

SINGAPORE TABLE TENNIS ASSOCIATION RULES & CONSTITUTION

1. **NAME**

- 1.1 This Association shall be known as the “Singapore Table Tennis Association”, hereinafter referred as the “S.T.T.A.”.

2. **PLACE OF BUSINESS**

- 2.1 The place of business of the S.T.T.A shall be at “5 STADIUM DRIVE #03-40 OCBC ARENA Singapore 397631” or such other address as may subsequently be decided upon by the Management Committee and approved by the Registrar of Societies. The S.T.T.A shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities (where applicable).
- 2.2 Visitors and guests may be admitted into the premises of S.T.T.A. but they shall not be admitted into the privileges of S.T.T.A. All visitors and guests shall abide by S.T.T.A’s rules and regulations as may from time to time be decided by the Management Committee.

3. **COLOURS**

- 3.1 The official colours of the S.T.T.A shall be red, white and gold.

4. **OBJECTS**

- 4.1 The objects of the S.T.T.A. shall be:
- (a) To increase participation and promote community engagement and bonding through the sport of table tennis, in order to promote health and wellness, inclusiveness and integration, and inspire the Singapore Spirit.
 - (b) To promote and safeguard the sport of table tennis, and employ when necessary, the funds of S.T.T.A for the said purpose.
 - (c) To uphold the rules and regulations (with such alterations and amendments as may be made from time to time) of the sport of table tennis as adopted by the International Table Tennis Federation (hereinafter known as “ITTF”) and to notify all members in writing of the same.

- (d) To control, conduct or supervise any table tennis tournament in the Republic of Singapore (as may be necessary).
- (e) To select players to represent the Republic of Singapore in local and overseas table tennis tournaments or matches.
- (f) To arrange friendly or competitive table tennis matches with other countries, local or overseas clubs or associations.
- (g) To settle any dispute that may arise between members of S.T.T.A and to clarify any doubt in relation to the rules and regulations of the sport of table tennis (with such alterations and amendments as may be made from time to time) as adopted by the ITTF.
- (h) To obtain, collect and receive money and funds by way of contributions, donations, subscriptions, legacies, grants or any other lawful means for or towards the objects of S.T.T.A.

5 **MEMBERSHIP QUALIFICATION AND RIGHTS**

5.1 There shall be four (4) types of membership, namely:

- (a) Full Membership;
- (b) Ordinary Membership;
- (c) Individual Membership; and
- (d) Honorary Membership.

5.2 Full Membership

- (a) Full Membership is open to clubs and associations registered with the Registry of Societies or the Accounting and Corporate Regulatory Authority, Community Sports Clubs under the People's Association, Institutions of Higher Learning, Government Ministries and Statutory Boards or such affiliates to the organisations that are willing to observe the rules and regulations of the S.T.T.A as the governing body for the sport of table tennis in Singapore.
- (b) Full Members must have on-going table tennis training and development programmes with 20 or more participants and/or registered at least 20 or more participants for table tennis competitions, programmes and/or courses within the last 24 months, and must provide the relevant proof when applying for or renewing their membership. For the avoidance of doubt, if any Full Member fails to meet the requirements in Arts 5.2(a) and (b) in accordance with the deadlines stated herein, that Full Member shall instead become an Ordinary Member, subject to the Management

Committee's approval.

- (c) Each Full Member not in arrears of annual subscription:
 - (1) Shall be entitled to one (1) vote at General Meetings and for the election of members to the Management Committee; and
 - (2) Shall inform the Honorary Secretary of its two (2) delegates, who shall be above 21 years old, at least seven (7) days before the date fixed for a General Meeting;
- (d) Subject to the applicable notice requirements, any Full Member or its delegate may move or second any motion at a General Meeting.

5.3 Ordinary Membership

- (a) Ordinary Membership is open to all organisations, clubs, associations, Government Ministries, Statutory Boards, institutions, schools and table tennis teams that are not eligible for Full Membership and willing to observe the rules and regulations of the S.T.T.A as the governing body for the sport of table tennis in Singapore.
- (b) Ordinary Members shall have no voting rights.

5.4 Individual Membership

- (a) Individual Membership is open to all individuals aged 5 and above who are residing in Singapore and willing to observe the rules and regulations of the S.T.T.A as the governing body for the sport of table tennis in Singapore. Applicants who are below eighteen (18) years of age must have the written consent of their parent or guardian.
- (b) Individual Members shall have no voting rights at S.T.T.A. General Meetings.

5.5 Honorary Membership

- (a) The S.T.T.A may upon recommendation by the Management Committee grant Honorary Membership to any individual, organisation or association.
- (b) Honorary Members shall have no voting rights.

