



THE GRASSROOTS' CLUB

CONSTITUTION

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CONSTITUTION

1. Name and Place of Business

- 1.1 The Club shall be called “The Grassroots’ Club”.
- 1.2 Its place of business 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.

2. Definitions

The following terms in this Constitution shall be defined as follows:

- 2.1 “The Club” means The Grassroots’ Club;
- 2.2 “The Management Committee” means the “Management Committee” of the Club;
- 2.3 “Appointed member of the People’s Association Grassroots Organisation (GRO)” means a Grassroots Member and/or a Grassroots Leader (GRL);
- 2.4 “Appointed member of Community Development Council (CDC)” means a District Councillor;
- 2.5 “The Constitution” means the Constitution of the Club;
- 2.6 “Bye-Laws” means Rules and Regulations of the Club; and
- 2.7 “Deputy Chairman” means Deputy Chairman of the People’s Association.

3. Objects

The objects of the Club are to:

- 3.1 Promote a sense of belonging and identity among members;
- 3.2 Provide and manage social, recreational, sports, training and development facilities for its members and their families;
- 3.3 Implement programmes and activities to cater to the social, recreational, sports, training and development needs of its members and their families; and

3.4 Strengthen the rapport and cohesion amongst grassroots leaders.

4 Membership

4.1 Patron

4.1.1 The Deputy Chairman shall be the Patron of the Club.

4.2 Ordinary Members

4.2.1 All appointed members of the People's Association GROs and CDCs may be approved by the Management Committee to be admitted as Ordinary Members of the Club.

4.2.2 Upon leaving GRO/CDC service, these appointed members of GROs/CDCs shall cease to be Ordinary Members of the Club. Ordinary Members who left GRO/CDC service may be admitted by the Management Committee to be Associate Members of the Club.

4.2.3 The Deputy Chairman may approve a retired GRL who is conferred the title of Honorary Chairman or who is appointed as Grassroots Senior, and who can continue to contribute significantly to the Club, to be admitted as an Ordinary Member of the Club.

4.2.4 Ordinary Members shall have the right to:

- i. Vote at General Meetings; and
- ii. Hold office in accordance with the Constitution.

4.3 Associate Members

4.3.1 The following persons may be invited to join the Club as Associate Members for such period as decided by the Management Committee:

- i. Former appointed members of GROs and CDCs with the People's Association;
- ii. Existing staff of the People's Association; or
- iii. Persons, as determined by the Management Committee, who can contribute or bring value to the Club.

4.3.2 Associate Members shall have no right to vote nor hold office in the Club.

4.4 Honorary Members

4.4.1 The Deputy Chairman may honour any person who had contributed or would contribute towards the Club, including but not limited to Advisers to GROs and

ex-Presidents of the Club, by making him an Honorary Member of the Club for such period as decided by the Deputy Chairman or Management Committee.

4.4.2 Honorary Members shall have no right to vote nor hold office in the Club.

4.5 Family Members

4.5.1 The spouse and/or children (12 to 21 years of age) of Ordinary and Associate Members may be approved by the Management Committee to be admitted as Family Members of the Club.

4.5.2 One shall cease to be a Family Member upon his spouse or parent ceasing to be an Ordinary or Associate Member.

4.5.3 Family Members shall have no right to vote nor hold office in the Club.

4.6 Application of Membership

4.6.1 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 reason. A copy of the Constitution shall be provided to every approved applicant.

4.7 Termination of Membership

4.7.1 The Deputy Chairman may direct the Management Committee to reject/terminate a membership.

4.7.2 Any member may apply to terminate his membership by giving one (1) month's notice in writing to the Club but such member shall be liable for other monies (if any) due from him to the Club.

5 Membership Subscriptions and Other Payments

5.1 Membership Subscription

5.1.1 The subscription payable by different categories of members, except Patron and Honorary Members, shall be determined by the Management Committee.

5.1.2 The annual subscription shall be chargeable from a date to be determined by the Management Committee and shall thereafter be payable in advance.

5.1.3 A membership will lapse if the membership subscription for its renewal is not paid by the membership expiry date.

5.1.4 The Management Committee may at its discretion waive, suspend or vary the subscription payable by any category of members.

5.2 Other Fees and Charges

5.2.1 The Management Committee may levy such fees and/or charges for the use of amenities of the Club.

5.3 Arrears in Other Dues

5.3.1 If a member falls into arrears with his other dues, he shall be informed immediately by the Club. If he fails to settle his arrears, the Management Committee may deny the privileges of membership until he settles his account.

