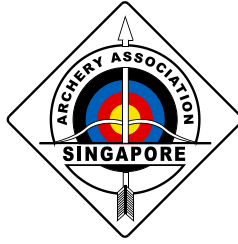


# ARCHERY ASSOCIATION OF SINGAPORE

Address:  
Archery Association of Singapore  
3 Stadium Drive #01-33  
Singapore 397630



Affiliated to :  
World Archery (WA)  
World Archery Asia (WAA)  
Singapore National Olympic Council (SNOC)  
South East Asia Archery Federation (SEAAF)

## ANNEX A

### By-Laws (BL), Policies (PL), and Internal Control (IC)

- All by-laws and Internal Control measures are to be reviewed at least once every 4 years;
- The next scheduled review shall be in year 2025.

### By-Laws (BL)

#### **BL1. Procurement (with reference to Article 33, Sub-Articles 25.4 & 25.6):**

Authority for Expenditure: The Board shall have the authority to incur expenditure and ensure sufficient funding is available before payment.

S/No	Descript
BL1.1	<u>Procurement Approval Signatory</u> (Added by AASMC, similar to current constitution)
	BL1.1.1 For amounts less than S\$1,000.00, approval is required from Treasurer & 1 Key Office Bearer.
	BL1.1.2 For amounts between S\$1,000.00 to less than S\$10,000.00, approval is required from Treasurer & 2 Key Officer Bearers.
	BL1.1.3 For amounts more between S\$10,000.00 to less than S\$50,000.00, approval is required from the Board.
BL1.2	<u>For Small Value Purchases (SVP)</u>  Small Value Purchases up to S\$6,000, where the price of the item is known, either by previous purchase, posted prices by suppliers or any other reliable information and where the price is reasonable, the Association may approach the suppliers and purchase the items from them directly.  Where the price is not known, the requestor shall source for more than 1 quote to ascertain the best value-for money. The quotation could be sourced verbally and/or via email and provided with a proper quotation by the suppliers with the payment terms, price, descriptions of the items and conditions posted clearly. Proper documentation shall be kept for these purchases.
BL1.3	<u>Quotations</u>  Quotation should be sourced when the procurement of goods or services may be above S\$6,000 but not exceeding S\$50,000.  The requestor shall source for at least 3 quotes to ascertain. The quotation could be sourced verbally and/or via email and provided with a proper quotation by the suppliers with the payment terms, price, descriptions of the items and conditions posted clearly. Proper documentation shall be kept for these purchases.
	BL1.3.1 The quotations received shall be reviewed by 3 members from the Management Committee who are not in a position of conflict. Once approved, it will be reported and recorded in the Management Meeting.
	BL1.3.2 If any quotation received was more than S\$50,000, the quotation called shall be voided and tenders shall be called basing from Article 13.4.

	BL1.3.3	The quotation selected shall meet the three basic process principles of fairness, transparency and value.
	BL1.3.4	If no quotation is received within a stipulated time frame, the requestor shall seek quotes from other suppliers not called earlier. If all means have been exhausted, the requestor should seek written approval for waiver of competition and it shall be reported and recorded in the Management Meeting.
BL1.4	<u>Tenders</u>	Tenders should be processed when the procurement of goods or services exceeds S\$50,000.
	BL1.4.1	The Management Committee shall publish invitation to tender through publication notices or any Government online platform with a stipulated time frame.
	BL1.4.2	The tenders shall be reviewed by the Evaluation Committee. It shall consist of 3 members invited by the Management Committee from among the Full Members. The invited 3 members should not have any conflicts of interest relating to the tenders.
	BL1.4.3	Once evaluated, it will be submitted to the Management Committee for discussion and approval. It will be reported and recorded in the Management Meeting.
	BL1.4.4	The tender selected shall meet the three basic process principles of fairness, transparency and value for money.
	BL1.4.5	If no tender is received within a stipulated time frame, the requestor should seek written approval for waiver of competition and it shall be reported and recorded in the Management Meeting. It shall further seek guidance and approval from Sports Singapore if the purchases were to be utilized from any fund given to the Association.

