

**TRIATHLON ASSOCIATION OF SINGAPORE**  
CONSTITUTION (Version 2017)

## 1. Name

- 1.1. This Association shall be known as the "Triathlon Association of Singapore" (hereinafter referred to as the "Association").

## 2. Place of Business

- 2.1. Its place of business shall be at 3 Stadium Drive #01-33 Singapore 397630, or such other address as may be subsequently be decided upon by the Management Committee and approved by the Registrar of Societies.
- 2.2. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

## 3. Objectives

- 3.1. To promote, encourage and develop the sports of Triathlon (Swim/Bike/Run), Duathlon (Run/Bike/Run), *Aquathlon (Run/Swim/Run)* and other related multi-disciplined endurance sports in Singapore, (but excluding the traditional sports such as decathlon, heptathlon, modern pentathlon), as well as to develop widest participation and highest proficiency in Triathlon, Duathlon, Aquathlon and other related multi-disciplined endurance sports.
- 3.2. To arrange and assist in courses of instruction for athletes, coaches, officials or other interested persons in matters concerning Triathlon, Duathlon, Aquathlon and other related multi-disciplined endurance sports.
- 3.3. To develop and enforce Regulations, and coordinate technical information covering all aspects of Triathlon, Duathlon, Aquathlon and other related multi-disciplined endurance sports.
- 3.4. To develop, select, support and manage teams of athletes to represent Singapore in International competitions.
- 3.5. To liaise actively with the national governing bodies of the sports comprising Triathlon / Duathlon / Aquathlon, in order to avoid any conflicts of Regulations in respect of the athletes or organizers of Triathlon, Duathlon, Aquathlon or other related multi-disciplined endurance sports.
- 3.6. To exercise complete jurisdiction of the sport of Triathlon, Duathlon and Aquathlon or any combination of components sports thereof in Singapore and over all matters pertaining to the participation of Singapore in these sports in world championships and other international competitions.
- 3.7. The Association's current Mission Statement is "Triathlon Association of Singapore strives to exercise fair and judicious supervision of multi-sports events in Singapore and internationally and to promote multi-sports among all and achieve excellence for international recognition."
- 3.8. The Association's current Vision is "To be an internationally acclaimed nation who makes multi-sports a lifestyle that leads to excellence".

3.9. The Association's current set of Values are "The 4 F mottoes of Focus, Foresight, Fast, Flexibility".

#### **4. Membership**

Membership of the Association shall consist of the following categories of members:

- (a) Ordinary Members
- (b) Affiliate Members
  - Triathlon Clubs
  - Associate members
- (c) Individual Members
  - Adults
  - Adults belonging to an affiliate Member Triathlon Club
  - Junior (19 years old and below)
- (d) Honorary Life Members
- (e) Honorary Life President

##### 4.1. Ordinary Members

- 4.1.1. Ordinary Members shall consist of Triathlon Club or organization that are duly registered with the registry of Societies, and/or which are entities within the Singapore Government or Statutory Boards.
- 4.1.2. Ordinary Member shall not be a commercial entity operating a business in or out of Singapore.
- 4.1.3. Ordinary Members must have a minimum of twenty (20) valid adult members or fifteen (15) valid Junior Members, actively participating in competitions and/or related programmes.
- 4.1.4. Membership shall be on an annual basis, by submission of an annual application form.
- 4.1.5. Ordinary Member shall be entitled to nominate a nominee to cast its vote during General Meetings, and shall be eligible to serve on the Management Committee.

##### 4.2. Affiliate Members

- 4.2.1. There shall be two categories of Affiliate Members:
  - 1. Triathlon Clubs
  - 2. Associate Members
- 4.2.2. Triathlon Clubs must meet minimum requirements in order to get affiliated to the Association. Affiliated Triathlon Clubs can purchase the Association's individual membership for their own members, at the discounted rate.
- 4.2.3. Minimum Requirements for Triathlon Clubs:
  - Minimum of 5 adult athletes or 3 Junior athletes, actively participating in competitions and/or other related programmes.
  - Club must be having regular training sessions for their members
  - Minimum of 1 Coach must be present for their training sessions.
  - All Coaches of the Club must be registered with the National Registry of Coaches.
  - Minimum of 1 Coach must be certified in Triathlon.

