



THE SINGAPORE INSTITUTE OF BIOLOGY CONSTITUTION

1) TITLE

The Institute shall be known as The Singapore Institute of Biology, hereinafter referred to as the Institute.

2) REGISTERED PLACE OF BUSINESS

The registered place of business of the Institute shall be at

The Singapore Institute of Biology
c/o CMA International Consultants Pte Ltd
1 Liang Seah St
#02-11 Liang Seah Place
Singapore 189022
Tel : 63362328 Fax : 63362583
Email address: sibiol@cma.sg

or any place which may be decided by the council and approved by the Registrar of Societies.

3) OBJECTIVES

- a) To promote the advancement of biology and its applications.
- b) To encourage the improvement of education in biology and the training of those interested in biology.
- c) To advance the character and status of the profession of biology and its applications and the interests of those engaged therein.
- d) To facilitate the exchange of information in biology and its applications through meetings, exhibitions, publications and other ways.
- e) To publicise and disseminate information about biology and its applications and on matters concerning the profession.
- f) To secure and distribute grants and loans for education and research in biology and its applications.
- g) To represent the opinion of the members of the Institute on matters related to the objects of the Institute.

4) MEMBERSHIP

Membership of the Institute shall consist of the following five categories: Honorary Fellows, Fellows, members, Associate Members, and Student Members.

- a) The following classes of members of the Institute shall be known as corporate members: Honorary Fellows, Fellows, and Members. Associate Members and Student members shall be known as non-corporate members.
- b) Only Corporate members in good standing shall have the right to vote on matters pertaining to the Institute.
- c) Honorary Fellows, Fellows and Members shall be entitled to the exclusive use of the following abbreviations: Hon. F.S.I.Biol, F.S.I.Biol, and M.S.I.Biol respectively. Associate Members and Student Members shall not be designated by abbreviations.

d) HONORARY FELLOWS

The Council shall have the power to elect Fellow Members as Honorary Fellows in recognition of outstanding contributions to biology or of services to the Institute. Honorary Fellows shall enjoy such privileges as may from time to time be determined by the Council and shall not be liable to pay entrance fee or subscription.

e) FELLOWS

- (i) The Council shall have power to elect Fellows of the Institute.
- (ii) A candidate for the Fellowship shall be proposed and recommended by a certificate signed by at least three corporate Members of the Institute of whom at least one must be a Fellow of the Institute. This certificate shall specify the name, professional status and qualifications for the Fellowship of the candidate.
- (iii) A candidate must be a Member of the Institute and have such qualifications as are necessary to obtain Membership, and must have at least 10 years' experience of responsible work in biological research or in the teaching or application of biology

f) MEMBERS

- (i) The Council shall have the power to elect as a Member a person who possesses a basic degree, Diploma or post-graduate degree in a biological subject or subjects granted by a University or a tertiary Institution recognized by the Council.

or

has had a Polytechnic Diploma or equivalent and at least four (4) years experience in such responsible work in Biology, or its application, or has produced evidence such as published papers, to satisfy Council that he/she has adequate experience and has contributed to the advancement of the study of Biology.

(ii) A candidate for election shall be proposed by one corporate member.

g) ASSOCIATE MEMBERS

(i) The Council shall have power to elect in special cases only as an Associate Member a person who has had a satisfactory general education and at least five years of work which demands a knowledge of biology or its application as shall satisfy the Council.

(ii) A candidate for election as an Associate Member shall be proposed by one corporate member and supported by one other corporate member.

h) STUDENT MEMBERS

(i) The Council shall have the power to elect as a Student Member a person who is undergoing a course of study in biology or related subjects at a recognized tertiary Institution of learning.

(ii) A full-time postgraduate student in a biological subject who is eligible for Membership may be a Student Member

(iii) A candidate for election as a Student Member shall be proposed by one corporate member and supported by one other corporate member.

