

Name
Address

28th June 2007

Dear SCBA members

Notice of 2007 Annual General meeting of the Singapore Contract Bridge Association and election of office bearers

I would like to inform you that our 2007 Annual General Meeting (AGM) will be held on Monday 16 July 07, at 7.30pm. The venue will be at the SCBA Clubhouse at the Singapore Intellectual Games Centre at 51, Bishan St 13, #01-01.

The agenda is as follows:

1. Approval of minutes of previous Special General Meeting (SGM)
2. Approval of President's report
3. Approval of Audited Financial Statements for the year ending 31st March 2007
4. To amend articles 7, 11, 12 and 18 of the SCBA constitution for the following reasons:
 - a) For the purpose of harmonising the membership year with the financial year, to amend the due date of the entrance fees and annual subscriptions to be on 1 April of every year. (Article 18)
 - b) For the purpose of providing flexibility, should SCBA wish to hold the AGM before July, to amend the AGM date to be on or before end July of every year. (Article 7)
 - c) For the purpose of strengthening governance, in particular helping to handle the increased workload arising as part of the process of achieving organization excellence, to amend the constitution to provide for 2 additional Committee members - an additional Assistant Treasurer and an additional Committee member (Articles 11 and 12). Both of these positions will have full voting rights in the Committee Meetings.

The Committee intends to exercise its power of co-option for these positions upon approval of the amendments by the relevant authorities. Subsequently, the positions will be directly elected at the usual scheduled SCBA elections at AGMs.

The text for the proposed constitutional amendments is attached.

5. Upon approval by the General Meeting of the proposed amendments to Article 18, to resolve that:
 - Annual subscriptions paid for the year 2007 shall extend to cover membership for the period 1 Jan 2008 to 31 March 2008, both dates inclusive.

6. Upon approval by the General Meeting of the proposed amendments to Article 11 and 12, for the avoidance of doubt, to resolve that:
 - The SCBA Committee shall be authorised to co-opt an assistant treasurer and a 5th ordinary committee member upon approval of the constitutional amendments by the relevant authorities.
7. Election of SCBA's office bearers
8. Appointment of auditors for 2007-2008
9. AOB

Please find attached the proposed constitutional amendments, the previous SGM minutes, the President's report and the Treasurer's report.

Should you wish to add items to the agenda, please give me written notice, at least 7 days before the AGM to SCBA's official address, or to me directly at Fax: 6777 9363 or email yiulin@starhub.net.sg)

I hope all members can attend the AGM, to give their views and opinions on how the Committee can improve SCBA and better promote bridge in Singapore.

Look forward to seeing you on 16 July 07. If there is sufficient time, there will be a free game after the AGM.

Yours sincerely,

Chan Yiu Lin
Honorary Secretary
Singapore Contract Bridge Association

Proposed Constitutional Amendments

Text additions are underlined and deletions are struck-through

7. GENERAL MEETING

The Annual General Meeting shall be held ~~in~~ on or before the last day of July each year and at such places as the Committee may decide. The Committee may, whenever it deems necessary, and shall, upon a requisition in writing by not less than 20% of the Ordinary Members of the Association, convene a Special General Meeting. Any such requisition shall express the object of the Meeting and shall be addressed to the Honorary Secretary.

11. MANAGEMENT OF ASSOCIATIONS AFFAIRS

1) Subject to Article 15 below, the management of the affairs of the Association shall be vested in a committee consisting of the following office-bearers who shall be elected at the Annual General Meeting:-

- (1) The President
- (2) The Vice President
- (3) The Honorary Secretary
- (4) The Honorary Treasurer
- (5) The Honorary Assistant Treasurer
- (6) The Competition Secretary
- (7) ~~Four~~ Five Committee Members

2) Names of Members nominated for each office shall be proposed and seconded by Voting Members at the Meeting.

12. DUTIES OF THE ASSOCIATIONS OFFICERS

- 1) The President shall act as Chairman at all General and Committee Meetings, and may represent the Association in its transactions. He may also delegate specific duties to other office-bearers.
- 2) The Vice-President shall deputise for the President in his absence or at his request.
- 3) The Honorary Secretary shall have custody of the records, except financial, of the Association and shall be responsible for their correctness. He will keep minutes of all General and Committee Meetings. He shall maintain an up-to-date Register of Membership.

- 4) The Honorary Treasurer shall keep the funds and collect and disburse all moneys on behalf of the Association and shall keep an account of all monetary transactions and be responsible for its correctness. Unless otherwise authorised by the Committee, he may spend up to \$200 per month for petty expenses on behalf of the Association. He shall not retain more than \$1,000 in cash, and money in excess of this amount shall be deposited in the Association's bank account. All cheques and other documents bearing on the use or withdrawal of funds in the Association's bank accounts shall be signed by at least two of the following office-bearers, namely the President, the Vice-President and/or Honorary Secretary, in addition to the Honorary Treasurer.
- 5) The Honorary Assistant Treasurer shall assist the Treasurer in all of his duties and shall deputise for their Honorary Treasurer in his absence or at his request.
- 6) The Competition Secretary shall be responsible for organising all the Association's bridge sessions and tournaments. He shall also act as Chief Tournament Director of all Association's major tournaments. He may, with the Committee's approval, delegate some of his duties as may be expedient.
- 7) The Committee Members shall attend and participate in all General and Committee Meetings and assist in running the Association.
- 8) Any Committee Members absenting himself from three consecutive Committee Meetings without satisfactory explanation shall be deemed to have withdrawn from the Committee. If a vacancy should arise in the Committee for any reason, such vacancy may be filled by the Committee by the exercise of its co-optive powers.

18. **ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS**

- 1) Every Member shall pay his annual subscription promptly when it falls due. Members' annual subscriptions shall fall due on the first day of ~~January~~ April each year.
- 2) Since the Annual General Meeting is held after the first day of ~~January~~ April each year, any increase in the entrance fee and/or annual subscription decided at such Meeting may take effect retrospectively to the first day of ~~January~~ April that year if the Meeting so decides.
- 3) Any Member failing to pay his subscription one month after the first day of ~~January~~ April or failing to pay the increase in his subscription one month after a General Meeting decides to increase the subscription shall be deemed a defaulting Member. Should he remain in default for a period of one month thereafter, then his Membership shall, without any warning from the Association, be deemed to have lapsed, and he shall pay an entrance fee in addition to his subscription if he applies for restoration of his Membership.