



THE CONSTITUTION OF THE SINGAPORE MEDICAL SOCIETY IRELAND

Date of revision: 18 January 2024
Published by: President of SMSI Committee 24/25

Foreword

The Singapore Medical Society Ireland (SMSI) was first established in 2007 to represent the interests of Singaporean/PR students pursuing Medicine and Dentistry degrees in the Republic of Ireland. Today, our Society has expanded, including students studying Allied Healthcare courses. We also accept Singaporean students who are on exchange programmes in ROI, pursuing degrees outside of health sciences such as Law and Business.

With the support of the Ministry of Health Holdings, Singapore (MOHH), Singapore Pools, Singapore Global Network (SGN), the 3 local healthcare clusters and other sponsors, the Society has been able to expand our operations and grow from a small number of students to a body comprising approximately 263 students. This excludes all alumni who have since graduated. With the growing number of members, a more systematic and regulated organizational structure is being implemented.

The Society currently comprises Singaporean/PRs students from Trinity College Dublin (TCD), University College Dublin (UCD), University College Cork (UCC), National University of Ireland Galway (NUIG), and Royal College of Surgeons Ireland (RCSI).

However, on the 18th of April 2019, the Ministry of Health and Singapore Medical Council released a joint statement titled “REVISION TO LIST OF OVERSEAS MEDICAL SCHOOLS FOR REGISTRATION TO PRACTICE IN SINGAPORE”. This meant that the only registrable Basic Medical Qualification (BMQ) under the Medical Registration Act from the Republic of Ireland (ROI) would be from TCD. The future implications since the joint statement include a significant decline in Medical students coming to study in the ROI.

We hope this latest publication of the constitution will be able to serve as a guide for the future of SMSI.

Overview

The constitution of the Singapore Medical Society Ireland is published by the President of the Executive Committee. It is only valid with the ratification of the members of the Society.

In this Constitution, any masculine references are applicable to both genders – male and female.

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Article 1: General Terms

Section 1.1 Citation, Name & Logo of Society and Definitions

1. This Constitution may be cited as the Constitution of the Singapore Medical Society Ireland.
2. The name of the Society shall be Singapore Medical Society Ireland, hereinafter referred to as ‘the Society’.
3. The official logo shall be displayed visually with appropriate prominence in all official documents of the Society.
4. The definitions shall follow the stipulated under Section 1.1, unless it is otherwise provided.
5. The Society may be commonly known as “SMSI”.
6. The currently active committee shall be known as “the Office” or “Committee”. 7. The Office consists of “Office Holders” who shall be elected under this Constitution and includes any person exercising the functions of the Office of Office Holders. 8. Office Holders shall be shall comprise of the following:
 - i. “Executive Committee”: President, Vice-President, Secretary, Treasurer, Education Director and Dental Officer.
 - ii. “College Representatives”

Section 1.2 SMSI Affiliations

1. The Society is currently aligned and/or affiliated with the Ministry of Health Holdings (MOHH), Singapore Global Network (SGN), our local healthcare clusters and other sponsors from whom we are currently receiving sponsorships.
2. The Society may seek further sponsorships from other organizations and such external affiliations may be updated from time to time.
3. The Society may not be affiliated to any religious, political or sectarian organization. The President of the Executive Committee must approve affiliations with other student societies, which must not conflict with the aims and objectives of SMSI.

Section 1.3: Aims and Objectives of the Society

The Society works closely with the various healthcare clusters in Singapore and disseminates information from relevant organizations such as MOHH. We are dedicated to providing support to members over in the Republic of Ireland (ROI) and exploring opportunities that will ensure a smooth transition into Singapore's healthcare system.

Our main objectives are:

- (i) To provide relevant up-to-date information for potential medical, dental and allied health students, allowing them to make an informed choice with respect to a tertiary education in ROI.
- (ii) To provide relevant up-to-date information for members on training and career opportunities in Singapore.
- (iii) To provide more opportunities for professional and personal development during their candidature in the ROI.
- (iv) To serve as a platform for members to network with other like-minded Singaporean healthcare students pursuing an education in the Republic of Ireland.
- (v) To represent the common interests of all Singaporean healthcare students pursuing an education in the Republic of Ireland.

