



Singapore Wushu Dragon and Lion Dance Federation

Constitution

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1 NAME

- 1.1 The federation shall be known as the Singapore Wushu Dragon and Lion Dance Federation hereinafter referred to as the Federation.

2 DEFINITIONS

- 2.1 In this Constitution, words importing the singular include the plural and vice versa, and words importing any gender include the other genders.
- 2.2 In this Constitution unless the context requires otherwise:
- 2.2.1 “Advisor” means an advisor to the Federation appointed in accordance with Article 30.
 - 2.2.2 “Affiliate Member” means an Ordinary Member and Associate Member admitted to the Federation in accordance with Articles 9 and 10 respectively.
 - 2.2.3 “AGM” means the Annual General Meeting of the Federation members required to be held by the Federation in each calendar year.
 - 2.2.4 “Appointed Management Committee Member” means a Federation Management Committee (MC) Member appointed under Article 22.
 - 2.2.5 “Associate Member” means an entity admitted as a Member of the Federation in accordance with Article 10.
 - 2.2.6 “Authorised Delegate” means a person authorized by an Ordinary Member to attend a General Meeting of the Federation and to speak and vote on its behalf at such meetings.
 - 2.2.7 “Authorised Representative” means a person appointed by an Associate Member to attend a General Meeting of the Federation.
 - 2.2.8 “MC” means the body consisting of Elected and Appointed MC Members that governs the Federation.
 - 2.2.9 “MC Committee” means a committee established under Article 28.
 - 2.2.10 “MC Member” means a member of the Federation MC and includes Elected MC Members and Appointed MC Members.
 - 2.2.11 “MC Members” means all or some of the MC Members of the Federation acting as an MC.
 - 2.2.12 “By-law” means a by-law made under Article 33.
 - 2.2.13 “CEO” means a person appointed as Chief Executive Officer or their equivalent by the MC according to the powers conferred on them by Article 31.
 - 2.2.14 “Constitution” means this constitution as amended from time to time, and a reference to an article is a reference to an article of this Constitution.

- 2.2.15 "Discipline" means a Wushu, Dragon and Lion Dance sports programme defined by International Wushu Federation (IWUF) and International Dragon and Lion Dance Federation (IDLDF) and accepted by the Federation as a program under its jurisdiction.
- 2.2.16 "Elected MC Member" means a Federation MC Member elected under Article 21.
- 2.2.17 "EGM" means an Extraordinary General Meeting of the Federation members called in accordance with Article 14.
- 2.2.18 "Family Members" means a person's child, sibling, parent, spouse, spouse's parent, spouse's sibling, grandparent, or grandchildren.
- 2.2.19 "Ordinary Member" means an entity admitted as a Member of the Federation in accordance with Article 9.
- 2.2.20 "General Meeting" means a general meeting of the Federation Members and includes the AGM and EGM.
- 2.2.21 "IHLs" means Institutions of Higher Learning such as Institutes of Technical Education, Polytechnics and Universities that are under the purview of the Ministry of Education of Singapore.
- 2.2.22 "Independent Member" means an Appointed MC Member who is defined as being independent under Article 22.3.
- 2.2.23 "Key Office Bearer" means a person who holds the position of President, Deputy President, Secretary General, Treasurer or any other key appointment in the Federation MC.
- 2.2.24 "Member" means a member of the Federation in accordance with Article 8.
- 2.2.25 "Objects" means the objects of the Federation set out in Article 7.
- 2.2.26 "Patron" means a patron of the Federation appointed in accordance with Article 30.
- 2.2.27 "Policy" means a policy made under Article 33.
- 2.2.28 "Special Resolution" means a resolution that must be passed by two-thirds (2/3) of the members present at a General Meeting who are entitled to vote in accordance with this Constitution.
- 2.2.29 "Wushu, Dragon and Lion Dance" means the sport of Wushu, Dragon and Lion Dance, including all the disciplines.
- 2.2.30 "Wushu, Dragon and Lion Dance Events" means competitions, championships, demonstrations, exhibitions and any other events relating to Wushu, Dragon and Lion Dance.
- 2.2.31 "Trustee" means a Trustee of the Federation appointed in accordance with Article 39.
- 2.2.32 "Voting Members" means all Ordinary Members eligible to vote at a General Meeting.

3 PLACE OF BUSINESS

- 3.1 The place of business of the Federation shall be at 7 Bedok North Street Singapore 469649 or such other place as may from time to time be decided by the MC, subject to the approval of the Registrar of Societies. The Federation shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

4 AFFILIATION

- 4.1 The Federation shall be affiliated to International Wushu Federation (IWUF) & International Dragon & Lion Dances Federation (IDLDF), the Singapore National Olympic Council (hereinafter referred to as "SNOC"), and such other recognised bodies as the MC may deem necessary.

