

**CONSTITUTION
OF**

**THE
PHARMACEUTICAL
SOCIETY
OF
SINGAPORE**



Reprint 2002

ARTICLE 1 - NAME

The Society shall be called "The Pharmaceutical Society of Singapore" (hereinafter referred to in this Constitution as "The Society").

ARTICLE 2 - REGISTERED OFFICE:

The place of business of the Society shall be situated in the Republic of Singapore and the address of such place of business shall be the Alumni Medical Centre, 2 College Road, Singapore 169850, or such address as the Council shall from time to time determine subject to the approval of the Registrar of Societies.

ARTICLE 3 - OBJECTS:

The objects of the Society shall be:-

- (1) To protect and further the interests of Pharmacy.
- (2) To encourage and foster the development of Pharmacy and pharmaceutical education.
- (3) To improve the art and science of Pharmacy for the general welfare of the public by fostering the publication of scientific and professional information relating to the practice of Pharmacy; and aid in the development and stimulation of discovery, invention and research.
- (4) To develop, maintain and enforce a code of ethics which will assure to the public the highest type of pharmaceutical service, safeguard professional relations between medical practitioners and patients and develop intra-professional relations which will tend to uplift the profession scientifically, spiritually and morally.
- (5) To subscribe to, become a member of, or co-operate with other organisations as may be deemed desirable to the Council in

furtherance of the objects.

- (6) To acquire any movable or immovable property as the Society, for the purposes hereof, may from time to time think proper to acquire.
- (7) To construct upon any premises acquired for the purposes of the Society any building or buildings and to alter, add, remove any building upon such premises.
- (8) To borrow or raise any moneys required for the purposes of the Society upon such terms and in such a manner and on such securities as the Society may determine and in particular, by the issue of debentures or debenture stock charged upon all or any of the property of the Society.
- (9) To register, own and operate in the name of Society any business, undertaking or enterprise whatsoever.
- (10) To do all such other things as may be necessary or conducive to the attainment of the above objects or any of them.

ARTICLE 4 - MEMBERSHIP:

- (1) Categories of Membership
 - (a) Founder Members:

Every fully paid up Ordinary Member or Life Member of the Malayan Pharmaceutical Association (Southern Division) at the time of inauguration of the Society shall have the right to subscribe to the Constitution (and Memorandum) of the Society; all who subscribe shall be Founder and Ordinary Members of the Society.
 - (b) Ordinary Members:

All registered pharmacists and those eligible for registration under the (PHARMACIST REGISTRATION ACT) of the Republic of Singapore or such Acts and laws as may be enacted from time to time shall be eligible for enrolment as Ordinary Members.
 - (c) Honorary Members:

Honorary Membership shall be open to those of the

medical profession, scientific workers and prominent lay citizens who take special interest in furtherance of the objects of the Society and in the advancement of the Pharmaceutical profession. These persons shall be nominated and seconded by Ordinary Members and approved at a General Meeting of the Society.

- (d) Associate Members:

Pharmacy graduates who are not eligible for Ordinary Membership shall be eligible for enrolment as Associate Members.
- (e) Life Members:

Any member who is a Life member of the Malayan Pharmaceutical Association (Southern Division) shall be eligible for Life Membership of the Society. Any member on reaching the age of 60 years and has been an Ordinary Member of the Society for a period of 10 years or more continuously shall be eligible to become a Life Member.
- (f) Overseas Members:

Overseas Membership shall be open to all those who have previously been Ordinary Members of the Malayan Pharmaceutical Association (Southern Division) or Ordinary Members of the Society but have become residents in other countries permanently or for a continuous period exceeding six months, and are still interested in continuing their ties with the Society. They must furnish an overseas address for correspondence and shall have no voting rights. On their return to reside in Singapore, their membership will be reverted to Ordinary Membership.
- (g) Student Members:

Pharmacy undergraduates of the National University of Singapore and other Universities shall be eligible for enrolment as Student Members. Such members shall be exempted from the payment of the admission fee

prescribed in Article 4 (3) so long as they are Student members.

