



**THE GRASSROOTS' CLUB**

*CONSTITUTION*

## CONTENTS

Articles	Page
1. Name.....	1
2. Patron.....	1
3. Place of Business.....	1
4. Objects.....	1
5. Membership.....	1
6. Entrance Fee and Annual Subscription.....	4
7. Composition and Term of the Management Committee.....	4
8. Duties and Powers of the Management Committee.....	5
9. Duties of Office Bearers.....	7
10. Audit.....	8
11. Financial Year.....	8
12. General Meeting.....	8
12.3 Extraordinary General Meeting.....	8
12.4 Quorum.....	9
13. Amendment to Constitution.....	9
14. Prohibitions.....	9
15. Dissolution.....	10
16. Expulsion, Suspension or Fine of Members.....	10
17. Disputes.....	11
18. Resignation of Members.....	11
19. Club Employees and Complaints.....	11
20. Bye-Laws.....	11
21. Liability of the Club.....	12
22. Interpretation.....	12

# THE GRASSROOTS' CLUB

## CONSTITUTION

### 1 Name

This club shall be known as "The Grassroots Club" or "GC" in short and is hereinafter referred to as "The Club".

### 2 Patron

The Deputy Chairman of the Peoples Association shall be the Patron of the Club.

### 3 Place of Business

The place of business of the Club shall be at :

190 Ang Mo Kio Avenue 8  
Singapore 568046

or such other address as may subsequently be decided upon by the Management Committee and approved by the Registrar of Societies.

### 4 Objects

4.1 The objects of the Club shall be :-

- (a) to promote a sense of belonging and identity among members;
  - (b) to provide and manage social, recreational, sports, training and development facilities for its members and their families;
  - (c) to implement programmes and activities to cater to the social, recreational, sports, training and development needs of its members and their families;
- and
- (d) to strengthen the rapport and cohesion amongst grassroots leaders.

4.2 The club shall be at liberty to do all such acts as incidental or conducive to the attainment of its objects.

### 5 Membership

5.1 Membership of the Club shall consist of the following categories:

- (a) Ordinary Members
- (b) Associate Members
- (c) Honorary Members
- (d) Founder Members
- (e) Family Members

## 5.2 Ordinary Members

- (a) All appointed members of CitizensqConsultative Committees, Residentsq Committees, Neighbourhood Committees, Community Centre/Club Management Committees, Womenq Executive Committees, Senior Citizensq Executive Committees, Youth Executive Committees, Community Emergency and Engagement Committees, Community Sports Clubs, T-Net Clubs, Community Development Councils and other grassroots organisations approved by the Deputy Chairman of the Peopleq Association, may apply to be Ordinary Members of the Club.
- (b) An Ordinary Member is entitled to all membership privileges and rights.
- (c) A member who is an appointed Committee/Grassroots Member of a grassroots organisation and/or multiple grassroots organisations shall cease to be an Ordinary Member of the Club if he ceases to be an appointed member of all the grassroots organisations.
- (d) Notwithstanding the provisions in paragraph 5.2 (a) and (c), the Deputy Chairman of the Peopleq Association, may, in special circumstances, allow a retired grassroots leader who is conferred the title of Honorary Chairman or who is appointed as Grassroots Senior, and who can continue to contribute significantly to apply to be an Ordinary Member of the Club.

## 5.3 Associate Members

- (a) Associate Membership may be extended by the Management Committee subject to the approval of the Deputy Chairman of the Peopleq Association to other grassroots leaders/members, former grassroots leaders/members, volunteers and staff of the Peopleq Association who are not eligible for Ordinary membership.
- (b) An Ordinary Member of the Club may subject to the approval of the Management Committee, convert his membership to Associate Membership if and when he ceases to be in service of a Citizensq Consultative Committee, Residentsq Committee, Neighbourhood Committee, Community Centre/Club Management Committee, Womenq Executive Committee, Senior Citizensq Executive Committee, Youth Executive Committee, Community Emergency and Engagement Committee, Community Sports Club, T-Net Club, Community Development Council or other grassroots organisations approved by the Deputy Chairman of the Peopleq Association.

