

# NETBALL SINGAPORE CONSTITUTION

Approved by ROS  
Date: 27 Sep 2012

## 1. **NAME**

The Association shall be called "Netball Singapore", herein referred to as the "Association". The Association shall be the national body for netball in Singapore and shall be affiliated to the Singapore National Olympic Council and such other bodies, as the Board may deem necessary in the interest of netball.

## 2. **PLACE OF BUSINESS**

The registered address of the Association shall be "6 Stadium Boulevard, Singapore 397797", or at such other place as the Board may decide.

The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

## 3. **OBJECTS**

The objects of the Association shall be:-

- (a) To uphold, as the Singapore national organisation for netball, the laws of the netball as adopted by the International Netball Federation (IFNA) as may be varied from time to time;
- (b) To promote and develop the game of netball in the Republic of Singapore;
- (c) To arrange and organise tournaments locally and with other countries: and
- (d) To act on any other matters incidental to the above objects as may be determined by the Board from time to time.

## 4. **PROPERTY**

4.1 The Association shall have power to own property of all kinds, Subject to Rule 4.2.

4.2 If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

4.3 The trustees of the Association shall:

- (a) Not be more than 4 and not less than 2 in number;
- (b) Be elected by a General Meeting of members;

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(c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

4.4 The office of the trustee shall be vacated:

- (a) If the trustee dies or becomes a lunatic or of unsound mind;
- (b) If he is absent from Singapore for a period of more than one year;
- (c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- (d) If he submits notice of resignation from his trusteeship.

4.5 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Association's premises at least two weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

4.6 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

## 5. PATRONS

Prominent persons who are actively making contributions to netball may be invited by the Board to become Patrons of the Association and it may designate one such person to be a Patron-in-Chief.

## 6. MEMBERSHIP

6.1 Membership of the Association shall consist of

- Ordinary Members
- Associate Members
- Junior Members
- Honorary Members

(The Ordinary Members, Associate Members, Junior Members and Honorary Members of the Association from time to time shall be collectively referred to as the "Members" and any one of them shall be referred to as a "Member")

6.2 Ordinary Members shall include entities which are registered with the Singapore Registry of Societies, or which are entities within the Singapore government or statutory boards.

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6.3 Ordinary Members must have a minimum of 30 members and be involved in activities directly related to promoting netball through development programmes for youth as well as other interested parties, and participation in competitions and/or other related programmes.

6.4 Associate Members shall include persons or netball teams or clubs who are supporters and well-wishers of the Association.

Associate Members shall not have any voting right and shall not be eligible to hold office in the Association.

6.5 Junior Membership is open to any person under the age of 18. Junior Members shall have no voting rights and shall not be eligible to hold office in the Association.

6.6 Membership shall be by application and the applicant may be required to give such details in writing, as the Association shall stipulate.

6.7 The Board shall have power to accept or reject any application for membership of the Association without assigning any reason therefor. Any rejected applicant shall have the right to appeal in accordance with the process determined by the Board from time to time.

6.8 Any person, organisation or club who has rendered outstanding service to the Association, or has excelled in netball, may, on the recommendation of the Board, be appointed an Honorary Member of the Association.

## 7 MEMBERSHIP FEES

(a) Upon acceptance, Member shall pay such fees as determined by the Board from time to time. Annual subscriptions are payable in advance. Any Member who fails to pay the membership fee within one month from the due date may be deprived of his/her membership by the Board.

## 8 ACTIVITIES OF MEMBERS

A Member and/or its players shall not take part or compete in any competition, tournament or game (other than friendly games) not organised by or without the sanction of the Association.

## 9 PLAYERS

9.1 Members shall be bound at all times to ensure that their players represent the Association in any tournament, game or competition when called upon to do so.

9.2 Members shall ensure that any player selected to play for the Association does not play for any club or organisation on the date of the event for which she has

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been selected or a period prior to such event as the Association or its duly appointed Committee dealing with such matters may decide.

- 9.3 The Association may take disciplinary actions including suspension of any Member for misconduct, for any breach of the constitution or any rules made thereunder and such suspended Member shall not send any team to play any game with or against a team representing another Member.

## 10 TOURS

Without limitation to the operation of Rule 8:

- (a) No Members shall take part in netball games outside Singapore without the prior sanction of the Association.
- (b) A Member wishing to play netball in Singapore against a foreign team shall obtain prior approval of the Association.

## 11 RULES OF THE GAME

The rules of the game shall be in accordance with those adopted by the IFNA. All affiliated teams shall adopt such rules, which may be revised from time to time by IFNA.

