

# **CONSTITUTION OF THE SAF WARRANT OFFICERS AND SPECIALISTS CLUB**

## **PART I – NAME, LOCATION AND DEFINITIONS**

### **1. Name and Location**

- a. The name of the Club shall be "The SAF Warrant Officers And Specialists Club", hereinafter called "The Club". The building name of the Club is known as "THE CHEVRONS".
- b. Its place of business shall be at "48 Boon Lay Way, Singapore 609961" or such other address as may subsequently be decided upon by the Board of Governors and approved by the Registrar of Societies. The Club shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.

### **2. Definitions**

- a. "Armed Forces Council" has the same meaning as the term found under the Singapore Armed Forces Act.
- b. The "Board" means the Board of Governors of the Club.
- c. The "Chairman" means the Club Chairman.
- d. The "Committee" means the Management Committee (MC) of the Club.
- e. The "Management" means the Club Management.

## **PART II – OBJECTS**

### **3. The objects of the Club are:**

- a. To strengthen the bond among Warrant Officers, Specialists and Military Experts, and their sense of belonging and pride as SAF members.
- b. To encourage interaction and involvement among Warrant Officers, Specialists, Military Experts, their families, and their personal improvement through cultural, educational, sports and recreational activities.
- c. To promote civic consciousness among Warrant Officers, Specialists, Military Experts, and contribute to society and the less fortunate.
- d. To provide Warrant Officers, Specialists, Military Experts and their families with facilities and assistance complementing those provided in the SAF.
- e. To establish, host and manage a SAF Mess on the Club premises in order to promote greater cohesion and interaction among Warrant Officers, Specialists and junior Military Experts, and strengthen the bonds between them.

## **PART III - MEMBERSHIP**

### **4. Types of Membership**

- a. Patron:  
The Minister for Defence of the Republic of Singapore shall be honoured as the Patron of the Club.

- b. Ordinary Membership:  
All Warrant Officers, Specialists (Regular and NSF), Military Experts of the rank ME1 to ME3 shall be eligible for Ordinary Membership.
- c. Associate Membership:  
All full-time LCPs and CPLs shall be eligible for Associate Membership. This membership category is also open to Defence Executive Officers (DXO), Pioneers, Retirees, NSmen (KAH) and Spouses of Ordinary Members upon application, subject to the Management's approval.
- d. Honorary Membership:  
The Board or the Committee may award Honorary Membership to any person for a period it deems fit.

#### 5. **Membership Application**

- a. The Club shall process Ordinary and Associate Membership for all eligible SAF personnel.
- b. Associate Membership [DXO, Pioneers, Retirees, NSmen (KAH) and Spouses of Ordinary Members] applications shall be subject to the Management's approval.

#### 6. **Privileges of Membership**

- a. All members may use the facilities of the Club and be eligible to participate in activities organised by the Club, unless otherwise specified.
- b. Only Ordinary Members shall be entitled to vote at General Meetings and hold office in the Club.
- c. Honorary and Associate Members shall, subject to the Rules of the Club, have all the privileges and benefits of Ordinary Membership except the right to vote at the General Meetings, elections, or hold office in the Club.
- d. Members a Members are allowed to sign in guests to enjoy the Club facilities.

#### 7. **Obligations of Members**

Members shall abide by the Constitution and Rules of the Club and shall not act in any way inconsistent with the Constitution or Rules.

#### 8. **Cessation of Membership**

- a. Membership shall automatically cease when a member who is an NSF or a Regular is no longer in the active (or full-time) list of the SAF and all his rights to the Club's properties and funds shall be terminated.
- b. Upon cessation of membership, all members shall voluntarily return the membership card to the Management Office without fail.

### **PART IV - BOARD OF GOVERNORS**

#### 9. **Composition**

- a. The Chairman of the Board, who shall be the President of the Club, appointed by the Armed Forces Council for such term as may be specified by the Armed Forces Council; and

- b. Such number of board members as shall be appointed by the Chairman of the Board.

10. **Functions**

The Board shall be responsible for laying down the policies of the Club in consonance with and in furtherance of the Club's Objectives.

