



CONSTITUTION

As approved by the Registrar of Societies on
23rd February 2022 incorporating the amendments
passed at the SHF Annual General Meeting held on
30th September 2021

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SINGAPORE HOCKEY FEDERATION CONSTITUTION

WHEREAS

- (1) The Singapore Hockey Association and the Singapore Women's Hockey Association who have hitherto been responsible for the control and promotion of the game of Hockey in Singapore for men and women respectively have agreed to merge into one organization to be known as the "Singapore Hockey Federation" (hereinafter referred to as the "Federation").
- (2) The Federation is desirous of fulfilling the aim and objects recited in this Constitution for the promotion of Hockey in Singapore.
- (3) The Federation shall from the date or dates, as the case may be, of the passing of the appropriate resolutions of the Singapore Hockey Association and the Singapore Women's Association assume all rights and obligations of the Singapore Hockey Association and the Singapore Women's Hockey Association including control of all money in the accounts of the Singapore Hockey Association and the Singapore Women's Hockey Association which are transferred to it to be utilised for the purposes set out in this Constitution.
- (4) All assets owned by the Singapore Hockey Association and the Singapore Women's Hockey Association shall also from the date or dates, as the case may be, or the appropriate resolutions of the Singapore Hockey Association and the Singapore Women's Hockey Association vest in the Federation.

1. PLACE OF BUSINESS

Its place of business shall be at 57 Anchorvale Road, #02-08 Sengkang Sports and Recreation Centre, Singapore 544964 or such other address as may

subsequently be decided by the Executive Board and approved by the Registrar of Societies. The Federation shall carry out its activities only in place and premises which have the prior approval of the relevant authorities where necessary.

2. **DEFINITIONS**

In this Constitution, words importing the singular include the plural and vice versa, and words importing any one gender shall include all other genders. Unless the context otherwise requires the following words and expressions shall have the following meaning:

- (1) “Advisor” means an advisor to the Federation appointed in accordance with Article 29.
- (2) “Affiliate Member” means a Full Member or Associate Member admitted to the Federation in accordance with Articles 8 and 9 respectively.
- (3) “AGM” means the Annual General Meeting of the Members of the Federation required to be held in each calendar year.
- (4) “AHF” means the Asian Hockey Federation
- (5) “Appointed Executive Board Member” means a person appointed under Article 21.
- (6) “Associate Member” means an entity admitted as a Member of the Federation in accordance with Article 9.
- (7) “Authorised Delegate” means a person authorised by a Full Member to attend a General Meeting of the Federation and to speak and vote on its behalf at such meetings.

- (8) “Authorised Representative” means a person appointed by an Associate Member to attend a General Meeting of the Federation.
- (9) “Board Committee” means a sub-committee of the Executive Board established under Article 27.
- (10) “Board Members” means all or some of the Board Members of the Federation acting as a Board.
- (11) “By-law” means a by-law made under Article 33.
- (12) “Constitution” means this constitution as amended from time to time, and a reference to an article is a reference to an article of this Constitution.
- (13) “Elected Executive Board Member” means a person elected under Article 18.
- (14) “EGM” means an Extraordinary General Meeting of the members of the Federation called in accordance with Article 14.
- (15) “Executive Board” means the body consisting of Elected and Appointed Board Members that governs the Federation.
- (16) “Executive Board Member” means a member of the Federation’s Executive Board and includes Elected Executive Board Members and Appointed Executive Board Members.
- (17) “F.I.H” means the Fédération Internationale de Hockey (International Hockey Federation in English).
- (18) “Full Member” means an entity admitted as a Member in accordance with Article 8.

- (19) “General Meeting” means a general meeting of the Members of the Federation and includes the AGM and EGM.
- (20) “General Manager” means a person appointed as the General Manager or their equivalent by the Executive Board according to the powers conferred on them by Article 30.
- (21) “Hockey” means the sport of Field Hockey, Indoor Hockey, Hockey 5s, Beach Hockey and any other variation of the sport as recognized by the FIH.
- (22) “Hockey Events” means competitions, championships, demonstrations, exhibitions and any other events relating to Hockey.
- (23) “IHLs” means Institutions of Higher Learning such as Institutes of Technical Education, Polytechnics and Universities that are under the purview of the Ministry of Education of Singapore.
- (24) “Independent Member” means an Appointed Executive Board Member who is defined as being independent under Article 21(3).
- (25) “Life Members” shall mean and consist of individuals who have paid the entrance fee for Life Membership and whose application for Membership has been accepted by the EXCO.
- (26) “Member” means a member of the Federation in accordance with Article 7.
- (27) “Objects” means the objects of the Federation set out in Article 6.
- (28) “Ordinary Resolution” means a resolution requiring the consent of over half of the members present (disregarding abstentions and spoilt votes) at General Meeting who are entitled to vote in accordance with this Constitution.
- (29) “Patron” means a patron of the Federation appointed in accordance with Article 29.

