



THE SIFST CONSTITUTION

Constitution Review: Table of Changes

[Review Committee; Chair Lim Chee Kian, Secretary Lee KL, Members: Frank Choo, Lim KK, Prof Kiang AK, Prakash Pillai, Connie Tan, Yeow KP] /01 March 2009

Existing Constitution (Revised and Amended on 9 March 1995)	Proposed Revision 2008	Rationale for Change
<p>1. THE INSTITUTE</p> <p>1.1 The Institute shall be known as the Singapore Institute of Food Science and Technology (SIFST).</p>	<p>INTERPRETATION</p> <p>1 In this Constitution, unless the context otherwise requires:</p> <p>“Institute” shall mean the Singapore Institute of Food Science and Technology.</p> <p>“Council” shall mean the Executive Council for the time being appointed under this Constitution.</p> <p>“Council Members” with reference to the Executive Council shall mean and include the President, the Immediate Past-President, Vice-President, Honorary Secretary, Honorary Treasurer, Ordinary Council Members and Co-opted Council Members.</p>	<p>NEW – to enhance clarity in contents.</p>

<p>1.2 Its registered place of business shall be at the Singapore Professional Centre, People's Association, Youth Block, Room 12, Kallang, Singapore 1439 or at such other address as may be decided by the Council from time to time subject to the approval of the Registrar of Societies.</p>	<p>ADDRESS</p> <p>2 The official place of business shall be at the Singapore Professional Centre, 93 Toa Payoh Central, #05-01, Toa Payoh Community Building, Singapore 319194, or such other address as may be decided by the Council from time to time subject to approval of the Registrar of Societies.</p>	<p>Address updated.</p>
<p>2. OBJECTIVES</p> <p>The objectives of the Institute are:</p> <p>2.1 To promote the furtherance of knowledge, development and application of science and technology to any aspect of food.</p> <p>2.2 To advance the interests of the food profession and to promote high ethical standards within the profession.</p> <p>2.3 To develop and maintain collaboration with other national and international bodies concerned in the various disciplines represented in food science and technology.</p> <p>2.4 To promote the dissemination of knowledge and to afford opportunities for</p>	<p>OBJECTS</p> <p>3 The objects of the Institute are:</p> <p>3.1 To promote the furtherance of knowledge, development and application of science and technology to any aspect of food.</p> <p>3.2 To advance the standing of the food profession and to maintain high ethical standards within the profession.</p> <p>3.3 To develop and maintain collaboration with other National and International bodies concerned with food science and technology.</p> <p>3.4 To promote the dissemination of knowledge and to provide a forum for the exchange of ideas</p>	

<p>communication and free exchange of ideas amongst its members.</p> <p>2.5 To further the education and training of food scientists and technologists.</p>	<p>amongst members.</p> <p>3.5 To further the education and training of food scientists and technologists.</p>	
<p>4 MEMBERSHIP</p> <p>The membership of the Institute shall consist of the following:</p> <p>(a) Professional Members who shall be referred to as Honorary Fellows, Fellows or Associates.</p> <p>(b) Affiliate Members who shall be referred to as Licentiates, Graduates and Students.</p> <p>(c) Corporate Members</p>	<p>MEMBERSHIP</p> <p>5 The membership of the Institute shall consist of the following classes:</p> <p>(a) Professional Members, who shall comprise Honorary Fellows, Fellows and Associates.</p> <p>(b) Affiliate Members, who shall comprise Licentiates Graduates and Students.</p> <p>(c) Honorary Members</p> <p>(d) Corporate Members</p>	<p>Graduate membership DELETED to streamline the membership grades. All new Affiliate membership applicants will be directly eligible to Licentiateship.</p> <p>(c) refer Article 11/p 9</p>

