

# **INTERNATIONAL BARTENDERS ASSOCIATION RULES AND REGULATIONS**

## **1 – NAME AND PLACE OF BUSINESS**

- 1.1 The name of the Association shall be the '**INTERNATIONAL BARTENDERS ASSOCIATION**' hereafter named the "I.B.A".
- 1.2 Its place of business shall be at "58 Lowland Road, Singapore 547453", or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The I.B.A. shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

## **2 – AIMS OF THE ASSOCIATION**

- 2.1 To promote and maintain International Relations among the Guild Members.
- 2.2 To make available the opportunity for the exchange of news, views, proposals and ideas between Guild Members to encourage a high standard of competence and conduct for the benefit and advancement of the profession of Bartending.
- 2.3 To promote a close relationship and liaison between the Guild Members and the kindred industry throughout the world.
- 2.4 To promote customer service and encourage the knowledge of the 'International Guests', habits and customs in relation to drinking.
- 2.5 To encourage the standardization of mixed drinks recipes.
- 2.6 To organize and promote International Mixed Drink Competitions.
- 2.7 To promote educational facilities for the bartenders of the I.B.A.

## **3 – MEMBERSHIP**

Classification and Qualifications of Memberships of I.B.A is divided into:

1. **Guild Membership**
  2. **Honorary Membership**
  3. **Associate Membership**
- 3.1.1. **Guild Membership** of the I.B.A is open to all independent National Bartenders Guilds whose members are cocktail bartenders that meet the standards of the profession and furthermore satisfy to the requirements and conditions laid down in the Rules and Regulations of the I.B.A.
  - 3.1.2. Applications for Guild Membership shall be considered from only 1 (one) Bartender Guild of each Country. Applications shall be addressed to the President of the I.B.A. as well as to the Vice-President of the concerned sector. Said applications will be considered at the Annual General Meeting or Special Meeting and acceptance shall be by a majority of 2/3 (two-thirds) of the valid votes of the Council.
  - 3.1.3. The aspirant Guild must exist minimal 3 (three) years continuously from its foundation and keep up the regular Guild activities.
  - 3.1.4. The aspirant Guild must consists of a minimum of 50 (fifty) Full-members besides the Council (board) Officers.
  - 3.1.5. The applications forms shall include a copy of the Guild's Rules and Regulations, a list of the Council (Board) Officers, and a list of all Full Members as well as a synopsis of the Guild activities.

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- 3.1.6. The President or his/her representative of the applicant Guild have to be present at the I.B.A. Annual General Meeting or Special Meeting where its acceptance being considered.
- 3.1.7. The Application must be written in English.
- 3.2.1. **Honorary Membership** may be granted to any person and or trade who has rendered distinguished service to the I.B.A. so conferred by unanimous decision of the I.B.A.'s Council.
- 3.2.2. Honorary Members may be present at the official I.B.A. Meetings and or World Cocktail Competitions (W.C.C.) organised by the I.B.A. but they do not have any voting rights.
- 3.3.1 **Associate Membership** may be granted by the I.B.A. to those engaged in a professional or commercial capacity whom the I.B.A.'s Council considers as an asset to the I.B.A. and furthermore satisfy to the requirements and conditions laid down in the Rules and Regulations of the I.B.A.
- 3.3.2 Associate Members will adhere in compliance of the I.B.A.'s Rules and Regulations, and by-laws but do not have any voting rights nor can they compete in any Mixed-Drinks Competition nor can they hold office.
- 3.3.3 The Associate Member participating at the Annual W.C.C., is obliged to furnish an 'equal' share of the total cost of the Annual I.B.A. Meeting and W.C.C., divided over all Associate Members involved.
- 3.3.4 Associate Members are prohibited for using the membership for commercial purposes without the express permission of the I.B.A. Executive Committee.
- 3.3.5 Associate Members will endeavour to co-operate with the I.B.A. in organising training, educational, and cultural events for the bartenders.

### **4 – LANGUAGE**

- 4.1 The official language of the I.B.A. is English.
- 4.2 During the Annual General Meeting, Special Meeting, or any Committee Meeting of the I.B.A., English will be the official language.
- 4.3 All correspondences within the I.B.A. have to be done in the English Language.
- 4.4 The Guild President or the official representative at the I.B.A Annual General Meeting, Special Meeting, has to be proficient in English language.

### **5 – SUBSCRIPTION**

- 5.1 The annual subscription of the Guild Members and Associate Members shall be that amount as determined by the Council at the Annual General Meeting.
- 5.2 The annual subscription has to be paid within 6 (six) months after receipt of the request concerned.
- 5.3 Any and all assessments as voted on by the I.B.A. Council shall be included in the Membership Annual Subscription.
- 5.4 A Guild Member or Associate Member, who defaults in paying its annual financial obligation to the I.B.A. more than 1 (one) year without a written explanation will, with the approval of the I.B.A. Council be considered suspended from the I.B.A.
- 5.5 In order for reinstatement, the Guild or Associate Member concerned will have to pay an added charge as voted on by the I.B.A. Council.

