
**CONSTITUTION
OF
DIABETES SINGAPORE**

1. Name

This Society (hereinafter referred to as the Society) shall be known as Diabetes Singapore.

2. Place of Business

The place of business is at Blk 528, Jurong West St 52, #01-353, Singapore 640528 or at any other place as may be decided by the Management Committee and approved by the Registrar of Societies.

3. Objects

The objects of the Society are:

- a) To set up an organisation for the benefit of and to be of service to all diabetics and others interested in diabetes in Singapore.
- b) To promote the study of the causes and treatment of diabetes and to publicise information concerning diabetes.
- c) To do all such other things as are incidental or conducive to the attainment of the above objects, the Society may:
 - i) be the co-ordinating body for all members of the Society in their approach to the Government or the Ministry of Health or any Government Department or Statutory body, or any pharmacists, dispensaries or clinics, concerning the diabetic disciplines on diet, exercise and other related activities;
 - ii) seek and maintain affiliation to the International Diabetes Federation;
 - iii) approach international groups in relation to diabetes and to have the power to organise conferences, seminars or clinics whether on a global, regional or local basis and to organise surveys of diabetic patients and the incidence of diabetes;
 - iv) compile, print, publish and distribute brochures and/or journals by experts with all information about diabetes, particulars of diabetic diet and to advise what diabetics can do for themselves to remain active and be able to lead normal and useful lives;
 - v) purchase, lease or hire or in any other way, acquire or dispose of or deal in any real estate or property for the purposes of the Society; and
 - vi) receive cash, bonds, share certificates or any form of donation whatsoever from any person or group of persons and also borrow or raise money and invest and deal with the money so derived for the purpose of enhancing the objects of the Society.

4. Membership

- a) Membership is open to all
 - i) diabetic persons;
 - ii) non-diabetics who are interested in diabetes and the objects of the Society; and
 - iii) members of the medical and paramedical profession

b) Categories of Membership

- i) Ordinary Members - membership is open to all residents in Singapore.

Entrance Fee : \$15.00

Subscription : \$20.00 per calendar year

\$10.00 for those joining from 1st July

Ordinary Members have the right to vote and to hold office.

- ii) Honorary Members

Any person who has or is considered to have contributed in a worthy manner towards the objects of the Society may at the discretion of the Management Committee be admitted as an Honorary Member.

Honorary Members have no voting rights and may not hold any elected office or post as defined in the Constitution.

- iii) Associate Members

Membership is open to the family members of an Ordinary Member to become Associate Members.

Entrance Fee : Nil

Subscription : \$10.00 per year

Associate Members shall have no voting rights and may not hold elected office or post as defined in the Constitution. Associate Members shall cease to be Associate Members when the Ordinary Member who is their family member ceases to be a Member.

- c) Exemption from payment of the Ordinary Membership Fees may at the discretion of the Management Committee, be allowed for any member deserving such consideration. Entrance fee and monthly subscription for retiree members shall be waived or reduced.
- d) A member whose subscription is in arrears for six months and has been notified of the fact and has not paid up within twenty eight (28) days of the posting of such notice to his last known address shall be deemed to have defaulted and shall ipso facto cease to be a member.
- e) The Management Committee may at its discretion waive, exempt or reduce any fees whether entrance fee or subscription fee, for all categories of membership.

5. Officials

- a) Diabetes Singapore shall be governed by a Management Committee comprising a President, two (2) Vice-Presidents (one of whom should preferably be a qualified health care professional), an Honorary Secretary, an Honorary Assistant Secretary, an Honorary Treasurer, an Assistant Honorary Treasurer and four (4) Committee Members.

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- b) Should less than 4 Committee Members be elected at the Annual General Meetings, further members may be co-opted by the Management Committee.
 - c) All Officials of the Management Committee shall be elected by ballot at the alternate Annual General Meeting. Vacancies of office holders may be made good in between each election by nomination from and mutual agreement among members of the Management Committee, until a bye-election can be held at the next AGM or EOGM.
 - d) No member may hold the office of Honorary Treasurer or the Assistant Honorary Treasurer for more than two (2) terms consecutively
 - e) Government leaders, community leaders and senior members of the health care, legal and finance professions may be invited by the Management Committee to serve as Honorary Advisors or Advisors in their specialized area. The term of tenure for all the Advisors shall be the same as the term of the Management Committee.

6. Annual General Meeting

The Financial Year end shall be 31st December. The Annual General Meeting shall be held after the close of financial year before the 30th of April. At least two (2) weeks' notice in writing shall be given for an Annual General Meeting and at least ten (10) days' notice shall be given of any other General Meeting.

7. Agenda Item

The following business shall be considered at the Annual General Meeting

- a) the Report of the Management Committee;
- b) the previous year's Accounts and the accompanying Auditor's Report; and
- c) any other business of which notice has been given.

A member wishing to place an item on the agenda of an Annual General Meeting shall give the Hon. Secretary one week's notice in writing giving details of the item.

