



Affiliated to:
Fédération Internationale de Natation
(FINA)
Asia Swimming Federation
(AASF)
Singapore National Olympic Council
(SNOC)

12 May 2010

Patron
Dr Tony Tan Keng Yam

To: Singapore Swimming Association (SSA)
Ordinary and Associate Members

President
Mr Jeffrey LEOW

Dear Friends of Swimming

Secretary General
Mr OON Jin Gee

ANNUAL GENERAL MEETING (AGM)

Treasurer
Ms Sylvia PEH

Details of the above meeting are as follows:

Vice Presidents
Mr ONG Kian Min
(Finance)

Date: **26 May 2010 (Wednesday)**
Time: **7:00 p.m.**
Venue: **Conference Room**
Level 2, Singapore Swimming Association

Vacant
(Swimming)

In accordance with Article 10.4.1 of SSA's Constitution:

Mr TAN Hong Teck Ivan
(Water Polo)

"Each Affiliate may appoint in writing up to three Delegates to attend the General Meetings."

Ms TAY Chin Joo
(Synchronised Swimming)

We would be grateful if you could complete the attendance form (Appendix II) and fax it to us via 6258 4793 or email dexter.kang@swimming.org.sg.

Mr LEE Kok Choy
(Diving & Open Water Swimming)

As this is an election year, we welcome candidates to contest for positions of the Executive Committee. Kindly note that all nomination forms must be duly completed and reach the SSA Office by **5.00 p.m. on Wednesday, 19 May 2010**.

Assistant Secretary Generals
Mr ANG Peng Wee
(Swimming)

Mr Tony KOH
(Water Polo)

Registered Office:
301 Lorong 6 Toa Payoh
Toa Payoh Swimming Complex
Singapore 319392
Tel : +65 6258 1011
Fax : +65 6258 4793
Email : contact@swimming.org.sg
Website : www.swimming.org.sg

OON Jin Gee
Secretary General

N.B The Annual Report and Annual Statement of Accounts will be dispatched to you in due course.

All communications should be addressed to:

The Secretary General
Singapore Swimming Association



SINGAPORE SWIMMING ASSOCIATION
ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the Singapore Swimming Association will be held on **26 May 2010 (Wednesday) at 7:00 p.m. at Conference Room, Level 2, Singapore Swimming Association, 301 Lorong 6 Toa Payoh, Toa Payoh Swimming Complex, Singapore 319392.**

A G E N D A

1. To approve and confirm minutes of the last Annual General Meeting held on 20 June 2009 (Appendix III).
2. Matters arising from the last Annual General Meeting of 20 June 2009.
3. To receive and adopt the Annual Report for the year ending 31 March 2010.
4. To receive and adopt the Annual Statement of Accounts for the year ending 31 March 2010.
5. To consider and, if thought fit, pass the resolution to amend the SSA as set forth in Appendix IV.
6. To elect the following office bearers for the term ending June 2012 (Appendix V):
 - (a) President
 - (b) Secretary General
 - (c) Vice President (Finance)
 - (d) Vice President (Swimming)
 - (e) Vice President (Water Polo)
 - (f) Vice President (Diving & Open Water)
 - (g) Vice President (Synchronised Swimming)
 - (h) Treasurer
 - (i) Assistant Secretary General (Swimming)
 - (j) Assistant Secretary General (Water Polo).
7. To appoint the Auditor for the Financial Year ending 31 March 2011.
8. Any other business.

By order of the Executive Committee



SINGAPORE SWIMMING ASSOCIATION
ANNUAL GENERAL MEETING

26 May 2010 (Wednesday) 7:00 p.m.
Conference Room, Level 2
Singapore Swimming Association

Name of Affiliate: _____ (Ordinary / Associate) *
**Please delete accordingly*

Particulars of Delegates

S/N	Name	Designation
1*		
2		
3		

*Delegate who carries the vote

Submitted by:

Name: _____ Signature/Date: _____

Designation: _____ Affiliate Stamp:

Note:
Please fax 6258 4793 or email dexter.kang@swimming.org.sg the completed form by **Wednesday, 19 May 2010**.



