



**CONSTITUTION**  
**OF**  
**COLLEGE OF**  
**FAMILY PHYSICIANS**  
**SINGAPORE**

**Amended 08 October 2010**



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# **CONSTITUTION OF COLLEGE OF FAMILY PHYSICIANS SINGAPORE**

## **ARTICLE I**

### **TITLE**

The name of the Society shall be “College of Family Physicians Singapore”.  
(Amended at the AGM on 27.6.93 and approved by the Registrar of Societies as per his letter reference ROS 138/71 TAP dated 17 Nov 93)

## **ARTICLE II**

### **MOTTO**

The motto of the Society shall be CUM SCIENTIA CARITAS.

## **ARTICLE III**

### **EMBLEM**

A heraldic lion in gold on a red chief above a silver shield and green cross on which the caduceus and an open book is mounted.

## **ARTICLE IV**

### **OBJECTS**

The objects and purposes for which this College is formed are as follows: -

- (1) To advance the Art and Science of Medicine.
- (2) To discuss Medical and Scientific problems.
- (3) To assist in providing post-graduate study courses for family physicians, and to encourage and assist practising family physicians in participating in such training.
- (4) To arrange for and/or provide instruction by members of the College or other persons for undergraduate or postgraduate students in family practice.
- (5) To promote and maintain high standards of family practice of Medicine.
- (6) To encourage and assist young men and women in preparing, qualifying and establishing themselves in family practice.
- (7) To preserve the right of the family physician to engage in medical and surgical procedures for which he is qualified by training and experience.

- (8) To provide, endow or support scholarships, lectureships, readerships, and professorships in subjects appertaining to or associated with family practice.
- (9) To give, grant, issue or bestow diplomas, certificates and other tokens and distinctions in recognition of proficiency or attainment in family practice or in any subject cognate to family practice; any such tokens or distinctions may be awarded upon examination or thesis or honoris causa.
- (10) The College may acquire by purchase, hire, lease, or grant, or sell any movable or immovable properties in furtherance of the objects of the College.
- (11) To receive, borrow or invest money for any of the objects of the College.
- (12) To do all such things as are incidental or conducive to the attainment of the foregoing objects or any of them.

## **ARTICLE V**

### **SECTION 1 : MEMBERSHIP**

A. Membership in the College shall be classified as:

- a) Fellows
- b) Collegiate Members
- c) Ordinary Members
- d) Associate Members
- e) Overseas Members
- f) Life Members

B. Honorary Members & Honorary Fellows

The Council shall be entitled to elect as Honorary Members or Honorary Fellows of the College such persons for outstanding service to Medicine in such manner and on such conditions as may be prescribed from time to time by the bye-laws made by the Council.

### **SECTION 2 : ADMISSION TO ASSOCIATE MEMBERSHIP**

- A. A person shall be eligible for admission to Associate Membership of the College if he/she -
- a) is a registered medical practitioner or has an acceptable qualification, or
  - b) is a provisionally or conditionally registered medical practitioner. Provisionally registered doctors must become conditionally or fully registered within the number of years stipulated by the Singapore Medical Council.
  - c) is a registered medical practitioner who does not qualify for Ordinary or Collegiate membership.

- B. An applicant for Associate Membership shall submit to the Council, an application in the prescribed form, and shall be admitted to the Associate Membership provided that -
- a) The Board of Censors recommends his/her application to the Council; and
  - b) The application meets with the approval of the Council.
- C. No person engaged in active family practice, who is eligible for admission to Ordinary Membership, shall be an Associate Member of the College.

### **SECTION 3 : ADMISSION TO ORDINARY MEMBERSHIP**

- A. A person shall be eligible for admission to Ordinary Membership of the College if he/she -
- a) is a registered medical practitioner or has an acceptable qualification,
  - b) has GDFM, MMed (FM) or equivalent, or is fully registered with the Singapore Medical Council and has held a registrable or acceptable medical qualification for not less than five years;

GDFM is the graduate diploma of Family Medicine awarded by the National University of Singapore after completing the College of Family Physicians Singapore's GDFM programme.