5 AUTHORITY

- 5.1 The Federation shall strive for government and public recognition as the national governing body and authority for the sport of Wushu, Dragon and Lion Dance in Singapore by virtue of the Federation's affiliation to International Wushu Federation and SNOC, and through endeavours that further the Objects of the Federation.

6 INCLUSIVITY

- 6.1 The Federation shall be inclusive and shall integrate into the Federation's activities any adaptive form of Wushu, Dragon and Lion Dance for people with disabilities that has been approved by International Wushu Federation or the International Paralympics Committee.

7 OBJECTS

- 7.1 The objects of the Federation shall be as follows:
- 7.1.1 Promote, develop and increase participation for the sport of Wushu, Dragon and Lion Dance in Singapore.
 - 7.1.2 Promote physical activity for health and wellness, foster community engagement and bonding for social inclusiveness and integration, and inspire the Singapore Spirit through the sport of Wushu, Dragon and Lion Dance.
 - 7.1.3 To engage communities and provide access to the sport of Wushu, Dragon and Lion Dance to vulnerable segments of the community such as youth at risk and the less privileged.
 - 7.1.4 Unify, co-ordinate, sanction and organise Wushu, Dragon and Lion Dance activities in Singapore, including national and international Wushu, Dragon and Lion Dance tournaments and events.
 - 7.1.5 Raise the competitive standards of Wushu, Dragon and Lion Dance athletes in Singapore for sustainable elite level performance at international competitions and multi-sport major games.

7.1.6 Provide sport pathways and opportunities for the progression and advancement of Wushu, Dragon and Lion Dance athletes, coaches and technical officials in Singapore.

7.1.7 Raise the technical capability of Wushu, Dragon and Lion Dance coaches and technical officials in Singapore.

7.1.8 Do all things complementary or incidental to attain the aforesaid objects in Articles 7.1.1 to 7.1.7.

8 MEMBERSHIP

8.1 The Federation's membership shall consist of Ordinary and Associate Members, who will collectively be referred to as Affiliates.

8.2 The list of the approved and most current Affiliates shall be posted on the Federation's official website.

9 ORDINARY MEMBERS

9.1 Ordinary Members shall be legal entities registered in Singapore with the Registry of Societies (ROS) or the Accounting and Corporate Regulatory Authority (ACRA), Institutions of Higher Learning (IHL) and Government Ministries and Statutory Boards that are willing to observe the rules and regulations of the Federation

9.2 Ordinary Members shall be involved in the promotion, training and / or development of Wushu, Dragon and Lion Dance in Singapore.

9.3 Ordinary Members shall have participated in the competitions, programs, courses and activities organised by the Federation with a total of at least twenty (20) registered participants within the last twenty-four (24) months.

9.4 Ordinary Members shall have at least twenty (20) registered members and who are not members of another Ordinary Member.

9.5 At least half of the members, shareholders and/or the management of Ordinary Members shall be Singapore citizens.

9.6 Ordinary Members shall have full voting rights at the Federation's General Meetings.

9.7 Ordinary Members shall be approved by a special resolution at an AGM and may only exercise their voting rights at subsequent General Meetings.

9.8 Ordinary Members may only be removed as a member of the Federation by a special resolution at an AGM unless for the reason stated in Article 12.3.

10 ASSOCIATE MEMBERS

10.1 Associate Members shall be organisations, clubs, institutions, schools, academies Wushu, Dragon and Lion Dance teams that are willing to observe the rules and regulations of Federation but are not eligible for Ordinary Membership.

10.2 An Associate Member shall enjoy membership privileges such as may be offered by the Federation and may attend all General Meetings of Ordinary Members, but shall have no voting rights at such meetings.

10.3 All Associate Membership shall be approved by the MC.

11 APPLICATION FOR MEMBERSHIP

11.1 All membership applications shall be submitted to the Secretary General as prescribed by the Federation.

11.2 Application for membership may be rejected on any of the following grounds:

11.2.1 The applicant does not satisfy all the relevant membership criteria set out in the relevant membership category in this Constitution;

11.2.2 The applicant has been convicted of an offence involving moral turpitude, declared a bankrupt, wound up or dissolved.

11.2.3 Where accepting the applicant would in the MC's absolute discretion be deemed prejudicial to the interest of the Federation as a whole.

12 MEMBERSHIP FEES

12.1 The entrance fees and subscription fees of Ordinary Members and Associate Members shall be determined by the General Meeting of Ordinary Members from time to time. Membership fees shall be paid by 31st December of the year.