Section 1.4: Official Language

The official language of SMSI shall be English, which shall be used for all correspondences.

Article 2: Membership

Section 2.1 SMSI Membership Eligibility

1. Membership is conferred to:
 - i. All Singaporean or Singapore Permanent Resident (PR) students who are currently pursuing a degree in Medicine, Dentistry or Allied Healthcare in ROI.
 - ii. All Singaporean or Singapore Permanent Resident (PR) doctors, dentists and allied healthcare personnel who have completed their education in ROI.
 - iii. Honorary membership: All Singaporean or Singapore Permanent Resident (PR) students who are pursuing degrees outside Medicine, Dentistry or Allied Healthcare degrees, as well as exchange students.
2. Any eligible person shall become a member of the Society upon registering with the Society.
3. Persons who do not fall under the purview of Section 2.1 may submit an application for membership, subject to approval of the Executive Committee.
4. Any member wishing to withdraw their membership from the Society may do so in writing to the Executive Committee.
5. The Society reserves the right to set membership fees as it from time to time deems appropriate.

Section 2.2: Privileges of Members

Members are entitled to the following:

1. To participate in events organised by SMSI along with relevant subsidies and sponsorships.
2. To stand for election into the Office.

Section 2.3 Duties of Members

Members shall be obliged to:

1. Abide by the Constitution of SMSI.
2. Uphold the reputation and image of SMSI and Singapore.

Section 2.4: Protection of Members

1. Any individual accepted as a member of SMSI shall remain a member from the period he/she was granted membership status, regardless of any constitutional changes, unless the individual has knowingly violated Section 2.3.
2. Members are not required to pay any membership fees to be eligible for SMSI events or subsidies.
3. Personal details of the members in the course of SMSI activities shall not be shared with any party outside the current Office.
4. The Office shall not abuse the members' personal details and data and are not allowed to retain or have access to this information after the end of their term.

Section 2.5: Termination of Membership

1. The Office shall have the power to expel the membership of the Society from any member:
 - i. Who has been convicted in a court of law and sentenced to imprisonment for a period of over one (1) year without the option of a fine, or
 - ii. Whose conduct is detrimental to honor and interests of the Society, or
 - iii. Who has wilfully and persistently refused to comply with the Constitution of the Society and/or resolutions passed by the general body, or
2. Any member who has passed away will cease to be a member of the Society. Such a member will be also freed from any encumbrances of membership from the date of demise.

Article 3: The Office

Section 3.1 Definitions

1. The currently active committee shall be known as “the Office”.
2. The Office consists of “Office Holders”:
3. Office Holders shall comprise of the following:
 - i. “Executive Committee”: President, Vice-President, Secretary, Treasurer, Education Director and Dental Officer
 - ii. “College Representatives”

Section 3.2 Members of the Office

1. The Office shall conduct the business of the Society.
2. All members of the Committee are required to be full members of the Society.
3. All full members of the Society are eligible to be elected to the Committee.
4. The Office shall consist of an Executive Committee and College Representatives.
 - i. Core positions: President, Vice-President, Secretary, Treasurer, Education Director and Dental Officer.
 - ii. The Executive Committee must be made up of at least but not limited to: President, Vice-President, Secretary and Treasurer.

Section 3.3 Limitations on the Office

1. No member may take on more than one position.
2. There are no restrictions on geographical location or course of study on positions of the Office except:
 - a. Dental Officer must be pursuing a degree in Dentistry.
 - b. College representatives must be pursuing a degree in the college they are representing.

Section 3.4 Officials and Duties

The Constitution shall refer to the following for the description of the roles and responsibilities of each Office holder.

1. President

- i. Safeguard the reserves and integrity of the Society.
- ii. To have overall responsibility for the affairs of the Society.
- iii. To serve as a representative of Singapore Medical Society Ireland.
- iv. To liaise with MOHH and other external organizations.
- v. Outline the direction of the Society and chair all meetings within the Society.
- vi. Oversee planning and execution of all activities and ensure that the goals of the society are met.
- vii. Ensure that planning and execution of all activities are done in the best interest of members.
- viii. Be accountable for all members and render assistance immediately, should anyone require help, especially in cases of pandemics.

