

PUBLIC WORKS DEPARTMENT-BUILDING AND CONSTRUCTION AUTHORITY (PWD-BCA) CLUB RULES AND REGULATIONS

1	Name
1.1	The name of the CLUB shall be Public Works Department – Building and Construction Authority Club, Singapore.
2	Address
2.1	The place of business of the CLUB shall be 52 Jurong Gateway Road, #11-01, JEM or such other places as the Management Committee shall decide subject to the approval of the Registrar of Societies.
3	Colour
3.1	The colour of the CLUB shall be RED AND BLACK.
4	Objective
4.1	To promote opportunities for members of the Club to meet one another for sports and social activities and to facilitate the professional development of Club members through learning programs such as talks and education programs.
5	Patrons
5.1	The Patrons of the Club shall be the Honourable Minister for National Development and such other Ministers or other persons as the Management Committee shall elect. All patrons shall be accorded due honour and all the privileges and rights of the Club.
6	Membership
6.1	Membership shall consist of the following categories:
	<ul style="list-style-type: none"> a. Honorary Members b. Ordinary Members c. Senior Members d. Life Members e. Associate Members f. Social Member
6.2	The Management Committee may invite any person who has rendered distinguished service to the Club to become an Honorary Member of the Club. Such a Member shall pay no fees but shall be entitled to all the rights and privileges of Ordinary Members except that they shall not be eligible to hold office in the Management Committee of the Club or to vote.

6.3	An Ordinary Member shall be an employee or retiree of the Building and Construction Authority (BCA). Former staff of the BCA and the Public Works Department (PWD) shall also qualify to be Ordinary Members of the Public Works Department-Building and Construction Authority Club, Singapore for as long as they are employed in the Civil Service, a Statutory Board or a company approved by the Club's Management Committee.
6.4	An Ordinary Member of the Club who has 5 years continuous membership may apply to become a Life member of the Club. A Life Member shall, when requested to do so by the Club, furnish the Club with his latest contact details and such other particulars in the form as may be required by the Club from time to time, failing which, the Member's name shall be omitted from the register of Life Members. Notwithstanding the foregoing, the Life Member may be allowed to have his name reinstated on the register of Life Members, once he provides the Club with the particulars and information, as required by the Club.
6.5	Senior members holding membership before 25 Apr 2016 will continue as Senior members. These Senior members shall be entitled to all the rights and privileges of Ordinary members except that they shall not be eligible to hold office in the Management Committee of the Club or to vote.
6.6	Any person may be enrolled as an Associate Member at the sole discretion of the Management Committee. He or she shall be entitled to all the privileges of an Ordinary Member, but shall not have the right to vote or to hold office in the Management Committee of the Club.
6.7	A person who wishes to gain entry to the Club's premises including the fruit machine room, lounge, reading room and other facilities and participate in the Tombola sessions and other activities of the Club may apply to be a Social Member. He or she is not entitled to the privileges held by other types of members and shall not have the right to vote or to hold office in the Management Committee of the Club. The validity of the Social Membership shall be for a period not exceeding 12 months at any one time.
7	Application for Membership
7.1	Applications for membership shall be made on approved forms specifically prescribed for such purpose. Only Life and Ordinary Members may propose or second an application for Life, Ordinary or Associate membership. Applications for Life, Ordinary, Associate and Social membership shall be accompanied by the subscription fees as prescribed in the forms. Applications for Senior membership will cease with effect from 25 April 2016.
7.2	The Management Committee shall also have the power to restrict the number of members of any or all classes of membership and to reject any application for membership at its discretion without having to give any reason.
8	Election of Member and Notice Thereof
8.1	The election of members shall be determined by the Membership Committee. Any person aggrieved by the decision of the Membership Committee may appeal to the Management Committee whose decision shall be final.
8.2	Immediately upon election of a Member, notice thereof shall be given to him or her and a copy of the Club Rules and By-Laws shall be supplied therewith.
9	Subscription
9.1	The Management Committee may from time to time prescribe the subscription payable and the mode of payment for each category of membership.

