

Company No: 200410341R

BY-LAWS

&

REGULATIONS

OF

**COLLEGE OF SURGEONS,
SINGAPORE**

*[The By-Laws & Regulations are to be read in conjunction
with the Memorandum & Articles of Association]*

College of Surgeons, Singapore

BY-LAWS

1. The Motto of the College shall be “Veritas et Virtus” (ie. Truth and Excellence). **Motto**
2. The College crest with the wings and the snake entwining the needle represents the international medical symbol. The merlion represents Singapore where the College originates. The red on the needle is the national predominant colour of Singapore. The leaves serve as a support for this organisation, which also stand for unity and freedom. The colour blue and yellow complement each other. **Crest**
3. A meeting of the elected Councillors shall be convened for election of office bearers among those elected, except the office of President, within a week following the Annual General Meeting. **Council**

The quorum for a meeting of the Council shall be at least 50% of the number of Council Members for any major decision to be passed.

The votes of members of the Council shall be taken by a show of hands unless a ballot shall be demanded by a majority of the members of the Council then present.

The Chairmen of all the Chapters of the College shall be appointed as members of the Council under the category "Up to 17 Councillors appointed by the Council who shall be the Chairmen of Chapters."

A Chapter Chairman who is unable to be present at a meeting of the Council may be represented at that meeting by a deputy who shall be a member of his Chapter. The deputy can convey the Chapter Chairman's views and vote on his/her behalf if the Chairman states this in writing. Alternatively, if the Chairman could not be present, he could submit a written vote if the issue to be voted on is circulated beforehand.
4. The Council may from time to time appoint Standing, Ad Hoc and other Committees as the need arises. **Committees**

The President shall be an Ex-Officio Member of all such Committees.

Where the President, is not able to sit on these Committees, a Council Member will be nominated as representative.
5. Copies of new application for membership received shall be sent to the Chairman of the respective Specialties for approval. New applications will also be announced and passed in the College Council Meeting. **Membership**
6. 6.1 The Council may delegate any of its powers to Standing Committees consisting of such members of its body as it shall think fit and may at any time revoke such delegation without notice. Any Committee so formed shall in the exercise of the powers so delegated conform to any regulations that may from time to time be imposed upon it by the Council. **Standing Committees**

Members of Standing Committees will hold office for a period of three years, unless otherwise specified. Retiring members are eligible for re-nomination for a further term.
- 6.2 **Continuing Professional Development**

The Standing Committee on Continuing Professional Development shall consist of the Vice-President (Education) or any other appointed Chairman by the College Council and the Chairmen of the various Chapters of the College as members.

The Standing Committee will advise Council on all aspects of continuing professional development, including continuing medical education and maintenance of certification.

6.3 **Constitution Review**

The Standing Committee on Constitution Review shall consist of the Secretary as Chairman and the rest of the Council Members as members.

The Committee shall revise and update the Memorandum and Articles of Association and the By-laws and Regulations of the College on an ad-hoc basis or when necessary.

7. 7.1 **Honorary Fellowship**

Any member of the Council intending to propose a person eligible under Article 10 for election to Honorary Fellowship shall give written notice of intention, a brief curriculum vitae of the person concerned and supporting grounds for the proposal to the Secretary.

Fellowship

If the Council shall decide that any such person of eminence shall be offered Honorary Fellowship under the terms of Article 10 of the Articles of Association, the President shall thereupon write to the person concerned and invite him to accept the Honorary Fellowship of the College.

On receipt of the written notice of acceptance, the President shall admit such a person to Honorary Fellowship on an appropriate occasion and in a manner as decided by Council.

7.2 **Admission to Fellowship by Invitation**

The Council may on special occasions admit by invitation distinguished overseas members of the medical profession to Fellowship of the College.

Such Fellows will be exempted from the payment of entrance fees, annual subscription and any other levies that may be imposed by Council.