MMed (FM) is the Masters of Medicine, Family Medicine awarded by the National University of Singapore after completing the Masters programme which includes the Family Medicine Training Programme (FMTP) run by the College.

- c) is engaged in family practice or equivalent.
- B. An applicant for admission to Ordinary Membership shall submit to the Council an application in the prescribed form, and shall be admitted to the Ordinary Membership provided that -
- a) The Board of Censors recommends his/her application to the Council; and
  - b) The application meets with the approval of the Council.

### **SECTION 4 : ADMISSION TO COLLEGIATE MEMBERSHIP**

- A. A person shall be eligible for admission to Collegiate Membership of the College if he/she -
- a) has been an Associate or Ordinary Member of the College of Family Physicians Singapore for at least two years,

- b) has held registrable or acceptable qualification for not less than five years,
- c) has been engaged in family practice for not less than three years, or has undergone an approved training programme for at least two years in disciplines relevant to family practice as may from time to time be defined,
- d) has satisfied the Board of Censors on his/her proficiency in family practice by the College examination and/or assessment equivalent to the MMed (FM) examination as may be prescribed; and/or MMed (FM) from the National University of Singapore or equivalent accepted by the Censors' Board, and
- e) has been an Ordinary Member for not less than 2 years, contributed to teaching and College activities, and fulfill the conditions as prescribed by the Censors' Board for Collegiate membership.

### **SECTION 5 : ADMISSION TO FELLOWSHIP**

- A. A member shall not be eligible for election to the Fellowship of the College unless he/she is a Collegiate member and has undergone an assessment by the College.
- B. The Council of the College may, by resolution, recommend an eligible member to the Fellowship of the College for election by the general body at the next Annual General Meeting.
- C. Notwithstanding Subsections A and B above, the Council of the College may by resolution, recommend a member who has distinguished himself/herself in the practice of medicine or in the pursuit of medical science, to the Fellowship of the College, for election by the general body at the next Annual General Meeting.

### **SECTION 6 : ADMISSION TO OVERSEAS MEMBERSHIP**

- A. A non-resident of Singapore shall be eligible for admission to Overseas Membership of the College if he/she-
  - a) is a registered medical practitioner or has acceptable qualification,
  - b) has a qualification registrable or acceptable in Singapore or has an acceptable qualification,
  - c) has held a registrable qualification for not less than seven years,
  - d) has been engaged in family practice for not less than five years, and
  - e) submits testimonials from two registered medical practitioners acceptable by the Board of Censors of the College.

- B. An applicant for admission to Overseas Membership shall submit to the Council an application in the prescribed form, and shall be admitted to Overseas Membership provided that:
- a) The Board of Censors recommends his/her application to the Council; and
  - b) The application meets with the approval of the Council.

## **SECTION 7 : ADMISSION TO LIFE MEMBERSHIP**

- A. Life Membership shall be granted to
- a) All categories of members who have paid at least twenty years of subscription, on payment of a sum calculated at prevailing rates to top up subscription paid to the equivalent of thirty years subscription
  - b) All categories of members who have paid thirty years of subscription without need for any further payment of subscription.
  - c) All non subscription paying members of the College as at 28<sup>th</sup> June 2008 who
    - (i) is at least fifty five years of age,
    - (ii) had paid fifteen years of subscription or had paid at least ten years of subscription, on payment of a sum calculated at prevailing rates to top up subscription paid to the equivalent of fifteen years subscription,
    - (iii) and who applies for this once off offer of Life Membership at the category of membership they were last in, by 31<sup>st</sup> March 2009.