11. **Powers**

- a. Appoint the specific members of the Committee (hereinafter referred to as "MC") of the Club for such period or periods as it deems fit.
- b. Co-opt persons to attend the Board's or Committee's meetings. Such persons may take part in the proceedings but shall not be entitled to vote.
- c. Dismiss or discipline any appointed member of the Committee (except those elected by the General Meeting of members) and appoint any person to fill any vacancy arising from such dismissal or resignation.
- d. Approve with or without amendment the Annual Estimates of Income and Expenditure of the Club.
- e. Exercise supervision and control over the Committee.
- f. Decide upon any matter not provided for in this Constitution.
- g. Delegate such powers, functions and duties to the Committee or any member as it deems fit.
- h. Amend or approve any amendments to the Constitution except for Part II (Objects), Part III (Membership), Part IV (Board of Governors), Part XII (Trustees) and Part XV (Dissolution).
- i. Issue directives or orders pertaining to the conduct of the Club's affairs from time to time.

12. **Meetings**

- a. The Board shall meet at least twice a year.
- b. The Secretary of the Board meeting shall give at least seven (7) days' notice in writing for any Board meeting, unless directed otherwise by the Chairman of the Board.
- c. Six members of the Board shall constitute a quorum.
- d. The Chairman or the Acting Chairman of the Board shall assume the Chair at all meetings of the Board. If both are absent, one of the other members of the Board shall be elected to the Chair.

**PART V - MANAGEMENT COMMITTEE**

13. **Composition**

- a. The Chairman
- b. The Deputy Chairman
- c. The Deputy Chairman/The SAF Sergeant Major

- d. The General Manager/Secretary
- d. The Vice-Chairman (Finance)
- e. The Vice-Chairman (Procurement)
- f. The Vice-Chairman (Development)
- g. The Vice-Chairman (Publicity)
- h. Key members from the Warrant Officer, Specialist, and Military Expert categories:
  - (1) The three (3) Service Sergeant Majors
  - (2) The three (3) Service Representatives
  - (3) The SAF (Women) Representative
- i. The Chairpersons of Subcommittees
- j. Additional members as deemed fit by the Chairman

**14. Method of Appointment**

- a. The following members of the Committee shall be appointed by the Board:
  - (1) The Chairman
  - (2) The Deputy Chairman
  - (3) The General Manager/Secretary
  - (4) The Vice-Chairman (Finance)
  - (5) The Vice-Chairman (Procurement)
  - (6) The Vice-Chairman (Development)
  - (7) The Vice-Chairman (Publicity)
- b. The following members of the Committee shall be appointed by the Chairman:
  - (1) The SAF Sergeant Major
  - (2) The three (3) Service Sergeant Majors
  - (3) The three (3) Service Representatives
  - (4) The SAF (Women) Member
  - (5) The Chairpersons of Subcommittees
  - (6) Additional members where necessary, including SAF Mess Subcommittee Members

**15. Tenure**

The Board shall decide the tenure of the members it appoints in the Committee, and the latter shall decide the tenure of the rest of the committee members.

**16. Functions**

- a. Ensure the Corporate Governance Framework and the Club policies as laid down by MINDEF/SAF are adhered to by the Management.
- b. Ensure the day-to-day management of the Club activities is properly carried out by the Management.
- c. Ensure all Club properties are maintained and accounted for by the Management.

- d. Ensure the creation of proper records and maintenance of all clubhouse facilities.
- e. Assist the Management in the organisation of events and activities as approved by the Committee.
- f. Publish the annual report and any other publications deemed necessary by the Committee.
- g. Submit Annual Work Plan and Budget for approval by the Board.
- h. Seek the Board's approval for all expenditures exceeding the approval limits of the Committee.
- i. Approve the leasing and rental of Club outlets and services recommended by the Management.

