

# **Singapore Medical Society of the United Kingdom Constitution** **(4<sup>th</sup> Edition - 2011)**

In this *Constitution*, any masculine references are applicable to both the masculine and feminine gender.

## **SECTION 1: GENERAL TERMS**

### **Article 1: Name**

1. The Society shall be called "Singapore Medical Society of the United Kingdom"; herein after referred to as *SMSUK*.

### **Article 2: Affiliations**

1. *SMSUK* may not be affiliated to any religious, political or sectarian organisations.

### **Article 3: Aim**

The aim of *SMSUK* shall be:

1. To provide up-to-date and relevant information to potential medical students, to help them make the best informed and considered choice with respect to medical education in the UK.
2. To represent the interests, welfare and objectives common to all Singaporean medical students studying in the United Kingdom (UK).
3. To provide Members with information on career updates and job opportunities in both Singapore and the UK.
4. To provide Members with a platform for networking and co-ordinate events which facilitate interaction amongst Members from all over the UK.

### **Article 4: Official Language**

1. The official language of *SMSUK* shall be English, and will be used for all correspondences.

## **SECTION 2: MEMBERSHIP**

### **Article 5: Eligibility**

1. Medical students and healthcare professionals who are currently undertaking their medical education or who have had their medical education in the UK.

### **Article 6: Privileges**

1. For all members:
  - a. To participate in events organised by *SMSUK*
  - b. To stand for election of office.

### **Article 7: Obligation of Members**

1. To abide by the Constitution and the By-Laws of *SMSUK*.
2. To uphold the reputation and image of *SMSUK* and Singapore

## **SECTION 3: STANDING COMMITTEE**

### **Article 8: Name**

1. The name of the Executive committee shall be *SMSUK – Executive committee*, herein after referred to as the ExCo.

2. The name of the Working committee shall be SMSUK – Working committee, herein after referred to as the Working comm.
3. The name of the Standing committee shall be known as the SMSUK committee.

### **Article 9: Standing Committee**

The standing Committee will consist of the following positions embodying a total of ten (10) members.

- a. President
  - b. Vice-President (Wider UK)
  - c. Vice-President (Greater London)
  - d. Executive Secretary
  - e. Treasurer
  - f. Public Relations and Sponsorship Representative
  - g. Webmaster
  - h. Editor
  - i. Events Co-ordinator
  - j. Alumni Representative
1. The collective positions from a. to f., consisting of six (6) officers will be known as the Executive committee (ExCo).
  2. The officers in positions a. to f. will hold concurrent appointments as College Representatives to Imperial College, Kings College London, Queen Mary University of London, St Georges Hospital Medical School, University College London and of the Wider UK.
  3. The officer in position b. will be a student studying in a university situated outside of London and will hold concurrent appointment as the Wider UK Representative.
  4. The collective positions from g. to j., consisting of four (4) officers will be known as the Working committee (Working comm.).
  5. No member may fill more than one (1) post.

### **Article 10: Functions**

The ExCo shall:

1. Execute the resolutions adopted during ExCo meetings.
2. Formulate policies of the SMSUK in accordance to the aims and objectives of the SMSUK.
3. Represent Members' interests in dealings with external organisations
4. Be responsible for the upkeep and maintenance of SMSUK treasury and inventory.
5. Be responsible for organising relevant events to achieve the aims and objectives of SMSUK.

### **Article 11: Officials and Duties**

Upon election into the SMSUK committee, the following officers shall discharge their duties to the best of their abilities:

#### *1. President*

The President shall:

- a. Oversee the operation of SMSUK to ensure that it fulfils its organisational objectives.
- b. Serve as a co-signatory, together with the Treasurer, to any bank account that is held by SMSUK
- c. Sits on the committee as the final authority on all matters concerned within the SMSUK Committee.
- d. Chair all committee meetings and propose the meeting agenda.
- e. Be accountable to University of London Union (ULU) for all SMSUK undertakings.
- f. Represent the society in the United Kingdom Singapore Students' Council (UKSSC)

- g. Be the formal representative of SMSUK for all Liaisons and dealings with external bodies/affairs, along with the Public Relations and Sponsorship Representative.
- h. Be responsible for ensuring the SMSUK Constitution remains updated.
- i. The President will be elected subject to the procedures set out in Section 5 of this constitution.