The conversion is subject to the following conditions:

- (a) The grassroots leaders/members should have at least five yearsq service in the grassroots organisations; and

- (b) Their applications to convert their TGC membership must be supported by their General Manager (for Community Development Councils) or Constituency Directors (for grassroots organisations).
- (c) An Associate Member may enjoy such membership privileges as may be approved by the Management Committee. He shall not have the right to vote, to elect or to be elected into the Management Committee nor the right to propose any one for election into the Management Committee.
- (d) The staff of the Peoples Association shall cease to be Associate Members on their ceasing to be staff members of the Peoples Association.
- (e) A grassroots leader/member or volunteer shall cease to be an Associate Member upon his ceasing to be a grassroots leader/member or volunteer. The Deputy Chairman of the Peoples Association may however appoint a former grassroots leader/member or volunteer to be an Associate Member.

#### 5.4 Honorary Members

- (a) Honorary Membership may be conferred on any persons who had contributed or would contribute towards the Club, on the recommendation of the Management Committee and approved by the Deputy Chairman of the Peoples Association.
- (b) An Honorary Member may enjoy such membership privileges as may be approved by the Management Committee. However, he shall not have the right to vote, to elect or to be elected into the Management Committee nor the right to propose any one for election into the Management Committee.

#### 5.5 Founder Members

- (a) Founder Membership may be conferred on individuals who have contributed significantly to the establishment and development of the Club or to the grassroots movement, on the recommendation of the Management Committee and approved by the Deputy Chairman of the Peoples Association.
- (b) A Founder Member may enjoy such membership privileges as may be approved by the Management Committee.

#### 5.6 Family Members

- (a) The spouse and/or children under 21 years of age of the Honorary, Founder, Ordinary and Associate Member may apply to be a Family Member.

- (b) A Family Member shall be entitled to use all Club facilities as may be approved by the Management Committee. He shall not have the right to vote, to elect or to be elected into the Management Committee. He shall also not have the right to propose anyone for election into the Management Committee.
- (c) A Family Member shall cease to be a Family Member upon his spouse or parent ceasing to be an Ordinary Member.

#### 5.7 Application of Membership

Every application for Ordinary, Associate or Family membership shall be made on the prescribed form, duly completed and submitted to the Management Committee, which shall have the power to approve or reject the application without assigning any reasons therefore. A copy of the Constitution of the Club shall be provided to every approved applicant who has paid his entrance fee.

### **6 Entrance Fee and Annual Subscription**

- 6.1 The Management Committee shall decide the rates of entrance fee and annual subscriptions payable by Ordinary, Associate and Family members. Founder and Honorary members shall be exempted from the payment of entrance fee.
- 6.2 The Management Committee shall have the discretion to grant concessions on the entrance fee and annual subscription for retiree Ordinary and Associate Members.
- 6.3 The annual subscription shall be payable yearly in advance, as determined by the Management Committee.
- 6.4 If the subscription from any member of the Club is in arrears for three months, a registered notice shall be sent calling the member's attention to the overdue subscription. If full payment is not made within fourteen (14) days from the posting of such notice, the Management Committee may delete the member's name from the Register of Members. But if at any time such member gives to the Management Committee a satisfactory explanation, then, at the discretion of the Management Committee, and upon payment of all arrears, the member may be re-admitted to membership.

### **7 Composition and Term of the Management Committee**

- 7.1 The Management of the Club shall be vested in the Management Committee consisting of a President, three Vice-Presidents, an Honorary Secretary, an Honorary Treasurer, two Honorary Assistant Secretaries, an Honorary Assistant Treasurer and not less than seventeen and not more than twenty-six other Ordinary Committee Members. In addition, a representative of the People's Association shall sit in the Management Committee as an ex-officio.