**17. Powers**

- a. Exercise control over all the other subcommittees of the Club.
- b. Set and maintain the proper administration of the Club, its facilities, the conduct of its activities in consistence with this Constitution, and to make amendments when required.
- c. Approve revision of services fees as and when deemed necessary.
- d. Give a provisional decision upon any matter that is not found in the Constitution. Such decisions shall be subject to rectification or revision by the Board, and if such rectification or revision is not given within three (3) months, the decision shall be voided.
- e. Co-opt persons to attend meetings and to participate in its deliberation. Such persons shall not have the right to vote.
- f. Accept the resignation of any appointed member from the Subcommittees and fill the arising vacancy.
- g. Approve applications for the use of Club facilities and properties, provided that such usage is not in conflict with Part II (Objects).
- h. Take disciplinary action against any member who has acted in a derogatory manner towards the Club, or who has violated any of the Articles of the Constitution or Rules, Regulations and By-laws of the Club.

**18. Meetings**

- a. The Committee shall meet at least once in every quarter.
- b. The General Secretary shall give seven (7) days' notice of the meeting, unless the urgency of the agenda otherwise permits.
- c. At least six (6) members of the Committee shall constitute a quorum.
- d. In the absence of the Chairman, the Deputy Chairman or one of the Vice-Chairmen shall be appointed to the Chair by the Chairman.

- e. The General Secretary shall keep the minutes of all Management Committee meetings and submit them for adoption at the next meeting.

## **PART VI - DUTIES AND POWERS OF OFFICE BEARERS**

### **19. Chairman of the Management Committee** (hereinafter referred to as Chairman)

- a. Shall be responsible to the general body and the Board for the proper and efficient running of the Club in all aspects. He shall represent the Club in dealing with other clubs or bodies in Singapore.
- b. Or any person officiating as Chairman of the meeting shall have a casting vote at the Committee meeting he/she presides.
- c. Assign responsibilities or duties to the members of the Committee.

### **20. Deputy Chairman**

- a. Be responsible to the Board for the proper and efficient running of the Club in all aspects.
- b. Assist the Chairman and shall discharge his duties and responsibilities in his absence.
- c. Supervise the various appointed Subcommittees in the conduct of various activities in accordance with the Committee's approved work plan.
- d. Ensure the Chairpersons of the various Subcommittees adhere to the Constitution and Rules of the Club.

### **21. General Manager/Secretary**

- a. Assist the Chairman/Deputy Chairman in the proper and efficient running of the Club.
- b. From time to time, report to the Chairman/Deputy Chairman on the progress and conduct of all activities organised by the Club.
- c. Work closely with the Subcommittees responsible for the organisation of the various activities of the Club.
- d. Convene and keep minutes of the Committee Meetings.

### **22. Vice Chairman (Finance)**

- a. Supervise, regulate and advise on the:
  - (1) Collection and disbursement of all Club's monies.
  - (2) Proper maintenance of the Club's accounts.
  - (3) Preparation of the Annual Estimates of Income and Expenditures for endorsement by the Board.
  - (4) Preparation of the Monthly Statement of Income and Expenditures.

- (5) Preparation of the Yearly Statement of Income and Expenditure and the Balance Sheet.
  - b. Sign the cheques for expenditures incurred by the Club jointly with the Chairman or the General Secretary of the Committee.
23. **Vice-Chairman (Procurement)**
- a. Provide advice and supervision on procurement matters to the Management based on the MINDEF's Corporate Governance Framework laid down by DFO.
  - b. Participate in major tender projects as part of the Club's Tender Evaluation Team.
24. **Vice-Chairman (Development)**
- a. Provide advice and assistance to the Management on upgrading or redevelopment projects.
  - b. Participate in major tender projects as part of the Club's Tender Evaluation Team.
25. **Vice-Chairman (Publicity)**
- a. Provide advice and assistance to the Management on publicity and corporate communication plans.
  - b. Collate feedback from members and recommend improvements to the Management.
  - c. Discharge duties and responsibilities instructed by the Chairman.

#### **PART VII - SPECIAL COMMITTEES**

26. The Board or the Committee may form Special Committees to execute tasks that serve the needs of the Club. The powers and duties of such Special Committees will be granted by the Board or the Committee as deemed fit.

