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CHAPTER I – PREAMBLE

1. Name

The Association shall be known as Singapore Xiangqi General Association (SIXGA), hereinafter referred to as "SIXGA".

2. Address

Its place of business shall be at: 51 Bishan Street 13 #01-01 Singapore 579799

3. Objectives

The objectives of SIXGA shall be:

- a. to promote Xiangqi activities;
- b. to foster friendship among Xiangqi enthusiasts and to promote research on Xiangqi activities;
- c. to organise national and international Xiangqi competitions so as to raise the standard of the skill of the game of Xiangqi; and
- d. to internationalise the game of Xiangqi.

CHAPTER II - MEMBERSHIP

4. Eligibility

4.1 Associate Member

Any resident of Singapore, regardless of nationality, race, age and sex; who is of good character and is interested in the game of Xiangqi may apply for Associate Membership.

4.2 Ordinary Member

Any Associate Member who has joined the Association for six months and has reached the age of 18, shall upon the approval of the Executive Committee and the payment of one year membership subscription, automatically become an Ordinary Member.

4.3 Junior Member

Any Associate Member who has joined the Association for at least six months and his age is below 18 years old, shall upon the approval of the Executive Committee and the payment of one-year membership subscription, automatically become a Junior Member. Junior Members shall have NO right to vote and be elected.

5. Membership Application

The applicant shall submit an application form to the Secretariat, together with the required entrance fees. The Executive Committee may reject any applicant and refund the entrance fee without giving any reason.

6. Obligations of Members

6.1 Fees

- Entrance fee: S\$20 (S\$10 for applicants below 18 years old) Annual subscription: S\$24 for Ordinary Members; \$12 for Junior Members
- Any member who fails to pay his annual subscription within six months from the due date of such payment is deemed to have voluntarily resigned from the Association. Membership shall only be reinstated upon full payment of overdue annual subscription.
- All members shall abide by the SIXGA Rules & Regulations, pay membership fees, observe resolutions passed by SIXGA & assist in the discharge of the functions of SIXGA.
- All members shall uphold the image and prestige of SIXGA. No member shall provide the mass media with any statement or information on the affairs of SIXGA without prior authorisation or permission by the Executive Committee.
- All members shall exercise good care for the assets and properties belonging to SIXGA.
- Any member who has changed his residence must inform SIXGA in writing of the change.

7. Privileges of Members

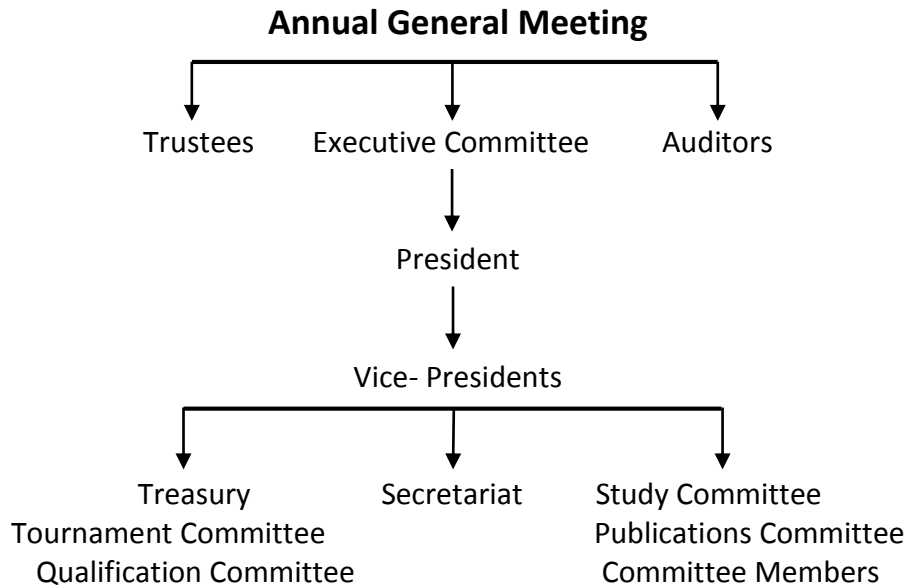
- Ordinary members shall have the right to be elected and to vote at the Annual General Meetings. However, an Ordinary Member must satisfy the following requirements to vote and to be elected to the Executive Committee:
 - a Citizen or Permanent Resident of Singapore
 - aged 21 and above
 - had joined SIXGA for six months or longer.
- All members shall be eligible to participate in the various Xiangqi activities organised by SIXGA.