- 7.2 Except for the President, two Vice-Presidents, the Honorary Secretary, the Honorary Treasurer, an Honorary Assistant Secretary and 14 Committee Members who shall be appointed by the Deputy Chairman of the Peoples Association, a Vice-President, an Honorary Assistant Secretary, the Honorary Assistant Treasurer and seven other Committee Members shall be elected at the alternate Annual General Meeting. Names for the available officers shall be proposed and seconded at the alternate Annual General Meeting and election will follow a simple majority vote of members. In addition, the Management Committee may co-opt up to five other Committee Members during the term.
- 7.3 The term of each Management Committee shall be two (2) years.
- 7.4 An Ordinary Member shall not hold office as President for more than three consecutive terms unless specific approval has been obtained from the Peoples Association.
- 7.5 An Ordinary Member shall not hold office as Honorary Treasurer for more than three consecutive terms unless specific approval has been obtained from the Peoples Association.
- 7.6 The Deputy Chairman of the Peoples Association may terminate the appointment of a Committee Member without assigning any reason.
- 7.7 A President who relinquishes his position in the Committee may be appointed as Immediate Past President.

## **8 Duties and Powers of the Management Committee**

- 8.1 The Management Committee shall meet as and when necessary to carry out the business of the Club but not less than once every three months.
- 8.2 The quorum for the Management Committee shall be at least one third of the members of the Management Committee.
- 8.3 At least 7 days notice shall be given by the Honorary Secretary to every member of the Committee before the date of the meeting.
- 8.4 In the absence of a quorum, the meeting shall stand adjourned for half-an-hour and after such adjournment, even though there is still no quorum, the members present shall form a quorum, provided the number is not less than five.
- 8.5 Any member of the Management Committee absenting himself from three consecutive meetings without reasonable cause, acceptable to the Committee, may be removed from office by the Committee.

- 8.6 In the event of a vacancy for any reason in the Management Committee, a successor may be co-opted/appointed by the Management Committee/People's Association to serve until the end of the term. Any change in the Management Committee shall be notified to the Registrar of Societies within two weeks of the change.
- 8.7 The Management Committee shall have power to :-
- (a) make, alter or rescind any bye-laws and regulations which shall not be inconsistent with this Constitution;
  - (b) co-opt as it deems necessary, any member to serve in the Management Committee subject to paragraph 7.1;
  - (c) appoint from among members of the Club and/or members of the Management Committee or co-opt non-members of the Club to serve in such Sub-Committees as it deems fit and to define the duties of such Sub-Committees.
  - (d) appoint such Convenors and Assistant Convenors for the various games and sports, as and when it deems necessary, and to define their duties and responsibilities;
  - (e) appoint such full-time or part-time servants or employees of the Club, as it deems fit, and to define their duties and to determine their remuneration;
  - (f) delegate any or all of the duties of any or all of the office-bearers of the Management Committee to any or all of the employees or Sub-Committees of the Club.
- 8.8 The duty of the Management Committee is to organise and supervise the daily activities of the Club and to make decisions on matters affecting its running.
- 8.9 Affiliated Clubs
- 8.9.1 The Management Committee may at its discretion, enters into reciprocal affiliation arrangements with other clubs.
- 8.9.2 Conditions on use by Reciprocal Members:  
Only reciprocal members with proper introduction and membership cards may use the Club's services and facilities.
- 8.10 To invest and deal with the funds and/or monies of the Club in such a manner as may from time to time be thought fit.



8.11 The Management Committee shall have the power to invite any individuals or groups of individuals to become guests of the Club and shall also have the power to control or restrict the introduction of guests or withdraw the privileges of the Club from any guest or on any occasion to declare the Club closed to all guests without having to assign any reason thereof.

## **9 Duties of Office Bearers**

9.1 The President shall, if present, preside at all meetings and represent the Club in its dealing with outside persons. The President or Chairman of a meeting shall have a casting vote.

9.2 In the absence of the President from any meeting, the Vice-President so appointed by the President shall carry out the duties of the President. In the absence of any appointment, the Chairman shall be elected by the Management Committee for a particular meeting.

9.3 The three Vice-Presidents shall assist the President and deputise for the President, if so appointed, in his absence.

9.4 The Honorary Secretary shall keep all records, except financial, of the Club and shall be responsible for their correctness, convene all meetings, keep minutes of all meetings and generally perform all the duties entrusted by the Club. He shall maintain an up-to-date register of the members at all times.

