
**CONSTITUTION
OF THE
SINGAPORE YOUTH FLYING CLUB**

Article I - General

1. The Club shall be known as “Singapore Youth Flying Club”, hereinafter referred to in this Constitution as “SYFC”.
2. The place of business of SYFC shall be at 515 West Camp Road Singapore 797695, or at such other place as the Board of Governors shall, from time to time decide subject to the approval of the Registrar of Societies.

Article II - Objects

1. The general aim of SYFC is to instill an interest in aviation among the youth of Singapore.
2. Specifically, the objects of SYFC are:
 - a. To provide:
 - i. opportunities for youth to obtain flying experience and leadership development.
 - ii. instruction in aviation subjects.
 - b. To encourage the study of flying as a science, pastime or for utility.
 - c. To encourage youth to take up flying as a career.

Article III - Board of Governors

1. Composition

The Board of Governors of the SYFC, hereinafter called “the Board”, shall consist of:

- a. the Permanent Secretary (Defence Development) of the Ministry of Defence¹ or such person appointed by him, who shall be the Chairman of the Board;
- b. the Chief of Air Force who shall be the Deputy Chairman of the Board; and

¹ MINDEF 10-1/3-30, ‘Rationalising Management of Youth Flying Club’, dated 11 Sep 1989.

- c. not less than six other persons appointed as members of the Board for a period of two years by the Permanent Secretary (Defence Development) of the Ministry of Defence.

2. Functions

The Board shall:

- a. be responsible for formulating the policies of SYFC, consistent with the “objects” of SYFC.
- b. control the properties and finances of SYFC.

3. Powers

The Board shall have power to:

- a. appoint the members of the Management Committee, hereinafter referred to in this Constitution as “MC”.
- b. terminate the appointment or accept the resignation of any member of any of the MC.
- c. approve the Annual Budget of SYFC.
- d. appoint the General Manager.
- e. make, alter or rescind any regulations necessary for the running of SYFC.
- f. take such disciplinary action against any member who is guilty of any misconduct or neglect to the prejudice of good order or discipline, or who has violated any of the Articles of the Constitution or regulations of SYFC.
- g. decide upon any matter not provided for in this Constitution.

4. Meetings of the Board

- a. The Board may meet as often as the Chairman deems necessary, but shall meet at least twice a year.
- b. The General Secretary shall give at least seven days’ notice of such meetings unless the urgency of the Agenda requires shorter notice.
- c. The quorum required for a meeting should be at least one-third (1/3) of the Board for its proceedings to be valid.
- d. The Chairman of the Board or in his absence, the Deputy Chairman of the Board shall preside at all meetings of the Board. In his absence the members of the Board present at the meeting shall elect one amongst them as Chairman only for the purpose of the particular meeting.

Article IV - Types of Membership

1. Membership shall be open to the following categories of persons, provided they satisfy SYFC's stipulated standards with regards to medical fitness, aptitude and pre-requisites:

a. Student Membership:

Students in secondary schools, junior colleges or institutions of higher learning.

i. Student Members (Flying)

Students who are interested in flying at SYFC.

ii. Student Members (Non-Flying/Aeromodelling)

Students who are interested in participating in the SYFC aeromodelling programmes.

b. Ordinary Membership:

i. Ordinary Membership (Flying)

Members of the public who are interested in flying at SYFC, as approved by the MC.

ii. Ordinary Members (Non-Flying/Aeromodelling)

Members of the public who are interested in participating in the SYFC aeromodelling programmes, as approved by the MC.

c. Associate Membership:

i. Associate Membership (Flying)

Selected members of the other bodies or organisations who are interested in flying at SYFC, as approved by the MC.

ii. Associate Members (Non-Flying/Aeromodelling)

Selected members of other bodies or organisations who are interested in participating in the SYFC aeromodelling programmes, as approved by the MC.

d. Honorary Membership:

The Board may grant Honorary Membership of SYFC to any person who has contributed significantly to SYFC or its objects, for any period it deems fit.

e. Visiting Membership:

Any person approved by the MC may become a Visiting Member; but no person shall be a Visiting Member for a period exceeding one month in any period of twelve months nor shall any person who has been resident in the Republic of Singapore for a period exceeding three months preceding his application be admitted as a Visiting Member.

f. Alumni Membership:

Any student upon his/her completion of the PPL or CCA programmes who is willing to voluntarily contribute to SYFC or its objects may become an Alumni Member of SYFC. The SYFC may maintain the PPL' Certificate of Experience until his 25th birthday from the date of their PPL completion subject to their contributions in SYFC.