5.3.2 A member shall pay to the Club all legal costs including those on a solicitor and client basis and all other costs, charges and expenses chargeable or incurred by the Club for any action, proceeding or notice of demand taken towards recovery of any outstanding debts or monies due from the member, or towards enforcing any of the provisions or arising from any breach or non-observance of the Constitution or rules and regulations or other terms and conditions of the Club.

6 The Management Committee

6.1 Composition

6.1.1 The Management Committee shall be appointed by the Deputy Chairman for an office term of two years.

6.1.2 The management of the Club shall be vested in the Management Committee consisting of:

- i. One (1) President;
- ii. Three (3) Vice-Presidents;
- iii. One (1) Honorary Secretary;
- iv. One (1) Honorary Treasurer;
- v. Two (2) Honorary Assistant Secretaries;
- vi. One (1) Honorary Assistant Treasurer;
- vii. One (1) Honorary Auditor; and
- viii. 16 to 25 Members.

In addition, a representative of the People's Association shall sit in the Management Committee as an ex-officio.

- 6.1.3 The total number of members in the Management Committee shall not exceed 35, excluding the ex-officio member.
- 6.1.4 In the event of a vacancy for any reason in the Management Committee, a successor may be appointed by the Deputy Chairman 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.
- 6.1.5 An Ordinary Member shall not hold office as President for more than three (3) consecutive terms unless specific approval has been obtained from the Deputy Chairman.
- 6.1.6 An Ordinary Member shall not hold office as Honorary Treasurer for more than three (3) consecutive terms unless specific approval has been obtained from the Deputy Chairman.
- 6.1.7 The Deputy Chairman may terminate the appointment of a Committee Member without assigning any reason.
- 6.1.8 A President who relinquishes his position in the Committee may be appointed as Immediate Past President.

6.2 Responsibilities and Functions

- 6.2.1 The Management Committee shall
 - i. be responsible for laying down and implementing policies in meeting the objects of the Club;
 - ii. exercise supervision and control over all subcommittees and employees of the Club;
 - iii. oversee the Club's activities, ensuring the Club is well run and deliver the outcome for which it is set up for;
 - iv. provide direction and guidance in the Club's development and improvement plans; and
 - v. perform such functions or duties which the Deputy Chairman may delegate from time to time.

6.3 Powers of Management Committee

- 6.3.1 The Management Committee shall have the powers to:
 - i. appoint and exercise control over all subcommittees of the Club;
 - ii. dismiss any member of the sub-committees of the Club and to fill the vacancies thus arising;

- iii. make from time to time, rules for the proper administration of the Club and its facilities and for the conduct of its activities consistent with the Constitution, and to amend or rescind such rules;
- iv. approve or reject applications for the use of the Club facilities and properties provided that such use is not in conflict with the Constitution;
- v. approve or reject any application for membership without assigning any reason therefore and also to impose such restrictions as may be necessary on the number of members;
- vi. invite any individuals or groups of individuals to become guests of the Club, 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;
- vii. take such disciplinary action against any member of the Club who has acted in any manner which is in its opinion prejudicial to the interest of the Club, embarrassing or derogatory to the Club, guilty of gross misconduct or who has contravened any of the provisions of the Constitution or rules of the Club;
- viii. levy and refund subscriptions, charges, interests, dues or fines at any such rate and for such period as it may determine from time to time in respect of the use or enjoyment by a member of any of the Club's premises or facilities;
- ix. appoint, control or dismiss any employee and/or agent;
- x. delegate such powers, functions and duties to such person(s) or sub-committee(s); and
- xi. invest and deal with the funds and/or monies of the Club to benefit the Club.

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

6.4 Meetings

- 6.4.1 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.
- 6.4.2 The quorum for the Management Committee shall be at least one third of the members of the Management Committee.
- 6.4.3 At least seven (7) days' notice shall be given by the Honorary Secretary to every member of the Committee before the date of the meeting.
- 6.4.4 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.

6.4.5 Any member of the Management Committee who is absent from three consecutive meetings without reasonable cause, acceptable to the Committee, may be removed from office by the Management Committee.

6.5 Affiliated Clubs

6.5.1 The Management Committee may at its discretion, enter into reciprocal affiliation arrangements with other Clubs.

6.5.2 Only reciprocal Club members with proper introduction and membership cards may use the Club's services and facilities.

7 Duties and Powers of Office-Bearers

7.1 President

7.1.1 The President shall be responsible for the proper and efficient running of the Club in all aspects. He shall represent the Club in dealing with other Clubs or bodies in Singapore.