<p>PROFESSIONAL MEMBERSHIP</p> <p>3.1 Honorary Fellows Honorary Fellows shall be such members or other persons who, in the opinion of the Council, have made distinctive contribution in the service and advancement of food science and technology and shall be elected by the Council.</p> <p>3.2 Fellow of the Singapore Institute of Food Science and Technology (F.S.I.F.S.T.) A Fellow shall be a person not less than thirty three (33) years of age who has been an Associate for five (5) years continuously, or who possesses the necessary qualifications for Associate membership and who has not less than ten (10) years appropriate experience in food science and technology, and made a substantial contribution to the science and technology of food or that he has reached a position of seniority and authority in the profession acceptable to the Council, and whose application is supported by two (2) Fellows of the Institute.</p>	<p>A PROFESSIONAL MEMBERSHIP</p> <p>5 <u>Honorary Fellows</u> shall be such members or other persons who, in the opinion of the Council, have made distinctive contribution in the service and advancement of food science and technology.</p> <p>6 <u>Fellows</u> are persons who either have (a) been an Associate of the Institute for five (5) years continuously, or (b) possess the necessary qualifications for Associate membership and possess not less than ten (10) years appropriate experience in food science and technology, and have made a substantial contribution to the science and technology of food or (c) have reached a position of seniority and authority in a profession deemed by the Council to be appropriate. A nomination and/or an application for Fellowship must be supported in writing by two (2) existing Fellows of the Institute.</p>	<p>All previous age specifications have been deleted</p> <p>Minimum age of 33 years removed – deemed unnecessary as a member’s pre-requisite qualifications and years of experience are sufficient indicators of eligibility for fellowship.</p>
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<p>3.3 Associate of the Singapore Institute of Food Science and Technology (A.S.I.F.S.T.)</p> <p>3.3.1 An Associate shall be a person of at least twenty four (24) years of age who possesses a recognized university degree in food science and technology or food related subjects from a recognized polytechnic or equivalent academic or professional qualification approved by the Council, and in addition has appropriate experience and responsibility in food science and technology acceptable to the Council for at least the number of years as specified below:</p> <p>Ph.D. two (2) years M.Sc. three (3) years B.Sc.(Hons) four (4) years B.Sc. five (5) years Diploma eight (8) years</p>	<p>7 <u>Associates</u> are persons who possess a recognized university degree in food science and technology or a recognized polytechnic diploma in food science and technology or in related disciplines or who possess an equivalent academic or a professional qualification acceptable to the Council, and who in addition have in the opinion of the Council, appropriate experience and have held positions of responsibility in the food science and technology industry for the durations as indicated below:</p> <p>(a) for PhD. holders in the field of food science and technology, a period of one (1) year</p> <p>(b) for PhD. holders in a field other than food science and technology, a period of two (2) years</p> <p>(c) for MSc. holders in the field of food science and technology, a period of two (2) years</p> <p>(d) for MSc. holders in a field other than food science and technology, a period of three (3) years</p> <p>(e) for BSc. (Hons) holders in the field of food science and technology, a period of three (3) years</p> <p>(f) for BSc. (Hons) holders in a field other than food science and technology, a period of four (4) years</p>	<p>Minimum age of 24 years removed - the pre-requisite qualifications and years of experience would naturally pre-determine the person's level of maturity for the grade.</p> <p>All years of appropriate experience have been reduced by one year. In the case of article 8 (page 7) the reduction is from 20 to 15 years.</p>
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<p>The Council may also admit as an Associate any person who is at least twenty four (24) years of age who possesses a recognized university degree in science and who by virtue of his involvement in the field of food science and technology, satisfies the Council that he is conversant in one or more aspects of food science and technology. Such person shall have appropriate experience and responsibility in food science and technology acceptable to the Council, for at least a number of years as specified below:</p> <p style="margin-left: 40px;">Ph.D. three (3) years M.Sc. four (4) years B.Sc. (Hons) five (5) years B.Sc. six (6) years</p>	<p>(g) for BSc. holders in the field of food science and technology, a period of four (4) years</p> <p>(h) for BSc. holders in a field other than food science and technology, a period of five (5) years</p> <p>(i) for Diploma/Other Academic or Professional Qualification holders in the field of food science and technology, a period of seven (7) years</p> <p>(j) for Diploma/Other Academic or Professional Qualification holders in a field other than food science and technology, a period of eight (8) years</p> <p>(k) for Certificate/Other Equivalent Academic or professional qualification holders in the field of food science and technology, a period of 10 years.</p>	
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<p>The Council may elect a non-graduate as an Associate provided the Council is satisfied that by virtue of his experience in the field of food science and technology for at least twenty (20) years, and by the responsibility of his employment and by any additional evidence acceptable to the Council that he is a proper person to be admitted, provided that such person has passed the Senior Cambridge Examination or its equivalent. Not more than three (3) such persons shall be admitted in any period of twelve (12) months following the 1st of April each year and the total number of such admissions shall not exceed twenty percent (20%) of the total professional membership at any one time.</p>	<p>8 The Council may elect a non-graduate as an Associate provided the Council is satisfied that by virtue of his experience in the field of food science and technology for at least twenty (15) years, and by the responsibility of his employment and by any additional evidence acceptable to the Council that he is a proper person to be admitted, provided that such person has passed the Senior Cambridge Examination or its equivalent. Not more than three (3) such persons shall be admitted in any period of twelve (12) months following the 1st of April each year and the total number of such admissions shall not exceed twenty percent (20%) of the total professional membership at any one time.</p>	
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<p>AFFILIATE MEMBERSHIP</p> <p>3.4 Licentiate</p> <p>A Licentiate shall be a person who is more than twenty one (21) years of age and who either (i) has a university degree in food science and technology or food related subjects to equivalent qualification approved by the Council, and is actively engaged in the field of food science and technology or (ii) has an appropriate technical diploma approved by the Council together with three (3) years of appropriate experience in the field of food science and technology, or (iii) satisfies the Council that by virtue of his experience in the field of food science and technology for at least fifteen (15) years and by the responsibility of his employment and by any additional evidence acceptable to the Council that he is a proper person to be admitted, provided that he has passed the Senior Cambridge Examination or its equivalent.</p> <p>3.5 Graduate Member</p> <p>A Graduate shall be a person who is not less than nineteen (19) years of age and who is a graduate of an appropriate tertiary institution or polytechnic in food science and technology or related disciplines.</p>	<p>B AFFILIATE MEMBERSHIP</p> <p>9 <u>Licentiate</u>s are persons who</p> <p>(a) have a university degree in food science and technology or food related subjects or an equivalent qualification acceptable to the Council, and are actively engaged in the field of food science and technology.</p> <p>(b) have an appropriate technical diploma acceptable to the Council and are actively engaged in the field of food science and technology.</p> <p>(c) have a certificate satisfy the Council that they qualify by virtue of their experience in the field of food science and technology for at least ten (10) years and/or by virtue of being in positions of responsibility in their employment and by any additional evidence acceptable to the Council.</p>	<p>Minimum age of 21 years removed - the pre-requisite qualifications and years of experience should pre-determine the person’s level of maturity for the grade</p> <p>“...3 years of appropriate experience.....” removed - in lieu of the deletion of Graduate Members grade (see 3.5 of original Constitution).</p> <p>“-for at least fifteen (15) years” reduced to ten (10) years.</p> <p>DELETED to streamline membership grades.</p>
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<p>3.6 Student Member A student taking a course in food science and technology or food related subjects at the time of application in an institute of higher learning shall be eligible for student membership. Such membership shall cease upon termination of his studies.</p> <p>3.7 Corporate Member Any company or institution, government or private, commercial or otherwise, that is in any way engaged in any activities that deal with any aspect of food science and technology or any other related aspects thereof may be admitted as a Corporate Member.</p>	<p>10 <u>Student Members</u> are persons taking educational or professional courses in food science and technology or in a related discipline in tertiary institutions, polytechnics or equivalent institutions at the time of application. Student membership shall terminate upon cessation of the respective educational or professional courses.</p> <p>C HONORARY MEMBERSHIP</p> <p>11 The Council may in its discretion appoint any person as an Honorary Member of the Institute if it is satisfied that by virtue of their experience in the field of food science and technology for at least 10 years, and by virtue of their being in positions of responsibility in their employment and by any additional evidence acceptable to the Council that they are proper persons to be so appointed.</p> <p>D CORPORATE MEMBERSHIP</p> <p>12 Any company or institution, government or private, commercial or otherwise that is in any way engaged in any activities that deal with any aspect of food science and technology or any other related aspects thereof may be admitted by the Council as a Corporate Member.</p>	<p>NEW; to allow for the admission of individuals who may not ordinarily qualify as members but may be deemed deserving by virtue of contributions made in any way applicable to SIFST or to food science and technology.</p>
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<p>A Corporate Member shall enjoy all the benefits of an individual member of the Institute except that a Corporate Member shall have no voting rights and in all other matters concerning the Institute or in any of its meetings and shall not be eligible to stand in any election or held any office of the Institute.</p> <p>A Corporate Member shall be entitled, by way of written notice to the Institute, to nominate two persons from its body as its official representatives and to change its nominees from time to time provided that the Council has no objection to any such nomination(s).</p>	<p>13 A Corporate Member shall enjoy all the benefits of an individual member of the Institute except that a Corporate Member shall have no voting rights in all matters concerning the Institute or in any of its meetings and shall not be eligible to stand in any election or hold any office in the Institute.</p> <p>14 A Corporate Member shall be entitled, by way of written notice to the Institute, to nominate two persons from its body, both of whom shall be of management position and at least one of whom is not a member of the Institute in their own capacity, as its official representatives and to change its nominees from time to time provided that the Council has no objection to any such nomination(s).</p>	<p>NEW clause: “both of whom shall be of management position and at least one of whom is not a member of the Institute in their own capacity,”</p> <p>Reason: the objectives of Corporate membership is to optimize network to better serve the objects of SIFST – the encouragement for more and senior members who are currently not SIFST members is aimed at enhancing the dissemination downwards of information and the taking of actions which would benefit the interests of SIFST.</p>
<p>4 ADMISSION TO MEMBERSHIP</p> <p>4.1 Application for membership shall be made in forms provided by the Institute.</p>	<p>E ADMISSION TO MEMBERSHIP</p> <p>15 Application for membership shall be made in forms prescribed by the Institute to the Honorary Secretary who shall present it to the Council for approval.</p>	

