



CONSTITUTION OF HOMETEAMNS

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Article I **NAME AND PLACE OF BUSINESS**

1. The name of the Association shall be known as the "HomeTeamNS" hereinafter called the "Association".

2. The place of business of the Association shall be at "2 Bukit Batok West Avenue 7, Singapore 659003" or such other address as may subsequently be decided upon by the Management Committee and approved by the Registrar of Societies.

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Article II OBJECTS

1. The objects of the Association shall be:-
 - a) To work with the Singapore Police Force and the Singapore Civil Defence Force (hereinafter called the “Forces”) in building morale and motivation in Operationally Ready and Full Time National Servicemen (hereinafter known as “NSmen”) through unit cohesion and esprit de corps.
 - b) To work with the Forces in promoting a sense of national belonging and pride among NSmen of the Home Team.
 - c) To assist the Ministry of Home Affairs as well as the Forces in explaining and disseminating new policies.

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Article III **MEMBERSHIP**

1. **Types of Membership**

a) Ordinary Membership

All NSmen who have served or are serving in the Forces shall be eligible for the Ordinary Membership.

b) Associate Membership

All members and volunteers who have served or are serving in the Home Team shall be eligible for Associate Membership.

c) Family Membership

All immediate family members (i.e. spouse & children) of the Ordinary and Associate members shall be eligible for Family Membership.

d) Honorary Membership

The Board of Governors of the Association may honor any person to become an Honorary Member of the Association for any period they may deem fit.

e) Life Membership

Ordinary and Associate members, who have made significant contributions to the Forces, the Association or the Home Team, may be conferred the Life Membership by the Management Committee. This category of membership may be suspended at the discretion of the Management Committee.

f) Corporate Membership

Corporate Membership may be awarded to an individual employer or a Corporate Company who has been identified by the Forces or the Association as being the most supportive employer or who has rendered valuable service to the Forces or Association.

g) Social Membership

All Singapore Citizens or Singapore Permanent Residents aged 21 and above shall be eligible for Social Membership.

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h) Patron

The President of the Republic shall be the Patron of the Association.

2. Procedure

- a) Persons wishing to be members of the Association shall submit to the General Secretary an application in writing in the prescribed form.
- b) Appointment of Honorary Members and Patron shall be done in writing by the Board of Governors.
- c) Appointment of Corporate Members shall be done in writing by the Management.
- d) Members shall be issued with a Membership Card in the prescribed form.
- e) The application of Home Team members shall be recommended by their respective Heads of Department.

3. Privileges of Membership

- a) Ordinary Members shall: -
 - i) have the right to speak and vote at the General Meetings of the Association;
 - ii) have the use of the facilities of the Association in accordance with the rules laid down by the Management Committee;
 - iii) have the right to participate in all the activities of the Association and enjoy such other privileges as may be conferred by the Management Committee;
 - iv) have the privilege of signing in 2 guests to the clubhouses at any point in time in accordance with the rules and regulations laid down by the Management Committee.
- b) Associate, Family, Honorary and Life Members and Patron shall: -
 - i) have all the privileges and benefits of Ordinary Membership except the right to vote at General Meetings;
 - ii) have such other privileges as the Management Committee may from time to time decide.

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- c) Corporate and Social Members shall:-
 - i) not be eligible to attend General Meetings;
 - ii) have the use of the facilities of the Association in accordance with the rules laid down by the Management Committee;
 - iii) have such other privileges as the Management Committee may from time to time decide.

4. Obligations of Members

Members shall abide by the Constitution and Standing Orders and shall not act in any way inconsistent with the Constitution or any Standing Orders of the Association.

5. Cessation of Membership

- a) Save as otherwise determined by the Management Committee, all memberships shall be automatically renewed annually until such time as terminated or ceased in the circumstances provided below.
- b) The Management Committee has the right to terminate the membership of any member who is in arrears with his subscriptions or other fees of dues or who violates the Constitution and Standing Orders.
- c) Any member of the Association who so desires can terminate his membership by submitting a written notice to that effect. His membership shall cease upon receipt of his notice at the business address by the General Secretary of the Association.
- d) The Family Membership shall lapse upon the membership cessation of the Ordinary or Associate Member, as the case may be or otherwise decided by the Management Committee.

