

章程

**CONSTITUTION**

新加坡中医研究院

**ACADEMY OF CHINESE MEDICINE,  
SINGAPORE**

# 院徽



## 图像代表的含义：

处于中间位置的十字形图像内含“中”字和新加坡地图，表示这是一个属于新加坡的中医组织。周边的“C”字外延形成一个椭圆形，表示这组织将把活动延伸到世界各地。

## 颜色代表的含义：

中间的白色表示这个组织纯粹是一个中医组织；红色表示中医具有光明的前景；周边的粉红色由红色褪变而来，表示这组织所举办的活动主要是集中在新加坡，也可以延伸到世界各地。

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# 第一章

## 简介

### 1. 名称

本院全名为“新加坡中医研究院”，简称为“研究院”。

### 2. 营运地址

研究院营运地址为：705 Serangoon Road Singapore 328127。若地址有更改，将函达社团注册局。研究院的活动将限于以上地址或其他预先通知社团注册局的地址。

### 3. 愿景

作为新加坡最高中医学术机构，成为国际最具权威的中医学术团体之一。

### 4. 任务

(1) 促进和弘扬中医药教育及知识。

- (2) 为符合既定条件的中医师授予中医专科证书。
- (3) 维护新加坡中医研究院的利益和尊严。
- (4) 推动中医药科研和倡导循证医学以提高中医疗效。
- (5) 提升中医临床技能以保障患者的健康。
- (6) 推动中西医药学的合作。

## 5. 宗旨

- (1) 提高中医专业水平与制定最高道德操守的准则以维护中医专业。
- (2) 促进和发展中医研究生教育。
- (3) 鼓励、奖赏、推动中医科研。
- (4) 发展中西医学相关学科，促进中西医学学术交流。
- (5) 联系国内外医药团体，开展国际医学学术交流和合作。



## 第二章

# 组织结构与入会程序

### 6. 组织结构

#### (1) 赞助人

由理事会提名1名在社会上拥有崇高声誉的公众人士担任。

#### (2) 咨询委员会委员

由理事会提名不超过15位拥护本院宗旨，并对社会和中医有贡献的专业人士出任。咨询委员会由主席、秘书和委员组成。每届任期为2年，各职位的任期不能超过3届。咨询委员会每年至少开会1次。会议通知书将至少在2周前发出。

#### (3) 院士

院士可颁发给由理事会提名经专家团审核认可对中医事业有杰出贡献的职业中医师。

#### **(4) 荣誉院士**

荣誉院士可颁发给由理事会提名具有良好声誉的中医师，或对中医有显著贡献的其他行业的专业人士。

#### **(5) 普通会员**

新加坡注册中医师，拥有被承认的中医医学高级（硕士/博士）学位，全职行医至少5年，在国内外被认可的中医杂志/医学期刊发表论文/研究报告至少2篇者。

#### **(6) 荣誉会员**

由理事会提名对中医事业有贡献的中医师担任。

#### **(7) 准会员**

新加坡注册中医师，拥有被承认的中医学士/专业文凭/高级专业文凭，全职行医至少5年者。

#### **(8) 企业会员**

本院接受以企业/团体为申请单位的会员，该企业/团体的总裁/主管将签署申请表格并负责

与本院联系。

企业会员必须协助维护本院崇高的专业形象和支持各项重要活动。

企业会员将派遣为数4位的职员参与本院各项学术活动，也将优先获得分配展览摊位，并从互联网的联系人和出版刊物的广告中受惠。

## 7. 入会程序

- (1) 由申请者本人提交申请表格（由两位普通会员/院士/拥有20年以上行医经验的资深医师推荐），经理事会审核批准后，以书面通知。
- (2) 会员入会需由本院秘书处办理入会登记手续，缴交年捐和入会行政费，发给章程手册，并备案。
- (3) 唯院士和普通会员拥有选举权和被选举权。
- (4) 赞助人、荣誉院士、荣誉会员、咨询委员会委员、企业会员和准会员可以参与研究院各项活动，但不拥有选举和被选举权。

# 咨询委员会的职责

### 8. 咨询委员会的责任和权力

- (1) 为院长和理事会提供有关研究院发展策略和学术发展趋势。
- (2) 为涉及研究院的重大事件提供专业意见。
- (3) 协助本科后教育及有关的学术活动。
- (4) 协助及推动研究院成为一个有活力的组织；秉持研究院宗旨，加强会员的联系。
- (5) 促进及推动海外和本地中医研究机构有关科研的紧密合作。
- (6) 协助理事会寻求发展资源和研究基金，以支持研究院各项活动。