5) ORGANISATION

The supreme authority of the Institute shall be vested in the Institute in General Meeting. The affairs of the Institute shall be managed by the Council of the Institute, hereinafter referred to as the Council, to be elected and constituted as provided for under the Bye-laws of the Institute.

THE COUNCIL: Constitution and Election.

6) The Council of the Institute shall be elected from among corporate members.

7) The Council shall consist of the following Council Members:-

The President

The Past-President

The Vice-President

The Honorary Secretary

The Honorary Treasurer, to be known as the Officers of the Institute, hereinafter referred as the Officers, and

The five General Members

Corporate members in good standing who are Singaporean citizens, permanent residents, or foreigners shall be eligible to hold the office of President, Vice-President, Honorary Secretary or Honorary Treasurer. Up to two members can fill each Office position. The office bearers are responsible for the work division within each Office.

- 8) Each session of the Council shall commence at the Annual General Meeting and end at the next Annual General Meeting.
- 9) The President and other office bearers shall be elected at the AGM by a secret ballot vote.
- 10) The President and other officers shall be elected to hold office for one session and shall be eligible for re-election, except that no member shall hold the same office for more than three successive sessions.
- 11) The Council may at its discretion co-opt as additional Council members not more than two other corporate members. They shall serve in the Council until the next Annual General Meeting and shall not be eligible for election as Officers.
- 12) In the event of a vacancy in the office of President, the Vice-President shall act as the President until such time as when a new President shall be appointed from among the Council members for the remainder of the session. In the event of a vacancy arising in the office of any one of the Officers other than the President, the Council may appoint a Council Member to fill such vacancy until the session expires. In the event of a vacancy arising in the office of any one of the General Members, the Council may appoint a suitably qualified corporate member to fill such vacancy until the term of office expires.
- 13) A Council Member who without leave of the Council is absent from three consecutive Council Meetings in any session of the Council shall be deemed to have vacated his/her office, subject to the Council so resolving.
- 14) The President shall take the Chair at all meetings of the Institute and of the Council at which he/she is present and shall regulate the proceedings.
- 15) In the absence of the President, the Vice-President shall preside at General and Council Meetings. In the absence of the President and Vice-President, the Meeting may elect any Council Member to take the Chair.

- 16) The direction and management of the concerns of the Institute shall be vested in the Council, subject to the provisions of the Constitution and the Bye-laws, and all resolutions of General Meetings passed in accordance with the Bye-laws. The decision of the Council shall be final and binding on all members.
- 17) The council may meet not less than four times a year during one session. Notice of each Council meeting together with the agenda shall be sent by the Honorary Secretary to all Council Members at least one week before the date of every Council Meeting
- 18) At least three or more Council Members shall constitute a quorum at every Council Meeting.
- 19) All questions at Council Meeting shall be decided by a majority vote of all those Council Members present and voting. In the event of a tie in voting, the Chairman shall have the casting vote.
- 20) The Council may make, vary or rescind Rules and Regulations for any purposes, subject to the provisions of the Constitution and Bye-laws.
- 21) It shall be the duty of the Honorary Secretary to conduct the correspondence of the Institute, to attend and take the minutes of such Council or General Meetings as may be held and to superintend the publication of such papers as the Council may direct. He/she may appoint such persons as may be necessary to assist in the discharge of his/her duties and be responsible for the supervision of such persons.
- 22) It shall be the duty of the Honorary Treasurer to direct the collection of the subscriptions, the preparation of the accounts, and the expenditure of the funds as approved by the Council and to present all accounts to the Council for inspection and approval. He/she may appoint such persons as may be necessary to assist in the discharge of his/her duties and be responsible for the supervision of such persons.

