



**CONSTITUTION  
OF  
CLUB MANAGERS' ASSOCIATION (SINGAPORE)  
[revised: February 2013]**

**NAME**

1. This Society shall be known as the "Club Managers' Association (Singapore)", hereinafter referred to as the "Society".

**PLACE OF BUSINESS**

2. Its place of business shall be at "c/o GM's Office, Orchid Country Club, 1 Orchid Club Road, Singapore 769162" or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

**OBJECTS**

- 3.1 Its objects are:
  - a) To promote and foster co-operation between and amongst persons connected with the management of clubs
  - b) To support the advancement of the club management profession through projects, research and education programmes.
  - c) To promote club management education and training to school students.

**MEMBERSHIP QUALIFICATION AND RIGHTS**

- 4.1 Membership consists of:

a) Ordinary Members

Any person who has training, experience or education in the hospitality industry and is or was employed as a manager in a club for at least three months may be admitted to Ordinary Membership. Ordinary Members above 21 years of age shall be eligible to vote and stand for elections to the Committee.

b) Associate Members

Any person who does not meet the criteria for Ordinary Membership but is employed full-time in a club for at least three months or in the employ of a club/resort related-industry may be admitted to Associate Membership. Associate members shall not be eligible to vote or stand for elections to the Committee but may serve on sub-committees.

c) Honorary Members

The Committee may if it thinks fit, confer Honorary Membership on any individual, who in its opinion has rendered special service to the Society. Honorary Members are not eligible to vote or stand for elections to the Committee and shall not pay any dues.

d) Subscription Members

Any person who is above 18 years of age and is being trained or educated in the hospitality industry may be admitted to Subscribing Membership. Subscribing Members shall not be eligible to vote or stand for elections to the Committee but may be invited by the Committee to serve on the sub-committees.

e) Absent Members

Any members who are overseas for work reasons for more than 6 months may apply to be an Absent Member. Absent Members shall be charged a reduced annual subscription rate to be determined by the Executive Committee.

f) Senior Members

Any members who have been members of the Association for at least ten (10) years, and have served on the Executive Committee for at least one (1) term, are currently retired and do not hold any formal/full time appointment in the club industry, may apply/be invited to apply as Senior Members. Senior Members are not eligible to vote or stand for elections to the Committee and may or may not be charged a reduced annual subscription rate to be determined by the Executive Committee.

4.2 The masculine gender includes the feminine.

## **APPLICATION FOR MEMBERSHIP**

- 5.1 A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.
- 5.2 A new member must be proposed and seconded by Ordinary Members. His name will then be circulated amongst the Committee for approval.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

## **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

- 6.1 The entrance fees and annual subscriptions shall be determined by the General Meeting on the recommendation from the Committee from time to time.
- 6.2 Any member who resigns from the Society shall not be entitled to any refund of the entrance fees or annual subscriptions paid.
- 6.3 Annual subscriptions are payable in advance in January each year. The subscriptions shall be calculated on a monthly basis and payable in advance. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within six weeks of their becoming due, the President may order that his name be posted on the Society's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than three (3) months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his debts.
- 6.4 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.
- 6.5 Any members whose membership has ceased under sub-paragraph 6.3 may appeal to the Committee to be re-instated. The Committee shall determine the reinstatement fees from time to time

## **SUPREME AUTHORITY AND GENERAL MEETINGS**

- 7.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.

- 7.2 An Annual General Meeting shall be held in April.
- 7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at any time by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.
- 7.4 If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's notice board.
- 7.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least 10 days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's notice board four (4) days in advance of the meeting.
- 7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at General Meetings.
- 7.7 The following points will be considered at the Annual General Meeting:
- a) The previous financial year's accounts and annual report of the Committee.
  - b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.
- 7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.
- 7.9 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

- 7.10 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 of the existing rules.

## **MANAGEMENT AND COMMITTEE**

- 8.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at each alternate Annual General Meeting:

- A President
- A Vice-President
- A Secretary
- A Treasurer
- Three Ordinary Committee Members
- Two Ordinary Committee Members (co-opted)

- 8.2 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers must be members of the Association for at least two years.

The position of the President requires the incumbent to have served on the Committee for at least one term (2 years) in the other capacity of the offices. All office bearers except for the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is two (2) years.

- 8.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.

The elected Committee may later choose to co-opt up to two more Ordinary Committee Members as deemed necessary.

- 8.4 A Committee Meeting shall be held at least once every two (2) months after giving seven days' notice to Committee members. The President may call a Committee Meeting at any time by giving five days' notice. At least half of the Committee Members must be present for its proceedings to be valid.

- 8.5 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.
- 8.6 The duty of the Committee is to organise and supervise the daily activities of the Society. 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.
- 8.7 The Committee has power to authorise the expenditure of a sum not exceeding \$5,000 per month from the Society's funds for the Society's business-as-usual purposes. Exception will be expenses related to the organisation of the Asian club managers' conference where expenses shall be capped at no more than \$20,000 per month

#### **DUTIES OF OFFICE - BEARERS**

- 9.1 The President shall chair all General and Committee meetings. He shall also represent the Society in its dealings with outside persons.
- 9.2 The Vice President shall assist the President and deputise for him in his absence.
- 9.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.
- 9.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$500 per month for petty expenses on behalf of the Society. He will not keep more than \$500 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee.
- 9.5 Cheques and other promissory notes for withdrawals from the bank will be signed by any two of the following Committee Members – President, Vice President, Treasurer and Secretary.
- 9.6 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

## **AUDIT AND FINANCIAL YEAR**

- 10.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meetings and will hold office for a term of two (2) years only and shall not be re-elected for a consecutive term.
- 10.2 They:
- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
  - b) May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.
- 10.3 The financial year shall be from 1st December to 30th November.

## **TRUSTEES**

- 11.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 11.2 The trustees of the Society shall:
- a) Not be more than 4 and not less than 2 in number.
  - b) Be elected by a General Meeting of members.
  - c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 11.3 The office of the trustees 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 year.
  - c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
  - d) If he submits notice of resignation from his trusteeship.

- 11.4 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 Society's premises at least two weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.
- 11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

### **VISITORS AND GUESTS**

- 12.1 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations.

### **PROHIBITIONS**

- 13.1 Gambling of any kind, whether for stakes or not, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law.
- 13.3 The Society 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.
- 13.4 The Society 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.
- 13.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 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 unless with the prior approval of the relevant authorities.

13.7 The Society 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.

## **AMENDMENTS TO CONSTITUTION**

14. No alteration, addition or deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

## **INTERPRETATION**

15. In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, 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.

## **DISPUTES**

16. In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

## **DISSOLUTION**

- 17.1 The Society shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 17.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
- 17.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

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