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- 5.6 A Guild Member or Associate Member with a valid financial problem will be given due consideration by the Council at the Annual General Meeting.
- 5.7 A Guild Member, which is suspended from the I.B.A., does not have any voting rights nor can they participate in an I.B.A. competition or any other I.B.A. activity.

### **6 – MEETINGS**

- 6.1 The supreme authority of the I.B.A. is vested in a General Meeting of the members.
- 6.2 At least 25% of the total voting memberships or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 6.3 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall adjourned for half an hour 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 amend any part of the existing Constitution.

#### **6.4 Annual General Meeting**

- 6.4.1 An Annual General Meeting of the I.B.A. shall be held every year and not later than 14 (fourteen) months after the date of the previous Annual General Meeting.
- 6.4.2 Notice of the Annual General Meeting, together with the Agenda, shall be communicated to the Guild Members by the Secretary in writing at least 2 (two) months before the scheduled date of the Annual General Meeting.
- 6.4.3 Each Guild Member upon receipt of the Minutes of the preceding General Meeting and the Agenda for the forthcoming General Meeting shall acknowledge said receipt by correspondence to the Secretary. Proposals for inclusion on the Agenda must be sent, in writing to the Secretary at least 3 (three) months prior to the scheduled date of the Annual General Meeting.
- 6.4.4 The President of each Guild or the representative shall be the sole voice of his or her Guild at the Annual General Meeting. If an interpreter acts for any Guild Member, he or she shall be that Guild's voice on the floor.
- 6.4.5 When a Guild Member cannot attend an Annual General Meeting, the President of this Guild will write to the President of the I.B.A. as well as to the Vice-President of the sector concerned, giving them his or her views on items on the Agenda and ask them to vote accordingly.
- 6.4.6 The Agenda of the Annual General Meeting shall include;
- To appoint a Chairman who will preside at the Meeting (if necessary)
  - To approve the minutes of the previous General or Special Meeting.
  - To adopt the President's report.
  - To adopt the Vice-Presidents' reports.
  - To adopt the financial report.

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- To consider any and all reports or proposals from Council Members and or any Committee.
  - To conduct election every 3 (three) years or if necessary interim.
- 6.4.7 About subjects which are not mentioned in the Agenda or its discussion yet is announced, cannot be decided.
- 6.4.8 All decisions will be made by an absolute majority of votes. When, after a repeated voting, the votes are equally divided and a casting vote is necessary, the President decides.
- 6.5 Special Meeting**
- 6.5.1 A Special Meeting of the I.B.A. may be called at any time by a written request of more than 25 % of the Guild Membership or thirty (30) Guild Members, whichever is the lesser.
- 6.5.2 The President of the I.B.A. shall be empowered to call a Special Meeting of the I.B.A. contingent on extreme emergency.
- 6.5.3 Applications for any Special Meeting shall contain full details of the motive for the request and have to be sent to the I.B.A.'s Administrative Headquarter.
- 6.5.4 The Secretary will convene the Special Meeting within 3 (three) months of the receipt of such request.

## **7 – ELECTIONS**

- 7.1 Elections will be held to appoint the I.B.A President and Vice-Presidents
- They will hold office for a period of 3 (three) years.
  - The President shall be solely considered for election on his qualifications and not geographical status.
  - 5 (five) Vice-Presidents will be elected who will serve as liaison in the sectors of: Europe, North America, South America, Far East, Southern Hemisphere.
- 7.2 The Treasurer shall be nominated and approved as such by the Council.
- 7.3 The Secretary will be nominated by the I.B.A. President and approved as such by the Council.
- 7.4 During the election year, any Guild who wishes to stand for election, Presidency, or Vice-Presidency, shall send its candidature to the Association's Secretary at least 3 (three) months before the Annual General Meeting or Special Meeting. The Guild shall give the name of the applicant for the candidature. Applicants may not be employed or connected in any way with the Beverage producing and or dealing Company.
- 7.5 A list of the official candidates for office shall be mailed to all Guild Members' Presidents at least 2 (two) months before the Annual General Meeting by the I.B.A.'s Secretary.
- 7.6 Nominee
- 7.6.1 At the moment of their first nomination as President or Vice-President of the I.B.A. candidates for such office shall be the President, or Executive Committee Member, or Past President of their respective Country Guild.
- 7.6.2 At the moment of his or her first nomination as Treasurer of the I.B.A., the candidate for that office shall be the President or