10	Arrears
10.1	A Member whose subscription for any particular year is not paid within the first quarter of such year shall be reported to the Management Committee who shall then instruct the Honorary Secretary to request such member to settle the arrears. If such a Member fails to respond within a month of the request he or she shall cease to be a Member. However, the Management Committee at their discretion may on subsequent payment and satisfactory explanation reinstate such a Member.
11	Resignations
11.1	Resignations shall be dealt with by the Management Committee. Members wishing to resign shall intimate their intention to the Honorary Secretary in writing and shall pay all arrears of subscriptions up to the end of the year during which they resign.
12	Guests
12.1	Any elected Member has the privilege of introducing Guests into the Club provided that the Member introducing a Guest into the Club for the purpose of participation in any of the activities of the Club, shall on each day on which such a guest is in the Club, enter the name and address of such a Guest and shall sign in a Book which is provided for that purpose.
12.2	The Management Committee at their discretion may forbid the entry of any Guest into the Club.
12.3	No person shall be introduced as a guest on more than two occasions in any one month including Tombola Nights. No member shall introduce more than six guests on any one occasion.
12.4	No guest shall be allowed to use the Sports facilities of the Club if there are Members waiting to use the facilities.
12.5	Members introducing Guests shall be responsible for the due observance by such guests of the Rules and By-Laws of the Club.
13	Expulsion of Members
13.1	If the conduct of any Member in the Club or while representing the Club, in the opinion of the Committee or of any 12 Members of the Club (who shall certify the same in writing to the Committee) is injurious to the character and the interests of the Club, the Committee shall, after enquiry and notice given to such member, expel him from the Club. Any Member expelled from the Club shall afterwards be eligible for re-election with the approval of the subsequent Management Committee.
14	Office Bearers
14.1	The Club shall be under the management and direction of a Management Committee (MC). The MC shall be elected at the Annual General Meeting, and shall consist of up to twenty-two (22) Ordinary or Life Members, as follows:-
	<ul style="list-style-type: none"> • One (1) President; • Four (4) Vice-Presidents; • One (1) Honorary Secretary; • One (1) Honorary Treasurer; and • Ten (10) to fifteen (15) other ordinary members, who may include one (1) Honorary Assistant Secretary and one (1) Honorary Assistant Treasurer.

	<p>The MC may consist of members who are not employees of the BCA at the time of the election so as to achieve a broad representation on the MC, provided that not less than two-thirds of the total number of members of the MC shall be employees of the BCA at the time of the election.</p> <p>The Chief Executive Officer of the Building and Construction Authority whether confirmed, acting or otherwise holding the post for the time being, shall be ex-officio the Club President.</p>
14.2	At the Annual General Meeting also shall be elected two(2) Honorary Auditors who shall not be members of the Management Committee.
15	Vacancies
15.1	The Committee shall have power to fill vacancies in their body during the term of their office. Any changes in the Committee shall be posted up in the Club Notice Board for the information of members. The Committee have power to fill vacancies in the posts of Auditors.
16	Standing Committees
16.1	The President, the Honorary Secretary and the Honorary Treasurer shall constitute a General Standing Committee to whom shall be entrusted the duty of considering any matters which in their opinion are of importance to the Members and the calling of meeting of the Management Committee to take the necessary action thereon. They shall also be ex-officio members of all Standing and Sub-Committees.
16.2	In addition, the following Standing Committees, who shall report directly to the MC, shall be appointed to manage the day-to-day affairs of the Club:
	<p>a. <u>Sports and Recreational Committee</u></p> <p>The Sports and Recreational Committee shall plan, organise, and conduct all sports, recreational and healthy lifestyle activities for the Club members. The Sports and Recreational Committee shall consist of the following:</p> <p>One (1) Chairman, who shall be one of the Vice-Presidents of the MC; One (1) Secretary, who shall be an ordinary member of the MC; and Such number of members / Convenors, who may be appointed by the Chairman from among Ordinary and Associate Members of the Club.</p> <p>b. <u>Learning and Education Committee</u></p> <p>The Learning and Education Committee shall be responsible for planning and organising talks and education programs for the Club. The Learning and Education Committee shall consist of the following:</p> <p>One (1) Chairman, who shall be one of the Vice-Presidents of the MC; One (1) Secretary, who shall be an ordinary member of the MC; and Such number of members, who may be appointed by the Chairman from among Ordinary and Associate Members of the Club.</p> <p>c. <u>Membership Committee</u></p> <p>The Membership Committee shall be responsible for the scrutiny of applications for membership and approval thereof and for the regulation of membership. Only</p>