## 2. *The Vice – Presidents (two (2) members)*

The Vice-Presidents shall:

- a. Work closely with the President in maintaining ties with external organisation and Members to promote the aims and objectives of SMSUK.
- b. Serve as custodian of the SMSUK Master Contact List, which involves updating and maintaining all information of all Members and ensuring the confidentiality of the document. The Master Contact List is to be released only upon the instruction of the President.
- c. Responsible for compiling the details of freshmen over the summer and collating data from all the University Representatives.
- d. Responsible for ensuring each College has a viable web group; and is to assist in the organisation and set-up of one if necessary, in order to facilitate the dissemination of information across SMSUK.
- e. Responsible for keeping an updated and complete list of Medical schools in the UK with Medical degrees that would be recognised by the Singapore Government.
- f. Cover the President's duties in his/her absence.
- g. The Vice-President (Wider UK) shall also be responsible for maintaining ties with the Presidents of all Singapore Societies present in all the Wider UK universities and serve as the first point of liaison between SMSUK and Wider UK universities.
- h. The Vice-President will be elected subject to the procedures set out in Section 5 of this constitution.

## 3. *The Treasurer*

The Treasurer shall:

- a. Keep and maintain the accounts of SMSUK
- b. Update the ExCo on the financial matters of SMSUK during ExCo meetings, ensuring that full details of the treasury are kept strictly in the confidence of the ExCo.
- c. Report any financial discrepancies or difficulties to the ExCo.
- d. Draft the budget of the fiscal year for approval by the ExCo, along with the Vice-Presidents and President.
- e. Monitor the financial status of all projects and activities undertaken by SMSUK.
- f. Be responsible for soliciting sponsorship for the society through his/her entire term of duty, along with the Public Relations and Sponsorship Representative.
- g. Be accountable to ULU for all budget reports and accounts of the SMSUK Committee.
- h. Responsible for making monetary claims from ULU on behalf of the SMSUK Committee within one (1) month of the event for which the claims are being made.
- i. Responsible for depositing all cheques made payable to SMSUK into the ULU bank account or SMSUK bank account.
- j. Be the authorising signatory to all financially relevant matters within the SMSUK Committee.
- k. The Treasurer will be elected subject to the procedures set out in Section 5 of this constitution.

## 4. *The Executive Secretary*

The Executive Secretary shall:

- a. Assist the President and the Vice-Presidents in the administrative matters of SMSUK.
- b. Record and manage the minutes of all ExCo meetings.
- c. Ensure every member of the SMSUK Committee has a copy of the relevant agenda/minutes for each meeting.
- d. Assist the President in monitoring and executing all external correspondences.
- e. Assist the President in correspondences administrative matters with ULU.
- f. Responsible for crafting and sending regular newsletter updates to all Members.
- g. Responsible for disseminating information from the SMSUK Committee to all Members.
- h. The Executive Secretary will be elected subject to the procedures set out in Section 5 of this constitution.

5. *The Public Relations and Sponsorship Representative*

The Public Relations and Sponsorship Representative shall:

- a. Be responsible for the drafting of the various sponsorship packages, subject to the 2/3 consensus of the Executive Committee.
- b. Responsible for the initiation and negotiation of Sponsorship packages with the various sponsors of SMSUK.
- c. Shall cc all correspondence with the sponsors to the Executive Committee.
- d. Ensure the prompt receipt of all sponsorship monies
- e. Responsible for promoting SMSUK to potential members.
- f. Responsible for liaising and publicising SMSUK to other colleges.
- g. The Public Relations and Sponsorship Representative will be elected subject to the procedures set out in Section 5 of this constitution.

6. *The Webmaster*

The Webmaster shall:

- a. Be responsible for updating and maintenance of the SMSUK website.
- b. Work closely with the Public Relations and Sponsorship Representative with regards to fulfilling the proposal of the sponsorship packages.
- c. Work closely with the Editor regarding information posted on the website.
- d. The Webmaster will be elected subject to the procedures set out in Section 5 of this constitution.

7. *The Editor*

The Editor shall:

- a. Be responsible for the publication of the SMSUK Annual Magazine.
- b. Be responsible for posting write-ups on the SMSUK Website and should work closely with the Webmaster to coordinate efforts.
- c. The Editor will be elected subject to the procedures set out in Section 5 of this constitution.

8. *The Events Co-ordinator*

The Events Co-ordinator shall:

- a. Be responsible for the stock-taking, storage and transport of SMSUK paraphernalia in both the UK and Singapore.
- b. Responsible for all aspects of logistics for all SMSUK-organised events.
- c. Responsible for allocating event planning to members of the committee for all events.
- d. Receives feedback regarding events and helps to propose new activities.
- e. The Events Co-ordinator will be elected subject to the procedures set out in Section 5 of this constitution.

#### 9. *The Alumni Representative*

The Alumni Representative shall:

- a. Be responsible for the updating and maintenance of the Alumni membership database.
- b. Responsible for disseminating information to the Alumni Members and encouraging participation in SMSUK events.
- c. May propose events exclusively for Alumni members, in consultation with the President and 2/3 consensus of the ExCo. The events will then come under the responsibility of the SMSUK Committee.
- d. The Alumni Representative will be elected subject to the procedures set out in Section 5 of this constitution.