#### **PART VIII - FINANCIAL YEAR**

27. The financial year shall be the period from the first day of April to the last day of March of the following year.
28. **Subscription**
- a. The subscription fees for all membership categories shall be prescribed by the Committee with the Board's approval.
  - a. Honorary Members shall not be required to pay any subscription fees.
  - b. Subscription fees of all Ordinary Members and Associate members who are active service personnel shall be deducted from their remuneration by the Singapore Armed Forces Pay Office, and subsequently issued to the Club.
  - c. Non-SAF (Associate) members shall pay the subscription fees directly to the Club.

29. **Club Funds**

The funds of the Club shall be derived from the subscription fees of members, subsidies from the Government, private donations to the Club and income from fees, rentals or other charges received from concessionaires approved by the Board.

30. **Control of Club Funds**

- a. The control of the Club Funds is vested in the Board which may authorise expenditure as it deems fit.
- b. The Board may delegate authority to the Committee to incur expenditure as it deems fit.
- c. All items of expenditure, except incidental expenses in which cash payment may be drawn from the Petty Cash Imprest, shall be paid by cheque.
- d. All cheques drawn from the Club's account shall be jointly signed by any two of the following authorised signatories:
  - (1) The Chairman
  - (2) The Deputy Chairman
  - (3) Appointed Board Members
  - (4) The Vice-Chairman (Finance)
  - (5) The General Manager/Secretary
  - (6) Appointed Head of Department from the Management
- e. In the event of the absence of any one or more of the aforementioned persons, one or more members of the Committee may be appointed by the Board as an authorised signatory or signatories for all cheques drawn from the Club's account during the period of absence.

31. **Banking Account**

The Club shall maintain one or more bank accounts as deemed fit by the Board.

32. **Audit**

- a. An Audit Board consisting of members from an appointed professional auditing company shall be engaged for the purpose of auditing the Club's accounts annually.
- b. The Audit Board shall audit the Statement of Income and Expenditures, and the Balance Sheet at the end of the financial year, and submit a report to the Board, and the Committee for presentation in the Club's Annual Report. They may audit the Club's accounts whenever they deem necessary, or if so directed by the Chairman of the Board.

**PART IX - GENERAL MEETINGS**

33. The following meetings shall be convened by the General Secretary:

- a. The Annual General Meeting
- b. Extraordinary General Meeting

34. The Annual General Meeting shall be held by 31st December annually. The agenda shall consist of the following:

- a. The Chairman Address.
- b. Adoption of the previous Annual General Meeting minutes.
- c. Update on the Audited Financial Statements for the previous financial year.



- d. Update on the office bearers of the Committee as provided under Part V.
  - e. For any other matters, written notice must be given to the General Secretary at least seven (7) days before the meeting.
35. Members of the Club shall be notified on the Annual General Meeting date, and provided with a copy of the agenda and minutes of the previous Annual General Meeting, at least fourteen (14) days prior to the meeting.
36. Extraordinary General Meeting shall be convened by the General Secretary upon:
- a. The Board's instruction; or
  - b. The Committee's instruction; or
  - c. Receiving written application from at least one-quarter of the Ordinary Members together with a statement of the meeting's objectives.
37. Notice of the Extraordinary General Meeting and agenda shall be given to members at least seven (7) days before the meeting.

38. **Quorum**

A total of 300 Ordinary Members shall constitute a quorum at the Club's General Meetings. For the purpose of forming the quorum, members in each unit may be represented by an individual or a group of representatives. In the event of there being no quorum, the meeting shall be adjourned for half an hour and should the number present be insufficient to form a quorum after the adjournment, those present shall form a quorum.

39. The Chairman, or in his absence the Deputy Chairman of the Committee, shall take the Chair at all General Meetings of the Club. When both are absent, one of the Vice-Chairmen shall be appointed to the Chair by the Chairman.

40. **Voting**

- a. Voting at all General Meetings shall be by show of hands, with the exception of voting on amendments to the Constitution or voting in elections, which will be done by balloting.
- b. Only Ordinary Members in attendance shall be eligible to vote.
- c. Motions at General Meetings of the Club shall be carried out by a majority vote.

