
**CONSTITUTION OF
ACADEMY OF CHINESE MEDICINE, SINGAPORE**

**Chapter 1
Introduction**

1. Name

This Society shall be known as the “Academy of Chinese Medicine, Singapore”, hereinafter referred to as the “Academy”.

2. Place of Business

Its place of business shall be at “705 Serangoon Road Singapore 328127” or such other address as may subsequently be decided upon by the Executive Council and approved by the Registrar of Societies. The Academy shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

3. Vision

To be the leading academic organization of Traditional Chinese Medicine (TCM), with the aim of becoming one of the highest authorities on TCM in the world.

4. Mission

- (1) To promote and disseminate TCM education and knowledge
- (2) To grant specialist certificates on TCM to persons who have fulfilled the criteria laid down
- (3) To protect the interests and dignity of the Academy of Chinese Medicine, Singapore.
- (4) To encourage TCM research and to initiate evidence-based TCM to enhance the efficacy of TCM practice
- (5) To enhance the skills of TCM clinical practice so as to safeguard the health of patients
- (6) To facilitate collaboration between TCM and Western Medicine (WM).

5. Objectives

The objectives of the Academy are:

- (1) To promote and safeguard the highest standards of professional practice in TCM and a high code of ethical conduct amongst its members, for the purposes of advancing TCM practice.
- (2) To sustain and foster TCM postgraduate education.
- (3) To encourage, reward and propel TCM researches.

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- (4) To foster science-related disciplines so as to boost closer exchange between Traditional Chinese and Western Medicine Practitioners.
 - (5) To provide a link between local and foreign TCM organizations so as to launch international medical exchanges and co-operation in education, training and research.

Chapter 2

Organization Structures and Entry Criteria

6. Organization structures and entry criteria

(1) Patron

One prominent and reputable person to be nominated by the Executive Council of the Academy.

(2) Advisory Board Members

The Executive Council shall nominate up to 15 professionals, who have contributed in a worthy manner towards the objectives of the Academy and who at the discretion of the Executive Council, be admitted as Advisory Board Members. The Advisory Board comprises a chairman, a secretary and members. The duration of one term of service is two years and they can hold positions for not more than 3 terms. The Advisory Board shall hold Board meetings at least once a year. Notice of meeting will be sent out at least two weeks in advance.

(3) Fellows

To be awarded to TCM Practitioners (nominated by the Executive Council and assessed by a panel) who have made outstanding contributions to TCM.

(4) Honorary Fellows

To be nominated by the Executive Council and shall be awarded to renowned TCM Practitioners or other professionals who have contributed significantly to TCM.

(5) Ordinary Members

Ordinary Membership is open to Singapore Registered TCM Practitioners who hold a recognized higher degree (master's/doctorate) in TCM, and who have practised TCM full-time for at least 5 years and have at least 2 research papers published in local/foreign medical journals.

(6) Honorary Members

To be nominated by the Executive Council and shall be awarded to TCM practitioners who have contributed significantly to TCM.

(7) Associate Members

Associate Membership is open to Singapore Registered TCM Practitioners who hold a recognized Bachelor/Diploma/Advanced Diploma in TCM, and who have practised TCM full time for at least 5 years.

(8) Corporate Members

Any organization who wishes to join the Academy as a Corporate Member shall submit its particulars in an application form to the Academy. Each Corporate Member is allowed to have 4 representatives. The Director/CEO of the Corporation shall be the signatory of the application form and all correspondences shall be directed to him/her.

Corporate Members are committed to uphold and support the Professional standards and activities of the Academy. The Corporate Member can have a website link, invitation to major annual events, Premiere booth allocations at Academy's functions and complimentary subscription of Academy's publications.

The Corporate Membership allows for attendances to academic activities, but is limited to 4 nominated staff members of the Corporation.

7. Application for membership

(1) A person who wishes to join the Academy shall submit his particulars to the General Secretary on a prescribed form (with the recommendation of 2 Ordinary Members/Follows or senior TCM Practitioners who have practised TCM for 20 or more years). The Executive Council Committee shall approve the application for membership.

(2) A copy of the Constitution shall be given to every approved member upon payment of the administrative fee and initial yearly subscription.

(3) Only Fellows and Ordinary Members can vote and hold office in the Executive Council.

(4) Patron, Honorary Fellows, Honorary Members, Advisory Board Members, Corporate Members and Associate Members can participate in all activities but have no right to vote.

