



**CONSTITUTION OF THE
CHANGI AIRPORT RECREATION CLUB**

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CONSTITUTION OF THE CHANGI AIRPORT RECREATION CLUB

1 DEFINITIONS

The following definitions shall apply in this Constitution:-

“The CAAS” means the Civil Aviation Authority of Singapore;

“CAG” means the Changi Airport Group (Singapore) Pte Ltd;

“Chairman” means the Chairman of the Club;

“The Club” means the Changi Airport Recreation Club;

“Deputy Chairman” means the Deputy Chairman of the Club;

“The Committee” means the Management Committee of the Club;

“Members” refer to Honorary, Special, Ordinary, Associate, Associate Social and Supplementary Members;

“Secretary” refers to the Honorary Secretary; and

“Treasurer” refers to the Honorary Treasurer.

2 NAME AND PLACE OF BUSINESS

The Club shall be known as the Changi Airport Recreation Club.

The place of business of the Club shall be at 60 Airport Boulevard, Singapore Changi Airport, Level 3 & 3M, T1 Carpark, Terminal 2, Singapore 819643 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

3 OBJECTS

The objects of the Club shall be to promote active participation in sports, games, social and recreational activities amongst members and to affiliate with other sports and recreational organisations to achieve these aims.

4 MEMBERSHIP

The Club's Membership shall comprise the following:-

- (a) Honorary Members;
- (b) Ordinary Members;
- (c) Special Members;
- (d) Associate Members;
- (e) Associate Social; and
- (f) Supplementary Members.

Honorary Members

The Committee may with the concurrence of the Chairman or Deputy Chairman invite any suitable person such as those who can or have rendered exemplary service to the Club to be an Honorary Member for such period as it thinks fit.

Ordinary Members

All employees of the CAAS are eligible to be Ordinary Members of the Club.

Special Members

All employees of CAG are eligible to be Special Members of the Club.

Associate Members

Retired employees of the CAAS, employees of subsidiary companies of CAAS, retired employees of CAG, employees of subsidiaries of CAG and serving public employees at Singapore Changi Airport may at the discretion of the Committee be considered for Associate Membership.

Associate Social

Serving private employees at Singapore Changi Airport may at the discretion of the Committee be considered for Associate Social Membership.

Supplementary Members

Ordinary, Special and Associate Members may recommend their parents, relatives or friends for Supplementary Membership for a term determined by the Committee, which term shall be of not less than 12 months in duration.

5 CHAIRMAN & DEPUTY CHAIRMAN

The Club shall have a Chairman and Deputy Chairman who shall be appointed by the CAAS and CAG respectively.

6 PATRON(S)

The Committee may invite any distinguished person(s) to become Patron(s) of the Club.

7 RIGHTS AND PRIVILEGES OF MEMBERS

Ordinary Members and Special Members shall have the right to enjoy all the facilities of the Club and to vote and hold office. Honorary and Associate Members shall have the right to enjoy all the facilities of the Club but not to vote or hold office.

Associate Social and Supplementary Members shall have restricted privileges. They shall have the right to enjoy such facilities as specified in the By-laws, and participate in social activities as determined by the Committee. But they shall not be notified of meetings, attend meetings, vote or hold office in the Club.

8 APPLICATION FOR MEMBERSHIP

Application for Ordinary, Special, Associate, and Associate Social Membership shall be submitted to the Committee by the individual employees and retired employees of the CAAS or CAG, employees of subsidiary companies of CAAS or CAG and the competent public or private organisations at Singapore Changi Airport on behalf of their employees.

Application for Supplementary Membership shall be submitted to the Committee by the recommending Ordinary, Special or Associate Member.

Successful applicants shall be duly notified through their organisations and provided with a copy of the Club's Constitution and its By-laws.

The Committee shall have the right to accept or reject any application without having to assign any reason there for.

