up of the Operating Guidelines.

IX. POWERS and PROHIBITIONS of the ASSOCIATION

1. POWERS

- A. The Association shall have power:
 - a. To hold land for the purposes of its objects and functions and may acquire, purchase, lease, take, hold and enjoy immovable property of any description and subject as hereinafter provided any sell, convey assign, surrender and yield, mortgage, demise, reassign, transfer or otherwise dispose of any immovable

property vested in the Association provided that none of the powers described in this paragraph shall be exercised without a resolution being first passed at a general meeting of members held for such purpose.

- b. To erect such buildings on land so acquired as may be deemed necessary or desirable for use in connection with the objects and general purposes of the Association.
- c. To establish and maintain sports and recreational facilities for use in connection with all or any such sports, games, athletics and pastimes as the Association deems necessary.
- d. To establish and maintain any club, hostel, restaurant or other convenience in connection with the Association's property.
- e. To establish, maintain and administer any school or schools as may be necessary or desirable in connection with the objects and general purposes of the Association.
- f. To raise funds by means of voluntary subscriptions for the purposes of accomplishing its object, performing its duties and discharging its obligations.
- g. To receive legacies to or for the benefit of the Association or any school managed by the Association.
- h. To appoint Trustees for the investment of any money for the time being requiring investment in any investment authorised by law for trust funds or in the purchase of industrial equities provided that the Trustees of the Association shall not purchase industrial equities out of the funds of the Association without a resolution first being passed at a general meeting of members held for such purpose authorising the Association or its Trustees to invest specifically or generally in industrial equities.
- i. To do all such other lawful things as are incidental or conducive to the attainment of the objects and general purposes of the Association as set forth in these Rules and Regulations.

2. PROHIBITIONS

- A. The Association shall abide by the following prohibitions:
 - a. The funds of the Association shall not be used to pay the fines of members who have been convicted in Court of Law.
 - b. The Association 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.
 - c. The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to any arrangement with its

members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or services which adversely affect consumer interest.

- d. The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- e. Gambling of any kind, whether for stakes or not, is forbidden on the Association's premises without prior approval of the relevant authorities. The introduction of materials for gambling or drug taking into the premises is prohibited.
- f. The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office bearers, Committee or members without prior approval of the relevant authorities.
- g. The Association shall not raise funds from non-members for whatever purpose without prior approval of the relevant authorities.

X. GRIEVANCE PROCEDURES

1. COMPLAINTS in RESPECT of SUB-COMMITTEE ACTIVITIES

- A. Any complaint in respect of any games, sports, cultural functions or other activities of any sub-committee shall be made in writing to the respective Chairman, who shall thereupon convene a meeting of his Committee and conduct an inquiry into such complaints.
- B. The respective Committee shall have the power to dispose of the matter in such manner as it deems fit, including the power to suspend a member from participating in any game or activity.
- C. Any member dissatisfied with the decision of the respective committee may appeal in writing to the Management Committee within seven (7) days of the date of receipt of such decision. The decision of the Management Committee shall be final.

2. OTHER COMPLAINTS

- A. Complaints by members on any matter not provided for herein shall be made in writing to the General Secretary who shall place such complaints before the Management Committee for consideration or action together with a record of the steps if any taken by the General Secretary in relation thereto. The decision of the Management Committee shall be final.

XI. PATRONS

- 1. The Management Committee shall have power to invite any member of the Association or any distinguished Singaporean to become Patron of the Association.

2. Patrons shall have all the privileges of a Life member of the Association but shall have no voting rights nor be eligible to be appointed to the Management Committee.
3. There shall not be more than five (5) Patrons at any time.

XII. MEMBERS' PARTICULARS and GUESTS

1. MEMBERS' PARTICULARS

- A. A members' register shall be kept and shall contain the relevant particulars as name, category of membership, address, contact details and such other matters as this may be necessary and useful for the proper and efficient administration of these Rules and Regulations.
- B. Each member shall be responsible of ensuring the Assistant Secretary, Membership, is informed in writing of any change in the member's particulars as given at the time of application for membership and/or recorded from time to time in the Register.
- C. All notices posted shall be considered as having been duly given on the day following the date of posting.