4.2.4. Associate Members shall consist of any commercial entities that are registered in or out of Singapore, and for the purpose of profit-making, which are supporters or well-wishers of the Association.

4.2.5. Membership shall be on an annual basis, by submission of an annual application form.

4.2.6. Affiliate Members shall not have any voting rights, but shall be eligible to nominate a representative to serve on the Management Committee. The representative must be a current Individual Member of the Association.

#### 4.3. Individual Members

4.3.1. There shall be three categories of Individual Members, namely:

1. Adult
2. Adult (belonging to an Affiliate Member Triathlon Club)
3. Junior (19 years old and below)

4.3.2. Individual Members are required to present their membership number during registration at all of the Association's sanctioned events. Non members will be required to purchase a Day of Race (DOR) membership, which will entitle them for insurance coverage, and which acts as a license for them to race.

4.3.3. Individual Membership shall be by application via the Association's website ([www.triathlonsingapore.org](http://www.triathlonsingapore.org))

4.3.4. Individual Members shall not have any voting rights, but shall be eligible to serve on the Management Committee (above 18 years of age).

#### 4.4. Honorary Life Members

4.4.1. The Management Committee may invite any distinguished persons to become an honorary Life member of the Association.

4.4.2. Any person who has served continuously for a period of not less than four years on the Executive Committee and who has rendered outstanding service to the Association, or has excelled in Triathlon, may, on the recommendation of the Executive Committee, be appointed an Honorary Member of the Association.

4.4.3. Membership shall be by invitation of the Management Committee, and the invitee may be required to give such particulars in writing, as the Association shall stipulate.

4.4.4. Honorary Life Member shall have no voting right at meetings nor shall be eligible to hold office in the Management Committee.

#### 4.5. Honorary Life President

4.5.1. Past Presidents of the Association who have served at least two terms (4 years) of office and made significant contributions to Triathlon shall be elected as Honorary Life President of the Association.

4.5.2. Honorary Life President may participate in the proceedings of the Management Committee if he so desires but he shall have no voting rights.

4.5.3. Honorary Life President shall not be entitled to vote at General Meetings nor shall be eligible to serve on the Management Committee.

#### 4.6. Application for Membership

4.6.1. The Management Committee shall process all Ordinary Membership applications within 3 months of receipt of such application and accept those that meet the established criteria and may accept or reject others based on defensible reason(s) that must be documented. Any rejected applicant shall have the rights to appeal in accordance with the process and procedure of appeal as may be set out in the standard operating procedures (SOP) of the Association or determined by the Management Committee from time to time.

4.6.2. The Association has absolute right to decline membership to anyone without assigning any reason thereof.

4.6.3. A copy of the Constitution shall be furnished to every approved Ordinary and Affiliate members (upon payment of subscription fee).

4.6.4. The application for Ordinary and Affiliate Membership, and re-affiliation shall be accompanied by the annual application form, annual subscription, and a plan showing the annual programme of activities of the applicant and the audited statement of accounts where applicable.

### 5. **Subscription Fees and Dues**

5.1. An entrance fee of \$14, upon approval of membership, is payable for:

- New members
- Renewal of membership which had lapsed for more than 30 days.

5.2. Annual subscriptions are payable as follows:

- Ordinary Membership, \$200.00
- Affiliate Membership:
  - Triathlon Club, \$100.00 (Free if 10 members of club are current Individual Members of the Association)
  - Associate Member, \$100.00 (Free if Associate are sponsors and/or participating merchants of the Association's membership Scheme)
- Individual Membership:
  - Adult, \$36
  - Adult (Belonging to an Affiliate Member Triathlon Club), \$24
  - Adult (Certified Technical Officials & Coaches, Athletes from Triathlon Training Squad Scheme), \$24
  - Junior (19 years old and below), \$12
- Honorary Life Membership: Free

5.3. Membership period runs from 1st January to 31st December. Annual subscriptions shall be payable on application and subsequently renewed before the start of the membership period.

5.4. Any lapsed membership shall not be entitled to any rights and privileges of membership, until subscriptions had been received and approved by the Association's Management Committee.

Membership lapsed for more than 30 days shall be removed from the Association's database and any subsequent renewal shall be treated as a new application.