<p>4.2 Admission to each class of membership shall be at the absolute discretion of the Council on the recommendation of a membership committee appointed by the Council and comprising at least three (3) Professional Members.</p>	<p>16 Admission to each class of membership shall be at the absolute discretion of the Council on the recommendation of a membership committee appointed by the Council and comprising at least three (3) Professional Members.</p> <p>17 With the exception of Life Membership (as referred to in Section 27 of the Constitution), membership shall be for one year ending on 31st day of December of each year. Renewal for membership shall be made on the 1st working day of January of each following year.</p> <p>18 The Council may accept or reject any application or renewal for membership without assigning any reason.</p>	<p>NEW; to rationalize administrative work of Council</p> <p>NEW; to rationalize administrative work of Council</p>
<p>4.3 Abbreviated Titles and Designations</p> <p>4.3.1 A Fellow shall be entitled to the exclusive use after his name of the initials “FSIFST” and an Associate of the initials “ASIFST”.</p> <p>4.3.2 No person shall adopt these titles or so describe himself other than as provided by the Constitution.</p>	<p>F ABBREVIATED TITLES AND DESIGNATIONS</p> <p>19 An Honorary Fellow shall be entitled to the exclusive use after his/her name of the initials “Hon FSIFST”, a Fellow of the initials “FSIFST” and an Associate of the initials “ASIFST”.</p> <p>20 No person shall adopt these titles or so describe himself/herself other than as provided by the Constitution.</p>	<p>“Hon FSIST” specified; it was not specified in the original constitution.</p>

<p>5 REGISTER</p> <p>5.3 The Register of Professional Members and a separate Register of Affiliate Members shall be kept by the Honorary Secretary. Such Registers shall contain the name and grade of each member of the Institute. Professional Members shall be obliged to sign the Register on becoming such members.</p>		<p>Rearranged as Article 37 (b) (see duties of Hon Sec), of the proposed revised Constitution Reason- to streamline the content flow.</p>
<p>6 SUBSCRIPTIONS</p> <p>6.3 A non-refundable application fee of ten dollars (S\$10.00) in the case of an individual member and one hundred dollars (S\$100.00) in the case of a Corporate Member is payable by all applicants for membership, except Students, at the time of application.</p>	<p>FEES</p> <p>G.I. APPLICATION FEE</p> <p>21 A non-refundable one-time application fee of twenty dollars (S\$20.00) in the case of a Professional Member and Affiliate Member is payable by all applicants for membership, at the time of application. For Student Members, no such one-time application fee shall be payable. For Corporate Membership the non-refundable one-time application fee shall be two hundred dollars (S\$200.00). Council may at its discretion adjust this application fee which amount must not be less than one hundred dollars (S\$100).</p>	<p>Application fees increased for both individual and corporate members to take into account inflation.</p> <p>This clause is to provide flexibility to the council</p>

