



**Constitution**  
**of**  
**Youth Skipper Flotilla**

# **YOUTH SKIPPER FLOTILLA**

## **CONSTITUTION**

The Society shall be known as “Youth Skipper Flotilla”. It will be the independent youth wing of The Singapore Nautical Institute.

The Society’s place of business shall be at 126 Westwood Avenue. Singapore 648433, or at any other suitable premises to be determined by the Council from time to time provided that prior approval of the Registrar of Societies is obtained for any change of address.

## **OBJECTS**

1. The object of “Youth Skipper Flotilla” is to be a visible representation of the maritime industry that engages and encourages the youth of Singapore and other interested parties to:
  - 1.1 Honour and preserve Singapore’s maritime heritage through education and showcasing it physically and virtually;
  - 1.2 Integrate academic knowledge with the recreational use of the sea, including the sport of yachting, to bring about an experiential approach to learning;
  - 1.3 Acquire maritime skills utilising an interdisciplinary learning framework and inculcate sound values and social responsibility;
  - 1.4 Recognise the role and sacrifices of merchant mariners – past, present & future.

## **MEMBERS**

2. There shall be six classes of members in the Society, namely:  
Fellows, Honorary Members, Members, Associate Members, Student Members and Corporate Members; who shall all be collectively referred to hereafter as “members”.

## **THE COUNCIL**

3. Any member of the Society who is either a Fellow or a Member is eligible to be elected to, vote at or serve on the Council.
4. The Council shall consist of a President, a Vice-President, an Honorary Secretary, an Honorary Treasurer and four other members. The President shall also hold the title of Commodore and the Vice-President as Vice-Commodore.

## **ELECTION**

5. The Members of the Council shall be duly elected or appointed vide Clause 11 of this Constitution.
6. The Council may at any time appoint any eligible person to fill any vacancy on the Council and to appoint several alternate members for each vacancy or by way of addition to the Council provided always that the maximum of eight Members of the Council shall not thereby be exceeded.
7. Any person so appointed under Clause 6 shall retain his/her office until the next Annual General Meeting but shall be eligible for re-election.
8. The Council is elected biennially. Members of the Council shall hold office for a period of two years following the Annual General Meeting in which they are elected and shall retire at the end of this period. No person shall hold the Office of Hon Treasurer for more than four consecutive years.

## **PROCEDURES FOR ELECTION**

9. The Members of the Council shall be elected by ballot to be announced at the Annual General Meeting and any two members of the Society may nominate any eligible person for office on the Council. The Council shall, not less than six weeks before the Annual General Meeting, send to each member entitled to vote, a request for nominations of Members of the Council and notice of the Annual General Meeting. The list of persons so nominated must be delivered to the Council not less than four weeks before the Annual General Meeting.
10. The Council shall, not less than two weeks before the Annual General Meeting or such later date as the Council may approve, send to each member entitled to vote, a ballot paper containing the names and proposed appointments of all persons who are nominated.
11. Balloting shall be done at the Annual General Meeting unless the number of candidates nominated for any office is not more than the available vacancies of that office, the persons so nominated shall be deemed to be duly elected and there shall be no ballot with respect to that office.
12. Members voting in the ballot should reduce the list to show the number of vacancies that are required to be filled. A ballot paper containing more than the required number is not valid.
13. The persons so elected shall take office at the conclusion of the Annual General Meeting.

## **POWERS AND DUTIES OF THE COUNCIL**

14. The management of the affairs, business and property of the Society shall be vested in the Council.
15. The Council may delegate powers to Committees consisting of such Members of the Council and/or members of the Society as they think fit.
16. Any Committees so formed shall, unless otherwise directed, conform to the regulations prescribed for the conduct of business by the Council and to whom all decisions shall be reported.
17. The Council shall cause proper minutes to be made of all proceedings of the Society and of the Council and of Committees of the Council. The minutes of any meetings shall be signed by the President with the approval of members present at the next succeeding meeting, and shall be sufficient evidence of the facts therein stated without any further proof.
18. The Council may employ such salaried officers/assistants as are necessary for conducting the business of the Society and may discharge them as and when it thinks proper.

## **THE HONORARY SECRETARY**

19. The Honorary Secretary has the management of the affairs of the Society, subject to the general direction and control of the Council.
20. It shall be the duty of the Honorary Secretary to conduct the correspondence of the Society, to attend all meetings of the Society and Council and of Committees, to take minutes of proceedings of such meeting, to read all minutes and communications that may be needed to be read, to superintend the publication of such papers and collection of subscriptions and other amounts due to the Society.

