

CONSTITUTION OF
.....SPECIAL CARE DENTISTRY ASSOCIATION OF SINGAPORE.....

NAME

1.1 This Society shall be known as the "**Special Care Dentistry Association of Singapore**", hereinafter referred to as the "Association", and will be abbreviated as "**SCDAS**".

PLACE OF BUSINESS

2.1 Its place of business shall be at "338 Ang Mo Kio Avenue 1 #01-1673, Singapore 560338" or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTS

3.1 Its objects are:

- a) To promote the oral health and well-being for individuals with special care needs;
- b) To promote and maintain this field of dentistry and its practice in Singapore;
- c) To provide professional recommendations and maintain ethical standards within this specialty;
- d) To promote continual education, support research and upgrading of knowledge and skills for oral health professionals in the field of dentistry;
- e) To promote multi-disciplinary collaboration between oral health and other professionals for serving individuals with special care needs;

- f) To be an organisation where oral health and other professionals meet, exchange ideas and collaborate to improve the oral health of individuals with special care needs; and
- g) To increase public awareness of equality in oral health care access, through health promotion activities.

MEMBERSHIP QUALIFICATION AND RIGHTS

4.1 Types of membership

- a) Ordinary membership (dentists) shall be open to any person with a recognised “Bachelor of Dental Surgery” or its equivalent, who is registered or entitled to be registered in Division One or Division Two of the Register of the Singapore Dental Council provided he or she resides in Singapore.
- b) Ordinary membership (dental therapists/hygienists) shall be open to any person with a recognised “Diploma in Dental Hygiene and Therapy” or its equivalent, who is registered or entitled to be registered in Division Three of the Register of the Singapore Dental Council provided he or she resides in Singapore.
- c) Associate membership shall be open to any person, who is either a dentist or dental therapist/hygienist non-registerable under the Singapore Dental Council, or those who have an interest in and/or have contributed significantly to the field of Special Care Dentistry. This membership also welcomes medical professionals, dental auxiliary staff, dental technicians, psychologists, speech therapists, occupational and physical therapists, caregivers and educators for individuals with special care needs. They are not entitled to vote or hold office within the Association. They may be eligible for Ordinary membership after having satisfied requirements set by the Committee as they may from time to time decide.

- d) Lifetime membership shall be Ordinary members who have been with the Association for at least twenty consecutive years, or retired from practice due to age or otherwise. Such members shall be conferred life membership automatically once they are eligible.
- e) Honorary members may be conferred on persons who have rendered notable service to the Association or to the advancement of Special Care Dentistry in Singapore or internationally, and are recommended by the Committee and elected by majority at a general meeting. They will be eligible to vote and hold office.
- f) Student membership shall be opened to full-time undergraduates, postgraduates and polytechnic students in pursuit of a Bachelor of Dental Surgery, Masters in a field of dentistry, Diploma in Dental Hygiene and Therapy, or their equivalent, as recognised by the Singapore Dental Council. They are not entitled to vote or hold office within the Association.

4.2 Only members who are above 21 years of age of any membership status shall have the right to vote and to hold office in the Association. Neither Associate nor Student members possess the right to vote and to hold office in the Association.

APPLICATION FOR MEMBERSHIP

5.1 A person wishing to join the Association should submit his particulars to the Secretary on a prescribed form.

5.2 A new member must be **proposed and seconded by an existing member**. His name will then be posted on the notice board in the premises of the Association for one week at the end of which time the Committee will decide on membership, taking into consideration any objection raised.

5.3 A copy of the Constitution shall be furnished and provided to every approved member upon settlement of dues.

ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

6.1 An entrance fee of is payable for the application and consideration of membership, of which membership may be accepted or cancelled by order of the Committee, of either instances entrance fee may not be refunded .

6.2 The entrance fees and annual subscriptions are determined in the General Meeting on recommendation from the Committee. The fee structure may be adjusted from time to time and members shall be notified at least a year preceding the change.

6.3 Entrance fee and annual subscription are payable as follow:

	Entrance fee	Annual subscription
Ordinary member (Dentist)	S\$100	S\$50
Ordinary member (DT/DH)	S\$50	S\$30
Associate member	S\$50	S\$30
Student member	A one-time S\$50 entrance fee will cover the membership dues through the course of study.	

6.4 Honorary and Life members shall not be required to pay any subscription.

6.5 Annual subscriptions are payable in advance within the first month of the calendar year. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears after two (2) weeks of their becoming due, the President may order that his name be posted on the Association's notice board and that he will be denied the privileges of membership until he settles his account. If he fails to settle his arrears again within two (2) more months, he will automatically cease to be a member and the Committee may take legal action against him provided that they are satisfied that he has received due notice of his dues.

