

**CONSTITUTION OF
THE SINGAPORE DANCESPORT FEDERATION**

Updated: 01 October 2013

ARTICLE 1
NAME

This society shall be known as the “Singapore DanceSport Federation”, hereinafter referred to as the “Federation”. The Federation is the national controlling body for DanceSport in Singapore.

ARTICLE 2
PLACE OF BUSINESS

The place of business of the Federation shall be at Apt Blk 231 Bain Street, Bras Basah Complex #04-05, Singapore 180231 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

ARTICLE 3
OBJECTS

The objects of the Federation shall be

- (1) To promote DanceSport in Singapore
- (2) To organise DanceSport competitions in Singapore
- (3) To provide standardised rules of all DanceSport competitions organised in Singapore
- (4) To act as the co-ordinating body for DanceSport athletes representing Singapore to participate in overseas DanceSport competitions

ARTICLE 4
MEMBERSHIP

- (1) Any person who is a Citizen or a Permanent Resident of Singapore may become a member of the Federation regardless of age, sex, race and religion.
- (2) Any person who is neither a Citizen nor Permanent resident of Singapore may become a member of the Federation provided:-
 - (a) his dance partner is a member of the Federation; and
 - (b) he represents Singapore in all DanceSport competitions
- (3) Any clubs or Federations registered with the Registrar of Societies, or which are entities within the Singapore government or statutory boards, and has DanceSport as its activity may seek affiliation as Club Member.
- (4) Every application for membership of the Federation shall be in writing, for which purpose a form will be supplied. The entrance fee and dues should be forwarded with the application form. Such fee and dues are refundable if the application is rejected.
- (5) The decision as to what constitutes “amateur dancer” shall rest with the Committee and shall be reviewed annually.

- (6) The decision of the Committee as regards the admission of members shall be final.
- (7) All persons who wish to participate in competitions organised by the Federation must sign up as competing members with the Federation. All competing members will have to dance in ranking points competition as determined by the Committee. The top couples based on their ranking will be selected to represent Singapore in International competitions.
- (8) The Committee shall grade a member upon his admission. The grade of such member shall be determined by his qualifications, achievements of experiences as an amateur dancer and proof of such to the satisfaction of the Committee. The grade shall only be known as :-
 - (a) Club Member
 - (b) 'Grade A' member – "Five Dances";
 - (c) 'Grade B' member – "Four Dances";
 - (d) 'Grade C' member – "Three Dances";
 - (e) 'Grade D' member – "Two Dances";
 - (f) 'Grade E' member – "One Dance"; or
 - (g) 'Social' member.

And in lieu of or in addition to, such requirements as the Committee shall from time to time determine.

- (9) Any member shall not take part or compete in any official competition, tournament or game not organized or sanctioned by the Federation without prior written approval of the Federation.

ARTICLE 5
ENTRANCE FEES, SUBSCRIPTION AND OTHER DUES

- (1) An entrance fee of \$10.00 shall be payable together with the application form for membership, in default of which the application would be rejected.
- (2) A member shall pay subscription to the Federation annually in advance, on the 1st of April every year. Subscription rates shall be in accordance with the grade of a member. Such rates shall be as follows:-
 - (a) Club member - \$200.00 per year;
 - (b) 'Grade A' member - \$75.00 per year;
 - (c) 'Grade B' member - \$60.00 per year;
 - (d) 'Grade C' member - \$50.00 per year;
 - (e) 'Grade D' member - \$40.00 per year;
 - (f) 'Grade E' member - \$30.00 per year; and
 - (g) 'Social' member - \$20.00 per year
- (3) If a member falls into arrears with his subscriptions or other dues, he shall be informed by the Honorary Treasurer immediately. If the arrears are not paid by the member within the next 14 days of their becoming due, his membership shall be automatically terminated.

- (4) A member whose membership has been terminated in accordance with Article 5(3), shall have the right of appeal to the Committee whose decision shall be final.
- (5) The members at a general meeting shall have the right to review, revise, hear and decide any matter concerning the payment of fees and dues. Any special subscriptions for particular purposes may only be raised from members with the consent of the members at a general meeting.