2. Applications for membership of SYFC shall be made on a prescribed form. Approved member who has paid his/her fees shall be conversant with SYFC's Constitution and its Rules and Regulations.
3. Any member of SYFC before flying one of SYFC's aircraft shall possess the relevant valid pilot's licence issued by the Civil Aviation Authority of Singapore.
4. Any member of SYFC who so desires can terminate his membership by submitting a written notice to that effect addressed to the General Manager of SYFC. His membership will cease upon receipt of his notice at the business address of SYFC.
5. Any member under category of Student Membership and Alumni Membership of this Article who has not terminated his membership shall be entitled to retain his membership until his 25th birthday.
6. Any member under categories of Ordinary, Associate and Honorary Membership of this Article will remain a member until he/she terminates his/her membership or he/she ceases to be a member or his/her membership is terminated under this Constitution.

Article V – Management Committee

1. Composition

The MC shall consist of the President who shall chair all meetings, a Vice-President, a Treasurer, a General Secretary and other Committee Members. In total, a minimum number of six and a maximum of 12 persons shall be appointed.

2. Appointment

All members of the MC shall be appointed by the Board and will hold office for a period of not more than two years. Retiring members may be re-appointed subject to the approval of the Board.

3. Functions

The functions of the MC shall be:

- a. To carry out the policies of SYFC as laid-down by the Board.
- b. To develop the facilities in SYFC in fulfillment of SYFC's objectives.
- c. To maintain the highest standards of flying instruction and safety.

- d. To ensure that flying instructors possess the necessary flying and instructional qualifications for training of members.
- e. To ensure that the regulations for membership of SYFC are observed.

4. Powers

The powers of the MC shall consist of:

- a. The recruitment and appointment of all Managers except those appointed by the Board.
- b. The consideration and recommendation to the Board of SYFC's Annual Workplan, Annual Budget Requirements and Annual Report and any changes thereto.
- c. The approval and improvement of training facilities.
- d. The appointment of sub-committees on ad hoc or permanent basis.
- e. The recommendation to the Board of amendments to the Constitution.
- f. The recommendation to the Board on the making, alteration or rescission of any regulations necessary for the running of SYFC.
- g. The maintenance of budgetary control.
- h. The taking of such action as is appropriate to attain the objectives of SYFC.
- i. All other powers as provided for in other parts of this Constitution.

5. Resignation

Members of the MC may resign by giving one month's notice in writing to the Board.

6. Meetings

- a. The President of SYFC shall determine the number of MC meetings per year, subject to a minimum of four meetings annually.
- b. Members of the MC shall be given at least seven days' notice of any meeting unless the Chairman of the Board or the President of SYFC deems the Agenda so urgent as to require shorter notice, in which case three days' notice may be given.
- c. Meetings shall be convened by the General Secretary of MC at the request of the Chairman of the Board or the President.
- d. The notice of a meeting shall state the date, time and place of the meeting and shall be accompanied by the Agenda and relevant papers.
- e. The quorum required for a meeting should be at least one-third (1/3) of the Management Committee for its proceedings to be valid.

- f. In the event of a quorum not being present at any meeting, the meeting shall be postponed to a later date. Such postponement shall not be for a period of more than 10 days. 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 alter, amend or make additions to any of the existing regulations or make any decisions of a financial nature.
- g. All questions arising at a MC meeting shall be decided by a majority vote. In the case of equality of votes, the President shall have a casting vote. Voting may be either by a show of hands, or by secret ballot if so requested by any member of the MC.
- h. The President or in his absence the Vice-President shall preside at all meetings of the MC.
- i. Minutes of all MC meetings shall be kept and submitted for approval at the next meeting of the MC.

Article VI - Duties of Office Bearers

1. President

The President shall be responsible to the Board for the proper and efficient running of SYFC in all respects. He shall represent SYFC in dealings with other Clubs or bodies in Singapore. He shall:

- a. preside as Chairman at all meetings of the MC at which he is present.
- b. approve the minutes of MC meetings.

2. Vice-President

The Vice-President shall assist the President in the performance of his duties and perform the duties of the President in his absence.