FINANCE

- 23) The Council shall direct that true accounts be kept of all sums of money received and expended by the Institute and of matters in respect of which such receipts and expenditure take place and of all properties, credits and liabilities of the Institute.
- 24) All monies belonging to the Institute received by the Honorary Treasurer shall be deposited in the account of the Institute to be opened at a bank approved by the Council. Payments of all accounts that are certified as correct by the Council shall be made therefrom by cheque signed by the Honorary Treasurer or by a person nominated by the Council and either the President, Vice-President or Secretary.
- 25) The funds of the Institute may only be expended in furtherance of the objects of the Institute and for the maintenance and running of the Institute. No expenditure

exceeding \$20,000 for any one item shall be incurred without the previous approval obtained at an Annual General Meeting or Emergency General Meeting.

- 26) The Council may authorize the Honorary Treasurer to make payments on account of recurrent expenditure not exceeding \$3,000 a month. The Honorary Treasurer shall have the power to retain in his/her hands for current expenses for the Institute a sum of money not exceeding \$3,000.
- 27) The financial year shall close on the thirty-first day of March in each year.
- 28) Two Honorary Auditors for the ensuing session shall be appointed by a resolution of the corporate members at each Annual General Meeting. No member of the Council shall be eligible to act as Honorary Auditor. The Honorary Auditors shall be eligible for re-election.
- 29) The Honorary Auditors shall have access at all reasonable times to the accounts of the financial transactions of the Institute and they shall sign and verify the Annual statement of Accounts before it is submitted by the Council to the Annual General Meeting.

MEETINGS

- 30) The Institute may hold the following types of Meetings:
 - a) The Annual General Meeting of members of the Institute only
 - b) Emergency General Meetings of corporate members only for the purpose of making, altering and rescinding the Constitution and Bye-laws or any other business for which such meetings may be convened
 - c) Professional Meetings
 - d) Council Meetings
 - e) Committee Meetings
- 31) The Annual General Meeting shall be held no later than the thirtieth of July on a date to be fixed by the Council. The following shall be the business of the Annual General Meeting:
 - a) To receive and adopt the annual report of the Council
 - b) To receive and adopt the statement of accounts
 - c) To receive the Report of the Scrutineers on the election of Council Members
 - d) To appoint the Honorary Auditors for the ensuing session

- e) To amend the Constitution and Bye-laws by moving resolutions agreed to by the Council or requesting in writing by at least 10% of the total corporate membership, such request having been submitted at least two weeks before the Annual General Meeting to the Honorary Secretary
 - f) To consider any other matter put forward by the Council or requested for in writing by any member, such request having been made at least two weeks before the Annual General Meeting to the Honorary Secretary
- 32) Not less than four weeks' notice shall be given to members of the date, place and time of the Annual General Meeting. The circular letter informing members of the Annual General Meeting shall also request for motions and resolutions to be discussed at the Annual General Meeting. Notice of motions and resolutions to be discussed at the Annual General Meeting shall be sent to all corporate members at least one week before the date of the Annual General Meeting.
- 33) The quorum at an Annual General Meeting shall consist of at least 10% of the total corporate membership in good standing or 10 corporate members, whichever is the lesser. In the event of a quorum not being present, the meeting shall adjourn for thirty minutes of the fixed time of commencement of the Meeting and then after the Annual General Meeting shall proceed in the absence of quorum. The adjourned meeting with insufficient quorum will have the power to alter, amend or make additions to the Constitution and Bye-laws.
- 34) The council may at any time call an Emergency General Meeting of corporate members for any purpose or at the request in writing of not less than 10% of the total corporate membership.
- 35) Notice of an Emergency General Meeting shall be sent to all corporate members at least three weeks before the time appointed by the Council for such meeting, the notice giving the date, time and place of such meeting and details of the matters for which the meeting has been called. The rules of quorum and adjournment for an Emergency General Meeting shall be the same as those for the Annual General Meeting. The Emergency General Meeting shall not discuss any matters other than those for which it has been specifically convened.
- 36) At all General Meeting, questions and resolutions shall be decided according to the majority of votes being cast, the Chairman presiding having the casting vote in the event of a tie in the voting, except that any proposal or resolution involving an amendment to the Constitution or Bye-laws shall not be carried except by a two-thirds majority vote cast.
- 37) Voting at General Meetings shall be show of hands except for the following matters, which shall be by secret ballot:

