

CONSTITUTION OF

Duke-NUS Medical Alumni

NAME

- 1.1. This Society shall be known as the Duke-NUS Medical Alumni hereinafter referred to as the “Alumni”.

PLACE OF BUSINESS

- 2.1. Its place of business shall be at Office of Alumni Relations, Duke-NUS Graduate Medical School Singapore, 8 College Road, Singapore 169857 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Alumni shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

- 3.1. Its objects are:
- a) To represent and promote the interests of Duke-NUS medical alumni
 - b) To facilitate interaction and networking amongst the alumni members
 - c) To strengthen ties between medical alumni and Duke-NUS Graduate Medical School Singapore
 - d) To promote the interests of Duke-NUS Graduate Medical School Singapore
 - e) To promote the advancement of medical education and medical research
 - f) To foster goodwill among the local and regional community through community service activities

MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1. Membership is open to the following, subject to approval of the Alumni Committee:
- a) **Ordinary Membership** for all MD and MD/PhD graduates of Duke-NUS Graduate Medical School Singapore.
 - b) **Student Membership** for all current matriculated Duke-NUS MD and MD/PhD students who are yet to graduate.
 - c) **Associate Membership** to anyone who has studied, researched or taught at Duke-NUS, or at departments affiliated with Duke-NUS in disciplines related to medicine. It is also open to anyone who wishes to promote the interests of Duke-NUS Graduate Medical School Singapore. Associate membership must be supported by a referral from an ordinary member.
 - d) **Honorary Membership** may be conferred on anyone who is distinguished in public life or who has rendered meritorious service to Duke-NUS Graduate Medical School Singapore or its medical alumni.
- 4.2. Only Ordinary Members shall have voting rights.

APPLICATION FOR MEMBERSHIP

- 5.1. A person wishing to join the Alumni should submit his particulars to the Secretariat on a prescribed form.
- 5.2. The Committee will decide on the application for all membership.
- 5.3. A copy of the Constitution shall be furnished to every approved member.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- 6.1. The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time.
- 6.2. The income and property of the Alumni whensoever derived shall be applied towards the promotion of the objects of the Alumni as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Alumni or to any of them or to any person claiming through any of them.

TERMINATION OF MEMBERSHIP

- 7.1. An Ordinary or Associate Member who fails to pay the subscriptions by the end of the fiscal year shall be informed immediately by the Treasurer or his proxy. If he fails to settle the account within three (3) months, he will be deprived of all Membership privileges. An Ordinary or Associate Member who fails to pay his subscription or other dues for more than two (2) years will be liable to have his membership cancelled.
- 7.2. The Committee shall have power to expel from membership of the Alumni any Member:
 - a) whose conduct is detrimental to the honour and interests of the Medical Profession or of the Alumni, or
 - b) who has wilfully and persistently refused to comply with the Constitution of the Alumni and/or resolutions passed by the general body.
- 7.3. Any member aggrieved by the decision of the Committee shall have the right to appeal to an Extra-Ordinary General Meeting called for this purpose. The committee shall call an Extra-Ordinary General Meeting if requested to do so by an aggrieved member in accordance to 8.3 and 8.4.

SUPREME AUTHORITY AND GENERAL MEETINGS

- 8.1. The supreme authority of the Alumni is vested in a General Meeting of the members.
- 8.2. An Annual General Meeting shall be held no later than 30 September each year.
- 8.3. At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or twenty (20) voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.
- 8.4. If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Alumni's notice board.
- 8.5. At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Alumni's notice board four (4) days in advance of the meeting.
- 8.6. Unless otherwise stated in this Constitution, voting by proxy is not allowed at all General Meetings.
- 8.7. The following points will be considered at the Annual General Meeting:

- a) The previous financial year's accounts and annual report of the Committee.
- b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

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 one (1) week before the meeting is due to be held.

- 8.8. At least 25% of the total voting membership or twenty (20) voting members, whichever is the lesser, present or online at a General Meeting, shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 8.9. In the event of there being no quorum at the commencement of a 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 amend any part of the existing Constitution.

