

SINGAPORE KHALSA ASSOCIATION

(Registered 8th May 1931)



RULES AND REGULATIONS

SINGAPORE KHALSA ASSOCIATION

RULES AND REGULATIONS

TABLE OF CONTENTS

SECTION	TITLE	PAGE
I	INTRODUCTION	2
II	MEMBERSHIP	2
III	GENERAL MEETINGS	9
IV	ACCOUNTS	11
V	MANAGEMENT COMMITTEE	12
VI	OFFICE BEARER'S DUTIES AND RESPONSIBILITIES	16
VII	SUB-COMMITTEES	19
VIII	TRUSTEES	23
IX	POWERS AND PROHIBITIONS OF THE ASSOCIATION	24
X	GRIEVANCE PROCEDURES	26
XI	PATRONS	27
XII	MEMBERS' PARTICULARS AND GUESTS	27
XIII	INTREPRETATION AND AMENDMENTS OF RULES / BYE LAWS	28
XIV	DISSOLUTION	28
XV	GENERAL	29

SECTION 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. COLORS

The Colors 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.

SECTION II – MEMBERSHIP

1. MEMBERSHIP CATEGORIES

- a. The Association’s membership shall consist of the following categories of members as provided hereinafter:
 - i. Sikhs - Life, Corporate Life, Sports, Junior
 - ii. Non-Sikhs - Associate Life, Associate, Sports
 - iii. General - Absent
- b. Definition of “Sikhs” for the purpose of membership to the Association:

Sikhs are defined as person who profess the Sikh faith; including others who believe in the teachings of the Sri Guru Granth Sahib. The decision of the Management Committee shall be final.
- c. All categories of membership of the Association are not transferable.

2. MEMBERSHIP ELIGIBILITY

- a. LIFE MEMBERS
 - i. Life membership shall be open only to Sikhs.

b. SPORTS MEMBERS

- i. A person selected to represent the Association in a national or international tournament and is recommended by the Chairman, Sports Committee and the Convener for that sport shall be eligible to be a Sports Member. Sports members shall have all the privileges and liabilities of an Ordinary Member but shall have no voting rights nor be eligible to be appointed to the Management Committee.
- ii. The Sports membership shall only be valid for the years he is representing the Association; after which he shall have the option to become an Ordinary or Life member of the Association at a discounted rate as specified in paragraph 4 below.
- iii. In the event of dissolution, Sports members shall have no share or interest in the funds or property of the Association.

c. JUNIOR MEMBERS

- i. A person qualifying to be an Ordinary member and is under the age of 21 years is eligible to be Junior Member. Junior members shall have all the privileges and liabilities of an Ordinary Member but shall have no voting rights nor be eligible to be appointed to the Management Committee.
- ii. A Junior person may also apply to be an Ordinary or a Life Member by paying the appropriate fee in which case he will have voting rights and be eligible to be appointed to the Management Committee.
- iii. 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

- i. Associate Life membership and Associate membership shall be open to all persons who do not qualify for the corresponding Life or Ordinary memberships; subject to the usual approval and acceptance by the Management Committee. These members shall have all privileges and liabilities of the corresponding Ordinary or Life members but shall have no voting rights nor be eligible to be appointed to the Management Committee.
- ii. 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.

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

e. **ABSENT MEMBERS**

- i. Any member leaving Singapore to go abroad for more than 3 months shall notify the General Secretary in writing before his departure and shall not be liable for the payment of any subscription during his absence. On his return he shall pay the usual subscription.
- ii. While a person is an absent member, he shall not use any of the privileges of his membership.

f. **SUBSEQUENT CHANGE**

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

3. APPLICATION PROCEDURE (Amendment No 1/17)

- a. Every applicant for membership shall apply on the form provided and shall be proposed and seconded by two Life or Ordinary members or two members of the same category of membership.
- b. Applicants may be elected as members at any meeting of the Committee of Management 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 Committee may appeal at the next Annual General Meeting by giving 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 Rules, 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 & SUBSCRIPTION

a. LIFE MEMBERSHIP (Amendment No 1/03 and 1/10)

The committee shall have the power to approve a person to be a Life Member on his/her paying the sum of S\$500.00 as entrance fee. The Committee shall have the discretion to vary the amount from \$500.00 to an amount that is reasonable from time to time. Life Member shall not be required to pay any annual subscription.

b. CORPORATE LIFE MEMBERSHIP

Any Sikh firm, company, corporation or society may be elected a Corporate Life Member of the Association at the discretion of the Management Committee and such Corporate Life Member may authorize a person or persons to act as its representative or representatives.

