

# Constitution of the International Coach Federation, Singapore Chapter

## **NAME**

1 This Society shall be known as the “International Coach Federation, Singapore Chapter”, hereinafter referred to as the “ICF Singapore Chapter”.

## **PLACE OF BUSINESS**

2 Its place of business shall be at 20 Maxwell Road, #09-17 Maxwell House, Singapore 069113 or other such address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The ICF Singapore Chapter shall carry out its activities only in places which have the prior written approval of the relevant authorities, where necessary.

## **OBJECTIVES**

3.1 Its objectives are:

- a) To help members to be more successful in their profession.
- b) To increase the skills and effectiveness of its members.
- c) To raise the awareness of the wider community about the coaching profession.
- d) To provide a network through which its members can learn of and share opportunities.
- e) To provide a forum wherein the members can discuss issues of professional concern.
- f) To provide the opportunity for its members to collaborate in providing resources and solutions for their clients.

## **MEMBERSHIP QUALIFICATION AND RIGHTS**

4.1 Membership is open to individuals who are actively (for example 50% of their time) involved and committed to professional coaching, coach training, coaching research, and/or ongoing professional development as a coach.

4.2 Members in the ICF Singapore Chapter must also be members of the International Coach Federation, (ICF International).

4.3 Only members who are 21 years of age or above shall have the right to vote and to hold office in the ICF Singapore Chapter. Persons who are below 18 years of age shall not be accepted as members.

## **APPLICATION FOR MEMBERSHIP**

5.1 A person wishing to join the ICF Singapore Chapter must first join the International Coach Federation and then designate the Singapore Chapter as his/her home chapter. ICF International then advises the ICF Singapore Chapter.

5.2 All ICF Singapore Chapter members will be provided with a new members kit, which shall include a copy of the Society's Constitution, and invited to participate in all monthly meetings and other members' activities.

## **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

6.1 The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Executive Committee from time to time.

6.2 Annual subscriptions are payable through ICF International which collects these fees annually and advises ICF Singapore Chapter of the members' current payment status.

6.3 Any additional funds required for special purposes may only be raised from members with the consent of the General Meeting of members.

## **SUPREME AUTHORITY AND GENERAL MEETINGS**

7.1 The supreme authority of the ICF Singapore Chapter is vested in the General Meeting of the members.

7.2 An Annual General Meeting shall be held in March.

7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at any time by order of the Executive Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Executive Committee does not within two months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the ICF Singapore Chapter's website.

7.5 At least two weeks' notice shall be given of an Annual General Meeting and at least ten days' notice of an Extraordinary General Meeting. Notice of the meeting stating the date, time and place of the meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall also be posted on the ICF Singapore Chapter's website at least four days in advance of the meeting.

7.6 Voting by proxy shall not be allowed at any General Meetings. On-line voting will be allowed under specific guidelines established by the ExCo and advised to Members at least 21 days prior to Annual General Meeting.

7.7 The following points will be considered at the Annual General Meeting:

a) The previous financial year's accounts and annual report of the Executive Committee.

b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided she/he gives notice to the Secretary one week before the meeting is due to be held.

7.9 At least 25% of the total voting membership or 30 members, whichever is the lesser, present at a General Meeting shall form a quorum.

7.10 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and 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 amend any of the existing Constitution.

### **MANAGEMENT AND EXECUTIVE COMMITTEE**

8.1 The management of the ICF Singapore Chapter shall be entrusted to an Executive Committee consisting of the following Office Bearers (seven positions):

A President

A President Elect

A Vice President

A Secretary

An Assistant Secretary

A Treasurer

An Assistant Treasurer

and

5 Ordinary Committee Members

8.2 a) Each year the ExCo will announce the Election Calendar to all members, covering the following: The AGM date will serve as Election Day. Voting on-line will commence 21 days prior this AGM date. A period of 28 days prior to opening of on-line voting will be established during which nominations for all offices being contested will be received.

b) The term of office for each Executive Committee member shall be two years. Office-bearers may not be re-elected to the same post for more than two consecutive terms.

c) The President and the President Elect will serve overlapping two-year terms. The President Elect will serve one year as President Elect and then a second year as President, thereby completing a two-year cycle. In the event that the retiring President wishes to run again for a second “consecutive term” he/she would stand again for election as President Elect (one year) then President (second year) thereby completing a second consecutive term.