12.2 The MC allows membership arrears to be paid by 28th February of the following year. Membership arrears paid between 1st to 31st March shall be paid with a 20% administrative fee; failing which the membership shall automatically be terminated on 1st April of the same year.

12.3 The list of suspended and terminated Affiliates shall be posted on the Federation's official website along with the effective date of their suspension or termination.

12.4 The income and property of the Federation whensoever derived shall be applied towards the promotion of the objects of the Federation 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 Federation or to any of them or to any person claiming through any of them.

13 ANNUAL GENERAL MEETINGS

13.1 The supreme authority of the Federation is vested in a General Meeting of the members. The Annual General Meeting (AGM) shall be held not later than 30 September each year.

- 13.2 If there are any unavoidable reasons for delay in holding the AGM by 30 September, the members shall be notified of the reason by 30 August through email or on the Federation's official website. The AGM may be postponed to a later date if no more than one-third (1/3) of the Ordinary Members raise any objections in writing to the Federation within seven days (7) from the date of this notification.
- 13.3 At least twenty-one (21) days' notice shall be provided to Affiliates, through email and the Federation's official website, specifying the place, date and time of the AGM.
- 13.4 Ordinary Members who wish to table a resolution for the General Meeting's approval must notify the Secretary General in writing at least fourteen (14) days before the date of the AGM.
- 13.5 The agenda for the AGM, the MC's annual report and the audited financial statements for the preceding financial year, shall be forwarded to the members at least seven (7) days before the date of the AGM.
- 13.6 The business to be transacted at the AGM shall be:
- 13.6.1 To approve the annual report and the previous financial year's audited financial statements.
 - 13.6.2 To approve any resolutions tabled by Ordinary Members in accordance with Article 14.4 or by the MC.
 - 13.6.3 Where applicable, to appoint auditors for the ensuing term.
 - 13.6.4 Where applicable, to approve or remove Ordinary Members.
 - 13.6.5 Where applicable, to approve the list of nominations received and to hold the election for MC Members.
- 13.7 No business other than that stated in the notice and agenda for the AGM shall be transacted at the General Meeting.
- 13.8 General Meetings may be conducted, wholly or partly, by electronic means. Members must at least be allowed to contemporaneously observe the proceedings of such meetings by audio and video means (e.g. "live" webcast) and to cast their vote electronically where required. Details on the arrangements for meetings to be conducted by electronic means shall be provided to members in the notice of the meeting.

14 EXTRAORDINARY GENERAL MEETINGS

- 14.1 An Extraordinary General Meeting (EGM) may be convened at any time by order of the MC or on receipt of a written requisition by at least one-third (1/3) of the Ordinary Members on the Federation's membership register. Such requisition shall state the business that is to be transacted at the requested EGM.

- 14.2 The MC shall convene the EGM within one (1) month of receiving the requisition. Ordinary Members who requisitioned the EGM may proceed to convene the EGM if one is not convened by the MC and shall provide the relevant notice and agenda for the meeting to the Ordinary Members.
- 14.3 At least fourteen (14) days' notice shall be provided to Affiliates, through email and the Federation's official website, specifying the place, date and time of the EGM along with the resolutions to be passed at the meeting.

15 **ATTENDANCE AND QUORUM FOR GENERAL MEETINGS**

- 15.1 All members of the Federation shall be eligible to attend General Meetings. Each Ordinary Member is entitled to have one (1) authorised delegate to attend a General Meeting and to speak and vote on its behalf at such meetings. Each Associate Member is entitled to have one (1) authorised representative to attend a General Meeting.
- 15.2 The names of the authorised delegates of Ordinary Members and the authorised representatives of Associate Members who will be attending the General Meeting shall be notified to the Secretary General at least three (3) days before the date specified for the General Meeting.
- 15.3 The MC may also invite various others including the Federation's auditors, legal advisers and observers from the Federation's stakeholders for General Meetings. Such invitees shall not participate in the proceedings of the General Meetings and may only address the meeting if deemed necessary by the Chairman or with the consent of the authorised delegates present at the meeting.
- 15.4 At least a quarter (1/4) of the voting members (i.e. Ordinary Members) or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum.
- 15.5 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 or make addition to the existing Constitution.

