

CONSTITUTION OF THE SINGAPORE SOCIETY FOR BIOCHEMISTRY AND MOLECULAR BIOLOGY (SSBMB)

1.0 Name

The name of the Society is the “Singapore Society for Biochemistry and Molecular Biology” (SSBMB).

2.0 Place of Business

The place of business shall be:

Department of Biochemistry
Yong Loo Lin School of Medicine
National University of Singapore
Singapore 117597

3.0 Objects

The objects of the Society are to promote the advancement of biochemistry and molecular biology; to maintain the status and advance the interests of the profession; to promote meetings in Singapore; to take part in meetings, congresses and symposia both in Singapore and abroad; for the discussion of subjects of importance in biochemistry and molecular biology, and to do all such other things as may, in the opinion of the Council, spread or increase the knowledge and standing of biochemistry and molecular biology.

4.0 Membership

The Society shall consist of ordinary, honorary, associate and corporate members.

4.1 Ordinary Members

Persons admitted as ordinary members shall be either graduates in Biochemistry or Molecular Biology or graduates occupied wholly or mainly in activities related to Biochemistry or Molecular Biology, within the Republic of Singapore. Such persons may continue their membership after retirement from active professional life.

4.2 Honorary Members

The Council may nominate honorary members by reason of their exceptional and meritorious contributions to the objectives of the Society or for such other reasons as the Council may deem appropriate. They shall pay no subscription, shall have no voting rights and shall not be eligible for membership of the Council.

4.3.0 Associate Members

Associate membership will be extended to those interested in the subject and holding appropriate academic qualifications, subject to the discretion of Council.

4.3.1 Associate members will not be eligible to hold office or vote for office bearers.

4.4.0 Corporate Members

Corporate Members shall be extended to those organizations who support the objects of the Society, subject to the discretion of the Council.

- 4.4.1 Each corporate member shall be entitled to nominate not more than two representatives to the Society. The representatives shall be subjected to the approval of the Council.
- 4.4.2 Corporate members shall not be eligible to hold office or vote for office bearers.
- 4.4.3 Corporate members shall not use the name and/or logo of the Society for the purpose of advertisements.
- 4.4.4 Corporate members shall seek in writing the approval from the Council of the Society in the use of the Society's name and/or logo in other related matters.
- 4.5 Life membership
Life membership shall be open to an ordinary member who has been a fully paidup member for at least 3 consecutive years subject to a payment of subscription of \$300.

5.0 Application for membership

Application for membership must be made on an application form obtainable from the Honorary Secretary. Applicants must be nominated by an ordinary member. Applications should be submitted to the Council together with the relevant curricula vitae and one year's subscription fees.

6.0 Resignation

Resignation of membership shall be signified in writing to the Secretary of the Society and the member so resigning shall be liable for the payment of his subscription for the current year together with any arrears up to the date of tendering his resignation.

7.0 Membership subscription and other dues

The annual subscription for the members shall be:

Ordinary members \$25

Associate members \$15

Corporate members \$300

The annual subscription is payable in advance within three months from the first day of April in each year.

- 7.1 Each member shall upon election pay one-third, two-thirds or full year's subscription depending on the date of election and thereafter the annual subscription on the first day of April in each year.
- 7.2 Any member who has not paid up his annual subscription, shall not propose, second or stand as a candidate for any of the office bearers to be elected at the Annual General Meeting in that year. In addition the Council may order that he be denied the other privileges of membership until he settles his subscription due for the year.
- 7.3 Members who are abroad for more than one year may apply for exemption of Annual subscription dues. Any member whose subscription is two years in arrears and who has been duly notified of the fact shall, if the Council sees fit, be removed from membership of the Society.
- 7.4 The rate of annual subscription may only be varied by a general meeting of the members.

8.0 Office bearers

There shall be a Council consisting of a President, a Vice-President, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer, Honorary Assistant Treasurer, and up to 5 other Council members who will serve a term of 2 years. The affairs of the Society shall be managed and conducted by the office bearers of the Society who shall be elected at the Annual General Meeting.

8.1 Names for the above office shall be proposed and seconded at the Annual General Meeting. Nomination forms for election of office bearers shall also be sent out with the notice of the Annual General Meeting. A member who wishes to stand for election to any of the above offices but is unable to attend the AGM, must indicate his consent to his nomination by the proposer and seconder by signing the nomination form and such form should reach the Hon. Secretary at the time of the scheduled Annual General Meeting.

8.2 The duties of the office-bearers are as follows:-

- (a) The President shall act as chairman at all general and Council meetings. He or his representative shall represent the Society in its dealings with outside persons.
- (b) The Vice-President shall deputise for the president in the latter's absence.
- (c) The Hon. Secretary shall maintain an up-to-date Register of membership as well as all other records, except financial, of the Society and shall be responsible for their correctness. He will keep minutes of all general and Council meetings.
- (d) The Hon. 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. The Hon. Treasurer shall have access to all accounts of committees of the Society.
- (e) The Hon. Asst. Secretary shall carry out such duties as delegated by the Hon. Secretary and shall deputize for the Hon. Secretary in the latter's absence.
- (f) The Hon. Asst. Treasurer shall carry out such duties as delegated by the Hon. Treasurer and shall deputize for the Hon. Treasurer in the latter's absence.
- (g) A council member shall carry out such duties as assigned by the Council and shall serve in committees to which he may be appointed.
- (h) Any member of the Council absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee, and a successor may be co-opted by the Council to serve until the next Annual General Meeting.