2. Vice-President

- i. To assist the President in the general running of the Society.
- ii. All officials and duties of the President shall, in his/her absence, devolve upon the Vice-President.
- iii. Oversee planning and execution of all activities and ensure that the goals of the society are met.

3. Executive Secretary

- i. Oversees the management of the College Representatives, establishing and maintaining an active network with them.
- ii. Be responsible for the consolidation of the member database and ensure that all information is kept strictly confidential.
- iii. Record minutes for each meeting, regardless of location.
- iv. Manage forms with regards to events held, making sure that only SMSI members are participating in the events.
- v. To inform members of news and upcoming events.
- vi. Promote SMSI through all established media platforms and maintain publication materials.

4. Treasurer

- i. Be the authorizing signatory to all financially relevant matters within the Society.
- ii. Be responsible for depositing all sponsorship and payments made to the Society, as well as generating corresponding financial statements.
- iii. Construct the budget plan for the events in each fiscal year in a prudent manner.
- iv. Safeguard and maintain the accountability of the Society's finances and report any financial discrepancies or difficulties to the President.
- v. Monitor the financial status of all projects and activities undertaken by the Society, including internal claims and payments from members, where applicable.
- vi. Maintain current sponsorships and source for further potential sponsors.

5. Education Director

- i. To seek opportunities for further hospital attachments for members.
- ii. To update members on PEG, Residency talks and programs are held.
- iii. To disseminate information to College Representatives.
- iv. To inform members of healthcare-related news.
- v. To maintain and improve the collective educational resources available for circulation in SMSI.

6. Dental Officer

- i. Represent the interests of Dental members and promote integration between Dental members and the rest of the Society.
- ii. To seek opportunities for dental attachments and electives for dental members.
- iii. To update members on employment pathways.
- iv. To seek educational events and tutorials that will benefit Dental members in their education.

7. College Representatives

- i. College Representatives will include one representative from each college.
- ii. To help disseminate information from the Executive Committee.
- iii. To be the point of contact between general members and the Executive committee.
- iv. To ensure integration of freshers into the society during events.
- v. To be accountable for all members present in the respective college and render any assistance to them, should they require any, especially in times of pandemics.

8. Additional specified Office Positions

- i. The Society may create additional specified Committee positions.
- ii. Where the Society amends the Constitution to create, modify or remove a position this must be detailed in Article 6.
- iii. Changes in Constitutions must follow the procedures stated in Article 7.

Section 3.5: Resignations and Vacating from the Office

1. In the event of an unanticipated resignation from an Office position, the Executive Committee may choose whether to commence the process of a by-election to replace the role.
2. The vacated post may be filled by a member in the existing Office, who is willing to take up the role and responsibility.
3. The outgoing Office holder of the vacated Office position must still carry out all official duties (stipulated in Section 3.4) in the interim, before the role and responsibility is taken up by another person.
4. For purposes of this Constitution, the resignation of an Office holder is required to:
 - i. Submit an official letter to the President.
 - ii. The letter shall be deemed to have effect from the time that is received by the President. This letter may be released only with the permission of the resigned, to explain the changes made to the Office.
5. Members of SMSI shall be informed within a month of an Office holder's resignation, at the earliest opportunity available.

Section 3.6 Motion of No Confidence

1. Motion of No Confidence (MNC) in any member of the Office may be casted if:
 - i. His/her actions are deemed as irresponsible by the Executive Committee.
 - ii. He/she has knowingly violated the Constitution of SMSI.
 - iii. Making decisions that are detrimental to the Society.
 - iv. Any other actions that have shown he/she is no longer deemed fit to hold his/her position.
2. The MNC can only be activated through a petition supported by at least 3 members of the Executive Committee or 5 members of the Society.

3. A meeting, full attendance of the Office, must be convened to review the actions of the member to be MNC-ed throughout the entirety of his/her term.
4. A member of the Office who has been subjected to an MNC shall with immediate effect, abstain from all roles and responsibilities until the MNC has been conducted and resolved.
5. A successful MNC of a member of the Office shall result in his removal from office, with a formal statement issued to the members of SMSI.
6. Should an MNC occur, the Office must decide by democratic vote if a by-election is required.

