

CONSTITUTION OF
SOCIETY OF COLORECTAL SURGEONS (SINGAPORE)
(Amended 7 Jan 2006)

NAME

- 1 This Society shall be known as the “Society of Colorectal Surgeons (Singapore)”, hereinafter referred to as the “Society”.

PLACE OF BUSINESS

- 2 Its place of business shall be at “6 Napier Road, #04-08, Gleneagles Medical Centre, Singapore 258499”, or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

- 3.1 Its objects are:
- a) To develop the specialty of colorectal surgery and to promote its awareness to a high standard and good standing in Singapore.
 - b) To be the professional body which sets standards and guidelines for members in the management of surgical colorectal disease in Singapore.
 - c) To participate in national programs for the prevention and screening of colorectal cancer or other significant colorectal diseases.
 - d) To foster friendship, understanding and collaboration among its members and with international colorectal surgical societies specially those in ASEAN.

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 Membership of the Society shall be in 5 categories:-
- a) Full Member
Full membership is open to registered medical practitioners who hold a recognised higher qualification in Surgery for 3 years and who have spend an approved period of specialist training in a recognised Colorectal Centre. In addition, they must have at least 50% of their practice confined to Colorectal Surgery.
 - b) Associate Member
Associate membership is open to those registered medical practitioners who hold a recognised higher qualification in Surgery with an interest in Colorectal Surgery or who are from other medical specialties such as Pathologists or Gastroenterologist with special interest in Colorectal Disease.
 - c) Affiliate Member
Affiliate Membership is open to:
 - i) State registered or state controlled nurses who are currently employed in a colorectal occupation OR
 - ii) University graduates with a recognised degree in Sciences and with an interest in Colorectal Disease.

d) Honorary Member

The Committee may invite men or women of distinction who have made outstanding contributions to the progress of Colorectal Surgery both in Singapore and abroad, to be Honorary Members of the Society. Prior to granting Honorary Membership, the Committee shall seek approval from the General Meeting of members. Honorary Members shall not be required to pay any Entrance fee or Subscription Fee and shall have no voice in the management of the affairs of the Society.

e) Absent Member

Any Full, Associate or Affiliate Member who on posting or is required to be relocated away from Singapore for a continuous period of more than 12 months may apply to convert his or her existing membership into Absent Membership.

4.2 Only Full Members shall have the right to vote and to hold office in the Society.

APPLICATION FOR / ELEVATION OF MEMBERSHIP

5.1 A person wishing to join the Society should submit his/her particulars to the Secretary on a prescribed form.

5.2 A new member must be proposed and seconded by existing full members. The Committee will decide on the application for membership.

5.3 A copy of the Constitution shall be furnished to every approved member.

5.4 Associate members may apply for elevation to Full members subject to approval by the Committee.

TERMINATION OF MEMBERSHIP

6.1 The Committee may terminate the membership of any member, if the Committee deems that:

a) A member has been convicted of a professional misconduct.

b) A member conducts himself or herself in a manner either in writing, speech or behaviour that in the view of the Committee is prejudicial or injurious to the reputation or good standing of the Society.

c) A member leaving Singapore permanently unless the membership is converted to Absent Membership.

6.2 The member being expelled shall be entitled to appeal to a general meeting against the decision of the Committee made pursuant to Rule 6.1 (a) or (b). A general meeting shall be convened by the Committee as soon as practicable for that purpose on request by such Member, provided that such request shall be made within two (2) weeks or receipt of the decision of the Committee. The decision of the general meeting shall be by way of a simple majority and shall be final and binding on such member. If no such request is made or such request is not made within the prescribed time period, the decision of the Committee shall be final and binding on such member.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

7.1 There shall be no entrance fee payable for all members.

7.2 There shall be no subscriptions payable by members.

7.3 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 8.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- 8.2 An Annual General Meeting shall be held in August.
- 8.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or 30 voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request to convene the Extraordinary General Meeting.
- 8.4 If the Committee does not within two months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the 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.
- 8.5 At least two weeks' notice shall be given of an Annual General meeting and at least ten days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time, place and agenda shall be sent by the Secretary to all voting members at their last updated email addresses four days in advance of the meeting. Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.
- 8.6 The following points will be considered at the Annual General Meeting:
- a) The previous financial year's account and annual report of the Committee
 - b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.
- 8.7 Any member who wishes to place an item on the agenda of a general Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.
- 8.8 At least 25% of the total voting membership or 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.
- 8.9 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be 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 of the existing Constitution.

MANAGEMENT AND COMMITTEE

- 9.1 The administration of the Society shall be entrusted to a Committee consisting of the following to be elected at each Annual General Meeting:

A President
A Secretary
A Treasurer
4 Ordinary Committee Members

- 9.2 Names for the above offices shall be proposed and seconded at the Annual General meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is one year.
- 9.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, a tie-breaking re-vote will be taken.
- 9.4 A Committee Meeting shall be held at least once every 4 months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' notice. At least ½ of the Committee Members must be present for its proceedings to be valid.
- 9.5 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two weeks of the change.
- 9.6 The duty of the Committee is to organise and supervise the day-to-day activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.
- 9.7 The Committee has power to authorise the expenditure of a sum not exceeding \$10,000/- per month from the Society's funds for the Society's purposes.

DUTIES OF OFFICE-BEARERS

- 10.1 The President shall chair all General and Committee meetings. He shall also represent the Society in its dealing with outside persons.
- 10.2 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.
- 10.3 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$2,000/- per month for petty expenses on behalf of the Society. He will not keep more than \$500/- in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Secretary.
- 10.4 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

- 11.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term.
- 11.2 They:
- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
 - b) May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.
- 11.3 The financial year shall be from 1st June to 31st May.

TRUSTEES

- 12.1 If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 12.2 The trustees of the Society shall:
- a) Not be more than four and not less than two in number.
 - b) Be elected by a General Meeting of members
 - c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 12.3 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 the Republic of 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.
- 12.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given together with the notice of the General meeting 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.
- 12.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

- 13 Visitors and guests may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations.

PROHIBITIONS

- 14.1 Gambling of any kind, excluding the promotion or conduct of a private lottery that has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- 14.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in a court of law.
- 14.3 The Society 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.
- 14.4 The Society 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.
- 14.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 14.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers. Committee or members unless with the prior approval of the relevant authorities.
- 14.7 The Society 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.

AMENDMENTS TO CONSTITUTION

- 15 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meetings, and they shall not come into force without the prior sanction of the Registrar of Societies.

INTERPRETATION

- 16 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

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

DISSOLUTION

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

-THE END-