## **COUNCIL MEETINGS**

21. The Council may meet for the despatch of business, adjourn and otherwise regulate their meetings as they think fit and at every meeting of the Council, four Members of the Council shall form a quorum.
22. Questions arising at any meeting of Council shall be decided by a majority vote of those present.
23. Where there is an equality of votes, the President shall have the casting vote.
24. Any four or more Members of the Council may at any time request that a Council meeting be held and on the request of any four or more Members of the Council, the Honorary Secretary shall summon a meeting of the Council by notice served on the Members of the Council.

25. The President of the Society or in his/her absence, the Vice-President present, or in the absence of the Vice-President, any Member of the Council present shall act as President at the meeting of the Council.
26. The President has no vote at meetings of the Council but he may be required to give a casting vote.

## **MEETINGS AND RESOLUTIONS**

27. There shall be an Annual General Meeting of members, held at intervals of not more than four months after the financial year end, for the purpose of receiving the report of the Council, examining the accounts of the Society, electing Members of the Council and auditors as appropriate, and for other business of which appropriate notice has been given.
28. All General Meetings other than the Annual General Meetings shall be called Special General Meetings.
29. Annual General Meetings shall normally be held before the end of the month of April.
30. The Council may convene a Special General Meeting, and a Special General Meeting shall also be convened on the requisition of members representing not less than one third of the total voting rights of all members having a right to vote at General Meetings of the Society.
31. Ten members personally present and entitled to vote shall constitute a quorum and no business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business.
32. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the President shall adjourn the meeting for another half an hour and at such an adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the members present and entitled to vote shall be a quorum, but they shall not have the power to amend the Constitution.
33. The President of the Society or in his/her absence the Vice-President, or in the absence of the Vice-President, any Member of the Council present shall be elected President.
34. The adoption of resolutions at a General Meeting shall require, in the case of a change in the Constitution and/or By-Laws, a majority of two-thirds of members present and entitled to vote, and simply a majority in all other cases.
35. Where there is an equality of votes, the President shall have the casting vote.
36. The Council shall make such provision as is appropriate for a postal ballot by members in the event of a fundamental change proposed in the Constitution or other matter affecting the Society deemed to be sufficiently important by the Council.

37. At least six weeks' notice of every Annual General Meeting and at least three weeks' notice of every Special General Meeting shall be given to members, specifying the place, day and hour of the meeting, and in the case of a special business, the general nature of the business.
38. The accidental omission to give notice of a meeting to or the non-receipt of the notice by any member shall not invalidate any resolution passed or proceeding held at any meeting.
39. The President has no vote at meetings of the Society but he/she may be required to give a casting vote.

## **FINANCE**

40. The income and property of the Society when and howsoever derived shall be applied solely towards the promotion of the objects of the Society, and no part of it shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise by way of profits to members of the Society.
41. The funds of the Society shall not be used to pay for the fines of members who have been convicted in court.
42. The Council shall cause proper books of account to be kept which once in every year shall be examined and the correctness of the accounts and balance sheet ascertained by two Honorary Auditors before it is laid before members at the next Annual General Meeting.
43. The financial year of the Society shall end on the thirty-first day of December in each year.
44. The Honorary Treasurer shall be responsible to the Council for the conduct of the financial affairs of the Society.

## **PROHIBITIONS**

45. Gambling of any kind for stakes or not is forbidden and strictly prohibited on the Society's premises and the introduction of materials for gambling and of bad characters into the premises is similarly so prohibited.
46. The Council shall have the power to control and restrict the introduction of guests or other persons into the Society's premises.
47. The Society shall not attempt to restrict or in any other manner interfere with trade or prices or engage in trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
48. The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members.

49. The Society shall not indulge in any political activity or allow its fund and/or premises to be used for political purposes.

#### **AMENDMENTS/VARIATIONS OF THE CONSTITUTION**

50. Any addition to or variation of this Constitution including the By-Laws shall require the consent of the members at a General Meeting, and no amendment to the Constitution or By-Laws shall be considered except at an Annual General Meeting.
51. Any such amendments in the Constitution shall require the sanction of the Registrar of Societies.

#### **INELIGIBILITY FOR OFFICE**

52. No salaried employee of the Society shall be nominated to any office of the Society.

#### **DISSOLUTION**

53. The Society shall not be dissolved, except with the consent of not less than three-fifth of the members of the Society for the time being resident of Singapore expressed, either in person or by proxy at a general meeting convened for the purpose.
54. If upon the winding up or dissolution of the Society there remains, after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some charity institution or institutions having objects similar to the objects of the Society, and which shall prohibit the distribution of its or their income and property among its or their members to an extend of at least as great as is imposed on the Society. Such society shall be determined by members of the Society at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some other charitable object.
55. Notice of dissolution shall be given seven days of the dissolution to the Registrar of Societies.

