

**Singapore National Institute of Chemistry  
Constitution  
Amended Copy 2004**

**1. Name and Place of Business**

- 1.1. The Institute shall be known as the Singapore National Institute of Chemistry.
- 1.2. The business of the Institute shall be managed by the Council of the Institute, hereafter referred to as the Council.
- 1.3. Its place of business shall be at the Department of Chemistry, National University of Singapore, Kent Ridge, Singapore 0511, or at any place decided upon by the Council and approved by the Registrar of Societies.

**2. Objectives**

- 2.1. To promote the status and advance the interests of the Profession of Chemistry
- 2.2. To provide opportunities for interaction among members
- 2.3. To acquire and disseminate useful knowledge relating to the chemical profession and the Institute through conferences, lectures, exhibitions, meetings and publications
- 2.4. To conduct examinations for the Institute for the purpose of membership admission requirement if and when required by the Council

**3. Membership**

**3.1. General**

- 3.1.1. The members of the Institute shall be divided into Professional, Associates and Corporate Members. Professional Members shall be Honorary Fellows, Fellows and Members. Associate Members shall be Associates and Students. Corporate Members shall be Company Members.
- 3.1.2. All members shall be bound by the Constitution and Code of Ethics of the Institute. Only Professional Members shall have the rights, privileges and obligations to vote and to be eligible for election to the Council.
- 3.1.3. On admission to the Institute, all members shall be obliged to sign an Acceptance and Declaration Form provided by the Institute as an endorsement of their consent to abide by the Constitution and Code of Ethics of the Institute.

3.1.4. All members shall be listed in a Register of Membership according to their Grade of Membership.

### **3.2. Professional Membership**

#### 3.2.1. Honorary Fellow

The Council shall have the power to elect Honorary Fellows. Honorary Fellows shall be such persons who have made significant contributions to the advancement of the chemical profession. They shall on election have all the privileges, rights and obligations of a Fellow of the Institute, except for the right to vote and to stand for election to the Council.

#### 3.2.2. Fellow

A Fellow shall be a person who

- (i) has the necessary qualifications to be a Member;
- (ii) has no less than ten years appropriate experience in the chemical profession;
- (iii) has rendered services to the Institute; and
- (iv) has produced evidence to the satisfaction of the Council that he or she has either made a substantive contribution to the chemical profession or is in a position of seniority and authority in the profession acceptable to the Council.

Application for election to the grade of Fellow shall be supported by two referees, one of whom shall be a Fellow of the Institute and the other, a Professional Member of the Institute.

#### 3.2.3. Member

A Member shall be a person who

- (i) either has an appropriate university degree with Honours in chemistry or equivalent academic or professional qualifications acceptable to the Council or has passed such examinations conducted by the Institute for such purpose together with at least one year of appropriate experience in the chemical profession; or
- (ii) has an appropriate university degree in chemistry or approved chemistry related discipline with not less than two years of appropriate experience in the chemical profession and has produced evidence to the satisfaction of the Council that he or she either has made a substantive contribution to the chemical profession or is in a position of seniority and authority in the profession acceptable to the Council; or
- (iii) has a diploma from polytechnic with educational training in chemistry or has an academic qualification acceptable to the Council as evidence of adequate educational training in chemistry and five years of experience in the chemical profession acceptable to the Council; or
- (iv) has an advanced diploma in chemistry related subjects or equivalent and three years of experience in the chemical profession acceptable to the Council; or

- (v) has an appropriate post-graduate university degree in chemistry or equivalent academic or professional qualifications acceptable to the Council; or
- (vi) has satisfied the Council that by virtue of his or her experience in the chemical profession for at least fifteen years, the responsibility of his or her employment and any additional evidence acceptable to the Council.

All applications for the election to the Grade of Member shall be supported by two referees, one of whom shall be either a Fellow or a Member of the Institute.

### **3.3. Associate Membership**

3.3.1. An Associate Member shall be a person who

- (i) has an acceptable university degree in a branch of chemistry or a polytechnic diploma or advanced diploma in chemistry related subjects, or equivalent and who is currently employed in the chemical and related profession; or
- (ii) has satisfied the Council that by nature of his or her experience in the chemical and related profession for at least five years, the nature of his or her employment and any additional evidence acceptable to the Council;
- (iii) or has passed as directed by the Council such examinations conducted by the Institute for such purpose and who is currently employed in the chemical and chemical profession.

3.3.1. Student Member

A Student Member shall be a person who at the time of application is a registered full time undergraduate, reading chemistry or a chemistry related course in a tertiary institution. A Student Member who does not apply for a higher grade of membership within five years from the date of admission as a Student Member shall cease to be a Student Member provided that the Council may on the receipt of a written application from the Student Member for an extension not exceeding five years.