- (30) "Policy" means a policy made under Article 33
- (31) "Rule" means a rule made under Article 33.
- (32) "Simple Majority" means over half of the votes cast (disregarding abstentions and spoilt vote) by Members present and voting.
- (33) "Special Resolution" means a resolution that must be passed by two-thirds of the members present (disregarding abstentions and spoilt votes) at a General Meeting who are entitled to vote in accordance with this Constitution.
- (34) "Trustee" means a Trustee of the Federation appointed in accordance with Article 39.
- (35) "Voting Members" means all Full Members eligible to vote at a General Meeting.
- (36) The provisions in this Constitution shall be referred to as Articles.

3. **AFFILIATION**

- (1) The Federation shall be affiliated to the FIH, the AHF, the Singapore National Olympic Council (hereinafter referred to as "SNOC"), and such other recognised bodies as the Executive Board may deem necessary.

4. **AUTHORITY**

The Federation shall strive for governmental and public recognition as the national governing body and authority for the sport of Hockey in Singapore by virtue of the Federation's affiliation to the FIH, AHF and SNOC, and through endeavours that further the Objects of the Federation.

5. **INCLUSIVITY**

The Federation shall be inclusive and shall integrate into the Federation's activities any adaptive form of Hockey for people with disabilities that has been approved by the FIH or AHF or the International Paralympics Committee.

6. **OBJECTS**

The objects of the Federation shall be as follows:

- (1) To encourage, promote, develop and control and manage Hockey in Singapore within and in accordance with the rules of the F.I.H. and in accordance with the rules of the game as settled and enforced from time to time by the F.I.H.;
- (2) To participate in or to arrange international matches, tournaments and other matches or tournaments and to select teams to represent Singapore.
- (3) To ensure uniformity of interpretation and application of the rules of Hockey in Singapore.
- (4) To act as the co-coordinating body in Singapore to promote understanding and mutual help amongst teams and persons who play Hockey;
- (5) To raise and expend funds for the promotion, development, management and control of the game of Hockey in Singapore.
- (6) Promote physical activity for health and wellness, foster community engagement and bonding for social inclusiveness, integration, and inspire the Singapore Spirit through the sport of Hockey.
- (7) To engage communities and provide access to the sport of Hockey to vulnerable segments of the community such as youth at risk and the less privileged.
- (8) Unify, co-ordinate, sanction and organize Hockey Events and activities in Singapore, including national and international Hockey tournaments and events.

- (9) Raise the competitive standards of athletes who play Hockey in Singapore for sustainable elite level performance at international competitions and multi-sport major games.
- (10) Provide sport pathways and opportunities for the progression and advancement of athletes, coaches and technical officials of the sport of Hockey in Singapore.
- (11) Raise the technical capability of Hockey coaches and technical officials in Singapore.
- (12) Generally to do anything that may be necessary for the benefit of the game of Hockey in Singapore, including rental purchase of premises for use by the Federation and the payment of remuneration to employees and of expenses incurred by any persons for services on behalf of the Federation.
- (13) Do all things complementary or incidental to attain the aforesaid objects in Articles 6(1) to 6(12).

7. **MEMBERSHIP**

- (1) The membership of the Federation shall consist of Full and Associate Members, who will collectively be referred to as Affiliates, and Life Members.
- (2) The list of the approved and most current Affiliates shall be posted on the Federation's official website.

8. **FULL MEMBERS**

- (1) Full Members shall be entities registered in Singapore with the Registry of Societies (ROS) or the Accounting and Corporate Regulatory Authority (ACRA), Institutions of Higher Learning (IHLs), Government Agencies, Statutory Boards or duly constituted bodies and schools recognised by the Ministry of Education that are willing to observe the rules and regulations of the Federation.

- (2) Full Members shall be involved in the promotion, training and / or development of Hockey in Singapore.
- (3) Full Members shall have participated in the competitions, programs, courses and activities organised by the Federation with at least 20 registered participants within the last 12 months.
- (4) Full Members shall have at least 20 registered members who are not members of another Full Member.
- (5) Full Members shall be approved by an Ordinary Resolution at an AGM, and may only exercise their voting rights at subsequent General Meetings.
- (6) Full Members may only be removed as a member of the Federation by an Ordinary Resolution at an AGM unless for the reason stated in Article 12(5).
- (7) At least half of the governing board/management committee of a Full Member shall be Singapore citizens
- (8) Full Members shall have full voting rights at the Federation's General Meetings.

9. **ASSOCIATE MEMBERS**

- (1) Associate Members shall be entities registered in Singapore with the Registry of Societies (ROS) or the Accounting and Corporate Regulatory Authority (ACRA), Institutions of Higher Learning (IHLs), Government Agencies, Statutory Boards or duly constituted bodies and schools recognized by the Ministry of Education organizations, that are willing to observe the rules and regulations of the Federation but are not eligible for Full Membership.
- (2) Associate Members shall have no voting rights at the Federation's General Meetings.
- (3) All Associate Memberships shall be approved by the Executive Board.

10. **LIFE MEMBERS**

- (1) A Life Member shall be any person above eighteen (18) years of age, who is willing to observe the rules and regulations of the Federation.

- (2) Life Members shall have no voting rights at the Federation's General Meetings.
- (3) All Life Memberships shall be approved by the Executive Board and upon acceptance, notice thereof shall be sent to the Life Member together with a copy of the Constitution of the Federation.

