



# **CONSTITUTION AND RULES**

SINGAPORE PHYSIOTHERAPY ASSOCIATION

# **SINGAPORE PHYSIOTHERAPY ASSOCIATION CONSTITUTION AND RULES**

## **ARTICLE I**

### **1. Name**

The association shall be known as the Singapore Physiotherapy Association (hereinafter referred to as the Association).

### **2. Office**

The registered office of the Association shall be at:

PHYSIOTHERAPY DEPARTMENT  
SINGAPORE GENERAL HOSPITAL  
OUTRAM ROAD  
SINGAPORE 169608

## **ARTICLE II**

### **OBJECTIVES**

1. To represent the profession of Physiotherapy in Singapore.
2. To promote the profession of Physiotherapy in Singapore.
3. To uphold the honour and interests of the physiotherapy profession.
4. To maintain lists of persons qualified to practice physiotherapy in Singapore.
5. To promote physiotherapy research and development.
6. To found and maintain schemes, for the advancement of the profession and for charitable purposes.
7. To own property, raise funds, invest, operate banking accounts and appoint trustees.

## ARTICLE III

### MEMBERSHIP AND SUBSCRIPTION

#### MEMBERSHIP

There will be 8 classes of membership

- a. Ordinary
- b. Spouse
- c. Life
- d. Honorary
- e. Fellow
- f. Postgraduate student
- g. Student
- h. Associate

Except for those persons appending their signatures to this Constitution and Rules by the 14<sup>th</sup> day of May 1963 (who shall be the first members of the Association), only such person shall be elected by the Council shall be members of the Association.

#### QUALIFICATION OF MEMBERSHIP

##### **a Ordinary Membership**

Only persons possessing a qualification in Physiotherapy, recognized as being of an adequate standard by the Admissions Committee shall be eligible for this class of membership.

##### **b Spouse Membership**

Spouse of a current member of the Association, possessing a qualification in Physiotherapy, recognized as being of an adequate standard by the Admissions Committee.

##### **c Life Membership**

- i. Life membership shall be granted to an Ordinary member who had paid membership for at least 20 years.
- ii. Life membership is also offered to all members with less than 20 years of membership for a one-time subscription of \$2,000.

##### **d Honorary Membership**

Only persons, who in the opinion of the Council have contributed to an advancement of the profession, may be elected to this class of membership.

**e Fellow Membership**

Only members of the Association, who, in the opinion of the Council have important contribution to the advancement in knowledge and teaching in Physiotherapy, shall be awarded this class of membership.

**f Post-graduate Membership**

Ordinary members, who are pursuing a post-graduate degree locally or overseas, as full time students, are eligible for this category of membership.

**g Student Membership**

All physiotherapy students studying locally shall be eligible for the class of membership.

**h. Associate Membership**

This membership category is open to:

- i. Persons who are working as Physiotherapy Assistants in Singapore and have basic physiotherapy training, but is not recognised to practise as physiotherapists in Singapore.
- ii. Persons who are employed as physiotherapists in their own country or residence and have basic physiotherapy training from an institution in the WCPT member organisation.

All members, except Student Members and Associate Members, are entitled to vote at the General Meeting and be nominated for office in the Council.

**SUBSCRIPTION**

**Ordinary Membership**

Entrance fee	\$ 40.00
Yearly Subscription	\$120.00

Subscriptions are collected on a 2-year term.

**Spouse Membership**

Yearly Subscription	\$ 70.00
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Subscriptions are collected on a 2-year term.

### **Life Membership**

- i. Ordinary member who had paid membership for at least 20 years – one-time payment \$500.00  
(excluding entrance fee of \$40)
- ii. Ordinary member with less than 20 years of membership – one-time subscription \$2,000.00  
(excluding entrance fee of \$40)

### **Student Membership**

No entrance fee

Year 1 Student Subscription	\$80.00
Year 2 Student Subscription	\$75.00
Year 3 Student Subscription	\$50.00
Year 4 Student Subscription	\$25.00

### **Post-graduate Student Membership**

Yearly Subscription \$ 70.00

Subscriptions are collected on a 2-year term.

### **Associate Membership**

Entrance fee	\$ 40.00
2-Year Subscription	\$140.00

## **ARTILCE IV**

### **MANAGEMENT OF THE ASSOCIATION**

1. The management of the Association shall be vested in the Council  
(hereinafter called the Council).
2. The Council shall consist of the following officers:

President  
Vice-President  
Honorary Secretary  
Honorary Treasurer  
Eight Committee Members

All of the above officers except the Honorary Treasurer may be re-elected to the same post for a consecutive term of office. The term of office of the Council and Honorary Treasurer is two years.

