



Singapore's Premier Oasis On The Padang

9 April 2018

TO MEMBERS

130TH ANNUAL GENERAL MEETING

Notice is hereby given for the 130th Annual General Meeting (AGM) of the Singapore Recreation Club to be held in the Stamford Ballroom, Level 4 of the Raffles City Convention Centre, 2 Stamford Road, Singapore 178882, on Saturday, 28 April 2018 at 2pm.

All facilities and outlets in the Club will be closed from 1pm to 5pm on the day of the AGM.

The registration counter will open from 12.30pm. Members are required to furnish their (a) membership card, (b) NRIC or (c) Driver's Licence for registration. Eligible voting members will be issued with their voting slips upon registration. Members may then proceed for lunch. Those who have not registered are not allowed to enter the meeting room foyer. Lunch will be served from 12.30pm to 1.30pm.

As this is an AGM, members are reminded that guests are not allowed to be brought in at all. Likewise, Family Junior members and any child below the age of 21 years old, including babies, are not allowed to be brought in at any point in time.

A limited number of complimentary car park passes will be available on a first-come-first-served basis at the registration area. Complimentary valet parking will also be available on a first-come-first-served basis at our Clubhouse. Members are advised to arrive at the venue early or park at the Clubhouse beforehand.

The registration counter will close at 4pm sharp.

Scrutineers will be present to witness the closing of the register and the counting and verification of votes.

For all intents and purposes, the AGM venue will be considered as a precinct of SRC during the entire duration of AGM.

BY ORDER OF THE MANAGEMENT COMMITTEE

MR SHAREEF B.A. JAFFAR
GENERAL MANAGER / SECRETARY

NOTES:

- (i) Voting by proxy is not allowed under SRC's Constitution.
- (ii) Persons voting in capacity as "designated persons" of Corporate Members should produce a letter of authorisation to vote on behalf of the corporation. Members must be physically present during the casting of their votes. No more than one set of voting slips will be allowed in the voting booth except for members who are also voting in the capacity of "designated persons" of Corporate Members.

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The 130th AGM is being called for the following purposes:

AGENDA

1. President's Address
2. Election of Members to Committee
 - 2.1 Introduction of Candidates Standing for Election
 - 2.2 To elect a President, a Vice-President, a Finance Member, a GCB Chairman and eight Committee Members for term 2018 to 2020
3. To confirm and adopt the minutes of the 129th Annual General Meeting held on Saturday, 22 April 2017
4. Matters arising from the minutes of which seven (7) clear days' notice has been given in writing to the General Manager/Secretary
5. To receive the Annual Report and pass the accounts for the financial year ending 31 December 2017
6. To decide on any resolution which may be duly submitted to the meeting as provided under the Rules of the Club
7. To transact any business of which seven (7) clear days' notice has been given in writing to the General Manager / Secretary
8. To appoint Auditors for the ensuing year

BY ORDER OF THE MANAGEMENT COMMITTEE



MR SHAREEF B.A. JAFFAR
GENERAL MANAGER / SECRETARY

NOTES:

- (i) Any member wishing to stand as a candidate for election to the Management Committee may collect a Nomination Form from the Front Office, Monday, 9 April 2018 onwards. Nomination forms are available from Mondays to Fridays, between 9am to 6pm. Completed Nomination Forms must be received by the General Manager/Secretary not less than seven (7) days (Friday, 20 April 2018 by 6pm) before the date of the Annual General Meeting Meeting (in accordance with Rule 31(b) of the Club's Constitution).
- (ii) Any member desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing together with the name of his seconder to the General Manager / Secretary not less than two weeks (Friday, 13 April 2018 by 6pm) before the Annual General Meeting (in accordance with Rule 35(b) of the Club's Constitution).
- (iii) To facilitate the orderly conduct of the AGM, members are requested to observe the provisions of Rule 35(d) of the Club's Constitution which states that no business other than that of which seven (7) clear days' notice (Friday, 20 April 2018 by 6pm), in writing has been given shall be brought up at such meetings provided always that should any member desire to raise any question relating to the accounts, he shall give at least three (3) clear days' notice (Tuesday, 22 April 2018 by 6pm), of such intention to the General Manager / Secretary in writing.

VOTING PROCEDURE

1. Registration counters will open at 12.30pm sharp and will close at 4pm sharp on that day.
2. Members are required to produce their (a) membership cards or (b) NRIC or (c) Driver's Licence for registration. Only members with the required photo identification will be allowed to vote.
3. Upon registration, members **eligible for voting** will be issued with a sealed envelope which will contain the voting slips. Members are requested to open this envelope ONLY in the voting booth in front of the scrutineers.
4. Members are required to exercise great care in their handling of the voting slips. No additional voting slips will be issued in the event of any claim of loss.
5. The voting booth will be opened only after the Chairman makes a declaration. Members who wish to vote may start voting from that time onwards. Members who wish to wait for the discussion to finish may do so and cast their votes by 4.30pm sharp.
6. Each member is entitled to vote only once. Voting by proxy will NOT be allowed. Persons voting in capacity as "designated persons" of Corporate Members should produce a letter of authorisation to vote on behalf of the organisation. Only one (1) designated person of the male gender from an organisation shall have the right to only one (1) vote. Members must be physically present during the casting of their votes. No more than one set of voting slips will be allowed in the voting booth except for members who are also voting in the capacity of "designated persons" of Corporate Members.
7. Members are to cast their votes in the respective colour-coded ballot boxes located in the voting room.
8. Throughout the voting, scrutineers will be present to witness the closing of the register, the voting, counting and verification of votes.

BY ORDER OF THE MANAGEMENT COMMITTEE



**MR SHAREEF B.A. JAFFAR
GENERAL MANAGER / SECRETARY**

STANDING ORDERS

1. Once the meeting is called to order all members will cooperate with the Chairman to help him conduct the proceedings in a peaceful and orderly manner.
2. All questions submitted will be read by the Chairman or General Manager / Secretary. Answers will be given by the Chairman or by persons specially authorised by him to do so.
3. The Member who submitted the question will be allowed to speak once after the Chairman has replied subject to Order 5. The Member putting forward the question will have the privilege of replying once, subject to Order 5.
4. Members will seek permission from the Chairman before they speak and will not interrupt others who have the floor.
5. A member who has written in to the Club as per Rule 35(d) of the Club's Constitution will only be granted three (3) minutes to speak on the subject mentioned in his letter.
6. With the permission of the Chairman, the member who has written in may raise a point of order or provide an explanation to some material point in his speech if he thinks it has been misunderstood.
7. The ruling from the Chairman will be final.
8. If any member disobeys the above Standing Orders and behaves in a disorderly manner, the Chairman has the authority to request such member to leave the meeting and if such member refuses to comply with the ruling from the Chairman, he will be ruled out of the meeting.
9. For all intents and purposes, the AGM venue will be considered as a precinct of SRC during the entire duration of AGM.

BY ORDER OF THE MANAGEMENT COMMITTEE



**MR SHAREEF B.A. JAFFAR
GENERAL MANAGER / SECRETARY**