11. **APPLICATION FOR MEMBERSHIP**

- (1) All membership applications shall be submitted to the Secretary General in the form prescribed by the Federation's Executive Board.
- (2) Application for membership may be rejected on any of the following grounds:
 - (a) The applicant does not satisfy all or any of the relevant membership criteria set out in the relevant membership category in this Constitution.
 - (b) In the case of applications for Life Memberships, the applicant shall not have been convicted of an offence involving moral turpitude, declared a bankrupt, and in the case of Full or Associate Membership has not been wound up or dissolved.
 - (c) Where accepting the applicant would in the Executive Board's absolute discretion be deemed prejudicial to the interest of the Federation as a whole.

12. **MEMBERSHIPS FEES**

- (1) Members shall pay a one-time membership entrance fee and an annual membership renewal fee as determined by the Executive Board from time to time.
- (2) Membership renewal fees shall be paid by the 1st day of February of each calendar year.
- (3) The Executive Board may suspend members whose membership renewal fees are in arrears of one (1) month or more.
- (4) Suspended members shall not be entitled to any of the rights and privileges of membership including attending or voting rights at General Meetings.

- (5) The Executive Board may terminate members whose membership renewal fees are in arrears of more than one (1) year. Terminated members may only apply to be reinstated as a member after a lapse of one (1) year.
- (6) The list of suspended and terminated Affiliate Members shall be posted on the Federation's official website along with the effective date of their suspension or termination.
- (7) The income and property of the Federation whensoever derived shall be applied towards the promotion of the objects of the Federation as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Federation or to any of them or to any person claiming through any of them.

13 **ANNUAL GENERAL MEETINGS**

- (1) The supreme authority of the Federation is vested in a General Meeting of the members. The Annual General Meeting (AGM) shall be held not later than 30 September each year.
- (2) If there are any unavoidable reasons for delay in holding the AGM by 30 September, the members shall be notified of the reason by 30 August through email or on the Federation's official website. The AGM may be postponed to a later date if no more than one-third (1/3) of the Full Members raise any objections in writing to the Federation within seven days from the date of this notification.
- (3) At least twenty one (21) days' notice shall be provided to all Members, through email and the Federation's official website, specifying the place, date and time of the AGM.
- (4) Full Members who wish to table a resolution for the General Meeting's approval must notify the Secretary General in writing at least fourteen (14) days before the date of the AGM.

- (5) The agenda for the AGM, the Executive Board's annual report and the audited financial statements for the preceding financial year, shall be forwarded to the members at least seven (7) days before the date of the AGM.
- (6) The business to be transacted at the AGM shall be:
 - (a) To approve the annual report and the previous financial year's audited financial statements.
 - (b) To approve any resolutions tabled by Full Members in accordance with Article 13(4) or by the Executive Board.
 - (c) To appoint auditors for the ensuing term.
 - (d) Where applicable, to approve or remove Full Members.
 - (e) To hold the election for Executive Board Members.
- (7) No business other than that stated in the notice and agenda for the AGM shall be transacted at the General Meeting.
- (8) General Meetings (i.e. AGM and EGM) may be conducted, wholly or partly, by electronic means. Members must at least be allowed to contemporaneously observe the proceedings of such meetings by audio and video means (e.g. "live" webcast) and to cast their vote electronically where required. Details on the arrangements for meetings to be conducted by electronic means shall be provided to members in the notice of the meeting.

14. **EXTRAORDINARY GENERAL MEETINGS**

- (1) An Extraordinary General Meeting (EGM) may be convened at any time by order of the Executive Board or on receipt of a written requisition by at least one-third (1/3) of the Full Members of the Federation. Such requisition shall state the business that is to be transacted at the requested EGM.
- (2) The Executive Board shall convene the EGM within one (1) month of receiving the requisition. Full Members who requisitioned the EGM may proceed to convene the EGM if one is not convened by the Executive Board and shall provide the relevant notice and agenda for the meeting to all Members.
- (3) At least fourteen (14) days' notice shall be provided to all Members, through email and the Federation's official website, specifying the place, date and time of the EGM along with the resolutions to be passed at the meeting.

15. **ATTENDANCE AND QUORUM FOR GENERAL MEETINGS**

- (1) All Members of the Federation shall be eligible to attend General Meetings. Each Full Member is entitled to have one (1) authorised delegate to attend a General Meeting and to speak and vote on its behalf at such meetings.
- (2) Each Associate Member is entitled to have one (1) authorised representative to attend a General Meeting.
- (3) The names of the authorised delegates of Full Members and the authorised representatives of Associate Members who will be attending the General Meeting shall be notified to the Secretary General at least three (3) days before the date specified for the General Meeting.
- (4) Any Full Member or Associate Member whose subscription is in arrears at the date of the Notice convening the General Meeting shall be ineligible to have its delegate or representative attend the General Meeting or vote at the same.
- (5) The Executive Board may also invite various others including but not limited to the Federation's auditors, legal advisers and observers from the Federation's stakeholders for General Meetings. Such invitees shall not participate in the proceedings of the General Meetings and may only address the meeting if deemed necessary by the Chairman or with the consent of the authorised delegates present at the meeting.
- (6) At least a quarter (1/4) of the voting members (i.e. Full Members) or ten (10) voting members, whichever is the greater, present at a General Meeting shall form a quorum.
- (7) In the event of there being no quorum at the commencement of a General Meeting, 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 amend or make addition to the existing Constitution.

