

CONSTITUTION

CARCINOID & NEUROENDOCRINE TUMOR SOCIETY (SINGAPORE)

Name & Official Address

1. This Association shall be known as the “Carcinoid & NeuroEndocrine Tumor Society (Singapore)”, hereinafter referred to as the “Association”, and governed by these Rules.
2. Its place of business shall be at “450 North Bridge Road, #02-01, Singapore 188732” or such other address as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

Objects

3. Its objects are to:
 - Promote better understanding of carcinoid and neuroendocrine cancer, a relatively rare disease which is poorly understood and is often misdiagnosed.
 - Promote awareness of targeted and biological therapies, which have shown great promise in treating carcinoid and neuroendocrine cancer and which could potentially lead to targeted and biological therapies for other cancers.
 - Educate and support the community of patients, caregivers and physicians who deal with carcinoid and neuroendocrine disease, in Singapore and throughout the Asia Pacific region, for example by creating a regional directory of specialist physicians and treatment centres.
 - Deploy collaborative Internet technologies as a platform for the community of patients, caregivers and physicians who deal with carcinoid and neuroendocrine disease to help themselves and each other.
 - Organise informational conferences, seminars, group discussions, and networking opportunities for the benefit of patients, caregivers and the wider medical community, in Singapore and throughout the Asia Pacific region.
 - Coordinate with the relevant authorities to strengthen Singapore's capacity to diagnose and treat carcinoid and neuroendocrine cancer, with the goal of establishing Singapore as a centre-of-excellence in diagnosis and treatment of this rare disease.
 - Develop affiliations with other international associations having similar objectives.

Membership & Representation

4. Ordinary membership is open to individuals 18 years and above, whether or not they reside in Singapore. Individuals below 18 years of age may join, however they are not liable to pay fees and enjoy no voting rights.
5. Professional membership is open to qualified physicians, researchers and other medical professionals, whether or not they reside in Singapore. The rights and responsibilities of Ordinary and Professional membership are the same, however the fees differ.

6. Each individual ('Member') 18 years or older shall have one vote and be eligible to hold office in the Association.
7. An individual wishing to join the Association should submit his or her particulars to the Secretary on the prescribed form, including national identification or passport number. Applicants for professional membership should provide proof of their certification with the relevant authority or regulatory body. The acceptance of any Applicant as a Member is entirely at the discretion of the Association's Executive Committee. Upon acceptance, the Applicant shall be known as an 'Ordinary Member' or 'Professional Member', and will be furnished with a copy of this Constitution.
8. A Member is obliged at all times to keep the Association informed of his or her particulars, including at least their contact address, phone numbers and email addresses. From time to time, the Association will conduct surveys of medical information and health status of Ordinary Members, but participation in such surveys is voluntary. The data so obtained will be used for demographic purposes and will be anonymous.

Honorary Membership

9. Membership may also be open by way of special invitation of the President to person(s) who can contribute to the Association's development. Honorary members are exempted from paying fees, but shall have one vote and be eligible to hold office in the Association. However, such admission will be subject to approval of the Executive Committee.

Entrance Fees, Subscription and other Dues

10. An entrance fee of \$50 for Ordinary Members and \$150 for Professional Members, pro-rated over the first year of Membership, shall be payable within two weeks of election to Membership, in default of which Membership may be cancelled by order of the Executive Committee.
11. An annual subscription of \$50 for Ordinary Members and \$150 for Professional Members is payable in January of each year.
 - If a Member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer.
 - If he fails to settle his arrears within 2 months of their becoming due, the President may order that his name be removed from the Association.
 - If he falls into arrears for more than 3 months dues, he will automatically cease to be a Member of the Association and the Executive Committee may take legal action against him provided that they are satisfied that he has received due notice on his debts.
12. A member may cancel his membership at any time with notice in writing to the Association. He or she is liable to bring his subscription or other dues current before the cancellation is accepted.
13. Any additional funds required from members for special purpose or waiver of subscription shall be approved at a General Meeting.

Supreme Authority and General Meeting

14. The supreme authority of the Association is vested in a General Meeting of the Members presided over by the President.

15. An Annual General Meeting shall be held within 6 months from the end of the financial year.
16. At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than one quarter of the total voting Membership, or 25 voting Members, whichever is less, and may be called at anytime by order of the Executive Committee. The written request shall be given to the Secretary, setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two months from receiving this request.
17. If the Executive Committee does not within two months after the date of receipt of the written request proceed to convene an Extraordinary General Meeting, the Member who requested the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 10 days notice to voting Members, setting forth the business to be transacted.
18. At least two weeks notice shall be given of an Annual General Meeting and at least 10 days notice of an Extraordinary General Meeting. Notice and agenda of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting Members.
19. The following points will be considered at the General Meeting:
 - The previous financial year's accounts and annual report of the Executive Committee.
 - When applicable, election of Members of the Executive Committee for the following term.
20. Any Member who wishes to place an item on the agenda of a General Meeting may do so, provided he gives notice to the Secretary five days before the meeting is due to be held.
21. The presence of at least one-quarter of the total voting Membership, or 25 voting Members, whichever is less, shall form a quorum at a General Meeting.
22. In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour. Should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but there shall have no power to amend any of the existing Rules.