<p>6.4 The following annual subscription fees shall be payable by members of the Institute:</p> <p>Fellows - S\$ 40.00 Associates-S\$30.00 Licentiates-S\$20.00 Graduates-S\$15.00 Corporate Members -S\$ 250.00 Students - \$5.00</p> <p>Retired members' annual subscription shall be either be reduced or waived.</p> <p>6.5 The financial year of the Institute shall be from 1st January to 31st December. The annual subscription shall be payable in advance on the first day of January of each year, or in the case of members newly elected, within three (3) months of such election.</p> <p>6.6 Members who are elected after 1st July of each year shall pay one half (1/2) of the subscription for that year.</p> <p>6.7 The membership of any member whose subscription is six (6) months in arrears may be terminated by the Council and upon such termination such member shall forfeit all privileges of membership.</p>	<p>G.II. ANNUAL SUBSCRIPTION FEES</p> <p>22 The following annual subscription fees shall be payable by members of the Institute:</p> <p>Fellows S\$80.00 Associates S\$60.00 Licentiates S\$40.00 Corporate Members S\$300.00 Students S\$5.00</p> <p>23 The annual subscription for renewal of membership shall be payable on the first working day of January of each year, or in the case of newly admitted members, within three (3) months of such admission.</p> <p>24 Members who are admitted after 1st July of each year shall pay one half (1/2) of the subscription for that year.</p> <p>25 The membership of any member whose subscription is two (2) years in arrears may be terminated by the Council and upon such termination such member shall forfeit all privileges of membership.</p>	<p>Membership fees increased, except for student members, Due to inflation (This is the first time fees have been increased since the Institute's inception in 1976)</p> <p>Period in arrears increased from 6 months to 2 years as some members may be posted overseas, etc.</p>
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<p>6.8 The Council may at its discretion in special cases reduce or remit the annual subscription or the arrears of annual subscription of any member, and in exercising this discretion it shall consider both the length of time of his membership and the reason for his inability to pay.</p> <p>6.9 Members aged fifty five (55) years or over may compound all future membership subscriptions. The Life Membership shall be S\$ 250.00 at the age of fifty five (55) decreasing by S\$ 20.00 for each year above this to S\$ 50.00 at the age of sixty five (65) or over, or such other sums as the Council shall determine having regard to the grade of membership involved.</p>	<p>26 The Council may at its discretion in special cases reduce or remit the annual subscription or the arrears of annual subscription of any member, and in exercising this discretion it shall consider both the length of time of his membership and the reason for his inability to pay.</p> <p>27 A member, upon reaching the age of 60, shall no longer be required to pay any annual subscription fee and shall automatically be converted to a Life Member (as referred to in Article 28 of the Constitution) without further payment of any fee, provided that there are no outstanding dues and that he/she have already been a member for ten (10) years.</p>	<p>NEW; to overcome the computation of compounding “all future membership subscriptions” as specified and other related problems of section 6.9.</p>
	<p>H LIFE MEMBERSHIP</p> <p>28 As an alternative to or in lieu of payment of annual subscription fees, applicants for membership may pay a lump sum fee entitling them to membership for the duration of their natural lives. The Life Membership fees payable by members are as follows:</p> <p>Fellows -\$640 Associates -\$480 Licentiates -\$320</p>	<p>NEW; life membership is now a common practice and its introduction here is aimed at encouraging members who have supported the Institute to remain with the Institute for their natural lives.</p>

	<p>29 A Corporate Member who makes a monetary lump sum contribution of not less than S\$30,000 is entitled to Life Corporate Membership.</p> <p>30 In the event that a person/organization applies to be admitted as a Life Member for a certain category of membership, he or she may, upon approval by the Council in relation to the upgrading of membership, pay an upgrading fee to upgrade as a Life Member to another category of membership. The upgrading fee shall be as follows: Licentiate to Associate: \$160 Associate to Fellow: \$160</p>	<p>NEW</p> <p>NEW</p>
	<p>I SUSPENSION AND EXPULSION OF MEMBERS</p> <p>31 The Council may suspend or expel a member if the member has conducted himself or herself by word or act in a manner, which in the opinion of the Council, is prejudicial to the interests of the Institute and/or injurious to its reputation and/or if the member violates the Constitution or any of the Institute's by-laws, regulations or standing orders, and/or if the member fails to make any of the installment payments as stated in Section 28 of the Constitution. Such member shall be given the opportunity to present his case in person before the Council.</p>	<p>NEW (Articles 31 – 33)</p>