#### **Article 12: Advisory Panel**

The Advisory Panel shall:

1. Consist of at least two (2) and not more than three (3) members.
2. Remain as a body independent of the ExCo.
3. Serve as the incumbent ExCo in a strictly advisory and non-executive capacity.
4. Provide reasonable and relevant guidance to the President upon his request in order for him to discharge his duties effectively.
5. If necessary, maintain strategic relations with external organisations. The term of office shall commence with effect from the Hand-over Date and terminate on the next Hand-over Date of the new ExCo.

#### **Article 13: Resignation**

1. Any member of the *ExCo* who wishes to resign shall submit an official letter to the *ExCo* and the letter shall be made public.
2. By-election of the vacated post shall be conducted pursuant to Section 5 of this *Constitution*.
3. The vacated post shall be filled temporarily by an *ExCo* member elected internally within the *ExCo* until such times when the by-elections are held.

#### **Article 14: Vote of No Confidence**

1. A vote of no confidence in the *ExCo* or any *ExCo* members may be cast if:
  - (a) his/their actions are deemed to have betrayed the good faith placed in him/them by the electorate.
  - (b) an attempt to dissolution fails.
2. The vote of no confidence shall be cast by a secret ballot during a committee meeting convened by a petition supported by at least two-thirds (2/3) of the Standing Committee. The vote count shall be made public and subjected to inspection. The resolution shall be based on a simple majority vote cast by the Standing Committee.
3. A vote of no confidence on an *ExCo* member shall result in his removal from office.

#### **Article 15: Dissolution and Removal from Office**

1. The *ExCo* shall dissolve
  - (a) within seven (7) working days of the election of the new *ExCo*.
  - (b) if such a resolution is reached in a General Meeting with 2/3 of Members convened specifically for such a discussion.
2. Any *ExCo* member may only be removed from office by a unanimous vote of no confidence from the *ExCo* or at least two-thirds (2/3) of the total number of Members:

- (a) his actions are deemed contrary to the *Constitution*.
- (b) he is deemed not to have fulfilled his duties and responsibilities as prescribed in this *Constitution*.

#### **SECTION 4: FINANCES**

##### **Article 16: Sources**

1. SMSUK shall obtain its sources of finances by legal means only

##### **Article 17: Uses**

1. The finances of SMSUK should be used only on SMSUK activities, in compliance with the objectives and aims of SMSUK, as stated in article 3 of the Constitution.

##### **Article 18: Control**

1. The control of SMSUK finances shall be vested in the ExCo.
2. The accounts of SMSUK may be made available for inspection by anyone in the committee.

#### **SECTION 5: ELECTIONS**

##### **Article 19: Types**

1. There shall be two (2) types of elections:
  - a. General elections, when the new ExCo is elected for office
  - b. By-elections, held when one or more posts in the ExCo have been vacated during existing term of office.

##### **Article 20: Procedure**

1. All electoral candidates must have been active participants of SMSUK's activities and should be available for SMSUK-related activities in Singapore during the Summer term.
2. Candidates are allowed to run for both ExCo and Working Committee.
3. Electoral candidates to the Executive Committee will consist of only 6 people, each representing the following universities: Imperial College, Kings College London, Queen Mary University of London, St Georges Hospital Medical School, University College London and any one of the Universities in the Wider UK.
4. Voting and selection of electoral candidates to the Executive Committee will be conducted by the leaving ExCo and the aforementioned only.
5. Voting of candidates to the Working Committee will be conducted by the Outgoing ExCo.
6. Interested candidates should submit a 250 word manifesto to the Outgoing ExCo, and upon selection for interviews, attend an interview session with the Outgoing ExCo.
7. There must be a presiding officer for the elections. He may be the Student Advisor from Contact Singapore, the previous President of SMSUK or any person(s) nominated for this purpose.
8. The electoral process works on a system of consensus (simple majority, >50%). Therefore a candidate wins the position he ran for if he has garnered majority votes.
9. For each position being run for, voters are allowed to vote once, consisting of one vote, only.
10. The Outgoing ExCo takes the vote to decide on the Incoming ExCo positions and the final decision is made by the Outgoing ExCo.

#### **SECTION 6: CONSTITUTION AMENDMENT AND INTERPRETATION**

##### **Article 21: Amendments**

1. Any amendments shall be subjected to ratification by at least three-quarters (3/4) of the Standing Committee.

##### **Article 22: Interpretation**

1. The interpretation of the Constitution shall be vested with the ExCo unless objected by a majority of the Standing Committee.

## **SECTION 7: DISSOLUTION**

### **Article 23: Procedure**

1. SMSUK shall dissolve if the decision to dissolve is passed with the approval of three-quarters (3/4) of the Members during a General Meeting with at least three-quarters (3/4) of Members present.
2. All assets, financial, material or otherwise, shall be donated to a charity nominated by the Members of SMSUK upon dissolution.