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Article IV BOARD OF GOVERNORS

1. Composition

The Board of Governors, hereinafter called "The Board" shall consist of:-

- a) the Minister of Home Affairs or such person appointed by the Minister for Home Affairs as Chairman;
- b) not less than seven other persons appointed as members of the Board for specified periods by the Minister for Home Affairs.

2. Functions

The Board shall:-

- a) be responsible for laying down the policies of the Association, consistent with the "Objects" of the Association;
- b) control the properties and finances of the Association.

3. Powers

The Board of Governors shall have power to:-

- a) appoint not less than ten members of the Management Committee;
- b) dismiss or accept the resignation of any member of the Management Committee or a Special Committee and appoint members to fill any vacancy caused by dismissal or resignation. Such appointed members shall hold office for the period during which the person in whose place they have been appointed would have held office. Appointed members shall have the right to vote;
- c) approve with or without amendment the Annual Estimates of Income and Expenditure of the Association;
- d) exercise direct control over the Management Committee and ultimate control over all other Committees of the Association;
- e) co-opt members to attend its meetings. Such members may take part in the discussion, but shall not have the right to vote;
- f) appoint from among its members an Acting Chairman, when its Chairman is likely to be absent for a considerable length of time;
- g) give a decision upon any matter not provided for in this Constitution;

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- h) raise funds by borrowing money or authorize the Management Committee to do the same, for the purposes of the Association;
- i) dissolve the Association and fully discharge all liabilities legally incurred by or on behalf of the Association and decide on the disposal of the remaining funds or proceeds.

4. Meeting of the Board of Governors

- a) The Board may meet as often as the Chairman of the Board deems necessary.
- b) The General Secretary shall give seven days' notice of such meetings unless the urgency of the Agenda requires shorter notice.
- c) A simple majority of members of the Board shall constitute a quorum.
- d) The Chairman or the Acting Chairman of the Board shall take the Chair at all meetings of the Board. If both are absent, one of the other members of the Board shall be appointed by the Chairman to chair the meeting.

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Article V **MANAGEMENT COMMITTEE**

1. Composition

The Management Committee shall consist of the following:-

- a) The President
- b) Not more than 2 Vice-Presidents
- c) The General Secretary
- d) The Treasurer
- e) The General Manager
- f) Not less than 9 Ordinary Committee Members

2. Method of Appointment

- a) All members of the Management Committee shall be appointed by the Board of Governors.
- b) No person shall be eligible to hold office in the Management Committee or remain a member of the Management Committee if: -
 - i) he becomes ineligible for membership of the Association or his membership ceases or is terminated either voluntarily by the member or by the Management Committee;
 - ii) he is under twenty-one years of age;
 - iii) he has been convicted of an offence under the laws of Singapore;
 - iv) he has been found to have previously misused or mismanaged the funds of the Association or any other society;
 - v) he becomes ineligible under one of these Articles;
 - vi) he involves in any activity that prejudices the good order of the Association.

3. Tenure

The Board shall decide the Tenure of Appointment of members who are appointed by the Board to the Management Committee.

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4. Functions

The Management Committee shall: -

- a) be responsible for carrying out the policies of the Association as laid down by the Board of Governors;
- b) be responsible for day-to-day management of Association activities;
- c) be responsible for the proper maintenance of the properties of the Association;
- d) publish any publications which the Management Committee deems necessary;
- e) submit for the approval of the Board of Governors the Annual Estimates of the Income and Expenditure;
- f) approve expenditure for which funds have not been provided for in the Annual Estimates within the approval limits laid down by the Board of Governors.

