

SELETAR HASH HOUSE HARRIERS

Established 20-Jun-1980, ROS/443/80/SPO



CONSTITUTION OF THE CLUB (as amended at the 1999 AGM)

A. NAME & PLACE OF BUSINESS

1. The club shall be known as the *Seletar Hash House Harriers*.
2. The club's place of business shall be at:
400 Balestier Road #02-18, Balestier Plaza,
Singapore 329802
or places as may from time to time be decided on by the committee and approved by the Registrar of Societies.

B. AIMS AND OBJECTIVES

1. To organize weekly cross country runs for it's members.
2. To foster mutual goodwill, understanding and friendship between its members.

C. MEMBERSHIP

1. Membership is open to males only, above the age of 18 years living in the Republic of Singapore, irrespective of race, religion and nationality.
2. The committee has the right to refuse membership without giving any reason and their decision is final.
3. All members and applicants for membership shall run at the own risk. The club, it's officers or any members will not be liable for injury or loss incurred by any member or applicant for membership whilst taking part or organizing any activity connected with the club.

4. A person wishing to join the club should submit his name to the Hon Secretary. A new member must be proposed and seconded by one existing member. A copy of the constitution shall be provided to every approved applicant who has paid his subscription fees.
5. **Hon Life Membership**
A member may be elected a Honorary Life Member at any General Meeting of the club and shall thereafter be entitled to all the privileges of a member, and shall not be called to pay any subscription or any special payment for such Honorary Life Membership; provided always that no such election shall take place unless the member has been nominated by the committee.
6. **Life Membership Scheme**
Members can apply for such a scheme if they are no longer hashing with Seletar Hash House Harriers due to unforeseen circumstances but are keen to maintain ties with the club. Any member wishing to apply for the Life Membership Scheme must have completed 50 runs with the club before the committee may consider his application. For a one-time payment, a Life Member is entitled to a life time circulation of newsletters / information to any part of the world.
7. **Temporary Membership Scheme**
A member who has a long-staying visitor or relative may apply for temporary membership for that person. The member must notify the committee in writing stating his relationship with that person and the expected duration of his stay. The temporary member may then run with disclaimer, subject to approval at the discretion of the committee, upon paying the relevant subscription.

D. ENTRANCE FEES, SUBSCRIPTIONS & OTHER DUES

1. There will be no entrance fee charges.
2. Subscription are payable quarterly. A quarter is defined as either of the periods: January to March, April to June, July to September or October to December.

3. Quarterly subscriptions are to be paid by the second Tuesday of each quarter or the third Tuesday of each quarter if a member has not participated in the first two runs. 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 one month, the Committee may order that he be denied the privileges of membership until he settles his account.
4. **Leave of Absence**
A member may apply for leave of absence from the club. However, each leave period must be in blocks of a quarter (e.g. January - March). Otherwise, a member must pay his quarterly subscription in full. A member wishing to apply for leave of absence must do so in writing to the Hon. Secretary at least 2 weeks before the commencement of the intended period. Members who have their leave approved will pay a reduced subscription as an indication of interest and support towards the club.
5. The subscription for members and fees for guests shall be such sum or sums as the committee may fix from time to time.

Provided always that :-

- a) The quarterly subscription for members shall not exceed the sum of One Hundred and Fifty Dollars (\$150)
- b) The quarterly subscription for members on Leave of Absence shall not exceed the sum of Fifty Dollars (\$50)
- c) The subscription of a temporary member for each run shall not exceed the sum of Thirty Dollars (\$30)
- d) The guest fee for each run for each run for Local Hashmen and Non Hashmen shall not exceed the sum of Thirty Dollars (\$30)
- e) The one-time payment of a life member shall not exceed Five hundred dollars (\$500)

- f) The committee shall have the power to waive in whole or in part subscriptions, and may do so either generally or in respect only of individual members. All waivers of subscription shall be revocable at any time by the committee but the revocation shall not have retrospective effect. And the committee shall inform the general membership through the club's newsletter of all waivers and revocation of waivers within 14 days of any such determinations.

E. GUESTS

1.1 Non-Hashmen and Local Hashmen

All Local Hashmen and guests will be charged a guest fee. A Non-Hashman can only be introduced to the club as a guest runner twice. Thereafter, only upon submitting an application to be an ordinary member of the club, he can then continue to run with the club as a paying guest until such time when he is admitted as a member of the club and the guest fees paid by him shall not offset against the normal subscriptions that he is liable as an ordinary member.

1.2 Outstation Hashmen

Hashmen from outside Singapore may join the run at no charge. However, organized outstation clubs/Hashmen of more than 5 persons may be levied a charge for a particular run which is to be decided by the committee.

