

**RULES OF THE SOCIETY FOR  
COLPOSCOPY AND CERVICAL PATHOLOGY OF SINGAPORE**

**1. NAME**

The Society shall be known as “The Society For Colposcopy And Cervical Pathology of Singapore”.

**2 PLACE OF BUSINESS**

Its place of business shall be at Alumni Association, 2, College Road, Singapore 0316 or such other address as may subsequently be decided by the Council and approved by the Registrar of Societies.

**3 PATRON**

A prominent Singaporean may be nominated by the Council and approved at its Annual General Meeting to be a Patron of the Society.

**4 OBJECTS**

The objects of the Society are to provide a forum for education and the dissemination of knowledge, through the use of colposcopy, pathology, cytology, cyto genetics, endocrinology, epidemiology and basic research relevant to the understanding of the physiology, pathogenesis, prevention, diagnosis and management of the disease processes of premalignant and early malignancy of female lower genital tract including the uterine cavity. In furthering these objects, the Society: —

- (1) may encourage, promote, and sponsor seminars, conferences and educational courses;
- (2) shall advise other learned bodies and government on scientific and financial aspects relating to the Society’s purposes and functions;

- (3) shall establish relations with national and international organisations; and
- (4) shall promote activities that further the purposes of the Society.

## **5 DEFINITIONS**

- (1) In these Rules unless the contrary intention appears:

“Society” means the Society for Colposcopy and Cervical Pathology of Singapore.

“Member” means a member of the Society.

- (2) In these Rules a reference to the Secretary of a Society is a reference:

- (a) where a person holds office under these Rules as Secretary of the Society - to that person; and

- (b) in any other case, to the Public Officer of the Society.

## **6 MEMBERSHIP**

The members of the Society shall comprise:

- (1) Ordinary Members who shall be medical practitioners registered or provisionally registered in the Register of the Medical Council of Singapore. Such members shall have the right to participate in general meetings, to vote and to be an office bearer.

(2) Life Members

Life membership may be granted to:

- (a) Ordinary Members who have been in continuous membership for at least five years, to have reached the age of 55 years and who have retired from active professional practice in Singapore; and
- (b) Ordinary Members who have been continuous membership for at least 10 years, on payment of a sum equivalent to ten years annual subscription at ordinary rate.

Such members shall enjoy the status of an ordinary member, except the payment of annual subscription.

(3) Associate Members

The Council, in its discretion, may admit associate members, persons who are not medically qualified, but whose occupation or interest is concerned with the objectives of the Society. Associate members shall have no right to participate in general meetings and to vote and to be office bearers of the Society.

- (4) Honorary Members who shall be practitioners who have made outstanding contributions to the field of colposcopy, cervical pathology, or related disciplines, and who do not desire full participation in the activities of the Society. Such practitioners may be proposed by the Council for consideration of honorary membership. Honorary Members shall have the right to participate in general meetings but shall have no right to vote or to become a member of the Council.

(5) Absentee Members

Any member who intends to be absent from Singapore shall upon notice in writing to the Secretary, be placed upon the list of Absentee members and thereafter shall continue as such.

Absentee members will enjoy the same privileges and liabilities as Associate members of the society.

(6) Overseas Members

Overseas Members shall be members who are not normally practising in Singapore. It is intended that their qualifications shall be no less than for ordinary Singapore Members. Such members shall enjoy all privileges but shall have no right to participate in general meetings and to vote and to be office bearers of the Society.

## **7 PROPOSAL OF CANDIDATES FOR MEMBERSHIP**

(1) Ordinary Members, Associate Members, Committee Members and Overseas Members:

Application shall be made on the appropriate form by a person who must be proposed by a member of the Society. A member, elected by major vote of the Council, shall be provided a copy of the constitution of the Society and shall be eligible to participate in the Society's activities upon the payment of the initial annual subscription. The Council may refuse membership if the Council considers that the practices or conduct of the applicant may be prejudicial to the interests of the Society or the reputation of the medical profession as a whole.

2) Honorary Members:

Nomination for honorary membership may be made to the Council by any member of the Society. The Council by majority vote must approve the nomination.

## **8 REGISTER OF MEMBERS**

The Secretary shall keep and maintain a Register of Members in which shall be entered the full name, address and date of entry of the name of each member and the Register shall be available for inspection by members at the address of the Public Officer.