## 第四章

### 理事会

#### 9. 职位设置

- (1) 理事会由13位理事组成。其中6位理事是由卫生部长委任。卫生部、教育部和中医药管理局主席各推荐2位。这6位被委任的理事可以是或不是中医师。

另外7位理事将在会员大会上被普通会员或院士提名选举，以最高票数被选出。

13位理事的职位，将在1个月内举行的理事会上，通过选举来决定。理事会每2年选举1次。

- (2) 理事会设置以下职位：

- ① 院长1名
- ② 副院长2名（第1和第2副院长）
- ③ 秘书长1名
- ④ 副秘书长2名（第1和第2副秘书长）
- ⑤ 财政长1名
- ⑥ 委员6名

## 10. 理事会选举

- (1) 理事会的选举必须由一个工作委员会负责，理事会在解散后立即设立一个由顾问、主席、秘书和委员组成的工作委员会，全面负责选举/会员大会的准备工作。
- (2) 工作委员会需在2周内招募候选人，以参与理事会选举工作。
- (3) 工作委员会在理事会选举完成后将自动解散。
- (4) 候选人需填写提名表格（由2位普通会员/院士推荐），并在会员大会2周前呈交秘书长。候选人也必须出席当天的会员大会。

## 11. 任期

- (1) 每届理事会的任期为2年。
- (2) 各职位的任期不能超过3届（6年），财政长的任期不能超过2届（4年），而查账的任期只限1届（2年）。

## 12. 会议通知

- (1) 理事会每2个月开会1次，开会前需由秘书长预先在1周内通知理事。
- (2) 若院长认为有必要时，可以决定在任何时候召开临时/特别理事会，不过需要5天前通知理事。
- (3) 理事会的法定人数为总理事人数的60%（8位），院长和秘书长必须出席。

## 13. 理事/普通会员/准会员守则

- (1) 理事会成员需由行为良好、未曾触犯过法律的新加坡公民担任，必须严格遵守社团注册局的法律条规。
- (2) 理事会成员除非受理事会委托，个人不能擅自利用理事职位名衔从事与理事会利益毫无相关的活动。
- (3) 理事会成员若在没有得到本院院长书面批准而连续3次无故缺席理事会，或因事故无法履行理事会职责时，理事会有权推举合适人选，经理事会投票表决选出代替人选，直至于下届会员大会改选为止。

理事会成员的更动将在2周内函达社团注册局和慈善总监。

- (4) 若会员触犯医疗法令/国家法律，则理事会有权开除其会籍。
- (5) 被开除会籍的会员可以在接到通知书后1个月内向会员/特别会员大会上诉，大会的裁决是最终的决定。
- (6) 理事会有权在届满前罢免由理事会委任的理事，而另委任他人代之。



## 第五章

# 理事会委任的职务

### 14. 工作委员会

理事会有权力根据工作需要，酌情设立若干工作委员会，以承办和协助理事会日常工作。

### 15. 专科分院

- (1) 理事会在社团注册局的批准下，可以按不同学科或专业，成立相应的专科分院（名称为“新加坡中医研究院某某分院”，对外交往时，经秘书处批准可使用“新加坡中医研究院某某分院”的名称）。
- (2) 研究院秉持自身的宗旨，可以设立公司以从事商业活动。所设立的公司需非盈利性质和以成果为导向，其研究成果服务于慈善组织和中医师。研究院在设立该机构前应该书面寻求社团注册局和慈善总监的批准。

# 会员大会与特别会员大会

### 16. 最高权力机构

本院既定的最高权力机构是由院长主持的会员大会。

### 17. 预定开会日期

会员大会将在每年三月底前举行。

### 18. 议程项目

- (1) 理事会常年报告书。
- (2) 上年度财政报告和下年度财政预算。
- (3) 每2年投票选举7名理事和2名查账。

### 19. 提案

若会员有提案列入议程，必须在会员大会前2周以书面通知秘书长。

## 20. 法定人数

- (1) 会员大会的法定人数为会员总人数的25%或30名会员（以少者为准）。法定人数不能以代理委托书的方式替代。
- (2) 若在会员大会召开时，参会人数不足法定人数，则会议需延后半小时召开，若最终人数仍不足法定人数，会员大会将继续召开，但将丧失对章程修改的权力。

## 21. 特别会员大会

- (1) 在特别情况下，在任何时间，若获得拥有选举权的会员总人数的25%或30名会员（以少者为准）的书面要求，院长将召开特别会员大会，召开前1个月必须由秘书长发信将讨论事项以书面通知会员。
- (2) 若在发函后1个月理事会尚未召开特别会员大会，则该批会员将致函通知全体会员，在14天内召开特别会员大会，并在7天前将议程张贴在本院布告栏。