- All members shall be eligible to visit the SIXGA premises to do research, consult reference materials or play Xiangqi.

CHAPTER III – ORGANISATION

8. Organisational Structure

The Organisational structure of SIXGA shall be as follows:



9. Committees and Office-Bearers

9.1 The Trustee Committee

The Trustee Committee shall consist of one Chairman and two members elected by the Annual General Meeting. Members of the Trustee Committee must be Singapore citizens.

9.2 The Executive Committee

The Executive Committee shall have the power to invite respectable persons of high social standing who are Xiangqi enthusiasts as Advisers. The Advisers shall be Singapore citizens and shall have no voting right at General Meetings.

9.3 Honorary Presidents

The Executive Committee may appoint suitable philanthropists to be Honorary Presidents of SIXGA. All Honorary Presidents shall have no voting right at General Meetings.

9.4 Auditors

Two members, not being members of the Executive Committee shall be elected as Hon Auditors by the Annual General Meeting.

9.5 The 17 Executive Committee members

The Executive Committee shall comprise 17 members elected at the Annual General Meeting. It shall consist of one President and two Vice-Presidents, the Secretariat (consisting of one Secretary-General and two Deputy Secretary General), the Treasury (consisting of one Treasurer and one Assistant Treasurer), the Tournament Committee (consisting of one Chairman and one Vice-Chairman), the Qualification Committee Chairman, the Study Committee Chairman, the Publication Committee Chairman, and four committee members.

9.6 The standing committee

Each of the foregoing committees may include several members to be recommended by its respective Chairman and such recommendations shall be subject to the approval by the Executive Committee. Any standing committee, elected at the Annual General Meeting or appointed by the Executive Committee, shall consist of one Chairman, one Secretary and up to five members. The standing committee shall be named in accordance with the task involved. The standing committee shall be dissolved once its mission has been accomplished.

CHAPTER IV - RESPONSIBILITIES AND FUNCTIONS OF ANNUAL GENERAL MEETING

10. Functions of the Annual General Meeting

The Supreme authority of SIXGA shall be vested in an Annual General Meeting of the members presided over by the President. Its functions shall be :

- a) to elect or to dissolve where applicable the Executive Committee and its other committees and task groups;
- b) to accept or approve reports or proposals submitted by the Executive Committee;
- c) to approve budget proposals and statements of accounts of SIXGA;
- d) to amend the Rules and Regulations of SIXGA;
- e) to decide on the purchase or sale of any property or assets of SIXGA;
- f) to endorse any resolution that may be passed by the Executive Committee with regard to matters which are beyond the authority of the Executive Committee but which require urgent action;
- g) to elect Trustees and 2 Auditors;
- h) to appoint ad hoc committees to handle matters that fall beyond the power of the Executive Committee; and
- i) to terminate any office-bearer (who has violated the Rules and Regulations or has acted in a manner detrimental to the image of SIXGA), and to re-elect such vacant office.

11. Functions and Duties of the Executive Committee

The functions and duties of the Executive Committee shall be:

- a) to implement resolutions passed at the Annual General Meeting;
- b) to plan and carry out activities of SIXGA;
- c) to approve membership applications and to execute membership terminations;
- d) to raise funds and to allocate budgets for SIXGA activities;
- e) to draw up budget proposals and compile statements of accounts for SIXGA;
- f) to supervise activities of the various committees;
- g) to appoint ad hoc committees and define their terms of reference;
- h) to appoint or terminate employees and
- i) to select members of the National Xiangqi Team according to selection criteria established by the Executive Committee;
- j) to appoint coaches to the National Xiangqi Team and to define their duties;
- k) to examine the qualifications of trainers;
- l) to execute disciplinary actions, and act on appeals regarding disputes of Xiangqi tournaments; and
- m) to act on matters that fall beyond the areas determined by the SIXGA Rules and Regulations.