	<p>32 The decision of the Council in relation to the suspension or expulsion of members shall be final.</p> <p>33 Any member who has been expelled may apply, after a period of 2 years, to the Council for reinstatement, and any such member may be reinstated conditionally or unconditionally as the Council, at its absolute discretion, deems fit. The Council shall not be bound to reinstate the said member.</p>	
<p>7 THE COUNCIL</p> <p>7.3 The business of the institute shall be managed by a Council of four (4) office bearers and four (4) other members elected from the Professional Members of the Institute at the Annual General Meeting.</p> <p>7.3.1 The office bearers shall be either Singapore citizens or permanent residents and shall consist of the following:</p> <p style="padding-left: 40px;">The President</p> <p style="padding-left: 40px;">The Vice President</p> <p style="padding-left: 40px;">The Honorary Secretary</p> <p style="padding-left: 40px;">The Honorary Treasurer</p>	<p>MANAGEMENT</p> <p>A THE COUNCIL</p> <p>34 The Institute shall be managed by the Council consisting of a President, an Immediate Past-President, a Vice-President, an Honorary Secretary, an Honorary Treasurer and four (4) Ordinary Council Members. The Council shall have the power to co-opt no more than four (4) Professional Members into the Council to assist with the management of the Institute. The Council shall designate, appoint and be further assisted by a panel of Honorary Advisors and by a Secretariat in relation to the management of the Institute.</p>	<p>REPHRASED but the contents are essentially still the same.</p>

<p>7.1.2 The four (4) other members shall be known as Ordinary Council Members.</p>		
<p>7.1.3 The Immediate Past President shall by virtue of his office be an Ex-Officio Member of the Council.</p>	<p>B ELECTION OF COUNCIL</p>	
<p>7.1.4 The Council Members, save for the Immediate Past President, shall be elected for a period of one (1) year but shall be eligible for re-election to the same post in each of the subsequent years, except for the Honorary Treasurer, who shall not be eligible for re-election to the same post for a fourth consecutive term.</p>	<p>35 The Executive Council shall be elected for a 1-year term at the Institute’s Annual General Meeting. Council members shall be eligible for re-election to the same post in each of the subsequent years, except for the Honorary Treasurer, who shall not be eligible for re-election to the same post for a fourth term.</p>	
	<p>C DUTIES OF THE COUNCIL</p>	
	<p>36 The President shall have the following duties:</p> <ul style="list-style-type: none"> (a) He or she shall preside as Chairman at all Meetings of the Institute. (b) In the case of a tie of votes, he or she shall have a second or casting vote. 	<p>In the original Constitution the duties of the Council members were specified under different sections (eg 5, 6.8, 7.1.3, 7.3.1, etc). In the proposed revised Constitution these are re-assembled together here for a more focused guide to the members.</p>
	<p>37 The Vice-President shall have the following duties:</p> <ul style="list-style-type: none"> (a) He or she shall assist the President in his or her duties and shall assume the powers and responsibilities of the President at all meetings in the President’s absence. 	

	<p>38 The Honorary Secretary shall have the following duties:</p> <ul style="list-style-type: none">(a) He or she shall keep a record of all the proceedings of the Institute and deal with all correspondences. Records must be kept in books which shall be available on due notice for inspection at any reasonable time by Institute members or by Council or its accredited representation.(b) He or she shall maintain an up-to-date register of members. Such Registers shall contain the name and grade of each member of the Institute.(c) He or she shall keep all records, except financial, of the Institute and be responsible for their accuracy.(d) He or she shall be responsible for the annual submissions to the Registrar of Societies.(e) He or she shall submit at the Council Meetings any matter for discussion received from Institute Members.(f) He or she shall prepare the Annual Report of the Institute for presentation to members at the Annual General Meeting.	
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	<p>(g) He or she shall issue timely reminders to members for membership fees that are overdue.</p> <p>39 The Honorary Treasurer shall have the following duties:</p> <p>(a) He or she shall be in charge of all the finances of the Institute and shall receive and pay out money on behalf of the Institute.</p> <p>(b) He or she shall keep a book of accounts to be produced when required.</p> <p>(c) He or she shall report on the financial position of the Institute at every Council Meeting and submit a Statement of Account and Balance Sheet at the Annual General Meeting.</p> <p>(d) The Honorary Treasurer shall keep all funds and collect and disburse all monies on behalf of the institute, and shall keep an accurate record supported by proper vouchers of all monetary transactions. He shall be authorized to spend up to three hundred dollars (\$300) per month for petty expenses on behalf of the Institute.</p>	
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	<p>(e) He or she shall obtain the approval of the Council before spending more than \$1,000 on any one item.</p> <p>40 The other Council Members shall assume specific portfolios and responsibilities as designated by the Council.</p>	
<p>7.2 NOMINATION AND ELECTION PROCEDURE OF OFFICE BEARERS AND MEMBERS OF THE COUNCIL</p> <p>7.2.1 Not less than twenty one (21) days before each Annual General Meeting, the Honorary Secretary shall send to every member of the Institute a list of existing office bearers and members of the Council, all of whom shall be retiring on the date of the meeting, and shall invite nominations for filling the resulting vacancies.</p> <p>7.2.2 Any nomination must be duly signed by proposer and a seconder both of whom shall be Professional Members of the Institute. Such nomination shall be accompanied by a declaration by the nominee that he is willing to serve if elected and shall be sent to the Honorary Secretary so as to reach him not less than three (3) days before the Annual General Meeting.</p>		<p>Rearranged as Article 58 of proposed Revised Constitution</p> <p>Rearranged as Article 59 of proposed Revised Constitution</p>