## **BY-LAWS**

### **MEMBERSHIP**

1. Membership of the Society is open to individuals or organisations who wish to further its objectives. The election of all classes of members is made at the discretion of the Council in accordance with the following By-Laws:
2. Membership is divided into the following classes:
  - 2.1 Honorary Members are distinguished persons upon whom the Council sees fit to confer an honorary distinction;
  - 2.2 Fellows are members who, in the opinion of the Council have made valuable contributions to maritime science, maritime heritage or its activities and upon whom the Council sees fit to confer a distinction. Candidates for Fellowship must be nominated by one Fellow and one Member of the Society. If there is no Fellow in the Society, they may be nominated by two Members of the Society;
  - 2.3 Members are persons over twenty-five years of age who have satisfied the Council of their commitment in the advancement of maritime science, maritime heritage or other related activities;
  - 2.4 Associate Members are persons directly or indirectly interested in supporting the Society's objects;
  - 2.5 Student Members are persons pursuing a course of study in the maritime field or are enrolled in the Youth Skipper Flotilla's on-line training programme;
  - 2.6 Corporate Members are organisations (including schools) directly or indirectly interested in supporting the Society's objects. They are entitled to have up to five persons within their organisation to enjoy the privileges of membership.
3. Every application must be accompanied by a declaration of desire to further the objects and interest of the Society.
  - 3.1 Applicant(s) for all grades of membership must be made on such form as approved by the Council. An applicant is also required to give a full and complete statement of his/her professional experience and activities and other relevant information linked with the objects of the Society.
  - 3.2 An applicant for membership must be nominated by two Members. An applicant for Associate Membership or Student Membership need only be nominated by one Member.
  - 3.3 An applicant for Corporate Membership may be made by letter addressed to the Honorary Secretary of the Society.
4. Notwithstanding the fact that an applicant may have complied fully and absolutely with all the necessary requirements for admission to any class of membership, the Council may still at its sole discretion refuse to accept his or her application without giving any reason(s) or explanation in respect thereof.



5. An Honorary Member, Fellow, Member or Associate Member having occasion to designate himself/herself as belonging to the Society, may state the class to which he/she belongs according to the following abbreviated forms HON, FYSF, MYSF and AMYSF.
6. Subject to Clause 12 of these By-Laws, the members of the Society shall enjoy the full privileges of the Society, including the rights to receive the Society's newsletter but only Fellows and Members are entitled to vote at Special and Annual General Meetings.
7. Upon the recommendation of the Disciplinary Committee, vide Clause 18 of this By-Laws, the Council may remove or suspend any Member from the Society.

### **SUBSCRIPTION**

8. Members shall pay a one-time entrance fee of \$20 and the annual subscription for the grade of membership. For student members, there is no annual subscription fee.

Members shall pay an annual subscription as follows:

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|-------------------|-------|
| Fellows           | \$ 80 |
| Members           | \$ 50 |
| Associate Members | \$ 40 |
| Student Members   | Free  |
| Corporate Members | \$500 |

9. The first subscription is payable at the election and all further subscription in advance on 1<sup>st</sup> January in each year.
10. A member who wishes to resign should give the Society written notice to that effect.
11. The election of a member is void if his first subscription is not paid within three months. The Council may extend this period in exceptional circumstances.
12. A member whose subscription is six months in arrears will no longer be entitled to receive the Society's newsletters. If the subscription remains unpaid for a further twelve months, the member will cease to be accorded the privileges of membership. The name of the member shall be struck off from the list of members if his subscription remains unpaid for two years.

### **HONORARY ADVISOR**

13. The Council may appoint an Honorary Adviser to the Council but if none appointed, it may be kept vacant.
14. The Honorary Advisor shall have the liberty to attend any Council meeting but it shall not be obligatory for him/her to do so.

### **HONORARY AUDITORS**

15. Two voting members who are not Members of the Council will be elected as Honorary Auditors.
16. The Honorary Auditors shall verify the annual statement of accounts before it is laid before the members at the next Annual General Meeting.
17. The Council may appoint committees to assist in the business of the Society or the research of maritime matters. In the formation of these committees it may request the participation of non-members of the Society having special qualifications and/or experience.
18. There may be a Technical Committee which can advise the Council on maritime matters; a Finance Committee responsible to the Council for advice on financial matters; a Disciplinary Committee responsible for advising the Council in matters concerning discipline within the membership; and a Membership and Fellowship Committee responsible for advising the Council in matters concerned with the election of Members and Fellows.
19. The Members of the Committee are responsible to the Council for the direction of the Society's affairs between meetings of the Council. They decide upon any matter referred to them by the Society's Secretary and meet when necessary.