5. Powers

The Management Committee shall have power to:-

- a) exercise control, subject to Article IV Section 3(d), over all the other Committees of the Association;
- b) make from time to time certain Standing Orders for the proper administration of the Association and its facilities and conducting of its activities, not inconsistent with this Constitution, and to amend or rescind them;
- c) accept or reject applications for Ordinary, Associate, Family, Life, Social and Corporate Membership;
- d) give a provisional decision upon any matter that may arise, provision for which is not found in the Constitution. Such decisions shall be subject to ratifications or revision by the Board of Governors and if such ratifications or revision is not given within 3 months, the decision shall cease to have effect;
- e) invite any member to be present at its meeting and to participate in its deliberations. Such members shall not have the right to vote;

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- f) accept the resignation of any member of a Special Committee of the Association appointed by it and to fill the vacancy thus arising;
- g) approve applications for the use of the Association's facilities and properties provided that such use is not in conflict with the "Objects" of the Association;
- h) negotiate and/to enter into agreements with its Lessees to:-
 - 1) operate on its premises on a profit-sharing basis, and/or
 - 2) collect rent from its Lessee operating on its premises on such amounts as they deem fit;
- i) raise funds by borrowing money or by seeking donations or sponsorships for the purposes of the Association. The Management Committee may only borrow up to the sum of S\$5 million. Any amount borrowed in excess of S\$5 million requires the approval of the Board of Governors;
- j) determine the membership composition, subscription fees, term of membership, age limits of members' children, eligibility and type of membership identification;
- k) employ, promote and dismiss servants of the Association;
- l) negotiate and/or enter into an agreement with other associations, clubs, corporations, organisations or companies and to make payment out of the funds of the Association in respect thereof and to delegate such of its powers and duties as may be necessary for the purposes herein;
- m) take such disciplinary action against any member who has acted in a manner derogatory to the Association, or who has violated any of the Articles of the Constitution and Standing Orders of the Association as provided for in Article XI;
- n) appoint, engage or employ other full-time personnel for the Association.

6. Meetings

- a) The Management Committee may meet as often as it deems necessary but shall meet at least once in three months.
- b) The General Secretary shall give at least three days' notice of such meetings unless the urgency of the Agenda requires shorter notice.

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- c) Meetings of the Management Committee shall be convened by the General Secretary at the request of the President or four members of the Management Committee.
- d) A simple majority of members shall constitute a quorum.
- e) The President, or, in his absence, one of the Vice-Presidents, shall preside at meetings of the Management Committee. In the absence of the President and the Vice-Presidents, one of the members present other than the General Secretary shall be elected to the Chair.
- f) The General Secretary shall keep the minutes of all Management Committee Meetings and shall submit them for adoption at the next meeting.

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Article VI DUTIES AND POWERS OF OFFICERS

1. The President

- a) The President shall be responsible to the general body and the Board of Governors of the Association for the proper and efficient running of the Association in all respects. He shall represent the Association in dealing with other Associations or bodies in Singapore.
- b) The President shall be the Chairman of the Management Committee.
- c) The President or in his absence any person officiating as Chairman, shall have a casting vote at meetings of the Management Committee at which he presides.

2. The Vice-Presidents

The Vice-Presidents shall assist the President and one of the Vice-Presidents shall be appointed to discharge the duties and responsibilities of the President in the latter's absence.

3. The General Secretary

The General Secretary shall be responsible for:-

- a) the proper maintenance of all records, except financial records of the Association including the preparation of reports, agenda and minutes of all meetings and an up-to-date register of members;
- b) convening all general and committee meetings of the Association;
- c) dealing with correspondence connected with the Association;
- d) submitting at Management Committee meetings any matter for discussion received from members of the Association;
- e) maintaining proper inventories of all properties belonging to or permitted to be used by the Association;
- f) preparing reports on behalf of the Management Committee;
- g) performing any other duties as directed by the Chairman of the Board of Governors, or the Management Committee.

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4. The Treasurer

The Treasurer shall be responsible for:-

- a) the preparation for the Annual Financial Statements and Annual Estimates of Income and Expenditure;
- b) the conduct of half-yearly budget reviews for the information of the Management Committee;
- c) the proper maintenance of financial records.

5. The Ordinary Committee Members

The Ordinary Committee Members shall assist in:-

- a) formulating strategic and corporate policies consistent with the "Objects" of the Association such as may be deemed necessary by the Management Committee;
- b) performing any other duties as directed by the Chairman of the Board of Governors, or the Management Committee.

