

Singapore Life Saving Society

*(A Member of the Royal Life Saving Society and
International Life Saving Federation)*

Constitution

Latest Amendments Approved by ROS on 14 July 2015

Office and Lifesaving Training Centre :

Kallang Basin Swimming Complex
21 Geylang Bahru Lane
Singapore 339627
E-mail: slss@slss.org.sg

CONSTITUTION

1. The Name of the Society shall be The Singapore Life Saving Society (*hereinafter referred to as the Society*) and its place of business shall be:- Kallang Basin Swimming Complex, 21 Geylang Bahru Lane Singapore 339627 or such other place as the Executive Committee may decide from time to time and approved by the Registrar of Societies. The Society shall remain a member of The Royal Life Saving Society. The Society shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.

Interpretation:

In these rules, unless the contrary intention appears :

- (i) Words importing the singular shall include the plural and vice versa and words importing the masculine gender only shall include the feminine gender.
- (ii) The words 'Simple majority' shall mean in excess of 50% of the voting members present at the meeting voting in favour of the motion.

2. Objectives:

The objectives of the Society shall be:

- (a) To promote technical education in aquatic life saving, first aid, oxygen administration and resuscitation;
- (b) To promote adoption of swimming and life saving as a Branch instruction in schools, colleges and higher educational institutes;
- (c) To encourage floating, diving, plunging and such other swimming arts as would be of assistance to a person endeavouring to save life;
- (d) To arrange and promote public lectures, demonstrations and competitions and to form classes, instructions, so as to bring about a widespread and thorough knowledge of the Principles which underlie the Art of Natation;
- (e) To promote, assist in and develop aquatic skills programmes suitable for individuals with special disabilities.
- (f) The objectives of the Society are to be carried out in Singapore.

3. Membership:

- (i) The individual members of the Society, all of whom shall have attained the age of 16 years, shall consist of Patrons, Life Governors, Life Members and Ordinary Members.
- (ii) Patrons and Life Governors shall consist of suitable individuals or members appointed by the Executive Committee to further the objectives of the Society. Patrons and Life Governors shall not be liable for any membership fees.
- (iii) An ordinary member who has been a member of the society for a continuous period of 20 years and is not in arrears of any monies due to the society may, upon request by such member to the Singapore Life Saving Society be placed on the register of life members and thereafter continue to be a member of the society without payment of any subscription or by paying a reduced subscription on such terms and conditions as may

be decided by the Executive Committee from time to time. Life Member shall pay the Society a one-off membership of \$150.00.

- (iv) Lifesaving examiners (*Grade 3 and above*), lifesaving teachers, oxygen resuscitation examiners and first aid examiners of the Society may be registered as ordinary members of the society and shall be exempted from paying ordinary membership subscription fees, if their registration remains current. Members of sub-committees shall also be exempted from paying ordinary membership fees during their period of service in the various sub-committees.
- (v) The Society may grant affiliate membership of the Society as to any local educational committee or swimming body that possess structured programmes to promote lifesaving activities year round and connected with the work of the Society. Such member shall pay an annual subscription fee of \$50 on or before the anniversary in each year of the date on which the subscription commenced. Affiliates subscription which has lapsed for 6 months shall automatically cease to a member.
- (vi) The Society may grant Associate Membership of the Society to an applying individual and/or any local swimming or aquatic body, whom/that are interested in the lifesaving activities of the Society. Such member shall pay an annual subscription fee of \$50 on or before the anniversary in each year of the date on which the subscription commenced. Affiliates subscription which has lapsed for 6 months shall automatically cease to a member. Such membership is not entitled with voting right at the society AGM.