8. The College shall organize one Scientific Meeting or Conference on an annual basis.

**College
Scientific
Meeting /
Congresses**

The Council of the College shall appoint the Chairman of the Organising Committee of the Meeting about twelve months before the event. The Chairman of the Organising Committee shall preferably be a member of the Council. In the event of his membership of Council expiring, he shall be invited to attend Council meetings until the affairs of the Meeting have been concluded. The names of the Members of the Organising Committee shall be submitted by the Chairman for approval by the Council. Only members of the College shall be appointed Chairman of Subcommittees.

9. The College may from time to time sponsor events, congresses, conferences, seminars and other scientific meetings in the field of surgery.

**Sponsorship of
Conferences**

The President and the Treasurer shall be ex-officio members of the committee responsible for the organisation of these meetings.

10. 10.1 **College Annual General Meeting**

College

The Annual General Meeting of the College shall be held within 1 month from the date of the Academy's Annual General Meeting in the same year. Notice of meeting of at least fourteen days stating the date, time, place and agenda of the meeting shall be sent by the Secretary to all voting members. The quorum of the General Meeting in Articles 68 and 69 shall remain. Proxies shall not be constituted as part of the quorum.

The agenda of the Meeting shall include the following as per Article 61:

- a. Minutes of the last annual general meeting
- b. The annual report of the Council
- c. The presentation of the audited accounts of the College
- d. Election of Council Members
- e. The appointment of the President
- f. The appointment of auditors
- g. Amendment of Articles of Association, if any
- h. Other business, notice of which shall be given in writing to the Secretary at least seven days prior to such meeting

10.2 **Nomination for President-Elect Position**

Nomination for the President-Elect position shall be made on a prescribed form and open up to the entire College for nomination from the list of current elected Councillors approximately one year before the expiration of the term of the President and within one month of the AGM. The President will conduct a postal or electronic ballot from amongst the College Fellows residing in Singapore if more than one nominations is received. The terms of office for both the President and President-Elect under Article 33 remains.

10.3 **Nomination and Election of Council Members & Office Bearers**

Except for the interim Council of the first six members who shall be nominated and elected before the College's 1st AGM, the subsequent Council (other than the President) shall be nominated and elected, once in 2 years, approximately three months before the College's AGM. All Council Members (except for the President) shall be eligible for re-election and re-appointment at the AGM upon completion of their 2-year term. The office bearers may have a change in the office they hold if they are re-elected and re-appointed.

During College's AGM, Vice-President, Honorary Secretary and Honorary Treasurer will be proposed and seconded. Election will follow on a simple majority vote of the member, either be by show of hands, or, subject to the agreement of the majority of voting members present. In the event of a tie, the President of the College shall have a casting vote.

President of the College, upon the recommendation of the Council, shall appoint 1-2 other members to the Board.

The election guidelines under Articles 29 to 32 shall remain.

In the event if any elected member of the Council does not wish to continue his / her service term till completion, he / she may write in to the College President with a nominated representative to request for replacement. The nominated representative must approve in writing his / her consent to sit on the Council. The request for replacement shall subject to the approval of the College President and the Executive Board Members.

10.4 **College Board Meeting**

College Board Meetings shall be held bi-monthly with two weeks notice to the Board members. At least half of the Board Members must be present for its proceedings to be valid. In the event if the Chapter Chairman who also sits on the College Council is unable to attend the Board Meeting, he / she may be deputized by the Vice-Chairman or Honorary Secretary from the Chapter Committee to attend the meeting.

11. 11.1 **Chapter Annual General Meeting Chapters**

The Annual General Meeting of each Chapter shall be held within 1 month from the date of the College's Annual General Meeting in the same year.

At least two weeks' notice shall be given for the Annual General Meeting. Notice of meeting stating the date, time, place and agenda of the meeting shall be sent by the Secretary to all voting members.

At least 25% of the total voting membership or 10 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

In the event of there being no quorum at the commencement of a 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 decide on major issues.

The following points shall be part of the agenda of the Meeting

- a. Minutes of the last annual general meeting
- b. The annual report of the Chapter
- c. Where applicable, the appointment of elected Chairman and election of other office-bearers
- d. Other business, notice of which shall be given in writing to the Secretary at least seven days prior to such meeting

- 11.2 **Nomination and Election of Chairman and Other Office Bearers**
Except for the 1st Chairman of the Chapter who shall be nominated and elected before the Chapter's 1st AGM, subsequent Chairman of each Chapter shall be nominated and elected, once in 2 years, at the Chapter AGM.