MINUTES OF THE ANNUAL GENERAL MEETING OF THE SINGAPORE SWIMMING ASSOCIATION (SSA)

DATE: 20 June 2009 (Saturday)
TIME: 10:30 a.m.
VENUE: Conference Room, Toa Payoh Swimming Complex

PRESENT

Ordinary Members

Changi Beach Club	Mr Desmond Ho
Chinese Swimming Club	Mr Benjamin Wong
	Mr Ng Woon Yang
Elite Swim Club	Mr Ang Peng Wee
National University of Singapore	Mr Carson Goh
Orchid Country Club	Mr Andy Lim Tze Khong
Queenstown Water Polo Club	Mr Alex Lim
	Mr Samuel Wong
	Mr Jeremy Cheng
The Grassroots' Aquatic Club	Mr Chan Jee Siong
	Ms Elsie Chiang
	Mr Ethan Seet
Singapore Armed Forces Sports Association	
	Mr Ivan Tan Hong Teck
Singapore Island Country Club	
	Ms Farida Menon
Singapore Schools Sports Council	Mr Ivan Teo
	Mr Woon Sui Kut
Singapore Life Saving Society	
Singapore Management University	Mr Alan Koh
	Mr Kang Guan Hock
Speediswim Aquatic Sports Club	Mr Chong Kiam Fei
	Ms Linn Kay Khine
Torpedo Swim Team	Mr Mohd Faizal Shah

Executive Committee (EXCO)

President / AGM Chairman	Mr Jeffrey Leow
Secretary General	Mr Oon Jin Gee
Vice-President (Finance)	Mr Ong Kian Min
Vice-President (Water Polo)	Mr Ivan Tan Hong Teck
Vice-President (Diving & Open Water Swimming)	Mr Lee Kok Choy
Vice-President (Synchronised Swimming)	Ms Tay Chin Joo
Treasurer	Ms Sylvia Peh
Assistant Secretary General (Swimming)	Mr Ang Peng Wee
Advisor	Mr Woon Sui Kut

In Attendance

Singapore Sports Council	Ms Eileen Chai
SSA General Manager	Mr Dexter Kang
SSA Deputy General Manager (Finance & Admin)	Mr Lee Seng Yap

ABSENT WITH APOLOGIES

Ordinary Members

ACE Swim Club	Ngee Ann Polytechnic
Aquatic Performance Swim Club	Police Sports Association
Atlantis Aquanauts	Republic Polytechnic
Aquatic Masters Swim Club	Serangoon Gardens Country Club
APEX Swim Club	Singapore Polytechnic
The British Club	Singapore Swimming Club
Civil Service Club	Swimfast Aquatic Club
Great White Aquatic Centre	The Tanglin Club
Hollandse Club	Tanah Merah Country Club
Jurong Country Club	Temasek Polytechnic
Keppel Country Club	Warren Golf & Country Club
Nanyang Technological University	

Executive Committee

Vice-President (Swimming)	Ms Grace Cheong
Assistant Secretary-General (Water Polo)	Mr Tony Koh

WELCOME

The meeting was called to order by the President, Mr Jeffrey Leow, at 10:50 a.m., noting that there was a quorum present. He welcomed and thanked all members for attending.

ITEM 1: TO CONFIRM THE MINUTES OF AGM HELD ON 28 JUN 2008

The minutes of the AGM held on 28 June 2008 was confirmed without amendments.

Proposer: Mr Woon Sui Kut, Singapore Life Saving Society
Seconder: Mr Faizal Shah, Torpedo Swim Team

ITEM 2: ANNUAL REPORT FOR THE YEAR ENDED 31 MAR 2009

Operations Report

The respective VPs for Swimming, Water Polo, Synchronized Swimming and Diving presented the achievements of each discipline over the past year.

Audited Accounts

The Treasurer highlighted that there were no qualifications in the audit report. The Treasurer then briefed members on material items of the Balance Sheet and Statement of Income & Expenditure. She highlighted that the drop in Fixed Assets as compared to 2008 was due to a bigger depreciation as a result of the purchase of a bulkhead costing over \$300K in 2008. She then proceeded to highlight material movements in the Statement of Income and Expenditure items.

There being no queries from the floor, a motion was moved to confirm and adopt the accounts. The Audited Accounts for the year ended 31 March 2009 was unanimously adopted.