## 12 BREACH

Any Member who commits a breach of these rules, or who encourages or instigates any player to commit a breach of these rules, may be subject to disciplinary proceedings instituted by the Association in accordance with these rules.

## 13 BOARD

### 13.1 COMPOSITION

- (a) Subject to Rule 13.3(b) and 17.1, the Association shall be governed by a Board, which shall consist of
  - A President
  - A Vice-President
  - An Honorary Secretary
  - An Honorary Treasurer, and
  - Seven (7) Ordinary Board Members.

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The President, Vice President, the Honorary Secretary and the Honorary Treasurer shall be Singapore Citizens. The seven (7) Board Members shall be either permanent residents of Singapore or Singapore Citizens.

- (b) In order to maintain continuity in the affairs of the Association, the Board members are divided into two groups, so that their terms of service would be staggered. The two groups are:

Group A

President, Vice President and four (4) Ordinary Board Members

Group B

Honorary Secretary, Honorary Treasurer and three (3) Board Members

Commencing from 2011, the Board members in Group A shall be elected at the Annual General Meeting for a period of one year initially and subsequent terms of office shall be for a period of two years. The Board members in Group B shall be elected at the Annual General Meeting for a period of two years and subsequent terms of office shall also be two years.

The term "General Meeting" shall hereinafter refer to a general meeting of Members.

- (c) The Board may co-opt members to be members of the Board and such persons shall be permanent residents of Singapore or Singapore Citizens but they shall not have any voting right in the Board.
- (d) The Board may co-opt members of the outgoing Board who have reached the maximum accumulative tenure for the purpose of representing the Association in any regional or international federation or equivalent entities. Such co-opted members shall not have any voting right in the Board.
- (e) Members of the Board shall not hold any salaried position within the Association and shall receive no compensation for his/her services rendered as a member of the Board.
- (f) Preferably, the Board Member should not be an immediate family member related by blood or marriage to any other Board member. (In any event, not more than half of the Board shall be family members related by blood or marriage.)

## 13.2 APPOINTMENT/ELECTION OF MEMBERS OF THE BOARD

- (a) All elected members of the Board shall hold office for a term of two years.

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Subject to this Constitution, a retiring member of the Board shall be eligible for re-election at the meeting at which he/she retires. An individual, representing an Ordinary Member, may be elected to serve in the Board for a maximum accumulative tenure of 12 years other than as the President (Non-President Tenure). An individual may be elected to serve as the President for a maximum accumulative tenure of 12 years excluding the Non-President Tenure of such individual, subject to a maximum tenure of 16 years in total.

- (b) No individual may be elected to serve as the Honorary Treasurer for more than 2 consecutive terms.
- (c) Any changes in the Board members shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

## 13.3 POWERS OF THE BOARD

- (a) The Board shall have the power to act in all respects for and in the name of the Association including the following powers: -
  - (i) to carry out the objects of the Association;
  - (ii) to appoint sub-committees to assist the Board in carrying out the objects of the Association;
  - (iii) to receive and approve reports from sub-committees;
  - (iv) to consider applications for membership;
  - (v) to approve expenditure and other business of the Association;
  - (vi) to decide on appeals against any decisions of any sub-committee set up to deal with disciplinary matters;
  - (vii) to do all other acts as are consistent with the objects and interests of the Association.
- (b) Notwithstanding the above, the Board of the society may not act contrary to the expressed wishes of the Ordinary Members at a General Meeting without prior reference to them and always remains subordinate to the Ordinary Members at General Meetings.

## 13.4 MEETINGS

The Board shall meet as often as it may decide to but not less than once in 3 months and after 14 days' notice to Board members.

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## 13.5 ABSENCE FROM MEETINGS

Any member of the Board absenting himself from three consecutive Committee meetings, without giving good and sufficient reason in writing shall cease to be a member of the Board unless the Board decides otherwise.

Absent members of the Board may write or call in to vote on any voting matters or proposed resolutions in the meetings of the Board.

## 13.6 REPLACEMENT

In the event of any person (other than the President) ceasing to be a member of the Board for whatever reason during his term of office, the Board may appoint any other person who qualifies according to Rule 13.2 to fill the vacancy and that person shall hold office for the remainder of the term of the person who had ceased to be a member of the Board. In the event the post of the President is vacant, the Vice President shall act as the President until the Board appoints a President.

## 13.7 QUORUM

At least one-third of the members, or three members, whichever is greater, of the Board with voting rights must be present to form a quorum.

## 13.8 VOTING AT BOARD MEETINGS

Voting at Board meetings shall be by a show of hands. Each member of the Board shall have one vote except that the President shall have a casting vote where there is an equal division of votes cast.