## **SECTION 8 : RIGHTS OF FELLOWS AND MEMBERS**

- A. A Fellow of the College shall be entitled to precedence in accordance with his Seniority, to wear the academic dress prescribed, to receive all general notices sent out by the College, to hold office, to attend, speak and vote at any general meeting and generally to participate in the activities of the College.
- B. A Collegiate Member or an Ordinary Member of the College shall be entitled to wear the academic dress prescribed, to receive all general notices sent out by the College, to hold office, except that if any, reserved to the Fellows, to attend, speak and vote at any general meeting and generally to participate in the activities of the College.

- C. An Associate Member of the College shall be entitled to receive all general notices sent out by the College, generally to participate in the activities of the College, and to attend and speak at any general meeting of the College, but he shall not be entitled to vote or to hold office in the College.
- D. An Overseas Member shall be entitled to receive the College Journal and important notices sent out by the College, to attend and speak at any general meeting, but he shall not be entitled to vote or hold office in the College.
- E. A Life Member shall continue to enjoy all privileges hitherto accorded to the category of his membership.

**ARTICLE VI  
COLLEGE DIPLOMA**

- A. The College may award a College Diploma in a form specified by the Council.
- B. A Collegiate Member shall be entitled to the use of letters “M.C.F.P.(S)” after his name for so long as he remains a Member of the College. A member shall be entitled to the use of the College credentials of Collegiate member or Fellowship as long as he is a member of the College.
- C. The Council may cancel any College Diploma awarded at any time to a Collegiate Member who ceases to be a Member of the College and by a notice in writing require the return of any cancelled College Diploma.

**ARTICLE VII  
FINANCE**

**SECTION 1**

Entrance fee shall be payable as follows:

- |    |                                       |         |
|----|---------------------------------------|---------|
| a) | Upon admission as an Associate Member | \$ 50/- |
| b) | Upon admission as an Ordinary Member  | \$ 50/- |
| c) | Upon admission as a Collegiate Member | \$350/- |
| d) | Upon admission as a Fellow            | \$500/- |
| e) | Upon admission as an Overseas Member  | NIL     |
- f) Notwithstanding subsections (a), (b), (c), (d) and (e) above, the Council of the College may alter the Entrance fee for all categories of Membership, subject to the approval of the Members at a General Meeting.

## **SECTION 2**

A subscription, due and payable on the first day of April in each year shall be paid by the different categories of Members as follows:

- |   |          |
|---|----------|
| a) Associate Member   | \$180/-  |
| b) Ordinary Member or Collegiate Member   | \$180/-  |
| c) Fellow   | \$180/-  |
| d) Overseas Member  | \$ 180/- |
| e) Life Member  | NIL      |
| f) Notwithstanding subsections (a), (b), (c), and (d) above, the Council of the College may alter the subscription for all categories of Membership, subject to the approval of the Members at a General Meeting. |          |

## **SECTION 3**

Members admitted during the second half of the financial year shall pay half the annual subscription.

## **SECTION 4**

Exemptions from payment of the entrance fee and annual subscription in whole or in part, unless otherwise provided for by the Constitution, may be made by the Council in special instances.

## **SECTION 5**

Honorary Members and Honorary Fellows shall pay no entrance fee or annual subscription and shall be entitled to all privileges of the College except voting and eligibility of office.

## **SECTION 6**

The Honorary Treasurer shall receive all funds of the College and all disbursements shall be made by cheque signed by the Honorary Treasurer and the President or the Vice-President.

## **SECTION 7**

The Honorary Treasurer shall be the custodian of the funds of the College and shall keep the same in a bank approved by the Council. He shall render an account of the funds of the College at any meeting of the Council when so requested by any Office Bearer.

## **SECTION 8**

The income and property of the College whencesoever derived shall be applied solely towards the promotion of the objects of the College as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profits to members of the College. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the College or to any member of the College in return for any services actually rendered to it or of allowances and travelling expenses to a member of the College when engaged on any business connected with or arising out of the carrying out of any of the objects of the College.