- a) Voting of Council Members at Annual General Meetings
 - b) Amendments to the Constitution and Bye-laws
 - c) Dissolution of the Institute
 - d) Expenditure of more than \$5,000 on any single item
 - e) Any other matters which may be decided upon by the corporate members.
- 38) An Inaugural General Meeting of the Institute shall be held to affirm support for the formation of the Institute, to draw up the Constitution and Bye-laws of the Institute, and to elect of those present the first Council. The President, Vice-President, Honorary Secretary, Honorary Treasurer and six General Members shall be elected from among the first Council Members. The first Council shall be responsible for registering the Institute with the Registrar of Societies, recruitment of members, general administration of the Institute and the holding of the first Annual General Meeting as provided for in the Bye-laws, this interval of time constituting one session. The first Council and its Council Members shall be deemed to be vested with the rights and powers of the Council and Council Members respectively under the Constitution and Bye-laws.
- 39) The Council shall arrange for Professional Meetings of the Institute for the discussion of topics concerning biology and its applications and the reading of papers and for other academic and professional matters from time to time.

GENERAL

- 40) Should there be any dispute regarding the interpretation of the Constitution or Bye-laws of the Institute, the dispute shall be referred to the Council whose decision on such interpretation shall be final and binding on all members.
- 41) No additions, deletions or alterations to the Constitution shall be enforced or applied without the prior written approval of the Registrar of Societies.
- 42) Gambling of any kind such as the playing of paikow or mahjong, whether for stakes or not, are forbidden on the Institute's premises. The use of the premises for gambling or the introduction of materials for drug abuse and bad characters is prohibited.
- 43) The funds of the Institute shall not be used to pay the fines of members who have been convicted in court.
- 44) The Institute shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

- 45) The Institute shall not hold any lottery, whether confined to its members or not, in the name of the Institute or its Officers or members.
- 46) The Institute shall not indulge in any political activity or allow its funds or premises to be used for political purposes.
- 47) The Institute shall not be dissolved except at an Annual General Meeting or Emergency General Meeting, with the consent of not less than three-fifths of the total attendance expressed by secret ballot.
- 48) In the event of dissolution of the Institute, all debts and liabilities legally incurred shall be fully discharged and the remaining assets shall be distributed to recognized charitable organisations decided by members at a General Meeting. Notice of dissolution shall be given within seven days of dissolution to the Registrar of Societies.
- 49) Nothing in the Constitution and Bye-laws of the institute shall be deemed to authorize the Institute or any member or Officer of the Institute to do anything which may be contrary to the provisions of the Societies Act or of any law in force in the Republic of Singapore.

BYE-LAWS

1) REGISTER OF MEMBERSHIP

A Register shall be kept (hereinafter referred to as “the Register”) containing the names of all members of the Institute

2) APPLICATION FOR MEMBERSHIP

- a) Every proposal for election shall be in accordance with the form which shall from time to time be prescribed by the Council and shall be forwarded to the Honorary Secretary who shall lay it before the Council.
- b) When a candidate for admission has been elected, the Honorary Secretary shall give him notice thereof, but his name shall be added to the Register of the Institute until he/she has paid his/her entrance fee, if any, and his first annual subscription (or part of), and unless he pays the fees dues within one calendar month from the day of his election, or within such further time as the Council may grant upon special cause being shown, the election shall be void.
- c) The Council shall in all cases have absolute discretion in decided whether any person shall or shall not be admitted to membership of the Institute.