All non-elected members shall have no voting rights at the Board meetings.

## 13.9 CHAIRMAN AT BOARD MEETINGS

The President shall chair all Board meetings. In his absence, the Vice President shall chair the meeting.

## 13.10 DUTIES OF OFFICE-BEARERS

The duties of office-bearers shall be as follows: -

- (a) The President shall be the Board Head of the Association and shall preside at all General and Board meetings and shall represent the Association in all matters.

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(b) The Vice-President shall take on such responsibilities as may be designated by the President from time to time.

(c) The Honorary Secretary shall: -

- (i) Arrange all meetings of the Board;
- (ii) Record the minutes of such meetings;
- (iii) Maintain and keep up to date all records (except financial) and registers of the Association;
- (iv) Keep in proper custody all papers and documents pertaining to the Association;
- (v) Carry out the business of the Association;
- (vi) Attend to or deputise an executive staff of the Association to attend to all correspondence on behalf of the Association;
- (vii) Prepare the Annual Report for submission to the Annual General Meeting.

(d) The Honorary Treasurer shall: -

- (i) Be responsible for all funds of the Association;
- (ii) Keep an account of all monetary transactions and shall be responsible for their correctness;
- (iii) Report on the financial position of the Association at every Board Meeting and render a Statement of Account and Balance Sheet at the Annual General Meeting;
- (iv) Maintain a bank account for the Association;
- (v) Not keep cash in excess of the amounts stipulated in the Finance Manual, and money in excess of this amount shall be deposited with the Association's bankers.

(e) **Authority**

All contracts, agreements, arrangements, compromises, liabilities and any other obligations (the "Obligations") entered into by the Association must be with the prior approval of the Board and/or of the Ordinary Members at a General Meeting of members according to this Constitution. For the purposes of entering into these Obligations, the Board shall authorise only the President **and** either the Vice President or the Honorary Secretary or the Honorary Treasurer or such other persons identified by the Board to jointly enter into such Obligations. All cheques for the withdrawal of monies must be signed according to the Delegation of Authority provided in the Finance Manual of the Association.



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## 13.11 COMMITTEES

- (a) The Board shall at its first Board meeting, or at the earliest opportunity thereafter, appoint the following sub-committees to assist it in its work: -
- (i) Finance and Administration Sub-Committee
  - (ii) Tournaments Sub-Committee
  - (iii) Development and Selection Sub-Committee
  - (iv) Disciplinary and Legal Sub-Committee
  - (v) Independent Appeals Committee
  - (vi) Audit Committee

Only members of the Board shall be appointed to be the chairman of each of the above named Sub-Committees. The secretary of each Sub-Committee shall be appointed by that Sub-Committee. In addition, each chairman may co-opt members to their respective Sub-Committee. The sub-committees are empowered to form working committees, such as Umpires Committee, Coaching Committee etc., under their supervision. The sub-committees shall have no power to enter into any arrangement of any kind without the prior approval of the Board.

- (b) Membership of Sub-Committees and all such Committees as the Board may sanction need not be confined to members of the Board.
- (c) The Board shall have power to remove a member of a Sub-Committee, including a co-opted member from a Committee or Sub-Committee without giving reasons therefor.
- (d) Three members of a Sub-Committee, one of whom must be a member of the Board, shall constitute a quorum at all Sub-Committee meetings.

In the case of each of the Standing Sub-Committees approved by the Board, two members of such Standing Sub-Committee shall constitute a quorum, one of whom must be a member of the Board.

## 13.12 SCOPE OF DUTIES OF SUB-COMMITTEES

- (a) The duties of Sub-Committees shall be as follows: -

**(i) Finance, Administration and Corporate Services Sub-Committee:**

The Sub-Committee shall be responsible for all financial matters, all matters relating to the use, upkeep and maintenance of all the Association premises and such other matters as may be directed by the Board. It shall also be responsible for formulating and updating the Delegation of Authority, the Finance Manual, the Human Resource Management Procedures and the Procurement Manual.

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## **(ii) Tournament Sub-Committee**

The Sub-Committee shall be responsible for planning, organising and managing all competitions and tournaments including deciding on the competition, as well as, other related fees and the appointment of match officials.

## **(iii) Development and Selection Sub-Committee**

The Sub-Committee shall be responsible for all technical matters. The Sub-Committee shall be responsible for: -

- (1) Coaching, training and selection of players to represent the Association in competitions and tournaments in Singapore and abroad;
- (2) Development of all programmes and activities which promote netball and improve the quality and standards of netball in Singapore; and
- (3) All matters relating to netball coaches and training and development of umpires and match officials.