9 ENTRANCE FEE AND SUBSCRIPTIONS

The Committee shall have the power to decide and change the entrance and subscription fees payable by Members from time to time as it deems necessary. The entrance and subscription fees for retirees who are Associate Members shall either be reduced or waived.

10 MEMBERS' FAMILIES

The spouses and lawful children of Members' (except Associate Social and Supplementary Members) may use the Club's facilities on such conditions and at such times as shall be decided by the Committee.

11 GUESTS

Members (except Associate Social and Supplementary Members) may invite guests to the Club for the purpose of playing games and for such other purpose and on such conditions including payment of a guest fee as the Committee shall from time to time prescribe provided that such Members must be present at the Club at the same time as their guests and such invitation does not in any way interfere with the convenience of other Members.

12 CHARGES FOR FACILITIES

Members will be charged for the use of the Club's facilities. The Committee will from time to time determine the rates to be charged. The Committee may also hire out the Club's facilities to other organisations at rates to be determined by the Committee.

13 RESIGNATION AND EXPULSION

Members may resign from the Club by giving 1 month's notice in writing to the Honorary Secretary.

The Committee shall have the right to expel any Member for any of the following reasons:-

- (a) for contravening the rules in this Constitution and By-laws of the Club.
- (b) for behaviour and conduct prejudicial to the good name, image or interests of the Club.
- (c) for arrears of subscriptions in excess of three months.

Members who resign or who are expelled from the Club shall not be entitled to any refund of subscriptions.

The Committee shall have the right to reinstate any Member provided there are sufficient reasons to justify such reinstatement.

14 MANAGEMENT COMMITTEE

- (a) The management of the Club shall be entrusted to a Committee comprising the following officials:

A President) Appointed by the Chairman,
) in consultation with the
A Vice President) Deputy Chairman
) with two appointees from
A Honorary Secretary) Ordinary Members and
) two appointees
An Honorary Treasurer) from Special Members.

6 – 10 Ordinary Committee Members/Convenors

- (b) Elected at the AGM
The Ordinary Committee Members / Convenors shall be elected by Ordinary Members and Special Members at the AGM. The Ordinary Members or Special Members elected as Ordinary Committee Members/Convenors shall not be from the same Division of the CAAS or CAG and there shall be equal number of representation from Ordinary Members and Special Members.
- (c) The Committee may co-opt from among the Ordinary Members and Special Members not more than 4 Members to serve on the Committee. The co-opted members shall not have voting rights at Committee meeting.
- (d) The Committee may appoint persons from among its Committee Members to be Assistant Honorary Secretary, Assistant Honorary Treasurer, Convenors of the various social activities, sports and games and Ordinary Committee Members.

- (e) The term of office of the Committee shall be until the next AGM; whereby appointment by the Chairman in consultation with the Deputy Chairman, and election of Committee Members shall be held. All officers may be re-elected/ appointed for a consecutive term. However, the Honorary Treasurer and the Assistant Honorary Treasurer can only serve for a maximum of three consecutive terms.
- (f) A Committee meeting shall be held at least once in 2 months after 5 days' notice to Committee Members to examine the accounts and to arrange the affairs of the Club. The President may call a Committee meeting at any time by giving 5 days' notice. At least ½ of the Committee Members must be present for its proceedings to be valid.
- (g) Any elected official who absents himself from 3 consecutive Committee Meetings without valid reasons shall be deemed to have withdrawn from the Committee. A successor may then be co-opted by the Committee from amongst the Ordinary Members or Special Members to serve on the Committee until the next AGM.
- (h) Any official may tender his resignation from the Committee by giving 1 month advance notice in writing to the Secretary. In the event of the resignation or death of an official, a successor may be co-opted from amongst the Ordinary Members or Special Members by the Committee to serve on the Committee until the next AGM.
- (i) Any changes in the Committee shall be notified to the Registrar of Societies within 2 weeks of the change.

