



*RIDING FOR THE
DISABLED
ASSOCIATION
SINGAPORE*

RULES OF RIDING FOR THE DISABLED ASSOCIATION OF SINGAPORE

1. NAME

This Association shall be known as Riding for the Disabled Association of Singapore.

2. PLACE OF BUSINESS

Its place of business shall be at RDA Centre, 5 Jalan Mashhor, Singapore 299174 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

3. OBJECTS

The object for which the Association is established is:-

To provide horse riding opportunities to facilitate the training and rehabilitation of persons with disabilities in Singapore whose physical and cognitive health is likely to benefit from such participation.

The Association may do all such other things as are expedient or conducive to the attainment of the above object, provided that nothing shall be done for commercial reasons or solely for profit, and in particular:

- a. Provide instruction in riding and horsemanship within Singapore for persons with disabilities.
- b. Organize and promote competitions, gymkhanas and other equestrian events for persons with disabilities to compete.
- c. Organize conference for mutual exchange of ideas and experience and to send delegates to conferences in other countries.
- d. Purchase, take on lease or in exchange or on hire or otherwise acquire, hold, mortgage and dispose of any real or personal property and any rights and privileges, for the purpose of the Association.
- e. Raise or borrow or secure payment of money in such manner as the Association shall see fit.

4. MEMBERSHIP

The Association shall consist of the following categories of members:

- i. Ordinary Members
- ii. Corporate Members
- iii. Honorary Members
- iv. Junior Members
- v. Life Members

- a. **Ordinary Membership** is available to persons of either sex aged twenty-one (21) and above who are interested in helping persons with disabilities in horse riding.

Corporate Membership shall be available to any Association, Firm or Corporation registered in Singapore.

A Corporate Member shall be entitled to appoint one individual to be the representative (thereinafter called “Corporate Representative”) at General Meetings.

Notice of the appointment of the Corporate Representative or any change there to, shall be given to the Honorary Secretary, in writing, and such appointment or change shall be subject to the approval of the Committee.

- b. The Committee may nominate any person or Honorary Member and such nomination shall be subject to the confirmation of the Association at the Annual General Meeting.
- c. Application for membership shall be made to the Honorary Secretary in the prescribed form and shall be accompanied by the prescribed subscription.
- d. Every application for membership shall be referred to the Committee and the Committee shall grant membership to the applicant or decline the application. If the application is declined, the Committee is not bound to assign any reason for so doing.
- e. If an application is declined, the subscription tendered by the applicant shall be refunded immediately.

5. EXPULSION OF MEMBERS

The Committee may (after a hearing at which the member concerned has had the opportunity to be present and to be heard on the matter) expel or suspend from membership any member willfully breaking any rules of the Association, or guilty of any conduct rendering him or it unfit in their opinion to be a member of the Association and IPSO FACTO such member shall thereupon cease to be a member of the Association.

6. RESIGNATION OF MEMBERS

Any member may resign from the membership by giving to the Honorary Secretary not less than fourteen (14) days written notice to that effect and paying any subscription therefore due.

7. SUBSCRIPTION

- a. The financial year of the Association shall end on the 30th day of June in every year.
- b. i. Subject to review by the members at the AGM, the annual subscription for the Ordinary/Junior/Corporate members shall become due 12 months from the date the membership commenced and renewal each 12 month period thereafter.
The annual subscription shall be:

Ordinary Membership	\$45.00
Corporate Membership	\$500.00
Junior Membership	\$15.00
Life Membership shall be a one off payment	
Life Membership	\$500.00

- ii. Honorary members shall be exempted from payment of any subscription.
- c. Any member who fails to pay the subscription or fee payable within sixty (60) days after the same becomes due and payable shall cease to be a member.

8. COMMITTEE

- a. The Committee of the Association shall comprise of the following officers:
 - i. Chairman
 - ii. Vice-Chairman
 - iii. Honorary Secretary
 - iv. Honorary Treasurer
 - v. 8 Committee Members
- b. The term of office of the Committee shall be for a period of 2 years and thereafter shall be elected at the Annual General Meeting when due.