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- Executive Committee Member, or Past President of his or her Country Guild.
- 7.6.3 Candidate must be nominated by their parent guild in the official nomination form duly signed by his guild's Executive Committee Members as proof of support for his nomination.
- 7.7 A resigning I.B.A. officer may be eligible for re-election.
- 7.8 All appointees will assume office subsequent to the Annual General Meeting.
- 7.9 The Official Representative of each Guild Member shall be entitled to 1 (one) vote. The election will be done by secret ballot and be tallied by a random Committee selected at the Meeting.
- 7.10 The President of the I.B.A. shall vote only in case of a tie when a casting vote is necessary.
- 7.11 Absent Guild Member shall send their absent ballot vote to the I.B.A. President in a sealed envelope which shall be opened when ballots are to be tallied.
- 7.12 Abstained and invalid votes will be considered as not recorded.
- 7.13 If during the year a vacancy in any office should arise, the Guild involved with this office, with the agreement of the I.B.A. Executive Committee, nominate a person of that Guild who will act until the next Annual General Meeting.

### **8- CONSTITUTION AND OFFICERS**

#### **Constitution**

- 8.1 The I.B.A. is a non-profit independent organisation and will not deal with nor discriminate in matters of public, race or creed.
- 8.2 The I.B.A. is comprised of independent Bartenders Guilds from all Continents and whose officers shall be active members of their National Guilds.
- 8.3 Guild Members of the I.B.A. may not be nor connected with a Trade Union Organisation neither will be a member of any other International Bartenders Organisation.
- 8.4 The I.B.A. Guild Members will be incorporated with one of the I.B.A. sectors by the Executive Committee in consultation with the Guild Member involved and with the approval of the I.B.A. Board.
- 8.5 The I.B.A. shall not get involved in any internal problems of any individual Guild in the I.B.A. unless it definitely affects the I.B.A. and its policies.
- 8.6 The I.B.A. should endeavour to co-operate in every way with the wines & spirits and kindred industry of all countries, but shall not be linked to nor dependent upon any one company or individual. The Name and the Logo of the I.B.A. and its officers, may not be used with any partisan interest or for any other purpose without the expressed permission of the I.B.A. council.
- 8.7 Voting on issues regarding the I.B.A.'s affairs may be effected verbally or by a show of hands and should be recorded in the Minutes.

#### **Officers**

- 8.8 The control and management of the I.B.A. shall be vested in an Executive Committee, consisting of the President, the 5 (five) Vice-Presidents, the Treasurer, and the Secretary.

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- 8.9 The President, Vice-Presidents and Treasurer, not being at the same time their respective Guild President or official representative, do not have voting rights in regard with the I.B.A.'s elections or any other decision made by ballots.
- 8.10 The duty of the Executive Committee is to organise and supervise the daily activities of the I.B.A. The Executive Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

### **President**

- 8.11 The President shall be the sole spokesman on behalf of the I.B.A. on all matters concerning I.B.A. policies. The President shall be the Chairman of all General and Special Meetings as well as of any Committee meeting in which he is involved with.
- 8.12 In the event that the President is unable to attend the General Meeting or any other meeting requiring his presence, the Executive Committee shall appoint a Chairman with the approval of the Council.

### **Vice Presidents**

- 8.13 The Vice Presidents will work in close liaison with the President concerning all correspondence and pertinent matters involving I.B.A.'s business. They will also form a close liaison with the Guilds in their Sectors and a close relationship with the kindred trade in these sectors.

### **Treasurer**

- 8.14 The Treasurer shall be responsible for all monies and accounts of the I.B.A. At the Annual General Meeting, he will supply a full balance sheet, a profit & loss account as well as a proposed budget for the next financial year. In addition, the Treasurer should produce an interim financial report to all Guild Presidents at the half year stage.
- 8.15 The Treasurer will nominate an assistant with the approval of the Council, who will have authority to co-signatory of I.B.A.'s cheques. This appointment shall be reaffirmed by each new Treasurer.
- 8.16 A Financial Committee consists of 2 (two) Council Members of different I.B.A. countries, with the exception of 'Executive Committee Members' shall be formed to audit the Association's financial accounts prior to the Annual General Meeting. The Financial Committee shall have to frame a written report which will be presented during the I.B.A. Annual General Meeting. A firm of Certified Public Accountants shall be appointed as Auditors at each Annual General Meeting if the gross income or expenditure of the Society exceeds S\$500,000 or in the absence of such an appointment two voting members (Guilds) not members of the Executive Committee will be elected as Hon Auditors at each Annual General Meeting and will hold office for one year only and may not be reelected. The auditors will be required to audit each year's accounts and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Association's account for any period within their tenure of office at any date and make a report to the Executive Committee.
- 8.17 The Financial Year shall be from August to July so that the financial report is audited and ready for year end General Meeting held between September and December.
- 8.18 The IBA's fixed deposit will require TWO (2) signatories for all withdrawals made. This will be made possible through any ONE (1) of the following possibilities:

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- 8.18.1 Signatures of IBA President and IBA Treasurer or,
- 8.18.2 Signatures of IBA President and any ONE (1) of the regional IBA Vice-Presidents or,
- 8.18.3 Signatures of IBA Treasurer and any ONE (1) of the regional IBA Vice-Presidents.

