

15 September 2017

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (AGM) of the Singapore Cycling Federation will be held on 29 Sep 2016 at 7.00pm in the Gold Room, Sport Singapore, 3 Stadium Drive, Singapore 397630.

Agenda

- a. Confirmation of minutes of the previous AGM
- b. To approve the Annual Report and Audited Accounts for the preceding financial year
Note: A copy of both documents can be accessed from SCF's website www.cycling.org.sg
- c. Election of Management Committee members
- d. Appointment of Audit Alliance as SCF's external auditor for financial year 2017 (1 Apr 2017 to 31 Mar 2018)
- e. To amend the Constitution as follows:

Rule no.	Existing Rule	Proposed Amendment to Rule	Explanation & Reasons for Amendments
4(a)(ii)(3)	MEMBERSHIP Club Representative: Each club wishing to become an Ordinary Member shall be represented by 2 representatives (hereinafter referred to collectively as the "Club Reps" and individually as a "Club Rep"), and shall furnish to the Federation the names of the Club Reps who shall be responsible for complying with the subscription procedure and all matters relating to the Club Members within that Ordinary Member. The Federation shall have no obligation to deal with any matters relating to any Ordinary Member and/or Club Member except through the relevant Club Reps. If there are any changes to the names of the Club Reps, either of the Club Reps or the President of the Ordinary Member shall inform the Federation in writing as soon as possible.	MEMBERSHIP Club Representative : Each club wishing to become an Ordinary Member shall be represented by 1 representative (hereinafter referred to as the " Club Rep "), and shall furnish to the Federation the name of the Club Rep who shall be responsible for complying with the subscription procedure and all matters relating to the Club Members within that Ordinary Member. The Federation shall have no obligation to deal with any matters relating to any Ordinary Member and/or Club Member except through the relevant Club Rep. If there are any changes to the names of the Club Rep, the Club Rep or the President of the Ordinary Member shall inform the Federation in writing as soon as possible.	The intent here is to establish alignment with the 1 club and 1 vote rule – reference to 12 (a) (i).
4(b)(ii)	Ordinary Member and Club Member : Each club wishing to become an Ordinary Member shall ensure that the Club Reps comply with the following subscription	Ordinary Member and Club Member : Each club wishing to become an Ordinary Member shall ensure that the Club Rep comply with the following subscription	The intent here is to establish alignment with the 1 club and 1 vote rule – reference to 12 (a) (i)

Rule no.	Existing Rule	Proposed Amendment to Rule	Explanation & Reasons for Amendments
	procedure on behalf of the club and the individuals of the club	procedure on behalf of the club and the individuals of the club	
4(c)(i)(4)	Voluntary Termination – Ordinary Member : Any Ordinary Member may terminate its membership by any of the Club Reps giving written notice to the Hon. Sec the relevant Club Rep of its intention to do so, subject to the payment of arrears and other dues from that Ordinary Member and its Club Members, and it shall not be entitled to any refund of subscription fees paid for the remainder of the membership term by that Ordinary Member or any of its Club Members.	Voluntary Termination – Ordinary Member :Any Ordinary Member may terminate its membership by the Club Rep giving written notice to the Hon. Sec of its intention to do so, subject to the payment of arrears and other dues from that Ordinary Member and its Club Members, and it shall not be entitled to any refund of subscription fees paid for the remainder of the membership term by that Ordinary Member or any of its Club Members.	The intent here is to establish alignment with the 1 club and 1 vote rule – reference to 12 (a) (i)
5 (i)	RIGHTS OF MEMBERS Ordinary Members: Each Ordinary Member shall be eligible to vote at all General Meetings, provided that it has been an Ordinary Member for at least 3 months as at the date of the relevant meeting. Each Ordinary Member shall be entitled to be represented at any General Meeting by its two Club Reps. The Club Reps shall be entitled to attend and vote at all General Meetings of the Federation. Each Club Rep shall be entitled to one vote each and two votes in total for both Club Reps per Ordinary Member	RIGHTS OF MEMBERS Ordinary Members: Each Ordinary Member shall be eligible to vote at all General Meetings, provided that it has been an Ordinary Member for at least 3 months as at the date of the relevant meeting. Each Ordinary Member shall be entitled to be represented at any General Meeting by its Club Rep. The Club Rep shall be entitled to attend and vote at all General Meetings of the Federation. Each Club Rep shall be entitled to one vote per Ordinary Member.	The intent here is to establish alignment with the 1 club and 1 vote rule – reference to 12 (a) (i)
6(d) (iii)	ORGANISATION AND MANAGEMENT Hon. Treasurer and Asst. Hon Treasurer : Each individual may serve an accumulative tenure of 4 years as Hon. Treasurer or the Asst. Hon. Treasurer.	ORGANISATION AND MANAGEMENT Hon. Treasurer and Asst. Hon Treasurer: Each individual may serve a maximum accumulative tenure of 4 consecutive years as Hon. Treasurer or the Asst. Hon. Treasurer. The re-appointment to the Hon. Treasurer and Asst. Hon. Treasurer positions can be considered after a lapse of at least 2 years.	The intent here is to be aligned with the Charity Council's Code of Governance best practice on the tenure for Hon Treasurer
11 (a) (i)	Quorum : The quorum for any General Meeting shall be not less than ten (10) full voting members of the Federation.	Quorum :The quorum for any General Meeting shall be .25% of the total voting membership or 30 voting members, whichever is lesser.	The intent here is to be aligned with the Charity Council's Code of Governance best practice on the quorum for Annual General Meeting.

Rule no.	Existing Rule	Proposed Amendment to Rule	Explanation & Reasons for Amendments
11(b)(i)	<p>Quorum: The Quorum for a Management Committee meeting shall be not less than 6 Management Committee members, 3 of which shall be the relevant Vice President concerned and any 2 of the following:- President; Hon Secretary; and Hon Treasurer</p>	<p>Quorum :The Quorum for a Management Committee meeting shall be at least 50% of the Management Committee members..</p>	<p>The intent here is to be aligned with the Charity Council's Code of Governance best practice on the quorum for Management Committee meetings.</p>
12(a) (i)	<p>ELECTION AND VOTINGS AT MEETINGS Eligibility to Vote: The eligibility to attend, to vote at and to stand for office at General Meetings is provided for in Rule 5. Each Ordinary Member present shall be entitled to two votes through its Club Reps at all General Meetings. In the event of an equality of votes, the Chairman shall have a second and casting vote.</p>	<p>ELECTION AND VOTING AT MEETINGS Eligibility to Vote: The eligibility to attend, to vote at and to stand for office at General Meetings is provided for in Rule 5. Each Ordinary Member present shall be entitled to one vote through its Club Rep at all General Meetings. In the event of an equality of votes, the Chairman shall have a second and casting vote.</p>	<p>The intent here is to be aligned with the Charity Council's Code of Governance best practice on the 1 Club and 1 Vote rule.</p>

f. Any other business

Dr Hing Siong Chen
Hon Secretary