

CONSTITUTION OF THE INTERNATIONAL COLLEGE OF SURGEONS (SINGAPORE SECTION)

ARTICLE I

NAME

The Society shall be known as the International College of Surgeons (Singapore Section); hereinafter referred to as the "Singapore Section".

ARTICLE II

PLACE OF BUSINESS

Its place of business shall be at the c/o Christopher Chen Centre for Reproductive Medicine 6A Napier Road #04-38, Annexe Block, Gleneagles Hospital, Singapore 258500 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

ARTICLE III

OBJECTS

The objects of the Singapore Section which shall be a non-profit organisation chartered by the International College of Surgeons originally founded in Geneva (1935), Switzerland and incorporated in Washington, D.C. (1940), are:

- (a) to serve as an Institution for the advancement of the art and science of surgery.
- (b) to facilitate the training of surgeons by arranging attachments for young trainees at reputable surgical centres worldwide.
- (c) to develop "Surgical Teams" comprising Fellows of the College who will volunteer their time, knowledge and skills in the humanitarian endeavour of improving health care in less fortunate areas of the world and rendering surgical aid especially at the time of occurrence of national catastrophies/disasters in any part of the world.
- (d) to provide research and scholarship grants
- (e) to organise International Congresses of Surgery which will serve as Forum for Scientific Meetings worldwide and related courses and workshops to upgrade the standards of surgical care.
- (f) to provide an International "Fellowship" of surgeons in order to promote international understanding, mutual cooperation and trust amongst surgical fraternities in all parts of the world irrespective of race, nationality, culture or creed.

ARTICLE IV MEMBERSHIP

Types of Membership

- (1) There are seven classes of membership as follows:
 - (a) Junior Members in Surgery
 - (b) Fellows in Surgery
 - (c) Fellows in Anaesthesiology, Pathology and Radiology
 - (d) Honorary Fellows
 - (e) Honorary Members
 - (f) Emeriti
 - (g) Benefactors

- (2) JUNIOR MEMBERS IN SURGERY
 - (a) Candidates for Junior Membership in Surgery must be graduates of an approved school or college of medicine. A one (1) year internship, or its equivalent, must have been satisfactorily completed in a hospital approved for the training of interns, and the candidate must be presently pursuing a definite plan of training in surgery.

 - (b) He must present a letter from the Medical Director of the hospital in which he had served his internship, certifying satisfactory completion, and submit three (3) letters of recommendation from qualified surgical specialists, preferably Fellows of the International College of Surgeons (hereinafter known as the "International College") who had participated in the Candidate's surgical training.

 - (c) In addition, the candidate must be ethically and morally qualified.

 - (d) A Junior Member in surgery may be permitted to hold this membership for only a limited number of years, as determined by the Singapore Section from time to time, but the period shall be not more than five (5) years. He must apply for the next higher membership as soon as he is so qualified, or his membership will be terminated. No certificate may be granted to any Junior Member in Surgery, but an identification card may be presented at the discretion of the Singapore Section.

 - (e) Junior Members in Surgery are not entitled to hold office or to vote at general meetings.

- (3) FELLOWS IN SURGERY
 - (a) Candidates for of Fellowship in Surgery shall be graduates of an approved school or college of medicine, who had satisfactorily completed their approved internships and surgical residencies, or the equivalent.

 - (b) They shall be of unquestionable moral and ethical character.