**PART X - AMENDMENTS TO THE CONSTITUTION**

41. **Amendments to the Constitution**

- a. All amendments to the Constitution, other than Part II (Objects), Part III (Membership), Part IV (Board of Governors), Part XII (Trustees) and Part XV (Dissolution) shall be initiated and approved by the Board.
- b. Amendments to Part II (Objects), Part III (Membership), Part IV (Board of Governors), Part XII (Trustees) and Part XV (Dissolution) of the Constitution shall be initiated by the Board and

approved by the Armed Forces Council.

- c. The Club shall not amend its Constitution without the prior approval in writing of the Registrar of Societies.

#### **PART XI - DISCIPLINE**

##### **42. Disciplinary Action**

- a. All members shall be bound by the Constitution and decisions made by the Committee.
- b. Disciplinary action of any one of the following forms may be taken against any member who acts in a derogatory manner towards the club, or in any way violates any of the Articles of the Constitution or the Rules and Regulations of the Club:
  - (1) Suspension of membership privileges for a period not exceeding one year.
  - (2) Expulsion from the Club.

#### **PART XII - TRUSTEES**

##### **43. Trustees**

- a. If the Club at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- b. The trustees of the Club shall:
  - (1) not be more than four (4) and not less than two (2) in number.
  - (2) be appointed by the Armed Forces Council.
  - (3) not effect any sale or mortgage of property without the Armed Forces Council's approval.
- c. The office of the trustee shall be vacated if the trustee:
  - (1) dies or becomes of unsound mind; or
  - (2) is absent from the Republic of Singapore for a period of more than one year; or
  - (3) is guilty of misconduct of such kind as to render it undesirable that he continues as a trustee; or
  - (4) submits notice of resignation from his trusteeship.
- d. The Registrar of Societies must be notified of the addresses of immovable properties, names of trustees, and any subsequent changes to either of the aforementioned details.

#### **PART XIII - INTERPRETATION AND STATEMENTS**

##### **44. Interpretation of the Constitution and Rules**

- a. The Board shall be the sole authority for the interpretation of this Constitution. The Committee shall be the sole authority for the interpretation of the Club's Rules, Regulations and By-laws. In the event of a conflict between the decision of Board and the Committee that affects the interpretation of the Constitution and Club's Rules, Regulations and By-laws, the decision of the Board shall prevail. Upon any question of interpretation, the decision of the Board or the Committee shall be final and binding on the members.

- b. The decision of the Board upon any matter affecting the Club not provided for in this Constitution or by the Club's Rules, Regulations and By-laws, shall be final and binding on the members.

45. **Statements to the Press**

All press releases on matters within the province of the Club shall be made by the Chairman, or the Deputy Chairman with the Board's approval.

**PART XIV - PROHIBITIONS**

46. The following prohibitions are to be observed by the Club:

- a. Gambling of any kind, excluding the promotion or conduct of activities covered under the Private Lotteries Act, is forbidden on the Club's premises.
- 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 indulge in any political activities or allow its funds and/or premises to be used for political purposes or any other purposes incompatible with Part II (Objects) of the Club.
- 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 prior approval of the relevant authorities.
- f. The Club shall not raise funds from the public for whatever purposes with the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

**PART XV - DISSOLUTION**

47. The Club shall not dissolve itself or cease to provide the premises and facilities to members except:

- a. When the Club ceases to be the licensee of the land on which the Club's premises and facilities are situated, or such substantial part thereof as would render it impracticable to continue to provide social, sporting and other recreational activities for its members; or
- b. With the Board's approval and express consent of the Armed Forces Council.

48. In the event that the Club is dissolved, all the liabilities legally incurred by or on behalf of the Club shall be fully discharged, and the remaining funds or proceeds of the disposal shall be donated to charitable organisations approved by the Board.

49. Notice of dissolution of the Club shall be given to the Registrar of Societies within seven (7) days of the dissolution.