### **3.4. Corporate Membership**

3.4.1. Company Member

Any institution, government or private, commercial or otherwise, that is in any way engaged in activities that deal with any aspect of chemistry may be admitted as a Company Member.

A Company Member shall enjoy all the benefits of an individual member of the Institute except that a Company Member shall have no voting rights in all or any matters concerning the Institute or in any of its meetings and shall not be eligible to stand in any election or hold any office in the Institute.

### **3.5. Abbreviated Titles and Designations**

A Fellow shall be entitled to the exclusive use after his or her name of the initials "FSNIC" and a Member the initials "MSNIC". No persons other than the Professional Members of the Institute shall be allowed to use these titles or so described himself or herself.

## **4. Financial Year**

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

## **5. Application Fees and Subscriptions**

### **5.1. Application Fee**

The application fee for all grades of membership except for Student Member is S\$10 or such sum approved by the Professional Members at an Annual General Meeting of the Institute. The application fee is non-refundable and shall be payable at the time of submission of the application form.

### **5.2. Annual Subscriptions**

#### **5.2.1. Amounts payable**

The annual subscriptions for the different grades of membership of the Institute shall be determined and approved by the Professional Members at the Annual General Meeting of the Institute.

#### **5.2.2. Payment**

The annual subscription shall be paid in advance on or before 1<sup>st</sup> January of each financial year. Any member, elected after 1<sup>st</sup> September in any financial year, shall pay one-half of the subscription for that financial year.

#### **5.2.3. Arrears**

A member whose subscription is six months in arrears shall have all the privileges of his grade of membership forfeited. A member whose subscription is two years in arrears may by resolution of the Council be excluded from membership of the Institute.

#### **5.2.4. Reduction and Waiver**

The Council may at its discretion reduce or waive the annual subscription of a member and allow the member to retain his or her privileges of his or her grade of membership. The Council in exercising this discretion shall consider both the length of time of his or her membership and the reasons for his or her inability to pay the normal annual subscription.

#### 5.2.5. Life Membership

Any Professional Member who has been a Professional Member for not less than 5 years may apply for life membership and compound all future membership annual subscriptions. The life membership shall be a one time payment of 70% of the annual subscription, multiplied by the number of years before the member reaches the age of 60, or a sum of \$100, whichever is larger. In the event of upgrading, an additional payment based on the difference between the annual subscription rates will be imposed. The Council may at its discretion elect a member to an honorary life membership by virtue of his or her contributions to and long association with the Institute, in which case all future subscriptions payable by the member shall be waived.

### **6. The Council**

#### **6.1. General**

6.1.1. The business of the Institute shall be managed by a Council consisting of six Officers and four Ordinary Members to be elected at an Annual General Meeting. The six officers shall be

- (i) The President
- (ii) The Vice-President
- (iii) Honorary Secretary
- (iv) Honorary Assistant Secretary
- (v) Honorary Treasurer
- (vi) Honorary Assistant Treasurer

6.1.2. The President and the Vice President

Any Fellow or Member who is a citizen or permanent resident of Singapore shall be eligible to hold the post of President or Vice President.

6.1.3. Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer and Honorary Assistant Treasurer

Any Professional Member shall be eligible to hold any of these posts provided that he or she is a citizen or permanent resident of Singapore.

6.1.4. The Officers and the Ordinary Members of the Council shall be elected for a period of two years. Any retiring Officers shall be eligible for re-election in the same capacity or in any other capacity at any subsequent Annual General Meeting provided that an Honorary Treasurer or an Honorary Assistant Treasurer who has held office for two successive years shall not be eligible for re-election in the same capacity.

6.1.5. One-half of the Officers and Ordinary Members of the Council shall retire each year.

6.1.6. Co-option

The Council may at its discretion co-opt not more than two corporate members of the Institute as additional Ordinary Members of the Council.

The service of a co-opted member of the Council may be terminated at any time by the Council and in any event shall not continue beyond the date of the next Annual General Meeting. The same person may subsequently be co-opted again by the Council elected at such Annual General Meeting.