Section 3.7: Culmination of Term of Office

Term of Office shall end for any Office Holder upon:

1. Completing his/her term in Office, pursuant to Section 6.1 of the Constitution.
2. Resignation prior to the stipulated Term of Office, by providing a written letter of resignation to the Executive Committee, clearly stating the reasons for resignation.
3. Graduation from his/her current course of study or in any circumstances that lead to the cessation of their current course of study.
4. Any circumstance not provided for in the Constitution, that prevents effective conduction of their officials and duties.

Section 3.8 Dissolution of the Office

The Office once elected shall dissolve within fourteen (14) days of the SMSI Annual Chinese New Year Dinner/Event.

Article 4: Finances and Accounts

Section 4.1: General Terms and Control

1. The President and Treasurer shall serve as the co-signatories of the SMSI Allied Irish Bank (AIB) account and the Singapore bank account.
2. The control of SMSI finances shall be vested in these two (2) positions.
3. SMSI Allied Irish Bank (AIB): Internet Business Banking (iBB)
 - i. Both the President and Treasurer are to serve as users for iBB and to hold the PAC and digipasses from AIB.
 - ii. Only one (1) user is required to approve transactions up to 1000 euros.
 - iii. Two (2) users are required to approve transactions above 1000 euros.
4. Singapore bank account:
 - i. Both President and Treasurer are to be in control of all iBanking platforms.
 - ii. Only one (1) user is required to approve all transactions.
5. The accounts of SMSI must be made transparent to SMSI sponsors and members.
6. Proper financial statements and accounts of SMSI must be made available for inspection upon request by any member or Office holders of the Society.
7. The President and Treasurer shall be responsible for the full handover of all SMSI Bank accounts, both Singapore and Irish, to their successors at the end of their term.

Section 4.2 Sources of Sponsorships

1. SMSI shall obtain its sources of finance only through legal means with proper documentation.
2. There should not be any conflict of interest SMSI's aim and objectives, as stated in Section 1.3 and aims of the sponsors.
3. All attempts of achieving any form of sponsorship should be recorded.
4. Each sponsorship contract should last only one (1) year; no more and no less. Each contract should be properly documented, in case there are any issues during the period of contract.

Section 4.3 SMSI Expenditure

1. The finances of SMSI shall only be used in compliance with the aims and objectives of SMSI, as stated in Section 1.3.

2. All expenditures and reimbursements shall be in line with proper financial statements and backed with scanned receipts and official records.

Article 5: Events

Section 5.1: Events of the Society

1. There are no limitations to the types of events organized by the Office for the Society.
2. However, all SMSI events need to be in line with the aims and objectives of SMSI, as stated in Section 1.3.

Section 5.2: Members and Event Attendance

1. If any non-eligible person is found to have registered for an SMSI event, the position must be given to the next eligible member, and payment refunded at the discretion of the Executive Committee.
2. Only should there be extra places after the demand from members of the Society has been completely satisfied, may the individual then be allowed to join the event on payment of the full price unsubsidised.
3. Members who withdraw from the event at any point before it starts shall automatically forfeit their payment. Should there be another SMSI member found who can fill the vacancy, the Executive Committee shall then consider refunding the payment on a case-by-case basis.

Article 6: SMSI Elections

Section 6.1: Election of New Office

1. The election of new Office holders has to be conducted as follows:
 - i. Within three (3) months after the Office becomes vacant prior to the expiration of the Term of Office; or
 - ii. Not more than three (3) months before the date of expiration of the Term of Office. “Term of Office”
2. The Term of Office is defined as the period starting from the Chinese New Year event to the next one in the subsequent calendar year. All Office holders can exercise their rights within their Term of Office.
 - i. Election of Office holders shall be conducted in accordance with this procedure.
3. The outgoing President of the Executive Committee shall serve as the presiding officer for the elections.