## 9 FINANCE

Finance shall be obtained from:

- (1) the annual subscription shall be such rate as determined by the Council from time to time for ordinary and associate members. Absentee members, Overseas Members and retiree Life members shall pay half the rate of annual subscription.
- (2) registration fees for seminars, conferences and educational courses sponsored by or on behalf of the Society, the level of fees to be determined by the Council and which may be —
  - (a) varied according to the category of membership;
  - (b) varied for guests of members, and non-members; or
  - (c) waived in the case of invited lecturers and official guests;
- (2) endowments, grants, public subscriptions, voluntary contributions, fund raising efforts, authorised public appeals and other means approved by the Council.
- (4) Any special subscriptions for particular purposes may only be raised from members with the consent of the general meeting of the members.

## 10 RESIGNATION AND EXPULSION OF A MEMBER

- (1) A member of the Society who has paid all moneys due and payable by him to the Society may resign from the Society by first giving one month's notice in writing to the Secretary of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- (2) Upon the expiration of the period of a notice given under sub-clause (1), the Secretary shall make in the Register of Members an entry recording the date on which the member by whom notice was given ceased to be a member.

- (3) Subject to these Rules, the Council may by resolution —
  - (a) expel a member from the Society; or
  - (b) suspend a member from membership of the Society for a specified period in accordance with any regulations of the Council if the Council is of the opinion that the member -
    - (i) has refused or neglected to comply with these Rules; or
    - (ii) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Society.
- (4) A resolution of the Council under sub-clause (3):-
  - (a) does not take effect unless the Council at a Meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (5) confirms the resolution in accordance with this clause; and
  - (b) where the member exercises a right of appeal to the Society under this clause, does not take effect unless the Society confirms the resolution in accordance with this clause.
- (5) Where the Council passes a resolution under sub-clause (3) , the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing:-
  - (a) setting out the resolution of the Council and the grounds on which it is based;
  - (b) stating that the member may address the Council at a meeting to be held not earlier than 14 and not later than 28 days after service of the notice;
  - (c) stating the date, place and time of that meeting;

- (d) informing the member that he may do one or more of the following —
  - (i) attend the meeting;
  - (ii) give the council before the date of that meeting a written statement seeking revocation of the resolution;
  - (iii) not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he wishes to appeal to the Society in general meeting against the resolution.
  
- (6) At a meeting of the Council held in accordance with sub-clause (4) the Council:-
  - (a) shall give to the member an opportunity to be heard;
  - (b) shall give due consideration to any written statement submitted by the member; and
  - (c) shall by resolution determine whether to confirm or to revoke the resolution.
  
- (7) Where the Secretary receives a notice from the member under sub-clause (5), he shall notify the Council and the Council shall convene a general meeting of the Society to be held within 28 days after the date on which the Secretary received the notice.
  
- (8) At a general meeting of the Society convened under sub-clause (7):-
  - (a) no business other than the question of the appeal shall be transacted;
  - (b) the Council may place before the meeting details of the grounds of the resolution and areas reasons for the passing of the resolution;

- (c) the member shall be given an opportunity to be heard; and
  - (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) If at the general meeting:-
- (a) two-thirds of the members vote in favour of the confirmation of the resolution, the resolution is confirmed; and
  - (b) in any other case, the resolution is revoked.

## **11 SUPREME AUTHORITY AND MEETINGS OF THE SOCIETY**

- (1) The supreme authority of the Society is vested in a general meeting of the members presided over by the President.
- (2) Annual General Meetings
  - (a) The Annual General Meetings of the Society shall be held once a year in March to transact the following business:-
    - (i) to receive and, if approved adopt a statement of the audited accounts of the preceding financial year;
    - (ii) to receive and, if approved to adopt the Annual Report of the Society;
    - (iii) to elect office-bearers for the ensuing year;
    - (iv) to appoint two auditors and a legal adviser for the ensuing year;

- (v) to deal with any matter which has been placed on the agenda.
- (b) Any voting member who wishes to place an item on the agenda of the Annual General Meeting may do so provided he gives notice to the Honorary Secretary one week before the meeting is to be held.
- (c) The Honorary Secretary shall inform all voting members 14 days prior to the Annual General Meeting the date and the business of the meeting.

(3) Extraordinary General Meetings

- (a) An Extraordinary General Meeting may be convened at any time by the Council within 21 days from the receipt of a requisition in writing signed by not less than 50 percent of voting members specifying the object of the proposed meeting or by order of the Council.
- (b) The Honorary Secretary shall inform all members 14 days prior to the Extraordinary General Meeting the date and the business of the proposed meeting.
- (c) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

(4) Quo rum

- (a) At an annual or Extraordinary General Meeting, one quarter of the total ordinary membership shall form a quorum, provided that, if within half an hour from the time appointed for a general meeting, a quorum is not present, the meeting shall thereafter be postponed for a period of 10 minutes at the expiry of which period the said meeting shall be reconvened, to transact the business for which the meeting was originally called. The reconvened meeting shall proceed to transact the business on the agenda notwithstanding the fact that there is no quorum, subject to subclause (b) hereinafter stated.

