

CONSTITUTION OF KOWLOON CLUB

ARTICLE I

NAME

1. The name of the Club shall be known as the KOWLOON CLUB.

ARTICLE II

PLACE OF BUSINESS

2. Its place of business shall be at C/O 93 TOA PAYOH CENTRAL, #05-02 TOA PAYOH CENTRAL COMMUNITY BUILDING, SINGAPORE 319194 or such other address as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies.

ARTICLE III

OBJECTS

3. The objects of the Club are:
 - a) To act as a focal point for Members to meet regularly and interact with each other so as to strengthen the community spirit amongst them;
 - b) To promote friendship and understanding among the Members and other Singaporeans;
 - c) To assist new permanent residents with their initial needs wherever possible, and to facilitate their integration into the Singapore community;
 - d) To provide for the recreational needs of the Members by organising social activities and functions for their families and friends; and
 - e) To organise educational, cultural, recreational & welfare programmes for the benefit of the Members & their families.
4. Membership in the Club shall comprise the following:

Ordinary Members: Ordinary Membership in the Club is open to Singapore Citizens, Singapore Permanent Residents (SPRs), Employment Pass holders, Work Permit holders or Student Pass holders. All applicants must be 21 years of age or over except for the Student Pass holders. Ordinary Members must be 21 years of age or above. The Members who have been ordinary members or life members for

the preceding 12 months shall be entitled to vote in General Meetings, but only Singapore Citizens and SPRs may hold office.

Life Members: Life Membership is open to Singapore Citizens and Singapore Permanent Residents who are 21 years of age and above. Life Members must not exceed 50 per cent of the total number of Ordinary Members and shall be non-transferable. Life Members shall be entitled to vote in General Meetings and may hold office.

Associate Members: Associate Membership is open to Hongkongers who have been granted approval-in-principle (AIP) for permanent residence in Singapore and who are above 21 years of age. Associate Members enjoy all the benefits as the Ordinary Members except they shall not be entitled to vote in General Meetings and shall not hold office.

Family Members: Family membership in the Club is open to the spouse and children below 21 years of age of an Ordinary Member or Life Member. The spouses of Ordinary Members who join the Club as Family Members shall not be entitled to vote in General Meetings but may hold office, if they are Singapore Citizens or SPRs. Children below 21 years of age shall not be entitled to vote in General Meetings and hold office. Family membership card will be issued upon request. The Club reserves the right to charge members for costs for the issuance of the card at the time of issuance.

Honorary Members: Honorary Membership may be conferred to any prominent Singaporean or non-citizens in recognition of special merit or contribution to the Club. Honorary Members of the Club may be nominated or withdrawn by the Executive Committee and confirmed at the next Executive Committee Meeting by two-third majority of those present and voting. Honorary Members shall enjoy the same privileges as Ordinary Members but shall not hold office and cannot vote in the General Meetings.

Corporate Members: Corporate Membership in the Club shall be open to all companies and organisations registered in Singapore, subject to the approval of the Executive Committee. Corporate Members shall be entitled to use the Club's functions for promotional activities; place advertisements in the Club's newsletter/publication at privilege rate; hold talks and seminars for Club members; and nominate up to five persons from the company/organisation to attend Kowloon Club activities at the rate charged for Members. However Corporate Members shall not hold office and cannot vote in the General Meetings.

5. Every application for membership other than Honorary Membership shall be made in writing by the applicant on a prescribed application form.

6. Each application for membership shall be submitted to the Honorary Secretary. The Executive Committee shall in due course inform the applicant of the result of the application. The Executive Committee may reject any application without assigning any reason for doing so. All applicants shall give such relevant information as the Executive Committee may from time to time reasonably require.
7. A copy of the Constitution of the Club shall be provided to every approved applicant who has paid his/her entrance fees.
8. All members shall keep the Honorary Secretary informed as to their business addresses and private addresses and as to all changes therein.
9. The Executive Committee may vote to expel any Member whose conduct is deemed to be injurious or prejudicial to the interests of the Club. Such Member shall be expelled upon two-third-majority vote of the Members present at an Executive Committee Meeting. The aggrieved Member may appeal to the General Meeting, whose decision shall be final. Upon termination of membership for whatever reason, all outstanding accounts shall become immediately due and payable.
10. The Executive Committee may appoint outstanding Singapore Citizens or non-citizens to be Patrons of the Club.