6.6 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

6.7 Any changes to the membership tiers of an existing member shall be dealt with on a case-by-case basis, or at the discretion of the Committee. This involves upgrading from a Student member to an Ordinary member, or vice versa. The entrance fee shall be a one-time pay-out, provided there is no lapse in annual dues, while the annual subscription is paid respective to the professional status of the person involved.

6.8 The income and property of the Association whensoever derived shall be applied towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Association or to any of them or to any person claiming through any of them.

SUPREME AUTHORITY AND GENERAL MEETINGS

7.1 The supreme authority of the Association is vested in a General Meeting of the members.

7.2 An Annual General Meeting shall be held within three (3) months from the close of its financial year.

7.3 At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.

7.4 If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Association's notice board.

7.5 At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Association's notice board four (4) days in advance of the meeting.

7.6 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.

7.7 The following points will be considered at the Annual or Extraordinary General Meeting:

- a) The previous financial year's accounts and annual report of the Committee.
- b) Where applicable, the election of office-bearers and Honorary Auditors for the following term.

Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one (1) week before the meeting is due to be held.

7.8 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form the quorum. Proxies shall not be constituted as part of the quorum.

7.9 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 amend any part of the existing Constitution.

MANAGEMENT AND COMMITTEE

8.1 The administration of the Association shall be entrusted to a Committee consisting of the following to be elected at alternate Annual General Meetings:

A President

A Vice-President

A Secretary

A Treasurer

Seven Ordinary Committee Members

Majority of the Committee Members shall be Singapore Citizens. In addition, the President, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members.

8.2 Names for the above Committee shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be reelected to the same or related post for a consecutive term of office. The term of office of the Committee is two years. The President, Treasurer and Secretary shall be represented by only fully-registered dentists (Division I or II) under the Singapore Dental Council.

8.3 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a confidential ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.

8.4 A Committee Meeting shall be held at least once every six (6) months after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. Majority of the Committee Members must be present for its proceedings to be valid.

8.5 Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.

8.6 The duty of the Committee is to organise and supervise the daily activities of the Association. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

8.7 The Committee has power to authorise the expenditure of a sum not exceeding \$8,000 per month from the Association's funds for the Association's purposes.

DUTIES OF OFFICE-BEARERS

9.1 The President shall chair all General and Committee meetings. He shall also represent the Association in its dealings with outside persons.

9.2 The Vice-President shall assist the President and deputise for him in his absence.

9.3 The Secretary shall keep all records, except financial, of the Association and shall be responsible for their correctness. He will keep minutes of all General and Committee meetings. He shall maintain an up-to-date Register of Members at all times.

9.4 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to \$8,000 per month for petty expenses on behalf of the Association. He will not keep more than \$2,000 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the VicePresident or the Secretary.

9.5 Seven Ordinary Committee Members shall be elected to assist in the general administration of the Association and perform duties assigned by the Committee from time to time. Representation of at least one dental therapist or dental hygienist amongst the Ordinary Committee Members is mandatory.

AUDIT AND FINANCIAL YEAR

10.1 Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meetings and will hold office for a term of two (2) years only and shall not be reelected for a consecutive term. The accounts of the Association shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Association exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.

10.2 They:

- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
- b) May be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Committee.

10.3 The financial year shall be from 1st April to 31st March.

TRUSTEES

11.1 If the Association at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.

11.2 The trustees of the Association shall:

- a) Not be more than four (4) and not less than two (2) in number.
- b) Be elected by a General Meeting of members.
- c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.

11.3 The office of the trustee shall be vacated:

- a) If the trustee dies or becomes diagnosed with a mental illness that can impairs proper judgement, or of unsound mind.

- b) If he is absent from the Republic of Singapore for a period of more than one (1) year.
- c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
- d) If he submits notice of resignation from his trusteeship.

11.4 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Association's premises at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.

11.5 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

VISITORS AND GUESTS

12.1 Visitors and guests may be admitted into the premises of the Association but they shall not be admitted into the privileges of the Association. All visitors and guests shall abide by the Association's rules and regulations.

PROHIBITIONS

13.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

13.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in court of law.

13.3 The Association shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

13.4 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

13.5 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its officebearers, Committee or members unless with the prior approval of the relevant authorities.

13.6 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.

AMENDMENTS TO CONSTITUTION

14.1 The Association shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.

INTERPRETATION

15.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

16.1 In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

DISSOLUTION

17.1 The Association shall not be dissolved, except with the consent of not less than three-fifths ($3/5$) of the total voting membership of the Association for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

17.2 In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

17.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

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