Chapter 3 Functions of Advisory board

8. Duties and Powers of Advisory Board

(1) To advise the President and Executive Council on its strategy and future academic trends and development.

(2) To provide insights on issues and concerns of the Academy.

(3) To assist the Academy in its post-graduate education and related academic matters and activities.

(4) To help promote and develop an active Academy, to link members with the objectives of the Academy.

(5) To help promote and generate opportunities and collaboration in TCM research between institutions in Singapore and overseas.

(6) To assist the Executive Council in acquiring resources and funds to support the Academy's mission.

Chapter 4

Executive Council of the Academy

9. Office-Bearers of Executive Council

(1) The administration of the Academy shall be entrusted to thirteen (13) Executive Council Members. Six (6) of the Executive Council Members shall be appointed by the Minister of Health, Ministry of Health, Ministry of Education and Chairman of Traditional Chinese Medicine Practitioners Board shall each nominate two (2) potential candidates for Minister of Health to appoint. The six appointed Executive Council Members may or may not be TCM Practitioners. Seven (7) of the Executive Council Members shall be elected at the Annual General Meeting (AGM) by eligible Ordinary Members and Fellows of the Academy based on the seven (7) highest number of votes obtained. The 13 Executive Council Members shall decide amongst themselves the positions they hold in the Executive Council by balloting, within one month of the AGM. Elections are held once in every two (2) years.

(2) The Executive Council shall consist of-

- (1) A President
- (2) Two Vice-Presidents (VP) (first and second VP)
- (3) A General Secretary
- (4) Two Assistant General Secretaries (AGS) (first and second AGS)
- (5) A Treasurer
- (6) Six Council Members

10. Standing committee and Executive Council Election

(1) For each Executive Council Election, a Standing Committee comprises of an Advisor, a Chairman, a Secretary and members shall be established immediately to prepare for the AGM/Council Election when the Executive Council is dissolved.

(2) The Standing Committee may take two weeks to recruit sufficient candidates so as to participate in the Executive Council Election.

(3) The Standing Committee shall be dissolved after the Executive Council is formed.

(4) Any member who wishes to stand for election should submit his particulars on a prescribed form (to be proposed and seconded each by one Ordinary Member/Follow) to the Secretary two weeks before actual date of AGM. He must be present during the AGM.

11. Term of Office of Executive Council

(1) The term of office is 2 years.

(2) All office-bearers may be re-elected to the same post for three consecutive terms (6 years) except the Treasurer who may be re-elected to the same post for only two terms (4 years). Honorary Auditors would serve only for one term (2 years).

12. Executive Council Meetings

(1) An Executive Council Meeting shall be held once in every two months, after giving seven days' notice to all Council Members.

(2) The President may call an ad hoc/urgent Executive Council Meeting by giving five days' notice to all Council Members.

(3) At least 60% (8) of the Council Members (the President and the General Secretary must be present) shall constitute a quorum at all Council Meetings.

13. Rules to be abided by Council /Ordinary /Associate Members

(1) All Council Members (CM) must be Singapore citizens of good conduct and are free from criminal records. They should also abide by the rules prescribed by the Registrar of Societies.

(2) Any CM should not engage in activities to gain benefit by his position, unless acting on behalf of the Academy and for the Academy.

(3) Any CM if absent from three consecutive Academy's meetings without satisfactory explanations, shall be deemed to have withdrawn from the Executive Council and a successor may be co-opted by the Executive Council to serve until the next Annual General Meeting. Any change in the Council Members shall be notified to the Registrar of Societies within two weeks of the change.

(4) The Executive Council shall have the power to remove the membership of a member found guilty of professional misconduct or criminal conviction.

(5) A member expelled may within one month of the notification of his expulsion, appeal to the General Meeting of members against the decision of the Executive Council. The decision of the General Meeting shall be final.

Chapter 5 Office-bearers appointed by the Executive Council

14. Sub- Committee

The Executive Council will be empowered to appoint any numbers of Sub-Committee so as to assist the Academy in carrying out its activities when and where necessary.

15. Chapters

(1) The Academy may, with the approval of the Registrar of Societies, establish any number of chapters it deem fit. Such chapters shall be under the control of the Academy and shall function in accordance with the provisions of this Constitution and the rules made thereunder. When dealing with other organizations, the term “Academy of Chinese Medicine, Singapore. Chapter of Acupuncture, etc ” is to be used.