- c. A candidate for election as an officer must be proposed by one member and seconded by another member. The name, address and occupation of the candidate, the office proposed to be elected into, and the names of the proposed to be elevated into, and the names of the proposer and seconder shall be submitted in writing to the Honorary Secretary at least seven (7) days before the Annual General Meeting.
- d. An Ordinary Member or Corporate Representative may be a candidate for more than one office, but if elected for one office, shall not stand for election for any other office.
- e. The election at the Annual General Meeting shall proceed in the following sequence:
 - i. Chairman
 - ii. Vice-Chairman
 - iii. Honorary Secretary
 - iv. Honorary Treasurer
 - v. Committee members
- f. All officers may be re-elected year after year to hold the same office Provided That: (a) the Honorary Treasurer shall not hold the same post for more than two (2) terms; and (b) there shall be a maximum term limit of ten consecutive years for at least **[one-half]** of the Committee **[unless there are not enough nominees standing for election]**. Any of the officers shall be removable at any time by a majority of three-fourths (3/4s) of the members present at a special general meeting called for that purpose.
- g. Any officer who is absent without apologies from three (3) or more Committee Meetings shall be deemed to be removed from his office.
- h. In the event of a vacancy arising amongst the officers by death, resignation or other cause, the Committee shall power to appoint a member to fill the vacancy until the general meeting.
- i. The Committee shall have the power to:
 - i. Co-opt any two (2) members of the Association to act as officer(s) with full voting rights and powers but such co-opted officer(s) shall not be included in a quorum at any Committee Meeting;
 - ii. Appoint from the members of the Association sub-committees and/or ad hoc committees for special purposes and to delegate to them any of the powers of the Committee except those of electing

and expelling members and making, altering or revoking bye-laws;

- iii. Invite any person whether or not a member of the Association to act as an adviser to the Committee and/or sub-committees and/or ad hoc committee meetings, but such persons shall not be entitled to a vote at such meetings.
- j. Any change of Committee members shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the change.

9. MANAGEMENT

- a. The general management and administration of the funds and property of the Association and of its affairs generally shall be controlled by the Committee.
- b. The Committee is hereby empowered to carry into effect the objects of the Association and exercise all the powers contained in these Rules except those required to be exercised by the Association in the General Meeting.
- c. The Committee is hereby empowered from time to time to make, alter and revoke Bye-laws and Regulations for the internal management of the Association. All such Bye-laws and Regulations until revoked shall be binding on all members as if they were contained in these Rules.
- d. Whenever a member of the Committee is in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins.
- e. The member concerned should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting and the Committee shall decide if this should be accepted.

10. PATRON

The Committee may invite any person or persons to be the Patron and/or Patroness of the Association and such person or persons shall remain in office until he or she resigns.

11. MEETINGS

- 11.1 The annual General Meeting of the Association shall be held in September of each year at a place and at a time to be fixed by the Committee for the following purposes:

- a. To confirm the Minutes of the previous Annual General Meeting.
 - b. To receive from the Committee the Annual Report and Statement of Accounts.
 - c. To elect the Committee for the ensuing 2 years in accordance with the Rules herein provided.
 - d. To elect the Honorary Auditors of the Association.
 - e. To confirm any nominations for Honorary Membership.
 - f. To decide upon any proposal or matter, and transact other business which shall be duly submitted to the meeting.
- 11.2 The Annual General Meeting shall be convened by a notice posted by the Honorary Secretary to members at least fourteen (14) days before the Annual General Meeting, and no business other than that of which notice has been given shall be brought forward at such meetings, provided always that the omission to send such notice to one or more members shall not invalidate the holding of the meeting.
- 11.3 A General or Extraordinary Meeting may proceed to business if 15% of the total Ordinary Members are present within thirty (30) minutes after the time fixed for the meeting; otherwise the meeting, if an Extraordinary Meeting, convened on the requisition of the members, shall be dissolved, but if a member or an Extraordinary General Meeting convened by order of the Committee, it shall stand adjourned for another thirty (30) minutes, 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 alter amend or make additions to any of the existing rules.
- 11.4 At the Annual General Meeting, the Chairman shall be the Chairman, or in his absence the Vice-Chairman, or if none of them present, some other member of the Committee. The Chairman shall ascertain the decision of the meeting by a show of hands or by taking a decision in such other manner, as he shall deem most appropriate.
- 11.5 Every member and, in the case of Corporate Members, every Corporate Representative shall be entitled to be present at General Meetings and shall be entitled to one vote, provided that member shall not be entitled to exercise the vote if the outstanding subscription of that member shall not have been paid up in full.

Honorary Members and Junior Members shall be entitled to be present at General Meetings but shall not be entitled to vote.

In the event of equality of votes, the Chairman shall have a second or casting vote and the Chairman's decision as to the result of the voting on any question or resolution shall be final.