6. APPLICATION FOR MEMBERSHIP

- 6.1 Any club, association, Government Ministry, Statutory Board, Institution of Higher Learning, organisation, institution, school, table tennis team or individual wishing to join the S.T.T.A as a member should submit its (his) application to the Honorary Secretary on the prescribed form.
- 6.2 All applications for Full Membership shall first be considered by the Management Committee for acceptance. Any acceptance of applications for Full Membership by the Management Committee shall be on a provisional basis, and the Full Member shall not be accorded any voting rights.
- 6.3 The acceptance of applications for Full Membership must subsequently be approved at the Annual General Meeting by a resolution carried by at least two-thirds (2/3) of the votes recorded at the meeting. Full Members shall be accorded voting rights only after the approval at the Annual General Meeting.
- 6.4 All applications for Ordinary Membership shall be considered by the Management Committee for approval.
- 6.5 A copy of the Constitution shall be furnished to every approved member upon the payment of the entrance fee.

7. SUBSCRIPTIONS AND OTHER DUES

- 7.1 Every Full Member, Ordinary Member and Individual Member shall be liable to pay an annual subscription on such rates as may be revised by the Management Committee from time to time, provided that the members of the S.T.T.A are informed of such revision at the Annual General Meeting. Honorary Membership subscription is waived but is subject to revision by the Management Committee from time to time.
- 7.2 Annual subscriptions are payable in advance on or before 7 January of each calendar year. In case of non-payment of the annual subscription, the Honorary Secretary shall serve a written reminder on the defaulting member requesting payment of the same. Any member who fails to pay the annual subscription within thirty (30) days after receiving such a written reminder shall automatically cease to be a member of the S.T.T.A, unless an extension of the deadline for payment of the annual subscription has been granted by the Management Committee. Any member whose membership is cancelled by reason of non-payment of the annual subscription may apply to the S.T.T.A for reinstatement upon payment of all outstanding annual subscription.
- 7.3 Any written reminder under Art 7.2 herein shall be sufficiently served if it is delivered to the member personally or to the member's

last known address by way of ordinary post. Service of the written reminder is treated as effected at the time at which the letter would be delivered in the ordinary course of post.

- 7.4 The income and property of the S.T.T.A. whensoever derived shall be applied towards the promotion of the objects of the S.T.T.A 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 S.T.T.A or to any of them or to any person claiming through any of them.

8 WITHDRAWAL OF MEMBERSHIP AND EXPULSION

- 8.1 A member may at any time by notice in writing to the S.T.T.A and addressed to the Honorary Secretary withdraw its (his) membership, provided always that any outstanding annual subscription must be paid forthwith and failing which, the withdrawal will not be allowed and the defaulting member shall be expelled instead.
- 8.2 Any member who fails to observe the Constitution shall be liable to expulsion.
- 8.3 The S.T.T.A reserves the right to expel any member without having to state any reason for such expulsion.
- 8.4 The expulsion of a Full Member shall not be valid unless it is approved by at least two-thirds (2/3) of the votes recorded at an Annual General Meeting. Prior to the Annual General Meeting, the Full Member liable to expulsion may be suspended by the Management Committee. A suspended Full Member shall lose its membership rights, including the right to vote at any General Meeting, and shall not be present at any General Meeting.
- 8.5 Any member expelled from the S.T.T.A shall not be accepted for membership again, unless its (his) reinstatement is carried by at least two-thirds (2/3) of the votes recorded at a General Meeting.

9 SUPREME AUTHORITY AND GENERAL MEETINGS

- 9.1 The supreme authority of the S.T.T.A is vested in a General Meeting of the members.
- 9.2 An Annual General Meeting shall be held once every year within 6 months from the close of the financial year and at such time and place as the Management Committee shall so determine.
- 9.3 An Extraordinary General Meeting must be called by the President

on the request in writing of not less than $\frac{1}{3}$ of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at any time by order of the Management Committee. The request in writing shall be given to the Honorary Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from the receipt of the written request to convene the Extraordinary General Meeting.

If an Extraordinary General Meeting has been called, convened and decision reached, no further Extraordinary General Meeting shall be called and convened for the same purpose or business within the next six (6) months from the date the decision was reached.

