

## **CONSTITUTION**

**RoboCup (Singapore) Association (RoboCup-SG)**

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## **Article I: NAME AND OBJECTIVES**

### ***Section 1: Name of Organization***

This organization shall be known as the RoboCup Singapore Association, or RoboCup-SG, for short.

### ***Section 2: Use of the Name***

The use of the name of RoboCup (Singapore) Association, or RoboCup-SG for sponsorship or co-sponsorship of seminars, workshops, symposia, congresses, conferences, training courses or the endorsement of similar meetings shall be restricted to such meetings which have been endorsed by the Executive Committee of the RoboCup-SG.

### ***Section 3: Objectives***

The main objective of RoboCup (Singapore) Association, ROBOCUP-SG, is to promote robotic science and technology in Singapore. It is our intentions to use RoboCup as a vehicle to promote robotics and Artificial Intelligent (AI) research, by offering publicly appealing, but formidable challenge through competition, training courses, workshops, symposia, seminars, congresses, conferences, cooperation, exhibitions and other science and technology related activities. The objectives shall be the dissemination of knowledge of the theory, practice and applications of all aspects of robotics, including mechanical and electrical engineering, computing, AI, electronics, radio, design, allied branches of engineering or the related arts and sciences.

The income and property of RoboCup-SG whensoever derived shall be applied towards the promotion of the objects of RoboCup-SG as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any timer are or have been members of RoboCup-SG or to any of them or to any person claiming through any of them.

## **Article II: PLACE OF BUSINESS**

RoboCup-SG's place of business shall be at "No. 125 Woodlands E-Terrace, Woodlands Industrial Park E5, Singapore 757499" or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. RoboCup-SG shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

## **Article III: MEMBERSHIP**

### ***Section 1: Full Membership***

Full Membership shall be available to any adult who lives in Singapore.

### ***Section 2: Student Membership***

Student Membership shall be available to any minor below age of 18 who lives in Singapore.

### ***Section 3: Corporate Membership***

Corporate Membership shall be available to government bodies, educational and research institutions, organizations, companies and other corporations which are involved or interested in the field of robotic science, engineering and technology.

### ***Section 4: Honorary Membership***

Honorary Membership shall be awarded to any person deemed fit by the Executive Committee.

### ***Section 5: Duration of Membership***

All memberships shall be limited to one (1) year, with the exception of the Honorary Membership, which shall be continued as long as the Executive Committee allows. Memberships would be renewed automatically after one (1) year, unless the person opt-out.

### ***Section 6: Freedom from Discrimination***

Membership and participation in ROBOCUP-SG activities shall be free from any form of discrimination.

### ***Section 7: Termination and Reinstatement***

Membership of any member shall be terminated when the member fails to acknowledge or follow the Constitution.

Membership of any member shall be reinstated at the consent of all the Executive Committee or General Meeting of members.

## **Article IV: APPLICATION FOR MEMBERSHIP**

### ***Section 1: Full Membership***

Full Membership shall be applied by submitting a formal application with at least a nomination from an existing Full Member and the approval will be decided by the ROBOCUP-SG committee.

### ***Section 2: Student Membership***

Student Membership shall be applied by submitting a formal application and the approval will be decided by the ROBOCUP-SG committee.

### ***Section 3: Corporate Membership***

Corporate Membership shall be applied by submitting a formal application with a supporting letter from an existing Full Member of ROBOCUP-SG. Approval will be decided by the ROBOCUP-SG committee and endorsed by the President of RoboCup-SG.

### ***Section 4: Honorary Membership***

Honorary Membership shall be nominated and awarded to any person deemed fit by the Executive Committee with the approval of the President of ROBOCUP-SG.

## **Article V: DUES**

### ***Section 1: Income***

The income of ROBOCUP-SG can be sourced from government, public funds, industry sponsorships and registration fees from events organized by ROBOCUP-SG. The annual membership dues shall be determined by the Executive Committee and approved by the President.

### ***Section 2: Power to Levy Assessments***

The Executive Committee of ROBOCUP-SG shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of ROBOCUP-SG.

***Section 3: Dues***

Dues shall be collected on an annual basis, and shall be used exclusively for the promotion of robotics and AI technology including, but not limited to, purchase of equipment, contest materials, prizes, and food and refreshments for meetings and events, renting event venues, employing or hiring administrative staff, event organizer and other necessary manpower, providing research and development funds and scholarships, inviting local and foreign experts and administrative spending.

**Article VI: MEETINGS*****Section 1: General Meetings***

The supreme authority of RoboCup-SG is vested in a General Meeting of the members.

General meeting will be held once a year in November. The President shall decide general body meeting times and dates with input from the association committee members. The President shall bring the meeting to order. ROBOCUP-SG members may form committees, discuss developments about robotics, give lectures or presentations, or carry out any other activity deemed suitable by the Board. Elections and voting shall also only be held during general meetings.

At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.

If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on RoboCup-SG's notice board.

At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour 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 amend any of the existing Constitution.

