

**Constitution of the Singapore Society of Oncology**  
**UEN: S81SS0058D**

**NAME:**

1. The name of the SOCIETY shall be SINGAPORE SOCIETY OF ONCOLOGY.
2. Its place of business shall be at 28 Sin Ming Lane, #05-143, Midview City, Singapore 573972 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

**OBJECTIVES:**

3. The objects of the Society shall be:
  - a. To advance the knowledge and practice of medicine in the field of oncology especially in the prevention, recognition and treatment of oncological disease in this country.
  - b. To promote research in the Republic of Singapore in oncology
  - c. To organise regular scientific discussions and practical demonstrations on subjects related to the prevention, recognition and treatment in oncology
  - d. To acquire, print and publish books, magazines, periodicals, leaflets or other literary or scientific works that the Society may think desirable for the promotion of its objectives
  - e. To contribute actively in medical and health education at all levels
  - f. To collaborate with other local and international oncological groups on basic and clinical research into oncological diseases

**MEMBERSHIP:**

4. Members shall be of three kinds –
  - a. Honorary Membership  
Distinguished persons who have rendered notable service to the Society, or to the advancement of oncology, may on the recommendation of the Executive Committee be elected Honorary Members by a simple majority at a General Meeting. They shall enjoy all privileges of Ordinary Members, except the right to elect and be elected.
  - b. Ordinary Membership  
Ordinary members shall be medical practitioners and suitably qualified scientists, practicing in oncology. They shall have the right to vote in the Society.

Only Oncologist trainees or Oncologists are eligible to hold office. They must also be Medical, Surgical or Radiation Oncologists.

All applications shall be subject to approval by the Executive Committee.

c. Associate Membership

Associates shall be persons who are not eligible for ordinary membership but are actively engaged as workers in some field of oncology. They are not eligible to hold office or vote for the office bearers.

5. Application for Ordinary and Associate Memberships shall be made in writing to the Honorary Secretary or Secretariat. Such applications shall be subject to approval by the Executive Committee.

6. The Honorary Secretary shall keep a register of all members of the Society.

THE PRIVILEGES OF MEMBERS

7. To attend all meetings and activities of the Society

8a. To receive any publications, communications, or proceedings of the Society

8b. To present papers at any Scientific meetings organised by the Society

SUBSCRIPTION

9. Ordinary members shall pay an annual subscription of \$20.00 or a sum to be determined from time to time by the Executive Committee and approved by the Annual General Meeting. The fee shall be payable in advance by the 31st of January in each year. Members admitted during any part of the year shall pay the full annual subscription for the year.

10. Honorary Members shall pay no subscription.

11. Associate members shall pay an annual subscription of \$10.00 or a sum to be determined from time to time by the Executive Committee and approved by the Annual General Meeting. The fee shall be payable in advance by the 31st of January in each year. Members admitted during any part of the year shall pay the full annual subscription for the year.

12. TERMINATION OF MEMBERSHIP

a. Members who do not pay their subscriptions for two successive years despite written notification from the Honorary Treasurer or Secretariat shall cease to be members until all arrears in subscriptions have been paid, or unless the Executive Committee determines otherwise.

b. Any member of the Society may resign by giving to the Honorary Secretary, or the Secretariat, a notice in writing to be effect. Refunds for fees paid will not be made for terminations.

13. DONATION

The Society may receive donations from any person, groups of persons and benevolent organisations for the purpose of research and training in Oncology. The Society may also receive donations for administrative purposes. Donations for research and training purposes shall be kept in a separate account from that of administration.

#### 14. EXPENDITURE

- a. The Executive Committee has the power to authorise expenditure for administrative purposes. Either the President and Honorary Treasurer or Honorary Secretary and Honorary Treasurer shall sign cheques or withdrawals from the bank.
- b. The income and property of the Society whencesoever derived shall be applied solely towards the promotion of the objects of the Society as set forth in this constitution

#### 15. EXECUTIVE COMMITTEE

The Executive Committee of the SOCIETY shall consist of:

- The President
- Immediate Past President
- The Vice-President
- The Hon. Secretary
- The Hon. Treasurer
- Three (3) Committee Members

#### 16. The duties of the office-bearers are as follows:

- a. The President shall act as chairman at all general and committee meetings.
- b. The Vice-President shall deputise for the President in the latter's absence.
- c. The Honorary Secretary shall be responsible to keep all records, except financial of the Society and shall be responsible for the correctness. He will be responsible for keeping minutes of all general and committee meetings.
- d. The Honorary Treasurer shall be responsible for the collection and disbursement of all monies on behalf of the Society and shall keep an account of all monetary transactions. He shall be responsible for their correctness.