## **6.2. Election of the Council**

- 6.2.1. The Honorary Secretary of the Institute shall send to every Member of the Institute a list of the existing Officers and Ordinary Members of the Council together with nomination forms for filling the resulting vacancies not less than twenty one (21) days before each Annual General Meeting.
- 6.2.2. Such nominations, duly signed by a proposer and a seconder (both of whom shall be Professional Members of the Institute) and accompanied by a declaration by the nominee that he or she is willing to serve if elected, shall be received by the Honorary Secretary not less than our (4) days before the Annual General Meeting.
- 6.2.3. If the nominations received are insufficient to meet the vacancies to constitute the Council, the members present at the Annual General Meeting shall nominate at least such number of members of the Institute as will make good the shortfall. If the nominations received together with those made at the Annual General Meeting exceed the number of vacancies, voting by secret ballot shall be conducted.
- 6.2.4. In the event a ballot is required, two members of the Institute who are not candidates for election or Council members shall be appointed by the Annual General Meeting to scrutinise the ballot papers and report to the Annual General Meeting.

## **6.3. Meetings of the Council**

- 6.3.1. Notice of Council Meetings shall be given to each Council Member one (1) week in advance.
- 6.3.2. At a meeting of the Council, the Chair shall be taken by the President of the Institute or failing him or her by the Vice President or failing the Vice President by a member of the Council elected for the purpose by the members present. Any five members of the Council shall constitute a quorum.
- 6.3.3. Any matter that is not resolved without a division shall be decided by a simple majority of votes of members of the Council present, the Chairman of the meeting having a casting vote.

- 6.3.4. Any Council member who absents himself or herself for three consecutive Council Meetings without a reason acceptable to the Council shall cease to be a member of the Council.

#### **6.4. Filling Casual Vacancies**

The Council shall have power to fill any casual vacancy that may occur for an Officer or Ordinary Member of the Council provided that a member of the Institute appointed to fill such vacancy shall retain his or her membership of the Council for only the remaining term of the vacating Member of the Council. He or she shall however be eligible for re-election.

### **7. Finance**

- 7.1. The general funds of the Institute shall be under the control of the Council. From these funds, the Council may at its discretion authorise expenditure for the holding of general and professional meetings and for any other purpose in consonance with the objectives of the Institute.
- 7.2. The Honorary Treasurer shall collect and keep all funds and disburse all money on behalf of the Institute and shall keep an account of all monetary transactions and be responsible for their correctness and accuracy. The Honorary Treasurer is authorised to expend up to \$300 per month for petty expenses on behalf of the Institute. Any money in excess of \$300 in cash shall be deposited in a bank to be named by the Council. Cheques and any other monetary instructions for withdrawal from the bank shall be signed jointly by the Honorary Treasurer and the President or the Honorary Secretary or in the absence of the Honorary Treasurer by the President and the Honorary Secretary.
- 7.3. At each Annual General Meeting, members shall appoint an Auditor who shall be a Certified Accountant. The duties of the Auditor shall be to audit and certify accounts of the Institute.
- 7.4. The annual Statement of Accounts of the Institute after being audited and certified by the Auditor shall be presented at the Annual General Meeting of the Institute. The Auditor shall have free access to all books and documents necessary for the purposes of the audit.

### **8. Meetings**

- 8.1. Meetings open to all members of the Institute shall be of two types
- (i) General Meetings
  - (ii) Professional Meetings
- 8.2. General Meetings at which the formal business of the Institute is transacted shall include the Annual General Meeting and any Special General Meetings.

- 8.3. A Special General Meeting shall be convened on a resolution of the Council or on receipt by the Honorary Secretary of a written request signed by at least twenty Professional Members of the Institute.
- 8.4. Professional Meetings shall include all meetings of the Institute held for the purpose of discussions, lectures or seminars on scientific, educational and other professional matters.
- 8.5. The Annual General Meeting shall be held before the end of March each year on a date to be fixed by the Council and the business to be transacted thereat shall include the following:
  - (i) To receive and adopt the Annual Report
  - (ii) To receive and adopt the Statement of Accounts
  - (iii) To elect Officers and Ordinary Members of the Council in accordance with the provisions of the Rules of the Institute

In addition the Annual General Meeting may consider

- (i) any proposal to amend the Constitution as directed by the Council or requested in writing by at least ten Professional Members, such request having been submitted to reach the Honorary Secretary at least three weeks before the Annual General Meeting;
  - (ii) any other matter put forward by the Council or requested for in writing by any member, such request having been submitted to reach the Honorary Secretary at least three weeks before the Annual General Meeting.
- 8.6. A Special General meeting shall discuss only matters for which it has been specifically convened.
- 8.7. For the Annual General Meeting not less than four weeks notice shall be given to members of the date, place and time of the meeting, while not less than three weeks notice shall be given for the Special General Meeting.
- 8.8. Agenda papers and notice of motions and resolutions shall be sent to members at least one week before the date of the General Meeting.
- 8.9. All General Meetings shall be chaired by the President of the Institute. In the absence of the President, the Vice President or failing him the members of the Council attending the meeting shall elect a chairman from among themselves.
- 8.10. A total number of at least twenty-five (25) Professional Members including members of the Council shall constitute a quorum for all General Meetings.
- 8.11. In the event of there being no quorum, the meeting shall be adjourned to one hour later of the same day at the same place and should the number then present be insufficient to form a quorum, those present shall be considered a quorum but shall have no power to make alterations, amendments, changes, deletions or additions to the existing Constitution.