7.1.2 The President, or any other person officiating as the President of the meeting, shall have a casting vote at meetings of the Management Committee at which he presides.

7.1.3 The President may, from time to time, assign responsibilities or duties to members of the Management Committee.

7.2 Vice-President

7.2.1 The Vice-President shall assist the President and shall in the latter's absence discharge the latter's duties and responsibilities.

7.3 Honorary Secretary

7.3.1 The Honorary Secretary shall report to the Management Committee on the progress and conduct of all activities and operations of the Club from time to time.

7.3.2 The Honorary Secretary shall convene General Meetings and meetings of Management Committee, keep minutes of all general and committee meetings and keep all records (except financial) of the Club and ensuring their correctness.

7.3.3 The Honorary Secretary shall maintain an up-to-date Register of Members at all times.

7.4 Honorary Assistant Secretary

7.4.1 The Honorary Assistant Secretary shall assist the Honorary Secretary and, in the absence of the latter, discharge the latter's duties and responsibilities.

7.5 Honorary Treasurer

7.5.1 The Honorary Treasurer shall:

- i. be responsible for the supervision and administration of the accounting system, including financial and accounting records and procedures for the receipt, custody, investment, safekeeping and payment of public money and the purchase, custody and disposal of public property.
- ii. prepare and present financial statements of account to the Management Committee and at Annual General Meeting.

7.6 Honorary Assistant Treasurer

7.6.1 The Honorary Assistant Treasurer shall assist the Honorary Treasurer and in the absence of the latter, discharge the latter's duties and responsibilities.

7.7 Management Committee Members

7.7.1 Ordinary Committee Members shall assist in the general administration of the Club and perform duties assigned by the Management Committee from time to time.

8 Sub-Committees

8.1 Sub-Committees may be appointed from time to time by the Management Committee for such period and with such objects (consistent with the Constitution), powers, duties and rules for the conduct as it may determine.

8.2 Every Sub-Committee shall be chaired by a Member of the Management Committee who shall report to the Management Committee on the progress and conduct of its activities.

9 Audit

9.1 The Honorary Auditor will be required to audit each year's accounts and present his report at the Annual General Meeting and may be required by the President to audit the

Club's accounts for any period within his tenure of office at any date and make a report to the Management Committee.

- 9.2 The Honorary Auditor shall not be eligible to hold a second consecutive term of office as Honorary Auditor.

10 Accounting, Procurement and Finance

- 10.1 The Club shall adopt accounting, procurement and finance procedures in accordance with Financial Standard Operating Procedures (SOP) of the Club.
- 10.2 The Management Committee may at its discretion from time to time review and update Financial SOP of the Club.
- 10.3 The Financial Year of the Club shall be from 1st April to 31st March.

11 General Meetings

- 11.1 General Meetings shall be convened by the Honorary Secretary and shall be:

11.1.1 Annual General Meeting (AGM)

- i. The AGM shall be held not later than 31st July after the closing of each Financial Year. The agenda shall consist of the following:
 - a. Confirmation of the Minutes of the previous AGM;
 - b. Receipt of audited Statement of Income and Expenditure for previous Financial Year;
 - c. Receipt of audited Balance Sheet for previous Financial Year; and
 - d. Any other matters of which notice has been given to the Honorary Secretary at least seven (7) days before the Meeting.
- ii. Members of the Club shall be notified of the date of the AGM and provided a copy each of the Agenda and the Minutes of the previous AGM at least fourteen (14) days prior to the Meeting.

11.1.2 Extraordinary General Meeting (EGM)

- i. The EGM shall be held at the instruction of the Deputy Chairman, the Management Committee or at the written request of not less than 25 per cent of the members eligible to vote.
- ii. Notice of the EGM shall be given to members not less than ten (10) days before the Meeting unless the urgency of the matter otherwise requires.

11.2 The President, or in his absence a Vice-President of the Management Committee, shall chair all General Meetings of the Club. When the President and all Vice-Presidents are absent, one of the other members of the Management Committee shall be elected from all members present to chair the meeting.

11.3 Quorum

11.3.1 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 constitute a quorum.

11.3.2 When there is no quorum at the commencement of an AGM, the meeting shall stand adjourned for half an hour. If at the adjourned meeting the number of voting members present be insufficient to form a quorum, the members present shall be deemed to constitute a quorum but they shall have no power to alter, amend or make additions to the Constitution.