- 9.4 If the Management Committee does not within two (2) months after the date of the receipt of the written request convene the Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the meeting by giving two (2) weeks' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the S.T.T.A's notice board and/or the official website of the S.T.T.A.
- 9.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and/or Extraordinary General Meeting. Notice of meeting stating the date, time, place and agenda of meeting shall be served by the Honorary Secretary on all voting members. Any notice of meeting shall be sufficiently served if it is delivered to the member personally, to the member's last known address by way of ordinary post or to the member's last known email address. Service of the notice is treated as effected at the time at which the notice would be delivered in the ordinary course of post, or at the time when the email is sent to the member.
- 9.6 The points to be discussed at the Annual General Meeting shall include the following:
 - (a) The previous financial year's Annual Report and Audited Statement of Accounts as approved by the Management Committee and signed by the President, Treasurer and appointed audit firm;
 - (b) Where applicable, the election of members of the Management Committee for the following term; and
 - (c) Where applicable, the appointment of a firm of Public Accountants and Chartered Accountants to carry out an annual audit and internal control systems of the S.T.T.A's accounts.
- 9.7 Any Full Member or its delegate who wishes to place an item on the

agenda of a General Meeting may do so, provided that notice is given to the Honorary Secretary not less than seven (7) days before the meeting is due to be held.

- 9.8 The President shall be the Chairman of all Annual General Meetings and Extraordinary General Meetings. If the President is unable to chair the meeting, the Deputy President shall be the Chairman. If both the President and the Deputy President are not able to chair the meeting, then any one of the Vice Presidents or member elected by the meeting shall be the Chairman.
- 9.9 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting (whether personally or electronically present) shall form a quorum.
- 9.10 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 any part of the existing Constitution.
- 9.11 The following matters shall be passed by special resolutions carried by at least two-thirds (2/3) of the votes recorded at a General Meeting:
 - (a) Acceptance of applications for Full Membership;
 - (b) Expulsion of Full Members;
 - (c) Reinstatement of expelled members; and
 - (d) Acquisition and disposal of immovable properties or assets and expenditures of significant value that draws on S.T.T.A. financial reserves i.e., more than 10% of S.T.T.A. financial reserves or S\$0.25million, whichever is higher, but excluding utilisation of grants, donations and sponsorships meant for specified purposes.
- 9.12 Subject to Articles 9.11, 21.1 and 24.1 other matters shall be passed by ordinary resolutions carrying a simple majority of the votes recorded at a General Meeting.
- 9.13 Voting at all Annual General Meetings and Extraordinary General Meetings shall be by ballot or in such manner as the Chairman shall deem fair and expedient. Only those present at the meetings shall be eligible to vote unless otherwise provided herein.
- 9.14 A General Meeting may be convened, held or conducted, whether wholly or partly, by electronic means. Members must be allowed to contemporaneously observe and listen to the proceedings of such a General Meeting by audio and video means. Details for the arrangements for a General Meeting conducted, whether wholly or partly, by electronic means, shall be provided to the members in the

notice of each meeting.

10. MANAGEMENT AND COMMITTEE

10.1 Subject to Article 10.7 below, the administration of the S.T.T.A shall be entrusted to a Management Committee consisting of the following members to be elected at alternate Annual General Meetings:

- (a) A President;
- (b) One (1) Deputy President;
- (c) Three (3) Vice-Presidents;
- (d) An Honorary Secretary;
- (e) An Honorary Assistant Secretary;
- (f) An Honorary Treasurer;
- (g) An Honorary Assistant Treasurer; and
- (h) Five (5) elected delegates of the Full Members.

10.2 Any Full Member or its delegate may stand for, nominate or second any other Full Member or its delegate, or any Individual Member, above 21 years of age and who is a Singapore Citizen or Singapore Permanent Resident, for election to the Management Committee.

10.3 A nomination shall be valid only if it is duly proposed and seconded by a Full Member or its delegate, 7 days prior to the Annual General Meeting (the "Closing Date"). The prior consent of the nominee and declaration by the nominee in writing to the President or the Honorary Secretary of any personal or business interests related to the S.T.T.A, if any, must be given by the Closing Date, failing which the nomination shall not be valid unless the Management Committee otherwise decides.

After the Closing Date:

- (a) In the event that there is only 1 nomination for the position of President and not more than 13 nominations for the position of Management Committee member, such nominees shall be declared and deemed to be elected as the President and Management Committee members respectively at the Annual General Meeting.
- (b) In the event that there is no nomination for the position of

President and not more than 14 nominations for the position of Management Committee member, such nominees shall be declared and deemed to be elected as the Management Committee at the Annual General Meeting. The new Management Committee shall elect the new President from amongst themselves.