Such Corporate Life Members shall pay a fee equal to twice the Life membership entrance fee above for each representative who shall have all the privileges of a life member and shall be entitled to attend and vote at a meeting or on a poll and if any question arises whether the person claiming to be such representative is duly authorized, the decision of the Chairman of the meeting shall be final.

c. SPORTS MEMBERSHIP

A Sports member shall pay an entrance fee and an annual subscription fee as determined by the Management Committee. Sports membership will cease when he does not represent the Association in sports anymore, after which he may, within 3 months of the expiry of his Sports membership, convert his membership to Ordinary or Life membership by paying a discounted entrance fee for the respective category. The discount shall be computed as 10% for each full year he represented the Association; subject to a maximum of 70% discount.

d. JUNIOR MEMBERSHIP

A Junior member shall pay an entrance fee and an annual subscription fee as determined by the Management Committee. A junior membership, on reaching the age of 21 years will automatically lapse. The Junior member may, within 12 months of reaching 21 years of age, convert his membership to Ordinary or Life membership by paying a discounted entrance fee for the respective category. The discount shall be computed as 10% for each full year as Junior member; subject to a maximum of 70% discount.

e. ASSOCIATE LIFE MEMBERSHIP (Amendment No 1/17)

The Committee shall have the power to appoint a person to be an Associate Life Member on his paying an entrance fee of \$2,000 (Dollars Two Thousand Only). An Associate Life Member shall not be required to pay any subscription and such member shall have no voting rights or be eligible to be appointed to the Management Committee.

f. ASSOCIATE MEMBERSHIP (Amendment No 1/17)

An Associate Member shall pay an entrance fee and an annual fee as determined by the Management Committee and such member shall have no voting rights or be eligible to be appointed to the Management Committee.

g. PAYMENT of FEE

- i. The Management Committee may at its discretion change the frequency and method of payment of subscription by giving 30 days notice to the members.
- ii. The Management Committee may at its discretion waive or suspend entrance fees or subscription for any member.

h. CHANGE of ENTRANCE FEE or ANNUAL SUBSCRIPTION
(Amendment No 1/17)

- i. The Management Committee shall have the discretion to determine the fees payable for each category of membership and to increase the fees for the various category of membership to an amount that is reasonable from time to time at their sole discretion
- ii. Notwithstanding Rule 4(k) (i) the Management Committee shall have the discretion to reduce the fees for the Sports and Junior Membership to an amount that is reasonable from time to time at their sole discretion.

1. ARREARS OF SUBSCRIPTION

- i. Any member whose subscription is in arrears for three months shall be served by the General Treasurer with a notice requesting him to settle such arrears within one month of receipt of such notice.
- ii. Should such arrears remain unpaid for one 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.
- iii. The Management Committee shall have power to institute such proceedings as may be considered necessary for the recovery of the debt.
- iv. Provided always that the Management Committee may suspend the operation of this Rule on a satisfactory explanation being received.
- v. Any member whose name has been removed per sub-paragraph (b) above, and is desirous of rejoining after a period of more than one 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 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 to 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 a 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 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 Committee of Management to resign after investigation at which the member concerned shall have the right to attend and if he does not resign within 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 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.

SECTION III - GENERAL MEETINGS (Amendment No 1/16)

1. ANNUAL GENERAL MEETINGS

- a. The Annual General Meeting shall be held within six months of the end of the financial year i.e. 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:
 - i. To receive from the Management Committee the Annual Report and Audited Financial Statements for the preceding financial year.
 - ii. To elect members of the Management Committee (every alternate year);
 - iii. To appoint Auditors for the ensuing year;
 - iv. To decide on any resolution which may be duly submitted to the meeting as hereinafter provided;
 - v. To consider any other matters brought forward in accordance with the rules of the Association.
- d. Any member desirous of moving any resolution at the Annual General Meeting shall give 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 week's notice and posted on the notice board at the Association's premises.
- b. A Special (Extra-Ordinary) General Meeting shall be convened within 21 days of receipt of an application signed by at least fifty or one quarter (whichever is lesser) of the Life and Ordinary members on the register. The purpose of calling the meeting shall be clearly spelt out in the application.

3. NOTICE PERIOD for CONVENING GENERAL MEETINGS

- a. Fourteen 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 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 7 days' notice of such intention to the General Secretary.