	<p>in the event of doubt or difficulty shall reference on applications be made to the Management Committee. The Membership Committee shall consist of the following:</p> <p>One (1) Chairman, who shall be one of the Vice-Presidents of the MC; One (1) Secretary, who shall be an ordinary member of the MC; and Such number of members, who may be appointed by the Chairman from among Ordinary and Associate Members of the Club.</p> <p>d. <u>Investment Committee</u></p> <p>The Investment Committee shall be responsible to manage the funds of the Club and to generate income sufficient to cover the operation costs of the Club. The Investment Committee shall consist of the following:</p> <p>One (1) Chairman, who shall be one of the Vice-Presidents of the MC; One (1) Secretary, who shall be an ordinary member; and Such number of members, who may be appointed by the Chairman from among Ordinary and Associate Members of the Club.</p> <p>e. <u>Disciplinary Committee</u></p> <p>The Management Committee shall also be the Disciplinary Committee of the Club and shall be responsible for ensuring that strict discipline is maintained by all Club members in all fields of activity of the Club. Discipline in and out of the Club premises and on or off the field of sport shall be meted out by the Management Committee in its capacity as the Disciplinary Committee.</p>
16.3	Vice Chairmen and/or Assistant Secretaries/Treasurers may be co-opted at the discretion of the various Committees.
17	Sub-Committees
17.1	The Management Committee may from time to time appoint such Sub-Committees as they may deem necessary or expedient and may depute or refer to them such of the posers and duties of the Management Committee as may be determined. Such Sub-Committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
18	Minutes
18.1	Minutes shall be taken of all the proceedings of all Management, Standing and Sub-Committees.
19	Election of Committee Members
19.1	At each Annual General Meeting, Members of the Management Committee shall retire, but shall be eligible for re-election except the Honorary Treasurer who shall not be eligible for re-election year to year. There should be a break of at least one year before the same person can be elected to the post of Honorary Treasurer. Election shall be by secret ballot for each office. In the case of two or more nominees receiving equal number of votes, a re-vote will be taken. Nominations for the incoming Committee must be received by the retiring Honorary Secretary 24 hours prior to the Annual General Meeting.

19.2	All Standing and Sub-Committees shall be appointed by the Management Committee.
20	Committee Meetings
20.1	The Management Committee shall meet as often as may be necessary, normally once in two months for the despatch of ordinary business and for carrying out such of the objects of the Club as these Rules empower it to perform. A minimum of 3 days' notice shall be given by the Honorary Secretary for a meeting of the Management Committee.
20.2	Any Member of the Committee absenting himself without explanation satisfactory to the Committee from two out of three consecutive duly called meetings shall cease to be a Committee Member.
20.3	All Standing and Sub-Committees shall meet as often as may be necessary. The Chairmen of such Committees shall report to the Management Committee the activities of the respective Committees.
21	Quorum of Committee
21.1	The quorum of the Management Committee shall be twelve. At a Committee Meeting the President shall be Chairman, and in his absence a Vice President shall take the Chair. In the event of the President, and all Vice Presidents being absent, the Committee shall appoint a Chairman from amongst the Members present. The Chairman at all meetings may have a second or casting vote to be used at his discretion.
21.2	The quorum of all Standing and Sub-Committees shall be the number exceeding half the membership of such Committees. The Chairman shall preside over matters of Standing and Sub-Committees. In his absence a duly elected Member shall take the Chair.
22	By-Laws
22.1	The Committee may from time to time make, repeal and amend all such By-Laws (which are not inconsistent with the Rules) as they shall think expedient for the Management and well-being of the Club, and may thereby impose reasonable penalties for any breach of such By-Laws. All By-Laws made by the Committee shall be binding upon members until repealed or set aside by a resolution at a General Meeting of the Club.
23	Duties of Office Bearers
23.1	The President shall be the Head of the Club and shall be responsible for the proper conduct of the Club and the chairing of meetings. He shall be ex-officio member of all Standing and Sub-Committees. Vice Presidents shall deputise for the President.
23.2	The Honorary Secretary shall carry out the instructions of the Management Committee and shall be the Chief Executive of the Club. He shall report to the Committee any infringement of the Rules and By-Laws which may come to his notice. In the case of any person or Member grossly misbehaving in the premises, he may require him or her to leave the premises and shall forthwith state his reasons in writing to the Management Committee. He shall attend all Management, Standing and Sub-Committee meetings. He shall manage the general correspondence of the Club and shall organise the recording of the minutes of meetings. All servants of the Club shall be under his charge.
23.3	The Honorary Treasurer shall be the Chief Financial Officer of the Club and shall be in charge of all the finances of the Club and shall receive subscriptions and other monies due to the Club and his receipt shall be the only sufficient discharge. All monies so received by him shall be paid into the Club's Bankers. Cheques shall be drawn or cashed jointly by the Honorary Treasurer and a Vice President. He shall present a Statement of Accounts at