12. Trustee Committee

- The Trustee Committee shall take care of all tangible properties/assets of SIXGA. At the Annual General Meeting, the Trustees shall produce all title deeds and bonds which belong to SIXGA for inspection by the members.
- A Trustee shall be considered resigned under any of the following circumstances:
 - a) voluntary resignation;
 - b) death;
 - c) mental disorder;
 - d) absence from the Republic of Singapore for a period of one year;
 - e) declare bankruptcy; and
 - f) Denouncement of Singapore citizenship.
- Any vacancy in the Trustee Committee shall be filled by a member elected at a General Meeting convened for the purpose. Notice of the meeting shall be sent to all eligible members two weeks prior to the meeting and the same notice shall be posted on the notice board of SIXGA. The Registrar of Societies and the Commissioner of Charities shall be informed of the outcome of such General Meeting. The address of each immovable property, name of trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the change.

13. Members of the Executive Committee

13.1 Authorities and Duties

- **President**

The President shall:

- a) be responsible to the Annual General Meeting;
- b) be in charge of all operations of SIXGA; and
- c) be the Chairman of the Annual General Meeting.

- **Vice-President**

The Vice-Presidents shall assist the President, and to act on behalf of the latter in the latter's absence.

- **Secretariat**

The Secretary-General shall:

- a) be in charge of the functions of the Secretariat;
- b) convene meetings of the Executive Committee as instructed by the President, and shall deal with daily routines (except financial matters) and any other matters that are not within the purview of the other committees.
- c) prepare and submit to the Annual General annual reports and plan of activities;
- d) be responsible for all correspondence;
- e) be responsible for records management such as safekeeping of the membership register, minutes of meetings and other records of the Association.

- **Deputy Secretary-General**

The Deputy Secretary-General shall assist the Secretary-General in the discharge of the Secretariat's functions. During the absence of the Secretary General, the Deputy Secretary-General shall act on the former's behalf.

- **The Treasury**

The Treasurer shall:

- a) be responsible for the income and expenditure of SIXGA and shall take care of its financial records. SIXGA's funds shall only be used for the sole purpose of fulfilling the objectives of the Association;
- b) submit to the Executive Committee monthly financial statements;
- c) submit to the Annual General Meeting the annual financial statement;
- d) deposit with the bank appointed by SIXGA, cash or cash cheque of a sum more than \$500.00;
- e) not make payment in cash exceeding \$100.00; and
- f) ensure when withdrawing cash from the bank, cheques must be signed by the Treasurer and one of the other two authorised signatures namely the President or the Secretary-General and be stamped with the seal of SIXGA.

- **The Deputy Treasurer**

The Deputy Treasurer shall assist the Treasurer and to act on behalf of the latter during the latter's absence.

- **Tournament Committee**

The Chairman shall:

- a) draw up annual tournament programmes; and
- b) be responsible for matters relating to Xiangqi tournaments, such as tournaments time-tables, scrutinising eligibility of players, arbitrating game dispute, planning and ensuring smooth running of tournaments.

The Vice-Chairman shall assist the Chairman in the discharge of the latter's duties and to act on his behalf in his absence.

- **Qualification Committee**

The Chairman shall:

- a) maintain a grading system for local players.
- b) assess and verify the strength of Xiangqi players.
- c) design tournament specifications for various Xiangqi competitions.

- Study Committee
The chairman shall:
 - a) plan and promote Xiangqi research activities such as training courses, workshop, and seminars related to Xiangqi culture.
 - b) compile and archive xiangqi literature, publications and other references.
- Publications Committee
The Chairman shall:
 - a) publish journals, bulletins and souvenir magazines on Xiangqi.; and
 - b) maintain the SIXGA's web site.
- Duties and Authority of Members of Various Committees
 - Members of all the various committees or sections shall be responsible to their respective Chairmen or section heads in the discharge of their duties.
 - Committee members may hold concurrent appointments in the Executive Committee.