- c. The Annual Report, Balance Sheet and Audited Financial Statements shall be posted in the Association's premises at least 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 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 (Amendment No 1/14)

- 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 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 constitution (rules and regulations) of the Association.

6. GENERAL MEETING DECISIONS

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

SECTION IV – ACCOUNTS (Amendment No 1/16 & 1/17)

1. FINANCIAL YEAR

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

- a. 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.
- b. 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.

SECTION V - MANAGEMENT COMMITTEE (Amendment No 1/17)

1. COMPOSITION of MANAGEMENT COMMITTEE

- a. The affairs of the Association shall be managed by a Management Committee consisting of 19 members as follows:
 - i. President
 - ii. Two Vice President
 - iii. General Secretary
 - iv. Assistant Secretary, Administration & Security
 - v. Assistant Secretary, Membership
 - vi. General Treasurer
 - vii. Assistant General Treasurer
 - viii. Chairman, Sports Committee
 - ix. Chairman, Cultural & Social Committee
 - x. Chairman, Education Committee

- xi. **Chairman Media & Communications**
 - xii. Chairman, Building & Facilities Committee
 - xiii. Chairman, House Committee
 - xiv. Chairman, Young Khalsa Committee
 - xv. And 4 other Committee Members
- b. All the members of the Management Committee shall be elected at the Annual General Meeting from amongst the Life or Ordinary Members of the Association.
 - 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 their body during their 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:
 - i. Undischarged bankrupts
 - ii. Persons convicted in a court of law and sentenced to a jail term for any offense or fined S\$2,000 or more for a criminal offense.

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

If a person already on the Committee commits a breach any of these rules 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(e.g. 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 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 nomination must be completed using the prescribed forms and will require a proposer and seconded who are Life or Ordinary members of the Association.
- c. All duly completed nominated forms must reach the General Secretary at least seven 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:
 - The General Treasurer and Assistant General Treasurer;
 - 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 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 elections.
- h. Voting shall be by 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 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 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 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 weeks after the election.

**3. DUTIES and RESPONSIBILITIES of the MANAGEMENT COMMITTEE
(Amendment No 1/17)**

- a. The Management Committee shall have the duties and responsibility to:
 - i. Ensure overall management and administration of the affairs of the Association.
 - ii. Perform repairs, additions and alterations to the Association's premises as deemed appropriate.
 - iii. Power to approve expenditure up to S\$100,000 (Dollars One Hundred Thousand only) per item. For any sum in excess of this amount prior approval has to obtained at a General Meeting. This limit may be changed at each Annual General Meeting for the following year.
 - iv. Seek General Meeting approval for the sale of any immovable property of the Association by the Trustees.
 - v. Seek General Meeting approval for the purchase of any immovable property for the Association.
 - vi. Appoint and dissolve Sub-committees and Committees of Inquiry as and when deemed appropriate.
 - vii. Fill any vacant post in the Management Committee or Association representatives to other Institutions by co-opting eligible members.
 - viii. Appoint new or additional representatives to other Sikh (or non-Sikh) Institutions as required per their constitution from eligible members.
 - ix. To recruit, suspend or dismiss employees of the Association.

- x. To 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.
- xi. To plan programmes and activities to achieve the objectives of the Association.
- xii. Implement all the decisions made at the Annual General Meeting.
- xiii. Maintain discipline amongst all employees of the Association.
- xiv. 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.
- xv. Transfer any surplus funds collected from any specific or particular purpose to the Association's general funds.
- xvi. 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.
- xvii. Maintain a full registers of assets of the Association and ensure there are sufficient procedures and controls in place to protect them.

4. MEETINGS of 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.

SECTION 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, to produce 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 to maintain 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 using language unbecoming and casting aspersions on the good name of the Association and the President shall with the approval of the 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 general and management committee meetings.
- c. The General Secretary shall attend to all correspondence, make arrangements for each meeting and notify the same to the members.
- d. The General Secretary shall supervise the functions of the Assistant Secretary, Administration & Security and Assistant Secretary, Membership and take over their duties and responsibilities in their absence.

4. ASSISTANT SECRETARY, ADMINISTRATION & SECURITY

- a. He shall assist the General Secretary in the carrying out of 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 or in his absence, the General Secretary. The Assistant Secretary, Administration 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 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 the carrying out of his duties and in the absence of the General Secretary and the Assistant Secretary; Administration & 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, organize and manage all membership drives of the Association.
- d. He shall verify eligibility of membership for all purposes (e.g. 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. The General Treasurer shall at no time keep cash in hand amounting to more than S\$1000, except in unavoidable circumstances.
- d. He shall make payment for the all 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 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 the carrying out of 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. COMMITTEE MEMBERS

- a. Committee members are expected to attend committee meetings and they shall carry out duties as assigned by the President, General Secretary or General Treasurer 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.