## **BL2. Board Tenure (with reference to Article 23, Sub-Article 23.1):**

### **23 BOARD TENURE**

- 23.1 Starting from the year 2021, The term of office of Elected Board Members shall be two plus two (2 + 2) years, working towards 2 staggered terms of Elected Board Members.  
At the first election following the adoption of this Constitution, half (If is not a full number, will take the next full number, eg: 4.5 = 5) of the Elected Board Members with the highest votes will be elected for a two plus two (2 + 2) year term, and the rest of the Elected Board Members will be elected for a two (2) year term of office.  
Subsequently, all Elected Board Members shall be elected on two plus two (2 + 2) year term.
- 23.2 After which, election shall be conducted once every two (2) years, to elect for Board Members according to the staggered plan.
- 23.3 Towards the end of the first two (2) years of Elected Board Members under the two plus two (2 + 2) year term, coinciding with the timing of the nomination and election schedule of the next staggered election, the said Elected Board Members need to confirm their intention to continue serving in the Board for the “plus two” (+2) years.
- 23.4 If an Elected Board Member so decide not to continue serving the “plus two” (+2) years, or so decide to contest for election to another position (preferably a key or higher position), an extra Elected Board Member position will be open for nomination and election. In this staggered election with an extra Elected Board Member position, the Elected Board Member with the lowest votes will be elected for a two (2) year term. This will ensure the balance of the staggered terms of office.
- 23.5 At each staggered election, the Board may declare the position/s that are open for election, and/or the Board may decide to reshuffle the positions after the election to have the best synergy of the Board.

## **IC. Internal Control**

### **IC1. Full Membership (with reference to Article 9.3 & 9.4)**

If current Full Member not able to fulfil the minimum number required, they could be given 2 years transition period (till AGM 2023) to meet the requirements. Failing so, they could only be an Associate Member instead of Full Member.

### **IC2. Membership Fees (with reference to Sub-Article 12.1):**

Current approved fee:

Full Membership fee - SGD\$200.00 per annum;

Associate Membership fee – SGD\$100.00 per annum.

### **IC3. Voting at General Meeting (with reference to Article 16, Sub-Article 16.4):**

In the event a Full Member should so choose to abstain from voting on any given resolution, that Full Member shall be deemed to be neutral on the said resolution and to endorse the outcome based on the total vote count by all other Full Members voting for or against that resolution.

#### Example:

AAS has 30 Full Members. 20 Full Members attended General Meeting (quorum achieved) voting on a resolution. 9 voted for, 3 voted against, 8 neutral thus abstained votes.

The voting result would be 9 out of 12 voted for, thus achieving a 75% support of the resolution.

### **IC4. Board Members (with reference to Sub-Article 17.2):**

If currently AAS not able to have nine (9) Elected Board Members, it could be given 4 years transition period (till AGM 2026) to meet the requirements.

The number of Elected Board Members in AGM 2022 could be seven (7) members due to the size of memberships and current year plans.

It is recommended to keep the number of Appointed Board Members to be no more than three-fifth (3/5) of the number of Elected Board Members.

### **IC5. Nomination and Election (with reference to Article 18, Article 20 and Article 21)**

While nomination of one (1) representative from one (1) Full Member to the Board is the norm, Full Members may nominate a maximum of two (2) representatives from one (1) Affiliate Club with consent from a simple majority of Full Members prior to Election/AGM.

### **IC6. Key Office Bearers (with reference to Article 19)**

There should be no more than one (1) Board Members from the same Club and/or Family holding a position of the Key Office Bearers, namely the President, Vice President, Secretary General, Treasurer and Assistant Treasurer.

*This Annex A is adopted during EOGM on 29 June 2021*