



CONSTITUTION OF THE  
ASSOCIATION OF DIABETES EDUCATORS (SINGAPORE)

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CONSTITUTION OF  
"ASSOCIATION OF DIABETES EDUCATORS  
(SINGAPORE)"

**NAME**

1. This society shall be called the "Association Of Diabetes Educators (Singapore)" hereinafter referred to as the "Association".

**PLACE OF BUSINESS**

2. Its place of business shall be at TAMPINES CENTRAL POST OFFICE P.O. BOX 082 SINGAPORE 915203 or such other address as may subsequently be decided on by the committee and approved by the Registrar of Societies. The Association shall have the prior written approval from the relevant authorities, where necessary.

**OBJECTIVES**

3. The purpose of the Association shall be:
  - a. To improve and enhance the coordinated care of persons with diabetes mellitus in Singapore.
  - b. To develop and maintain an organisational structure for diabetes educators in Singapore and to encourage members to attain continuity and professional growth in diabetes education.
  - c. To promote and maintain professional standards of practice in diabetes education amongst members in Singapore.
  - d. To collaborate with other health care associations and professionals involved in the field of diabetes education and management.

**NATURE OF ORGANISATION**

**MEMBERSHIP QUALIFICATION AND RIGHTS**

- 4.1 Membership shall consist of full members and associate members.
- 4.2 Full members are Registered Nurses and are entitled to all privileges. Full

members who are at least 21 years of age shall be eligible to hold office and vote.

- 4.3 Associate members are health care providers who are not Registered Nurses. They are entitled to all privileges except to hold office or to vote.

### **MEMBERSHIP**

- 5.1 Any person wishing to join the Association shall submit his/her particulars to the Secretary on a prescribed form.
- 5.2 A copy of the Constitution shall be furnished to every approved member (upon payment of the entrance fee).

### **ENTRANCE FEE, SUBSCRIPTIONS AND OTHER DUES**

- 6.1 The entrance fee and subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time.
- 6.2 Annual subscriptions are payable in advance within the first month of the year. If a member fails in arrears with his/her subscription or other dues, he/she shall be informed immediately by the Treasurer. If he/she fails to settle his/her arrears within 4 weeks of their becoming due, the President may order that his/her name be posted on the Association's notice board and that he/she be denied the privileges of membership until he/she settles his/her account. If he/she fails in arrears for more than 3 months dues, he/she will automatically ceased to be a member and the Committee may take legal action against him/her provided that they are satisfied that he/she has received due notice of his/her debts.
- 6.3 Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.

### **SUPREME AUTHORITY AND GENERAL MEETINGS**

- 7.1 The supreme authority of the Association is vested in a General Meeting of the members presided over by the President.
- 7.2 An Annual General Meeting shall be held in September.
- 7.3 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 30 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 months from receiving this request to convene the Extraordinary General Meeting.

- 7.4 If the Committee does not within two months after the date of 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 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.
- 7.5 At least two weeks' notice shall be given of an Annual General Meeting and at least ten 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 Association's notice board four days in advance of the meeting.
- 7.6 Unless otherwise stated in this constitution, voting by proxy shall not be allowed at all General Meetings.
- 7.7 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.
- 7.8 Any member who wishes to place an item on the agenda of a General Meeting may do so provided he/she gives notice to the Secretary one week before the meeting is due to be held.
- 7.9 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- 7.10 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 of the existing Constitution.

## **MANAGEMENT AND COMMITTEE**

8.1 The administration of the Association shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meeting:

President

Vice-President

Vice-President (Special Projects)

Secretary

(An Assistant Secretary)

Treasurer

(An Assistant Treasurer)

(At least nine ordinary Committee Members)

8.2 Names for the above posts shall be proposed and seconded at the Annual General Meeting and election will follow a simple majority vote of the members. All office-bearers may be re-elected to the same or related post of a consecutive term of office. The term of office of the Committee shall be two years. The Treasurer (and the Assistant Treasurer) may be re-elected to the same or related post to a maximum of two terms of office

8.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. (In the event of a tie, a revote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate withdraws in favour of one of themselves).

8.4 A Committee Meeting shall be held at least once every three months after giving seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five days' prior notice. At least half of the Committee Members must be present for its proceedings to be valid.

8.5 Any member of the Committee who was absent from three consecutive meetings 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 General Meeting. Any changes in the Committees shall be notified to the Registrar of Societies within two weeks of the change.

- 8.6 The duty of the Committee is to organize and supervise the daily activities of the Association. The 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.
- 8.7 The Committee has power to authorize the expenditure of a sum not exceeding the approved budget from the Association's funds for the Association's purpose.

### **DUTIES OF OFFICE-BEARERS**

- 9.1 The President shall chair all General and Committee Meetings. He/She shall also represent the Association in its dealings with outside persons/bodies.
- 9.2 The Vice-President shall assist the President and deputize him/her in his/her absence.
- 9.3 The Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. He/She will keep minutes of all General and Committee Meetings. He/She shall maintain an up-to-date Register of Members at all times.
- 9.4 (The Assistant Secretary shall assist the Secretary and deputize him/her in his/her absence.)
- 9.5 The Treasurer shall keep all funds and collect and disburse all monies on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. He/She is authorized to expend up to \$500.00 per month for petty expenses on behalf of the Association. He/She will not keep more than \$500.00 in the form of cash and money in excess of this amount will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by two office bearers either the Treasurer or the President or Vice-President or the Secretary.
- 9.6 (The Assistant Treasurer shall assist the Treasurer and deputize him/her in his/her absence.)
- 9.7 (Ordinary Committee Members shall assist the general administration of the Association and perform duties assigned by the Committee from time to time.)

## **AUDIT AND FINANCIAL YEAR**

- 10.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meetings and will hold office for a term of 2 years only and shall not be re-elected for a consecutive term.
- 10.2 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 Association's accounts for any period within their tenure of office at any date and make a report to the committee.
- 10.3 The financial year shall be from 1<sup>st</sup> July to 30<sup>th</sup> June.

## **TRUSTEES**

- 11.1 If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 11.2 The Trustees of the Association shall:
- a. Not be more than 4 and not less than 2 in number.
  - b. Be elected by a General Meeting of members.
  - c. Not affect any sale or mortgage of property without the prior approval General Meeting of members.
- 11.3 The office of the Trustee shall be vacated:
- a. If the Trustee dies or becomes a lunatic or of unsound mind.
  - b. If the Trustee is absent from the Republic of Singapore for a period of more than one year.
  - c. If the Trustee is guilty of misconduct of such a kind as to render it undesirable that he/she continues as a Trustee.



- d. If the Trustee submits notice of resignation from his/her trusteeship.
- 11.4 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 Association's premises at least two 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.
- 11.5 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**

- 12. Visitors and Guests may be admitted into the premises of the Association but they shall not be admitted into the privileges of the Association. All Visitors and Guests shall abide by the Association's rules and regulations.

### **PROHIBITIONS**

- 13.1 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.
- 13.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in court of law.
- 13.3 The Association 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.
- 13.4 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.
- 13.5 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.6 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or

members unless with prior approval of the relevant authorities.

- 13.7 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.

### **AMENDMENTS TO CONSTITUTION**

14. No alteration or addition/deletion to this Constitution 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**

15. 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**

16. 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. They may bring the matter to a court of law for settlement should the members fail to resolve the matter.

### **DISSOLUTION**

- 17.1 The Association shall not be dissolved, except with the consent of not less than three-fifths of the total voting membership of the Association for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 17.2 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association 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.

17.3 A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

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