5.5. The Association has the absolute right to decline membership to anyone without assigning any reason thereof.

## **6. Supreme Authority and General Meeting**

6.1. The supreme authority of the Association is vested in a General Meeting of the Members presided over by the President.

6.2. The Annual General Meeting of the Association shall be held between June and September of each year upon a date, time and place to be fixed by the Management Committee for the following purposes:

- a. To receive from the Management Committee and, if approved, to adopt the Annual Report, and Statement of Accounts for the preceding financial Year.
- b. To elect Members of the Management Committee as required under the provisions of Rule 8.1.
- c. To appoint two Honorary Auditors for the ensuing year.
- d. To transact any other business of which at least seven days' notice in writing shall be given by Member/s to the Honorary Secretary or as the Management Committee deems necessary.

6.3. An Extraordinary General Meeting shall be called by the President by order of the Management Committee, or upon his receiving a signed requisition of not less than 30 voting Members or 25% of the voting Members of the Association, whichever is lesser, stating the business of the Meeting. No Extraordinary General Meeting shall be convened for the same purpose within the following six months.

6.4. At least two weeks' notice shall be given for an Annual General Meeting and ten days' notice for an Extraordinary General Meeting.

6.5. 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 3 days before the General Meeting is due to be held.

## **7. Quorum**

7.1. The quorum for the Annual General Meeting or Extraordinary General Meeting shall be 30 voting Members or 25% of the total voting Members of the Association, whichever is lower.

7.2. In the event of there being no quorum at the commencement of the General Meeting, the Meeting shall be adjourned for half an hour and should the number present thereafter be insufficient to form a quorum, those present shall be considered the quorum, but they shall have no power to alter or amend any of the existing Rules of the Constitution or make decisions concerning expulsion of Members from the Association.

## 8. Management Committee

8.1. The Administration of the Association shall be entrusted to a Management Committee consisting of the following to be elected at the Annual General Meeting:-

Executive Committee

- (a) A President
- (b) A Deputy President
- (c) An Honorary Secretary
- (d) An Assistant Honorary Secretary
- (e) An Honorary Treasurer

And

- (f) Five Management Committee Members

8.2. Names for the Management Committee's position of office shall be proposed and seconded at the Annual General Meeting, Election will follow on a simple majority of votes of the voting Members. In the event that two (2) or more persons standing for the same office receive an equal division of votes, a re-vote shall be taken and in the event of a deadlock still, the President of the Meeting shall have the casting vote.

8.3. The Term of office of the Management Committee shall be two (2) years. The tenure limit shall be:

- a. The President, Deputy President, Honorary Secretary and Assistant honorary Secretary shall serve a maximum of 4 consecutive terms in their position of office. Further re-election to that position of office can only be considered after a lapse of at least one (1) term.
- b. The Honorary Treasurer shall serve a maximum of two (2) consecutive terms. Further re-election to the position of Honorary Treasurer can be considered after a lapse of at least (1) year.

8.4. The Management Committee shall meet at least once in two months after seven days' notice to the Committee Members. Any Member who is absent from three consecutive Meetings without giving satisfactory reasons to the Honorary Secretary shall cease to be a Member thereof unless the Management Committee decides otherwise. Any change in the Management Committee shall be notified to the Registrar of Societies and the Commissioner of Charities/Sector Administrator within two weeks of the changes.

8.5. A minimum of 50% of the total Committee Members shall form the quorum for a Management Committee Meeting.

8.6. In the event of there being no quorum at a Management Committee Meeting, the President shall adjourn the Meeting for half an hour, after which time the Members present, provided the number is not below three, shall form the quorum.

8.7. Voting at Management Committee meetings shall be a show of hands. Each member shall have one vote. In the event that there is an equal division of votes, the President shall have a casting vote.

## **9. Functions of the Management Committee**

During the recess of the AGM, the administration of the Association shall be vested in the Management Committee whose functions shall be as follows:

- 9.1. To implement all resolutions of the Annual General Meeting.
- 9.2. To appoint the necessary sub-committees to plan and work for the Association's objectives.
- 9.3. To plan, resolve and act on all matters beneficial to the Association.
- 9.4. To consider applications for Membership and decide on acceptance or rejection of applications.
- 9.5. To raise funds for the Association.
- 9.6. To ensure that the Association's Financial Standard Operating Procedures (SOP) are properly adhere to, and to make an annual review of the Financial SOP, to ensure its feasibility and practicality.
- 9.7. To organize and supervise other daily activities of the Association.
- 9.8. To remain subordinate to the General Meetings and shall not act contrary to the expressed wishes of the General Meeting without prior reference to it.