CHAPTER V – MEETING

14. General Meeting

The General Meeting shall be held annually in no later than May. Notice of the General Meeting shall be sent to members two weeks prior to the date of the meeting. The quorum shall be one-quarter of the total voting members. If there are not enough members to form the quorum, the meeting shall be re-convened half an hour after the scheduled time, and the members present shall constitute the quorum regardless of the number of members then present. However, under such circumstances, the meeting shall have no authority to amend the existing rules and regulations. The President shall chair the General Meeting. All resolutions shall be legitimately passed by a majority of the voting members present. Proposals for amending the rules and regulations shall be passed by a two-third majority of the voting members present. Notice of the Annual General meeting shall include the following agenda:

- a) Confirmation of the minutes of the previous General Meeting;
- b) Acceptance and approval of the Annual Report of the preceding year;
- c) Acceptance and approval of the Treasurer's Annual Report of the preceding year;
- d) Proposals by members (proposals must be submitted to the Secretariat in writing at least one week before the Meeting is due to be held so that they can be included in the agenda); and
- e) Elect office-bearers, auditors and trustees (this item shall not be included if it does not involve election of the Executive Committee etc.)

15. Extraordinary General Meeting (EGM)

15.1 Important matters need to be dealt with urgently

In cases where important matters need to be dealt with urgently, an Extraordinary General Meeting may be convened with the approval of the Executive Committee.

15.2 Request for EGM

An Extraordinary General Meeting shall be convened if the Executive Committee receives such a request in writing from at least twenty-five voting members. Those who have made the request must be personally present when the Extraordinary General Meeting is held, otherwise, it shall be nullified. Voting members who have not paid up subscriptions shall not be eligible to make such a request.

15.3 Notice of the meeting

Notice of the meeting shall be sent to the members at least one week in advance of the meeting.

16. Executive Committee Meeting (ECM)

16.1 Monthly ECM

The Executive Committee Meeting shall be held once a month. Notice of the Executive Committee Meeting shall be given at least five days in advance of the meeting and the quorum shall be half the number of the Executive Committee members. If there are insufficient members to constitute the quorum, the meeting shall be re-convened half an hour after the scheduled time and the members present shall constitute the quorum regardless of the number of members then present, but they shall have no power to amend the Rules and Regulations of SIXGA. All other resolutions adopted shall have a simple majority vote from the members present. In case of a tie, the Chairman shall have a casting or second vote.

16.2 Ad-hoc ECM

If it is necessary, an ad hoc Executive Committee meeting may be convened. Its procedures and resolutions to be adopted are to be governed by the above rules.

17. Meetings of Committees

The Chairmen of the various committees or sections shall hold meetings of their Committees or Sections when necessary. The chairmen shall preside at these meetings. Notice of the meetings must be given five days in advance of the meeting. All resolutions shall be passed by a simple majority and shall be reported to the Executive Committee.

18. Special Committee Meetings of Committees

Special committee meetings shall be convened by the Chairmen of the various committees concerned. Procedures of meetings shall be similar to those stated in paragraph 17.

CHAPTER VI - ELECTIONS AND TERM OF OFFICE

19. Election

19.1 Annual General Meeting (AGM)

SIXGA shall hold an election once in every two calendar years whereby seventeen members of the Executive Committee and two auditors shall be nominated and elected at the Annual General Meeting.

19.2 Post-election Meeting

A Post-Election Meeting shall be held within two weeks after the Annual General Meeting to elect the President and other office-bearers. The President, the Secretary-General and the Treasurer of the outgoing Executive Committee, and all newly elected members of the incoming Executive Committee shall be present at this meeting of the out-going President shall preside the meeting.

19.3 Handover of duties

At the Post-Election Meeting, the President, the Secretary-General and the Treasurer of the out-going Executive Committee shall hand over all relevant documents, seals, keys, accounts and cash etc. to their respective counterparts of the incoming Executive Committee.