Proposed by: Mr. Benjamin Wong, Chinese Swimming Club
Seconded by: Mr. Andy Lim, Orchid Country Club

ITEM 3: AUDITOR FOR FINANCIAL YEAR ENDED 31 MARCH 2010

Auditor S.B. Tan & Co. was reappointed for the financial year ending 31 March 2010:

Proposed by: Mr Benjamin Wong, Chinese Swimming Club
Seconded by: Ms Farida Menon, Singapore Island Country Club

OTHER MATTERS

Resignation of Vice-President (Swimming)

Chairman announced that Ms Grace Cheong has tendered her resignation as Vice-President (Swimming). The EXCO has appointed Mr Ang Peng Wee as Acting Vice-President (Swimming) until the next SSA EXCO elections. Mr Oon Jin Gee will assist Mr Ang in view of his tenure as VP (Swimming) from 2004-2008.

ACKNOWLEDGEMENT

The Chairman expressed his thanks and appreciation to all members, the Singapore National Olympic Council, Singapore Sports Council, athletes, coaches and parents for their continued support.

ADJOURNMENT

There being no other matters, the meeting ended at 12:12 p.m.

Recorded by:
Lee Seng Yap
Deputy General Manager (Finance & Admin)
For Honorary Secretary General
Singapore Swimming Association

CONSTITUTION AMENDMENTS

Rule No	Existing Rule	Renumbered Rule No	Proposed Rules(s) / Action	Explanation & Reasons for Amendments
8.1	<p>The Association shall be managed by an Executive Committee consisting of the following office bearers:</p> <ul style="list-style-type: none"> (a) President (b) Secretary General (c) Vice-President (Finance) (d) Vice-President (Swimming) (e) Vice-President (Water Polo) (f) Vice-President (Diving and Open Water) (g) Vice-President (Synchronized Swimming) (h) Treasurer (i) Assistant Secretary General (Swimming) (j) Assistant Secretary General (Water Polo) <p>Members of the Executive Committee shall serve in an honorary capacity.</p>	8.1	<p>The Association shall be managed by an Executive Committee consisting of the following office bearers:</p> <ul style="list-style-type: none"> (a) President (b) Secretary General (c) Vice-President (Finance) (d) Vice-President (Swimming) (e) Vice-President (Water Polo) (f) Vice-President (Diving and Open Water) (g) Vice-President (Synchronized Swimming) (h) Treasurer (i) Assistant Secretary General (Swimming) (j) Assistant Secretary General (Water Polo) <p>Members of the Executive Committee shall serve in an honorary capacity.</p>	The Executive Committee decided that since Open Water Swimming covers distances exceeding 1500M, it shall be recognized as an extension of Swimming, and hence be put under the purview of the Vice-President (Swimming). The Vice-President (Diving) shall concentrate on Diving as the sport has grown substantially.
-	-	<u>8.3(f)</u>	<u>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.</u>	Charity requirement
		<u>8.3(g)</u>	<u>Not more than half of the Executive Committee shall be immediate family members related by blood or marriage.</u>	To comply with Charities Act.
9.7	The Vice-President (Swimming) shall be responsible for promoting Swimming and any other duty decided by the Executive Committee.	9.7	The Vice-President (Swimming) shall be responsible for promoting Swimming, Open Water Swimming and any other duty decided by the Executive Committee.	The responsibility of the Vice-President (Swimming) has been expanded to cover Open Water Swimming.
9.9	The Vice-President (Diving & Open Water) shall be responsible for promoting Diving and Open Water Swimming and any other duty decided by the Executive Committee.	9.9	The Vice-President (Diving & Open Water) shall be responsible for promoting Diving and Open Water Swimming and any other duty decided by the Executive Committee.	The responsibility of Open Water Swimming has been transferred to Vice-President (Swimming).