SECTION VII - SUB-COMMITTEES

1. OVERALL

- a. The Sub-Committees provided for in the constitution below shall be so appointed and are referred to as the “Specified Sub-Committees”.
- 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 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 Chairman, may be filled by the respective Chairman. Casual vacancies in the office of 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 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 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 proceed the sub-committee

4. FUNCTIONS of the SPECIFIED SUB-COMMITTEES

- a. SPORTS COMMITTEE

The Sports Committee shall:

- i. Control and organize all games, both indoor and outdoor and arrange fixtures and tournaments.
 - ii. Frame bye-laws for the proper conduct of the various games.
 - iii. Keep proper accounts of income and expenditure (within approved budgets) relating to the activities of the sports and recreation section of the Association.
 - iv. Have full charge and management of the activities of the Sports Section of the Association subject to the overall control of the Management Committee.
 - v. Manage the use and allocation of all the Association's sports facilities.
- b. CULTURAL and SOCIAL COMMITTEE

The Cultural and Social Committee shall:

- i. Organize cultural and social activities.
 - ii. Keep proper accounts of income and expenditure (within approved budgets) relating to the activities of the cultural and social section of the Association.
 - iii. 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:

- i. Manage, organize, control and administer all schools and classes operated by the Association.
 - ii. Frame bye-laws for the proper administration and management of all schools and classes operated by the Association.
 - iii. Keep proper accounts of income and expenditure (within approved budgets) relating to the schools and classes operated by the Association.
 - iv. Subject to the over-all 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 shall:

- i. Publish a regular newsletter of the Association on a quarterly basis, or other frequency as the Management Committee may decide.
 - ii. Have responsibility for all publicity and communication to and amongst the members of the Association.
 - iii. Have responsibility for all publicity, promotions and communication pertaining to the Association or its members with other institutions and the press.
 - iv. Secure permits for all publications and promotions literature as may be required from time to time.
 - v. 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:

- i. 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.
 - ii. Have responsibility for all upgrading and other building works for the Association.
 - iii. 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.
 - iv. Keep proper accounts of income and expenditure (within approved budgets) relating to all building and facilities projects.
- f. HOUSE COMMITTEE

The House Committee shall:

- i. Ensure the smooth running of all the members' facilities in the Association's premises, including (but not limited to) the jackpot room, lounge, restaurants, gymnasium, function halls, etc.
- ii. Ensure proper procedures and controls are in place for the letting of function halls and other facilities to members of the Association.
- iii. 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.

- iv. Execute and maintain all lease agreements and service contracts pertaining to the House Committee responsibilities.
 - v. Keep proper accounts of income and expenditure (within approved budgets) relating to all House Committee activities.
- g. **YOUNG KHALSA COMMITTEE**
- The Young Khalsa Committee shall:
- i. Promote and organize social, cultural and recreational activities for the Sikh Youth in Singapore.
 - ii. Promote membership of the Association amongst the Sikh Youth.
 - iii. Encourage and co-ordinate participation of Sikh Youth in all activities of the Association.
 - iv. Keep proper accounts of income and expenditure (within approved budgets) relating to all Young Khalsa Committee activities.

SECTION VIII - TRUSTEES

1. COMPOSITION and APPOINTMENT of TRUSTEES (Amendment No 1/14)

- a. The number of Trustees shall not exceed nine or less than **three** in number.
- b. All Trustees shall be elected from amongst its Life members (subject to paragraph V.I.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 Chairman, Vice- Chairman Secretary and Treasurer for the Board of Trustees. **The Vice Chairman shall also function as the Treasurer.**
- d. A trustee may at any time resign from his appointment by giving notice in writing to the Chairman, Board of Trustees.
- 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 effecting Trustees or Trusteeship.