Management and Executive Committee

23. The administration of the Association shall be entrusted to an Executive Committee consisting of the following officers to be elected at each alternate Annual General Meeting:
 - 1 President
 - 1 Secretary
 - 1 Treasurer
 - 3 Members
24. The President, Secretary and Treasurer shall be Singapore Citizens or Singapore Permanent Residents.
25. The Executive Committee shall have the authority to appoint a secretariat to assist in administration of the daily affairs of the Association
26. Names of candidates for positions on the Executive Committee shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote

of the Members. Any officers, except the Treasurer, may be re-elected to the same post for a consecutive term of office. The term of office of the Executive Committee is two years.

27. Election will be either by show of hands or, subject to the agreement of the majority of the voting Members present, by secret ballots. In the event of a tie, the Chairman of the meeting shall have a casting vote.
28. An Executive Committee meeting shall be held at least once every 3 months after giving seven days' notice to the Executive Committee members. The President may call an Executive Committee meeting at any time by giving five days notice. At least half of the Executive Committee members must be present for its proceedings to be valid.
29. Any member of the Executive Committee absenting himself from three consecutive meetings without satisfactory explanations shall be subject to termination at the discretion of the Executive Committee and a successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting. Any change in the Executive Committee shall be notified to the Registrar of Societies within two weeks of the change.
30. The duty of the Executive Committee is to organise and supervise daily activities of the Association. 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.
31. The Executive Committee has power to authorise the expenditure of a sum not exceeding \$10,000 per month from the Association's funds, for the Association's purposes.
32. The Executive Committee has power to raise funds through various means including sponsorships, conducting conferences, etc.

Duties of Office Bearers

32. The President shall act as Chairman at all General Meetings and Executive Committee meetings. He shall also represent the Association in its dealings with outside persons.
33. The Secretary shall assist the President and deputise for him in his absence.
34. The Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. He will keep minutes of General Meetings and Executive Committee meetings. He shall maintain an up-to-date Register of Members at all times.
35. The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Association, and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$200 per month for petty expenses on behalf of the Association. He will not keep more than \$200 in the form of cash, and money in excess of this will be deposited in a bank to be named by the Executive Committee. Cheques and other instruments for withdrawals from the bank will be signed by the Treasurer and either the President or the Secretary.
36. Executive Committee Members shall assist the general administration of the Association, and perform duties assigned by the Executive Committee from time to time.

Audit and Financial Year

37. Two Association Members, not being Members of the Executive Committee shall be elected as Honorary Auditors at each alternate Annual General Meeting, and will hold office for a term of two years only, and they shall not be re-elected for a consecutive term.
- They will be required to audit each year's accounts, and report upon them in the Annual General Meeting.
 - They may be required by the President to audit the Association's accounts for any period within their tenure of office, at any time, and make a report to the Executive Committee.
 - Alternatively, the Executive Committee may appoint an external auditor to carry out these functions.
 - The accounts of the Association shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Association exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
38. The financial year shall be from 1st January to 31st December.

Trustees

39. If the Association at any time requires any immovable property, such property shall be vested in Trustees subject to a declaration of trust. There shall be not less than two and not more than four Trustees of the Association, and they shall:
- Be elected by a General Meeting of Members.
 - Not effect any sale or mortgage of property without the prior approval of the General Meeting of Members.
40. Once appointed, the office of the Trustee shall be vacated:
- If the Trustee dies or becomes a lunatic or of unsound mind.
 - If he is absent from the Republic of Singapore for a period of more than one year.
 - If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a Trustee.
 - If he submits notice of resignation from his Trusteeship.
41. Notice of any proposal to remove a Trustee from his Trusteeship or to appoint a new Trustee to fill a vacancy must be given by giving all Members notice in writing at least two weeks before a General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.
42. The addresses of immovable Properties, names of Trustees and any subsequent change must be notified to the Registrar of Societies.

Prohibitions

43. The Association will not engage in or tolerate illegal activities of any kind.
- Gambling of any kind, whether for stakes or not, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
 - The funds of the Association shall not be used to pay the fines of Members who have been convicted in Court.
 - The Association shall not engage in any trade union activity as defined in any written law relating to trade union for the time being in force in Singapore.

- The Association 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 goods or service which adversely affect consumer interests.
- The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- The Association shall not hold any lotteries, whether confined to its Members or not, in the name of the Association or its office-bearers, Executive Committee or Members unless with the prior approval of the relevant authorities.
- The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head Licensing Division, Singapore Police Force and other relevant authorities.

Amendment to Rules

44. No alteration or addition/deletion to these Rules shall be made except at a General Meeting and with the consent of two-thirds of the voting Members present at the General Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

Interpretation

45. In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in the Rules, the Executive Committee shall have power to use their own discretion, The decision of the Executive Committee shall be final unless it is reversed at a General Meeting of Members.

Disputes

46. In the event of any dispute arising amongst Members, they shall attempt to resolve the matter at an Extraordinary General Meeting 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.

Dissolution

47. The Association shall not be dissolved, except with the consent of not less than three-fifths of the total voting Membership of the Association expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred by the Association shall be fully discharged and the remaining funds will be disposed of in such manner as a General Meeting of Members may determine, or donated to an approved charity or charities in Singapore.
 - A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

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