3) CESSATION OF MEMBERSHIP

- a) Any member of the Institute may retire from the Institute by sending in his notice of resignation to the Honorary Secretary, provided he has paid up all the subscriptions due to the Institute.
- b) Any member may be removed from the Institute by a resolution of the Council passed by a majority of at least three-fourths of the members present and voting at an Emergency Council Meeting of which not less than twenty-one days' previous notice specifying the intention to propose such resolution shall have been sent to the member whose removal is in question and to all members of the Council. Notice of the general nature of the grounds of which such resolution is proposed shall be sent to the Member whose removal is in question at least fourteen days before the meeting, and he/she shall be entitled to be heard by the Council. The Honorary Secretary shall duly notify the decision of the Council to the person concerned.

4) RE-ADMISSION OF MEMBERSHIP

The Council may readmit to membership in the appropriate category any person whose membership has been terminated for any cause, provided he/she satisfies the Council that he is worthy of readmission.

5) SUBSCRIPTIONS

- a) The Following entrance fees and annual subscription shall be payable:

<i>Category</i>	<i>Entrance Fees</i>	<i>Annual Subscriptions</i>
Honorary Fellows	Nil	Nil
Fellows*	Nil	\$50.00
Members**	\$10.00	\$20.00
Associate Members	\$5.00	\$15.00
Student Members	\$5.00	\$5.00

- b) The annual subscription shall be due on the first day of January in each year for the year commencing on that day. Members elected after the first day of July in any year shall for that calendar year pay half such annual subscription. Any member whose annual subscription remains unpaid after three months shall not be entitled to any of the rights and privileges of membership till such time as he/she had paid the fees and arrears due to the Institute.
- c) Any member whose subscription is two years in arrears may be by resolution of the Council be excluded from the Membership of the Institute, after the Council has informed him/her of their intention to do so by letter.
- d) Life Membership and Fellowship

- (i) *Any fellow may be a life fellow and the lifetime fellowship subscription shall be \$500.00
- (ii) **Any member may be a life member and the membership subscription shall be \$200.00

6) CONDUCT OF MEMBERS

- a) All members of the Institute are required to order their conduct so as to uphold the dignity, standing and reputation of the Institute. The Council may make, amend or rescind Rules to be observed by members with regard to their conduct in professional matters relevant to their position as members of the Institute.
- b) If a member is convicted of any felony or criminal offence or act in a manner which renders him unfit to be a member, the Council shall have the right to remove his name from the Register thus expelling him/her from the Institute.

7) PROCEDURES FOR ELECTION

- a) Nominations for vacancies in the Council shall be invited from corporate members not less than six weeks before the date of the Annual General Meeting. Any eligible member for nomination must be nominated by a corporate member and seconded by another corporate member, such nomination being sent in writing to the Honorary Secretary together with the written consent of the member so nominated. If insufficient nominations to fill all the vacancies are received, those nominated shall be declared elected and nominations for the remaining vacancies be made from the floor and voted on by secret ballot at the Annual General Member.
- b) The voting paper for the election shall be distributed at the Annual General Meeting to all corporate members.
- c) The Council shall appoint three Scrutineers who are corporate members. Scrutineers shall open the voting slips and count the votes. They shall report the results of the election to the President who will announce them at the Annual General Meeting. The voting papers shall be retained by the Honorary Secretary and destroyed one month after the Annual General Meeting.

8) SUB-COMMITTEES

The Council may appoint committees consisting of corporate members to deal with any special matters and may delegate to any such committees appointed such powers as they may prescribe.

9) PUBLICATIONS

The Council may arrange for the publication of such papers, journals, books and other publications, which may be considered necessary for the furtherance of the objects of the Institute.

10) ANNUAL REPORT

The Council shall draw up a yearly report on the state and activities of the Institute for the session, which shall be presented at the Annual General Meeting

11) RECORDS

The Council shall adopt regulations governing procedure in connection with all financial matters including, *inter alia*, the compilation of a record of membership, subscriptions and fees payable, and the preparation of periodical returns and annual audited statements.

12) INSPECTION OF DOCUMENTS

The membership records and account books shall be opened to the inspection of any member and to accredited persons who have an interest in the funds of the Institute, provided that seven days' notice in writing of such inspection is given to the Honorary Secretary.