(2) Privileges of Membership

Honorary, Overseas, Associate and Student Members shall be entitled to all the privileges of an Ordinary Member except that of voting and holding office. Life Members shall be entitled to all the privileges of Ordinary Membership including the right to vote at General Meetings and hold office. Ordinary Members shall be entitled to all the facilities provided by the Society and they shall enjoy full voting rights and the right to hold office in the Society.

(3) Admission of Members

Every application for membership shall be proposed and seconded by Ordinary Members and the application form duly filled shall be forwarded to the Secretary who shall, at the first opportunity, submit same to the Council for approval. The Council may at its discretion reject any application without assigning any reason thereof. Upon approval of a membership application and the full payment of the prescribed subscription and an admission fee of \$20.00, the applicant shall be admitted as a member of the Society and shall be entitled to the privileges of membership.

(4) Penalty for Non-Payment of Subscription

An Ordinary or Associate or Student or Overseas Member who fails to pay the prescribed subscription six months after the end of the financial year is liable to have his or her membership cancelled.

Reinstatement of any member shall be allowed on the payment of all dues.

(5) The Council may expel any member if it is satisfied that

such member's conduct has been prejudicial to the good name of the Society or the profession provided that the member concerned shall be given an opportunity to exonerate himself or herself before the Council. The Council's decision shall be final unless a General Meeting overrules it by a majority vote.

(6) Resignation of Membership

Any member who wishes to resign from the Society shall give two weeks notice in writing to the Secretary and shall pay up all dues.

(7) (a) Use of M.P.S.S.

Ordinary Members of the Society may use "M.P.S.S." (Member of the Pharmaceutical Society of Singapore) after their names and this privilege of using these dignitary letters shall be withdrawn when the member ceases to be member of the Society.

(b) Use of F.P.S.S.

The Council may, at its discretion, elect members to be Fellows of the Society and that the Fellows so elected may use "F.P.S.S." (Fellow of the Pharmaceutical Society of Singapore) after their name. Fellows shall pay the normal subscription to the Society and their fellowships shall cease if he or she is no longer a member of the Society.

(c) Criteria for Fellows

Fellows shall be persons who have been Ordinary Members of the Society for a continuous period of five years and who have contributed substantially to the cause of Pharmacy or who have given meritorious service to the Society.

(d) Standing Rules for election of Fellows

Persons may be considered for election as Fellows if proposed by

- (i) Any four members of the Council or
 - (ii) Any four existing Fellows or
 - (iii) Any 12 Ordinary Members of the Society
- (e) Election of Fellows
- (i) Duly nominated persons may be elected as Fellows at any meeting of the Council by the affirmative vote of at least 2/3 council members.
 - (ii) The total number of Fellows of the Society shall not exceed 10% of the total membership of the Society at any one time.
 - (iii) The number of Fellows to be elected within any one calendar year shall not exceed four.

ARTICLE 5 - ACCEPTANCE OF CONSTITUTION:

Acceptance of membership shall be *ipso facto* acceptance of the Constitution and Articles of the Society and of its rules.

ARTICLE 6 - FINANCE:

- (1) Subscriptions
- Subject to any future decision by the Society in General Meeting the subscriptions shall be as follows:
- Ordinary Members \$120/- per annum payable in advance.
 Applicants for Ordinary membership after June 30th shall pay a sum of \$60/-
- Associate Members \$60/- per annum payable in advance.
 Overseas Members \$60/- per annum payable in advance.
 Student Members \$10/- per annum payable in advance.
- All subscriptions shall be collected by the Treasurer who shall issue official receipts.
- (2) Financial Year
- The financial year shall commence on the first day of January and terminates on the 31st day of December of the same year.

- (3) Banking of Funds
- All moneys and funds of the Society which are not immediately to be expended for the purposes of the Society shall be deposited to the credit of the Society with its bankers. Cheques may be drawn on the Society's account on the signature of the Treasurer and either one of two other members of the Council to whom this authority is delegated by the Council.
- (4) Investments
- All moneys and funds of the Society which are not immediately required to be expended for the purposes of the Society may be invested in such investment for the time being authorised by laws for the investment of trust funds in the Republic of Singapore, or in the purchase or mortgage of any land or building in the Republic of Singapore.
- (5) Audit
- There shall be an audit of the accounts of the Society which shall be presented at each Annual General Meeting. The Society shall for the purpose of such audit appoint two auditors who shall not be members of the Council at the Annual General Meeting. The term of office of the auditors shall be one year and may not be re-elected.