Rule No	Existing Rule	Renumbered Rule No	Proposed Rules(s) / Action	Explanation & Reasons for Amendments
11.4	All authorizations for the withdrawal of monies and the signing of cheques shall be approved and signed by either the President, or one Vice- President (appointed by the Executive Committee), and the Treasurer.	11.4	All authorizations for the withdrawal of monies and the signing of cheques shall be approved and signed by either the President, or one Vice- President (appointed by the Executive Committee), the Secretary General, and or the Treasurer, and any one Vice President appointed by the Executive Committee.	Currently all cheques must be signed by the President or a Vice-President and the Treasurer thus delaying cheque issuance when the Treasurer is unavailable. The amendment provides for cheques to be signed by a Vice-President and any one of the President, Secretary General or Treasurer.
		11.5	The External Auditors shall be changed at least once in every (5) years.	Recommended rules/good practices that NSAs are encouraged to adopt to further strengthen their constitution/governance and be aligned with the prevailing Financial Regulations for NSAs.
15	ARTICLE 15 – PROPERTY Any immovable property of the Association shall be vested in three (3) Trustees elected by The General meeting and the power of removing and appointing Trustees shall be vested in the General meeting.	15 15.1	ARTICLE 15 – PROPERTY Any immovable property of the Association shall be vested in three (3) Trustees elected by The General meeting and the power of removing and appointing Trustees shall be vested in the General meeting.	Renumbered.
-	-	15.2	<u>Any change to the address of each immovable property and name of trustee shall be notified to the Registrar of Societies and the Commissioner of Charities within 2 weeks of the change.</u>	Charity requirement
16	These articles may be repealed, amended or added to by resolution of a majority of two-thirds of the Voting Members present and voting on the resolution at the Association’s Annual General Meeting or an Extraordinary General Meeting. Such amendments shall not come into force without the prior written consent from the Registrar of Societies.	16	These articles may be repealed, amended or added to by resolution of a majority of two-thirds of the Voting Members present and voting on the resolution at the Association’s Annual General Meeting or an Extraordinary General Meeting. Such amendments shall not come into force without the prior written consent from the Registrar of Societies and the Commissioner of Charities.	Charity requirement
17.2	In the event that the Association being dissolved as provided above, all debts and liabilities legally incurred by the Association shall be fully discharged. The remaining fund shall be disbursed to charitable institutions to be decided at the General Meeting. Notice of dissolution shall be given to the Registrar of Societies within seven days.	17.2	In the event that the Association being dissolved as provided above, all debts and liabilities legally incurred by the Association shall be fully discharged. The remaining funds shall be disbursed to <u>other charities or Institutions of a Public Character (IPCs) approved under the Charities Act.</u> Notice of dissolution shall be given to the Registrar of Societies and the Commissioner of Charities within seven days.	Charity requirement

**NOMINATION FORM
FOR ELECTION TO THE EXECUTIVE COMMITTEE**

Nomination for *(Please tick accordingly)*

- | | |
|--|---|
| 1 <input type="checkbox"/> President | 6 <input type="checkbox"/> Vice-President (Water Polo) |
| 2 <input type="checkbox"/> Secretary General | 7 <input type="checkbox"/> Vice-President (Diving & Open Water) |
| 3 <input type="checkbox"/> Treasurer | 8 <input type="checkbox"/> Vice-President (Synchronised Swimming) |
| 4 <input type="checkbox"/> Vice-President (Finance) | 9 <input type="checkbox"/> Asst Secretary General (Swimming) |
| 5 <input type="checkbox"/> Vice-President (Swimming) | 10 <input type="checkbox"/> Asst Secretary General (Water Polo) |

Name of Candidate _____
(In block letters)

I hereby consent to my nomination for election to the above position and agree to serve in the Executive Committee in accordance with the Constitution and all applicable laws, if elected.

Please tick accordingly

- I hereby declare that I do not have any personal or business interests related to the sport and/or the Association.
- I hereby declare that I have the following personal or business interests related to the sport and/or the Association: _____

_____	_____	_____
Date	Affiliate (Ordinary Member)	Signature

Name of Proposer _____
(In block letters)

Affiliate: _____ Signature _____
Ordinary Member

Name of Seconder _____
(In block letters)

Affiliate: _____ Signature _____
Ordinary Member

Notes:

- Kindly use separate forms for each candidate.
- The Candidate, Proposer and Seconder must be a member of an Ordinary Member of the Association. By signing this form, the Candidate, Proposer and Seconder are declaring that each is a member of an Ordinary Member of the Association. Any false declaration will render the nomination null and void.
- Nominations close at **5:00 p.m. on 19 May 2010**. Late nominations will not be accepted.
- All nominations must be submitted to:
The Secretary General
Singapore Swimming Association
301 Lorong 6 Toa Payoh,
Toa Payoh Swimming Complex
Singapore 319392