15 POWERS AND FUNCTIONS OF THE MANAGEMENT COMMITTEE

The Committee shall have the following powers and functions:-

- (a) to decide on all matters concerning the management and administration of the Club;

- (b) to control finances of the Club and to decide how funds should be utilised and deployed;
- (c) to make, repeal or amend any By-laws not inconsistent with this Constitution to ensure efficient management and administration of the Club. In the event of any conflict between this Constitution and the Bylaws, this Constitution shall prevail.
- (d) to engage, control and dismiss employees of the Club;
- (e) to generally undertake all necessary tasks and functions to achieve the stipulated objects of the Club.

The Committee may not act contrary to the expressed wishes of the general meeting without prior reference to it and always remains subordinate to the general meetings.

16 DUTIES AND RESPONSIBILITIES OF OFFICIALS

- (a) *President*
The President shall chair all Committee and General Meetings. He shall also represent the Club in its dealings with the CAAS, CAG and other organisations.
- (b) *Vice President*
The Vice President shall assist the President in the discharge of his duties and responsibilities. In the absence of the President, the Vice President shall cover the duties of the President.
- (c) *Honorary Secretary*
The duties of the Honorary Secretary are:-
 - (1) to summon, attend and record the proceedings of all meetings;
 - (2) to deal with all correspondence on behalf of the Club and in keeping with the decisions of the Committee;

- (3) to keep in safe custody all documents and records, except financial, pertaining to the Club and its administration and be responsible for their correctness;
 - (4) to prepare Annual Reports for the Annual General Meetings;
 - (5) to maintain an up-to-date register of members at all times; and
 - (6) to undertake any other duties as directed by the Committee.
- (d) *Assistant Honorary Secretary*
The Assistant Honorary Secretary shall assist the Secretary in carrying out his duties and responsibilities and deputise for him in his absence.
- (e) *Honorary Treasurer*
The duties of the Honorary Treasurer are:-
- (1) to keep all funds and collect and disburse all moneys on behalf of the Club;
 - (2) to prepare all necessary receipts, vouchers and other required financial statements;
 - (3) to sign cheques jointly with the President or Secretary for approved payments;
 - (4) to submit quarterly statements of accounts at the Committee Meetings;
 - (5) to prepare and submit the Annual Statement of Accounts, namely the Income and Expenditure Statement and the Balance Sheet; and
 - (6) to undertake any other duties as directed by the Committee and in keeping with the requirements of efficient financial administration.

- (f) *Assistant Honorary Treasurer*
The Assistant Honorary Treasurer shall assist the Treasurer in carrying out his duties and responsibilities and deputise for him in his absence.
- (g) *Convenors*
Convenors shall be responsible for the proper organisation, planning and control of the social/games /sports programmes under their charge. They shall select responsible and dedicated Members to assist in such programmes. They may form and chair ad-hoc working Committees with such Members if necessary for such purpose. They shall not have the power to collect funds or incur liabilities without the prior approval of the Committee.
- (h) *Ordinary Committee Members*
Committee Members shall attend and participate in the Committee Meetings. They shall assist in the organisation and planning of approved sports, games, social and cultural activities and undertake any duties as directed by the Committee.

17 GENERAL MEETINGS

- (a) The Club shall hold an Annual General Meeting of Members as soon as possible after 31 Mar and not later than 30 June to:-
 - (i) confirm the Minutes of the previous AGM.
 - (ii) receive and pass the Report and Accounts for the previous year ending 31 Mar.
 - (iii) elect Auditors/officials for the ensuing year and to transact any other business which may be properly brought before the AGM.