- (c) They shall be members of a national medical organisation and/or national specialty association in Singapore, namely the Chapter of Surgeons or the Chapter of Obstetrics and Gynaecology of the Academy of Medicine, Singapore. Candidates for Fellowship in Surgery shall have not less than three (3) years of surgical experience after obtaining such specialist qualifications which are in conformity with the standard of the Singapore Section, and shall have devoted the major part of their time to the practice of surgery.
 - (d) Candidates shall be admitted to Fellowship by merit and/or examination in accordance with the procedures established by this Singapore Section, and approved by the Executive Council of the International College.
 - (e) A candidate who has been elected to Fellowship in Surgery and who has fulfilled all obligations of the International College shall be entitled to receive a certificate of membership signed by the President and the Secretary of the International College and the President and Honorary Secretary of the Singapore Section.
 - (g) All Fellows in Surgery are permitted to use the initials F.I.C.S. following their names.
 - (g) All Fellows in Surgery who have paid up their admission fees and annual subscription are entitled to all privileges of the Singapore Section including the right to vote and hold office in the Executive Committee.
- (4) FELLOWS IN ANAESTHESIOLOGY, PATHOLOGY AND RADIOLOGY
- (a) Fellowship in Anaesthesiology, Pathology or Radiology shall be granted to individuals who have achieved high scientific attainment in these fields, are graduates of an approved school or college of medicine, and shall have satisfactorily completed their required internships and residencies, or its equivalent.
 - (b) They shall be of unquestionable moral and ethical character, and shall be recognised as specialists in their fields by their respective Societies and/or Specialty Boards.
 - (c) They shall be members of our national medical organisation and/or a national specialty association in Singapore, namely an equivalent Chapter of the Academy of Medicine, Singapore.
 - (d) They shall be elected in accordance with approved procedures established by the Singapore Section and must be approved by the Executive Council of the International College.
 - (e) All Fellows in Anaesthesiology, pathology and Radiology who have paid up their admission fees and annual subscription shall enjoy all of the privileges of the Singapore Section including the right to vote and hold office in the Executive Committee.

(5) HONORARY FELLOWS

- (a) The title of Honorary Fellow may be conferred upon distinguished surgeons of international repute upon recommendations by the Singapore Section and supported by an affirmative vote of seventy-five percent (75%) of the Executive Council members present at a duly convened meeting of the Executive Council of the International College and after review and evaluation by the Honours Committee of the International College.
- (b) Honorary Fellows shall be exempted from the payment of admission fees or annual subscriptions.
- (c) Honorary Fellows shall enjoy all of the privileges of the Singapore Section including the right to vote and to hold office in the Executive Committee.
- (d) The number of living Honorary Fellows for the entire International College shall be limited to two hundred (200)

(6) HONORARY MEMBERS

- (a) Honorary Members proposed by the Singapore Section shall be those persons who are not surgeons but who, by virtue of their contributions to the advancement of surgery or medicine, or who have rendered distinguished humanitarian services in the field of medical science, are considered worthy of this honour by the Executive Committee of the Singapore Section and by the Executive Council of the International College.
- (b) This title may be conferred only by an affirmative vote of seventy-five percent (75%) of the Executive Council members present at a duly convened meeting of the Executive Council of the International College and after review and evaluation by the Honours Committee of the International College.
- (c) Honorary Members shall be exempted from the payment of fees and dues.
- (d) Honorary Members shall not have the right to vote or to hold office.

(7) EMERITI

- (a) The title of Emeritus, and an appropriate certificate, may be conferred by the Executive Council of the International College upon a member/fellow in recognition of distinguished service in an important position of trust as an officer of the International College.
- (b) The title of Emeritus is conferred only by an affirmative vote of seventy-five percent (75%) of the Executive Council members of the International College present at a duly convened meeting of the International College.
- (c) Emeriti shall be exempted from payment of admission fee and other dues.
- (d) Emeriti shall have the right to vote or to hold office.

- (8) **BENEFACTORS**
- (a) Benefactors shall be persons residing in Singapore recommended by the Honours Committee of the Singapore Section for his contributions to the welfare of the International College, the community, the country, or the world.
 - (b) They shall be elected by the affirmative vote of seventy-five percent (75%) of the members present at a duly convened meeting of the Executive Committee of the Singapore Section and approved by the Executive Council of the International College by an affirmative vote of seventy-five percent (75%) of the Executive Council members present at a duly convened meeting.
 - (c) The Benefactors shall receive an appropriate certificate.
 - (d) They shall be exempted from the payment of admission fee and annual subscriptions, and shall not have the right to vote or to hold office in the Executive Committee.
- (9) Junior Members and Fellows shall attend wherever possible meetings of the Singapore Section and the International College. They shall also carry out such duties as may be entrusted to them from time to time by the office-bearers of the Singapore Section of the College.
- (10) **Application of Membership**
- (a) Persons wishing to join the Singapore Section as Junior Members in Surgery, Fellow in Surgery or Fellows in Anaesthesiology, Pathology and Radiology shall submit their applications to the Executive Committee on a form prescribed by the International College.
 - (b) The Executive Committee shall decide on the application for membership. A copy of the Constitution shall be furnished to every approved member upon payment of the admission fee.