ARTICLE IV

ENTRANCE FEES AND SUBSCRIPTIONS

11. An entrance fee of \$20 is payable within two weeks of admission to Ordinary, Life and Associate Membership in default of which membership may be cancelled by order of the Executive Committee. Corporate Members have to pay \$500 as entrance fee. Entrance fees are payable within two weeks of admission to Corporate Membership, in default of which membership may be cancelled by order of the Committee.
12. Ordinary and Associate Members have to pay an annual subscription fee to be determined by the Executive Committee. Corporate Members have to pay an annual subscription fee, which amounts to 20 per cent of their entrance fee. Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his subscriptions or other dues he shall be informed immediately by the Honorary Treasurer. If he fails to settle his arrears within six months he will automatically cease to be a Member.
 - a. The Executive Committee shall review the annual subscription fees and revises it up to a maximum of \$100. Once the decision is made, it will be announced within 3 months after the AGM.

13. Life Members need only to make a one-time payment of S\$400 as subscription for life-long membership, in addition to the S\$20 for entrance fees. Family and Honorary Members need not pay any entrance fees to join the Club and annual subscription fees. The Entrance fees and annual subscription fees of retirees shall either be reduced or waived.

ARTICLE V

SUPREME AUTHORITY AND GENERAL MEETINGS

14. The supreme authority of the Club is vested in a General Meeting of the Members presided over by the President.
15. An Annual General Meeting shall be held in July each year at such time and upon such date as may be decided by the Executive Committee for the purpose of considering and approving the accounts of the last financial year, reports of the Executive Committee, and election of Executive Committee members and Honorary Auditors of the following year. At least one quarter of voting members of the Club or 50 voting members, whichever is lower, shall form a quorum at a General Meeting.
16. An Extraordinary General Meeting must be called by the Executive Committee on the request in writing of 10 or more voting Members and may be called at any time by order of the Executive Committee. A notice in writing shall be given to the Honorary Secretary setting forth the business to be transacted. The EGM shall be convened within two (2) months from receiving this request to convene the EGM.
17. A minimum of two weeks' notice of an Annual General Meeting attached with the particulars of the nominee will be given and at least ten days' notice of any other General Meeting must be communicated to the members. Particulars of its agenda shall be posted on the Club's notice board at least four days prior to the meeting.
 - a. Any nominations for election to the Executive Committee must be in writing and signed by the person nominated. No nomination shall be put before the Annual General Meeting for election unless such nomination is received by the Honorary Secretary at least 4 weeks before the time fixed for the Annual General Meeting.
 - b. To be eligible for nomination to the Executive Committee, a member must have been an Ordinary Member or Life Member of the club for at least one year prior to the date of such nomination.

18. Any Member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Honorary Secretary one week before the meeting is due to be held.
19. In the event of there being no quorum, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.
 - a. The proxy form should only be valid if accompanied by the valid membership card of the member who is authorizing the proxy.

ARTICLE VI

MANAGEMENT AND COMMITTEE

20. The administration of the Club shall be entrusted to an Executive Committee consisting of the following to be elected at an Annual General Meeting for a term of two years.
 - a) A President
 - b) 2 Vice Presidents
 - c) An Honorary Secretary
 - d) An Assistant Honorary Secretary
 - e) An Honorary Treasurer
 - f) An Assistant Honorary Treasurer
 - g) Five to Ten Ordinary Executive Committee Members

There will be a post of Immediate Past President (“IPP”) to be filled by the ex-president of the Club for two years after he has vacated office.

The “IPP” will be entitled to vote in person during any Executive Committee meeting provided the Executive Committee members present during the meeting, by a simple majority, desire the “IPP” to have a right to vote.

21. Names for the above Executive Committee Members shall be proposed at least 4 weeks before the Annual General Meeting. Election will follow on a simple majority vote of the Members at the Annual General Meeting. All Executive Committee Members may be re-elected except the Honorary Treasurer and Assistant Honorary Treasurer who shall not hold the same or related post for a consecutive term.

22. The Executive Committee shall meet at least once every two months after three days' notice to its members. The President may call an Executive Committee meeting at any time by giving seven days' notice. At least half of the Executive Committee members must be present to form a quorum in order to validate the proceedings. In the event of a tie at any meeting, the Chairman of the meeting shall have a second or casting vote. An absent member from a meeting can appoint another member to be his proxy in writing and vote on his behalf. However, an attending member can only stand proxy for one member and vote on behalf of an absent member.
23. Any member of the Executive Committee absenting himself from four meetings consecutively without satisfactory explanations or any other member who has tendered a written notice to withdraw from the Executive Committee to the President shall be deemed to have withdrawn from the Executive Committee and a successor with full voting right during any meeting may be co-opted by the Executive Committee to serve until the next Annual General Meeting. Any changes in the Executive Committee shall be notified to the Registrar of Societies within two weeks of the change.
24. The duty of the Executive Committee is to organise and supervise the daily activities of the Club and to make decision on matters affecting the Club, to raise funds for the Association on a non-profit making basis and to administer same, and to receive written suggestions from members. It may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meeting. The Executive Committee shall be responsible for the management of the staff and employees of the Club.
25. The Executive Committee has power to authorise the expenditure of a sum not exceeding S\$10,000 per month from the Club's fund of the Club's General expenditures.