In the year with election, Secretary of the College will send out notice, approximately three weeks before the Chapter AGM, to Fellows of each Chapter for nomination of the respective Chapter Chairman.

If 2 or more nominations are received, postal ballot will be carried out to elect the Chairman of the Chapter. The candidate with the majority vote will be declared Chairman of the Chapter. He/she will take office at Chapter AGM.

During Chapter AGM, Vice-Chairman, Secretary, and 1 Chapter Specialty Board Member will be proposed and seconded. Election will follow on a simple majority vote of the member, either by show of hands, or, subject to the agreement of the majority of voting members present. In the event of a tie, the Chairman of the meeting shall have a casting vote.

President of the College, upon the recommendation of the Chairman of the Chapter, shall appoint 1-2 other members to the Board.

Each Chapter shall be governed by a Specialty Board (known as the Committee) as stipulated under Article 51.

In the event if any elected member of the Chapter does not wish to continue his / her service term till completion, he / she may write in to the Chapter Chairman with a nominated representative to request for replacement. The nominated representative must approve in writing his / her consent to sit on the Committee. The request for replacement shall subject to the approval of the College President and the Chapter Chairman of that Specialty.

- 11.3 **Chapter Board Meeting**
Chapter Board Meetings shall be held at a quarterly interval with two weeks notice to the Board members. At least half of the Board Members must be present for its proceedings to be valid.

- 11.4 **Duty of the Board and Office Bearers**
Each Chapter shall be governed by the Board who is responsible for the professional training, education and/or academic activities related to the Chapters. The duty of the Board is to organize activities for the benefit of its Chapter Members and also, to supervise the activities of the Chapter.

The Chairman shall chair all General and Board meetings.

The Vice-Chairman shall assist the Chairman and deputize him in his absence.

The Secretary, assisted by the College Secretariat, shall keep all records of the Chapter and shall be responsible for their correctness. He shall keep Minutes of all General and Committee meetings.

11.5 **Scientific Meetings**

In keeping with the objects of the College, the various Chapters of the College shall organize activities such as scientific meetings, seminars or teaching sessions amongst its members.

11.6 **Finances**

Chapters who wish to organize any activities and requires the funding by the College, may put up the request to the College President for approval by the Chapter Chairman. The Board of the Chapters may alternatively obtain sponsorship from the Chapter itself or from the industry sponsors to fund its activities. Chapter Members who wish to organize any activities for the Chapter may put up a proposal to the Chapter Chairman for discussion with the Board of the Chapter.

Income derived by the Chapters of the College shall be deemed to be the income of the College.

12 12.1 College of Surgeons receives monies and donations. Signing authority for receipts issued is delegated to the Finance Executives of the Academy of Medicine, Singapore (AMS). The receipt book of the College need not be sent to the Honorary Treasurer of the College to sign each time monies and donations are received. **Delegation of Signing Authority for Receipts Issued**

13 13.1 Councillors and members shall declare by signing a document to declare that they have no personal interest in business transactions or contracts of the College / Chapters and have no other vested interest in other organisations with which the College / Chapters have dealings or is considering entering joint ventures with. Councillors and members with conflicts of interest do not vote or participate in decision-making in the business transactions or contracts **Declaration of Conflict of Interest**

College of Surgeons, Singapore

REGULATIONS

1. 1.1 **Preamble** **College of Surgeons Lecture**

This Lectureship would be organised annually at any of the College Meetings during the calendar year (Jan – Dec)
- 1.2 **Nominations**

Nominations will be received from the College Council Members for confirmation by the College Council.
Nominee can be a local surgeon working in the field of surgery or a non-surgeon who is of a reputable status to be nominated worthy of this Lectureship.
- 1.3 **Terms of Award**

The recipient of this award will deliver 1 hr lecture at one of the College's Meetings/Conferences/Seminars.
The recipient of this award will be presented with a College gold medal and a certificate.
- 1.4 **Publication of Lecture**