***Section 2: Executive Board Meetings***

The Board shall decide on private Executive Board meeting times and dates for planning and discussion purposes. The President shall bring the meeting to order. The Secretary shall record important information during a private meeting and make these records available to all ROBOCUP-SG members.

***Section 3: Special Meetings***

The President can call for special meetings on special events and urgent cases. The President shall bring the meeting to order. The Secretary shall record important information during a private meeting and make these records available to all ROBOCUP-SG members.

**Article VII: OFFICERS*****Section 1: Executive Officers***

The Executive Officers of ROBOCUP-SG shall be a President, a Vice-President, a Treasurer, and a Secretary.

***Section 2: Non-Executive Officers***

Non-Executive Officers may include, but are not limited to, a Publicity Coordinator, a Web Site Coordinator, Technical Coordinator, and a Librarian.

***Section 3: Eligibility***

Only Full Members in good standing shall be eligible to vote and to hold office. Student Members shall not be entitled to vote and to hold office for legal reasons.

***Section 4: Terms***

The term of the Office shall ordinarily be two years and shall begin on January 1 of that year.

***Section 5: Elections***

Election of Officers for the following two year shall be held at alternate Annual General Meeting.

**Article VIII: EXECUTIVE COMMITTEE**

***Section 1: Structure***

The management of the affairs of ROBOCUP-SG shall be in the hands of the Executive Committee, consisting of the duly elected Executive Officers of ROBOCUP-SG. For specific events and activities, such as competition, training courses, workshops, symposia, seminars, congresses, conferences, cooperation, exhibitions and other science and technology related activities. The Executive Committee will nominate, select and appoint the event director to be in charge of certain event or activity with endorsement of the President. All full members including the Executive Officers are eligible for the positions of event directors.

***Section 2: Duties***

The Executive Committee shall be the governing body of ROBOCUP-SG and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

***Section 3: Requirement to Hold Harmless***

The executive committee is empowered to take all steps needed to ensure that no member or officer becomes personally liable for any action of the Association or incident involving the Association.

**Article IX: DUTIES OF OFFICERS*****Section 1: Duties of President***

The President shall preside all meetings of ROBOCUP-SG, shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.

***Section 2: Duties of Vice-President***

The Vice-President shall perform all functions of the President if the latter is absent or upon the request of the President.

***Section 3: Duties of Secretary***

The Secretary shall keep a record of activities of ROBOCUP-SG and send them to the members via electronic mail. The Secretary shall work closely with the Web Site Coordinator to help disseminate information via the internet. The Secretary shall also provide all records of the previous year in the Annual Report of Activities. The Secretary will work with the Treasurer to maintain a current list of all members in good standing.

**Section 4: Duties of Treasurer**

The Treasurer shall receive all money and pay all debts of ROBOCUP-SG authorized by the Executive Committee, and shall keep an exact account of all receipts and expenditures. The Treasurer shall also complete the year-end Financial Statements for inclusion in the Annual Report of Activities. The Treasurer will work closely with the Secretary to maintain a current membership list.

**Article X: AUDIT AND FINANCIAL YEAR**

Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re elected for a consecutive term. The accounts of RoboCup-SG shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of RoboCup-SG exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

They:

- (a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
- (b) May be required by the President to audit RoboCup-SG's accounts for any period within their tenure of office at any date and make a report to the Committee.

The financial year shall be from 1 September to 31 August.

**Article XI: VISITORS AND GUESTS**

Visitors and guests may be admitted into the premises of RoboCup-SG but they shall not be admitted into the privileges of RoboCup-SG. All visitors and guests shall abide by RoboCup-SG's rules and regulations.

**Article XII: Prohibitions**

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

All members are prohibited from using any resources of ROBOCUP-SG in any activities which break the law of Singapore.

Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on RoboCup-SG's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

The funds of RoboCup-SG shall not be used to pay the fines of members who have been convicted in court of law.

RoboCup-SG shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

RoboCup-SG shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

RoboCup-SG shall not hold any lottery, whether confined to its members or not, in the name of RoboCup-SG or its office bearers, Committee or members unless with the prior approval of the relevant authorities.

RoboCup-SG shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

The Committee of RoboCup-SG shall not allow any individual, business or company to use RoboCup-SG's name and/or premises for the purpose of opening a clubhouse.

## **Article XI: AMENDMENTS TO CONSTITUTION**

### ***Section 1: Adoption of Bylaws***

ROBOCUP-SG is empowered to adopt Bylaws that are consistent with this Constitution.

### ***Section 2: Requirements for adoption of Amendments***

RoboCup-SG shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

## **Article XIV: INTERPRETATION AND DISPUTES**

### ***Section 1: Interpretation***

In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

### ***Section 2: Disputes***

The decision of the Executive Committee will be the final decision, unless it is reversed at a General Meeting of members.

## **Article XV: DISSOLUTION**

RoboCup-SG shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting membership of RoboCup-SG for the time

being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

In the event of RoboCup-SG being dissolved as provided above, all debts and liabilities legally incurred on behalf of RoboCup-SG shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.