## **10. Duties of Office Bearers**

- 10.1. The President shall preside over all General and Management Committee Meetings. He shall represent the Association in all its external dealings.
- 10.2. The Deputy President shall assist the President and deputize for him in his absence.
- 10.3. The Honorary Secretary shall:
  - Arrange and attend all General and Management Committee Meetings;
  - Record and keep the minutes of such Meetings;
  - Prepare the annual reports for submission to the Annual General Meeting;
  - Maintain the records, except financial, and register of the Association;
  - Deal with all matters relating to the Annual General Meeting, Extraordinary General Meeting and Management Committee Meetings;
  - Attend to all correspondences on behalf of the Association;
  - Plan all annual activities of the Association.
- 10.4. The Assistant Honorary Secretary shall assist the Honorary Secretary in the execution of his duties and deputize for him in his absence.
- 10.5. The Honorary Treasurer shall keep all funds, collect and disburse all monies on behalf of the Association and shall maintain records of all monetary transactions and be responsible for their correctness. He shall ensure that the Financial SOP of the Association is being practiced. All cheques and transactions for withdrawals shall be signed by the Honorary Treasurer with one of the following Office-Bearers: President or Honorary Secretary.



10.6. The Ordinary Committee members shall assist in the general administration of the Association and carry out any other duties assigned by the Management Committee from time to time.

## **11. Audit and Financial Year**

11.1. Two voting Members, who are not members of the Management Committee shall be elected as Honorary Auditors at the Annual General Meeting and will hold office for one year only. They shall not be re-elected for consecutive years. They will be required to audit each Financial Year's accounts and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Association's account for any period within their tenure of office at any date and make a report of the Management Committee.

11.2. The Financial Year for the Association shall commence on the 1<sup>st</sup> April and end on 31<sup>st</sup> March.

## **12. Trustees**

12.1. If the Association at any time acquires any immovable property, such property shall be vested in Trustees subject to a Declaration of Trust. No Trustee shall effect any sale or mortgage of property without the prior approval of the General Meeting of Members. Any Trustee may at any time resign his Trusteeship. If a Trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from the Republic of Singapore for a period of one year, he shall be deemed to have resigned his Trusteeship. If a Trustee is guilty of misconduct of such kind as to render it undesirable that he continues as a Trustee, a General Trusteeship may be filled at a General Meeting, but the number shall not be greater than four 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 affixing in the premises of the Association, a document containing such proposal at least two weeks before the General Meeting at which the proposal is to be discussed. The result of such Meeting shall be notified to the Registrar of Societies and the Commissioner of Charities. The addresses of immovable properties, names of Trustees and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities / Sector Administrator within two weeks of the changes.

## **13. Prohibitions**

13.1. Gambling of any kind and the playing of paikow or Mahjong, whether for stakes or not, are forbidden on the Association'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 Association shall not be used to pay the fines of Members who have been convicted in court.

13.3. The Association 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 Association 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

effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or services which adversely affects consumer interest.

13.5. The Association shall not hold any lottery, whether confined to its Members or not, in the name of the Association or its office-bearers, Management Committee or Members unless with the prior approval of the relevant authorities.

13.6. The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes

13.7. The Association shall not raise funds from the public for whatever purposes without prior approval in writing of the Registrar of Societies and other relevant authorities.

#### **14. Amendments to Rules**

14.1. The Association shall not amend its Constitution without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities/Sector Administrator. 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 General Meeting.

#### **15. Interpretation**

15.1. In the event of any question or matter arising out of any point which is not expressly provided for in the Rules, 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 of Members.

#### **16. Dissolution**

16.1. The Association shall not be dissolved, except with the consent of not less than 3/5 of the Members of the Association for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

16.2. In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds will be donated to an approved charity or charities in Singapore.

16.3. A Certificate of Dissolution shall be given to the registrar of Societies and the Commissioner of Charities/Sector Administrator within 7 days of the dissolution.