## **SECTION 9**

The accounts of the College shall be audited annually by a Public Accountant or a firm of Public Accountants appointed at the Annual General Meeting, with the prior approval of the Comptroller of Income Tax.

## **SECTION 10**

The financial year shall commence on the first day of April, each year and terminate on the 31<sup>st</sup> day of March of the following year.

## **ARTICLE VIII MEETINGS**

### **SECTION 1**

The Annual General Meeting of the College shall be held once in each year at such time and place as may be prescribed by the Council and not more than fifteen months shall elapse between Annual General Meetings. In default of an Annual General Meeting being held within fifteen months of the last Annual General Meeting, an Annual General Meeting may be convened by any two members in the same manner as nearly as possible as that in which

meetings are to be convened by the Council. At least twenty one days' notice will be given of every Annual General Meeting.

## **SECTION 2**

All other general meetings shall be called Extraordinary General Meetings.

## **SECTION 3**

An Extraordinary General Meeting may be summoned at any time by the Council or on a written requisition signed by 1/3 of the membership or 30 voting members whichever is less. Fourteen days' notice of such Extraordinary General Meetings shall be given by the Council and such notice shall state the reason for such Extraordinary General Meetings and the full text of any proposed resolution.

## **SECTION 4**

The Business to be transacted at an Annual General Meeting shall be:

- A. To consider and adopt the Annual Report of the Council.
- B. To consider and adopt the balance sheet and the income and expenditure account and the report of the Audit thereon.
- C. To appoint the Office-Bearers of the Council as provided for in Article IX, Section 2.
- D. To appoint an Auditor.
- E. To transact any other business which ought to be transacted at the Annual General Meeting.

## **SECTION 5**

All other business to be transacted at an Annual General Meeting and all business transacted at an Extraordinary General Meeting shall be deemed special.

## **SECTION 6**

The quorum for a General Meeting shall not be less than 50 voting members or less than 1/8 of the voting membership whichever is lower. If within one hour from the time appointed for

the meeting a quorum is not present, the meeting shall be adjourned for fifteen minutes. The number of members then present at the adjourned meeting shall constitute the quorum, but they shall have no power to alter, amend or make addition to any part of the existing Constitution.

## **SECTION 7**

At all General Meetings – the President (or in the absence of the President, the Vice-President) shall be Chairman and shall be entitled to a casting vote in addition to his own. In the absence of the President and the Vice-President, the members present shall elect an Acting Chairman who shall also be entitled to a casting vote.

## **SECTION 8**

Minutes shall be kept of all General Meetings of the College.

# **ARTICLE IX COUNCIL OF THE COLLEGE**

## **SECTION 1**

The Office bearers shall consist of :

- President
- Vice-President
- Censor-in-Chief [appointed under Article XI Section 1(A)]
- Honorary Secretary
- Honorary Treasurer
- Honorary Assistant Secretary
- Honorary Assistant Treasurer
- Eight Council Members
- Honorary Editor of the College Journal (appointed under Article XII).

## **SECTION 2**

The office-bearers of the Council shall be elected at the Annual General Meeting and shall hold office for a term of two years until the alternate Annual General Meeting which follows their appointment and shall at such meeting retire from office, but shall be eligible for re-election.

The Censor-in-Chief shall be appointed under Article XI, Section 1(A). The Honorary Editor of the College Journal shall be appointed under Article XII.

### **SECTION 3**

No office-bearer shall hold the same office for more than three successive two-year terms. The Honorary Treasurer shall not hold the same office for two terms consecutively.

### **SECTION 4**

Nominations of candidates to the Council shall be signed by two voting members and contain a consent signed by the person nominated and shall be left with or forwarded by post to the Honorary Secretary so as to reach him at least 7 days before the Annual General Meeting.

### **SECTION 5**

If no nominations are received for any particular office, nominations may be made from the floor.