The College reserves the right to publish the College of Surgeons Lecture in full in the Annals, Academy of Medicine, Singapore.
2. 2.1 **Preamble** **Yahya Cohen Memorial Lecture**

In recognition of the outstanding contributions to the development of surgery in Singapore by Dr Yahya Cohen, the 1st Chairman of the Chapter of Surgeons and a past Master of the Academy, the 1994 Chapter of Surgeons has decided to establish the Yahya Cohen Memorial Lecture in his honour.
- 2.2 **Frequency of Award**

The Lectureship will be presented annually and the lecture shall take place at an event or activity organized by the College of Surgeons, Singapore.
- 2.3 **Eligibility for Selection**

Only Fellows of the College of Surgeons shall be eligible for the Lectureship.

The award of the Lectureship shall be given for academic excellence and be given to the main author, who must be the First Author or the principal investigator, of the best scientific paper published in the 24 month period ending 31st December of the preceeding year, as judged by a panel appointed by the College. In exceptional circumstances, two papers may be judged worthy of the award and the award be given to the main authors, who are the First Authors or the principal investigators, of the papers so judged. The main (first author or principal investigator) of the paper shall be the presenter and be recognized as the Yahya Cohen Memorial Lecturer.

Fellows of the College of Surgeons will be given written notice of the Lectureship and be given a period of at least one month to submit their nomination for the Lectureship. The nomination for the Lectureship will be on prescribed form which should state clearly the title of the paper, the main (first author or principal investigator) being nominated, the names of the co-authors and their consent for the main (first author or principal investigator) to accept the Lectureship. The published paper must accompany the nomination form during submission. Only originals of the paper and the form will be accepted.

Each Fellow may submit only one paper for consideration.

2.4 **Panel of Judges**
A panel of judges will be responsible for the selection of the best paper. The panel will consist of the following:

1. President, College of Surgeons, Singapore
2. The Executive Board Members, College of Surgeons, Singapore
3. Editor of Annals, Academy of Medicine, Singapore
4. THREE judges (including the Chapter Chairman) representing the sub-specialties of the papers nominated for this lecture

This panel should not include any of the nominees. The President of the College of Surgeons will chair the panel.

Additional judges representing sub-specialties will be appointed if the submissions received justify more than the 3 stipulated judges to represent the sub-specialties in surgery.

2.5 **Selection Criteria**
The criteria for judging the paper will be

i)	Originality of paper	30%
ii)	Clinical/scientific importance	30%
iii)	Methodology/design of study	20%
iv)	Analysis of data	20%

2.6 **Terms of Award**
The Lecturer will be awarded a gold medal and a certificate. The co-authors of the paper will be given certificates to recognise their contributions. The interest accrued from the capital sum will be used for the award and to host the event.

2.7 **Publication of Lecture**
The College reserves the right to publish the Yahya Cohen Memorial Lecture in full in the Annals, Academy of Medicine, Singapore.

3. 3.1 **Preamble Young Surgeon's Award**
The First Joint Meeting of the Royal College of Surgeons, Edinburgh and Chapter of Surgeons, Academy of Medicine, Singapore in November 1984 inaugurated a Surgeon-in-Training Award. The Award was presented to the best original unpublished paper read by a Surgeon-in-Training. Surgical trainees from Singapore and other countries submitted excellent and commendable work. The six papers which were subsequently shortlisted for presentation at the Award session were of remarkable standard and quality. The College of Surgeons, Singapore (then Chapter of Surgeons) agreed that the Award should be perpetuated to encourage young surgical trainees to continue pursuing surgical research and producing papers of the highest standards.

3.2 **Frequency of Award**
The Award will be presented biennially at the Annual Combined Surgical Meeting / Annual Scientific Meeting or in the Singapore-Malaysia Congress of Medicine when it is held in Singapore.

3.3 **Eligibility for Selection**
The Award will be given for the best original unpublished paper read by a young surgeon. Submissions must be of single authorship. A Young Surgeon is defined as someone below 35 years of age who has not yet attained a hospital Consultant position on the date of submission of the paper.