ARTICLE 7 - GENERAL MEETINGS:

- (1) Annual General Meeting
- The Annual General Meeting shall be held by March of each year, the date, time and place to be decided by the Council in advance and notification of such Annual General Meeting shall be made in writing to each individual member of the Society at least one month in advance of the date of the Annual General Meeting.
- Business to be transacted at the Annual General Meeting shall include:-
- (a) Confirmation of the minutes of the last Annual General Meeting and other Extraordinary General

- Meetings held during the year.
- (b) To receive the Annual Report of the Council.
 - (c) To receive the audited Statement of Accounts and Balance Sheet of the Society duly audited.
 - (d) To approve the election of office bearers.
 - (e) To add, to alter or amend the Constitution of the Society.
 - (f) To discuss any other business, notice of which shall have been given to the Secretary at least 14 days before the date fixed for the meeting.
- (2) **Extraordinary General Meetings**
An Extraordinary General Meeting may be called by the President on the request in writing of 10 or more Ordinary or Life Members, or by the Council. Notice of any Extraordinary General Meeting shall be sent to every member of the Society at least two weeks before such a meeting is held. Only the business for which the meeting is called may be conducted at the Extraordinary General Meeting.
- (3) **Attendance at General Meetings**
Attendance at all General Meetings shall be open to members of all categories within the Society who may speak but voting rights shall be given only to Ordinary or Life Members.
- (4) **Quorum at General Meetings**
The quorum at the Annual General Meeting and at all Extraordinary General Meetings shall be 30 Ordinary and Life Members. In the event of there being no quorum, at either the AGM or an EGM, the particular meeting shall be adjourned for 15 minutes, and should the number then present be insufficient to form a quorum, those present shall be considered a quorum. The minimum number of votes, including proxy votes, cast at the AGM and at all EGM which are called to alter, amend or make additions to any of the existing rules or articles in the Constitution of the Society shall be 1/5 of the total eligible

votes of Ordinary and Life Members. Any resolution proposing any amendments, alternations or additions shall be carried by a simple majority.

- (5) **Proceedings at General Meetings**
At all General Meetings of the Society, the President, or in his absence, the Vice-President shall take the chair. If the President and Vice-President be absent, a member of the Council shall be elected for the purpose. Every Ordinary or Life Member present shall be entitled to one vote upon each motion before the meeting and in case of an equality of votes the Chairman shall have a second or casting vote
- (6) **Circulation of Draft Minutes**
The Secretary shall forward to all members a copy of the draft minutes of each Annual General and Extraordinary General Meeting not later than 14 days after the adjournment of such meeting.
- (7) **Amendment to Rules**
No alterations or additions to these rules shall be made except at a General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

ARTICLE 8 - MANAGEMENT:

- (1) The affairs of the Society shall be managed by a Council of twelve elected members at the Annual General Meeting which is composed of the following officers:-
- A President
 - A Vice-President
 - An Honorary Secretary
 - An Asst. Honorary Secretary
 - An Honorary Treasurer
 - An Asst. Honorary Treasurer
 - Six other Council Members
- (2) The Council shall be elected annually by secret ballot.
The President, Vice-President, Hon. Secretary, Asst. Hon.

Secretary, Hon. Treasurer and Asst. Hon. Treasurer shall hold office for one year and shall be eligible for re-election except the Hon. Treasurer who shall not be re-elected to the same office for a second consecutive term and the President who shall not be elected to the same office for more than three consecutive terms.

The six other Council Members shall hold office for two years and shall be elected such that three will retire each year; such retiring members shall be eligible for re-election.