## 22. 大会必备

- (1) 会员大会和特别会员大会召开前1个月，秘书长将致函全体会员，说明开会日期、时间和地点。
- (2) 会议召开前7天也必须将议程张贴在本院布告栏。

## 第七章

### 理事会各职位的职权

#### 23. 院长

- (1) 主持理事会和会员大会的召开，代表研究院参与各项对外活动。
- (2) 与理事会成员协作，拟定全年活动框架和方向。
- (3) 代表研究院出席咨询委员会召开的咨询委员会会议。

#### 24. 副院长

- (1) 两位副院长将协助院长推动各项活动。
- (2) 第一副院长将主理中医教育，当院长缺席时代替院长主持各项工作。
- (3) 第二副院长将主理学术研究。

## 25. 秘书长

- (1) 保管本院记录（除财政记录外），并确保其正确性。
- (2) 保存理事会和会员大会记录档案。
- (3) 保存会员入会档案，并统计现有会员人数。
- (4) 主持本院日常工作，组织实施年度工作计划。

## 26. 副秘书长

- (1) 两位副秘书长将协助秘书长处理日常工作。
- (2) 第一副秘书长将主管对外事务，并组织/协调研讨会/学术大会/学术讲座。
- (3) 第二副秘书长将协助秘书长和财政长处理各项日常工作，并在秘书长和财政长缺席时，代替执行他们的任务。

## 27. 财政长

负责本院财务，并确保其准确性。拟定全年财务收支 / 预算，确保收支平衡。

## 28. 委员

其工作性质由理事会按照需要而决定。

# 研究院查账和财政年度

### 29. 查账

- (1) 两位查账是在常年会员大会由普通会员/院士投票选出，他们并不属于理事。查账的任期为1届，即2年，而不能连任。
- (2) 若研究院的全年收入/支出超过50万，则依社团条规第4节，研究院的账户必须由拥有合格证件的会计公司来审核。
- (3) 两位查账将审核年度收支账目，并完成财政报告以提呈常年会员大会。在其任期内任何时间，皆应接受院长的要求，审查研究院收支账目，并提呈财政报告给理事会。

### 30. 财政年度

本院财政年度为1月1日至12月31日。



## 第九章

# 财务管理

### 31. 支付方式

- (1) 本院收支可以用支票/现金形式，若款项超过\$500/-，则必须以支票形式进行。
- (2) 来往户头的支票需由三位理事签署，财政长为法定支票签署者，其他可从院长、秘书长和第二副秘书长中任选其中两位。

### 32. 款项动用

- (1) 理事会授权给财政长每月可以动用新币500元作为本院日常琐碎开支。
- (2) 财政长手头所拥有的现款不能超过新币500元，若超过新币500元，则当把余款存入银行。
- (3) 理事会有权每年动用新币50,000元。
- (4) 若所动用的款项超过新币50,000元，则应在会员大会上寻求批准。

### 33. 年捐

- (1) 申请人被批准入会时，将缴交一次过的入会行政费和至少1年的年捐，其数目由理事会决定，并经会员大会批示。
- (2) 年捐必须在每年2月前预先缴交。
- (3) 财政长将以书面通知逾期2周末缴交年捐的会员。
- (4) 会员逾期2周末缴交年捐，将丧失选举权和被选举权。
- (5) 若逾期6个月未缴交年捐，秘书长将以挂号信函通知，若不及时作出反应，则将自动丧失其会员资格。
- (6) 会员持续缴交年捐超过20年，将豁免缴交年捐。
- (7) 若会员打算放弃会籍，则需以书面通知秘书长。
- (8) 本院接受公众人士及会员的捐款。
- (9) 若普通会员一次过预先缴交10年的年捐，则将授予“永久会员”的名衔。

## 34. 收入

研究院的收入和资产，以及其盈利和利润，在任何时间和地点，都将用于有利于促进研究院宗旨和目标的事业上，而不能转移到任何与研究院相关的人士或会员的名下。

## 第十章

### 受托管理人

#### 35. 信托人

若本院拥有不动产，则应委托信托人，以便向社团注册局和税务局申报。

#### 36. 信托人条件

- (1) 人数可为2人至4人。
- (2) 必须是新加坡公民。
- (3) 必须在会员大会上受到会员的委托。
- (4) 在没有获得会员大会的批准下，不得出售和抵押任何不动产。

#### 37. 信托人的职位取消

由于以下情况，信托人的职位将自动被取消：

- (1) 信托人死亡，或精神状态不佳。
- (2) 离开新加坡超过1年。

(3) 因不良行为被定罪。

(4) 自动辞职。

### **38. 选举信托人**

若有罢免信托人的建议或需要推举新的信托人，必须于会员大会/特别会员大会2周前在本院布告栏张贴海报，经会员大会/特别会员大会商议另选新的信托人。会员大会/特别会员大会的结果需通知社团注册局和慈善总监。