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Article VII **SPECIAL COMMITTEES**

1. Special Committees may be appointed from time to time by the Board of Governors or the Management Committee with such powers and duties as they may determine.

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Article VIII TRUSTEES

1. If at any time the Association acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
2. The Board of Governors shall appoint the trustees, and shall have the power to remove any such trustees by notice in writing, and to appoint additional or new trustees in the event of any vacancies in the trusteeship.
3. The number of trustees of the Association shall not be less than two (2) and not more than four (4).
4. The trustees shall not sell or mortgage or transfer any immovable property of the Association without the prior consent and authority of the Board of Governors.
5. Any trustees may at any time resign his/her trusteeship if he/she submits prior written notice of resignation of at least two (2) months.
6. If the trustees dies or becomes a lunatic or of unsound mind or moves permanently, or is absent from the Republic of Singapore for a period of one (1) year, he/she shall be deemed to have relinquished his/her trusteeship.
7. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he/she continues as a trustee, the Board of Governors may remove him/her trusteeship.
8. The address of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.

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Article IX FINANCE

1. The Financial Year shall be the period from first day of April to the last day of March of the following year.

2. Subscription

a) All Ordinary, Associate, Family and Social Members of the Association shall pay annual subscription rates as determined by the Board of Governors or by the Management Committee.

b) Honorary and Life Members and Patron shall not be required to pay any subscription.

c) All Corporate Members of the Association shall pay annual subscription rates as determined by the Board of Governors or by the Management Committee, unless such Corporate Member has been exempted at the direction of the Board of Governors or by the Management Committee from such payments.

d) The modes of collection for membership subscriptions and other dues shall be determined by the Management Committee.

3. Association Funds

The funds of the Association shall be derived from subscriptions from members, subsidies from the Government, private donations, income from rental of clubhouses' premises, profit sharing arrangements, services rendered and fees paid by members and others for the use of clubhouse facilities.

4. Control of Association Funds

a) The control of the Association Funds is vested with the Board of Governors who may authorise expenditure/invest the Association Funds as they deem fit.

b) All items of expenditure, except those for incidental expenses for which payment by cash may be permitted from the Petty Cash Imprest, shall be paid by cheque or transferred electronically.

c) All cheques drawn on the account of the Association shall be signed jointly by the President or his nominated representative and the General Secretary or Treasurer or their nominated representative.

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5. Banking Account

The Association shall maintain one or more banking accounts as the Management Committee may decide. The administration and accounting management of the Association shall be undertaken by the General Secretary or Treasurer respectively or their nominated representative.

6. Audit

- a) The Management Committee shall appoint a firm of external auditors to conduct an audit on the Statement of Income and Expenditure and the Balance Sheet of the Association at the end of the financial year and submit a report to the President of the Management Committee.
- b) The external auditors may be required by the President of the Management Committee to audit the Association's accounts for any period and submit a report to the President of the Management Committee.
- c) The audited Statement of Income and Expenditure and the Balance Sheet of the Association shall be adopted at the Annual General Meeting of the Association.

7. Internal Audit

- a) An Internal Audit Board consisting of two persons, may be appointed by the President of the Management Committee.
- b) The Internal Audit Board, if appointed, shall conduct an internal audit on the affairs of the Association, including its accounts, as may be directed by the President of the Management Committee, and shall submit such reports, as may be requested, to the President of the Management Committee.