- (c) In the event that there is more than 1 nomination for the position of President, there shall be an election for the position.
- (d) In the event that there are more than 13 nominations for the position of Management Committee member, there shall be an election for the position of Management Committee member.
- (e) In the event that there are more than 2 but not more than 13 nominations for the position of Management Committee member, then the number of Management Committee members shall be that deemed to be elected under Art 10.3(a) above and no further nomination and election of Management Committee members shall be required.
- (f) In the event that there are less than 3 nominations for the position of Management Committee member, the remaining number of Management Committee members shall be nominated and elected by the Full Members present at the Annual General Meeting, such that the total number of Management Committee members is 3.
- (g) In the event that there is no nomination for the position of President or Management Committee member, the Annual General Meeting shall be postponed for 14 working days. The date of this deferred Annual General Meeting shall be communicated to all Members by the next working day. This notice shall also inform the Full Members that new nominations can be accepted, but such nominations shall reach the President or the Honorary Secretary of the immediate past Management Committee not later than 7 working days prior to the rescheduled Annual General Meeting.
- (h) The elected Management Committee members and the elected President shall elect from amongst themselves at the first Management Committee meeting after the election, the following office bearers:
 - (1) Up to one (1) Deputy President;
 - (2) Up to three (3) Vice President(s);

- (3) A Honorary Secretary;
 - (4) An Assistant Honorary Secretary;
 - (5) A Honorary Treasurer; and
 - (6) An Assistant Honorary Treasurer.
- 10.4 The eligibility of voting members and nominated candidates for the Management Committee election should be verified and confirmed by an independent panel that comprises individuals who are not contesting the elections.
- 10.5 Subject to Article 10.7, election to the Management Committee shall be by way of a simple majority vote of the members. Any tie in votes that affects the outcome of the election shall be resolved through a subsequent round(s) of voting. If the tie involves more than two (2) candidates, the candidate with the lowest number of votes shall be eliminated after each round. If a tie persists after two (2) consecutive rounds of voting involving the same candidates, the Chairman who is presiding over the election shall draw lots to resolve the tie.
- 10.6 The counting of the votes shall be overseen and verified by two (2) or more scrutineers from the members present at the AGM who are not contesting the election and/or the representatives from the S.T.T.A.'s auditors and/or legal advisers who are present at the AGM.
- 10.7 The Chairperson of the Athletes Commission shall be appointed as a member of the Management Committee with full voting rights, upon his election as Chairperson of the Athletes Commission. The Chairperson of the Athletes Commission shall hold office as a member of the Management Committee, and represent the Athletes Commission in the Management Committee, until the expiry of his term as Chairperson of the Athletes Commission.
- 10.8 Subject to Article 10.7, members of the Management Committee shall hold office for a term of two (2) years or until the next election but no later than the next Annual General Meeting year when they shall retire, but shall be eligible for re-election with the following exceptions:
- (a) The President shall not hold office for more than four (4) consecutive terms;
 - (b) The Honorary Treasurer shall not hold office for more than two (2) consecutive terms. An Honorary Treasurer who has held office for two (2) consecutive terms shall be eligible for re-election after a break of the office of the Honorary

Treasurer of at least one (1) term; and

- (c) An individual shall not serve more than four (4) consecutive terms of eight (8) years as a member of the Management Committee but shall be eligible for re-election after a break of at least one (1) term.

- 10.9 At least two-thirds (2/3) of the Management Committee (including the President, Deputy President, Vice-Presidents, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer and Honorary Assistant Treasurer) shall be Singapore Citizens. Further, at least 12 of the members of the Management Committee shall be Full Members.
- 10.10 Under no circumstances shall the total number of the members of the Management Committee be less than three (3), of whom two (2) must be Singapore Citizens.
- 10.11 At least half of the Management Committee must not be:
 - (a) An employee of the S.T.T.A;
 - (b) Related to any individual or entity (except the Government) that established the S.T.T.A, or be such an individual;
 - (c) Related to any individual who is involved in the general control and management of the administration of any entity (except the Government) that established the S.T.T.A.
- 10.12 No more than 3 Management Committee members shall be family members, and such relationships must be declared upfront in the nomination and before the Management Committee election.
- 10.13 An individual is related to another individual if the other individual is the first individual's (a) child or grandchild; (b) sibling; (c) parent or grandparent; (d) spouse; or (e) spouse's parent or sibling.
- 10.14 Any member of the Management Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Management Committee and a successor may be co-opted by the Management Committee to serve until the next election or the Annual General Meeting, whichever is earlier.
- 10.15 An individual's appointment as a member of the Management Committee shall terminate if he or she dies, resigns or if it is revoked by a General Meeting or removed by the Management Committee.
- 10.16 The Management Committee members shall not be individuals who are disqualified from serving on the Board of charities or companies

pursuant to the Charities Act 1994 and Companies Act 1967 or have past convictions for offences for which criminal record cannot be spent pursuant to the Registration of Criminals Act (Third Schedule).