### **SECTION 6**

Any casual vacancy shall be filled by the Council.

### **SECTION 7**

If the Censor-in-Chief is appointed from one of the Council Members, the Council shall appoint another member to fill the vacancy. Similarly, if the Honorary Editor of the College Journal is appointed from one of the Council Members, the Council shall appoint another member to fill the vacancy.

### **SECTION 8**

Subject to the directives of the body corporate, the Council shall exercise management and direction of the business and affairs of the College and shall be responsible for carrying out its policy.

## **SECTION 9**

The Council shall be empowered to appoint such committees as it considers from time to time needed to carry out the objects of the College and to determine their terms of reference.

## **SECTION 10**

The Council shall meet monthly to discuss the business and affairs of the College. At least seven days' notice will be given to Council members for such meeting.

## **SECTION 11**

At all meetings of the Council the President (or in the absence of the President, the Vice-President shall be chairman and shall be entitled to a casting vote. In the absence of the President and the Vice-President the Council shall appoint an Acting Chairman who shall also be entitled to a casting vote.

## **SECTION 12**

Any member of the Council who fails to attend three consecutive meetings of the Council shall automatically cease to be a member of the Council unless reason for absence is accepted by the Council.

## **SECTION 13**

The quorum at the meetings of the Council shall be at least half of the members constituting the Council.

## **SECTION 14**

The Council shall be empowered to make and adopt by-laws.

## **SECTION 15**

Minutes shall be kept of all meetings of the Council.

**ARTICLE X  
FIRST COUNCIL OF THE COLLEGE**

Notwithstanding the provisions of Article IX Section 2, the first Council shall be elected by members of the organising committee responsible for the formation of the College, and the first Council so elected shall hold office until the first Annual General Meeting of the College.

**ARTICLE XI  
COLLEGE CENSORS**

**SECTION 1**

At the first meeting of the newly elected Council following the Annual General Meeting, Council shall appoint a Board of Censors consisting of:

- A. Censor-in-Chief,
- B. Two Censors.

The Board of Censors shall hold office for a term of two years.

**SECTION 2**

The Board of Censors shall hold office until their successors are appointed.

**SECTION 3**

The Censor-in-Chief, if not already a member of the College Council, shall be appointed an additional member Council.

**SECTION 4**

The Board of Censors shall consider all applications for admission to Associateship, and Memberships of the College, and shall make recommendations on such applications to the College Council.

## **SECTION 5**

The Board of Censors shall receive and consider nominations for admission to Fellowship of the College, and the Censor-in-Chief shall send, in a confidential document, the names and particulars of persons recommended for election to Fellowship to members of the College Council.

## **SECTION 6**

The Board of Censors shall receive and consider nominations for admission to Honorary Membership and Honorary Fellowship of the College, and the Censor-in-Chief shall send the names and particulars of persons recommended for admission to Honorary Membership or Honorary Fellowship to members of the College Council.

## **SECTION 7**

The names of persons nominated or recommended for admission to Fellowship, Honorary Fellowship or Honorary Membership shall not be published in any document or notice for general distribution until such time as the actual election to Fellowship, Honorary Fellowship or Honorary Membership shall have been made.

## **SECTION 8**

The Board of Censors shall consider and recommend, as occasion may require, to the College Council, the criteria to be prescribed for admission to the several grades of Membership of the College.

## **SECTION 9**

The Censor-in-Chief, assisted by the Censors, may interview, or cause to be interviewed, such applications for admission to any grade of membership of the College as he/she may in his discretion, think fit, and the results of such interview may be used in determining a recommendation for admission or otherwise to the College.

## **SECTION 10**

The Censor-in-Chief, assisted by the Censors and by such other persons as he/she may appoint, shall be responsible for the conduct of :

- A. Such Examination, whether written clinical, oral or otherwise
- B. Such other requirements, including the evaluation of theses, case histories, commentaries and the like as may, from time to time, be prescribed by the College Council as necessary for admission to any grade of Membership of the College, or for the award of any diploma, certificate or other token or distinction granted or issued pursuant to the provisions of Article IV Item 9 of the Constitution of the College.