- 8.12. Associate and Corporate members of the Institute and others who may have been admitted to any General Meeting at the invitation of the Council shall have no voting right.
- 8.13. At all General Meetings, issues, proposals, questions and resolutions shall be decided by a simple majority of votes, the Chairman presiding having the casting vote in the event of a tie in the voting, except that a resolution involving an amendment to the Constitution of the Institute shall not be passed unless at least two-thirds of the Professional Members present vote in favour of the resolution.
- 8.14. At all General Meetings in which voting by secret ballot paper is deemed necessary or is requested by at least fifty percent of the Professional Members present, two Scrutineers shall be appointed from amongst those present to collect and collate the ballot papers. The Honorary Secretary or Assistant Secretary shall record the results of the voting.
- 8.15. In the event of the Council deeming it necessary to take into consideration the decision of Professional Members who may be unable to attend a General Meeting, authorised voting papers shall be sent to all Corporate Members at least two weeks before the date of General Meeting. Any Professional Member who is unable to be present shall register his/her vote on the voting paper and return the same in a sealed envelope to reach the Honorary Secretary at the address specified before the date of the General Meeting. The Honorary Secretary shall report and record the votes so received at the General Meeting.
- 8.16. Minutes of the proceedings at all General Meetings shall be duly recorded by the Honorary Secretary or Assistant Secretary in books kept for that purpose which shall be available on due notice for inspection at any reasonable time by the Council or its accredited representatives or by Professional Members.

## **9. Exclusion or Suspension of Members**

- 9.1. Any member shall be liable to be excluded or suspended from membership if he or she is:
  - (i) convicted by any Court of competent jurisdiction to have committed any crime, felony, fraud or misdemeanour; or
  - (ii) adjudged bankrupt individually or in a partnership; or
  - (iii) held by the Council to have been guilty of any act or default discreditable to the chemistry profession; or
  - (iv) engaged in any occupation or activities which in the opinion of the Council is incompatible or inconsistent with his or her remaining a member of the Institute; or
  - (v) medically certified to be of unsound mind; or
  - (vi) habitually in arrears in annual subscription.

The member concerned shall have the opportunity of being heard at a Council Meeting, which is specifically convened for that purpose and shall be attended by not less than eight Council Members. Exclusion or suspension

and the duration shall be determined by a resolution passed by not less than three fourths of the Council Members present.

- 9.2. Any such exclusion or suspension may be revoked or modified at any time by the Council at a subsequent like meeting subject to such terms and conditions (if any) as the Council may think fit. Notice of any resolution for exclusion or suspension shall forthwith be dispatched to the member affected thereby.

## **10. General**

- 10.1. No report of the proceedings of any meeting of, or conducted by the Institute, or for which the Institute is responsible, shall be taken nor the minutes circulated or published except with the prior consent of the Council.
- 10.2. Any document for general circulation to members shall normally be approved by a meeting of the Council. In case of urgency, approval by the Officers of the Institute shall suffice.
- 10.3. Any disputes regarding the interpretation of the Constitution of the Institute or arising from points on which they are silent, the disputes shall be referred to the Council whose decision on such matters shall be final and binding on all members.
- 10.4. No additions, alterations, amendments or deletions to the Constitution shall be made except at a General Meeting and these shall not be applied or enforced without the prior written approval of the Registrar of Societies.
- 10.5. Nothing in the Constitution of the Institute shall be deemed to authorise the Institute or its members to engage in activities, which may be contrary to the provisions of the Societies Act or of any law in force in the Republic of Singapore.

## **11. Dissolution**

- 11.1. The Institute shall not be dissolved except with the consent of not less than three-quarters of the Professional Members of the Institute expressed either in person or by proxy at a General Meeting convened for that purpose or by postal vote.
- 11.2. In the event of the Institute being dissolved as provided above all debts and liabilities legally incurred on behalf of the Institute shall be fully discharged and the remaining funds and assets shall be donated to any organisation that may be approved by the Special General Meeting convened for the dissolution of the Institute.
- 11.3. Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.