ARTICLE VII

DUTIES OF OFFICE-BEARERS

26. The duties of the office-bearers are as follows:
 - a) The President shall act as Chairman at all General and Executive Committee Meetings. He shall also represent the Club in its dealings with outside persons.
 - b) The Vice-President shall assist the President and deputize for him in his absence.
 - c) The Honorary Secretary shall be responsible for all correspondence, maintaining all records except financial, keeping the minutes of all meetings and maintaining an up-to-date register of Members.

- d) The Assistant Honorary Secretary shall assist the Honorary Secretary and deputize for him in his absence.
 - e) The Honorary Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Club and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to S\$2,000 per month for petty expenses on behalf of the Club. He will not keep more than S\$2,000 in the form of cash and money in excess of this will be deposited in a bank to be named by the Executive Committee. Cheques, etc. for withdrawals for the bank will be signed by the President, Vice-President, Honorary Secretary or Assistant Honorary Secretary in addition to the Treasurer or Assistant Treasurer.
 - f) The Assistant Honorary Treasurer shall assist the Honorary Treasurer and deputize for him in his absence.
 - g) The Ordinary Executive Committee Members shall assist in the general administration and perform other duties assigned by the Executive Committee.
27. The Executive Committee shall regulate the distribution of its other duties, It may appoint any one or more of its Member to form a sub-committee or sub-committees and may co-opt Members to serve on sub-committees and may delegate to any sub-committee such duties or powers as it shall deem expedient.

ARTICLE VIII

APPOINTMENT OF TRUSTEES

28. a. If the Club at any time acquires any immovable property, such property shall be vested in the Trustees subject to any declaration of trust.
- b. Any person or body corporate may be appointed a Trustee by the members in a General Meeting.
- c. A Trustee (being an individual person) shall cease to hold office as trustee of the Club if he resigns, dies or becomes a lunatic or of unsound mind or migrates to another country or is absent from the Republic of Singapore for a period of more than one year. If a trustee is guilty of misconduct of such kind as to render it undesirable that he continues as Trustee, the members by a resolution at a General Meeting may remove him from his trusteeship.
- d. A Trustee (being a body corporate) shall hold office until resignation or its dissolution or until it is removed from office by a resolution of the members at a General Meeting.

e. The number of Trustees of the Club shall not be greater than five or less than two. 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 on the notice board in the Club's premises a document containing such proposal at least two weeks before the meeting at which the proposal is to be discussed. The result of such a meeting shall be notified to the Registrar of Societies.

f. The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the General Meeting of the members; and shall have power to sell, lease, mortgage or pledge any immovable property of the Club for the purpose of raising or borrowing money for the benefit of the Club in compliance with the members' directions and to sign seal deliver or otherwise execute such deeds or documents as may be necessary in connection therewith and to give good receipts of any sale rental or other proceeds received by them in that behalf. No purchaser, lessee or mortgagee shall be concerned to inquire whether any such direction has been given.

ARTICLE IX

AUDIT AND FINANCIAL YEAR

29. a. Two Ordinary Members, not Members of the Executive Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term. They will be required to audit each year's accounts and present a report upon them to the Annual General Meeting. 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.

b. Alternatively a firm of Certified Public Accountants shall be appointed as Auditors at the AGM as and when it is necessary, and the Auditors shall be remunerated by the Club.

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

ARTICLE X

PROHIBITIONS

31. Gambling of any kind and the playing of pai kow 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.

32. The funds of the Club shall not be used to pay the fines of Members who have been convicted in Court.
33. 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.
34. 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.
35. The Club shall not hold any lottery, whether confined to its Members or not, in the name of the Club or its office-bearers, Executive Committee or Members.
36. The Club shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
37. The Club shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head Licensing Division, Singapore Police Force and other relevant authorities.

ARTICLE XI

AMENDMENTS TO CONSTITUTION

38. The Constitution of the Club may only be amended at a General Meeting and such motion shall require a two-third majority of the votes cast. No such amendment shall come into force without the prior sanction of the Registrar of Societies.

ARTICLE XII

INTERPRETATION

39. In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Executive Committee shall have power to use their own discretion. The decision of the Executive Committee shall be final unless it is reversed at a General Meeting of Members.

ARTICLE XIII

DISSOLUTION

40. The Club shall not be dissolved except with the consent of not less than three-fifths 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.
41. In the event of the Club being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Club shall be fully discharged, and the remaining funds will be divided among the Ordinary Members in proportion to the duration of their respective membership or donated to an approved charitable organisation in Singapore as decided by Members.
42. Certificate of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

Version 31 July 2010