<p>7.2.3 If the nominations received are insufficient, the members present at the Annual General Meeting shall nominate at least such number of members of the Institute as will make good the deficiencies. If the nominations received together with those made at the Annual General Meeting exceed the number of vacancies, a ballot shall be held.</p>		<p>Rearranged as Article 60 of proposed Revised Constitution</p>
<p>7.2.4 In the event of a ballot being required, it shall be held at the Annual General Meeting. Two (2) members of the Institute not being candidates for election shall be appointed by the Annual General Meeting to scrutinize the ballot papers and report to the Annual General Meeting.</p>		<p>Rearranged as Article 61 of proposed Revised Constitution</p>
<p>7.3 FILLING CASUAL VACANCIES</p>		
<p>7.3.1 The Council shall have power to fill any casual vacancies that may occur for an office bearer or Ordinary Council Member provided that a member of the Institute appointed to fill such vacancy shall remain his office or membership in the Council only until the next Annual</p>		<p>Rearranged as Article 45 (b) of proposed Revised Constitution.</p>

<p>General Meeting unless he is re-elected at the Meeting.</p> <p>7.4 CO-OPTIONS</p> <p>7.4.1 The Council may co-opt up to four (4) Professional Members into the Council. Such co-opted members shall have a right to vote a meeting of the Council.</p> <p>7.4.2 The services of a co-opted member of the Council may be terminated at any time by the Council and in any event shall not continue beyond the date of the next Annual General Meeting. The same person may subsequently be co-opted again by the Council elected at such Annual General Meeting.</p> <p>7.4.3 All co-opted members shall have the same voting rights as other Council Members.</p>		<p>Rearranged as Article 45 (i) of proposed Revised Constitution.</p>
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<p>7.5 MEETINGS OF THE COUNCIL</p> <p>7.5.1 Notice of Council Meetings shall be given to each Council Member at least one (1) week in advance.</p> <p>7.5.2 At a meeting of the Council, the Chair shall be taken by the President of the Institute, or failing him by the Vice President, or failing the Vice President by a member of the Council elected for the purpose by the members present. At least half of the members of the Council shall constitute a quorum.</p> <p>7.5.3 Any question that is not resolved with a division shall be decided by a simple majority of votes of members of the Council present, with the Chairman of the Meeting having a casting vote.</p>	<p>D COUNCIL MEETINGS</p> <p>41 The Council shall meet monthly for the dispatch of ordinary business and for carrying out the objects of the Institute as this Constitution empowers it to perform, with at least ten (10) meetings executed within the term.</p> <p>42 The Honorary Secretary shall give at least seven (7) days' notice for Council Meetings. The President may direct that a Meeting be called with less than seven (7) days' notice.</p> <p>43 Any Council Member who is absent from three consecutive Council Meetings without explanation satisfactory to the Council shall be deemed to have vacated his position. A successor may then be co-opted by the Council to serve until the next Annual General Meeting.</p> <p>.</p> <p>E QUORUM AND VOTING</p> <p>44 At least half the number of Council Members shall form a quorum at all Council Meetings.</p> <p>45 All decisions of the Council shall be made by a majority vote of those Council Members present and voting at the Meeting. In the event of a tie, the Chairman of the Meeting shall have a second or casting vote.</p>	<p>NEW, the minimum number of Council meetings specified to ensure that matters of the Institute are being judiciously and regularly managed.</p>
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	<p>F POWERS OF THE COUNCIL</p> <p>46 The Council, subject to the provision of this Constitution, shall have the power to:</p> <ul style="list-style-type: none"> (a) Carry out the objects of the Institute. (b) The Council shall have power to fill any casual vacancies that may occur for an office bearer or Ordinary Council Member provided that a member of the Institute appointed to fill such vacancy shall remain his office or membership in the Council only until the next Annual General Meeting unless he is re-elected at the Meeting (c) Appoint Sub-Committees as from time to time considered advisable. (d) Appoint a panel of Honorary Advisors and Secretariat. (e) Enter into contracts for the purposes of and incidental to the carrying out of the objects of the Institute. (f) Act in any manner deemed expedient should the occasion arise for which provision is not made in the Constitution or by-laws made thereunder. 	
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	<ul style="list-style-type: none"> (g) Approve the application of any new members and accept the resignation of existing members of the Institute. (h) Accept the resignation of any Council Member. (i) Co-opt members who shall be Professional Members to assist the Council in its administration and management. (j) Take appropriate disciplinary action against members as it deems fit, including but not limited to, the power to expel members who violate the Constitution by-laws, regulations and/or standing orders of the Institute and/or who fail to make payment of their membership fees as stated in paragraph 27 of the Constitution of the Institute. (k) Authorise publications or release official statements on behalf of the Institute. Such publications and statements shall be consistent with the objects of the Institute. (l) Authorise publications or release official statements on behalf of the Institute. Such publications and 	
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	<p style="text-align: center;">statements shall be consistent with the objects of the Institute.</p> <p>47 In the event of any question or matter pertaining to day-to-day administration that is not expressly provided for in this Constitution, the Council shall have power to use its own discretion. The decision of the Council shall be final unless it is reversed at a General Meeting of members.</p>	
<p>8 FINANCE</p> <p>8.3 The funds of the Institute shall be under the control of the Council. From these funds, the Council may at its discretion authorize expenditure for the holding of the General and Professional meetings and for any other purposes in furtherance of the objectives of the Institute.</p> <p>8.4 The Honorary Treasurer shall keep all funds and collect and disburse all monies on behalf of the Institute, and shall keep an accurate record supported by proper vouchers of all monetary transactions. He shall be authorized to spend up to S\$300.00 per month for petty expenses on behalf of the Institute. Money in excess of S\$300.00 in cash shall be deposited in a bank or banks to be named by the Council. Cheques and any</p>	<p>G FINANCE</p> <p>48 The funds of the Institute shall be under the control of the Council. From these funds, the Council may at its discretion authorize expenditure for the holding of the General and Professional meetings and for any other purposes in furtherance of the objectives of the Institute.</p> <p>49 Money in excess of S\$300.00 in cash shall be deposited in a bank or banks to be named by the Council. Cheques and any other monetary instruments for withdrawals from the bank(s) shall be signed by both the Honorary Treasurer AND the President or Vice-President, or in the absence of the Honorary Treasurer, by both the President AND the Vice President or the Honorary Secretary.</p>	