16. **VOTING AT GENERAL MEETINGS**

- (1) Only authorised delegates of Full Members who are above the age of twenty-one (21) shall be eligible to vote at General Meetings and for the election of Board Members.

- (2) Each authorised delegate shall have one vote. An Executive Board Member shall have no voting rights at General Meetings unless he is an authorised delegate of a Full Member.
- (3) Voting by proxy is not allowed at all General Meetings.
- (4) All resolutions, with the exception of special resolutions, shall be approved by a simple majority (i.e. more than half of the votes cast). All special resolutions shall be approved by at least two-thirds (2/3) of the votes cast.
- (5) Electronic voting is allowed for general meetings conducted by electronic means. Electronic voting can be by a physical or digital show of hands or by an online poll.

17. **GOVERNING BOARD**

- (1) The Federation shall be governed by an Executive Board between Annual General Meetings. The Executive Board shall have all the powers necessary to manage the affairs of the Federation other than those matters reserved for the Annual General Meeting's approval.
- (2) The Executive Board shall comprise the following elected members:
 - (a) A President
 - (b) A Deputy President
 - (c) Four (4) Vice Presidents at least one of whom shall be a woman
 - (d) A Secretary General
 - (e) An Assistant Secretary General
 - (f) A Treasurer
 - (g) An Assistant Treasurer

Provided that the posts of Secretary General and Assistant Secretary General shall not be held by Members of the same gender simultaneously during any term of office. This proviso shall mutatis mutandis also apply to the posts of Treasurer and Assistant Treasurer.

- (3) The Executive Board shall include the following additional members:
 - (a) The Athlete Commission Chairman; and
 - (b) Four (4) Appointed Executive Board Members
- (4) All Executive Board Members whether elected, appointed or the Athlete's Commission Chairman shall have the right to vote at Executive Board Meetings.
- (5) More than half of the Executive Board shall comprise of Singapore citizens.
- (6) Executive Board members shall at least be twenty-one (21) years of age and shall be Singapore citizens or Permanent Residents.
- (7) Executive Board members shall not be undischarged bankrupts or have criminal convictions.
- (8) Executive Board members shall not be serving a suspension or ban from the Federation or other regulatory authority.
- (9) Executive Board members shall be persons of exemplary character with the relevant experience and credentials.
- (10) Executive Board members shall neither be a paid employee of the Federation nor have a family member (i.e. child, sibling, parent, spouse, spouse's parent, spouse's sibling, grandparent, or grandchildren) who is a paid employee of the Federation. Executive Board members shall not be compensated for their service in the Executive Board.
- (11) No more than two (2) of the Executive Board members shall be family members, and such relationships must be declared upfront in the nomination and before the Executive Board election.
- (12) Any change of Executive Board members shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

18. NOMINATION AND ELECTION

- (1) All nominations for the Executive Board election must reach the Federation's office no less than seven (7) days before the AGM, and any nominations received thereafter shall be invalid.
- (2) All nominations shall be submitted in writing via prescribed forms and along with the required supporting documents as may be determined by the Executive Board.
- (3) All nominations must be proposed by a Full Member.
- (4) Nomination forms shall include a declaration by the nominee of any personal or business interest that may be of concern to the Federation or its members.
- (5) Nominated candidates must fulfil all the eligibility conditions in Articles 17 (Governing Board) and 20 (Elected Executive Board Members) respectively.
- (6) The voting eligibility of Full Members, their authorised delegates and the nominated candidates for the Executive Board election shall be verified and confirmed by a panel comprising two (2) or more independent scrutineers appointed by the Executive Board.
- (7) The list of eligible nominees shall be published in the Federation's official website and emailed to all Members at least five (5) days before the AGM where the election is to be held.
- (8) The election shall be conducted by an independent scrutineer appointed by the Executive Board.
- (9) The election will be by secret ballot and the result shall be based on a simple majority of the votes cast.
- (10) Any tie in votes that affects the outcome of the election shall be decided by a subsequent round(s) of voting until the tie is resolved.

- (11) Where the tie in votes involves more than 2 candidates, the candidate(s) with the lower vote(s) in the previous round(s) of voting shall be eliminated before the next round of voting for the remaining candidates with the highest and equal number of votes.
- (12) The counting of the votes shall be overseen and verified by two (2) or more independent scrutineers appointed by the Executive Board and/or the representatives from the Federation's auditors and/or legal advisers who are present at the AGM.

19. **KEY OFFICE BEARERS**

- (1) The President, Deputy President, Secretary General, Treasurer and Assistant Treasurer shall be recognized as the Key Office Bearers of the Federation and must be persons who are Singapore citizens.
- (2) The Treasurer should have a recognized accounting qualification and / or appropriate practical experience.
- (3) The President should have served and made positive contributions to the sport of Hockey and/or the Federation as an ex-athlete, official or elected Executive Board Member, or should be a prominent individual of good standing within the sport and / or business community.