- (b) A general meeting at which the required quorum is not present shall have no power to alter, amend or make additions to the Constitution.
- (5) The President or in his absence the Vice-President shall preside as Chairman at each general meeting of the Society.
- (6) A question arising at a general meeting of the Society shall be determined either on a show of hands or by majority decision of the members present by closed ballot, unless before or on the declaration of the show of hands a general poll is demanded. Declaration by the Chairman that a resolution has been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Society is evidence of the fact without proof of the number or proportion of votes recorded in favour of or against that resolution.
- (7) (a) Upon any question arising at a general meeting of the Society a member has one vote only.
    - (b) All votes shall be given personally.
    - (c) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
- (8) If at a meeting a poll on any question is demanded by not less than 3 members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (9) (a) A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the Society have been paid, including the amount of the annual subscription payable in respect of the current financial year.
    - (b) There shall be no votes cast by proxy at any general meeting of the Society, except in the event of a dissolution of the society.

## **12 COUNCIL**

- (1) The Society shall be managed by a Council of the Society and shall consist of:-
  - (a) A President;
  - (b) A Vice-President;
  - (c) An Honorary Secretary;
  - (d) An Honorary Treasurer; and
  - (e) Seven ordinary Council Members.
  
- (2) The Honorary Treasurer may hold office for only two consecutive years if he has been re-elected for the consecutive year and he shall not be eligible for re-election to the same post unless a year has elapsed after having been in office of the last two preceding years.
  
- (3) The outgoing president will remain in the COUNCIL as an ex-officio, if he is not re-elected.
  
- (4) Members of the Council shall be elected annually at the Annual General Meeting and their tenure of office shall be one year.
  
- (5) The office of a member of the Council thereupon becomes vacant if the office bearer :-
  - (a) ceases to be a member of the Society;
  - (b) resigns his office by notice in writing given to the Secretary; or
  - (c) is absent for three consecutive Council meetings without acceptable reason or leave of absence from the Council.

Any change in the Council shall be notified to the Registrar of Societies within two weeks of the change.

### **13 COUNCIL AND MANAGEMENT**

#### **(1) Duties and powers of the Council**

- (a) The Council shall meet at quarterly intervals at a fixed date, to examine the accounts and to manage and arrange the affairs of the Society.
- (b) The Council may convene a meeting at any time provided the members of the Council are given notice of the meeting of not less than 3 days.
- (c) At least one-half of the members of the Council shall form a quorum at a meeting of the Council which meeting shall be chaired by the President and in his absence, the Vice-President.
- (d) The Council shall sponsor, delegate and appoint representatives to international conference, congresses and meetings for which purpose, the Council may negotiate with established Foundations for sponsorship.
- (e) The Council may co-opt into the Council, not more than 2 ordinary members as ordinary council members who, in their opinion, may be useful in the management of the Society.
- (f) The Council may form sub council from the ordinary membership as may be deemed necessary for the management of the Society and may depute or refer to him or them such powers and duties as the Council may determine.

- (g) The Council may in its discretion, issue statements to the press or grant interviews, on matters pertaining to the Society. No individual member of the Society, shall, except with the approval of the Council, release statements or grant interviews on behalf of the Society.
  - (h) The Council shall be responsible to convene Annual General Meetings and/or Extraordinary General Meeting as the circumstances deem necessary and in compliance with, the other provisions of this Constitution.
  - (i) The Council has power to authorise the expenditure of a sum not exceeding \$1,000/- per month from the Society's funds for the Society's purposes.
  - (j) The Council is empowered to review the membership of members who have not paid their membership fees for a period of at least 36 months with a view to terminate or to take any other appropriate action.
  - (k) The Council shall organise and supervise the daily activities of the Society and to make decisions on matters affecting its running when the general meeting is not sitting. It 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.
- (2) Duties of Office bearers
- (a) The President
    - (i) The President shall chair all general meetings of the Society and all meetings of the Council.
    - (ii) The President shall have a casting vote in the event of a tie.
    - (iii) The President shall, in his discretion, be an ex-officio member in all sub-councils.

b) The Vice-President

- (i) The Vice-President shall assist the President and in the absence of the President assume his powers, duties and responsibilities.

(c) The Honorary Secretary

- (i) The Secretary shall be responsible for the general administration of the Society. He shall keep all records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all general and council meetings. He shall maintain an up-to-date register of members at all times.
- (ii) The Secretary shall inform all members of the Society in writing, the date of the Annual General Meeting at least 4 weeks prior to the date of the said meetings.
- (iii) The Secretary shall send to all members of the Society, at least 10 days before the date of the Annual General Meeting:-
  - a report of the activities of the Society during the preceding year;
  - an audited statement of accounts for the preceding year;
  - the agenda for the Annual General Meeting.