<p>other monetary instruments for withdrawals from the bank(s) shall be signed by both the Honorary Treasurer AND the President or Vice-President, or in the absence of the Honorary Treasurer, by both the President AND the Vice President or the Honorary Secretary.</p> <p>8.5 At each Annual General Meeting, members shall elect two (2) Internal Auditors, whose duties shall be to audit and certify accounts of the Institute. They shall not be members of the Council and shall hold office for one year only and may not be re-elected in the next immediate Council year.</p> <p>8.6 The annual statement of accounts of the Institute shall be audited and certified by a Certified Accountant and two Internal Auditors and shall thereafter be presented at the Annual General Meeting of the Institute. The Auditor(s) shall have free access to all books and documents necessary for the purpose of the audit.</p>	<p>50 At each Annual General Meeting, members shall elect two (2) Internal Auditors, whose duties shall be to audit and certify accounts of the Institute. They shall not be members of the Council and shall hold office for one year only and may not be re-elected in the next immediate Council year.</p> <p>51 The annual statement of accounts of the Institute shall be audited and certified by a Certified Accountant and two Internal Auditors and shall thereafter be presented at the Annual General Meeting of the Institute. The Auditor(s) shall have free access to all books and documents necessary for the purpose of the audit.</p> <p>52 The financial year of the Institute shall be from the 1st day of January to the 31st day of December.</p>	
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<p>9 MEETINGS</p>	<p>H GENERAL MEETINGS</p> <p>H.I NOTICE OF GENERAL MEETINGS</p> <p>53 At least twenty-one (21) days' notice in writing must be given for any General Meeting.</p> <p>H.II. QUORUM AT A GENERAL MEETING</p> <p>54 The quorum at a General Meeting shall be thirty (30) members entitled to vote.</p> <p>55 In the event of there being no quorum after half an hour of the stipulated time of the Meeting, the Chairman of the Meeting shall after that half an hour, declare the Meeting convened even without a quorum. However, the Meeting shall have no power to amend any part of the Constitution.</p> <p>56 Registered Students and Licentiates of the Institute and other persons who are not members of the institute may be admitted to any General meeting at the discretion of the Council but shall have no power to vote.</p> <p>57 The supreme authority of the Institute shall be vested in a General Meeting of the members presided by the President, and in the President's absence, the Vice-President</p>	
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<p>9.1 THE ANNUAL GENERAL MEETING</p> <p>The Annual General Meeting shall be held before the end of April in each year, after the requisite notice of twenty one (21) days has been given, and the business to be transacted shall include the following:</p> <p>9.1.1 To receive and adopt the minutes of the last Annual General Meeting;</p> <p>9.1.2 To receive the Honorary Secretary's report on the affairs of the Institute under the retiring Council;</p> <p>9.1.3 To receive the Honorary Treasurer's report and audited statement of accounts for the preceding financial year ending 31st December;</p> <p>9.1.4 To elect four (4) Office Bearers and four (4) Ordinary Council Members;</p> <p>9.1.5 To appoint two (2) Internal Auditors and an External Auditor;</p> <p>9.1.6 To consider any other matters notice of which has been submitted in writing to the Honorary Secretary not less than</p>	<p>H.III ANNUAL GENERAL MEETING</p> <p>58 The Annual General Meeting of the Institute shall be held in April of each year after the requisite notice of twenty one (21) days have been given, for the following purposes:</p> <p>(a) To receive and adopt the minutes of the last Annual General Meeting, the Council's Annual Report and the Audited Accounts for the preceding financial year ending 31st December.</p> <p>(b) To elect officials of the Council for the ensuing one (1) year.</p> <p>(c) To appoint an external auditor and 2 internal auditors</p> <p>(d) To transact any other business of which at least 7 days' notice in writing has been given to the Honorary Secretary. Only Professional Members and no others are entitled to stand for</p>	
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<p>fourteen (14) days before the date of the Meeting.</p>	<p>election and to vote.</p> <p>59 Any nomination for the election of Council Members must be duly signed by a proposer and a seconder both of whom shall be Professional members of the institute. Such nomination shall be accompanied by a declaration by the nominee that he is willing to serve if elected and shall be sent to the Honorary Secretary so as to reach him not less than three (3) days before the annual general meeting.</p> <p>60 If the nominations received are in sufficient, the members present at the Annual general meeting shall nominate at least such number of members of the institute as will make good the deficiencies. If the nominations received together with those made at the Annual general meeting exceed the number of vacancies, a ballot shall be held.</p> <p>61 In the event of a ballot being required, it shall be at the annual General Meeting. Two (2) members of the Institute not being candidates shall be appointed by the annual General Meeting to scrutinize the ballot papers and shall report to the Annual General meeting.</p> <p>62 Unless otherwise provided, a motion or resolution at any General Meeting shall be carried out by a simple majority of those members present and voting.</p>	