20. **ELECTED EXECUTIVE BOARD MEMBERS**

- (1) An Elected Executive Board Member shall be nominated by a Full Member and be duly elected by the voting members at an AGM.
- (2) Elected Executive Board Members shall act in the best interest of the Federation and not do anything to bring the Federation into disrepute.

- (3) The Executive Board may at any time appoint a suitable person to fill a position vacated by an Elected Executive Board Member for the remaining term of office for the vacated position. Provided that in the event of any vacancy in the office of President, no person other than the Deputy President shall be eligible to fill the vacancy.
- (4) Where more than half of the Elected Executive Board Member positions are vacated for 6 months or more before the end of their term of office, the Executive Board shall call for an EGM to elect Executive Board Members to fill the vacant positions.
- (5) A Life Member shall not be eligible to be elected to the Executive Board.

21. **APPOINTED EXECUTIVE BOARD MEMBERS**

- (1) The Elected Executive Board Members may appoint up to four (4) other Executive Board members to ensure an appropriate balance and diversity of skills, experience and gender within the Executive Board.
- (2) Appointed Executive Board Members shall preferably be from the legal, accounting or medical profession or shall be experts in other relevant fields including marketing, event management or coach education.
- (3) The majority of the Appointed Executive Board Members should be independent members who are persons not associated or related to an Affiliate Member, organisation or individual who have an interest in the affairs or business of the Federation that could interfere, or be reasonably perceived to interfere with the exercise of the Appointed Executive Board Member's independent judgement and ability to act in the best interests of the Federation.
- (4) The Executive Board may at any time appoint a suitable person to fill a position vacated by an Appointed Executive Board Member for the remaining term of office for the vacated position.

- (5) The Executive Board shall have the power to remove an Appointed Executive Board member before the expiration of his term of office and may appoint another person in his stead for the remaining term of his office.

22. **EXECUTIVE BOARD TENURE**

- (1) The term of office of Elected Executive Board members shall be four (4) years.
- (2) The term of office of Appointed Executive Board Members shall be two (2) years.
- (3) Counting from the year 2020, Executive Board Members may serve a maximum tenure of eight (8) consecutive years on the Executive Board and, upon reaching this tenure limit, shall only be eligible for re-election or re-appointment to the Executive Board after a lapse of at least two (2) years.
- (4) For the avoidance of doubt, all term(s) served as an Executive Board Member prior to 2020, will not be taken into account in determining the total tenure period served by an Executive Board Member.
- (5) An Executive Board Member may only hold the appointment of Treasurer for a maximum of four (4) consecutive years and may only be considered for re-appointment as a Treasurer after a lapse of at least two (2) years.

23. **EXECUTIVE BOARD ROLE AND POWERS**

- (1) The role and powers of the Executive Board shall be as follows:
 - (a) Provide stewardship and trusteeship on behalf of members and be responsible for ensuring that the Federation remains viable and effective in the present and for the future.
 - (b) Provide strategic leadership, set objectives, and ensure that the necessary plans, policies, programs and resources are in place for the Federation to meet its objectives.

- (c) Ensure all legal and statutory obligations are met and all constitutional and governance requirements are complied with.
- (d) Establish a framework of prudent and effective controls which enables risk to be assessed and managed, including safeguarding of the Federation's assets and the public funds it receives.
- (e) Set the Federation's values and standards and ensure that obligations to members and other stakeholders are understood and met, and address all disciplinary issues that arise.
- (f) Be responsible for the appointment of the General Manager and other senior management employees of the Federation and provide them with clear documented roles, responsibilities and accountabilities.
- (g) Review management and Executive Board performance periodically.
- (h) Manage conflict of interest and take appropriate measures to ensure that the Federation is protected against any personal or business interests of Executive Board Members and employees of the Federation.
- (i) Identify and sufficiently engage the key stakeholder groups of the Federation and seek their views and feedback on the Federation's strategies and policies.
- (j) Consider financial sustainability, social issues and environmental factors as part of its strategy and policy formulation.
- (k) To consider and to accept applications for the Full Membership, Associate Membership and Life Membership or to refuse any such application without assigning any reason therefor.

- (l) To appoint such Board Committees, and to delegate to such Board Committees such of its powers, as the Executive Board shall determine. Every Board Committee shall furnish to the Executive Board not less than once every two months a written report of its deliberations and decisions or recommendations and activities as appropriate.
- (m) To ratify, vary or rescind, as it deems fit, decisions made by any Board Committee except that of the Disciplinary Committee or the Appeals Committee.
- (n) To hear all appeals from decisions of Board Committees (other than the Disciplinary Committee or the Appeals Committee) and to make such decisions as it shall deem fit.
- (o) To maintain and enforce discipline of Full Members, Associate Members, Life Members, players and officials.
- (p) Raise funds for the Federation and approve any expenditure from the funds and / or reserves of the Federation for the Federation's activities.
- (q) Provided that decisions that involve the acquisition and disposal of immovable properties/assets, and expenditures of significant value that draws on the Federation's financial reserves (i.e. more than 10% of reserves or \$0.25M whichever is higher) should be approved at a General Meeting by a resolution carried by at least a simple majority of the votes cast at the meeting.
- (r) To invest the reserves of the Federation in accordance with the Federation's Investment Policy.
- (s) To perform all functions and duties as otherwise provided for under this Constitution.