- 2. A member is welcome to bring any number of guest runners but he has to take responsibility for their conduct and behavior; provided that no person who has been expelled as a member of the club or whose application for membership has been declined or who is a person who has

been declared by the Committee as being unsuitable shall be introduced as a guest.

F. RESIGNATION, EXPULSION AND SUSPENSION

1. Any member who wishes to resign from the club shall give two weeks' notice in writing to the Hon. Secretary and shall pay all dues before leaving.
2. Any member can be expelled or suspended from the club if he commits acts which are injurious to the club. Before any such member is expelled or suspended the Hon Secretary shall inform him of the complaints made against him and shall give him a minimum of seven days written notice to attend a meeting of the Committee and give an explanation. No member shall be expelled or suspended unless two-thirds of the committee then present vote in favor of his expulsion or suspension. A decision by the committee shall come into force unless it is counter-manded by a General Meeting.
3. Notwithstanding the formalities mentioned in subsection F.2 above, the committee shall have the powers to order an interim suspension of any member.
4. Any person shall, upon ceasing to be a member of the club, forfeit all rights and claim upon the club and its property and funds.
5. Any member who has been expelled from the Club or who has resigned from the Club to avoid any disciplinary proceedings instituted against him or to avoid being subjected to a committee ruling shall be barred from applying for membership for twenty-four months from the date of his resignation and this debarment be made known to the members through the club's newsletter.

G. MANAGEMENT

1. The club shall be administered by a committee of eleven members elected at the Annual General Meeting. The committee shall consists of: 1 President, 2

Vice Presidents, 1 Hon Secretary, 1 Asst. Hon Secretary, 1 Treasurer, 1 Asst. Treasurer and 4 Committee Members. The duties of the committee shall be as follows:

- a) To execute the resolutions passed at the General Meeting and to deal with the affairs of the club.
 - b) To raise funds and to plan programs for the club.
2. The principal office bearers of the club are the President, the Vice Presidents, the Hon Secretary, the Treasurer, and the Asst. Treasurer. The principal office bearers must be elected from members who are 21 years of age and above.

H. DUTIES OF THE COMMITTEE

1. **PRESIDENT**
He shall preside at the General Meeting and committee meetings and he shall be responsible for the affairs of the club. He shall also have the casting vote for all General Meetings and Committee Meetings. He shall also represent the club in its dealings with the public.
2. **VICE PRESIDENTS**
They shall assist the President in all matters concerning the club and one of them shall act as President as decided by the committee in the absence of the President.
3. **HON. SECRETARY**
He shall be responsible for all correspondence pertaining to the club. He shall also record and keep minutes of the General Meetings and Committee Meetings. A membership register which states the members' personal particulars shall be kept by the Secretary.
4. **ASST. HON. SECRETARY**
He shall be responsible for all correspondence with outstation clubs. He shall act as Hon. Secretary in the latter's absence.
5. **THE TREASURER**
Shall be responsible for the collection of all subscriptions and dues and shall keep the accounts of the club in proper order. He shall

prepare the monthly and annual accounts of the club for the committee meetings and Annual General Meetings.

6. THE ASST. TREASURER

Shall act as treasurer in the latter's absence.

7. THE 4 COMMITTEE MEMBERS

Shall be responsible for carrying out the instructions of the committee and General Meetings.

I. MEETINGS

1. Committee Meetings:

- a. The committee shall at least meet once a month. The Hon. Secretary shall inform all committee members the date and time of the meeting at least 7 days in advance.
- b. For the committee meeting to be valid and to constitute a quorum at least 6 committee members must be present at the meeting.

1. Annual General Meeting

- a. An Annual General Meeting shall be held by the 2nd Sunday of February every year. At least one quarter of the total membership of the society must be present at the general meeting for its proceedings to be valid. Notice of the Annual General Meeting and a copy of the Audited Accounts of the club shall be sent to all members of the club 14 days before the Annual General Meeting.
- b. The following matters shall form the Agenda for the Annual General Meeting:
 1. To read and confirm minutes of the last Annual Meeting.
 2. Matters arising thereof.

3. To receive and pass the audited financial statements for the preceding year.
 4. To present unaudited financial statement for January of the current financial year, showing the Club's income and expenditure, assets and liabilities and all accounts and receivable.
 5. To elect the committee for the ensuing year.
 6. Election of the two Auditors for the ensuing year.
 7. Any other matters.
- c. Any member who wishes to place an item on the agenda of a general meeting may do so provided he gives notice to the Hon. Secretary one week before the meeting is due to be held.
 - d. In the event of there being no quorum, the meeting shall be adjourned to the same day in the following week at a place and time to be appointed and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.
2. Extraordinary General Meeting
 - a. To discuss any urgent matter, the committee has the power to call for an EGM. An extraordinary meeting requisitioned by at least one third of the members must be held within thirty days from the date of receiving such requisition. Only matters stated in the letter of requisition shall be discussed.