ARTICLE V

ADMISSION FEES/ANNUAL SUBSCRIPTIONS/OTHER DUES

- (1) Fellows in Anaesthesiology, Pathology and Radiology shall pay an admission fee of US\$100 upon acceptance to Fellowship. Annual subscription shall be US\$100 per year payable within the second week of the financial year.
- (2) Junior Members in Surgery shall pay an admission fee of US\$50. The annual subscription shall be US\$50 per year payable within the second week of the financial year.
- (3) Of all fees and subscriptions collected by the Singapore Section, fifty percent (50%) shall remain the property of the Singapore Section and the remaining fifty percent (50%) shall be remitted to the Treasurer of the International College.

- (4) A fee will be charged for Fellowship Certificates, and this entire amount shall be remitted to the Treasurer of the International College.

ARTICLE VI
SUPREME AUTHORITY & GENERAL MEETINGS

- (1) Supreme Authority
- (a) The supreme authority of the Singapore Section is vested in a general meeting of the members presided over by the President.
 - (b) All decisions made at general Meetings shall be binding on the Singapore Section.
- (2) The Annual General Meeting
- (a) The Annual General Meeting shall be held by April each year.
 - (b) At least four (4) weeks' notice shall be given of an Annual General Meeting. The particulars of its agenda shall be posted to members one week before the meeting is due to be held.
 - (c) The following points will be considered at the Annual General Meeting:
 - (1) The previous financial year's accounts and annual report of the Executive Committee.
 - (2) The election of office-bearers and Auditors for the following term.
 - (d) Any 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 two weeks before the scheduled date of the Annual General Meeting.
- (3) Extraordinary General Meetings
- (a) Extraordinary General Meetings may be convened by the Honorary Secretary on the instruction of the President, the Executive Committee or on written request of at least ten voting members of the Singapore Section.
 - (b) Fourteen (14) days notice summoning an Extraordinary General Meeting shall be sent to all members by the Honorary Secretary within twenty one (21) days of the application for the meeting and it shall state the business of the meeting and the agenda.
 - (c) No business shall be dealt with by an Extraordinary General Meeting other than that for which it is specifically convened.
- (4) Quorum
- (a) At least one-quarter of the total voting membership of the Singapore Section present at a general meeting shall form a quorum.
 - (b) 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 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 articles.

- (c) In the event of a lack of quorum at the commencement an Extraordinary General Meeting, the meeting shall be cancelled.

(5) Voting

- (a) All members who are Fellows/Honorary Fellows or Emeriti shall be eligible to vote at general meetings.
- (b) Voting at all general meetings shall normally be by secret ballot. Voting by show of hands may be undertaken provided that consent of the majority of members present is obtained.
- (c) Motions at general meetings shall be carried out by a simple majority vote of the members present.
- (d) In the event of a tie, the Chairman shall have the casting vote.

ARTICLE VII
MANAGEMENT AND EXECUTIVE COMMITTEE

(1) Composition

- (a) The administration of the Singapore Section shall be entrusted to an Executive Committee comprising of the following:

A President
An Honorary Secretary
An Honorary Treasurer

Not more than Six (6) Ordinary Executive Committee Members. The Immediate Past President is an ex- official of the Executive Committee.

- (b) The President, the Honorary Secretary and the honorary Treasurer must be fellows of the Singapore Section.

(2) Election

- (a) Names for the above offices shall be proposed and seconded at the Annual General Meeting and election by secret ballot and will follow on a simple majority vote of the voting members present.
- (b) All office-bearers except the Honorary Treasurer may be re-elected to the same post for a consecutive term of office provided always that the President shall not hold office for more than 2 consecutive terms. The term of office of the Executive Committee is one year.

(3) Duties and Powers of the Executive Committee

- (a) The Executive Committee shall carry out the business of the Singapore Section.