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Article X GENERAL MEETING

1. General Meetings of the Association shall be convened by the General Secretary and shall be:-
 - a) The Annual General Meeting
 - b) Extraordinary General Meeting
2. The Annual General Meeting shall be held during the third quarter of each year. The Management Committee will determine the format and the agenda of the General Meetings.
3. Members of the Association shall be notified of the date of the Annual General Meeting and the Agenda in the newsletter and/or newspaper at least two weeks prior to the Meeting.
4. An Extraordinary General Meeting of the Association shall be convened by the General Secretary:-
 - a) On the instruction of the Board of Governors; or
 - b) On the instruction of the Management Committee; or
 - c) On the written application to the General Secretary of at least one-quarter of the Ordinary Members of the Association together with a written statement of the object for which the meeting is desired.
5. Notices of an Extraordinary General Meeting shall be given to all Members except Social and Corporate Members, not less than seven days before the meeting.
6. Only the matter for which such an Extraordinary General Meeting is called shall be on the Agenda.
7. **Quorum**

Two hundred members of the Association shall form a quorum for any General Meeting. In the event of there being no quorum, the meeting shall be adjourned for half an hour and shall the number present be insufficient to form a quorum, those present provided it is not less than 30 members shall be considered a quorum.
8. The President and in his absence one of the Vice-Presidents of the Management Committee shall take the Chair at the General Meeting of the Association. When they are absent, one of the other members of the Management Committee present shall be elected to the Chair.

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9. Voting

- a) Voting at all General Meetings shall normally be by show of hand and unless otherwise requested by the Chairman of the meeting or by not less than 5 members present, to be conducted by secret or open ballot.
- b) Only Ordinary Members present shall be eligible to vote.
- c) Motions of General Meetings of the Association shall be determined by a simple majority vote.

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Article XI AMENDMENTS TO THE CONSTITUTION

1. An amendment to the Constitution may be made by the Management Committee at any of its meetings by a majority vote of all members of the Management Committee.

2. The members of the Management Committee shall be informed of the proposed amendments to the Constitution at least three days before the Management Committee Meeting.

3. The proposed and agreed amendment shall not be enforced unless it is agreed to by the Board of Governors and approved by the Registrar of Societies.

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Article XII DISCIPLINE

1. Disciplinary Action

- a) All members shall be bound by the Articles of the Constitution and by such Standing Orders as may be made from time to time by the Management Committee.

- b) Disciplinary action of any one of the following forms may be taken against any member acting in a way derogatory to the Association or in any way violating any of the Articles of the Constitution of its Standing Orders:-
 - i) suspension of any or all the privileges of membership for a period not exceeding one year;

 - ii) expulsion from the Association.

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Article XIII INTERPRETATION AND STATEMENTS

1. Interpretation of the Constitution and Standing Orders.

- a) The Board of Governors shall be the sole authority for the interpretation of this Constitution. The Management Committee shall be the sole authority for the interpretation of Standing Orders. The decision of the Board of Governors or the Management Committee upon any question of interpretation shall be final and binding on the members.

- b) The decision of the Board of Governors upon any matters affecting the Association and not expressly provided for by this Constitution or by Standing Orders shall similarly be final and binding on the members.

2. Statements to the Press

All press releases on matters within the province of the Association shall be made by the President or his appointed representatives.

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Article XIV PROHIBITIONS

1. The introduction of materials for smoking and the taking whether orally or otherwise of any deleterious drugs and of undesirable characters into the Association premises is prohibited.
2. The funds of the Association shall not be used to pay the fines of members who have been convicted in court.
3. The Association shall not indulge in any political activities or allow its funds and/or premises to be used for political purposes or any other purposes incompatible with the "Objects" of the Association.
4. Unless permitted by law, gambling of any kind are forbidden, on the Association's premises.
5. The Association 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.
6. The Association 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 service which adversely affects consumer interest.
7. The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Management Committee or members, unless with the written approval of the relevant authorities.
8. The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the relevant authorities.

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Article XV DISSOLUTION

1. The Association may be dissolved if the Board of Governors so decides.
2. In the event of the Association being dissolved as provided above, all the liabilities legally incurred by or on behalf of the Association shall be fully discharged and the remaining funds or proceeds of the disposal of in accordance with any decisions taken by the Board of Governors.
3. A Certificate of Dissolution of the Association shall be given to the Registrar of Societies within seven days of the dissolution.

4. Cessation of operation of fruit machines

Any funds accruing from the operation of the fruit machines at the time of cessation of the operation of the fruit machines pursuant to or in connection with the dissolution of the society must be donated to a charitable organization or otherwise disposed of in a manner approved by the Permit Officer.