



# KAMPONG HASH HOUSE HARRIERS

## CONSTITUTION OF KAMPONG HASH HOUSE HARRIERS

### **A NAME AND PLACE OF BUSINESS**

1 This Society shall be known as the “Kampong Hash House Harriers, “ hereinafter referred to as the “Club”.

2 It's place of business shall be at “111 North Bridge Road #24-03 Peninsula Plaza Singapore 179098” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Club shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

### **B AIMS AND OBJECTIVES**

1 To organise bi monthly or monthly cross country runs for its members.

2 To foster mutual goodwill, understanding and friendship among its members.

### **C MEMBERSHIP**

1 Ordinary Membership is open to all, above the age of 18 years living in the Republic of Singapore, irrespective of race, religion and nationality.

2 All members and applicants for membership shall run at their own risk. The Club, its officers or any members will not be liable for injury or loss incurred by any member or applicant for membership whilst taking part or organising any activity connected with the Club.

### **D APPLICATION FOR MEMBERSHIP**

1 A person wishing to join the Club should submit his particulars to the Hon Secretary on a prescribed form. A new member must be proposed and seconded by one existing member. His name will then be posted on the notice board in the Club premises for one week at the end of which time the Committee will decide on the membership, taking into consideration any objections raised. A copy of the constitution shall be provided to every approved applicant who has paid his subscription fees.

## 2 Hon Life Membership

An Ordinary member may be elected to be an 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. Honorary life members shall not have the right to vote and to hold office in the Club.

## 3 Life Membership

Ordinary Members can apply for such a scheme if they are no longer hashing with Kampong 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 complete 25 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. Life members shall not have the right to vote and to hold office in the Club.

## 4 Term Membership

An Ordinary member who has long-staying visitors or relatives may apply for Term Membership for that person. The term shall not be less than 6 months. The member must notify the Committee in writing, stating his relationship with that person and the expected duration of his stay. Term Members may then run with disclaimer, subject to approval at the discretion of the Committee, upon paying the relevant subscription. Term Members shall not have the right to vote and to hold office in the Club.

## E **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

1 There will be no entrance fee payable for all members.

2 Subscriptions 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 Third Saturday of each quarter. If a member falls into arrears with his subscriptions or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within one month, or is absent for four consecutive runs without due notice in writing to the Hon. Secretary, the President may order that he be denied the privilege of membership until he settles his account. The Hon. Secretary will automatically stop sending newsletters to him. If he falls into arrears for more than two quarters, or is absent for four consecutive runs without due notice in writing to the Hon. Secretary, he will automatically cease to be a member.

#### 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 two weeks before the commencement of the intended period. Members who have their leave approved will pay a reduced subscription as an indication of interest of 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 Dollars (\$100.00).

b The quarterly subscription for members on Leave of Absence shall not exceed the sum of Fifty Dollars (\$50.00).

c The subscription of a term member for each run shall not exceed the sum of Thirty Dollars (\$30.00).

d The guest fee for each run for Local Hashmen and Non Hashmen shall not exceed the sum of Thirty Dollars (\$30.00).

e The one-time payment of Life Member shall not exceed Three Hundred Dollars (\$300.00).

f The General Meeting of members 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 General Meeting of members but the revocation shall not have retrospective effect. The Committee shall inform the general membership through the Club's newsletter of all waivers and revocation of waivers within fourteen days of any such determinations.

6 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of members.

#### E **GUESTS AND VISITORS**

##### 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 he has to be a member to participate in the following runs.

## 1.2 Outstation Hashmen

Hashmen from outside Singapore may join the run at no charge. However, organised outstation clubs/hashmen of more than five 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 behaviour; 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.

3 Visitors and guests may be admitted into the premises of the Club but they shall not be admitted to the privileges of the Club nor shall they be admitted into the premises more than six times in a calendar year. These visits are to be confined to not more than once in fourteen days.

4 A visitor's Book shall be kept, in which shall be entered the names of all visitors and guests, together with the names and signatures of the members nominating them and the dates of their visits. No person shall be a visitor or guests till his name is entered in this book.

## 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 favour of his expulsion or suspension. A decision by the Committee shall come into force unless it is reversed 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 3 months 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.

## **G MANAGEMENT AND COMMITTEE**

1 The administration of the Club shall be entrusted to a Committee consisting of the following to be elected at each Annual General Meeting.

- A President
- A 1<sup>st</sup> Vice President
- A 2<sup>nd</sup> Vice President
- An Honorary Secretary
- An Assistant Hon Secretary
- A Treasurer
- An Assistant Treasurer
- 3 Ordinary Committee Members

2 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 members. All office-bearers, except the Treasurer and Assistant Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is one year.