8.3 Election of Executive Committee members will be held annually at the Annual General Meeting provided that:

a) A new President Elect will be elected annually to serve one year as President Elect and then one year as President (two years in total).

b) At the 2015 AGM, the office of President will be elected for a one year term.

c) With the exception of 2015, there is no other election of the President per se, unless the PE resigns in term. In which case both President and PE will need to be elected at the next AGM – the President for a one-year term and the PE for two years.

d) Five additional Office Bearers and five Ordinary Members will be divided into two equal-sized groups by the Executive Committee: “Even Year Group” and “Odd Year Group”.

d)1 In Odd Years (e.g., 2015, 2017) Odd Year Group positions will be elected for two year terms.

d)2 In Even Years (e.g., 2016, 2018) Even Year Group positions will be elected for two year terms. [Note: At the 2015 AGM, Even Year positions will be elected to serve only one year, in order to initiate the staggering at the next election cycle.]

e) The ExCo may from time to time reconstitute the balance between Odd and Even Year groups to reflect changes necessitated by resignations or other reasons.

8.4 Candidates for President and for President Elect shall have previously served at least one term in any Executive Committee position.

8.5 a) Should the President resign his/her position, or otherwise be unable to complete the term, the President Elect will immediately assume the position of President, completing the unexpired portion of that term plus the additional one year.

b) Should any other Office Bearer or Ordinary Committee Member resign or otherwise be unable to complete his/her term, that position will be open for election at the next annual Election cycle. [ref; Section 8.3c above for loss of PE in term.]

c) The ExCo may draft members onto the ExCo as Ordinary Committee members in order to maintain up to 12 ExCo members between annual election cycles. Such drafted members may not hold an Office Bearer position.

d) If for any reason, new Office Bearers need to be elected prior to an annual election, the ExCo may call an Extraordinary General Election

8.6 Election will be by majority of those members voting, either by the on-line method or in person at the AGM. In the event of a tie, the Chairman of the meeting shall have the casting vote.

8.7 An Executive Committee Meeting shall be held at least once every 3 months after giving seven days' notice to Committee Members. The President may call an Executive Committee Meeting any time by giving five days' notice. At least half of the Executive Committee Members must be present for its proceedings to be valid.

8.8 Any member of the Executive Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Executive Committee and a successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting. Any changes in the Executive Committee shall be notified to the Registrar of Societies within two weeks of the change.

8.9 The duty of the Executive Committee is to organize and supervise the day to day activities of the ICF Singapore Chapter. The Executive Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.

9.0 The Executive Committee has the power to authorize the expenditure of a sum not exceeding \$5,000.00 per month from the ICF Singapore Chapter's funds for the ICF Singapore Chapter's purposes.

### **DUTIES OF OFFICE-BEARERS**

9.1 The **President** shall chair all General and Executive Committee meetings. He/she shall also represent the ICF Singapore Chapter in its dealings with outside persons.

9.2 The **President Elect** shall assist the President and deputise for him/her in his/her absence. The President Elect will also undertake such roles and responsibilities of leadership as mutually agreed with the President. The President Elect will immediately become President at the end of the President's term of office.

9.3 The **Vice-President** shall assist the President and President Elect in their absence. The Vice President will also chair one or more sub-committees as determined by the ExCo.

9.4 The **Secretary** shall keep all records, except financial, of the ICF Singapore Chapter and shall be responsible for their correctness. He/she will keep minutes of all General and Executive Committee meetings. She/he shall maintain an up-to-date Register of Members at all times.