8.3 Committees

- (a) The Council shall be empowered to appoint such committees as may from time to time be needed to carry out the objects of the Society and to determine their terms of reference.

- (b) At least one member of the Council shall be appointed ex-officio member of the committee.
- (c) The Chairman of a committee shall submit copies of minutes of meetings and statements of accounts to the council.
- (d) At the end of its work the Chairman of the committee shall submit a final report and a final statement of account to the Council.

9.0 Meetings

- 9.1 The Annual General Meeting of the Society shall be held in each year during the month of **April or May**, after 14 days notice to all members, for the purpose of conducting the business of the Society, including the consideration, and if found satisfactory, the adoption of the annual accounts of the Society for the preceding year.
- 9.2 The Council may at anytime call such additional meetings of the Society as they may decide.
- 9.3 An extraordinary General Meeting of the Society shall be called by the President of the Society upon requisition signed by not less than 6 ordinary members, being delivered to the Secretary of the Council. He shall give not less than 14 clear days notice of such a meeting and of the business to be transacted thereat.
- 9.4 The quorum of any general meeting of the Society shall be 25% of current voting membership. Failing this, meeting shall be convened 1 hour later and the members present shall form the necessary quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.
- 9.5 The quorum for any meeting of the Council of the Society shall be 4 Council members, and 3 days notice shall be given to all Council members.
- 9.6 The conduct of any meeting shall be in the hands of the President of the Society. In his absence, the meeting shall be convened by the Vice-President, failing which the Secretary or Assistant Secretary shall deputise.
- 9.7 The business meetings of the Society are private and proceedings may not be communicated to the Press without the consent of the Council.

10.0 Expulsion

Any member who in the opinion of the Council on the report of any other member or members of the Society is found no longer fit and proper to continue to be a member of the Society shall have his membership terminated in accordance with procedure determined by the Council.

11.0 Amendment of Constitution

The Constitution may be amended by a resolution carried by three-fourths of those voting members present at any regularly convened Annual or Extraordinary General Meeting of the Society provided that notice of each proposed amendment shall be dispatched by ordinary post to the last known address of all members at least 14 days

prior to the meeting at which the resolution embodying such amendments is to be taken. The amended rules shall not come into force without the prior approval of the Registrar of Societies.

12.0 Dissolution

- 12.1 The Society shall not be dissolved, except with the consent of not less than threefifth of the members of the Society resident in Singapore at the time, expressed either in person or by proxy, at a general meeting convened for the purpose.
- 12.2 In the event that the required quorum for dissolution cannot be mustered at a general meeting, the meeting shall be adjourned for one month at a place and time to be appointed and should the number present personally or by proxy be insufficient to form the required quorum, then those present shall be considered a quorum for the purpose of dissolution.
- 12.3 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 donated to charitable organisations or divided equally among members.
- 12.4 Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

13.0 Prohibition

- 13.1 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.
- 13.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in court.
- 13.3 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 any written law relating to Trade Unions for the time being in force in Singapore.
- 13.4 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.
- 13.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 The Society shall not raise funds from the public for whatever purpose without the prior approval in writing of the Registrar of Societies and other relevant authorities.

14.0 Audit

- 14.1 Two persons not members of the Committee will be elected as Honorary Auditors at each annual general meeting and will hold office for two years only and may not be re-elected. They shall however be eligible, after an interval of one year out of office, to be

elected to the same post. They will be required to audit each year's accounts 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 committee.

15.0 Finance

- 15.1 The financial year shall be from 1 January to 31 December of the same year.
- 15.2 The Council has power to authorise the expenditure of a sum not exceeding 5% of the Society's accumulated funds, for the Society's purpose. Notwithstanding this, it shall normally be the responsibility of the Council to plan the Society's operating budget and activities in such a manner as to end the financial year with a surplus.
- 15.3 No financial obligation shall be incurred on behalf of the Society or any Committee or Sub-Committee thereof without the previous approval of the Council or of any officer or Sub-Committee which the Council shall have duly delegated its powers in the respect and the Society shall at no time make any dividend, gift, division or bonus in money into or between any of its members.

ADDENDUM

Honorary Membership

Past/retiring members who have contributed considerably to the Society may be nominated by a proposer and seconder for election at the AGM to Honorary membership of the Society.

AMENDMENTS TO ORIGINAL CONSTITUTION

Amendments to the Original Constitution are highlighted in yellow, made in accordance to Constitution Rule 11.0 on 8 July 2022.