16 **VOTING AT GENERAL MEETINGS**

- 16.1 Only authorised delegates of Ordinary Members who are above the age of twenty-one (21) shall be eligible to vote at General Meetings and for the election of MC Members.
- 16.2 Each authorised delegate shall have one vote. MC Members shall have no voting rights at General Meetings unless he is an authorised delegate of an Ordinary Member.
- 16.3 Voting by proxy is not allowed at all General Meetings.
- 16.4 All resolutions, with the exception of special resolutions, shall be approved by a simple majority (i.e. more than half of the members present and entitled to vote). All special resolutions shall be approved by at least two-thirds (2/3) of the members present and entitled to vote.

- 16.5 Electronic voting shall be allowed for general meetings conducted by electronic means. Electronic voting can be done by a physical or digital show of hands or by an online poll.

17 MANAGEMENT COMMITTEE

- 17.1 The Federation shall be governed by a Management Committee (MC) between Annual General Meetings. The MC shall have all the powers necessary to manage the affairs of the Federation other than those matters reserved for the Annual General Meeting's approval.
- 17.2 The Management Committee shall consist of up to 29 members (18 elected MC members, 10 appointed board members, and 1 Athlete Commission Chair).
- 17.3 More than two-thirds (2/3) of the MC shall be comprised of Singapore citizens.

18 NOMINATION AND ELECTION

- 18.1 All nominations for the MC election must reach the Federation office at least seven (7) days before the AGM, and any nominations received thereafter shall be invalid. Only affiliates with voting rights can nominate candidates for election.
- 18.2 The AGM shall elect 18 positions for the MC, including the President, three vice presidents and 14 MC Members. For the fourteen (14) elected MC Members, six (6) must be nominated from Ordinary members whose core business is Wushu-related activities; six (6) must be nominated from Ordinary members whose core business is Lion and/or Dragon Dance-related; and the remaining two (2) must be nominated from Associate Members. All other key office bearers will be elected at the first MC meeting within one month after the AGM.
- 18.3 All nominations of candidates for election to the Management Committee shall close seven (7) days prior to the General Meeting of Ordinary Members.
- 18.4 Nomination forms shall include a declaration by the nominee of any personal or business interest that may be of concern to the Federation or its members.
- 18.5 Nominated candidates must fulfil all the eligibility conditions in Articles 20 (MC Members) and 21 (Elected MC Members) respectively.
- 18.6 The voting eligibility of Ordinary Members, their authorized delegates, and the nominated candidates for the MC election shall be verified and confirmed by a panel comprising two (2) or more independent members from the MC.
- 18.7 The list of eligible nominees shall be published on the Federation's official website and emailed to all Members at least five (5) days before the AGM where the election is to be held.
- 18.8 The election shall be conducted or supervised by an independent member of the MC.
- 18.9 Election will be by secret ballot and the result shall be based on a simple majority of the votes cast.
- 18.10 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.
- 18.11 If a tie persists after two (2) successive rounds of voting involving the same candidates, the Chairman who is presiding over the election shall decide to either exercise a casting vote, where the Chairman had been so empowered by the members or draw lots to resolve the tie.

18.12 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 Federation's auditors and/or legal advisers who are present at the AGM.

19 KEY OFFICE BEARERS

19.1 The MC shall elect from among themselves key office bearers, who will minimally be the *Chairman, Vice Chairman, Secretary General, Treasurer, and Assistant Treasurer* following an AGM where an election is held or whenever a vacancy arises.

19.2 All Key Office Bearers shall be Singapore citizens or Permanent Residents.

19.3 The Treasurer should preferably have a recognized accounting qualification and/or appropriate practical experience.

19.4 The President should have served and made positive contributions to the sport of Wushu, Dragon and Lion Dance and/or the Federation as an ex-athlete, official, or elected MC member, or should be a prominent individual of good standing within the sport and/or community.

20 MANAGEMENT COMMITTEE MEMBERS

20.1 MC members shall at least be twenty-one (21) years of age and shall be Singapore citizens or Permanent Residents.

20.2 MC members shall not be Individuals who are disqualified from serving on the MC of charities or companies pursuant to the Charities Act and Companies Act or have past convictions for offenses for which criminal record cannot be spent pursuant to the Registration of Criminals Act (Third Schedule).

20.3 MC members shall not be serving a suspension or ban from IWUF & IDLDF or other regulatory authorities.

20.4 MC members shall be persons of good character with relevant experience and credentials.

20.5 MC members shall neither be a paid employee of the Federation nor have a family member who is a paid employee of the Federation.

20.6 No more than three (3) of the MC members shall be family members, and such relationships must be declared upfront in the nomination and before the MC election.

20.7 Any change of MC members shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

21 ELECTED MANAGEMENT COMMITTEE MEMBERS

21.1 An Elected MC Member shall be an authorised delegate of an Ordinary Member of the Federation who is duly elected by the voting members at an AGM.