8. Quorum

The quorum for an Annual General Meeting or an Extraordinary General Meeting shall be twenty-five (25) per cent of voting members or thirty (30) members whichever is lower. In the event of there being no quorum, the Meeting shall stand adjourned and be re-convened after thirty (30) minutes and if there being still no quorum at such re-convened Meeting, the members then present shall be considered a quorum but shall have no power to alter, amend or make addition to the Constitution of the Society.

9. Chairman

At a General Meeting, the President of the Society will take the Chair. In his absence, the Vice-President will act as Chairman and should both the President and Vice-President be absent, the Meeting shall be empowered to elect a Chairman from among those members present by a show of hands.

10. Extraordinary General Meeting

To call an Extraordinary General Meeting there shall be a demand for such a Meeting presented to the President or in his absence to the Vice President, acting in the capacity as President, who will then issue instructions to the Hon. Secretary to convene such a Meeting. This demand for an Extraordinary General Meeting shall bear the signatures of at least twenty (20) Ordinary Members and shall set out the details for such a Meeting.

11. Committee Meetings

- a) A Committee Meeting shall be held at least once a month after seven days' notice to Committee Members.
- b) Committee Members who absent themselves from more than four (4) consecutive meetings shall vacate their positions as Committee Members unless they have informed the President of their inability to attend such meetings because they are proceeding overseas on leave, business or for any other reason or because of illness. The Committee can then co-opt any member to fill such vacancies. The President can call a meeting at any time after giving seven (7) days' notice.
- c) At all Committee Meetings, at least half of the Committee Members shall form a quorum. In the absence of a quorum, the Meeting shall be adjourned for 15 minutes and those present shall consider a quorum.

12. Cheques

Cheques on any bank handling funds of the Society shall bear the signatures of the Hon. Treasurer and the President or Hon. Secretary. The Committee has power to authorise the expenditure of a sum not exceeding 40 percent of the Society's General Fund for the Society's purposes.

13. Treasurer's Duties

- a) The duties of the Treasurer shall be:
 - i) to keep all funds and collect and disburse all monies on behalf of the Society;
 - ii) to keep an account of all monetary transactions and to be responsible for their correctness;
 - iii) to hold a sum of \$5,000.00 as petty cash to meet exigencies;
 - iv) to bank all monies in excess of \$1,000; and
 - v) to pay out such sums of money as approved by the Management Committee.

- b) The duties of the Assistant Treasurer shall be:

The Assistant Treasurer shall assist the Treasurer in handling the financial matters of the Society and shall deputise for the Treasurer in the latter's absence.

- c) All income and property of the Society shall be applied solely towards the promotion of the objectives of the Society as set forth in the Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or other means whatsoever to members of the Society. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Society or to any members of the Society in return for any services actually rendered to it or of allowance and traveling expenses to a member of the Society when engaged on any business connected with or arising from carrying out any of the objectives of the Society.

14. Audit

The accounts of the Society shall be audited by an Auditor/Auditors approved by the Comptroller of Income Tax and any change in the appointment of Auditor should have the prior approval of the Comptroller of Income Tax.

The appointment of the approved Auditor/ Auditors and the authority for the Management Committee to fix the remuneration shall be confirmed at the Annual General Meeting. The Accounts and the Report of the Auditor/ Auditors shall be presented at the Annual General Meeting.

15. Trustees

Should the Society acquire any immovable property, such property shall be vested in Trustees to be appointed at a General Meeting subject to a declaration of trust. Any trustee may at any time resign from his trusteeship. If a trustee dies or becomes mentally ill or is of unsound mind or moves permanently away from the Republic of Singapore or is adjudicated a bankrupt or is guilty of misconduct of such kind as to render him unfit to continue as trustee in the opinion of a General Meeting, such vacancy shall be filled at a General Meeting. Notice of a proposal to remove a trustee from his trusteeship or to appoint a new trustee shall be given by affixing in the premises of the Society a document containing such proposal at least 2 weeks before the meeting and the result of such meeting shall be notified to the Registrar of Societies and the Commissioner of Charities for approval.

16. Prohibitions

- a) No gambling of any kind is allowed and material for gambling or opium smoking and drug consumption of any kind or type are forbidden on the Society's premises. Funds of the Society shall not be used to pay fines for members who have been convicted in court.
- b) 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. Nor can the Society hold any lottery, whether confined to members or not, unless permission to do so has been obtained from the proper authority.
- c) The Society shall not indulge in any political activity nor must it allow its funds or its premises to be used for political purposes.

17. Amendment of Constitution

No alterations or additions to the Constitution shall be made except at a General Meeting and they shall not come into force without the prior approval of the Registrar of Societies, the Commissioner of Charities and the Comptroller of Income Tax respectively.

18. Dissolution

- a) The Society shall not be dissolved except with the consent of not less than 3/5th of the members of the Society resident in Singapore expressed in person or by proxy at a general meeting convened for this purpose or by postal vote.
- b) 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 charitable organisation approved as institutions of a public character under section 37(2)(c) of the Income Tax Act and also registered as charities under the "Charities Act (Cap. 37)", as shall be approved at such General Meeting.
- c) Notice of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

19. In the event of any question or matter arising out of any point which is not expressly provided for in the Constitution, the Management Committee shall have power to use their own discretion and their decision shall be final and binding.