4. Organisation:

- (i) The authority of the Society shall be vested in the Annual General Meeting and subject to this authority the Executive Committee shall conduct the affairs of the Society.
- (ii) The Executive Committee shall consist of one delegate each from the Ministry of Education, The Singapore Armed Forces, The Singapore Police Force, National Safety Council and Singapore Sports Council and the following officials:
 - a) President
 - b) Vice-President
 - c) Hon Secretary General
 - d) Hon Treasurer
 - e) Hon Asst Secretary
 - f) Six members affiliates

All officials listed from (a) to (f) above shall be elected biennially at the Annual General Meeting and shall be eligible for re-election with the exception of the Hon Treasurer. Only affiliates and individual members who have been members for 2 calendar years before the date of the Annual General Meeting are eligible to hold office in the Executive Committee.

- (iii) The Executive Committee shall have the power:
 - (a) To acquire any property real or personal which may be necessary or convenient for the use of the business of the Society;
 - (b) To organise classes of instruction and demonstrations and lectures about life saving and to appoint and employ and (*where appropriate*) remunerate instructors, demonstrators and lecturers;
 - (c) To appoint and employ (*where appropriate*) and remunerate examiners;
 - (d) To investigate all reports of rescues by members of the Society;

- (e) To appoint from time to time a member of the Society to be its representative at International Conferences and (*if and when necessary*) a deputy for such representation;
 - (f) To form any other Sub-Committee as and when deemed necessary;
 - (g) To authorise the expenditure of a sum not exceeding \$25,000.00 in respect of any item for the Society's purposes.
- (iv) The Executive Committee shall meet not less than 6 times in each year. At least 7 days notice shall be given for every Executive Committee Meeting specifying the place, date, time of meeting and nature of business to be transacted thereat.
 - (v) In the event of the resignation of an Elected Members/Affiliate except the 5 invited Delegates, during the term of office, the Executive Committee shall have power to fill the vacancy.
 - (vi) Sub-Committees shall carry out the instructions of the Executive Committee and report their work to the Executive Committee. They shall have no power to enter into an agreement of any kind without the Executive Committee's prior approval.
 - (vii) All Sub-Committees shall abide by the Constitution and by-laws of the Society.
 - (viii) A member shall cease to be on the Executive Committee if he fails to attend any 3 consecutive meetings without valid reasons.

5. Duties of Office Bearers:

- (i) The President - He shall be the Chairman at all General Executive Meetings.
- (ii) Vice-President - In the absence of the President, the Vice-President shall carry out the duties of the Chairman.
- (iii) The Hon Secretary General - He shall keep the minutes of the General and Executive Meetings as well as all Records of the Society. He shall also prepare the Annual Report for the Executive Committee.
- (iv) The Hon Treasurer shall keep proper book of accounts of all receipts and disbursements. He shall report on the state of the finance at Executive Meetings. The Hon Treasurer shall submit an audited statement of account for the financial year at the end of the Annual General Meeting.
- (v) The Hon Assistant Secretary - He shall assist the Hon Secretary General as required.

6. Annual General Meeting:

- (i) The Annual General Meeting shall be held once a year not later than 31st March of each year.
- (ii) Individual members, affiliates and organisations listed in 4(ii) shall be eligible to voting rights only if they have been members continuously for 2 calendar years before the date of the Annual General Meeting. All eligible individual members shall have one vote each. All eligible affiliates and all organisations listed in 4(ii) shall be represented by 1 delegate who will have one vote each.

- (iii) Agenda of the Annual General Meeting shall be as follows:
 - (a) To Receive and Approve the Annual Report and Statement of Account from the Executive Committee;
 - (b) To Elect Members of the incoming Executive Committee;
 - (c) To Elect 2 Auditors.
 - (d) To Consider any other business, notice of which has been given under the Constitution.
- (iv) Resolution and/or motions for amendments to the Constitution shall be sent in writing to the Hon Secretary General of the Society not less than 14 clear days before the date fixed for the Annual General Meeting.
- (v) The Hon Secretary General shall send the notice of Meeting to all members at least 14 days in advance.

7. Extra-Ordinary General Meeting:

An Extra-Ordinary General Meeting may be convened:

- (i) By Order of the Executive Committee.
- (ii) By request in writing of twelve members. A notice of at least 14 days shall be given to the Hon Secretary General.