- (b) It shall determine the character, scope and program of the scientific proceedings of the Singapore Section.
 - (c) It shall exercise the powers relating to discipline as provided in Article X of this Constitution.
 - (d) It shall have the power to employ Legal Counsel, Business Secretary, Accountant and to engage such employees as may be required from time to time for the transaction of the business of the Singapore Section.
 - (e) The Executive Committee may establish an Honours Committee and such other standing or ad hoc committees as it may deem necessary and appropriate.
 - (f) It shall exercise such other powers and fulfil such other duties as are provided in the Constitution.
- (5) The duty of the Executive Committee is to organise and supervise the daily activities of the Singapore Section. The Executive 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.
- (4) Executive Committee Meeting
- (a) The Executive Committee shall hold not less than one (1) Executive Committee Meeting per year, at a time, date and place established by resolution of the Executive Committee. They may also meet upon the call of the President. Written notice of the time, date and place of such meeting together with a copy of the proposed agenda, if feasible shall be given to all Executive Committee Members not less than fourteen (14) days prior to any such meeting.
 - (b) One half of the Executive Committee Members must be present to constitute a quorum. In the event of no quorum, the action taken during the Executive Committee Meeting may become valid only if a copy of the minutes of the meeting is sent to all Executive Committee Members and the minutes approved and ratified in writing by the required quorum of the Executive Committee.
 - (c) Informal vote of the Executive Committee may be taken by mail upon any resolution without meeting, upon written request of any two (2) office-bearers whose resolution shall be mailed to all Executive Committee Members and the said resolution shall be considered adopted and become effective upon the written approval of not less than seventy-five percent (75%) of the Executive Committee Members.

ARTICLE VIII **DUTIES OF OFFICE BEARERS**

- (a) The President shall be the Chief Executive Officer of the Singapore Section. He shall serve as the Chairman at all general and Executive Committee Meetings and shall sign all letters and documents requiring his signature. The President shall serve as a

member of the Board of Governors of the International College and shall, whenever possible, attend meetings of the Board of Governors as a voting representative of the Singapore Section. He shall pay for his own expenses unless reimbursements are approved by the Executive Committee Members.

- (b) The Immediate Past President shall render such assistance to the President and to the Executive Committee as may be requested by them.
- (c) The Honorary Secretary shall assist the President, upon the latter's request, in the discharge of his duties. He shall perform the duties of the President in case of his absence or disability, or succeed to the office of the President for the remainder of the unexpired term in the event that the office should become vacant. He shall keep all records, except financial of the Singapore Section and shall be responsible for their correctness. He shall collect all fees and dues from the members and transmit them to the Honorary Treasurer. He shall take charge of the routine business affairs of the Singapore Section with the assistance of a Business Secretary, and be the custodian of the seal, books documents and papers belonging to the Singapore Section. He shall also keep minutes of all general and Executive Committee meetings and sign all certificates documents and correspondence as may be required in the discharge of his duties, attest and affix the seal of the Singapore Section to all documents which require it. The Honorary Secretary shall be responsible for sending out notices of all meetings to members. He shall submit an annual report of the Singapore Section and a copy of the up-to-date membership register to the International College. The Honorary Secretary shall maintain an up-to-date Register of members at all times and perform such other duties as may be assigned to him by the Executive Committee.
- (d) The Honorary Treasurer shall receive all funds on behalf of the Singapore Section and with the approval of the Executive Committee shall deposit funds and keep complete books of accounts concerning the receipts and expenditure of the Singapore Section. With the authorization of the Executive Committee, the Honorary Treasurer may delegate the keeping of the books and payment of to a Business Secretary. Cheques etc., for withdrawals shall be signed by the Treasurer together with either the President, the Honorary Secretary or the Business Secretary. He shall submit annually an audited financial statement of accounts to the Board of Governors of the International College.
- (e) Ordinary Executive Committee Members should assist in the general administration of the Singapore Section and perform duties assigned by the Executive Committee from time to time.
- (f) The Business Secretary shall report to the President and in his absence to the Honorary Secretary and shall take charge of the day-to-day operation and business transactions of the Singapore Section. The Business Secretary shall assist the President, Honorary Secretary and Honorary Treasurer in the administrative work and the special projects of the Singapore Section.

ARTICLE IX
AUDIT AND FINANCIAL YEAR

- (a) A firm of Public Accountants shall be appointed as Auditors at the Annual General Meeting and will hold office for a term of one year and shall be eligible for re-appointment for a consecutive term. They shall submit every six (6) months, a detail report of the financial transactions of the Singapore Section, to the Executive Committee and Board of Governors of the International College.
- (b) Will be required to audit each years' accounts and present a report upon them to the Annual General Meeting
- (c) May be required by the President to audit the Singapore Section's accounts for any period within their tenure of office at any date and make a report to the Executive Committee.
- (d) The financial year shall be from 1st January to 31st December.