## **ARTICLE XII**

### **APPOINTMENT OF HONORARY EDITOR OF THE COLLEGE JOURNAL**

At the first meeting of the newly elected Council following the Annual General Meeting, Council shall appoint an Honorary Editor of the College Journal.

## **ARTICLE XIII**

### **TERMINATION OF MEMBERSHIP**

#### **SECTION 1**

Any member whose Annual Subscription shall become in arrears for three years, shall ipso facto cease to be a member of the College.

#### **SECTION 2**

Any member shall cease to be a member of the College if his continued membership brings disrepute to the College.

#### **SECTION 3**

Any member who is expelled from the College by resolution passed by a majority consisting of three-fourths of the whole number of the Council shall ipso facto cease to be a member of the College.

## **ARTICLE XIV AMENDMENTS**

Amendments to this Constitution shall be proposed and seconded by two voting members and shall be presented to the Council at least 21 days before the next Annual General Meeting, who shall circulate the full text of the proposed amendments to members at least fourteen days before the next Annual General Meeting. Such amendments to become effective must be passed by a majority of two-thirds of members present and voting at the Annual General Meeting; provided that no amendments to this Constitution shall become effective without the prior sanction of the Registrar of Societies, and the Comptroller of Income Tax and the Commissioner of Charities.

## **ARTICLE XV DISSOLUTION**

### **SECTION 1**

The College shall not be dissolved except with the consent of not less than three-fifths of its voting members for the time being resident in Singapore expressed in person at a General Meeting.

### **SECTION 2**

Any proposal for dissolution shall be made by the Council and the Honorary Secretary shall give three months' notice of such proposal.

### **SECTION 3**

In the event of the College being dissolved as provided above, all debts and liabilities legally incurred on behalf of the College should be fully discharged and the remaining funds and property shall then be disposed of to such institutes of medical learning as the Council thinks fit provided that such institutes are approved as institute of a public charter under Section 37(2)(c) of the Income Tax Act and Charity registered under the Charities Act, 1982.

### **SECTION 4**

Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities.

## **By-Laws of the Council of the College of Family Physicians Singapore**

### **A. Definitions**

- (1) **“Registered Medical Practitioner”** means a person registered as a medical practitioner by the Singapore Medical Council or by a body having reciprocity with the Singapore Medical Council.
- (2) **“Registrable qualification”** means a degree or diploma entitling the holder to be registered as a registered medical practitioner.
- (3) **“Family Practice”** means family medical practice as a principal or as a qualified assistant or locum tenens or any such person or persons as an employed family medical officer practising primary medical care (family and community medicine).

### **B. Academic Dress**

The Academic Dress prescribed to be worn by the several categories of members of the College shall be as follows:

- (1) **By Fellows** – a dark blue gown with collar facings and borders to the sleeve of scarlet lined with white trim.
- (2) **By Collegiate Member** – a dark blue gown with collar of scarlet with white trim and scarlet borders to the sleeve.
- (3) **By Ordinary Member** - a dark blue gown with collar facings of scarlet with white trim.
- (4) **By Associate Member** - a dark blue gown with collar facings of scarlet.

### **C. College Insignias of Office** shall be worn as follows:

- (1) By the President – a Jewelled Insignia bearing the College Crest with gold ribbon.
- (2) By the Vice-President – a Jewelled Insignia bearing the College Crest with blue ribbon.
- (3) By the Censor-in-Chief – a Jewelled Insignia bearing the College Crest with maroon ribbon.

#### **D. Quorum for Committee Meetings**

The Council decided that the quorum for Committee Meetings should be half or more of the members constituting the Committee.

Passed at Council meeting held on Tuesday, 15 February 1994