21.2 Elected MC Members shall act in the best interest of the Federation and not do anything to bring the Federation into disrepute.

21.3 The MC may at any time appoint a suitable person to fill a position vacated by an Elected MC Member for the remaining term of office for the vacated position.

21.4 Where more than half of the Elected MC Member positions become vacant, the MC shall convene a General Meeting (EGM or AGM), within two (2) months from the positions becoming vacant, in order to elect the replacements for the remaining period of office.

22 APPOINTED MANAGEMENT COMMITTEE MEMBERS

- 22.1 The President shall, in consultation with the Advisor, appoint up to ten (10) Appointed MC Members, all of whom shall be affirmed by the Management Committee at the 1st Management Committee Meeting.
- 22.2 Appointed MC Members shall preferably be from the legal, accounting, or medical profession or shall be experts in other relevant fields including marketing, event management, or coach education.
- 22.3 The majority of the Appointed MC Members shall be independent members who do not have any association with the affiliates, including as members or otherwise, and who do not have any vested interest in the affairs or business of the Federation.
- 22.4 The MC may at any time appoint a suitable person to fill a position vacated by an Appointed MC Member for the remaining term of office for the vacated position.
- 22.5 The MC shall have the power to remove an Appointed MC member before the expiration of his term of office and may appoint another person in his stead for the remaining term of his office.
- 22.6 The term of office for appointed MC members will follow the term of office for elected MC members.

23 MANAGEMENT COMMITTEE TENURE

- 23.1 The term of office of Elected MC members shall be three (3) years. The President / Management Committee member shall serve a maximum of 3 consecutive terms / nine (9) consecutive years. Further re-election to the position of President / Management Committee member can only be considered after a lapse of at least one (1) term / three (3) years.
- 23.2 Counting from the year 2018, all MC Members, regardless of the position held, may serve a maximum tenure of nine (9) consecutive years on the MC and, upon reaching this tenure limit, shall only be eligible for re-election or re-appointment to the MC after a lapse of at least three (3) years.
- 23.3 An MC Member may only hold the appointment of Treasurer or Assistant Treasurer for a maximum of three (3) consecutive years and may only be considered for re-appointment as a Treasurer or Assistant Treasurer after a lapse of at least-three (3) years.
- 23.4 The MC may appoint members who have reached the maximum consecutive tenure (expressed under Articles 23.1, 23.2, and 23.3) above as a “Federation Ambassador” for the purposes of representation of the Federation in a regional or international federation or such organization that the Management Committee deems fit.

At the point of appointment, the “Federation Ambassador” should hold office in the regional or international federation or such organization that the Management Committee deems fit.

- 23.5 The Federation Representative shall have no voting rights at MC Meetings and other relevant Committee Meetings.

24 MANAGEMENT COMMITTEE ROLE AND POWERS

- 24.1 The role and powers of the MC shall be as follows:

- 24.1.1 Provide stewardship and trusteeship on behalf of members and be responsible for ensuring that the Federation remains viable and effective in the present and for the future.
- 24.1.2 Provide strategic leadership, set objectives, and ensure that the necessary plans, policies, programs, and resources are in place for the Federation to meet its objectives.
- 24.1.3 Ensure all legal and statutory obligations are met and all constitutional and governance requirements are complied with.
- 24.1.4 Establish a framework of prudent and effective controls that enables risk to be assessed and managed, including safeguarding the Federation's assets and the public funds it receives.
- 24.1.5 Set the Federation's values and standards to ensure that obligations to members and other stakeholders are understood and met and address all disciplinary issues that arise.
- 24.1.6 Be responsible for the appointment of the CEO and other senior management employees of the Federation and provide them with clearly documented roles, responsibilities, and accountabilities.
- 24.1.7 Review management and MC performance periodically.
- 24.1.8 Manage conflict of interest and take appropriate measures to ensure that the Federation is protected against any personal or business interests of MC members and employees of the Federation.
- 24.1.9 Identify and sufficiently engage the key stakeholder groups of the Federation and seek their views and feedback on the Federation's strategies and policies.
- 24.1.10 Consider financial sustainability, social issues, and environmental factors as part of its strategy and policy formulation.
- 24.1.11 Raise funds for the Federation and approve any expenditure from the funds and/or reserves of the Federation for the Federation's activities, subject to Article 24.1.12. Any additional funds required for special purposes may only be raised from members with the consent of the General Meeting of Ordinary Members.
- 24.1.12 Decisions that involve the acquisition and disposal of immovable properties or assets, and expenditures above \$0.25M – excluding the utilization of grants, donations, and sponsorships meant for specified purposes – should be approved at a General Meeting by a special resolution.
- 24.1.13 To form an independent appeals committee responsible for deliberating fair queries, appeals, and protests lodged by athletes, such committee shall comprise individuals not involved in the athlete selection committee;