12. PROXY

- a. No proxy shall be allowed except from members absent from the Republic of Singapore and an instrument appointing a proxy shall be delivered to the Honorary Secretary of the Association not less than twenty-four (24) hours before the time of holding the meeting at which the person named in such instrument proposes to vote.
- b. A proxy must be a voting member.
- c. Any instrument appointing a proxy shall be in the following form:

RIDING FOR THE DISABLED ASSOCIATION OF SINGAPORE

I, _____ of (address) _____ being a member of RIDING FOR THE DISABLED ASSOCIATION OF SINGAPORE, hereby appoint _____ of (address) _____ who is also a member of RIDING FOR THE DISABLED ASSOCIATION OF SINGAPORE as my proxy to vote for me and on my behalf at the Annual (or Extraordinary) General Meeting of the Association to be held on the ____ day of _____ as I will be absent from the Republic of Singapore on that date.

Signature: _____

13. EXTRAORDINARY MEETING

- a. The Committee may at any time and for any special purpose call an Extraordinary General Meeting and shall do so forthwith on the requisition in writing of any ten (10) members stating the purpose for which the meeting is required.
- b. Notice of such Extraordinary General Meeting and the purposes for which it is summoned shall be posted to members at least seven (7) days before holding the same, and no business other than that of which notice has been so given shall be brought forward at such meeting.
- c. The procedure at such meeting and the rights of members to be present and vote thereat shall be the same in all respects as those provided in regard to the Annual General Meeting.

14. COMMITTEE MEETING

- a. The Committee shall meet at least once every six (6) months for general business. The Chairman may call a Committee Meeting at any time by giving seven (7) days' notice. At least one half (1/2) of the officers, which shall include any two (2) of the following being the Chairman, Vice-Chairman, Honorary Secretary or Honorary Treasurer, must be present for its proceeding to be valid
- b. A decision of the Committee shall be by majority vote of the officers present and entitled to vote at the meeting and, in the event of an equality of votes, the Chairman shall have the casting vote.

15. RESCINDING RESOLUTIONS

No resolution passed by a general or special general meeting, or meeting of the Committee, shall be rescinded unless notice has been given at a previous General or Committee meeting, as the case may be.

16. TRUSTEES

Four members of the Association shall be trustees of the Association, in whom all the real property of the Association shall be vested.

16.1 APPOINTMENT OF TRUSTEES

- a. At the first General Meeting of the Association, four members shall be elected trustees and every vacancy among the trustees caused by death, resignation or removal from office shall from time to time be filled up by election at the Annual or Extraordinary General Meeting next after the occurrence of such vacancy.
- b. The election shall be by a majority of the members present and entitled to vote upon a resolution for such appointment.
- c. No member shall be elected a trustee without his consent previously obtained.
- d. No person shall be at the same time a trustee and Honorary Secretary or Honorary Treasurer of the Association.

16.2 TERMINATION OF TRUSTEES

- a. If a trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from Singapore for a period of twelve months, he shall be deemed to have resigned from his trusteeship.
- b. Any trustee may be removed from office by a resolution passed by a majority of the members present and voting thereon at an Annual or Extraordinary Meeting.
- c. Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be posted to members and on the notice board of the Association at least fourteen (14) days before the meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.
- d. The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

17. AUDIT

- a. Two persons, one of whom must be a public accountant approved by the Comptroller of Income Tax, who are not members of the Committee, or a firm of Chartered Accountants approved by the Comptroller of Income Tax will be elected as Honorary Auditors at each Annual General Meeting. Any change of auditors must be with the consent of the Comptroller of Income Tax.
- b. The Honorary Auditors shall have access to all the books and accounts of the Association, shall examine the annual return and shall verify it with the accounts, vouchers, deeds, documents of title and securities and shall sign and return it as found by him to be correct, duly vouched and in accordance with law or prepare a special report in what respects he finds it incorrect, not vouched or not in accordance with law, either one to be submitted to the Annual General meeting.

18. DUTIES OF OFFICE BEARERS

The duties of the office bearers are as follows:-

- a. The Chairman shall act as Chairman at all General and Committee meetings. He shall also represent the Association in its dealings with outside persons.