## **(iv) Disciplinary and Legal Sub-Committee:**

The Disciplinary and Legal Sub-Committee shall be responsible for all disciplinary, legal and such other matters as may be directed by the Board.

## **(v) Audit Committee**

The Audit Committee will be responsible for: -

- (1) Reviewing the annual financial statements prior to recommending their approval to the Board;
- (2) Reviewing with auditors the terms of the audit engagement;
- (3) Considering matters relating to the internal controls which underlie financial reporting; and
- (4) Reviewing significant public announcements of a financial nature.

## **(vi) Independent Appeals Committee (“IAC”)**

The Board shall form an independent appeals committee to deliberate queries and appeals lodged by athletes. Notwithstanding Rule 13.12(b), the IAC shall comprise individuals not involved or related in any way to the query or appeal. Members may appeal to the IAC provided that written notice therefore be given

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to the IAC within fourteen days of the decision against which such appeal is made. An IAC meeting shall be convened within 14 days of the receipt of a notice of appeal.

## **(b) Right to Attend Sub-Committee Meetings**

The President, the Vice President, the Honorary Secretary and the Honorary Treasurer or their delegates shall have the right to attend all Sub-Committee meetings. Notice of all meetings together with all supporting papers shall be sent to the Association at least 3 days before any meeting of the Sub-Committee.

## **13.13 CONFLICT OF INTEREST**

The Board shall be authorised to have in place and administer a Conflict of Interest. policy specifying the types of general conduct including without limitation to business conduct or transactions that may raise concerns of partiality.

## **14 AUDITOR**

A firm of Certified Public Accountants, who shall not be a member of the Board, shall be appointed at each Annual General Meeting and shall be eligible for reappointment. It will be required to audit the annual accounts and present its report to the Annual General Meeting. The President may ask the Auditor to audit the Association's accounts for any other period and make a report to the Board.

The External Auditors shall be changed at least once in every five (5) years.

## **15 ANNUAL GENERAL MEETING**

15.1 The Annual General Meeting of the Association shall be held not later than June in each year.

15.2 At least 14 days' notice in writing specifying the place, date and time of an Annual General Meeting shall be sent to Members and such notice shall include the agenda for the meeting, the Annual Report, the duly Audited Accounts for the preceding year and all resolutions proposed to be adopted at the General Meeting.

15.3 The business to be transacted at the Annual General Meeting shall be: -

- (a) to receive and approve the Annual Report and Accounts of the Association for the preceding year;
- (b) to elect members of the Board whenever due;

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- (c) to appoint an auditor;
- (d) to transact any other business of which at least one week's notice in writing shall have been given to the Honorary Secretary by any Member.

## 16 EXTRAORDINARY GENERAL MEETING

- 16.1 An Extraordinary General Meeting may be convened by the Board or on receipt of a written requisition by at least one third of the total number of Ordinary Members of the Association. The requisition shall be signed by the President or the Secretary of the Ordinary Members and shall state the reasons for requesting such a meeting.
- 16.2 Upon receipt of a requisition the Board shall call for an Extraordinary General Meeting to be held within 14 days from the date of receipt of such requisition.
- 16.3 If the Board does not within two months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the Ordinary Members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.

## 17 GENERAL MEETINGS

- 17.1 The supreme authority of the Association is vested in the Ordinary Members at a General Meeting presided over by the President.
- 17.2 The quorum for any General Meeting shall not be less than one third of Members entitled to vote.
- 17.3 In the event there being no quorum at a General Meeting, the meeting shall stand adjourned for half an hour and should the number then present be insufficient to form a quorum, those present at the adjourned meeting shall be deemed to constitute a quorum save that such adjourned meeting shall have no power to alter, amend or make additions to any of the existing rules.
- 17.4 Any Ordinary Member wishing to propose any resolution or resolutions must forward such resolution or resolutions to the Honorary Secretary one week before the date fixed for the General Meeting.
- 17.5 **Persons entitled to vote at General Meetings.**
  - (a) Only Ordinary Members shall be entitled to vote at a General Meeting. Each Ordinary Member may appoint one delegate to vote at a General

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Meeting who shall hereinafter be referred to as a “Delegate” or collectively as “Delegates”.

- (b) Each Delegate entitled to be present at a general meeting shall have one vote only irrespective of the fact that he is present at the meeting in more than one capacity.
- (c) The names of Delegates of Ordinary Members shall be notified to the Honorary Secretary at least one week before the date of the General Meeting.
- (d) Proxies shall be made on the prescribed forms and must be lodged with the Honorary Secretary at least three days before the date of a General Meeting.