- 10.17 The Management Committee members shall not be serving a suspension or ban from the ITTF or other regulatory authority.
- 10.18 The Management Committee members shall be persons of good character with the relevant experience and credentials.
- 10.19 The S.T.T.A may appoint prominent Singapore Citizens to be:
- (a) Independent Delegates (up to 20 positions);
 - (b) Legal Advisers (up to 3 positions);
 - (c) Technical Advisers (up to 3 positions); or
 - (d) Honorary Advisers.

All appointed Delegates and Advisers shall have no rights to vote at Management Committee meetings, and shall hold the appointment concurrent with the tenure of the Management Committee which appointed them.

- 10.20 Any change of the Management Committee members shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

11 MEETINGS AND CIRCULAR RESOLUTION OF THE MANAGEMENT COMMITTEE

- 11.1 A Management Committee Meeting shall be held, if necessary, at least once every two (2) months, after giving seven (7) days' notice to members of the Management Committee. The President may call a Management Committee Meeting at any time by giving five (5) days' notice.
- 11.2 At least one-third (1/3) of all members shall form a quorum for a Management Committee Meeting.
- 11.3 The President shall be the Chairman of all Management Committee Meetings. If the President is unable to chair, the Deputy President shall be the Chairman. If both the President and the Deputy President are not able to chair, then any one of the Vice Presidents or member elected by the meeting shall be the Chairman.
- 11.4 Voting at all Management Committee Meetings shall be by ballot or in such manner as the Chairman shall deem fair and expedient. Each

member of the Management Committee shall be entitled to one (1) vote during each Management Committee Meeting. In the event of a tie, the Chairman of the meeting shall have a casting vote.

- 11.5 Where a conflict of interest arises at a Management Committee Meeting, the member of the Management Committee concerned should not vote on the matter nor participate in the discussions. He or she should also offer to withdraw from the meeting, and the other members of the Management Committee should decide if this is required.
- 11.6 The Management Committee may by a circular resolution decide on any matters of S.T.T.A. as stated within its powers under this Constitution. Such circular resolutions shall be as effective as if passed at a Management Committee meeting duly convened and held.
- 11.7 The resolutions for the Management Committee members' approval shall be circulated by the Secretariat upon the request by any of the Management Committee member who shall have a seconder for the same.
- 11.8 The circulation of such resolution(s) shall be relayed to Management Committee members by any acceptable means of communication adopted by the Management Committee, including via email.
- 11.9 A circular resolution shall be carried upon acceptance by a simple majority of members of the Management Committee and shall be tabled and ratified at the following Management Committee meeting.

12. POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

- 12.1 The duty of the Management Committee is to organise and supervise the daily activities of the S.T.T.A. The Management Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings. The Management Committee shall also act in the best interest of S.T.T.A and not do anything to bring the S.T.T.A into disrepute.
- 12.2 The Management Committee shall have the following powers:
 - (a) To carry out the objects of the S.T.T.A as set out in Art 4 herein and to carry out all decisions reached at the Annual General Meeting or Extraordinary General Meeting;
 - (b) To remove the Committee member who is appointed by the Committee before the expiration of his period of office and

may appoint another person in his stead;

- (c) To develop an annual workplan at the beginning of each financial year specifying its annual and long-term targets;
- (d) To report on the achievements and performance of the S.T.T.A on an annual basis and such report shall be made available to Sport Singapore within three (3) months from the close of each financial year;
- (e) To formulate and implement a Management Committee Code of Conduct, which the Management Committee shall observe in the exercise of its powers, and to set up an Independent Ethics Committee to review the Management Committee's exercise of its powers;
- (f) To formulate and implement a "Conflict of Interest" policy specifying the types of business conduct or transactions that may raise concerns of partiality and provide clear procedures for disclosure of actual or potential conflict(s);
- (g) To receive and document any declaration by any member of the Management Committee of his or her personal or business interests related to the S.T.T.A, to review such business conduct or transactions and the discussion and evaluation thereof leading to the final decision shall also be documented;
- (h) To formulate and implement a comprehensive procurement policy (including purchase processes, inventory management and other financial/budgeting procedures) detailing the approval authorities of the Management Committee and its key appointment holders;
- (i) To formulate and implement a multi-year sports plan, and an annual operation plan and budget for such plan;
- (j) To formulate and implement an athlete agreement and code of conduct;
- (k) To formulate and implement the selection process and policies for representatives for the table tennis national team representing the Republic of Singapore, overseas competitions and major games;
- (l) To formulate and implement the selection process and policies for officials, including technical officials and team managers, for overseas competitions, and a policy for opportunities for such officials to upgrade themselves;