- (b) The Honorary Secretary shall send a notice to all Members (except Associate Social and Supplementary Members) stating time, venue and business to be transacted, at least 14 days before the AGM.
- (c) Any Member desirous of moving any resolution at the AGM shall give notice thereof in writing, together with the name of his seconder to the Honorary Secretary not less than 2 weeks before the AGM.
- (d) At all General Meetings, 50 or $\frac{1}{4}$ of the total voting Members present, whichever is lower, shall form the quorum. In the event of there being no quorum, the General Meeting shall be adjourned for an hour. Should the number then present be insufficient to form a quorum, those present shall be considered a quorum but shall have no power to alter or amend the Constitution. At all General Meetings, the President, or in his absence the Vice President shall chair the General Meeting. The Chairman of the AGM shall have a second or casting vote at the General Meeting.
- (e) The Honorary Secretary shall convene an Extra-Ordinary General Meeting (EGM) at any time on the request of the Committee, or a requisition by at least 25 Ordinary Members or Special Members. Members (except Associate Social and Supplementary Members) shall be given at least 7 days clear notice of the EGM.

18 ELECTION AND VOTING PROCEDURES AT AGM

All candidates for office shall be proposed and seconded by Ordinary Members or Special Members.

Voting shall be by secret ballot or show of hands. Candidates receiving the largest number of votes shall be duly elected.

The Chairman of the AGM may appoint 1 or more vote-counters from amongst the Ordinary Members or Special Members at the AGM.

Voting by proxy except for the purpose of dissolution shall not be permitted.

19 PROHIBITIONS

- (a) Unless with the approval of the relevant authorities, gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, is forbidden on the Club premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- (b) The funds of the Club shall not be used to pay the fines of Members who have been convicted in Court.
- (c) The Club 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.
- (d) The Club 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 to be supplied by them.
- (e) The Club shall not hold any lottery, whether confined to its Members or not, in the name of the Club or its office-bearers, Committee or Members. Unless with the approval of the relevant authorities.
- (f) The Club shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (g) The Club shall not raise funds from the public for whatever purposes without the prior approval in writing of the relevant authorities.

20 AUDIT AND FINANCIAL YEAR

- (a) Two voting Members who are not Members of the Committee will be elected as Honorary Auditors at each AGM and will hold office for 1 year only and may not be re-elected for consecutive term. Alternatively, a public accountant may be appointed by the general membership. They will be required to audit each financial year's accounts and present a report upon them to the AGM. They may be required by the President to audit the Club's accounts for any period within their tenure of office at any date and make a report to the Committee. The financial year shall be from 1 April of the current year to 31 March of the following year.
- (b) All authorisations for the withdrawal of monies and the signing of cheques shall be approved and signed by any two of the President, Vice President, the Honorary Secretary or the Honorary Treasurer. All cheques in excess of an amount established from time to time by the Committee must be countersigned by at least the President or the Vice President.

21 AMENDMENT TO THE CONSTITUTION

The provisions of the Constitution may be added to, deleted or amended only by resolution passed at a General Meeting by at least 75% of the voting Members present to be followed by approval of the Chairman and the Deputy Chairman. The amended provision shall not come into force without prior sanction of the Registrar of Societies and approval from the Commissioner of Estate Duties.

22 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. The decision of the

Committee shall be final unless it is reversed at a General Meeting of Members.

23 DISSOLUTION

- (a) The Club shall not be dissolved except with the consent of not less than 75% of the voting Members of the Club for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose and with the written approval of the Chairman, in consultation with the Deputy Chairman. In the event of the Club being dissolved, all debts and liabilities legally incurred on behalf of the Club shall be fully discharged and the remaining assets duly transferred to the CAAS and CAG in proportion of the number of Ordinary Members and Special Members except that the remaining monies from the conduct of the Private Lotteries shall be donated to approved charities in Singapore.
- (b) Certificate of Dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

24 CLUB POLICIES AND DECISIONS

The Committee shall take directions from the Chairman or Deputy Chairman on major policies and decisions concerning the Club and abide by such directions. The Chairman, in consultation with the Deputy Chairman, may veto any decision taken by the Committee and may suspend the Committee or any Member of the Committee without assigning any reason for such suspension.

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