

**CONSTITUTION
Of
SINGAPORE BALLROOM DANCE
TEACHERS' ASSOCIATION**

ROS 0334/1980 as at 7th December 2007

CONSTITUTION OF THE SINGAPORE BALLROOM DANCE TEACHERS' ASSOCIATION

NAME

- 1. This Association shall be known as the SINGAPORE BALLROOM DANCE TEACHERS' ASSOCIATION (hereinafter referred to as "SBDTA").**

PLACE OF BUSINESS

2. Its place of business shall be at 263 Outram Road, Singapore 169058 or such other address as may subsequently be decided upon by the Management Committee and approved by the Registrar of Societies. The SBDTA shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary

OBJECTS

- 3(a). To promote the art of Standard Ballroom and Latin-American Dancing and any other form in dance with the aim of fostering friendship amongst members and enthusiasts of dancing.
- (b) To create opportunities for members to become qualified dance teachers.
- (c) To advise members on the promotion of professionalism in establishing the business of dancing studios and dancing classes.
- (d) With the prior written approval from the relevant authorities, to organize, approve and endorse properly conducted dance competitions amongst dance organizations and individuals in Singapore and internationally, and to award certificates and prizes for such competitions.

PATRON

4. SBDTA may invite a person of repute and distinction to be the patron of SBDTA. Patrons shall not have the rights to vote.

CLASSES OF MEMBERS

5. SBDTA shall consist of the following class of members:-
Honorary members, Senior members, Life members, Ordinary members Associate members and Junior members.

6. Honorary Members

Honorary membership may be conferred by the Management Committee on persons distinguished in public life or by service to SBDTA and they shall not be required to pay any entrance fee or subscription.

7. Senior Members

An Ordinary or Associate member who has been a member of SBDTA for a continuous period of 15 years and who has contributed significantly to the progress

and advancement of SBDTA may at the sole discretion of the Management Committee be eligible to be a Senior member without any payment of any subscription or by paying a reduced subscription on such terms and conditions as may be decided by the Management Committee from time to time.

8. Life Members

An Ordinary or Associate member who has attained 50 years of age and has been a member of SBDTA for a continuous period of 15 years and is not in arrears of any monies due to SBDTA shall be eligible to be Life members and shall thereafter continue to be a member of SBDTA without payment of subscription on such terms and conditions as may be decided by the Management Committee from time to time.

9. Ordinary Members

Any person who is a recognized professional dance teacher who has successfully attained at least an associate qualification recognized by the SBDTA ; or any professional competitor who attained it within 2 years of application shall be eligible to apply to be Ordinary member and the Management Committee shall have the sole discretion to approve such application.

10. Associate Members

Any Singaporean, permanent resident, work permit holder or any foreign national resident in Singapore, local clubs or associations involved in dancing, and who subscribe to the objects of the SBDTA shall be eligible to apply to be Associate members and the Management Committee shall have the sole discretion to approve such applications.

11. Junior Members

Any Singaporean, permanent resident or foreign national resident who is below the age of 18 years and who subscribe to the objects of SBDTA shall be eligible to apply to be Junior members and the Management Committee shall have the sole discretion to approve such applications.

RIGHTS OF MEMBERS

- 12 Only Ordinary, Life and Senior members shall have the right to vote and to hold office.

APPLICATION FOR MEMBERSHIP

13. Applicants for membership shall as far as practicable, be proposed by two Ordinary members, on a prescribed form. All successful applicants shall be notified in writing by the Hon. Secretary. Approval of the applications shall be vote of a majority of the Management Committee members present at the meeting to carry the motion.

Eligibility

14. Except with the written consent of the Management Committee, no person:-

- a) who is below 18 years of age shall be a Honorary, Life, Senior, Ordinary or Associate member;
- b) who has been expelled from SBDTA or ceased to be a member under the Constitution, except by virtue of the member's resignation, shall be re-elected as a member.