- (m) To formulate and implement an anti-doping policy and a policy in compliance with the Olympic Movement Code on the Prevention of Manipulation of Competitions;
- (n) To formulate and implement a safe sports policy;
- (o) To formulate and implement a privacy and data protection policy;
- (p) To formulate and implement a whistle-blowing policy;
- (q) To formulate and implement a human resources policy;
- (r) To formulate and implement a dispute resolution protocol in the event that any dispute arises amongst Members, or between any Member and the S.T.T.A;
- (s) To nominate or appoint any individual to fill up any vacancy in the Management Committee and that individual shall remain in office for the remaining unexpired term held by the outgoing member of the Management Committee;
- (t) To formulate and implement a sanctioning policy for table tennis championships or tournaments in the Republic of Singapore;
- (u) To interpret this Constitution and, unless reversed at an Annual General Meeting or Extraordinary General Meeting, the decision of the Management Committee thereon shall be final and binding on all members;
- (v) To formulate and implement a Code of Conduct for members and to set up an Independent Disciplinary Committee to review any breach of this Code of Conduct by members;
- (w) To clarify any doubt in relation to the rules and regulations of the sport of table tennis (with such alterations and amendments as may be made from time to time) as adopted by the ITTF;
- (x) To purchase, lease, hire or otherwise acquire any real or personal estate for the purpose of the S.T.T.A;
- (y) To appoint Working Sub-Committees as and when it is necessary during the term of its office, and to receive reports therefrom;
- (z) To approve and authorise expenditure of any sum of money in order to carry out the objects of the S.T.T.A;

- (aa) To invest and deal with the funds of the S.T.T.A not immediately required upon such securities and in such manner as may be from time to time required;
- (bb) To borrow or raise upon loan any sum or sums of money and for the purpose of securing repayment thereof to execute or give any mortgages, charges, bonds, or other securities over all or any of the property of the S.T.T.A as may be deemed necessary and to liquidate, redeem or pay off such obligations and securities or any of them;
- (cc) To consider applications for Full or Ordinary Membership within three (3) months of receipt of such application and in the event of rejection to document the reasons thereof;
- (dd) To establish a formal appeals process for rejected applications for membership;
- (ee) To revoke or cancel the membership of any member and document the reasons thereof; and
- (ff) To do all acts as are consistent with the objects and interests of the S.T.T.A.

12.3 No member of the Management Committee shall be eligible for any honorarium or allowance, except for reimbursement for expenses or payment for provision of services, with prior approval from the Management Committee.

13 DUTIES OF OFFICE-BEARERS

13.1 The President shall:

- (a) Preside at all Management Committee Meetings, Extraordinary and Annual General Meetings;
- (b) Represent the S.T.T.A in dealings with outside persons or organisations; and
- (c) Decide and act on urgent matters without first referring to the Management Committee for consideration and decision, but seek ratification by the Executive Committee (“EXCO”) or Management Committee at the earliest available opportunity.

13.2 The Deputy President and Vice Presidents shall perform the duties of the President in the latter’s absence or when called upon to do so by the President. The chain of order shall be first to the Deputy President, and then to any of the Vice President, at the President’s absolute discretion.

13.3 The Honorary Secretary shall:

- (a) Record the proceedings of each Management Committee Meeting and submit the same at the next meeting;
- (b) Keep in proper custody all papers and documents pertaining to the S.T.T.A;
- (c) Call for meetings of the Management Committee, if necessary, once every two (2) months;
- (d) Keep a Register of Members containing up-to-date particulars of all the members of the S.T.T.A;
- (e) Submit to the Management Committee any written complaint or suggestion received from members at the first available opportunity;
- (f) Report to the Management Committee all his dealings and activities made or conducted on behalf of the S.T.T.A;
- (g) Prepare and submit the Annual Report of the S.T.T.A at the Annual General Meeting after it has been accepted by the Management Committee;
- (h) To comply with and carry out any instructions given by the President or the Management Committee;
- (i) To notify all members in writing rules and regulations (with such alterations and amendments as may be made from time to time) of the sport of table tennis as adopted by the ITTF;
- (j) To inform the Management Committee of any contravention by any member or members herein; and
- (k) To transact all business of the S.T.T.A as directed by the President or the Management Committee.

13.4 The Honorary Assistant Secretary shall assist the Honorary Secretary in all matters as and when called upon to do so.

13.5 The Honorary Treasurer shall:

- (a) Advise the S.T.T.A on all matters concerning finance;
- (b) Sign all cheques drawn by the S.T.T.A, provided always that the same are countersigned by at least one other person as delegated by the Management Committee;

- (c) Receive all monies and issue receipts thereof on behalf of the S.T.T.A;
- (d) Keep an account of income and expenditure of the S.T.T.A;
- (e) Inform the Management Committee of any contravention by member or members under Art 7 herein;
- (f) Submit a statement of accounts to the Management Committee at each Management Committee Meeting;
- (g) Keep a Petty Cash Account in accordance with Art 16.8 herein; and
- (h) Keep an inventory list of all articles belonging to the S.T.T.A.