24. **DUTIES OF KEY OFFICER BEARERS**

- (1) The President shall chair all General and Executive Board meetings. The President shall also represent the Federation in all matters with outside persons.
- (2) The Deputy President shall assist the President and deputize for him in his absence.
- (3) The Secretary General shall ensure that all records of the Federation, except financial, are kept safely and shall be responsible for their correctness. He shall ensure that the minutes of all General and Executive Board meetings are recorded correctly. He shall also ensure that an up-to-date Register of Members is maintained.
- (4) The Assistant Secretary General shall assist the Secretary General and deputize for him in his absence.
- (5) The Treasurer shall:
 - (a) Be responsible for the funds of the Federation
 - (b) Keep an account of all monetary transactions and shall be responsible for their correctness.
 - (c) Report on the financial status of the Federation at Executive Board meetings and present audited financial reports at AGMs.
 - (d) Not hold office in the Audit Committee.
- (6) The Assistant Treasurer shall assist the Treasurer and shall deputize for the Treasurer in his absence, and shall not hold office in the Audit Committee.
- (7) All other Executive Board Members shall assist in the management of the Federation and perform duties assigned by the Executive Board from time to time.

25. EXECUTIVE BOARD MEETINGS

- (1) An Executive Board Meeting shall be held at least once every two (2) months after giving at least seven (7) days' notice to Executive Board Members.
- (2) An Executive Board Member who is absent for three (3) consecutive Executive Board meetings without any reasonable excuse accepted by the Executive Board shall be deemed to have withdrawn from the Executive Board.
- (3) At least one third of the Executive Board members must be present to form a quorum and for the meeting proceedings to be valid. This will include Executive Board members who participate in the meeting via telephone or video conferencing.
- (4) Voting at Executive Board meetings shall be by show of hands unless the meeting decides otherwise by a simple majority vote for a secret ballot. Each Executive Board member shall have one vote.
- (5) Executive Board Members who are not present at a meeting may write in prior to the meeting or call in during the meeting to vote on resolutions or required decisions circulated prior to the meeting.
- (6) The Chairman of the Executive Board meeting shall have a casting vote (i.e. second vote) in the event of a tie in the votes.

26. CIRCULAR RESOLUTIONS

- (1) The Executive Board may by a circular resolution decide on any matters of the Federation as stated within its powers under this Constitution. Such circular resolutions shall be as effective as a resolution passed at an Executive Board meeting duly convened and held.
- (2) The Secretary General or General Manager shall circulate such resolutions for the Executive Board Members' approval upon the request by any of the Executive Board Members who shall have a seconder for the same.

- (3) The circulation of such resolution(s) shall be relayed to Executive Board Members by any acceptable means of communication adopted by the Executive Board, including via email.
- (4) A circular resolution shall be carried upon acceptance by a simple majority of members from the Executive Board and shall be tabled and ratified at the following Executive Board meeting.

27. **BOARD COMMITTEES**

- (1) The Executive Board may appoint Sub-Committees comprised of person's from the Affiliate Members of the Federation, from amongst the Federation's Life Members and/or independent experts to assist the Executive Board in the management and administration of the Federation.
- (2) The Executive Board may delegate to such Sub-Committees such powers as it deems necessary.
- (3) The Executive Board shall minimally appoint the following Board Committees with the appropriate terms of reference:
 - (a) Audit Committee
 - (b) High Performance and Athlete Selection Committee
 - (c) Appeals Committee
 - (d) Disciplinary Committee
 - (e) Umpires Committee
 - (f) Tournament Committee
- (4) The Audit Committee, High Performance and Athlete Selection Committee, Appeals Committee and Disciplinary Committee shall comprise of at least three (3) persons appointed by the Executive Board. Each of these four (4) Board Committees may be headed by an Independent Member and shall have no more than two-thirds (2/3) of its members from the Executive Board.

28. ATHLETES COMMISSION

- (1) The Federation shall establish an Athletes Commission (AC) with the view to providing a process to promote open communication with the athletes.
- (2) The AC shall comprise of no more than 5 elected members, who are either past or present national Hockey players, including the Chairman who must be a former National Hockey player.
- (3) The Chairman and members of the AC shall be elected by National athletes who have represented Singapore in International Hockey competitions within the past twenty-four (24) months.
- (4) The term of office of the AC members and their term limits, if any, shall follow that of the Executive Board.
- (5) The Chairman of the AC shall be appointed as an Executive Board member with voting rights and shall represent the AC in the Executive Board until the expiry of his term as Chairman of the AC.

29 ADVISORS AND PATRONS

- (1) The Executive Board may appoint Advisors and/or Patrons who may or may not be a Member of the Federation to advise the Executive Board in such matters as and when the Executive Board deems necessary.
- (2) The Advisors and Patrons so appointed shall have no voting rights in the Executive Board.
- (3) Patrons may be invited by the President and/or the Executive Board to chair a General Meeting of the Federation in which case the Patron shall have no voting rights.