Submission of the full text, including an abstract in not more than 300 words, must reach the College of Surgeons, Singapore by 31 January for short-listing. Shortlisted paper(s) will be presented and delivered by the author(s) at the Meeting / Congress for judging by an invited panel of judges. Author(s) will be asked questions pertaining to the research described in the paper by the judging panel. The Award will be granted to the best selected unpublished paper after all shortlisted paper(s) are presented. The Award is confined to young surgeons practising in Singapore.

Only original work carried out in the Singapore-Malaysia region by the doctor that has not been previously published will be considered. This does not exclude papers read at Conferences outside the Singapore-Malaysia region that might have been published in proceedings or abstracts.

Applicants must submit four copies of the full text of the paper and four copies of the abstract by 31 January.

3.4 **Panel of Judges**

The Panel of Judges adjudicating the Young Surgeon's Award will comprise the following:

- a. College President
- b. THREE judges representing the different sub-specialties

The President of the College of Surgeons shall chair the panel.

3.5 **Terms of Award**

The Award winner will be eligible to apply to the Council of the College of Surgeons, Singapore for funds to attend an international meeting of his/her specialty. The sum for the Award is capped at S\$4,000.00. The winner will also receive a Certificate for the Award. The award is valid for two years from the date of the letter of notification of winning and must be claimed with the following supporting documents:

- a. Brochure of the international conference that the Award was used for.
- b. Receipts of actual expenditure incurred relating to the conference attended.

Incomplete submissions will render the claim not being processed or result in a delay in processing.

The College reserves the right to publish, in full, the paper selected for the Young Surgeon's Award in the Annals of the Academy of Medicine, Singapore.

4. The Council of the College on the recommendation of its Chapters may appoint one distinguished overseas visitor per year as a Distinguished Academician for the year. The Distinguished Academician shall stay at least one week (ie five working days), undertake educational duties as specified by the Council and be awarded a per diem honorarium of \$100 per day, return business class airfare and accommodation. He will also be presented with a College plaque and College souvenir. **Distinguished Academician**

The College reserves the right to publish the Distinguished Academician Lecture in full in the Annals, Academy of Medicine, Singapore.

5. The Chairman of each Chapter of the College may recommend to Council the appointment of up to two Visiting Academicians a year. Each Visiting Academician shall stay at least two days and deliver at least one lecture to members of the host Chapter. Each Visiting Academician shall be paid an honorarium of S\$500.00, be given a College plaque and a College souvenir. **Visiting Academician**

6. The Chairman of each Chapter of the College may recommend to Council the appointment of Visiting Lecturers. Each Visiting Lecturer shall deliver at least one lecture to members of the host Chapter. Each Visiting Lecturer shall be provided with accommodation if it is necessary for him to stay on to deliver the lecture. He will receive a letter of acknowledgement of his presentation. **Visiting Lecturer**
7. 7.1 **Background** **College of Surgeons Gold Medal**
 In recognition of the effort of the best performing Advanced Surgical Trainees (ASTs) in the nine (9) surgical specialties, as well as, to encourage the ASTs to excel in their exit examinations, the College of Surgeons has decided to establish the College of Surgeons gold medal as an annual award as approved by the Council 2008-2009 at the 2nd College Board Meeting held on 24 July 2008. The idea was mooted by the Council 2007-2008 at the 5th College Board Meeting held on 5 February 2008.
- 7.2 **Frequency of Award**
 This Award will be presented annually at an event organized by the College of Surgeons.
- 7.3 **Eligibility for Selection**
 Only ASTs of the following, who are Fellows of the Academy of Medicine, Singapore (also members of the College of Surgeons, Singapore), shall be eligible for this Award:
- 1) ASTs who have passed their exit examinations in Singapore and completed their traineeship with the Joint Committee on Specialist Training (JCST) in the year the Award is being presented.
 - 2) In the year when the Award is being presented and there is no exit examination held in Singapore, results of exit examination held in an examination centre outside Singapore will be taken into consideration.
 - 3) In the year when the Award is being presented and there is no exit examination being conducted in that year, the best performing AST in the exit examinations of the preceding year will be considered.
 - 4) The conduct of ASTs during traineeship period will also be taken into serious consideration as part of the assessment of qualifying for this Award.
- The Award shall be given to the best performing AST in the exit examination of each surgical specialty, as judged by the Specialist Training Committee (STC) of that specialty, with the proviso that the conduct during traineeship period shall be good to exemplary. Only one Award shall be given in each surgical specialty.
- Only in exceptional circumstances, when there is a tie in the results of the exit examination in the specialty and that the conduct of these ASTs during their traineeship period is equally outstanding, a maximum of two Awards will be given out to that specialty.
- The Chairman of the STC of the nine (9) surgical specialties will be given written notice through the JCST on the date of the Award ceremony and nomination of the best performing AST in the nine (9) surgical specialties shall be submitted using the prescribed form to the College of Surgeons at least three weeks before the date of the Award ceremony. Only exit examination results before the closing date of nomination submission shall be considered for the Award.
- 7.4 **Terms of Award**
 The Award winners will be invited to attend the Award ceremony at an event organized by the College of Surgeons and shall receive a gold medal each.
- 7.5 **Publication of Award**
 The College of Surgeons reserves the right to publish all details (including names of winners and their employing hospital names) in the Newsletter of the College of Surgeons, Singapore, as well as, in the *AMS News* of the Academy of Medicine, Singapore.