ARTICLE X
DISCIPLINE

- (1) The Executive Committee may, on a written statement signed by a bona fide complainant, take cognizance of any breach of the rules and of the Singapore Section, or of any unprofessional or immoral conduct on the part of a member, or of any conduct which threatens the order, functions, peace, reputation and dignity of the International College, or of any behaviour contrary to its purposes after due hearing of the Executive Committee.
- (2) However, no such hearing before the Executive Committee shall be held unless the accused member is served notice of the hearing, by a written statement of the charges against him, at least thirty (30) days prior to the hearing. The notice and statement shall be personally served or sent by registered mail to the last address recorded in the register of members. Confirmation of receipt of said notice shall be by telephone or AR pre-paid Registered Return Mail. The accused member shall be accorded the right of representation by any Fellow of the International College, in good standing, and/or a Legal Counsel at such hearing.
 - (a) If, after hearing the evidence presented, the Executive Committee, by a majority vote, finds the member guilty as charged, the Executive Committee may reprimand him, suspend him from membership, request his resignation or expel him.
 - (b) Any member disciplined, suspended/expelled by the Executive Committee, shall be accorded the right to appeal to the Executive Council of the International College. He shall have thirty (30) days in which to prepare his appeal and shall have the right of representation, by a Fellow of the International College, in good standing, and/or a Legal Counsel at a hearing before the Executive Council of the International College in accordance with the provisions at Article IV, Section 4 of the Bylaws of the International College. The ruling of the Executive Council of the International College shall be final. However, no such hearing shall be held unless the accused member is served notice of the date, hour and place of the meeting in writing, personally served or sent by registered mail to

the last address recorded in the rolls of membership in the office of the International Secretary General, at least thirty (30) days prior to the hearing and deposit in registered mail, so addressed, postage prepaid, shall constitute service of said notice.

- (c) If a member shall have been expelled, his certificate of membership shall be revoked, and in the case of refusal to surrender such certificate, the International College may publish notice of such revocation in the medical journals.

ARTICLE XI PROHIBITIONS

- (1) Gambling of any kind whether for stakes or not, are forbidden on the Singapore Section's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- (2) The funds of the Singapore Section shall not be used to pay the fines of members who have been convicted in Court.
- (3) The Singapore Section 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.
- (3) The Singapore 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 interests.
- (4) The Singapore Section shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (5) The Singapore Section shall not hold any lottery, whether confined to its members or not in the name of the Singapore Section or its office-bearers. Executive Committee or members, unless with the prior approval of the relevant authorities.
- (6) The Singapore Section shall not raise funds from the public for whatever purpose without the prior approval in writing of the Director, Criminal Investigation Department and other relevant authorities.

ARTICLE XII INTERPRETATION

Any matter or question arising out of any point which is not expressly provided for in the constitution will be referred to the Executive Committee who shall be empowered to use its own discretion. The decision of the Executive Committee shall be final unless it is reversed at an annual general meeting of members.

ARTICLE XIII
AMENDMENT OF THE CONSTITUTION

- (1) No alterations or addition/deletion to these articles shall be made except with the affirmative vote of seventy-five percent (75%) of the total voting members present at a duly convened general meeting of the Singapore Section, provided written notice of the proposed amendment has been sent to all members at least ten (10) days prior to such meeting.
- (2) No amendment shall become valid and effective until first submitted to and approved by the International Executive Council of the International College and approved by the Registrar of Societies of Singapore.

ARTICLE XIV
PROPERTY OF THE SECTION

All donations, gifts bequests or legacies made to the Singapore Section, and all other property of any kind, shall be subject to the provisions of Article II of the Constitution of the International College of Surgeons (parent body in the USA).

ARTICLE XV
DISPUTES

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

ARTICLE XVI
DISSOLUTION

- (1) The Singapore Section shall not be dissolved except with the consent of not less than three-fifth of the total voting membership of the Singapore Section for the time being resident in Singapore, expressed either in person or by proxy at a general meeting convened for the purpose.
- (2) In the event of the Singapore Section being dissolved as provided above, all debts and liabilities legally on behalf of the Singapore Section shall be fully discharged and the remaining funds shall forthwith be surrendered to the International College.
- (3) A Certificate of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.