



*Singapore's Premier Oasis On The Padang*

4 April 2025

**TO MEMBERS**

**137TH ANNUAL GENERAL MEETING**

Notice is hereby given under Rules 35(a) and 35(d) of the Club's Constitution for the 137th Annual General Meeting (AGM) of the Singapore Recreation Club to be held at the Esplanade Ballroom, Level 3 on Saturday, 26 April 2025 at 11:00am.

The registration counter located at Lounge 1883 will open from 10:00am. Members are required to furnish either their (a) membership card, (b) NRIC or (c) Driver's Licence for registration. Wrist bands will be issued to registered members. Voting will be conducted via paper ballots.

Please be reminded that for this upcoming AGM, members are not allowed to bring guests. Furthermore, Family Junior Members and individuals under the age of 21 years old, including infants and babies, will not be permitted to attend at any time.

Seating at the Esplanade Ballroom will be available on a first-come-first-served and parking fees are waived for those attending the meeting.

The registration counter will close at 3:45pm sharp, and the voting booth will close at 4:00pm.

We kindly ask for your understanding and adherence to these guidelines to ensure the smooth conduct of the AGM.

**Agenda**

1. To adopt the Standing Orders.
2. President's Address.
3. To confirm and adopt the minutes of the following meetings:
  - 3.1 136th Annual General Meeting held on Saturday, 27 April 2024.
4. Pursuant to Rule 35(d) of the Club's Constitution, matters arising from the above listed minutes of which seven (7) clear days' notice has been given in writing to the General Manager/Secretary.
5. Finance Chairman's Address.
6. To receive the Annual Report and pass the accounts for the financial year ending 31 December 2024.
7. To appoint Auditors for the ensuing year.
8. To decide on any resolution of which fourteen (14) clear days has been given to the General Manager/Secretary.
9. To transact any business of which seven (7) clear days' notice and any question relating to the annual report and accounts, of which three (3) clear days' notice has been given to the General Manager/Secretary.



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### **On the AGM Day**

The AGM will commence once a quorum of 150 voting members or 20 percent of the voting membership whichever is lesser, has been reached.

If a quorum of 150 voting members is not reached by 11:00am on Saturday, 26 April 2025, the Chairman will adjourn the meeting for 30 minutes.

Should the number then 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 Constitution (in accordance with Rule 35(e) of the Club's Constitution).

Voting slips must be dropped off personally by the voting member into prescribed sealed ballot boxes.

Only original voting slips issued by the Club will be accepted. No duplicates will be issued should they be misplaced.

### **ASSISTANCE**

For assistance on Corporate Membership-relating voting or to check on membership status, contact the Membership department at: [mship@src.org.sg](mailto:mship@src.org.sg)

### **BY ORDER OF THE MANAGEMENT COMMITTEE**

**MR DESMOND TAY**  
**GENERAL MANAGER / SECRETARY**



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## **VOTING PROCEDURE FOR AGM**

1. Registration counters for voting will open after the Chairman makes a declaration at the AGM. The last issuance of voting slips will be at 3:45pm and voting booth will close at 4:00pm on that day.
2. Members are required to register twice:
  - (i) the first registration is for attendance at the Annual General Meeting (AGM); and
  - (ii) the second registration is for the issuance of voting slip
3. 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.
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. Upon the declaration by the Chairman of the opening of voting booth, eligible members shall register and will be issued with a sealed envelope which will contain the voting slips. Members are reminded to open the envelope **ONLY** in the voting booth.
6. Voting may begin only after the President 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 before 4:00pm. As per Rule 35 (d) iii) of the Club's Constitution, anyone who fails to cast his/her vote by that time shall forfeit his/her right to vote at that meeting.
7. As per Rule 35 (d)(i) of the Club's Constitution, 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. Pursuant to Rule 7 (iv) of the Club's Constitution, only one (1) designated person from an organisation shall have the right to only one (1) vote.
8. Scrutineers will be present to witness the closing of the register, counting, and verification of votes. The voting ballot boxes will be opened in the presence of independent scrutineers and external Auditor on Saturday, 26 April 2025 at 4:00pm for counting. Results will be announced on the same day and published on the Club's website and Notice Board.

## **Resolution**

Any member desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing together with the name of his/her seconder to the General Manager/Secretary by **Friday, 11 April 2025 by 6:00pm** (in accordance with Rule 35(b) of the Club's Constitution).



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### **STANDING ORDERS FOR AGM**

1. Upon the meeting being called to order, all members shall extend their full cooperation to the Chairman of the meeting, to ensure that the proceedings are conducted in a peaceful, orderly and efficient manner.
2. All questions submitted, whether in writing or electronically via email, shall be read by the Chairman or General Manager / Secretary. Answers will be given by the Chairman or by persons specially authorised by the President to do so.
3. The Member who submitted the question shall be permitted to speak once following the Chairman's response, subject to the provisions of Order 5 of this Notice. The Member who posed the question shall retain the privilege of providing a single reply, subject to the provisions of Order 5 of this Notice.
4. Members will seek permission from the Chairman before they speak and shall 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/her letter.
6. A member who submits a question to the Club electronically via email, in accordance with Rule 35(d) of the Club's Constitution, must be present at the meeting for their question to be addressed. If the member is absent, their question shall not be considered.
7. 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/her speech if he/she thinks it has been misunderstood.
8. The ruling from the Chairman will be final.
9. No photography or video recording is allowed by any Members.
10. In the event that any member disregards the above Standing Orders and conducts themselves 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/she will be ruled out of the meeting.
11. By attending the AGM, members have given consent for the Club to use images and/or Videos of members taken during this session on the Club's media/communications platforms.



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#### **IMPORTANT NOTES**

1. Rule 35(d)(ii) of the Club's Constitution states that "All proceedings at the General Meetings shall be regulated by the President or anyone authorised by him."
2. Rule 35(e) of the Club's Constitution states that "The Quorum at all General Meetings shall be 150 members or 20 percent of the voting membership whichever is the lesser. In the event of there being no quorum, the meeting shall be adjourned for 30 minutes 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 alter, amend or make additions to any of the existing Constitution."
3. Persons voting in the capacity as "designated persons" of Corporate Members should produce a letter of authorisation to vote on behalf of the organisation. Pursuant to Rule 7 (iv) of the Club's Constitution, only one (1) designated person from an organisation shall have the right to only one (1) vote. For more details, contact the Membership department at: [mship@src.org.sg](mailto:mship@src.org.sg)

#### **AGM & EOGM Minutes, General Matters and Accounts**

The provisions of Rule 35(d) of the Club's Constitution state that no business other than that of which seven (7) clear days' notice (Thursday, 17 April 2025 by 6:00pm), 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 annual report and accounts, he/she shall give at least three (3) clear days' notice (Tuesday, 22 April 2025 by 6:00pm), of such intention to the General Manager/Secretary in writing.

#### **BY ORDER OF THE MANAGEMENT COMMITTEE**

**MR DESMOND TAY**  
**GENERAL MANAGER / SECRETARY**