	each Committee Meeting. He shall be assisted by Branch Representatives in collecting subscriptions. He shall be allowed to keep a petty cash account of \$150.00.
23.4	The Entertainment Member and the House & Grounds member shall discharge such duties as are in keeping with their titles.
24	Annual General Meetings
24.1	The Annual General Meeting of the Club shall be held no later than 12 months from the date of the last Annual General Meeting. The purpose of the meeting shall be:
	<ul style="list-style-type: none"> a. To receive from the Committee a Report, Balance Sheet and Statement of Accounts for the preceding year. b. To elect a new Committee of Management of the ensuing year. c. To appoint two Honorary Auditors for the ensuing year. d. To decide on any resolution which may be duly submitted to the meeting as hereinafter provided. e. To consider any other matters brought forward in accordance with the Rules of the Club.
25	Notice of Annual General Meetings
25.1	At least fourteen days before an Annual General Meeting or an Extraordinary General Meeting, a notice of such meeting and of the business to be transacted thereat, shall be posted on the Club Notice Board. A copy of the Notice shall be sent to every member and no business other than that of which seven clear days' notice in writing to the Honorary Secretary has been given shall be brought forward at such meeting. Provided always that should any member desire to raise any question relating to the Report and Accounts he or she shall give at least two clear days' notice of such intention to the Honorary Secretary in writing. The Report and Accounts shall be posted on the Club Notice Board at least seven days before the Annual General Meeting and copies thereof shall be sent to every member.
26	Extraordinary General Meeting
26.1	The Committee may at any time for any special purpose call an Extraordinary General Meeting. Such a meeting must also be called upon the receipt of a written request stating the purpose for which a meeting is required and endorsed by 20 or more Ordinary Members and/or Life Members.
27	Notice of Resolution
27.1	Any member desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing together with the name of his seconder to the Honorary Secretary not less than one week before the Annual General Meeting.
28	Proceedings at General Meetings
28.1	At General Meetings, the President and in his absence a Vice President shall take the Chair. Every Ordinary Member and Life Member shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote subject to the provision herein contained on the election of members of the Committee. Minutes shall be taken of all proceedings.

29	Quorum
29.1	The Quorum at all General Meeting shall be as follows:
	<ul style="list-style-type: none"> a. For the motions proposing any repeal, addition to or amendments to the Rules - 20% or 60 whichever is the lesser of the Ordinary and/or Life Membership at the time of the meeting. b. For any other business, 10% or 30 whichever is the lesser of the Ordinary and/or Life Membership at the time of the meeting. c. In the event of there being no quorum, the meeting shall be adjourned for one hour and held at the same venue. 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 or amend any of the existing Rules or By-Laws.
30	Financial Year
30.1	The financial year of the Club shall end on the thirty first day of December each year.
31	Audit of Accounts
31.1	The accounts shall be audited by two Honorary Auditors who shall be appointed at each Annual General Meeting and who shall not be members of the Management Committee.
31A	Investment of Club's Fund
	To invest and deal with the monies of the Club not immediately required, upon such investments or securities as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by Law.
31B	Purchase of Property
	To invest and deal with the monies of the Club not immediately required, for the purchase of property, upon such investments as may be thought fit, subject nevertheless to such conditions, if any, as may for the time being be imposed or required by Law.
32	Interpretation of Rules
32.1	The Management Committee is the sole authority for the interpretation of these Rules and By-Laws and the decision of the Management Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these Rules and Regulations or by the By-Laws made thereunder shall be final and binding on all the members. In all cases not provided for in these Rules or By-Laws, the Committee shall act according to their discretion.
33	Amendment of Rules
33.1	These Rules may be added to, repealed or amended by resolution at any Annual or Extraordinary General Meeting, provided that no such resolution shall be deemed to have been passed unless it be carried by 2/3 of the members voting thereon, and such amended Rule shall not come into force without the sanction of the Registrar of Societies.
34	Dissolution
34.1	If at an Annual General Meeting a resolution for the dissolution of the Club be passed by a majority of the members present, an Extraordinary General Meeting shall be called, to be

	held not less than one month thereafter. At the Extraordinary General Meeting which shall be attended by not less than one half of the Ordinary Members, the resolution must be confirmed by a majority of 2/3 of the members present. Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies. After the confirmation of such a resolution, the Committee shall proceed to realise the assets of the Club and after the discharge of all liabilities, shall donate the remaining assets to charitable organisations which are registered under the Charities Act Cap 137, as shall have been specified at the Extraordinary General Meeting.
35	Prohibitions
35.1	Gambling of any kind whether for stakes or not, 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.
35.2	The funds of the Club shall not be used to pay the fines of members who have been convicted in court.
35.3	The Club shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
35.4	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 the necessary permit or licence has been obtained from the relevant authorities.
35.5	The Club shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
36	Disputes
36.1	In the event of any dispute arising amongst the members, they shall table the matter for resolution before an Extraordinary General Meeting to be held in accordance with the Constitution. If the members fail to resolve the matter at the Extraordinary General Meeting, they shall bring the matter before a court for resolution.