30 **GENERAL MANAGER**

- (1) The Executive Board may appoint a General Manager or an equivalent to lead the Federation's management and secretariat staff.
- (2) The General Manager shall hold office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, determined by the Executive Board.
- (3) The exercise of the General Manager's powers and authorities, and the performance of the General Manager's duties, shall always be subject to the control of the Executive Board.
- (4) The role of the General Manager will be to implement the strategies, plans and policies approved by the Executive Board and to be responsible for the management and direction of the Federation and its finances.
- (5) The General Manager shall attend all General Meetings and Executive Board meetings, subject to a determination otherwise by the Executive Board. The General Manager shall not have a vote at these meetings but may speak on any matters where required.
- (6) Subject to the terms and conditions of the appointment, the Executive Board may suspend or remove the General Manager from that office.

31 **BANK ACCOUNTS**

- (1) All Money received by the Federation shall be deposited with Banks or other Financial Institutions approved by the Executive Board.
- (2) All cheques, electronic or online payments for withdrawals from the bank shall be co-signed by Treasurer or Assistant- Treasurer and either the President or the Secretary General.

32 **AUDIT AND FINANCIAL YEAR**

- (1) A firm of Public Accountants and Chartered Accountants shall be appointed as auditors at each AGM for the next financial year and shall be eligible for reappointment.
- (2) The auditor shall be changed at least once in every 5 years, whether to another auditor from the same auditing firm or company or to another auditor from a different auditing firm or company.
- (3) The auditors 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 Executive Board.
- (4) The auditors will be required to audit each financial year's accounts and present a financial report at the AGM.
- (5) The Federation's financial year shall be from 1st April of each calendar year to 31st March the following calendar year.

33 **POLICIES AND BY-LAWS**

- (1) The Board shall have the power to make, approve, create, alter or revoke any rules, by-laws, policies, regulations, procedures and practices in relation to the management and administration of the Federation and the sport of Hockey as it deems fit
- (2) Such rules, by-laws, policies, regulations, procedures and practices from time to time in force shall not be inconsistent with the provisions of this Constitution.
- (3) If there is inconsistency, the provisions of the Constitution shall prevail, and that by-law, policy, regulation, procedure or practice shall to the extent of the inconsistency be void.

- (4) When in force, such by-laws, policies, regulations, procedures and practices shall be binding on all Members and has the same effect as a provision in this Constitution.

34 **CONFLICT OF INTEREST**

- (1) Executive Board members shall act in the best interests of the Federation, and the Executive Board shall set clear policies, procedures and take appropriate measures to declare, prevent and address any conflict of interest that may arise.
- (2) Whenever a member of the Executive Board is in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins. The Executive Board Member concerned shall then offer to withdraw and leave the meeting and not participate in the discussion or vote on the matter. The Executive Board shall decide if this should be accepted.

35 **ANTI-DOPING & PREVENTION OF COMPETITION MANIPULATION**

- (1) The Federation shall recognize the right of all its athletes to participate in clean sport and is committed to ensuring the sport is doping-free and is free of any manipulation of competitions.
- (2) All Members, athlete, participants, staff and other individuals, who are subject to the jurisdiction of the Federation are bound by and agree to abide by all World Anti-Doping Code-compliant anti-doping rules applicable to the sport and to comply with the Olympic Movement Code on the Prevention of Manipulation of Competitions.

36 **SAFE SPORT**

- (1) The Federation shall be committed to ensuring the safety and wellbeing of Hockey players, athletes and practitioners in Singapore and shall take all necessary measures to protect them from all forms of harassment and abuse.

37 DISPUTE RESOLUTION

- (1) Any dispute arising amongst Members or between any Member and the Federation shall be resolved in accordance with the Framework for Alternative Dispute Resolution for Sports (ADR Sports) or other dispute resolution framework jointly administered for the time being by Sport Singapore, the Singapore Mediation Centre and the Singapore Institute of Arbitrators

38 PRESS RELEASE

- (1) Only the President or his/her delegate shall be entitled to give press releases relating to matters concerning the Federation.

39 TRUSTEES

- (1) If the Federation at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- (2) The trustees of the Federation shall:
 - (a) Not be more than four (4) and not less than two (2) in number.
 - (b) Be elected by a General Meeting of members.
 - (c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- (3) The office of the trustee shall be vacated:
 - (a) If the trustee dies or becomes of unsound mind.
 - (b) If he is absent from the Republic of Singapore for a period of more than one (1) year.
 - (c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
 - (d) If he submits notice of resignation from his trusteeship.

- (4) Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the Federation's notice board and / or on the Federation's website at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Commissioner of Charities.
- (5) The address of each immovable property, name of each trustee and any subsequent change must be notified to the Commissioner of Charities.

40 **VISITORS AND GUESTS**

- (1) Visitors and guests may be admitted into the premises of the Federation, but they shall not be admitted into the privileges of the Federation.
- (2) All visitors and guests shall abide by the Federation's rules and regulations.