3. Treasurer

The Treasurer shall:

- a. maintain an oversight of all SYFC's expenditure through the progress reports submitted by SYFC on a bi-monthly basis.
- b. at his/her discretion, may conduct surprise audits on SYFC's internal controls, monthly expenditure statements, monthly reconciliation statements to ensure all financial accounts, expenditures and processes are in accordance with SYFC's financial management policies and accounting procedures.

4. General Secretary

The General Secretary shall:

- a. be the General Manager of SYFC.
- b. be responsible to the MC for the day to day management of SYFC, report to the Committee on the progress and conduct of all activities organised by SYFC and submit to the Committee meetings any matters for discussion.
- c. be responsible to the MC for the operation of SYFC's aircraft, the organisation and operation of SYFC's flying and technical training programme and maintenance and enforcement of standards and discipline in all matters.
- d. convene and keep minutes of the MC meetings.
- e. maintain an up-to-date register of members at all times.
- f. prepare and submit on behalf of the MC the Annual Report.
- g. prepare and submit on behalf of the MC the Annual Workplan of SYFC for the next work year for approval by the Board.
- h. prepare and submit on behalf of the MC the Annual Budget of SYFC for approval by the Board.
- i. perform any other duties as directed by the Chairman of the Board or the President of SYFC.

5. Committee Members

- a. The Board of Governors and/or Management Committee shall have the power to remove the member who is appointed by the Board of Governors and/or Management Committee before the expiration of his period of office and may appoint another person in his stead.
- b. Committee Members shall assist in the general administration of SYFC and perform any duties assigned by the General Secretary from time to time. Any changes in the Board of Governors and Management Committee members shall be notified to the Registry of Societies and the Commissioner of Charities within two weeks of the change.

6. Conflict of Interest

- a. Whenever a member of the Board or MC in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins.
- b. The member concerned should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting and the Board or MC shall decide if this should be accepted.

Article VII - Sub-Committee

1. Appointment

The Board may appoint sub-committees and delegate to them such of its powers and duties as it shall determine.

2. Compositions

- a. The Board shall decide the number of members who will comprise a sub-committee.
- b. Every sub-committee shall consist of at least three members, either from the Board or MC, and one of them shall be the Chairman of the sub-committee.
- c. The Chairman and members of the sub-committee shall be appointed by the Chairman of the Board.

Article VIII - Finance

1. The Financial Year shall be the period from the first day of April to the thirty-first day of March of the following year.

2. Membership Fees

- a. Subscription and entrance fees applicable to various categories of members are as follows:-
 - i. Ordinary and Associate Members shall pay both subscription and entrance fees at the rate to be determined by the Board from time to time.
 - ii. Student Members, Alumni Members and Honorary Members shall pay no entrance fee or subscription fee.
 - iii. Visiting Members shall pay no entrance fee but shall pay monthly subscription, at a rate to be determined by the Board.
- b. Subscription and entrance fees shall be payable within 14 days of becoming a member of SYFC and within 14 days of the commencement of each financial year.
- c. Any member who fails to pay, within the prescribed period, any money due from him to SYFC, shall be sent a notice by SYFC and shall on receipt of the notice be suspended from all privileges of membership till he has paid in full all monies due from him.
- d. A person shall cease to be a member of SYFC if he has still not paid the monies due from him to SYFC at the expiration of four weeks after he has received the notice of default.
- e. A person who has ceased to be a member of SYFC under the preceding provision may, at the discretion of the MC, be reinstated as a member on:
 - i. payment of all monies due from him to SYFC; and

- ii. furnishing an explanation, satisfactory to the MC, of the delay in making such payment.

3. Course Fees and Flying Charges

- a. All course fees and flying charges shall be decided by the Board. The Board may at its discretion delegate the responsibility of determining the actual rates to the MC.
- b. Ordinary, Associate and Visiting members shall pay flying charges based on flying hours. The charges for the use of SYFC's aircraft shall be in accordance with the scale authorised from time to time by the Board. The Board shall have the power to fix a rate for any flight not covered by the authorised scale in force at the time.
- c. Honorary members shall pay no flying charges for SYFC Flying Course. They will also not pay charges for a maximum of three flying hours per annum with an instructor.
- d. No flying charges shall apply when members are engaged by SYFC to fly in support of SYFC's activities.

4. SYFC Funds

The funds of SYFC shall be derived from subscriptions, entrance fees, grants from the Government, revenue from SYFC activities and fees paid by members.