- b. The Vice-Chairman shall deputise for the Chairman in the latter's absence.
- c. The Honorary Secretary shall, in addition to his other duties as specified in these rules, record and keep minutes of the proceedings of all General and Committee meetings and shall be responsible for their correctness.
- d. The Honorary Treasurer shall keep all funds in the name of the Association in such banking or financial institution as may be approved by the Committee and collect and disburse all monies on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. He shall not keep in the form of cash nor pay any account or bill exceeding such sum or sums as the Committee may from time to time direct. All negotiable instruments including post-dated cheques for withdrawals will be signed by the Honorary Treasurer or Chairman and any one of the following being the Vice-Chairman, Honorary Secretary or such other officer as may be nominated by three-quarters (3/4) of the Committee. So, much of the funds as may not be wanted for immediate use, or to meet the usual accruing liabilities, shall be deposited with such banking or financial institutions at interest as the Committee may from time to time think fit.

19. THE OFFICIAL SEAL

The Association shall have an Official Seal which shall be in the custody of the Honorary Secretary, or such other officer as the Committee appoint, and shall be used only under the authority of a resolution of the Committee or a General Meeting, the date whereof shall be mentioned on the instrument to which the seal is attached and shall be attested by the signature of two (2) members of the Committee and the countersignature of the Honorary Secretary.

20. PROHIBITIONS

- a. Gambling of any kind and the playing of Paikow or Mahjong, whether for stakes or not, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- b. The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.
- c. The Association 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.

- d. The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office bearers, Committee or members.
- e. The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

21. INDEMNITY

The Committee and each and every member thereof shall be indemnified by and out of the funds of the Association against loss, damage expense or liability incurred by reason of or in connection with any legal proceedings instituted against them or any of them for any act done, omitted or suffered in relation to the performance in good faith of any of their official duties.

22. ALTERATION TO RULES

No alteration of, or addition to the Rules of the Association shall be made except by a majority of the members present and voting at a General Meeting, they shall not come into force without the prior sanction of the Registrar of Societies and the Commissioner of Charities.

23. DISSOLUTION

- a. In the event that the Association ceases to be a registered charity under the Charities Act, all debts, liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds will be contributed to institutions of a Public Character (IPCs) with similar objectives in Singapore which are registered under the Charities Act as the members of the Association may determine at the General Meeting, unless otherwise allowed by the Commissioner of Charities.
- b. The Association shall not be dissolved except with the consent of not less than three-fifths (3/5s) of the members of the Association expressed either in person or by proxy at a General Meeting convened for that purpose.
- c. In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds shall be distributed to other Institutions of a Public Character (IPCs) with similar objectives approved under the Charities Act.
- d. Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

24. BYE-LAWS AND REGULATIONS

The Bye-laws made by the Committee and in force for the time being governing the use of the Association grounds and property, horses and equipment, and all other matters shall be displayed on the Association Notice Board and shall be binding on all members: provided that in addition to the relevant Bye-Laws and Regulations the Committee may, after due deliberation, impose conditions in respect of any individual members for the safety of members or for the good order and management of the Association. Failure to observe these conditions may result in suspension, as may failure to comply with the Association Rules, Bye-laws and Regulations. Any member suspended under this Rule may appeal to the Committee within 7 (seven) days of receiving notice of such suspension, giving the grounds for the appeal. The Committee shall consider the appeal and give a reply to the member concerned within fourteen (14) days of receipt of the appeal. Action may also be taken under Rule 5. Members are responsible for the behavior of their children. Offending children may be suspended or excluded from the Association premises by the Committee.

25. EXCLUSION OF LIABILITIES

Neither the Association nor any officer, employee or servant thereof shall be liable to any member or guest of a member or any loss of and/or damage to any property due to and/or arising out of any cause whatsoever whilst entering into, upon or leaving the Association premises nor for any death or injury sustained from whatsoever cause by any member or guest of a member whilst entering into, upon or leaving the Association premises or whilst riding into, upon, about or leaving the Association premises any horse or pony kept upon or at the Association premises or admitted to the premises on a temporary basis notwithstanding that such horse or pony may be owned by the Association and/or privately owned and further notwithstanding that such loss of and/or damage to property and/or such death or injury is sustained or occurs by reason of any negligence and/or default on the part of the Association of any member officer or servant thereof.

26. INTERPRETATION

In the event of any question or matter rising out of any point, which is not expressly provided for in the rules, the Committee shall have power to use their own discretion.

27. DEFINITIONS

- a. “Persons with disabilities” include (but is not confined to) those persons suffering from cerebral palsy, spinal bifida, disseminated sclerosis, muscular dystrophy, multiple injuries, limblessness (including thalidomide), cognitive impairment, learning disability, visual impairment and hearing impairment.
- b. Words in the singular should include the plural and vice-versa, and the masculine shall include the feminine.