41 **PROHIBITIONS**

- (1) Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act (Cap 250), is forbidden on the Federation's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- (2) The funds of the Federation shall not be used to pay the fines of members who have been convicted in court of law.
- (3) The Federation shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- (4) The Federation shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

- (5) The Federation shall not hold any lottery, whether confined to Members or not, in the name of the Federation or of its Office-Bearers, Executive Board or Members unless with the prior approval of the relevant authorities.
- (6) The Federation shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

42 **CESSATION OF CHARITY STATUS**

- (1) In the event that the Federation ceases to be a registered charity under the Charities Act (Cap 37), all debts, liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, when the Federation is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which is/are registered under the Charities Act (Cap 37) as the members of the Federation may determine at the General Meeting, unless otherwise allowed by the Commissioner of Charities.

43 **DISSOLUTION**

- (1) The Federation shall not be dissolved except with the consent of not less than two-thirds (2/3) of the Full Members entitled for the time being to vote at General Meetings.
- (2) In the event of the Federation being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, as the case may be, with similar objectives in Singapore which is/are registered under the Charities Act (Cap 37), as the members of the Federation may determine at the General Meeting.
- (3) A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and Commissioner of Charities.

44 AMMENDMENTS TO CONSTITUTION

- (1) No alterations, amendments or additions/deletions to this Constitution shall be made except at a General Meeting and by a special resolution with the consent of at least two-thirds (2/3) of the voting members present at the General Meeting.
- (2) Such alterations, amendments or additions/deletions shall only take effect after the approval from the Registrar of Societies and the Commissioner of Charities has been received.
- (3) Any proposal to amend the Constitution shall be notified in writing to the Federation at least fourteen (14) days before the General Meeting together with a copy of the proposed amendments.

45 MATTERS NOT PROVIDED FOR AND INTEPRETATIONS

- (1) In all matters not provided for in this Constitution the decision of the Executive Board shall be final unless it is reversed at a General Meeting or by the Appeals Committee.
- (2) The Executive Board shall be the sole authority on the interpretation of this Constitution and all Rules, Regulations Policies, Procedures, Practices and By-Laws of the Federation. The decision of the Executive Board made under this Article, shall be final and binding on all parties unless reversed by the General Meeting or by the Appeals Committee.

46 CONDITIONS OF MEMBERSHIP RELATING TO COMPETITIONS, NON-CLUB MEMBERS, EXPENSES, RULES OF THE GAME, UMPIRING AND COACHING

- (1) No Member of the Federation shall, except with the written consent of the Executive Board, institute or take part in any Hockey event, challenge, tournament, League or prize competition not organized by the Federation.
- (2) No match shall be played by any Affiliate Member of the Federation against clubs, teams or associations which are not Affiliate Members of the Federation, except

with the written consent of the Executive Board or such person as the Executive Board may designate.

- (3) No Affiliate Member shall defray the expenses of its players, officials or members in respect of any match without the written consent of the EXCO. No player, official or authorised representative of an Affiliate Member shall accept reimbursement of expenses contrary to the provisions of this Article.
- (4) The rules of the game of Hockey shall be the rules from time to time enforced by the FIH and every Member shall be bound to play in accordance with, and shall be bound by those rules.
- (5) Except as permitted by the Umpire's Committee, no person may umpire any Hockey match (including friendly games) played under the jurisdiction of the Federation unless the person's name is on the Federation's Roll of Umpires, and such person shall then be subject to the jurisdiction of the Federation and shall be bound by this Constitution and shall umpire in accordance with the Rules, Regulations and By-Laws of the Federation.
- (6) Except as permitted by the Coaching Committee, no person may coach a team which represents an Affiliate Member unless the person's name is on the Federation's Roll of Coaches and such person shall then be subject to the jurisdiction of the Federation and shall be bound by this Constitution and all Rules, Regulations and By-Laws made pursuant thereto.

47 **TRANSITIONAL PROVISIONS**

- (1) All tournaments presently sanctioned, organized and being played under the auspices of the Singapore Hockey Association and the Singapore Women's Hockey Association will be adopted by the Federation with such modifications as may be necessary.
- (2) All funds presently in the accounts of the Singapore Hockey Association and the Singapore Women's Hockey Association upon being transferred to the Federation shall be utilized by the Federation in accordance with the objectives stipulated in this constitution PROVIDED that all existing financial commitments made by the

Singapore Hockey Association and the Singapore Women's Hockey Association in respect of tournaments, coaching, umpiring, etc. shall be honoured and implemented by the Federation.

- (3) All Life Members of the Singapore Hockey Federation and Life and Independent Members of the Singapore Women's Hockey Association prior to the formation of the Federation shall automatically become Life Members of the Federation upon the date of coming into forces of this Constitution without having to pay the entrance fee for Life Memberships.
 - (4) All Club Members and Corporate Members of the Federation shall automatically become Full Members of the Federation upon the date of taking effect of this Constitution, as provided in Article 44, without having to pay the entrance fee for Full Members.
 - (5) All Life Members of the Federation shall continue to be Life Members of the Federation upon the date of taking effect of this Constitution, as provided in Article 44, without having to pay any further entrance fees.
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