5. Control of SYFC Funds

- a. The control of SYFC Funds is vested with the Board who may authorise expenditure as it deems fit.
- b. The Board may delegate to the MC authority to incur expenditure as it deems fit.
- c. All items of expenditure shall be paid through modes of payment accepted by Monetary Authority of Singapore.
- d. All payments drawn on the account of SYFC shall be signed by the officers appointed for such purpose by the MC.

6. Banking Account

- a. All monies received on behalf of SYFC shall be kept in one or more banking accounts as the MC may decide. The administration and accounting of SYFC accounts shall be undertaken by the General Manager or designated subordinate.
- b. All withdrawals of any sum of money standing to the credit of SYFC shall be signed by the President, General Manager or Operations Manager provided that any two signatories shall be sufficient to operate the account. In the event that the General Manager or the Operations Manager's post is vacant, the MC may authorise another person to be the authorised third signatory.

7. Audit Committee

- a. The Audit Committee consisting of at least three persons shall be appointed by the Chairman of the Board.
- b. The Audit Committee shall audit the annual accounts of SYFC and submit a report to the Board. In addition the Audit Committee may from time to time, audit the accounts of SYFC as they may deem necessary or if so directed by the Board or the MC.

Article IX – Consent

Any passenger shall sign all the necessary consent forms required by SYFC, before flying in SYFC's aircraft. For passengers below the age of 21, their legal guardians shall sign the consent forms. A pilot carrying any passenger shall be responsible for seeing that the said person or his legal guardian has completed the consent form.

Article X - Amendments to the Constitution

All amendments to the Constitution shall not be made unless with the consent of two-thirds (2/3) of the Board. Amendments so approved shall not come into operation until they have been approved in writing by the Board, the Registrar of Societies and the Commissioner of Charities.

Article XI - Interpretation

The Board after consultation with the MC shall be the authority for the interpretation of the Constitution and any regulation. The decision of the Board upon any question of interpretation and upon any matters not provided for by this Constitution or by regulations shall be final and binding on the members of SYFC.

Article XII - Discipline

1. All members of SYFC shall be bound by the Articles of this Constitution and by such regulations as may be made from time to time by the Board.
2. The Board or the MC as the case may be, can suspend any or all privileges of membership of any member for a period not exceeding one year or terminate the membership of any member, on any of the following grounds:
 - a. acting in a way derogatory to SYFC;
 - b. violating any of the Articles of the Constitution or any regulations;
 - c. unsatisfactory attendance;
 - d. indiscipline;
 - e. misconduct;
 - f. for any other reason deemed fit by the Board of the MC.

Article XIII - Agreements

All agreements/contracts shall be deemed to be binding upon SYFC if executed by the President of the MC or General Manager of SYFC as the case may be.

Article XIV - Statements

All press releases on matters within the province of SYFC shall be made by the General Manager upon the approval of the Chairman of the Board or the President of the MC as the case may be.

Article XV - Prohibitions

1. Gambling of any kind for stakes or not is forbidden on SYFC's premises.
2. The introduction of materials for smoking and taking whether orally or otherwise of any deleterious drugs and admission of undesirable characters into SYFC's premises are prohibited.
3. The funds of SYFC shall not be used to pay fines of members of SYFC who have been convicted in Court nor shall they be used for donations, presents or any other purposes in connection with any political party or trade union or for any other purposes which is not in accordance with the objects of SYFC.
4. SYFC 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 good or services to be supplied by them.
5. SYFC 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.
6. SYFC shall not indulge in any political activity or allow its premises to be used by any political party or trade union or for any purpose incompatible with the objects of SYFC.
7. SYFC shall not hold any lottery, whether confined to its members or not, in the name of SYFC or its office-bearers, Committee or members, except with the prior written approval from the relevant authorities; and
8. SYFC shall not raise funds from the public for whatever purposes without the prior approval in writing of the Registry of Societies and other relevant authorities.

Article XVI - Dissolution

1. SYFC shall not be dissolved except with the consent of majority of the Board.
2. In the event of SYFC being dissolved as provided for under the provisions of paragraph (1) of the Article, or in the event that SYFC ceases to be a registered charity under the Charities Act, all debts and liabilities legally incurred on behalf of the SYFC shall be fully discharged, and the remaining funds of SYFC, if any shall be donated to charitable organisation(s), with similar objectives in Singapore which is(are) registered under the

Charities Act, in accordance with any decision taken by the Board who may seek the advice of MC.

3. Certificate of the dissolution of SYFC shall be given to the Registrar of Societies and the Commissioner of Charities within seven days of the dissolution.