11.3.3 When there is no quorum at the commencement of an EGM, the meeting shall stand adjourned for half an hour. If at the adjourned meeting the number of voting members present be insufficient to form a quorum, the EGM shall be cancelled.

11.4 Voting

11.4.1 Voting at all General Meetings shall be by show of hands unless the Management Committee deems it necessary to vote using polling slips.

11.4.2 Each voting member shall be entitled to one (1) vote.

11.4.3 Motions at General Meetings of the Club shall be carried by a simple majority vote.

12 Prohibitions

12.1 No gambling of any kind, is allowed in the Club premises without prior approval of the Management Committee and relevant authorities.

12.2 The introduction of materials for gambling (other than that for which approval has been given by the Management Committee) or for smoking and consumption whether orally or otherwise of deleterious drugs or substances into the Club premises is prohibited.

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

- 12.4 The Club shall not indulge in any political or religious activities or allow its funds and/or premises to be used for such purposes.
- 12.5 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.
- 12.6 The Club shall not restrict or interfere or 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 goods or service which adversely affect consumer interest.
- 12.7 The Club shall not indulge in any purpose(s) which are incompatible with the objects of the Club.
- 12.8 No member shall make any press releases or other forms of public statements in any media on matters pertaining to the Club without the prior approval of the Management Committee.
- 12.9 The Club shall not raise funds from the public for whatever purposes without the prior approval in writing of the relevant authorities.
- 12.10 The funds of the Club shall not be used to pay the fines of members who have been convicted in Court.

13 Discipline

- 13.1 All members shall be bound by the provisions of the Constitution and all amendments and by such rules as may be made from time to time by the Management Committee.

13.2 Disciplinary Action

- 13.2.1 The Management Committee shall have the power to conduct inquiries and investigations into any complaint(s) made against any member alleged to have:
- i. acted in any way prejudicial to the interest of the Club;
 - ii. acted in a way embarrassing or derogatory to the Club;
 - iii. been guilty of gross misconduct; or
 - iv. contravened or failed to comply with the provisions of the Constitution or of any rules and regulations.

13.3 Expulsion, Suspension or Fine of Members

- 13.3.1 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 Bye-Laws of the Club or whose conduct shall in the opinion of the Management Committee render him unfit for membership of the Club.

- 13.3.2 Before any such member is expelled, the Honorary Secretary shall give the member seven (7) 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.
- 13.3.3 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 or any other lesser penalty. The member shall be kept informed of the decision.
- 13.3.4 If such member refuses to attend the 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.
- 13.3.5 It shall be in the power of the Management Committee to exclude such member from the premises of the Club before the Management Committee has reached a decision.
- 13.3.6 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.
- 13.3.7 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.
- 13.3.8 The Management Committee reconsidering its decision may consist of members other than those in the Management Committee that made the original decision.
- 13.3.9 The decision of the Management Committee shall be final and binding upon the member.

13.4 Disputes

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

14 Liability of the Club

14.1 To the fullest extent permitted by law, the Club shall not be liable for:

- i. any loss or damage to any property or article brought upon or left at its premises by any person howsoever caused, including negligence of the Club's employees and/or agents;
- ii. any injury or loss whatsoever, or howsoever caused to a member, his guest or any other person; and
- iii. all claims, demands, costs, loss of life.

15 Bye-Laws

15.1 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 be consistent with the Constitution.

16 Amendments to the Constitution

16.1 All amendments to the Constitution shall be initiated by the Deputy Chairman, or by means of a vote of at least 60 percent of voting members present at a General Meeting and subsequently approved by the Deputy Chairman.

16.2 No amendments to the Constitution shall take effect unless approved by the Registrar of Societies.

17 Interpretation

17.1 In the event of a conflict between the Constitution and the Bye-Laws, the Constitution or decision of the Deputy Chairman shall prevail.

17.2 The decision of the Deputy Chairman or the Management Committee upon any question of interpretation of the Constitution and the Club's Bye-Laws respectively, shall be final and binding on the members.

17.3. The decision of the Deputy Chairman on any matter affecting the Club and the members not specifically provided for by the Constitution or by the Club's Bye-Laws shall be final and binding on the members.

18 **Dissolution**

- 18.1 The Club shall not be dissolved without a directive issued by the Deputy Chairman.
- 18.2 In the event of the Club being dissolved, all debts and liabilities legally incurred by the Club shall be fully discharged and the remaining funds or proceeds of the disposal shall be transferred to People’s Association.
- 18.3 A Certificate of Dissolution of the Club shall be given to the Registrar of Societies within seven (7) days of dissolution.
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