### **39. 产业申报**

属于研究院的不动产的地址、信托人的名字若有更换，必须致函通知社团注册局和慈善总监。

# 第十一章

## 修改章程和解散

### 40. 章程修改程序

章程修改必须在会员大会上讨论，并获得2/3以上到会的会员同意。章程修改必须在1个月内通知社团注册局和慈善总监核准后方可生效。

### 41. 解散程序

- (1) 本院若在某种情况下需要解散，理事会需把解散的缘由通知全体会员，并在会员大会上讨论，并获得2/3以上到会的会员投票通过。
- (2) 本院解散前，需厘清债权债务，其剩余资产在会员大会上讨论后决定捐献慈善事业或与本院宗旨相关的事业。
- (3) 解散后，在7天内必须致函通知社团注册局和慈善总监。

## 第十二章

### 禁例

#### 42. 访客禁例

访客参观本院不能享有优惠待遇，也不能干预本院的行政，而必须遵守本院的条例和规章。

#### 43. 一般禁例

- (1) 本院不能从事赌博、推销赌博、贩毒活动及任何非法活动。
- (2) 本院基金不能用来作为会员犯罪的罚款。
- (3) 本院不能参与任何形式的商业联盟活动。
- (4) 本院不能从事与政治和宗教相关的活动，其基金和营运场地也不能作为政治和宗教活动用途。
- (5) 本院不能以会员、理事或委员的名义持有任何形式的彩票。除非是得到相关部门的批准。

- (6) 本院不能向公众人士筹款，除非以书面形式向政府相关部门申请，得到书面的许可。
- (7) 本院从事在国外的活动时，不能违背当地的法律。



## 第十三章

### 其他

#### 44. 证书

各类会员证书（聘书），必须由“新加坡中医研究院”统一印制。

#### 45. 利益冲突

- (1) 当执行理事会中有成员对欲商讨的交易有利益冲突时，该成员在商讨之前需透露执行理事会。
- (2) 另，有利益冲突的成员不应参与讨论和投票表决该项交易，有利益冲突的成员也应要求退出讨论会，并由执行理事会管理层决定之。

#### 46. 附则

##### (1) 解释权

若对日常行政工作有争议，章程又未言明具

体作法时，理事会有权根据客观情况作出决定。若没有在会员大会上被否决，理事会的决定是最终的裁决。

## **(2) 争执**

若会员间有任何争执，可以在特别会员大会上求得和解。若特别会员大会不能解决会员间的争执，则将诉诸法律。

## **(3) 版本**

本章程有2个版本——中文和英文。若对内容有争议，则应以英文版本为依据。

## Emblem



### Meaning and significance of the pictorial image:

The cross at the centre, which resembles the Chinese character “中” to represent “中医” or Traditional Chinese Medicine (TCM in short), together with the outline of the Singapore map signifies that the Academy is a TCM organization in Singapore. The enveloping ‘C’ represents the Academy’s vision to extend its activities beyond Singapore, reaching out to other parts of the world.

### Significance of the colours used:

White used in the centre to signify that the Academy is purely for TCM practitioners. Red, an auspicious colour in the Chinese culture, is used to depict the bright future of TCM. The red colour fades into pink in the enveloping “C” to convey the message that while the Academy’s activities are focussed on Singapore, other parts of the world would benefit from these activities as well.

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# 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.

- (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 and the Commissioner of Charities 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.
- (6) The Executive Council shall have the power to remove the Council member who is appointed by the Executive Council before the expiration of his period of office and may appoint person in his stead.

## **Chapter 5**

### **Office-bearers appointed by the Executive Council**

#### **14. Sub-Committees**

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. Annual General Meeting**

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 1 January to 31 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 10

## 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).

# Chapter 11

## **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 donated to charities organization(s), or Institution(s) of a Public Character, as the case may be, with similar objectives in Singapore which is (are) registered under the Charities Act, 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 12

## 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 13

## Others

### **44. Certificates**

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

### **45. Conflict of Interest Policy**

- (1) 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.
- (2) 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.

---End---

新加坡中医研究院第三届理事会  
(31/3/2020 – 31/3/2022)

- 赞助人 : 詹道存 教授  
院长 : 洪 两 博士  
第一副院长 : 许振益 博士  
第二副院长 : 孙加煜 医师 (硕士)  
秘书长 : 何敬仪 医师 (硕士)  
第一副秘书长 : 董菁菁 博士  
第二副秘书长 : 刘嘉扬 博士  
财政长 : 王葆方 博士  
理事 : 吴汉昇 教授 洪伟雄 先生  
何乃殷 教授 刘广福 先生  
陈立发 先生 赖秀珠 高级法官  
  
会徽设计 : 陈思敏 先生