20. Tenure of Office

20.1 Tenure of office

Members of the Executive Committee, trustees and auditors shall serve in office for two years and are eligible for re-election. However, the President, the Secretary-General and the Treasurer shall only be allowed to serve two successive terms after which they shall take a compulsory rest for at least one term before they are allowed for re-election to the same post again. The auditors shall not be eligible for re-election. Any change of Executive Committee members shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the change.

20.2 Ad hoc committees

All ad hoc committees shall be dissolved after they have completed their tasks.

20.3 Handover of documents

Outgoing members of the Executive Committee shall transfer all documents, seals, accounts and cash, etc. to the incoming Executive Committee within one week after the inauguration.

CHAPTER VII - ACCOUNTS AND AUDITING

21. Income and Expenditure

21.1 The Treasurer

The Treasurer shall be responsible for all financial matters and income of SIXGA. He must deposit the money with the bank specified by the Executive Committee. The Treasurer shall not hold more than \$500.00 petty cash at any one time.

21.2 Cash Payment

Payment in cash shall not exceed \$100.00 for any simple or petty item.

21.3 President / The Secretary-General spending

The President or the Secretary-General shall not spend more than \$1,000.00 per month on behalf of SIXGA, unless prior approval from the Executive Committee has been obtained.

21.4 Income & expenditure statement

Accounts of income and expenditure must be prepared monthly. The statement of accounts duly verified by the Auditors shall be presented by the Treasurer at the monthly Executive Committee meeting and later displayed on the notice board for members' scrutiny.

21.5 Donation

SIXGA may, with the approval of the Executive Committee, solicit donations from members and supporters for purposes such as the construction of SIXGA's building, organising tournaments, and sending teams to participate in overseas tournaments etc.

22. Auditing

The Auditors shall be responsible for auditing SIXGA's monthly and annual statements of accounts.

CHAPTER VIII - TERMINATION AND PROHIBITIONS

23. Termination

23.1 Members desire to terminate membership

Members who desire to terminate his membership must submit his application in writing to the Secretary-General. No subscriptions or contributions shall be refunded.

23.2 Membership terminated by SIXGA

Members who have violated the rules of SIXGA, or have acted in a manner detrimental to the image of SIXGA, or have vandalised the property or assets of SIXGA, shall have his membership terminated by SIXGA after a decision has been reached by the Executive Committee. The member shall not claim refund of his previous subscriptions, donations, etc, made to SIXGA.

23.3 Appeal of membership termination

A member who has his membership terminated may appeal to the General Meeting against his termination. The decision of the General Meeting shall be final.

24. Prohibitions

- Gambling of any form shall be strictly prohibited at the premises of SIXGA.
- Drugs or opium smoking shall be strictly prohibited at the premises of SIXGA.
- No bad characters shall be allowed into SIXGA's premises.
- The funds of SIXGA shall not be used for expenditures which are not in fulfilment of the objectives of SIXGA.
- SIXGA shall not be involved in any trade union activity as defined in any written law relating to Trade Unions for the time being in force in Singapore.
- SIXGA shall not boycott or interfere with trades or market prices.
- SIXGA shall not hold any lottery, whether restricted to the members only or otherwise, in the name of SIXGA, the Executive Committee, committees, etc.
- SIXGA shall not indulge in any political activities nor permit the use of its funds or premises for such activities.

CHAPTER IX –APPENDIX

25. Recognition

- Any individuals, commercial bodies or social organisations which have contributed significantly to SIXGA, shall be commended in an appropriate manner or be given a souvenir to be approved by the Executive Committee.

26. Amendment

- Any amendment to the rules and regulations of SIXGA shall only be made in accordance with the provision stated in Clause 14 (General Meeting) and with the approval of the Registrar of Societies and the Commissioner of Charities.

27. Dissolution

- SIXGA shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of SIXGA for the time, being resident in Singapore expressed, either in person or by proxy at a general meeting convened for the purpose.
- After its dissolution, all funds and properties/assets of SIXGA, apart from paying debts, shall be distributed to other charities or Institutions of a Public Character (IPCs) approved under the Charities Act.

28. Certificate of Dissolution

- The Registrar of Societies and the Commissioner of Charities shall be given a copy of the Certificate of Dissolution within seven days of the dissolution of the Association.