25 DUTIES OF OFFICE BEARERS

- 25.1 The President shall chair all General and MC meetings. The President shall also represent the Federation in all matters with outside persons.
- 25.2 The Vice President shall assist the President and deputize for him in his absence.
- 25.2.1 The Chairman shall chair the Management Committee Meetings. The Chairman shall deputize for the President in the latter's absence and Vice-Presidents.
- 25.2.2 The Vice-Chairman (Admin & Finance) shall take care of all administrative matters and deputize the Chairman in the absence of the latter.
- 25.2.3 The Vice Chairman (Wushu) shall take care of all matters related to Wushu.
- 25.2.4 The Vice Chairman (Dragon & Lion) shall take care of all matters related to Dragon & Lion Dance.
- 25.3 The Secretary General shall ensure that all records of the Federation, except financial, are kept safely and shall be responsible for their correctness. He shall ensure that the minutes of all General and MC meetings are recorded correctly. He shall also ensure that an up-to-date Register of Members is maintained at all times.
- 25.3.1 Assistant Secretary General
- The Assistant Secretary General shall assist the Secretary General in all relevant matters and shall deputize for the Secretary General in the latter's absence.
- 25.4 The Treasurer shall:
- 25.4.1 Be responsible for the funds of the Federation.
- 25.4.2 Keep an account of all monetary transactions and shall be responsible for their correctness.
- 25.4.3 Report on the financial status of the Federation at MC meetings and present audited financial reports at AGMs.
- 25.4.4 Not hold office in the Audit Committee.
- 25.5 The Assistant Treasurer shall assist the Treasurer and shall deputize for the Treasurer in his absence and shall not hold office in the Audit Committee.
- 25.6 All cheques, electronic or online payments for withdrawals from the bank shall be co-signed by the Treasurer or Assistant Treasurer, and either the Chairman or the Secretary General.
- 25.9 All other MC Members shall assist in the management of the Federation and perform duties assigned by the MC from time to time.

26 MC MEETINGS

- 26.1 The Management Committee Meeting shall be held once every two (2) months with each Committee Member entitled to one (1) vote except that the Chairman of the meeting shall have the casting vote when there is an equal division of votes cast. Notice of the meeting shall be served by the Secretary General at least seven (7) days in advance. In the absence of the Chairman and all the Vice-Chairmen, a temporary Chairman shall be elected from amongst the Committee Members present. An emergency Management Committee Meeting may be convened if deemed necessary.
- 26.2 Any Committee Member who has absented himself for three (3) consecutive meetings without written permission and/or valid reason(s) shall have his membership of the Management Committee suspended for one (1) month. The member shall attend the meeting and give valid reason(s) for his absence, failing which his membership will be terminated after the grace period.
- 26.3 At least half of the MC members must be present to form a quorum and for the meeting proceedings to be valid. This will include MC members who participate in the meeting via telephone or video conferencing.
- 26.4 Voting at MC meetings shall be by show of hands unless the meeting decides otherwise by a majority vote for a secret ballot. All Elected MC Members and Appointed MC Members who qualify as independent members shall have one (1) vote each at MC meetings.
- 26.5 MC Members who are not present at a meeting may write in prior to the meeting or call in during the meeting to vote on resolutions or required decisions circulated prior to the meeting.
- 26.6 The Chairman of the MC meeting shall have a casting vote (i.e. second vote) in the event of a tie in the votes.

27 CIRCULAR RESOLUTIONS

- 27.1 The MC may by a circular resolution decide on any matters of the Federation as stated within its powers under this Constitution. Such circular resolutions shall be as effective as a resolution passed at an MC meeting duly convened and held.
- 27.2 The Secretary General or CEO shall circulate such resolutions for the MC Members' approval upon the request by any of the MC Members who shall have a seconder for the same.
- 27.3 The circulation of such resolution(s) shall be relayed to MC Members by any acceptable means of communication adopted by the MC, including via email.
- 27.4 A circular resolution shall be carried upon acceptance by a simple majority of members from the MC and shall be tabled and ratified at the following MC meeting.

28 MC SUB COMMITTEES

- 28.1 The MC may appoint MC Sub Committees comprised of the Federation members and/or independent experts to assist the MC in the management and administration of the Federation.