(2) The Academy may incorporate a company to conduct its business activities, if any. Any company set-up shall be for non-profit purposes and is result-orientated. Its research outcomes and services shall be extended to charitable organisations and TCM practitioners. The Academy is required to inform the Registry of Societies in writing, and to seek approval from the Commissioner of Charities (CoC) that the setting-up of the companies is in line with their overall objectives.

Chapter 6 Annual General Meeting and Extraordinary General Meeting

16. The Supreme Authority

The supreme authority of the Academy is vested in a General Meeting of the members.

17. An Annual General Meeting shall be held once, in the first quarter of the year.

18. Agenda of the Annual General Meeting

(1) The annual report of the Executive Council.

(2) The previous financial year’s account and the following year’s financial budget.

(3) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

19. Additional agenda by members

Any member who wishes to place an item in the agenda of an Annual General Meeting may do so provided he gives notice to the General Secretary two weeks before the meeting.

20. Quorum

(1) 25% of the total voting membership or 30 voting members (whichever is the lower), present at an Annual General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

(2) In the event of there being no quorum at the commencement of an Annual General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to

amend any part of the existing Constitution.

21. Extraordinary General Meeting

(1) 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 thirty (30) voting members, whichever is the lesser, and may be called at any time by order of the Executive Council. The notice in writing shall be given to the General Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within one month from receiving this request.

(2) If the Executive Council does not within one month after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 14 days' notice to voting members setting forth the business to be transacted and posting the agenda on the Academy's notice board at least 7 days in advance of the meeting.

22. Preparations for General Meetings

(1) Before convening an Annual General Meeting or Extraordinary General Meeting, notice of meeting stating the date, time and place of meeting shall be sent by the General Secretary to all voting members.

(2) The particulars of the agenda shall be posted on the Academy's notice board 7 days in advance of the meeting.

Chapter 7 Duties of Office-bearers

23. President

(1) The President shall chair all Annual General and Executive Council meetings. He shall lead the Academy and represent the Academy in its dealings with external parties.

(2) Together with the Council Members, he sets the framework and direction of the Academy's activities.

(3) To present himself in the Advisory Board Meetings.

24. Vice-Presidents

(1) The two Vice-Presidents shall assist the President in the Academy's daily activities.

(2) The first Vice-President shall take charge of education and deputise for the President in his absence.

(3) The second Vice-President shall take charge of research.

25. General Secretary

(1) The General Secretary shall keep all records, except financial, of the

Academy and shall be responsible for their correctness.

(2) He will keep minutes of all General and Executive Council Meetings.

(3) He shall maintain an up-to-date Register of Members.

(4) He shall take charge of the daily tasks, plan and coordinate schedule of the year's activities.

26. Assistant General Secretaries (AGS)

(1) The two AGS shall assist the General Secretary in the Academy's daily activities.

(2) The first AGS shall take charge of external affairs and organize/coordinate seminars/conferences/symposiums.

(3) The second AGS shall assist both the General Secretary and Treasurer and deputise for them in their absence.

27. Treasurer

The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Academy and shall keep an account of all monetary transactions and shall be responsible for their correctness.

28. Council Members

The duties of other Council Members shall be assigned by the Executive Council when and where necessary.

Chapter 8 Auditors & Financial Year

29. Auditors

(1) Two (2) voting members, not being members of the Executive Council, shall be elected as Honorary Auditors at an Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term.

(2) The accounts of the Academy shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the Academy exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

(3) They will be required to audit each year's accounts and present a report upon them to the Annual General Meeting. They may be required by the President to audit the Academy's accounts for any period within their tenure of office at any date and make a report to the Executive Council.

30. Financial Year

The financial year shall be from 1st January to 31st December.

Chapter 9 Management of Funds

31. Mode of payment

(1) All transactions can be carried out by cash/cheque. However if the amount exceeds S\$500/-, the payment shall be by cheque.

(2) Cheques, etc. for withdrawals from the bank will be signed by 3 persons. The Treasurer's signature is mandatory. The other two shall be chosen from the President, and/or the General Secretary and/or the second Assistant General Secretary.

32. Mobilization of funds

(1) The Treasurer is authorized to expend up to S\$500/- per month for petty expenses on behalf of the Academy.