MANAGEMENT AND COMMITTEE

- 9.1. The administration of the Alumni is entrusted to the Committee in providing directions and policies. The six key leadership positions in the Committee are:
 - President
 - Vice President
 - Treasurer
 - Assistant Treasurer
 - Secretary
 - Assistant Secretary

- 9.2. All committee members of the Alumni should be elected for a term of two (2) years, with elections taking place at the annual general meeting and will follow on a simple majority vote of the members present at the meeting and/or vote cast online during a specific time period as determined by the committee. All office-bearers, except the Treasurer and Assistant Treasurer may be re-elected to the same or related post for a consecutive term of office.
- 9.3. Nominations for elections should commence at least six (6) weeks prior to the elections. Further nominations may be made from the floor at the annual general meeting.
- 9.4. A Committee Meeting shall be held at least once every six (6) months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving seven (7) days' notice. Majority of the Committee Members must be present for its proceedings to be valid.
- 9.5. Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
- 9.6. The duty of the Committee is to organise and supervise the daily activities of the Alumni. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.
- 9.7. The Committee has power to authorise the expenditure of a sum not exceeding \$5000 or 70% of the total Alumni's funds as determined at the AGM, whichever is more for the Alumni's purposes over the term of 2 years.

DUTIES OF OFFICE-BEARERS

- 10.1. The President shall chair all General and Committee meetings. He shall also represent the Alumni in its dealings with outside persons.
- 10.2. The Vice-President shall assist the President and deputise for him in his absence.
- 10.3. The Secretary shall keep all records, except financial, of the Alumni and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.
- 10.4. The Assistant Secretary shall assist the Secretary and deputise for him in his absence.
- 10.5. The Treasurer shall keep all funds and collect and disburse all monies on behalf of the Alumni and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$1,000 per month for petty expenses on behalf of the Alumni. He will not keep more than \$1,000 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President or the Secretary. Any changes to the above limits shall only be permitted with a written resolution to be passed by all Committee members.
- 10.6. The Assistant Treasurer shall assist the Treasurer and deputise for him in his absence.
- 10.7. Ordinary Committee Members shall assist in the general administration of the Alumni and perform duties assigned by the Committee from time to time.

AUDIT AND FINANCIAL YEAR

- 11.1. Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term. The accounts of the Alumni shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Alumni exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
- 11.2. They:
- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
 - b) May be required by the President to audit the Alumni's accounts for any period within their tenure of office at any date and make a report to the Committee.
- 11.3. The financial year shall be from 1 April to 31 March the following year.

TRUSTEES

- 12.1. If the Alumni at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 12.2. The trustees of the Alumni shall:
- a) Not be more than four (4) and not less than two (2) in number.
 - b) Be elected by a General Meeting of members.
 - c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
- 12.3. The office of the trustee shall be vacated:

- a) If the trustee dies or becomes a lunatic or of unsound mind.
 - b) If he is absent from the Republic of Singapore for a period of more than one (1) year.
 - c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
 - d) If he submits notice of resignation from his trusteeship.
- 12.4. 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 posting it on the notice board in the Alumni's premises at least two (2) weeks before the 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.
- 12.5. The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

- 13.1. Visitors and guests may be admitted into the premises of the Alumni but they shall not be admitted into the privileges of the Alumni. All visitors and guests shall abide by the Alumni's rules and regulations.

PROHIBITIONS

- 14.1. Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Alumni's premises. The introduction of materials for gambling or illicit substances and of bad characters into the premises is prohibited.
- 14.2. The funds of the Alumni shall not be used to pay the fines of members who have been convicted in court of law.
- 14.3. The Alumni 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.

- 14.4. The Alumni shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 14.5. The Alumni shall not hold any lottery, whether confined to its members or not, in the name of the Alumni or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- 14.6. The Alumni shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force or its future equivalent and other relevant authorities.

AMENDMENTS TO CONSTITUTION

- 15.1. The Alumni shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

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

DISPUTES

- 17.1. In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they shall bring the matter to a formal mediation process, failing which consider seeking a court of law for settlement.

DISSOLUTION

- 18.1. The Alumni shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting membership of the Alumni for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

- 18.2. In the event of the Alumni being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Alumni shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

- 18.3. A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

- END -