#### 17. Office bearers of the Executive Committee shall be elected by a simple majority vote of ordinary members at the Annual General Meeting.

The President, Vice President, Honorary Secretary and the Committee Members shall hold office for a period of two years and shall remain until their successors have been appointed. Vacancies occurring during the year shall be filled by a simple majority vote of Executive Committee.

They shall not hold office for more than two terms. The immediate past president will be part of the executive committee and will play an advisory role.

The Honorary Treasurer shall not hold the same office for more than four consecutive years. Re-appointment of the outgoing Treasurer may be considered after a lapse of at least two years.

#### 18. In the intervals between Annual General Meetings the Executive Committee shall exercise management and discretion of the business and conduct of the affairs of the Society. The Executive Committee shall meet at least four times in a year.

#### 19. At all meetings of the Executive Committee the President (or in his absence the Vice President), shall be the Chairman.

#### 20. Minutes shall be kept of all meetings of the Executive Committee.

21. The quorum at meetings of the Executive Committee shall be four.
22. Subcommittees
- a. Subcommittees shall be formed from time to time at the discretion of the Executive Committee.
  - b. All projects and their source of funding must receive the prior approval of the Executive Committee.

23. Scientific Research and Training Committees  
There shall be a research and training committee to:

- a. organise training in oncology
- b. arrange scientific programmes
- c. arrange teaching programmes
- d. to review applications for research grants

The committee shall consist of the President, Honorary Secretary, Honorary Treasurer and three other members elected at the Annual General Meeting. These three members need not be from the Executive Committee. The President shall be Chairman of this meeting and in the absence of the President, the Vice President shall be Chairman.

24. Scientific Meetings

A minimum of four scientific meetings shall be held in any one calendar year

25. General Meetings

At all meetings of the Society, the President (or in his absence the Vice President) shall be the Chairman. In the absence of the President, and the Vice President, the members present shall appoint an Acting Chairman.

26. Minutes shall be kept of all meetings of the Society.

27. The Annual General Meeting of the Society shall be held in January of each year. At least 2 weeks' written notice will be given of an Annual General Meeting.

28. 25% of the total voting membership, or thirty (30) voting members, whichever is the lesser, shall form a quorum at the Annual General Meeting. In the event of there being no quorum at an Annual 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 alter, amend or make additions to any of the existing rules.

29. The business at each Annual General Meeting shall include:

- a. Report on the Activities of the Society
- b. Presentation of the Balance Sheet and the income and Expenditure of the Society
- c. Election of the office bearers and Executive Committee at the relevant year.
- d. Appointment of two auditors or a firm of public auditors or accountants
- e. Appointment of an honorary legal adviser
- f. Other business

30. Extraordinary General Meeting

- a. The Executive Committee may summon a Special Meeting and at any time on the written request signed by at least ten ordinary members desiring to submit any specified resolution to such a meeting. At least ten clear calendar days' notice of

this extraordinary meeting shall be given and of the business to be transacted.

- b. The Executive Committee may call such extraordinary meetings of the Society as they may decide.

31. The Executive Committee shall have powers to invite non-members to attend scientific meetings of the Society

### **32. PROHIBITIONS**

- a. Gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, 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.
- b. The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.
- c. The Society shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- d. 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.
- e. The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

### **33. AMENDMENTS OF ARTICLES OF THE SOCIETY**

- a. Amendments to these articles must be proposed and seconded. They must be presented in writing to the Executive Committee at least 30 calendar days in advance of the Annual General Meeting. For such amendments to become effective they must be passed by a majority of two-thirds of the voting members present at the meeting.
- b. Amended rules shall not come into force without prior sanction of the Registrar of Societies.

### **34. DISSOLUTION**

- a. The Society shall not be dissolved, except with the consent of not less than seventy five per cent of the voting members of the Society for the time being resident in Singapore expressed either in person, by proxy or postal voting at a General meeting convened for the purpose. The postal vote must be received by the Honorary Secretary or Secretariat up to the time of the General Meeting.
- b. In the event of the Society being dissolved as provide above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds shall be donated to any institutions of public character approved by the General Meeting.
- c. Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

35. No member of the Society shall be liable for any debt incurred by the Society.