9.5 The **Assistant Secretary** shall assist the Secretary and deputise for him/her in his/her absence.

9.6 The **Treasurer** shall keep all funds and collect and disburse all moneys on behalf of the ICF Singapore Chapter and shall keep an account of all monetary transactions and shall be responsible for their correctness. He/she is authorized to expend up to \$100.00 per month for petty expenses on behalf of the ICF Singapore Chapter. He/she will not keep more than \$250.00 in the form of cash, and money in excess of this will be deposited in a bank to be named by the Executive Committee. Cheques, etc. for withdrawals from the bank will be signed by two Office Bearers: a) either the President, President Elect, or Vice President.; and b) either the Treasurer, Secretary, or Assistant Treasurer

9.7 The **Assistant Treasurer** shall assist the Treasurer and deputise for him/her in his/her absence.

9.8 **Ordinary Executive Committee Members** shall assist in the general administration of the ICF Singapore Chapter and perform duties assigned by the Executive Committee from time to time.

9.9 All past presidents of ICF Singapore Chapter shall be allowed to carry the title of **Past President**. The most recent Past President shall be titled **Immediate Past President**. Past Presidents may be invited to attend Executive Committee meetings from time to time, and the Immediate Past President will serve as full Executive Committee member.

### **AUDIT AND FINANCIAL YEAR**

10.1 Two voting members, not being members of the Executive Committee, shall be elected each year as Honorary Auditors by the majority of those members voting, either by the on-line method or in person at the Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term. In the event that either of the Honorary Auditors becomes unable to fulfil their responsibilities, e.g. they no longer reside in Singapore, the ExCo shall have the right to approve a suitable replacement.

10.2 They:

a) Will be required to audit each year's accounts and present a report upon them the Annual General Meeting.

b) May be required by the President to audit the ICF Singapore Chapter's accounts for any period within their tenure of office at any date and make a report to the Executive Committee.

10.3 The financial year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

### **TRUSTEES**

11.1 If the ICF Singapore Chapter at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

11.2 The trustees of the ICF Singapore Chapter shall:

- a) Not be more than four and not less than two in number.
- b) Be elected by a General Meeting of members.
- c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

11.3 The office of trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.
- b) If he is absent from the Republic of Singapore for a period of more than one year.
- c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- d) If he submits notice of resignation from his trusteeship.

11.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the ICF Singapore Chapter's website at least two weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

### **VISITORS AND GUESTS**

12.1 Visitors and guests may be admitted into the premises of the ICF Singapore Chapter but they shall not be admitted into the privileges of the ICF Singapore Chapter. All visitors and guests shall abide by the ICF Singapore Chapter's rules and regulations.

### **PROHIBITIONS**

13.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the ICF Singapore Chapter's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

13.2 The funds of the ICF Singapore Chapter shall not be used to pay the fines of members who have been convicted in court of law.

13.3 The ICF Singapore Chapter 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.

13.4 The ICF Singapore Chapter 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 of or any discount, allowance or rebate relating to any goods or services which adversely affect consumer interests.

13.5 The ICF Singapore Chapter shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.6 The ICF Singapore Chapter shall not hold any lottery, whether confined to its members or not, in the name of the ICF Singapore Chapter or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

13.7 The ICF Singapore Chapter shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

### **AMENDMENTS TO CONSTITUTION**

14.1 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

### **INTERPRETATION**

15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Executive Committee shall have power to use their own discretion. The decision of the Executive Committee shall be final unless it is reversed at a General Meeting of members.

### **DISPUTES**

16.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

### **DISSOLUTION**

17.1 The ICF Singapore Chapter shall not be dissolved, except with the consent of not less than three-fifths ( $\frac{3}{5}$ ) of the total voting membership of the ICF Singapore Chapter for the time being resident in Singapore expressed in person at a General Meeting convened for the purpose.



17.2 In the event of the ICF Singapore Chapter being dissolved as provided above, all debts and liabilities legally incurred on behalf of the ICF Singapore Chapter shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

**THE END**