13.6 The Honorary Assistant Treasurer shall assist the Honorary Treasurer in all matters as and when called upon to do so.

14 **WORKING SUB-COMMITTEES**

- 14.1 Subject to Clause 14.2, the Management Committee shall have the power to form Working Sub-Committees, whether on a permanent or ad-hoc basis, to assist in its management of the S.T.T.A.
- 14.2 The Management Committee shall form the following Working Sub-Committees with the appropriate terms of reference including clauses 14.3 and 14.4:
 - (a) Audit Committee;
 - (b) Athletes Selection Committee;
 - (c) Appeals Committee; and
 - (d) Disciplinary Committee.
- 14.3 The Audit Committee, Athletes Selection Committee, Appeals Committee and Disciplinary Committee shall comprise of at least three (3) persons appointed by the Management Committee. Each of these Committees shall have no more than two-thirds (2/3) of its members from the Management Committee.
- 14.4 The Athlete Selection Committee shall comprise of voluntary and salaried officials from the S.T.T.A who are proficient and competent to make decisions related to athlete selection.
- 14.5 The S.T.T.A shall establish an Athletes Commission with the view to providing a process to promote open communication with the athletes. The Athletes Commission shall comprise no more than 5 elected members, who are at least eighteen (18) years of age and either past or present national athletes, including the Chairperson

who must be at least twenty-one (21) years of age and a former National athlete. The Chairperson and members of the Athletes Commission shall be elected by athletes who are at least eighteen (18) years of age and have represented Singapore in international table tennis competitions within the past 24 months. The terms of office and term limits, if any, of the Chairperson and members of the Athletes Commission shall follow that of the Management Committee.

- 14.6 All Working Sub-Committees shall comprise of a Chairman and at least two (2) other members.
- 14.7 Each member of the respective working Sub-Committee shall be entitled to one (1) vote during each respective Sub-Committee meeting. In the event of a tie, the Chairman of the meeting shall have a casting vote.
- 14.8 The Management Committee has the power to co-opt any individual to serve in any Working Sub-Committee.

15 PATRONS AND HONORARY PRESIDENTS

- 15.1 The S.T.T.A may, upon recommendation of the Management Committee appoint an unlimited number of prominent individuals to be Patrons or Honorary Presidents for one (1) term of two (2) years.

16 AFFILIATION AND AUTHORITY

- 16.1 S.T.T.A. shall be affiliated to ITTF, the Singapore National Olympic Council (hereinafter referred to as “SNOC”), and such other recognised bodies as the Management Committee may deem necessary.
- 16.2 S.T.T.A. shall strive for government and public recognition as the national governing body and authority for the sport of table tennis in Singapore by virtue of S.T.T.A.'s affiliation to ITTF and SNOC, and through endeavours that further the Objects of S.T.T.A.

17 AUDIT, FINANCIAL YEAR AND FINANCE

- 17.1 A firm of Public Accountants and Chartered Accountants shall be appointed as Auditors at alternate Annual General Meetings for a term of two (2) years and shall be eligible for reappointment for another term of two (2) years.
- 17.2 The Auditor of the S.T.T.A shall:

- (a) Hold such professional qualification as recognised by the Government of The Republic of Singapore;
- (b) Audit the yearly statement of accounts of the S.T.T.A and lodge a copy of the final annual audit report with Sport Singapore for retention;
- (c) Submit a report to the members at the Annual General Meeting or the Management Committee Meeting; and
- (d) May be required by the President to audit the S.T.T.A's accounts for any period within their tenure of office at any date and make a report to the Management Committee.

17.3 The financial year shall be from 1 April to 31 March.

17.4 The audited statement of accounts shall be delivered to all the members by the Honorary Secretary, if possible, at least two (2) weeks before the date fixed for an Annual General Meeting.

17.5 The S.T.T.A shall submit the audited statement of accounts, together with its Annual Return, within one (1) month of Annual General Meeting held.

17.6 The S.T.T.A shall maintain the following bank accounts:

- (a) Current Account
All incomes and donations shall be paid into this account, except those specified in Art 16.6(b) herein.
- (b) Fixed Deposit Account
The Management Committee may, at its sole discretion, deposit such sum of money by way of fixed deposit in a bank or any finance institution on such terms and conditions as it deems fit.