### **Secretary**

- 8.19 The Secretary will be nominated by the President, approved by the Council and be domiciled in the same country as the President.
- 8.20 He will be responsible for the proper administration of the affairs of the I.B.A. as well as to all matters arising from contacts and correspondence from Guild Members.
- 8.21 He will be responsible for taking Minutes at all I.B.A. Meetings throughout the year and delivering up copies to the relevant Guild Members and persons.
- 8.22 The Secretary is responsible for the control of all I.B.A.'s properties and materials, such as: trophies, books, archives/records/file matters, ties, pennants, badges, etc.

### **9 – POWERS OF THE COUNCIL**

- 9.1 The President and Council of the I.B.A. shall be responsible for the proper control and management of the affairs and finances of the I.B.A.
- 9.2 The Council is empowered, if necessary, to form sub-committee to serve the Council and to deal with any matter concerning the I.B.A.
- 9.3 The Executive Committee is empowered, when and if they deem it necessary, to replace any individual officer of any said sub-committee. The person concerned will have the rights of appeal to the I.B.A.'s Council.
- 9.4 The Council shall be empowered to reimburse any councillor or member of the I.B.A. for expenses incurred on behalf of and in the interest of the I.B.A. The Council shall be empowered to authorise the fee paid to the I.B.A.'s auditors.
- 9.5 In the event of any Guild or Council Member, bringing the Association into dispute, or behaving in a manner likely to do so, the Executive Committee shall have the authority to order his/her expulsion from the I.B.A. The Guild and or person concerned will have the right of appeal to the I.B.A. council.

### **Sub-Committee**

- 9.6 All Sub-Committees created by the Council shall adhere to the Articles as set forth in the I.B.A.'s rules and regulations.
- 9.7 Sub-Committees will appoint their own Chairman who will be responsible for the conduct of the committee.
- 9.8 Sub-Committees shall be directly responsible to the I.B.A. Executive Committee.
- 9.9 All financial actions of the Sub-Committee come under the jurisdiction of the I.B.A.'s Treasurer.
- 9.10 Eventual external supporters, in every respect, are to be proved, with a written notice, by the Executive Committee.
- 9.11 Sub-Committees will be dissolved upon completion of the duties entrusted to them.

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## **10 – ADMINISTRATIVE HEADQUARTERS**

- 10.1 The Administrative Headquarters of the I.B.A. shall be responsible for the general administrative affairs of the I.B.A.

## **11 – RELINQUISHMENT OF MEMBERSHIP**

- 11.1 In the event of any Guild Member's or Associate Member's withdrawing or resigning from the I.B.A., 6 (six) months notice in writing must be given to the I.B.A. President, and the Vice-Presidents of the sector concerned.

## **12 – INTERPRETATION AND AMENDMENTS TO RULES AND REGULATIONS**

- 12.1 Should any question or dispute arise which is not covered in these Rules and Regulations, or should any question of the interpretation of these Rules and Regulations occur, the majority decision of the Council will be final.
- 12.2 No alteration or addition/deletion to this Constitution shall be made except at a general meeting and with the consent of two-third (2/3) of the voting members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

## **13 – PROHIBITIONS**

- 13.1 Gambling of any kind, excluding the promotion or conduct of a private lotteries which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the I.B.A.'s premises. The Introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 13.2 The fund of the I.B.A. shall not be used to pay fines of members who have been convicted in court of law.
- 13.3 The I.B.A. 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.
- 13.4 The I.B.A. 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 and service which adversely affect consumer interests.
- 13.5 The I.B.A. shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 The I.B.A. shall not hold any lottery, whether confined to its members or not, in the name of the I.B.A. or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 13.7 The I.B.A. shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

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## **14 – DISPUTES**

- 14.1 In the event of any dispute arising amongst guild members, they shall attempt to resolve the matter at Special Meeting in accordance with this Constitution. Should the guild members fail to resolve the matter, they may bring the matter to court of law for settlement.

## **15 – DISSOLUTION**

- 15.1 The I.B.A. shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting membership of the I.B.A. for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 15.2 In the event of the I.B.A. being dissolved as provided above, all debts and liabilities legally incurred on behalf of the I.B.A. shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of the members may determine or donated to an approved charity or charities in Singapore.
- 15.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

## **SUPPLEMENT**

### **Terminology**

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| a. The Council:         | All the Guild Members (Presidents).                            |
| b. Executive Committee: | The President, 5 Vice-Presidents, Treasurer,<br>Secretary      |
| c. Sub-Committee:       | A specially convened committee to perform a<br>particular task |