- b. Clause (I 2) of this constitution regarding the quorum and postponement of an Annual General Meeting must apply to the Extraordinary General Meeting but with the provision that if no quorum is present after half an hour from the time fixed for the postponed meeting requisitioned by members, the meeting shall be cancelled and an Extraordinary General Meeting shall not be held for the same purpose until the lapse of at least six months from the date thereof.

J. AUDIT

1. Two persons who are not members of the committee shall be elected as Hon. Auditors at each Annual General Meeting and will hold office for one year only and shall not be re-elected unless they are professional accountants. They shall be required to audit each year's account and present a report upon them to the Annual General Meeting. They may also be required by the President to audit the accounts of the club for any period within their tenure of office and make a report to the committee.

K. AMENDMENTS

1. Any additions or amendments to this constitution must be approved by a General Meeting of Members. Any additions or amendments to this constitution shall come into force only after it has been approved by the Registrar of Societies.

L. FINANCIAL

1. All transactions with the bank shall be signed jointly by the President or the Secretary and the Treasurer.
2. Any account of money which is to be issued out must be approved by the committee.

3. The financial year of the club begins on 1st January and end on 31st December each year.
4. The Treasurer is authorised to hold \$300.00 cash in hand at any one time.

M. PROHIBITIONS

1. Gambling of any kind and the playing of *pai kow* or *mahjong*, whether for stakes or not, is forbidden on the society's premise. The introduction of materials for gambling or drug-taking and of bad characters into the premises is prohibited.
2. The funds of the club shall not be used to pay the fines of members who have been convicted in court.
3. The club shall not attempt to restrict or in other manner interfere with trade of prices or engage in any trade union activities as defined in any written law relating to trade unions for the time being in force in Singapore.
4. The club shall not hold any lottery, whether confined to its members or not, in the name of the club or its committee or members.
5. The club shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

N. INTERPRETATION

1. In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the committee shall have power to use their own discretion.

O. DISSOLUTION

1. The club shall not be dissolved, except with the consent of not less than 3/4 of the members of the club, expressed either in person or by proxy at a General Meeting convened for the purpose.

2. In the event of the club being dissolved as provided above, all debts and liabilities legally incurred on behalf of the club must be fully discharged and the remaining funds shall be donated to charity or disbursed in any way the General Meeting deems fit.
3. Notice of the dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

ANNEXURE - SELETAR HASH HOUSE HARRIERS BENEVOLENT FUND

1. Purpose

The Fund shall be devoted solely for the temporary relief of any Seletar HHH member/or his immediate family, including widows of former members who may be in circumstances of need.

2. Funding

- (a) Contributions to the Fund will come voluntarily from members and surpluses from the clubs activities as and may be voted by members at a general meeting.
- (b) Such Fund shall be deposited in a bank account known as Seletar HHH Benevolent Fund to be operated by the President and the Treasurer jointly.

3. Administration

- (a) The Fund will be administered by a Benevolent Fund Committee (BFC) of 3 regular members. 2 regular members shall be elected by the members at the 1st EGM approving the setting up of the Fund. Such members shall hold office for 2 year term with their being entitled for re-election at the expiry of each 2 year term. Any vacancy in the BFC comprising of these 2 regular members shall be filled by election at the general meeting next ensuing after the vacancy had arisen. The third member shall be the incumbent President who shall be a co-opted member during his term of office.
- (b) All petition for relief should be referred to the BFC which shall report and make their recommendations to the General Committee.
- (c) The maximum relief payable to any one applicant/matter shall not be more than \$5,000 and any payment exceeding \$5,000 shall only be disbursed if approved at a general meeting of the Club.

- (d) Any expenses directly related to the administration of the Fund shall be payable out of the Fund.
- (e) The BFC shall upon their appointment decide on and document an investment policy in writing. Such policy shall address the following:
- need for enough resources for the Fund to carry out its activity effectively i.e. a balance between providing income for current needs and preserving or increasing the value of the investments; and
 - the level of acceptable risk and how to manage it.
- (f) The BFC shall meet at least twice a calendar year at one of which the annual review of the Fund's investments shall be conducted.
- (g) All of the above shall henceforth be known as the SHHH Benevolent Fund Annexure appended to the Constitution of the Club.