9.5 The Honorary Assistant Secretaries shall assist the Honorary Secretary in his duties and perform the duties of the Honorary Secretary in his absence.

9.6 The Honorary Treasurer shall keep all funds and collect and disburse all monies on behalf of the Club as directed by the Management Committee. He shall keep an account of all monetary transactions and be responsible for their correctness. Cheques for withdrawal from the bank shall be signed by the Honorary Treasurer or Honorary Assistant Treasurer and countersigned by the President or any of the Vice-Presidents.

9.7 The Honorary Assistant Treasurer shall assist the Honorary Treasurer in his duties and perform the duties of the Honorary Treasurer in his absence.

9.8 The Ordinary Committee members shall assist the Management Committee in the general administration of the Club and perform any other duties assigned by the Management Committee.

## **10 Audit**

Two voting persons, who shall not be members of the Management Committee, shall be elected as Honorary Auditors at the alternate Annual General Meeting and shall hold office for two (2) years. They will be required to audit each year's accounts and present their report at the Annual General Meeting. They shall not be eligible for re-election to the post of Honorary Auditor for a second consecutive term. They may be required by the President to audit the Club's accounts for any period within their tenure of office at any date and make a report to the Management Committee.

## **11 Financial Year**

The Financial Year of the Club shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

## **12 General Meeting**

12.1 The Annual General Meeting of the Club shall be convened by the Management Committee and shall be held not later than 31<sup>st</sup> July each year. The functions of the Annual General Meeting shall be to:-

- (a) consider and confirm the minutes of the last Annual General Meeting and any other intervening general meeting;
- (b) consider and if approved, accept the audited accounts for the last financial year and report of the Management Committee for the past year;
- (c) Elect the Members of the Management Committee, except the President, two Vice-Presidents, the Honorary Secretary, an Honorary Assistant Secretary, the Honorary Treasurer and 14 appointed members in accordance with paragraph 7;

and

- (d) consider any subject for which at least 7 days notice in writing shall have been received by the Honorary Secretary.

12.2 Notice convening the Annual General Meeting shall be given to members at least 14 days before the date of such meeting. The notice shall include the Management Committee's report, the audited Statement of Accounts and other items on the Agenda.

## **12.3 Extraordinary General Meeting**

12.3.1 Extraordinary General Meeting of the Club to consider any special matter shall be called by the Honorary Secretary by order of the Management Committee or at the written request of not less than 25 per cent of the members eligible to vote. The meeting shall discuss only such matters of which notice shall have been given.

12.3.2 Such Extraordinary General Meetings shall be convened within a month of the written request of the members or by the order of the Management Committee. Notice convening the meeting shall be given to members at least 10 days before the date of such meeting.

#### **12.4 Quorum**

12.4.1 At least 250 Voting Members of the Club or one-quarter of the voting membership whichever is the lower present at a general meeting shall form a quorum.

12.4.2 In the event of there being no quorum for an Annual General Meeting, the meeting shall be adjourned for half-an-hour and should after such adjournment, the number of members 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 the Constitution.

12.4.3 In the event of there being no quorum at an Extraordinary General Meeting, the meeting shall be adjourned for half-an-hour but in the event of there being no quorum at the adjourned meeting, it shall be cancelled.

#### **13 Amendments to Constitution**

The Constitution shall not be altered or amended unless such alteration and amendment is either directed by the Deputy Chairman of The People's Association or is passed by the vote of 60 per cent of voting members present at a general meeting of the Club, and is subsequently approved by the Deputy Chairman of The People's Association. Such alteration or amendment shall not come into force without the prior sanction of the Registrar of Societies.

#### **14 Prohibitions**

14.1 The Club shall not indulge in any political or religious activities or allow its funds and/or premises to be used for such purposes.

14.2 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.

14.3 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 the effect of fixing or controlling the price or any discount, allowance or rebate relating to any good or services which adversely affects consumer interest.