17.7 All accounts shall be opened in the name of the S.T.T.A with a local bank or any finance institution as duly approved by the Management Committee. The President or Deputy President and the Honorary Treasurer or such member or members of the Management Committee or such person(s) duly authorised by the Management Committee in writing shall be the authorised signatories.

17.8 The Honorary Treasurer or such person appointed by him may hold and maintain a Petty Cash Account not exceeding an amount to be decided by the Management Committee.

17.9 The financial management system of the S.T.T.A shall be based predominantly on the prevailing Sport Singapore's Financial Regulations for National Sports Association and it shall also comply

with the prevailing Financial Reporting Standards (FRSs) as prescribed by Accounting Standard Council (ASC), or any other applicable prevailing governing regulation, law, statute or body.

18 TRUSTEES

18.1 If the S.T.T.A at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

18.2 The trustees of the S.T.T.A shall:

- (a) Not be more than four (4) and not less than two (2) in number;
- (b) Be elected by a General Meeting; and
- (c) Not effect any sale or mortgage of property without the prior approval of a General Meeting.

18.3 The office of the trustee shall be vacated:

- (a) If the trustee dies or becomes a lunatic or 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; or
- (d) If he submits notice of resignation from his trusteeship.

18.4 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 notice board in the S.T.T.A's premises at least two (2) weeks before a 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.

18.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Commissioner of Charities.

19 PRESS RELEASES

19.1 All press releases of the S.T.T.A shall be made by the President. In the event that the President is absent, the Deputy President shall have the right to make press releases. The Honorary Secretary may also make press releases if he is so authorised by the President. Chairmen

of the various Working Sub-Committees may, with the consent of the President or the Management Committee, make press releases on matters within the scope of their respective functions. All members of the Management Committee shall not make any press release without the approval of the President or the Management Committee. Anyone found in breach of this restriction shall be subject to disciplinary action as the Management Committee shall deem fit.

20 PROHIBITIONS

- 20.1 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 S.T.T.A's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises, or any illegal or immoral activity on the premises, is prohibited.
- 20.2 The funds of the S.T.T.A shall not be used to pay the fines of members who have been convicted in court of law.
- 20.3 The S.T.T.A 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.
- 20.4 The S.T.T.A 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 service which adversely affect consumer interests.
- 20.5 The S.T.T.A shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 20.6 The S.T.T.A shall not hold any lottery, whether confined to its members or not, in the name of the S.T.T.A, Management Committee, members of its Management Committee or members unless with the prior approval of the relevant authorities.
- 20.7 The S.T.T.A 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.
- 20.8 The S.T.T.A shall recognise the right of all its athletes to participate in clean sport and is committed to ensuring the sport of table tennis is doping-free and is free of any manipulation of competitions. All affiliates, members, athletes, participants, staff and other individuals

who are subject to the rules and regulations of the S.T.T.A are bound by and agree to abide by all World Anti-Doping Code-compliant anti-doping rules applicable to the sport of table tennis and to comply with the Olympic Movement Code on the Prevention of Manipulation of Competitions.

20.9 The S.T.T.A shall be committed to ensuring the safety and well-being of its athletes and practitioners by abiding by its Safe Sport Policy.

20.10 All affiliates, members, athletes, participants, staff and other individuals who are subject to the jurisdiction of the S.T.T.A are bound by and agree to abide by its Safe Sport Policy and to comply with the applicable rules under the Safe Sport Programme.

21 INCLUSIVITY

21.1 STTA, where possible, shall integrate into its activities, suitable forms of table tennis for people with disabilities.

22 AMENDMENTS TO CONSTITUTION

22.1 No alteration or addition/deletion to this Constitution shall be passed except at a General Meeting and with the consent of two-thirds (2/3) of the voting members present at the meeting, and they shall not come into force without the prior approval in writing of the Commissioner of Charities and Registrar of Societies.

23 INTERPRETATION

23.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Management Committee shall have power to use their own discretion. The decision of the Management Committee shall be final unless it is reversed at a General Meeting.

24 DISPUTES

24.1 Any dispute arising amongst members or between any Member and the S.T.T.A. 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.

25 **DISSOLUTION**

- 25.1 The S.T.T.A shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total number of members holding Full Membership of the S.T.T.A for the time being resident in Singapore present at a General Meeting convened for the purpose.
- 25.2 In the event of the S.T.T.A. being dissolved as provided above, or in the event the S.T.T.A. ceases to be a registered charity under the Charities Act 1994, all debts and liabilities legally incurred on behalf of the S.T.T.A. shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character (IPCs) with similar objectives in Singapore which is (are) registered under the Charities Act 1994, as the members of the S.T.T.A. may determine at a General Meeting.
- 25.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.