The Meeting shall be held not later than 14 clear days upon receipt of such requests.

8. Quorum:

- (i) The Quorum at the Annual General Meeting and Extra Ordinary Meeting shall not be less than one quarter of those members with voting rights.
- (ii) The Annual General Meeting or Extra Ordinary General Meeting adjourned for lack of a quorum shall be held one hour later.
- (iii) If at an adjourned Meeting, the number present do not constitute a quorum as laid down in the Constitution, then those event present shall be considered a quorum but the Meeting shall have no powers to add, delete, alter or amend the Constitution.
- (iv) The quorum at the Executive Committee shall not be less then half of its members.

9. Amendments to Constitution:

- (i) The Annual General Meeting or Extra Ordinary General Meeting shall have power to add, delete, alter or amend the Constitution except under Rule 8 Section (iii).
- (ii) Any Resolution, Amendments, etc shall decide at a majority of those present at the Annual General Meeting or Extra-Ordinary General Meeting.
- (iii) Amendments to the Constitution shall not come into force without the prior approval of the Registrar of Societies and Sport Singapore as the Sector Administrator for sports as delegated by the Commissioner of Charities.

10. Chairman at Meeting:

The Chairman at Meetings shall be the President of the Society. In his absence, the Vice-President shall take the Chair. In the absence of the President and Vice-President, a member shall be elected to the Chair.

11. Ballot Rules:

- (i) Voting shall be by show of hands except when a secret ballot is called for by a majority of those present.
- (ii) In any Annual General Meeting, Extra-Ordinary General Meeting or Executive Committee Meeting, the Chairman shall have a vote.

12. Finance:

- (i) The financial year shall be 31st December of each year.
- (ii) All monies collected shall be deposited in a bank under the name of "The Singapore Life Saving Society".
- (iii) The bank account shall be operated by (a) The Hon Treasurer and (b) The President or (c) Vice-President.
- (iv) The Hon Treasurer is authorised to spend up to \$500.00 per month petty cash expenses on behalf of the Society.
- (v) The Executive Committee is authorised to spend a sum not exceeding \$25,000.00 in respect of any item.

13. Audit:

- (a) Two qualified auditors or accountants or individual members who are not members of the committee shall be elected as Hon Auditors at each Annual General Meeting and will hold office for one year only and not be re-elected. They will be required by the President to audit the accounts for any period within their tenure of office at any date and make a report to the Executive Committee.
- (b) Appointment of or change of auditor must have the prior approval of Sport Singapore as the Sector Administrator for sports as delegated by the Commissioner of Charities.

14. Investment of Funds:

All monies of the Society available for investment may be invested in any manner befitting the Society. This approval shall be given by a two-thirds majority of those present in the Executive Committee Meeting.

15. Dissolution of The Society

- (i) The Society shall be dissolved if so determined by a resolution of the Executive Committee passed by a majority of three quarters of the members present voting thereon at an Extra-Ordinary General Meeting of the Society convened for that purpose.

- (ii) In the event of the Society being dissolved, its assets after all liabilities have been paid shall be transferred to another institution of a public character approved under Section 37(2)(C) of the Income Tax Act and registered as a charity under the Charities Act (*Cap 37*).
- (iii) Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

16. Indemnity:

Every member of the Society is indemnified against any costs, losses and expenses which he may incur or become liable by any reason of any act or thing done by him in the discharge of any duty performed for and with the authority of the Executive Committee.

17. Prohibition:

- (i) The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.
- (ii) The Society shall not attempt to restrict or in any manner interfere with trade or prices or engage in any Trade Union activity as defined in the Trade Union Ordinance.
- (iii) The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its Office-Bearers, Committee or members.
- (iv) The Society shall not indulge in any political activity or allow its funds and/or its premises to be used for political purposes.

Amended 14 July 2015