- 28.2 The MC may delegate to such MC Sub Committees such powers as it deems necessary.
- 28.3 The MC shall minimally appoint the following MC Sub Committees with the appropriate terms of reference:
- 28.3.1 Audit Sub Committee.
 - 28.3.2 Selections Committee
 - 28.3.3 An independent appeals committee responsible for deliberating fair queries, appeals, and protests lodged by athletes, such committee shall comprise individuals not involved in the athlete selection committee;
 - 28.3.4 Disciplinary Committee
- 28.4 The Audit Committee, Selections Committee, Appeals Committee, and Disciplinary Committee shall comprise at least three (3) persons appointed by the MC. Each of these four (4) MC Committees shall be headed preferably by an independent MC member and shall have no more than two-thirds (2/3) of its members from the MC.

29 ATHLETES COMMISSION

- 29.1 The Federation shall establish an Athletes Commission (AC) with the view to providing a process to promote open communication with the athletes.
- 29.2 The AC shall comprise no more than five (5) elected members, who are either past or present national Wushu athletes, including the Chairman who must be a former National Wushu athlete.
- 29.3 The Chairman and members of the AC shall be elected by National athletes who have represented Singapore in international Wushu competitions within the past twenty-four (24) months.
- 29.4 The term of office of the AC members and their term limits, if any, shall follow that of the MC.
- 29.5 The Chairman of the AC shall be appointed as an MC member with voting rights and shall represent the AC in the MC until the expiry of his term as Chairman of the AC.

30 ADVISORS AND PATRONS

- 30.1 Community leaders and elders in the Wushu, or dragon & lion dance community may be invited to serve as Honorary Presidents, Honorary Advisors, and Technical Advisors by the Management Committee. The Chief Executive Director of the Peoples' Association shall be the Advisor to the Federation.
- 30.2 The Advisors and Patrons so appointed shall have no voting rights in the MC.
- 30.3 Patrons may be invited by the President and/or the MC to chair a General Meeting of the Federation in which case the Patron shall have no voting rights.

31 CHIEF EXECUTIVE OFFICER / GENERAL MANAGER

- 31.1 The MC may appoint a Chief Executive Officer (CEO / GM) or an equivalent to lead the Federation management and secretariat staff.
- 31.2 The CEO / GM shall hold office on the terms and conditions (including as to remuneration) and with the powers, duties, and authorities, determined by the MC.
- 31.3 The exercise of the CEO / GM's powers and authorities, and the performance of the CEO / GM's duties, shall always be subject to the control of the MC.
- 31.4 The role of the CEO / GM will be to implement the strategies, plans, and policies approved by the MC and to be responsible for the management and direction of the Federation and its finances.
- 31.5 The CEO / GM shall attend all the Federation meetings including General Meetings and MC meetings, subject to a determination otherwise by the MC. The CEO / GM shall not have a vote at these meetings but may speak on any matters where required.
- 31.6 Subject to the terms and conditions of the appointment, the MC may suspend or remove the CEO / GM from that office.

32 AUDIT AND FINANCIAL YEAR

- 32.1 A firm of Public Accountants and Chartered Accountants shall be appointed as auditors at each AGM for the next financial year and shall be eligible for reappointment.
- 32.2 The auditor shall be changed at least once every five (5) years, whether to another auditor from the same auditing firm or company or to another auditor from a different auditing firm or company.
- 32.3 The auditors may be required by the President to audit the Federation's accounts for any period within their tenure of office at any date and make a report to the MC.
- 32.4 The auditors will be required to audit each financial year's accounts and present a report on them to the AGM.
- 32.5 The Federation's financial year shall be from 1st April of each year to 31st March the following year.

33 POLICIES AND BY-LAWS

- 33.1 The MC shall have the power to approve, create, alter, or revoke by-laws, policies, regulations, procedures, and practices in relation to the management and administration of the Federation as it deems fit.
- 33.2 Such by-laws, policies, regulations, procedures, and practices from time to time in force shall not be inconsistent with the provisions of this Constitution.
- 33.3 If there is inconsistency, the provisions of the Constitution shall prevail, and that by-law, policy, regulation, procedure, or practice shall to the extent of the inconsistency be void.

- 33.4 When in force, such by-laws, policies, regulations, procedures, and practices shall be binding on all Members and have the same effect as a provision in this Constitution.
- 33.5 The MC may appoint relevant advisory committees to assist the MC with the management of key areas of the Federation, including but not limited to – Wushu (Taolu and Sanda), Traditional Wushu, Dragon Dance, Lion Dance, Competitions, Judging, and Coaching.

Members of the advisory committees comprise Federation members and/or independent experts.