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<p>9.2 EXTRAORDINARY GENERAL MEETING</p> <p>9.2.1 An Extraordinary General Meeting shall be convened on a resolution of the Council or upon receipt by the Honorary Secretary of a written request signed by at least ten (10) Professional Members of the Institute provided that the requisite notice of twenty one (21) days has been given.</p>	<p>63 Any Question to be decided by a General Meeting, if not resolved with a division, shall be decided by a simple majority of votes, with the Chairman of the Meeting having a casting vote, except that a resolution involving an alteration of the Constitution of the Institute may only be passed by a two-third (2/3) majority.</p> <p>H.IV EXTRAORDINARY GENERAL MEETING</p> <p>64 An Extraordinary General Meeting shall be convened on a resolution of the Council or upon receipt by the Honorary Secretary of a written request signed by at least twenty (20) Professional Members of the Institute provided that the requisite notice of twenty one (21) days has been given.</p> <p>(a) Professional Members</p> <p>65 The objects and reasons for convening an Extraordinary General Meeting shall be stated in the requisition. Upon receipt of the requisition, the Council must convene an Extraordinary General Meeting to be held within twenty-eight (28) days from the date of receipt of such requisition.</p>	<p>‘...at least (10) Professional Members...’ has been increased to ‘...at least twenty (20) Professional Members.’ This is in line with practices of other bodies which normally require 30% of total number for a written requisition.</p> <p>Notice of EOGM has been increased to 28 days from the current 21 days – this is to provide Council time for the preparation of the EOGM..</p>
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<p>9.3 PROFESSIONAL MEETINGS</p> <p>9.3.1 Professional meetings include all meetings of the Institute held for the purpose of lectures or discussions on scientific, educational or professional matters. Not less than four (4) Professional Meetings of the Institute shall be held in each year.</p> <p>9.4 CONDUCT OF GENERAL MEETINGS</p> <p>9.4.1 At least twenty one (21) days' notice shall be given of each General Meeting.</p> <p>9.4.2 The Chair will be taken by the President of the Institute or failing him, by the Vice President. If both the President and the Vice President are absent, the members of the Institute attending the meeting shall elect a Chairman from amongst the Council Members present.</p> <p>9.4.3 At any General Meeting, at least one-quarter (1/4) of the Professional Members of the Institute or thirty (30) Professional Members shall form a quorum. In the event of there being no quorum at a General Meeting, the meeting shall be adjourned for half an hour, and should the members then</p>	<p>H.V PROFESSIONAL MEETINGS</p> <p>66 Professional meetings include all meetings of the institute held for the purpose of lectures or discussions on scientific, educational or professional matters. Not less than four (4) Professional meetings of the Institute shall be held in each year.</p>	<p>Section 9.4 is already covered under H/General Meetings, Articles 53 - 57</p>
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<p>present be insufficient to form a quorum, those present shall be considered a quorum but they shall have no power to amend or make additions to any of the existing rules.</p> <p>9.4.4 Registered, Students, Graduates and Licentiates of the Institute and other persons who are not members of the Institute may be admitted to any General Meeting at the discretion of the Council but shall have no power to vote.</p> <p>9.4.5 Any question to be decided by a General Meeting, if not resolved without a division, shall be decided by a simple majority of votes, with the Chairman of the Meeting having a casting vote, except that a resolution involving an alteration of the Constitution of the Institute may only be passed by a two-third (2/3) majority.</p> <p>9.5 MINUTES OF MEETINGS</p> <p>9.5.1 Minutes of the proceedings at Council Meetings and General Meetings shall be recorded by the Honorary Secretary in books kept for that purpose which shall be available on due notice for inspection at any reasonable time by members of the</p>		<p>Rearranged as Article 37 (a) (duties of Hon Sec), of the proposed Revised Constitution – this is to streamline the content flow.</p>
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<p>Institute or by Council or its accredited representation.</p>		
<p>64 AMENDMENTS TO RULES</p> <p>a. Amendments to these rules shall only be made at a General Meeting with due notice given, and passed by a two-third (2/3) majority of those present. They shall not come into force without the prior sanction of the Registrar of Societies.</p> <p>b. Any amendments to these rules shall be circulated to all members within fourteen (14) days after approval in writing has been given by the Registrar of Societies.</p>	<p>AMENDMENTS TO THE CONSTITUTION</p> <p>67 No amendments to the Constitution shall be made except at a General Meeting by a resolution, which shall be carried by a majority of at least two-thirds of the votes properly recorded at the Meeting. Such amendments shall only take effect after approval from the Registrar of Societies.</p> <p>68 Any amendments to these rules shall be circulated to all members within fourteen (14) days after approval in writing has been given by the Registrar of Societies.</p>	

<p>65 DISSOLUTION</p> <p>a. The Institute shall not be dissolved except with the consent of not less than three-fifth (3/5) of the Professional Members of the Institute for the time being resident in Singapore, expressed either in person or by proxy, at the General Meeting convened for that purpose.</p> <p>b. In the event of the Institute being dissolved, as provided above, all debts and liabilities legally incurred on behalf of the Institute shall be fully discharged and the remaining funds shall be donated to any educational or scientific institution or approved charities in Singapore.</p> <p>c. Certificate of dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.</p>	<p>DISSOLUTION</p> <p>69 The Institute shall be dissolved by an Extraordinary General Meeting called for this purpose with a minimum of three-fifths of the total voting membership of the Institute for the time being resident in Singapore voting either in person or by proxy in favour of the resolution for dissolution.</p> <p>70 In the event of the Institute being dissolved, as provided above, all debts and liabilities legally incurred on behalf of the institute shall be fully discharged and the remaining funds shall be donated to any educational or scientific institution or approved charities in Singapore.</p> <p>71 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.</p>	
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