## 18 ELECTION PROCESS

- 18.1 Notwithstanding the chair of the Annual General Meeting, the outgoing President will chair the election process unless he/she is seeking re-election, in which case the next most senior outgoing key appointment holder will take the chair.
- 18.2 In the event that the President and the next most senior outgoing key appointment holder or holders are seeking re-election, a Chairman shall be elected from those Delegates present. However, he/she shall not be a person who is seeking election to the Board.
- 18.3 Once elected, the newly elected President will then oversee the election process.
- 18.4 The Chairman chairing the election process under Rule 18.1 or 18.2 above shall have no casting vote in relation to the election.
- 18.5 All nominees for the election of the President, Vice President, Honorary Treasurer, Honorary Secretary and the 7 Ordinary Committee Members shall be representatives of the Ordinary Members. Such nominations are to reach the Honorary Secretary not later than one week before the date of the Annual General Meeting where elections of all such posts are involved.
- 18.6 After the closing date and for the purpose of Rule 18.5, in the event that there is only 1 nomination for each of the respective positions of the President, Vice President, Honorary Treasurer, Honorary Secretary and not more than 7 nominations for the positions of the Ordinary Board Members, such nominees will be declared and deemed to be elected at the Annual General Meeting.
- 18.7 In the event that there is more than 1 nomination for each of the respective positions of the President, Vice President, Honorary Treasurer and Honorary Secretary, there shall be election for the respective positions.

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For the Ordinary Board Members, there shall be elections if there are more than 7 nominations.

However in the event that the nominations for the Ordinary Board Members are less than 7, then the remaining number of Ordinary Board Members shall be nominated and elected by the Ordinary Members present at the Annual General Meeting.

If there is no such nomination for the remaining number of Ordinary Board Members by the Ordinary Members present, the number of the Ordinary Board Members shall be that deemed elected under Rule 18.6 above and no further nomination and election of Ordinary Board Members will be required.

- 18.8 In the event that there is no nomination for a position, nominations for such position shall be made and election shall be held by Ordinary Members present at the Annual General Meeting.
- 18.9 If there is no nomination for all the positions, the Annual General Meeting shall be postponed for another 14 working days. The date of this deferred Annual General Meeting shall be communicated to all Ordinary Members by the next working day. This notice shall also inform the Ordinary Members that new nominations can be accepted, but such nominations shall reach the Honorary Secretary not later than 3 working days prior to the rescheduled Annual General Meeting.

## 19 VOTING AT GENERAL MEETINGS

- 19.1 Voting at any General Meeting shall be by a show of hands unless the meeting by a majority vote of the Members entitled to vote decides otherwise.
- 19.2 Subject to Rule 18.4 above, the chairman shall have a casting vote.
- 19.3 Notwithstanding Rule 19.1 above, voting for the election of the Board as mentioned in Rule 13.2 above shall be through secret ballot.

## 20 CHAIRMAN AT GENERAL MEETINGS

Subject to Rules 18.1 and 18.2 above, the Chairman at all General Meetings shall be the President, or if he/she is not present ten minutes after the time specified for the meeting, the Vice President shall chair the meeting.

## 21 FINANCIAL YEAR

The financial year of the Association shall end on the 31st March in each year.

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## 22 PRESS RELEASES

Only the President or the Vice President or the Honorary Secretary or other persons authorised by the President or Vice President shall be entitled to make press releases.

## 23 PROHIBITIONS

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

23.2 The funds of the Association shall not be used to pay the fines of any of its Members who has been convicted in a court of law.

23.3 The Association 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.

23.4 The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.

23.5 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

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

23.7 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

23.8 The Association shall not operate as a sports club affiliated to the Association.

## 24 ALTERATIONS TO CONSTITUTION

No alterations, deletions or additions to this constitution shall be made except at a General Meeting by a resolution, which shall be carried by the approval of at least two thirds of the votes of Members entitled to vote who are present at a general meeting. Such alterations, deletions or additions shall only come into force with the prior sanction of the Registrar of Societies and the Commissioner of Charities.

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## 25 INTERPRETATION

In the event of any question or matters arising out of any point which is not expressly provided for in the rules, the Board shall have power to use their own discretion. The decision of the Board shall be final unless it is reversed by the Ordinary Members at a General Meeting.

## 26 DISSOLUTION

- 26.1 The Association shall not be dissolved except with the approval of not less than threefifths of its total membership entitled to vote who are present at a General Meeting.
- 26.2 In the event of the Association being dissolved the funds of the Association shall be used for the settlement of all its debts and liabilities and any surplus shall be distributed to other Charities or Institutions of a Public Character (IPCs) approved under the Charities Act.
- 26.3 Certificate of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies and the Commissioner of Charities.