2. MEMBERS' GUESTS

- A. Every member shall be allowed to introduce Guests subject to such Rules and Regulations and bye-laws as may be made from time to time by the Management Committee and every guest shall be considered the guest of and shall be accompanied by the member introducing him.
- B. Provided always that no person shall be introduced as a guest into the Association:
 - a. Who has been expelled from the Association or struck off the membership list; or
 - b. Whose conduct or presence in the Association premises shall be considered by the President or the General Secretary and at least two (2) other members of the Management Committee objectionable or prejudicial to the interests of the Association.
- C. There shall be no limit to the frequency for spouses and children (under 21 years of age) of Life members to enjoy all the privileges of the Association as long as they are in the company of their spouses or parents.

XIII. INTERPRETATION and AMENDMENT of RULES/BYE-LAWS

1. INTERPRETATION of the RULES and REGULATIONS

- A. The Management Committee is the sole authority for the interpretation of these Rules and Regulations and of the Bye-Laws made hereunder; and the decision of the Management Committee upon any question of the interpretation or upon any matter

affecting the Association and not provided for by these Rules and Regulations or by the Bye-Laws made there under shall be final and binding on the members.

- B. In all cases not provided for by these Rules or Bye-Laws the Management Committee shall act according to their discretion, including any breach of such Bye-Laws or Regulations.

2. AMENDMENT to the RULES and REGULATIONS

- A. These Rules and regulations may be expanded, repealed or amended by resolution at any Annual or Special (Extra-Ordinary) General Meeting, provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two-thirds of the members voting thereon.
- B. The approval of the Registrar of Societies shall be obtained before the amendments come into force.

3. BYE-LAWS

- A. The Management Committee may from time to time make, repeal and amend Bye-Laws and Regulations (not inconsistent with these Rules and Regulations) as they shall think expedient for the management and well-being of the Association, and may make provision for the imposition of reasonable fines and penalties for any breach of such Rules and Regulations and Bye-Laws.

XIV. DISSOLUTION

1. The Association shall not be dissolved except with the consent of not less than three-fifths of the members of the Association residing in Singapore expressed in person at a General Meeting convened for the purpose.
2. In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds will be divided, amongst such local Sikh institutions and in such proportions as decided upon by the General Meeting convened for the dissolution.
3. Any funds accruing from the operation of the fruit machines at the time of cessation of the operation of the fruit machines pursuant to or in connection with the dissolution of the society must be donated to a charitable organisation or otherwise disposed of in a manner approved by the Permit Officer.
4. A Certificate of Dissolution shall be given to the Registrar of Societies, within seven (7) days of the dissolution.

XV. GENERAL

1. In the event of a dispute arising amongst the members, they shall attempt to resolve the matter at an Extra Ordinary General Meeting in accordance with these Rules and

Regulations. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

- 2. Any member infringing the Rules and Regulations or Bye-Laws of the Association shall be dealt with by the Management Committee in accordance with the Rules and Regulations and Bye-Laws of the Association.
- 3. Any member intentionally breaking or damaging any article, property of the Association, or for which the Association is responsible, shall pay the cost of replacing or repairing the same as the Management Committee may decide.
- 4. Members of the Association shall have the right of inspecting the books of the Association during the Association's office hours on giving seven (7) days' notice in writing to the General Secretary stating the information they require and the reasons for the request.
- 5. A Visitor's Book shall be kept in the Association's Office in which distinguished visitors may be invited to sign their names and offer any suggestion.

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Rules and Regulations Amendments History

Revision 0 was adopted at the SKA Extra Ordinary General Meeting held on 28 June 1997; and approved by the Registry of Societies (ROS) on 30 September 1997.

Revision 1 was adopted at the SKA Annual General Meeting held on 23 August 2003; and approved by the Registry of Societies (ROS) on 11 December 2003.

Revision 2 was adopted at the SKA Annual General Meeting held on 24 November 2010, and approved by the Registry of Societies (ROS) on 21 April 2011.

Revision 3 was adopted at the SKA Annual General Meeting held on 15 November 2014; and approved by the Registry of Societies (ROS) on 29 July 2015.

Revision 4 was adopted at the SKA Annual General Meeting held on 7 May 2016; and approved by the Registry of Societies (ROS) on 23 September 2016.

Revision 5 was adopted at the SKA Annual General Meeting held on 18 December 2016; and approved by the Registry of Societies (ROS) on 15 March 2017.

Revision 6 was adopted at the SKA Annual General Meeting held on 22 July 2017; and approved by the Registry of Societies (ROS) on 10 November 2017.

Revision 7 was adopted at the SKA Annual General Meeting held on 27 July 2019; and approved by the Registry of Societies (ROS) on 21 April 2020.

Revision 8 was adopted at the SKA Annual General Meeting held on 25 September 2022; and approved by the Registry of Societies (ROS) on 4 January 2023.