ARTICLE 6
MANAGEMENT OF THE CLUB

- (1) The supreme authority of the Federation is vested in a general meeting of the members presided over by the President.
- (2) Each club member shall be entitled to send two delegates to the general meeting. The names of these delegates shall be sent to the Honorary Secretary at least one week before the general meeting.
- (3) Each club member shall provide one of its delegates with written power of attorney which constitutes the authority to vote. Each club member shall be entitled to cast one vote.
- (4) An annual general meeting of the Federation shall be held within six months from the end of the financial year. The Committee shall decide the place, date and time of such a meeting. At other times a general meeting must be called by the President on the request in writing of half the number of or more members, who have paid their dues in full, stating the purpose of such a meeting; and may be called at any time by order of the Committee.
- (5) At least two weeks notice shall be given of an annual general meeting and at least ten days notice of any other general meeting and particulars of its agenda shall be given in writing at least four days before the meeting. Any member who wishes to place an item on the agenda of a general meeting may do so provided he gives notice to the Honorary Secretary one week before the meeting is due to be held.
- (6) The following matters shall be considered at the annual general meeting:-
 - (a) The previous financial year's accounts and report of the Committee.
 - (b) The election of the Committee members for the following year.
 - (c) The appointment of Auditors for the following year.
 - (d) Any other matters included in the Agenda.
- (7) No less than one-quarter of the total voting membership of the Federation should be present at a general meeting to form a quorum.
- (8) In the event of there being no quorum, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing Articles of this Constitution or make any decision affecting the members of the Federation.

- (9) Subject to contrary provision, any Notice shall be deemed to have been given when the Committee or its representative member in writing or otherwise communicates to the member.

ARTICLE 7
MANAGEMENT COMMITTEE

- (1) A Committee consisting of the following members shall be elected at each annual general meeting:-

- (a) A President
 - (b) A Vice-President
 - (c) A Honorary Secretary
 - (d) A Honorary Assistant Secretary
 - (e) A Honorary Treasurer
 - (f) A Honorary Assistant Treasurer
 - (g) A Championship Co-Ordinator
 - (h) A Publicity Manager
- and (i) One committee member

- (2) Only one club member from each club may be eligible to sit in the Management Committee.

- (3) Names for the above officers shall be proposed and seconded at the annual general meeting and election will follow on a simple majority vote of the members by secret ballot. No proxy shall be used in the election of the above officers. All officers may be re-elected term after term except

- (a) the President who may not serve more than four (4) consecutive terms, in the same post. For the avoidance of doubt, a member is eligible for re-election as President after a break of at least 1 term notwithstanding that he/she had previously served as President for four (4) consecutive terms.
- (b) the Honorary Treasurer who may not serve more than two (2) consecutive terms in the same post. For the avoidance of doubt, a member is eligible for re-election as Honorary Treasurer after a break of at least 1 term notwithstanding that he/she had previously served as Honorary Treasurer for two (2) consecutive terms.

The newly elected officers shall take office immediately and shall serve for a term of two (2) years

- (4) A Committee meeting shall be held at least once every two months after 7 days notice to Committee members. The President may call a Committee meeting at any time by giving 7 days notice. At least half of the Committee must be present for its proceedings to be valid.
- (5) The main duty of the Committee is to hold promotional activities on amateur dancing without contravening the laws of the Republic and to help in raising the proficiency level of local competitors.

- (6) The Committee shall not include any member who is or is affiliated to any vendor, supplier or any other party providing dancesport related services and/or having a direct or indirect interest in any business transaction, agreement and/or investment with the Federation. For the purpose of the foregoing, “affiliated” means being a spouse, domestic partner, child, parent, sibling and/or dance partner of such vendor, supplier or any other party as mentioned.
- (7) Any change of Management Committee members shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change

ARTICLE 8
DUTIES OF OFFICE BEARERS

The duties of the office bearers are as follows:

- (1) The President shall act as Chairman at all general and Committee meetings. He shall initiate and plan all activities of the Federation. He shall also represent the Federation in its dealings with outside persons.
- (2) The Vice-President shall assist and deputise in the absence of the President.
- (3) The Honorary Secretary shall keep correct records of all matters, except financial, of the Federation and shall deal with all the Federation’s correspondence. He shall keep minutes of all general and Committee meetings. He shall co-ordinate the Federation’s activities according to plan and decisions made during all Committee meetings. All complaints shall be made in writing to the Honorary Secretary who, if he shall be unable to handle them, shall refer them to the Committee whose decision shall be final. He shall maintain an up-to-date register of members.
- (4) The Assistant Honorary Secretary shall assist the Honorary Secretary in his duties and shall assume full responsibilities of the Honorary Secretary in the latter’s absence. He shall maintain an up-to-date ratings chart of all competing dancers.
- (5) The Honorary Treasurer shall keep all funds and collect and disburse all moneys for the Federation’s purpose on behalf of the Federation, and shall keep an account of all monetary transactions incurred during promotional functions and shall be responsible for their correctness. He shall not expend more than \$50.00 for petty expenses at any one time on behalf of the Federation, without prior approval of the Committee. He will not keep more than \$100.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee, in the name of the Federation. All cheques and cash withdrawals from the bank shall be signed by the President or the Vice-President in addition to the Honorary Treasurer.
- (6) The Assistant Honorary Treasurer shall carry out and discharge, under the direction of the Honorary Treasurer, such duties in regard to the financial aspects of the Committee as he may from time to time be required and in the absence of the Honorary Treasurer shall perform all duties pertaining to his office.

- (7) The Championship Co-Ordinator shall execute plans decided upon by the Committee and negotiate with external agencies and Government bodies on matters pertaining to the organisation of dancing competitions. He shall be responsible for all correspondence with overseas representatives, and to ensure the smooth running of competitions.
- (8) The Publicity Manager shall plan and execute publicity plans for all amateur dancing competitions and functions organised by the Federation. He shall communicate with the press and the various publicity media on issues pertaining to such competitions and functions.
- (9) The Committee Member shall assist in organising activities decided upon by the Committee or as and when tasked by the President.
- (10) Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee, and a successor may be co-opted by the Committee to serve until the next annual general meeting. Leave of absence for a period not exceeding three (3) months may be granted on application to the Committee.

ARTICLE 9

RESIGNATION, EXPULSION, SUSPENSION AND CESSATION OF MEMBERSHIP

- (1) A member may at any time by giving notice in writing to the Honorary Secretary, resign his membership of the Federation, but shall continue to be liable for any subscription or other debt due and unpaid at the date of his resignation.
- (2) A member whose subscription is unpaid after due notice has been given to him of his arrears, shall cease to be a member and his name will be deleted from the register of members, but may be replaced upon his furnishing a satisfactory explanation to the Committee and payment of all arrears.
- (3) Any member:-
 - (a) whom the Committee decides, after the administration of due process, to have acted in any way prejudicial to the interests of the Federation or to have violated any of the Articles of the Constitution,
 - (b) who has resigned or died,
 - (c) who has been adjudicated bankrupt as from the date such adjudication,
 - (d) who becomes an enemy alien,
 - (e) who has been expelled,
 - (f) who has been convicted of a serious criminal offence,
 - (g) who leaves the country to escape criminal proceedings, or

- (h) who is neither a citizen nor permanent resident of Singapore, upon termination of partnership with his dance partner,

shall cease to be a member.

- (4) A member on ceasing to be a member shall forfeit all rights to the Federation, its property and its funds.
- (5) Where a member has resigned while under suspension and such member subsequently re-joins the Federation, such member shall serve a new period of suspension equivalent to the full suspension period previously imposed, commencing from the date of the new membership.
- (6) Where a member has resigned or where a member's membership expires during on-going investigations in relation to whether such member has acted in any way prejudicial to the interest of the Federation or has violated any of the Articles of the Constitution, such investigations shall recommence upon such member re-joining the Federation.

ARTICLE 10 **AUDIT**

- (1) At each annual general meeting, two persons not members of the Committee will be elected as Honorary Auditors, and will hold office for one year only and may not be re-elected.
- (2) They will be required to audit each year's account and present a certified report upon them to the annual general meeting.
- (3) They may be required by the President to audit the Federation's accounts for any period within their tenure of office at any date and make a report to the Committee.
- (4) They shall have free access to all books and documents necessary for the purposes of auditing.
- (5) The financial year of the Federation for auditing purposes shall be from 1st April to 31st March.

ARTICLE 11 **PATRONS**

The Committee of the Federation may at any time appoint any number of persons who are Singapore Citizens of impeccable character and distinction to be Patrons of the Federation.

ARTICLE 12 **TRUSTEES**

- (1) The annual general meeting may appoint trustees, who subject to a declaration of trust, shall be vested with any immovable property the Federation may at any time acquire.
- (2) Any trustee may at any time resign his trusteeship. If a trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from Singapore for a

period of one year, he shall be deemed to have resigned his trusteeship. If a trustee is guilty of misconduct of such kind as to render it undesirable that he continues as a trustee, a general meeting may remove him from his trusteeship.