Mediation and Discipline

- 15 (a) The Management Committee may upon receipt of a complaint made against a member refer the complaint to a Disciplinary Committee ("DC") for investigation and appropriate action may be taken, and when found guilty, impose appropriate punishment or sanction against the member. The composition of the DC shall be decided by the Management Committee.
- (b) A member may within one month of notification of the punishment or sanction, appeal to the general meeting of members against the decision of the Disciplinary Committee. The decision of the general meeting of members shall be final.
- (c) The Management Committee may in appropriate cases refer the disciplinary matter to a Mediation Committee ("MC") for an amicable resolution, and the composition of the MC shall be decided by the Management Committee and may include members from the DC.

ENTRANCE FEES, SUBSCRIPTION AND OTHER DUES

- 16 The entrance fee for any category of members shall be determined from time to time at a general meeting of members.
- 17 The subscription fee for any category of members shall be determined from time to time by the Management Committee.
18. Subscriptions are payable in advance within the first month of his joining SBDTA. If a member falls into arrears with his/her subscriptions or other dues, he/she shall be informed immediately by the Hon. Treasurer. If he/she fails to settle his/her arrears within 1 month of their becoming due the President may order that his/her name be posted on SBDTA's notice board and that he/she be denied the privileges of membership until he/she settles his/her account. If he/she fails to settle his/her arrears for more than a month, he/she will be automatically cease to be a member and the Management Committee may take legal action against him/her provided that they are satisfied that he/she received due notice his/her debts.
19. The Management Committee may waive any entrance fee or subscription of any member, and the subscription may be varied by the Management Committee at its sole discretion. The Management Committee may also in deserving cases waive any subscription payable on compassionate and humanitarian grounds.

MANAGEMENT AND GENERAL MEETINGS

20. The management of SBDTA shall be vested in a general meeting of the members presided over by the President. At least 15 Ordinary members must be present at a general meeting for its proceedings to be valid.

21. An annual general meeting shall be held by May of each year. At other times a general meeting must be called by the President on the request in writing of 10 Ordinary members and may be called at any time by order of the Management Committee.
22. At least one month's notice will be given of an annual general meeting and at least fourteen days' notice of any other general meeting and particulars of its agenda will be posted to members at least seven days in advance of the meeting. The following matters shall be considered at the Annual General Meeting:-
- (i) Confirmation of Minutes of the last Annual General Meeting;
 - (ii) To receive and, if approved, pass the Annual Report and the Balance Sheet and Statement of Accounts of the preceding year from the Management Committee.
 - (iii) The election of office-bearers and Auditor for the following year.
 - (iv) Passing of any resolutions presented according to the Constitution.
 - (v) Any other business.
- . Any member who wishes to place an item on the agenda of a general meeting may do so provided he/she gives notice to the Hon. Secretary two weeks before the meeting is due to be held.
23. In the event of there being no quorum, the meeting shall be adjourned to the 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 provisions in this constitution.

MANAGEMENT COMMITTEE

24. A Management Committee consisting of the following positions shall be elected amongst Ordinary, Life and Senior members at each Annual General Meeting and shall hold office for one year:-
- The President
 - The Vice President
 - The Hon. Secretary
 - The Hon. Assistant Secretary
 - The Hon. Treasurer
 - The Hon. Assistant Treasurer
 - The Honorary Adviser
 - 4 Ordinary Management Committee members
- 25 (a). Names for the above officers shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the voting members.
- (b) All officers except the Hon. Treasurer may be re-elected every year. The Hon. Treasurer may be re-elected for an additional year but shall not exceed two continuous years.
- (c) The President shall not be entitled to hold office continuously for more than three years without a lapse of at least two years.

- (d) A member in person who has been a member of the SBDTA for two years or less will only be eligible to be nominated as an Ordinary Management Committee Member.
26. A Management Committee meeting shall be held at least once in two months after fourteen days' notice to Management Committee members. The President may call a Management Committee meeting at any time by giving seven days' notice. More than half of the Management Committee members must be present for its proceedings to be valid.
27. (a) If there are insufficient candidates elected at the annual general meeting the Management Committee shall be authorized to appoint voting members to fill any casual vacancy on the Management Committee.
- (b) The Management Committee may co opt up to 3 members into the Management Committee for their special skills and they shall have no voting powers at Management Committee meetings.
28. The duty of the Management Committee is to organise and supervise the activities of the SBDTA and to make decisions on matters relating thereto. It may not act contrary to the expressed wishes of the general meeting without prior references to it and shall always remains subordinate to the general meetings.