2. POWERS and DUTIES of TRUSTEES (Amendment No 1/14)

- 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 property vested in them in trust for the members of the Association and shall act in accordance with the terms of the Resolution that may be passed at a General Meeting.
- 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 realizing 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 authorize the Trustees to assume these powers.
- e. The Trustees shall operate bank accounts for the SKA Trust Fund using TWO authorized signatories; being the Chairman plus the Vice Chairman or Secretary.
- f. All agreements or transactions of the Trustees shall require two authorized 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 20% of the investments shall be denominated in any foreign currency.
 - iii. Not more than 20% 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. It shall comprise at least seven members and a maximum of 11 members, including the Chairman, Vice Chairman and Secretary of the Board of Trustees or an alternate Trustee; however the total number of Trustee members shall not exceed three.
 - ii. The term of office of each member of the Investment Sub-Committee shall be three 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 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.

SECTION IX - POWERS and PROHIBITIONS of the ASSOCIATION

1. POWERS

- a. The Association shall have power:
 - i. 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.
 - ii. 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.

- iii. 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.
- iv. To establish and maintain any Club, hostel, restaurant or other convenience in connection with the Association's property.
- v. 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.
- vi. To raise funds by means of voluntary subscriptions for the purposes of accomplishing its object, performing its duties and discharging its obligations.
- vii. To receive legacies to or for the benefit of the Association or any school managed by the Association.
- viii. To appoint Trustees for the investment of any money for the time being requiring investment in any investment authorized 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 authorizing the Association or its Trustees to invest specifically or generally in industrial equities.
- ix. 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.

2. PROHIBITIONS

- a. The Association shall abide by the following prohibitions:
 - i. The funds of the Association shall not be used to pay the fines of members who have been convicted in Court of law.
 - ii. 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.
 - iii. 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 effect consumer interest.
 - iv. The Association shall not indulge in any political activity or allow its funds and / or premises to be used for political purposes.

- v. 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.
- vi. 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.
- vii. The Association shall not raise funds from non-members for whatever purpose without prior approval of the relevant authorities.

SECTION 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 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 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.

SECTION 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 Patrons at any time.

SECTION XII - MEMBERS' PARTICULARS and GUESTS

1. MEMBERS' PARTICULARS

- a. Every member shall from time to time communicate to the General Secretary any change in his address or other particulars and all notices posted to such address 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 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:-
 - i. Who has been expelled from the Association or struck off the membership list; or.
 - ii. Whose conduct or presence in the Association premises shall be considered by the President or the General Secretary and at least two 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 and ordinary members to enjoy all the privileges of the Association as long as they are in the company of their spouses or parents.

SECTION XII - INTERPRETATION and AMENDMENT of RULES / BYE-LAWS

1. INTERPRETATION OF RULES

- a. The Management Committee is the sole authority for the interpretation of these Rules and of the Bye-Laws and Regulations 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 and Regulations 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 RULES

- a. These Rules 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) 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 Bye-Laws or Regulations.

SECTION XIII – DISSOLUTION (Amendment No 1/16)

1. The Association shall not be dissolved except with the consent of not less than three fifths (3/5) 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 7 days of the dissolution.

SECTION XIV - GENERAL

1. In event of a dispute arising amongst the members, they shall attempt to resolve the matter at an Extra Ordinary 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.
2. Any member infringing the Rules or Bye-Laws of the Association shall be dealt with by the Management Committee in accordance with the Rules and Bye-Laws of the Association.

3. Any member intentionally breaking or damaging any article, the 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 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.

These Rules and Regulations have been:

- A. Adopted at the SKA Extra Ordinary General Meeting held on 28th June 1997; and
- B. Approved by the Registry of Societies (ROS) on 30th September 1997

Amendments:

- A. Amendment No 1/03 4A & No 1/03 4C was adopted at SKA Annual General Meeting Held on 23rd August 2003. Approved by the Registry of Societies (ROS) on 11th December 2003.
- B. Amendment No 1/10 4A was adopted at SKA Annual General Meeting held on 24th November 2010. Approved by the Registry of Societies (ROS) on 21st April 2011.
- C. Amendment No 1/14 was adopted at SKA Annual General Meeting held on 15th November 2014. Approved by the Registry of Societies (ROS) on 29th July 2015.
- D. Amendment No 1/16 new serial number 3 was adopted at SKA Annual General Meeting held on 7th May 2016. Approved by the Registry of Societies (ROS) on 23rd September 2016.
- E. Amendment No 1/16 was adopted at SKA Annual General Meeting held on 18th December 2016. Approved by the Registry of Societies (ROS) on 15th March 2017.
- F. Amendment No 1/17 was adopted at SKA Annual General Meeting held on 22nd July 2017. Approved by the Registry of Societies (ROS) on 10th November 2017.