8. 8.1 **Background** **College of Surgeons, Singapore Travelling Fellowship**
The College of Surgeons, Singapore Travelling Fellowship was initiated in 1997 by Dr V K Pillay, a Past Master, who in addition to his own donation, has raised funds from the World Orthopaedic Concern, the Lee Foundation and the Shaw Foundation.
- 8.2 **Frequency of Award**
There will be at least one award annually.
- 8.3 **Eligibility for Selection**
Only Fellows of the College of Surgeons, Singapore shall be eligible. The Fellowship is to enable surgeons of the College to visit and participate in teaching programs, attend conferences/seminars/workshops/meetings/events overseas to have a better understanding of the surgical problems in the developing world and also, to gain knowledge on the development/advancement of the surgical specialties. This Fund can also be used for doing of any clinical research in collaboration with medical institutions/colleges in other countries.
- The application should be made to the College of Surgeons, Singapore, stating the purpose for the Fellowship.
- A committee comprising the President and/or the Honorary Treasurer and Honorary Secretary of the College of Surgeons, Singapore will consider and approve the application(s).
- 8.4 **Terms of Award**
The annual total reimbursement is capped at S\$13,000.
- Recipient must submit a written report to the College President upon return from the trip.
9. 9.1 **Background** **Lee Foundation / Tan Sri Dr Runme Shaw Foundation / World Orthopaedic Fellowships In Orthopaedic Surgery**
Through generous donations by the Lee Foundation, Shaw Foundation and the World Orthopaedic Concern, a Fellowship in Orthopaedic Surgery was instituted by the Academy of Medicine, Singapore to enable young surgeons from developing countries abroad to receive advanced orthopaedic training in Singapore. The administration of the Fellowships was later transferred to the College of Surgeons, Singapore in year 2005 with the formation of the College of Surgeons, Singapore in year 2004.
- The Lee Foundation / Shaw Foundation / World Orthopaedic Concern Fellowships in Orthopaedic Surgery started in March 1976. Eligible Surgical Registrars (Medical Officers) from developing countries come here for a period of training varying between six and twelve months. Training is conducted at the Orthopaedic Department of the Ministry of Health or the National University of Singapore. Each trainee undertakes a clinical research program that may or may not lead to the publication of the paper, on a topic he may pursue on his return home.
- 9.2 **Frequency of Award**
There are four awards per year.
- 9.3 **Eligibility for Selection**
The Selection Committee of the Fellowships comprises:
- 1) The Head of Department of Orthopaedic Surgery, National University of Singapore;
 - 2) The Head of Department of Orthopaedic Surgery, Singapore General Hospital;
 - 3) The Head of Department of Hand Surgery, National University of Singapore; and
 - 4) A representative of the President of the College of Surgeons, Singapore
- The Director of the Graduate School of Medical Studies, National University of Singapore is the Chairman.