



Founded - 1975

SINGAPORE PHYSICAL EDUCATION ASSOCIATION

CONSTITUTION OF THE SINGAPORE PHYSICAL EDUCATION ASSOCIATION

1 NAME

The name of the Association shall be the Singapore Physical Education Association (SPEA) hereafter referred to as the Association.

2 ADDRESS

The address of the Association shall be:

1 Nanyang Walk
Singapore 637616

3 OBJECTIVES

The objectives of the Association shall be:

- 3.1 To encourage and campaign for a high standard of professional preparation in the field of Physical Education.
- 3.2 To further the interests of Physical Education by such means as arranging conferences, seminars, discussion groups, training courses and promoting and sponsoring special interest groups.
- 3.3 To further research and disseminate knowledge concerning Physical Education.
- 3.4 To foster the publication of articles, books and dissemination of information to members and the community and to this end:
 - 3.4.1 promote a professional journal;
 - 3.4.2 arrange for the exchange of information and /or purchase of overseas publication;
 - 3.4.3 encourage the development of appropriate sections in libraries.
- 3.5 To foster the development of a positive attitude to health and fitness in the individual, the family and the community.
- 3.6 To cooperate with, and where appropriate coordinate the activities of, kindred and affiliated organisations.

- 3.7 To establish and maintain a liaison with press, radio and television agencies to ensure that the public is fully and properly advised as to our aims and activities.
- 3.8 To establish and uphold a code of ethics.
- 3.9 To maintain a historical record of the development of Physical Education in Singapore.
- 3.10 To investigate the ways and means of promoting local and overseas study.
- 3.11 To undertake such course of action as may be incidental to the achievement of the objectives of the Association.

4 **MEMBERSHIP**

4.1 **Qualification**

Membership categories and qualifications shall be as follows:

4.1.1 **Full Membership**

- 4.1.1.1 Persons who hold a degree, diploma, or certificate in Physical Education from a university, college or other institutions recognised by the Association.
- 4.1.1.2 Persons who hold qualifications including a significant core in Physical Education acceptable to the Association.
- 4.1.1.3 Non-citizens who meet with the conditions concerning full membership may be accorded full membership.

4.1.2 **Associate Membership**

- 4.1.2.1 Persons who hold, or have held, posts of responsibility in Physical Education or Sports, and who are not eligible for full membership may be elected as Associate Members.
- 4.1.2.2 Persons working in a field related to Physical Education but who are not eligible for full membership may be elected as Associate Members.

4.1.3 **Student Membership**

- 4.1.3.1 Persons who are enrolled as students in Physical Education at Institutions recognised by the Association may be admitted as Student Members.

4.1.4 **Honorary Membership**

- 4.1.4.1 Persons who by virtue of their interest and work have made a contribution to Physical Education and distinguished overseas visitors may be elected by the Association to Honorary Membership.

4.1.5 **Life Membership**

4.1.5.1 Persons who are eligible for Full Membership may apply for Life Membership by paying a sum to the Association in 4.3.3.

4.1.5.2 Associate Members, Student Members and Honorary Members may attend meetings and participate in Association courses and activities, but shall not be entitled to vote or hold office.

4.2 **Application of Membership**

4.2.1 Application for membership in accordance with (4.1.1 – 4.1.4) shall be made to the Association for consideration.

4.3 **Membership Fees**

4.3.1 Membership fees for Full, Associate and Student members shall be \$50.00 for a period of 5 years. Upon membership expiry, members may opt to pay \$100.00 for conversion to Life Membership or pay \$50.00 to remain as ordinary members.

4.3.2 Membership fees for Life members shall be \$150.00. Members granted Life Membership would be exempted from further membership fees.

4.4 **Register of Members**

4.4.1 A register of members shall be maintained.

4.4.2 A Membership Card shall be available for issue to all members.

4.5 **Registration of Members**

4.5.1 Any member wishing to resign his membership shall notify the Hon. Secretary in writing, and shall at the same time pay any arrears of subscription or other dues to the Association at the time. The Hon. Secretary shall submit all resignations to the Management Committee for consideration.

4.5.2 Any persons shall, upon ceasing to be a member of the Association, forfeit all rights to and claims upon the Association and its property and funds.

4.5.3 Any person who has resigned from the Association and wishing to rejoin shall be considered as a new member.

4.6 **Suspension or Expulsion**

4.6.1.1 If, at any time, at least two thirds of the full Management Committee shall be of the opinion that the conduct of any member is prejudicial to the reputation or interests of the Association, they shall invite such a member to show cause why he should not be asked to resign failing which the Committee shall have the right to expel such a member.

5 MANAGEMENT COMMITTEE

- 5.1 The authority of the Association shall be vested in the Annual General Meeting and subject to this authority; the Management Committee shall conduct affairs of the Association.
- 5.2 The Management Committee shall comprise the following 11 office-bearers:
- 5.2.1 One (1) President
 - 5.2.2 One (1) Vice-President for Research and Publications
 - 5.2.3 One (1) Vice-President for Planning and Development
 - 5.2.4 One (1) Honorary Secretary
 - 5.2.5 One (1) Honorary Assistant Secretary
 - 5.2.6 One (1) Honorary Treasurer
 - 5.2.7 Five (5) Committee Members
- 5.3 All officers except the Honorary Treasurer shall hold office for 2 years. They shall be elected at the appropriate Annual General Meeting.
- 5.4 In the event of the resignation of a member, the Management Committee shall co-opt another member to fill the vacancy.
- 5.5 Half of the membership of the Management Committee shall form a quorum.
- 5.6 The Hon. Secretary shall call meetings at least once in every 3 months.
- 5.7 The Management Committee may form sub-committees as required and shall have the power to co-opt any other persons into these sub-committees.