- (3) Vacancies in the trusteeship may be filled at a general meeting, but the number shall not be greater than four or less than two. Any vacancy may be temporarily filled by the candidate who received the next highest number of votes until the next annual general meeting. If there is no such candidate, the vacancy shall be filled temporarily by a member to be appointed by the Committee.
- (4) Notice in writing of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given to the members at least two weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities
- (5) The address of all immovable properties owned by the Federation, the names of the trustees and any subsequent changes must be notified to the Registrar of Societies and the Commissioner of Charities.

ARTICLE 13 **PANEL OF ADVISORS**

- (1) There shall be one or more Advisors who shall be appointed by the Committee.
- (2) The Advisors shall advise the Committee as and when necessary.

ARTICLE 14 **VISITORS AND GUESTS**

- (1) Residents in Singapore may be admitted in the premises of the Federation but they shall not be admitted to the privileges of the Federation nor shall they be admitted into the premises more than 6 times in any year. These visits are to be confined to not more than once in 14 days.
- (2) A Visitor's Book shall be kept, in which shall be entered the names of all visitors and guests, together with the signatures of the members nominating them and the dates of their visits. No person shall be a visitor or guest till his name has been entered in this book.

ARTICLE 15 **PROHIBITIONS**

- (1) Gambling of any kind and the playing of piakow or mahjong, whether for stakes or not, is forbidden on the Federation's premises. The introduction of materials for gambling or drug taking and of bad and immoral characters into the premises is prohibited.
- (2) The funds of the Federation shall not be used to pay the fines of members who have been convicted in court.
- (3) The Federation shall not engage in Trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

- (4) The Federation shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendations to, or 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 to be supplied by them.
- (5) The Federation shall not hold any lottery, whether confined to its members or not, in the name of the Federation or its office bearers, Committee or members.
- (6) The Federation shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (7) The Federation shall not raise funds from the public for whatever purpose without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities

ARTICLE 16

INSPECTION OF BOOKS, ACCOUNTS, MINUTES AND CORRESPONDENCE

The account books of the Federation, its register of members, the minutes of the Committee and the correspondence handled on behalf of the Federation may be inspected by any member of the Federation at any reasonable time, provided due notice is given.

ARTICLE 17

VOTING

- (1) The following matters shall be decided by a simple majority of votes of the members present:-
 - (a) election of internal auditors,
 - (b) election of trustees,
 - (c) any other matters affecting the members of the Federation generally.

Voting in these cases shall be by secret ballot or by a show of hands as may be agreed upon by the majority of members present.

- (2) The following matters shall be decided by a two-third majority of the members present:-
 - (a) decision of dissolution,
 - (b) amendment of rules,
 - (c) decision to change the name of the Federation,
 - (d) decision to affiliate with any other Club, Society or Federation.

Voting in these cases shall be by secret ballot.

- (3) The following procedure shall govern secret ballot:-
 - (a) that each member entitled to vote is issued with a ballot paper.
 - (b) that all members are correctly informed on the issue they are to vote.
 - (c) that sufficient time is allocated for voting.

- (d) that the counting of votes is witnessed, checked and certified by at least two ballot scrutineers appointed by a majority of the members present.
- (4) Only members who are 21 years of age and above on the date of the general meeting shall have the right to vote and hold office in the Federation.

ARTICLE 18
DISSOLUTION

- (1) The Federation shall not be dissolved, except with the consent of two-third of the total membership of the Federation for the time being resident in Singapore expressed either in person or by proxy at a general meeting convened for the purpose.
- (2) In the event of the Federation being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds and assets (after settling all debts and liabilities) are to be distributed to other charities of Institutions of Public Charter (IPCs) approved under the Charities Act (Chapter 27)
- (3) Notice of dissolution shall be given to the Registrar of Societies and the Commissioner of Charities within seven days of the dissolution.

ARTICLE 19
AMENDMENT TO RULES

No alterations or additions to these rules shall be made except at a general meeting in accordance with Article 17 of this Constitution and they shall not come into force without the prior sanction of the Registrar of Societies and the Commissioner of Charities.

ARTICLE 20
INTERPRETATION

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