14.4 The funds of the Club shall not be used to pay the fines of members who have been convicted in Court.

- 14.5 The Club shall not hold any lottery whether confined to its members or not, in the name of the Club or its officer bearers, Management Committee or members, except with the written approval of the relevant authorities.
- 14.6 Unless with the approval of the relevant authorities, gambling of any kind and the playing of paikow and mahjong, etc, whether for stakes or not, are forbidden on the Club's premises. Drug taking and persons of bad characters are strictly prohibited in the premises.
- 14.7 The Club shall not raise funds from the public for whatever purposes without the prior approval in writing of the relevant authorities.

## **15 Dissolution**

- 15.1 The Club shall not be dissolved without a direction issued by the Deputy Chairman of The People's Association.
- 15.2 In the event of the Club being dissolved as provided above, all debts and liabilities legally incurred by the Club shall be fully discharged and the remaining funds shall be donated to Institutions of public character as directed by the Deputy Chairman of The People's Association.
- 15.3 A Certificate of dissolution shall be given within seven (7) days to the Registrar of Societies.

## **16 Expulsion, Suspension or Fine of Members**

- 16.1 The Management Committee shall have the power to expel any member who, in the opinion of the Management Committee, has acted in any way prejudicial to the interest of the Club or its members or has broken any rule or by-law of the Club or whose conduct shall in the opinion of the Management Committee render him unfit for membership of the Club.
- 16.2 Before any such member is expelled the Honorary Secretary shall give the member seven days' written notice to attend a meeting of the Management Committee and give an explanation, and shall inform the member of the complaints made against him.
- 16.3 If after hearing such member, a simple majority of the Management Committee then present and voting decides to expel the member, he shall cease to be a member of the Club. The Management Committee shall have the discretion and may at the conclusion of such hearing suspend the member for not more than one year or impose a fine not exceeding \$500.00 or any other lesser penalty or any combination thereof. Notice thereof shall thereafter be posted to such member.

- 16.4 If such member refuses to attend meeting in answer to the notice calling upon the member to do so the Management Committee may nevertheless proceed in his absence to decide on the penalty to be imposed. No appeal shall lie from the decision of the Management Committee to any Court of Law.
- 16.5 It shall be in the power of the Management Committee to exclude such member from the premises of the Club until such meeting shall have been held and concluded.
- 16.6 The Management Committee may delegate to a Sub-Committee such powers and duties under this Rule and such Sub-Committee shall present to the Management Committee its findings after giving the member the opportunity of being heard.
- 16.7 Any member who has been expelled or received any other penalty shall have the right within 21 days of the posting of the notice of expulsion or such other penalty imposed by the Management Committee to require the Management Committee to reconsider its decision and may attend a meeting of and make representation in person or in writing to the Management Committee for this purpose.
- 16.8 The Management Committee reconsidering its decision may consist of members other than those in the Management Committee that made the original decision.

**17 Disputes**

In the event of any dispute arising amongst the members, the matter shall be brought up before the Management Committee who shall hear all parties to the dispute and arbitrate the matter. The decision of the Management Committee shall be final.

**18 Resignation of Members**

Any member may resign by giving to the Honorary Secretary notice in writing to that effect but such member shall pay all debts due to the Club including the subscription due for the month in which such notice is given.

**19 Club Employees and Complaints**

No member shall reprimand any employee of the Club. If a member has any cause of complaint, he shall bring the same to the Management Committee in writing.

**20 Bye-Laws**

The Management Committee shall have the power to frame, rescind or alter Bye-Laws to provide for the administration of the Club's facilities or in furtherance of the objects of the Club. Such Bye-Laws shall not be inconsistent with this Constitution.

**21 Liability of the Club**

The Club shall not be liable:

- (a) for any loss of or damage to any property or article whatsoever, or howsoever brought upon or left at its premises by a member, his guest or any other person;
- (b) for any injury or loss whatsoever, or howsoever caused to a member, his guest or any other person; and
- (c) for all claims, demands, costs, loss of life.

**22 Interpretation**

22.1 Words purporting the masculine gender shall include the feminine gender and neuter and words purporting the singular shall include the plural and vice-versa.

22.2 The Management Committee is the sole authority for the interpretation of the Constitution and the Bye-Laws. The decision of the Management Committee shall be final.

22.3 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. The decision of the Management Committee shall be final.

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