(d) The Honorary Treasurer

(i) The Honorary Treasurer shall keep all funds and collect and disburse all monies 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 \$100/- 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 Council. Cheques etc for withdrawals from the bank will be signed by the President, or the Vice-President or the Secretary in addition to the Treasurer.

(ii) The Honorary Treasurer shall be responsible for the preparation of the annual audited statement of accounts.

(a) Ordinary Council Members

(i) The Ordinary Council members shall attend all Council meetings and perform any duties assigned by the Council from time to time.

#### **14 REMOVAL OF MEMBER OF COUNCIL**

(1) The Society in general meeting may by resolution remove any member of the Council before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first-mentioned member.

(2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or the President of the Society and requests that they be notified to the members of the Society, the Secretary or the President may send a copy of the representations to each member of the Society and if they are not so sent the member may require that they be read out at the meeting.

**15 AUDITORS AND FINANCIAL YEAR**

- (1) 2 voting members not being members of the Council will be elected as Honorary Auditors at each annual general meeting and will hold office for 1 year only and may not be re-elected. They will be required to audit each year's account and present a report upon them to the annual general meeting. They 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 Council.
- (2) The financial year shall be from 1st January to 31st December

**16 ELECTION OF COUNCIL**

In an election year, nominations for the Council shall be submitted at the Annual General Meeting. Each nomination shall have a proposer and a seconder. Election will followed on a simple majority vote of the members at the Annual General Meeting. In the event of nominee being absent, the proposal must have written consent of the nominee.

**17 VESTED INTEREST**

- (1) No member of the Council shall be appointed to or accept any paid office of the Society whilst he is a member of the Council.
- (2) No member of the Council shall directly or indirectly supply or provide goods or services to the Society for reward in a commercial or professional transaction where such goods or services can be satisfactorily obtained elsewhere locally.

- (3) Any member of the Council who has a financial interest in any contract or arrangement made or proposed to be made with the Society shall disclose his interest at the first meeting of the Council at which the contract or arrangement is first considered if his interest then exists or in any other case at the first meeting of the Council after his acquisition of such interest. If the member becomes interested in a contract or arrangement after it is made or entered into by the Council on behalf of the Society he shall disclose his interest at the first meeting of the Council after he becomes so interested.
- (4) No member of the Council shall vote as a member of the Council in respect of any proposed contract or arrangement in which he is so interested as aforesaid, and if he does so vote that his vote shall not be counted.

## **18 PROHIBITIONS**

- (1) The funds of the Society shall not be used to pay fines of members who have been convicted in court.
- (2) The Society shall not indulge in any political activity or allow its fund and/or premises to be used for political purposes.
- (3) Gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, are forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- (4) 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.
- (5) 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 good or services, which adversely affects consumer interest.

- (6) Unless with the prior approval from the relevant authorities, the Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office bearers, Council or members.
- (7) The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Registrar of Societies and other relevant authorities.

## **19 AMENDMENTS TO CONSTITUTION**

- (1) Any amendment to the Constitution shall be effected only by a two-third majority of those present at a General Meeting of the Society.
- (2) The proposed amendment should be submitted to members at least 10 days before the General Meeting.
- (3) No amendments to the Constitution shall be enforced or applied without the prior approval of the Registrar of Societies.

## **20 INTERPRETATION**

In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Council shall have power to use their own discretion. The decision of the Council shall be final unless it is reversed at a general meeting of members.

## **21 CUSTODY OF RECORDS**

Except as otherwise provided in these Rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the Society.

**22 GENERAL**

- (1) The property except immovable of the Society shall be vested in the Council and no person shall take away or permit to be taken away or shall injure or destroy any property of the Society.
- (2) If a member offends against the above rule, he shall make good the cost of any replacement and/or repairs of such property.
- (3) The Society shall not be liable for any loans or debts or expenditure incurred in the personal capacity of members.
- (4) All members of the Society shall be jointly and severally responsible for the liabilities of the Society.

**23 DISSOLUTION**

- (1) The Society shall not be dissolved except with the consent of two-thirds of the ordinary members of the time being resident in Singapore, expressed either in person or by proxy, at a general meeting convened for the purpose.
- (2) A proposal of the dissolution of the Society shall be made to the Honorary Secretary 3 months prior to the date of the intended action.
- (3) 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 divided equally amongst the members or donated to charity.
- (4) A certificate of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.