34 CONFLICT OF INTEREST

- 34.1 MC members shall act in the best interests of the Federation, and the MC shall set clear policies, and procedures and take appropriate measures to declare, prevent, and address any conflict of interest that may arise.
- 34.2 Whenever a member of the MC in any way, directly or indirectly, has an interest in a transaction project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins. The MC Member concerned shall then offer to withdraw and leave the meeting and not participate in the discussion or vote on the matter. The MC shall decide if this should be accepted.
- 34.3 An MC member who provides any services and, in return, receives any allowance(s) from the Federation either in cash or in kind, shall orally disclose the nature and extent of his or her interest to the Management Committee, and provide a written declaration, if requested by the Management Committee. Accordingly, all declarations shall be recorded where the declaration is made. These services include judging and superintendent fee(s).

35 ANTI-DOPING & PREVENTION OF COMPETITION MANIPULATION

- 35.1 The Federation shall recognize the right of all its athletes to participate in clean sport and is committed to ensuring the sport is doping-free and free of any manipulation of competitions.
- 35.2 All affiliates, members, athletes, participants, staff, and other individuals, who are subject to the jurisdiction of the Federation are bound by and agree to abide by all World Anti-Doping Code-compliant anti-doping rules applicable to the sport and to comply with the Olympic Movement Code on the Prevention of Manipulation of Competitions.

36 SAFE SPORT

- 36.1 The Federation shall be committed to ensuring the safety and wellbeing of Wushu, Dragon and Lion Dance athletes and practitioners in Singapore and shall take all necessary measures to protect them from all forms of harassment and abuse.
- 36.2 All affiliates, members, athletes, participants, staff, and other individuals, who are subject to the jurisdiction of the Federation are bound by and agree to abide by the Safe Sport Unified Code and to comply with the applicable rules under the Safe Sport Programme.

37 DISPUTE RESOLUTION

- 37.1 Any dispute arising among Members or between any Member and the Federation 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.

38 PRESS RELEASE

- 38.1 Only the President or his/her delegate shall be entitled to give press releases relating to matters concerning the Federation.

39 TRUSTEES

- 39.1 If the Federation at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

- 39.2 The trustees of the Federation shall:

39.2.1 The Board of Trustees shall be composed of five (5) members (each referred to as "Trustee").

39.2.2 Be elected by a General Meeting of members.

39.2.3 Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

- 39.3 The office of the trustee shall be vacated:

39.3.1 If the trustee dies or becomes of unsound mind.

39.3.2 If he is absent from the Republic of Singapore for a period of more than one (1) year.

39.3.3 If he is guilty of misconduct of such a kind as to render it undesirable he continues as a trustee.

39.3.4 If he submits notice of resignation from his trusteeship.

- 39.4 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 Federation's notice board and/or on the Federation's website at least two (2) 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 Commissioner of Charities.

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

40 VISITORS AND GUESTS

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

41 PROHIBITIONS

- 41.1 The funds of the Federation shall not be used to pay the fines of members who have been convicted in a court of law.
- 41.2 the Federation 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.
- 41.3 the Federation shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 41.4 the Federation shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director of Operations, Licensing Division, Singapore Police Force, and other relevant authorities, where necessary.

42 CESSATION OF CHARITY STATUS

- 42.1 In the event that the Federation ceases to be a registered charity under the Charities Act, all debts, and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, when the Federation is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which is (are) registered under the Charities Act as the members of the Federation may determine at the General Meeting.

43 DISSOLUTION

- 43.1 the Federation shall not be dissolved except with the consent of not less than three-fifths (3/5) of those entitled for the time being to vote at General Meetings.
- 43.2 In the event of the Federation being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds will be donated to charitable organization(s), or Institution(s) of a Public Character, when the Federation is an Institution of a Public Character, as the case may be, with similar objectives in Singapore which is(are) registered under the Charities Act, as the members of the Federation may determine at the General Meeting.
- 43.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and Commissioner of Charities.

44 AMENDMENTS TO CONSTITUTION

- 44.1 No alterations, amendments or additions/deletions to this Constitution shall be made except at a General Meeting and by a special resolution.
- 44.2 Such alterations, amendments or additions/deletions shall only take effect after the approval from the Registrar of Societies and the Commissioner of Charities has been received.

44.3 Any proposal to amend the Constitution shall be notified in writing to the Federation at least fourteen (14) days before the General Meeting together with a copy of the proposed amendments.

45 **MATTERS NOT PROVIDED FOR**

45.1 In all matters not provided for in this Constitution or doubts on the proper interpretation of the Articles in this Constitution, the decision of the MC shall be final unless it is reversed at a General Meeting of members.

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