(2) He will not keep more than S\$500/- in the form of cash. Money in excess of S\$500/- will be deposited in a bank to be named by the Executive Council.

(3) The Executive Council will be empowered to expend up to S\$50,000/- per year.

(4) The Executive Council shall seek approval during the Annual General Meeting to expend more than S\$50,000/-.

33. Subscriptions

(1) The administrative fee and annual subscriptions shall be determined by the General Meeting on recommendation from the Executive Council from time to time.

(2) Annual subscriptions are payable in advance within the first month of the year.

(3) If a member falls into arrears with his subscription or other dues for more than 2 weeks, he will be informed immediately by the Treasurer.

(4) If he fails to settle his arrears within 2 weeks of their becoming due, he shall not be eligible to stand for Council Election and his voting right shall also be forfeited.

(5) If he falls into arrears for more than 6 months, the General Secretary shall inform him by a registered letter and if he fails to respond, he shall automatically cease to be a member.

(6) Any member who has joined the Academy for more than twenty years shall be exempted from the payment of annual subscriptions.

(7) Any member who wishes to withdraw from the Academy shall have to submit a written request to the General Secretary.

(8) The Academy shall accept donations from public and all its members.

(9) Any Ordinary Member paying 10 years' subscriptions in advance will be conferred 'permanent membership'.

34. Income

The income and property of the Academy where and when so ever derived shall be applied towards the promotion of the objects of the Academy as set

forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the persons who at any time are or have been members of the Academy or to any of them or to any person claiming through any of them.

Chapter 9 Trustees

35. Trustees

If the Academy at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

36. Conditions for trustees.

The trustees of the Academy shall:

- (1) not be more than four (4) and not less than two (2) in number.
- (2) be citizens of Singapore.
- (3) be elected at Annual General Meetings.
- (4) not effect any sale or mortgage of property without the prior approval of the Annual General Meeting.

37. The office of the trustee shall be vacated:

- (1) If the trustee dies or becomes a lunatic or of unsound mind.
- (2) If he is absent from Singapore for a period of more than one year.
- (3) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- (4) If he submits notice of resignation from his trusteeship.

38. Appointment or removal of trustee

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 Academy's premises at least two weeks before the Annual General / Extraordinary General Meeting at which the proposal is to be discussed. The result of such Annual General /Extraordinary General Meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities (CoC).

39. Clarification of immovable property

The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies, and the Commissioner of Charities (CoC).

Chapter10 Amendments to Constitution and Dissolution

40. Procedure of amendments to Constitution

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

41. Procedure of dissolution

(1) The Academy shall not be dissolved, except with the consent of not less than two-thirds (2/3) of the total voting membership of the Academy physically present at an Annual /Extraordinary General Meeting convened for this purpose.

(2) In the event of the Academy being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Academy shall be fully discharged, and the remaining funds will be disposed of in such manner as the Annual General Meeting may determine.

(3) A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities (CoC)

Chapter 11 Prohibitions

42. Visitors and guests

Visitors and guests may be admitted into the premises of the Academy but they shall not be admitted into the privileges of the Academy. They also shall not interfere with the administration of the Academy. All visitors and guests shall abide by the Academy's rules and regulations.

43. Prohibitions

(1) Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Academy's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

(2) The funds of the Academy shall not be used to pay the fines of members who have been convicted in court of law.

(3) The Academy 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.

(4) The Academy shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

(5) The Academy shall not hold any lottery, whether confined to its members or not, in the name of the Academy or its office-bearers, Executive Council or members unless with the prior approval of the relevant authorities.

(6) The Academy shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

(7) The Academy shall not engage in activities outside Singapore which are not in accordance with the laws of the foreign country.

Chapter 12 Others

44. Certificates

All printed certificates and documents shall bear the name of Academy of Chinese Medicine, Singapore.

45. Conflict of Interest Policy

- i. Whenever a member of the Executive Council in any way, has an interest (either directly or indirectly) in a transaction, project or other matter to be discussed at a meeting, the member should disclose the nature of his/her interest before the discussion on the matter begins.
- ii. In addition, the member concerned should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting. The Executive Council shall then decide if this should be accepted

46. Appendices

(1) Interpretation

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

(2) Disputes

In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

(3) There are two versions of the Constitution—Chinese and English. In the event of an ambiguity in the interpretation of the Constitution, reference should be made only to the English version.

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