- (3) Any casual vacancies in the council arising through death, resignation or any other causes may be filled by the remaining members of the Council in any manner they think fit but the member so elected to fill such casual vacancy shall hold office for so long as the member in whose place he is appointed would have held office.
- (4) The Council shall meet at least once every two months and 7 clear days notice shall be given to members. The President acting alone or not less than 3 Council Members acting together may call a meeting of the Council provided that the required 7 days notification to all members of the Council is given. The quorum at all Council Meetings is seven. Voting shall be by simple majority and in case of an equality of votes, the Chairman shall have an extra or casting vote.
- (5) Where any urgent matter requiring approval of the Council arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter. The following conditions however, must be fulfilled before a decision of the Council is deemed to have been obtained:-
 - (a) The issue must be clearly set out in the circular and forwarded to all members of the Council.
 - (b) A decision can only be made if a simple majority of the total membership of the Council is obtained.
 - (c) Any decision obtained by circular letter shall be reported by the Secretary at the next Council Meeting and recorded in the minutes.

- (6) Any member of the Council who has failed to attend three consecutive meetings without satisfactory explanations, or leave of absence, shall be deemed to have resigned from the Council and the rest of the Council shall at the next meeting fill such vacancy as provided in Section (3) of this article.
- (7) The Council shall have power to appoint such sub-committees as it may deem necessary or expedient.
- (8) The Council shall have power to appoint representatives of the Society on statutory bodies and other committees to which the Society may from time to time be associated with or affiliated to. All such appointed representatives shall be responsible to and shall act according to the directives of the Council.
- (9) Other duties and powers vested on the Council shall be:-
 - (a) To lay down and carry out the policy of the Society which shall be consistent with the Constitution of the Society.
 - (b) To disburse, invest and collect such funds as are approved and are deemed necessary for the furtherance of the objects of the Society.
 - (c) To approve applications for Ordinary, Life, Associate, Student and Overseas Membership.
 - (d) To accept resignations.
 - (e) To fill vacancies in sub-committees.
 - (f) To cancel membership deemed necessary and according to the provisions of Article 4 Sub-section 4 of this Constitution. However, the member concerned has the right to appeal to the general body at the Annual General Meeting or at an Extraordinary General Meeting constitutionally convened for the purpose.
 - (g) To make bye-laws as and when necessary for the Society which shall be consistent with its Constitution.
 - (h) To co-opt Associate and Student Members to serve

on sub-committees and to invite as observer a representative of the Pharmaceutical Society of the National University of Singapore at any Council Meetings of the Society.

ARTICLE 9 - ANNUAL REPORT:

The Council shall present for approval at the Annual General Meeting the Annual Report. This report shall include:-

- (a) The up-to-date list of names and addresses of all members of the Society.
- (b) The audited Statement of Accounts and Balance Sheet of the year of the Society.
- (c) A summary of the activities of the Society during the year under review.

The Annual Report, the Statement of Accounts and the Balance Sheet shall be open for inspection at the Annual General Meeting. Any member at any subsequent meeting may ask to see these copies.

ARTICLE 10 - TRUSTEES:

If the Society at any time acquires any immovable property, such property shall be vested in a Board of Trustees subject to a declaration of trust. Any Trustee may at any time resign his trusteeship. If a trustee dies or becomes of unsound mind or moves permanently (or is absent from the Republic of Singapore for a period of one year) he shall be deemed to have resigned his trusteeship. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee, a General Meeting may remove his trusteeship. Vacancies in the Board of Trustees may be filled at an Annual General or Extraordinary General Meeting, but the number shall not be greater than five or less than three. Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given to members at least 14 clear days before the General Meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to the Registrar of Societies for approval.

ARTICLE 11 - PROHIBITIONS:

- (1) Gambling of any kind such as the playing of paikow or mahjong whether for stakes or not is forbidden on the Society's premises.
- (2) The funds of the Society shall not be used to pay fines of members who have been convicted in Court nor shall they be used for donation, presents or any other purposes in connection with any political party or trade union or for any purposes which are not for the furtherance of the objects of the Society.
- (3) 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 the Trade Union Act.
- (4) 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.
- (5) The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

ARTICLE 12 - DISSOLUTION:

- (1) The Society shall not be dissolved, except with the consent of not less than 3/5 of the members of the Society expressed, either in person or by proxy at a General Meeting convened for the purpose or by postal vote.
- (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 shall be donated to any approved charitable or educational organisation(s) decided by a General Meeting called for the purpose.
- (3) Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.