Section 6.2 Statutory Office Holders

The following statutory positions shall be elected, in the following order:

- i. President
- ii. Vice-President
- iii. Executive Secretary
- iv. Treasurer
- v. Education Director
- vi. Dental Officer

Section 6.3 Nominations

1. Nominations must be submitted via the process as stated by the Executive Committee.
2. Nominations will close immediately at the specified deadline indicated in the timeline provided and will only be valid if nomination forms are submitted within the nomination period to the Executive Committee.
3. Changes or withdrawals must be submitted and documented electronically to the specified elections email.

Section 6.4 Eligibility

1. Any full SMSI member in good standing may run for a position and be elected..
2. All current Executive Committee members who wish to run for a subsequent election, shall with immediate effect, abstain from all duties pertaining to the election process.

Section 6.5 Campaigning Procedure

1. Campaigning will be limited to the time period stated above.
2. A campaign may constitute messages through any media platform.
3. Any form of inappropriate content will be disqualified.

Section 6.6. Voting eligibility

1. All current full society members, as stated in Section 2 are eligible to vote.
2. Each member is entitled to one vote and each vote is non-transferable.
3. Members of the Executive Committee are required to have interviewed and have discussed all candidates, before being eligible to vote.

Section 6.7. Voting

1. To be elected, a candidate must receive a majority of affirmative votes from the members voting in the election.
2. In the case that only one candidate runs, members may vote for a re-nomination.
3. In the case that only two candidates run and no candidates running receive a majority of affirmative votes in a vote (ie. <1% difference in votes), the candidates will subsequently go through a tiebreaking process as determined by the Executive Committee.
4. In the case there are more than two candidates running and none receive a majority of affirmative votes in a vote, a rerun is held with the top two candidates eligible to run.
5. College Representatives will be voted by members in their respective colleges only. 6
6. Dental Officer will be voted only by members pursuing a course in Dentistry.
7. Candidates running for the Executive Committee positions must undergo an interview process with the current Executive Committee.

Section 6.8 Casual vacancies

1. Should an Office position be vacated, procedures stipulated under Section 3.5 should be followed.
2. The vacated Office position may be filled through a by-election using these election procedures.

Section 6.8 Removal from Office

The process for the removal of Office holders shall follow the procedure of Motion of No Confidence, as stated under Section 3.6.

Section 6.9 Results

The breakdown of votes will be as follows:

1. Total number of votes by general members will constitute 70% of the final tabulation.
2. The standing Executive Committee will each vote for a candidate of their choice for each statutory office and this will constitute 30% of the final tabulation (5% x 6 Executive Committee members).

Article 7: Amendments of the Constitution

1. Amendments to this Constitution may be passed at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) of the Society.
2. The change to the Constitution must be proposed, seconded and put to the vote of the members. A proposed amendment is deemed to be passed when majority is achieved by at least two-thirds ($\frac{2}{3}$) of the voting population.
3. The Society must upload their current ratified Constitution to its official Society webpage.

Article 8: Dissolution of the Society

Section 8.1: Dissolution

1. SMSI shall dissolve, if the decision is passed with the approval of at least three-quarters ($\frac{3}{4}$) of the Members during an Annual General Meeting or an Extraordinary General Meeting of the Society, with at least three-quarters ($\frac{3}{4}$) of the Members present.
2. Upon dissolution, all assets, financial, materials or otherwise, shall be donated to a charity nominated by the members of the last Executive Committee.

Section 8.2: Dormancy

1. The Society shall fall into dormancy, should it not have a functioning Executive Committee at any point.
2. A non-functioning Executive Committee shall be defined as an Executive Committee, that has failed to make reasonable efforts to meet the aims of the Society of at least six (6) months.
3. In the state of dormancy, any member of the Society may convene an EGM or AGM to form a new Executive Committee, or to dissolve the Society

Appendix

What is a constitution?

A constitution is a formal document drawn up by an organization. It serves as a set of fundamental rules, statements and principles by which that organization is defined and governed. A society constitution should clearly set out what a society aspires to achieve, its aims, and how it may conduct its affairs

Why does every society need a constitution?

A society needs a constitution so that in the face of any dispute within the society, its members and its committee may turn to its Constitution for answers, while at the same time maintaining the society and resolving the dispute.

A constitution also provides a framework for the society to conduct its affairs

Where can I find a Society's constitution?

All societies must have their up-to-date constitution on their society profile. These may be viewed on the Societies' website