3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the Meeting shall have a casting vote.

## **H DUTIES OF THE COMMITTEE**

### **1 PRESIDENT**

He shall chair all General Meetings 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 outside persons.

### **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. He shall keep all records except financial of the Club and shall be responsible for their correctness. He shall maintain an up-to-date register of members at all time.

**4 ASST. HON. SECRETARY**

He shall be responsible for all correspondences with outstation Clubs. He shall act as Hon. Secretary in the latter's absence.

**5 THE TREASURER**

Shall keep all funds and collect and disburse all moneys on behalf of the Club and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$300.00 per month for petty expenses on behalf of the Club. He will not keep more than \$300.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the Bank will be signed by the Treasurer and either the President or the Vice-President or the Hon. Secretary.

**6 THE ASST. TREASURER**

Shall assist the Treasurer and act as Treasurer in the latter's absence.

**7 THE 3 ORDINARY COMMITTEE MEMBERS**

Shall assist in the general administration of the Club and perform duties assigned by the Committee from time to time.

**I MEETINGS**

**COMMITTEE MEETINGS**

1 A Committee meeting shall be held at least once a month after giving seven days notice to Committee Members. The President may call a Committee Meeting at any time by giving five days notice.

At least ½ of the Committee Members must be present for its proceedings to be valid.

2 Any members of the Committee absents himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.

3 The duty of the Committee is as follows:-

a To execute the resolution passed at the General Meeting and to organise and supervise the daily activities of the Club.

b To plan programmes for the Club.

4 The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains Subordinate to the General Meetings.

5 The Committee has power to authorise the expenditure of a sum not exceeding \$5,000.00 per month from the Club's funds for the Club's purposes.

6 The principle office bearers of the club are the President, the Vice Presidents, the Hon Secretary, the Treasurer and the Asst Treasurer. The Principle office bearers must be elected from members who are 21 years of age and above.

## **J ANNUAL GENERAL MEETING**

1 The Supreme authority of the Club is vested in a General's Meeting of the Members presided over by the President.

2 An Annual General Meeting shall be held within six weeks of the close of the financial year.

3 At least 25% of the total voting membership of the Club must be present at a General Meeting shall form a quorum. Proxies shall not be substituted as part of the quorum. The notice of 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.

4 In the event of there being no quorum at the commencement of a General Meeting, 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.

5 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Hon Secretary one week before the meeting is due to be held.

6 The following matters shall form the agenda for the Annual General Meeting:

i To read and confirm minutes of the last Annual General Meeting.

ii Matters arising thereof.

iii To receive and pass the audited financial statements for the preceding year and annual report of the Committee.

iv To present unaudited financial statement for the first quarter of the current financial year, showing the Club's Income and Expenditure, Assets and Liabilities and all accounts payable and receivable.

v To elect the Committee for the ensuing year.

vi To elect two Auditors for the ensuing year.

vii Any other matters.

7 Unless otherwise stated in this constitution, voting by proxy shall not be allowed at all General Meetings.

#### **K EXTRAORDINARY GENERAL MEETING**

To discuss any urgent matter, the Committee has the power to call for an EGM. An Extraordinary General Meeting requisitioned by not less than 25% of the total voting Membership must be held within thirty days from the date of receiving such requisition. Only matters stated in the letter of requisition shall be discussed. At least ten days' notice shall be given of an Extraordinary General Meeting.

2 Clause (J 3) 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 hereof.

#### **L AUDIT AND FINANCIAL YEAR**

1 Two voting members, not being 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 for a consecutive term. 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.

2 The financial year shall be from 1<sup>st</sup> January to end December.

If the Committee does not within one month after the date of receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten days' notice to voting members setting forth the business to be transacted.



## M AMENDMENTS TO CONSTITUTION

1 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

## N TRUSTEES

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

2 The Trustees of the Club shall:

a Not be more than 4 and not less than 2 in number.

b Be elected by a General Meeting of members.

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

3 The office of the trustee shall be vacaged:

a If the trustee dies or becomes a lunatic or of unsound mind.

b If he is absent from the Republic of Singapore for a period of more than one year.

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

d If he submits notice of resignation from his trusteeship.

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 notice board in the Club's premises at least two 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.

5 The address of each immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

## O PROHIBITIONS

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 Club's premises.

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 of law.

3 The Club 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.

4 The Club shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have to effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.

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

6. The Club shall not any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

7. The Club shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

## P INTERPRETATION

1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

## R DISSOLUTION

1 The Club shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership 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 disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

3 A certificate of Dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

**Q DISPUTES**

1 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.