6 DUTIES OF MANAGEMENT COMMITTEE

- 6.1 The Management Committee shall:
- 6.1.1 be responsible for organising activities of the Association consistent with its aims;
 - 6.1.2 control and be responsible for the funds and property of the Association;
 - 6.1.3 keep a record of all major events of the Association; and
 - 6.1.4 organise and conduct elections for the incoming Committee.

6.2 The Management Committee shall meet at least once in 3 months. Special meetings may be called at the request of the Chairman or not less than 5 members of the Committee. Notice of such meetings shall be given at least 2 weeks in advance.

6.3 The Management Committee shall be authorised to accept donations and subscriptions either in aid of the general funds of the Association or to defray expenses which may be incurred in carrying out special undertakings connected with the work of the Association. The Management Committee shall be authorized also to accept donations in kind so as to provide adequate and necessary facilities for projects undertaken by the Association for its advancement.

6.4 Any member of the Management Committee absenting himself from three consecutive meetings without satisfactory explanation acceptable to the Committee shall cease to be a member thereof upon the resolution of the Committee to that effect.

7. DUTIES OF OFFICE-BEARERS

7.1 The President

The President shall be the Chairman at all General and Management Committee Meetings, and shall have a casting vote.

7.2 Vice-President (Research & Publications)

The Vice-President (Research & Publications) shall be the Chairman of this sub-committee and be responsible for research and the publication of articles and books and dissemination of research knowledge in Physical Education.

7.3 Vice-President (Planning & Development)

The Vice-President (Planning & Development) shall be the Chairman of this sub-committee and be responsible for arranging conferences, seminars, discussion groups, training courses, the promotion and sponsorship of special interest groups and to investigate ways and means of promoting local and overseas study.

7.4 Honorary Secretary

The Honorary Secretary shall convene all General and Management Committee Meetings, keep the minutes of such meetings, and bring to the notice of the Association all correspondence and letters affecting the Association, and maintain a historical record of the Association. He shall make all press releases at the direction of the Management Committee.

7.5 Honorary Assistant Secretary

The Honorary Assistant Secretary shall assist the Honorary Secretary in all matters assigned to him, and shall also serve as Secretary to the sub-committee on Planning and Development.

7.6 Honorary Treasurer

The Honorary Treasurer shall prepare and submit the statement of accounts for every Management Committee meeting and Annual General Meeting. He shall have access to the accounts of all sub-committees. He shall be authorised to expend up to \$10.00 from petty expenses on behalf of the Association and shall not keep more than \$50.00 in the form of cash and money in excess of this shall be deposited in the bank. Authorised payments in excess of \$50.00 shall require the approval of the Management Committee before such payments can be made.

8. GENERAL MEETING

8.1 Annual General Meeting

8.1.1 The Annual General Meeting shall be held in March of each year.

8.1.2 The Honorary Secretary shall send the Notice of Meeting to all members at least 21 days in advance. The Agenda shall be:

8.1.2.1 To receive the Annual Report and Statement of Accounts from the Management Committee;

8.1.2.2 To elect office-bearers of the Management Committee;

8.1.2.3 To elect the Honorary Auditors;

8.1.2.4 To consider any other business, notice of which has been given to the Honorary Secretary not less than 10 days before the date fixed for the Annual General Meeting.

8.2 Extraordinary General Meeting

8.2.1 An Extraordinary General Meeting may be convened:

8.2.1.1 by order of the Management Committee;

8.2.1.2 by request in writing from at least 30 Full Members.

8.2.2 The meeting shall be held not later than 21 days upon receipt of such requests.

8.3 Quorum

- 8.3.1 The Quorum at the Annual General Meeting or Extraordinary General Meeting shall not be less than twenty (20) members.
- 8.3.2 The Annual General Meeting or Extraordinary General Meeting adjourned for lack of quorum shall be held seven (7) days later at the same time and place.
- 8.3.3 At the adjourned meeting, the number present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules, provided that $\frac{1}{4}$ of the total voting membership is present at the meeting.
- 8.3.4 Voting shall be by a show of hands except when a secret ballot is demanded by a majority two-thirds of those present.

9 FINANCE

- 9.1 The financial year shall commence from 1 January to 31 December.
- 9.2 All cheques shall be signed by a President or one of the two Vice-Presidents and the Honorary Treasurer.
- 9.3 Two Honorary Auditors, not members of any committee of the Association shall be elected at each Annual General Meeting and shall not be re-elected. They will audit the Annual Statement of Accounts and present their report.

10 AMENDMENTS TO THE CONSTITUTION

- 10.1 No alteration or addition to this Constitution shall be made except by two-thirds majority of members present at the Annual General Meeting or Extraordinary General Meeting.
- 10.2 No amendments shall come into effect without the prior sanction of the Registrar of Societies.

11 PROHIBITIONS

- 11.1 Gambling of any kind such as the placing of 'paikow' or 'mahjong', whether for stakes or not, is forbidden on the Association's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
- 11.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in court.

- 11.3 The Association shall not attempt to restrict or in any other manner interfere with trade or prices of engage in any trade Union activity as defined in any written lay relating to trade unions for the time being in force in Singapore.
- 11.4 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, committee or members.
- 11.5 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

12 **DISSOLUTION**

- 12.1 The Association shall not be dissolved except with the consent of not less than 3/5 of the total membership for the time being resident in Singapore expressed, either in persons or by proxy at a General Meeting convened for the purpose.
- 12.2 In the event the Association is dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the residual fund shall be donated to charitable organisations.
- 12.3 Notice of the dissolution shall be given to the Registrar of Societies within 7 days after the General Meeting called for that purpose.

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