OFFICE-BEARERS

29. The duties of the office-bearers are as follows:-
- (a) The President or in his absence, the Vice-President shall act as chairman at all general and Management Committee meetings. The President or the Vice-President shall also represent the SBDTA in its dealings with outside persons.
 - (b) The Hon. Secretary, or in his absence the Hon Assistant Secretary, shall keep all records, except financial of the SBDTA and shall be responsible for their correctness. He/She will keep minutes of all general and Management Committee meetings.
 - (c) The Hon. Treasurer, or in his absence the Hon Assistant treasurer shall keep all funds and collect and disburse all moneys on behalf of the SBDTA and shall keep an account of all monetary transactions and shall be responsible for their correctness. He/She is authorised to expend up to Singapore Dollars Two Hundred (S\$200) per month for petty expenses on behalf of the SBDTA. He/She will not keep more than Singapore Dollars Five Hundred (S\$500) in the form of cash and money in excess of this will be deposited in a bank to be named by the Management Committee. Cheques and other bank instruments for withdrawals from the bank will be signed by the Hon Treasurer or the Hon Assistant Treasurer and either the President or Hon Secretary.
 - (d) Any member of the Management Committee absenting himself from three meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Management Committee, and a successor may be co-opted by the committee to serve until the next Annual General Meeting.

AUDIT

30. One person not being a member of the Management Committee shall be elected as Hon. Auditor at each annual general meeting and will hold office for one year only and may not be re-elected. He/She will be required to audit each year's accounts and present a report to the annual general meeting. He/She may be required by the President to audit the SBDTA's accounts for any period within his/her tenure of office at any date and make a report to the Management Committee.

The financial year of SBDTA shall be from 1st January to 31 December of each calendar year.

The accounts of SBDTA shall be audited at the closed of each financial year by a public accountant not less than one month before the annual general meeting.

The public accountant shall be appointed or removed at the annual general meeting.

TRUSTEES

- 31 (a) If the SBDTA 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 SBDTA shall :-
- i) Not be more than four (4) and not less than two (2) in number.
 - ii) Be elected by a General Meeting of members.
 - iii) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- (c) The office of the trustee shall be vacated :-
- i) If the trustee dies or becomes a lunatic or of unsound mind.
 - ii) If he is absent from the Republic of Singapore for a period of more than one (1) year
 - iii) If he is guilty of misconduct of such a kind as a render it undesirable that he continues as a trustee
 - iv) If he submits notice or resignation from his trusteeship
- (d) Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the SBDTA's premises 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 Registrar of Societies.
- (e) The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

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

PROHIBITIONS

- 33 (a) Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the SBDTA's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- (b) The funds of the SBDTA shall not be used to pay the fines of members who have been convicted in court.
- (c) The SBDTA 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 SBDTA shall not hold any lottery, whether confined to its members or or not, in the name of the SBDTA or its office bearers, Management Committee or members.
- (e) The SBDTA shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (f) The SBDTA shall not raise funds from the public for whatever purposes without prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

AMENDMENT TO RULES

34. Proposed amendments shall be made to Hon. Secretary at least 2 weeks before the Annual General Meeting and shall be circulated to all members in Singapore at least two weeks before the Annual General Meeting.

The SBDTA shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alternation 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.

INTERPRETATION AND GENERAL

- 35 (a) 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.
- (b) No member shall, except for being employed by SBDTA on a fulltime basis or for professional services rendered at the request of the Management Committee, receive any profit, salary or emolument from the funds or transactions of SBDTA.

DISPUTES

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

DISSOLUTION

- 37 (a) The SBDTA shall not be dissolved, except with the consent of not less than 3/5 of the members of the SBDTA for the time being resident in Singapore expressed, either in person or by proxy at a general meeting convened for the purpose.
- (b) In the event of the SBDTA being dissolved as provided above, all debts and liabilities legally incurred on behalf of the SBDTA shall be discharged, and the remaining funds will be given to charity as decided by the general body.
- (c) Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.