Six persons shall comprise a quorum for a meeting of the Council. No ordinary members shall be elected as Council members unless he/she has been a member of the Association for not less than six months.

3. The Council shall be responsible for electing all members (except as aforesaid), for organising all activities of the Association, and for representing the Association officially, and shall act as it thinks fit in pursuance of the aims and objectives of the Association. The Council may recommend to the Annual General Meeting (AGM), the appointment of a Patron or Patrons to the Association.
4. The Council may recommend to the AGM the appointment of an Honorary Legal Advisor and an Honorary Medical Advisor to the Association.

## **ARTICLE V**

### **DUTIES OF COUNCIL MEMBERS**

1. The President shall take the chair at all meetings of the Council and at Annual and General meetings of the Association. The President shall, in general, supervise the management of the officers of the Association.
2. The Vice-President shall act for the President in his or her absence.
3. The Honorary Secretary shall conduct the business of the Association. He or she shall be responsible for conducting correspondence and keeping the documents and papers of the Association.
4. The Honorary Treasurer shall be responsible for all monies received and paid out by the Association. He or she shall be responsible for collecting subscriptions, issuing receipts and maintaining accounts of the Association. He or she shall sign all cheques in conjunction with one other official of the Council nominated by the Council. A maximum sum of S\$200 is to be kept by the Treasurer and any excess shall be deposited into the bank.

## **ARTICLE VI**

### **POWERS OF THE COUNCIL**

1. The Council shall have the control of the finances of the Association, power to engage, control and dismiss the Association's employees and administrative powers as may be necessary for properly carrying out the objects of the Association in accordance with the Association's Constitution and Rules.
2. The Council shall have full power to make, alter, add to or repeal Bye-laws not consistent with the Association's Constitution and Rules regulating the affairs of the Association on any matters not provided for in the Constitution and Rules. Such Bye-laws so made, added to, altered or repealed shall come into operation at such time as is fixed by the Council. The Council shall further have full power to decide all questions arising out of or not covered by an Rule or Bye-law and such decisions shall be final unless and until altered or reversed by resolution of the members of the Association at a General Meeting or Extraordinary General Meeting (EGM).
3. The Council may appoint one or more of its members to a Sub-committee(s) and may co-opt members to serve on Sub-committees, and may delegate to any such Sub-committee such duties and powers as it may deem expedient.
4. The Council shall appoint an Admissions Committee comprising four persons from the Association. The Admissions Committee shall be responsible for all matters relating to membership of the Association. Each person appointed shall hold office for a period of one year from the date of appointment.
5. A member of the Committee may resign by giving written notice thereof to the Honorary Secretary but may not be removed from office except by a majority of not less than two-thirds of the vote of the Council at a meeting called for the purpose. Notice of such a meeting shall be given at least fourteen days before the date of the meeting to all Council members and the Committee member whom it is proposed to expel. Such a member is entitled to attend the Council meeting and to be heard.

## **ARTICLE VII**

### **GENERAL MEETING**

1. An AGM of the Association shall be held before the end of May each year.
2. The Quorum of an Annual General Meeting or Extraordinary General Meeting shall be 40 members.
3. An Extraordinary General Meeting shall be requested at any time by written notice to the Honorary Secretary signed by at least 25% of the members of the Association
4. Written notice of at least two weeks shall be sent out to all members before a General Meeting.
5. The Agenda of the AGM will include the reading and approval of the minutes of the last meeting, the election of office bearers, the presentation and discussion of the Annual Report and the Statement of Accounts. A written notice of one week may be given to the Honorary Secretary before any other business may be included in the agenda.

## **ARTICLE VIII**

### **VOTING PRIVILEGES**

1. All members except student members are entitled to vote at the General Meeting and be nominated for office in the Council.
2. Each such member so entitled shall have one vote only, unless arrangement has been previously made in accordance with the rules and regulations for registration of a proxy vote.
3. It shall be competent for a member entitled to vote to appoint any other member as proxy for the exercise for his/her vote, provided that an instrument in writing appointing a proxy shall have been lodged with the Honorary Secretary of the Association twenty-four hours prior to the time of holding the General Meeting. The instrument appointing a proxy shall be filled out and signed by the member so granting the proxy, and countersigned by the proxy.

## **ARTICLE IX**

### **RESIGNATION AND EXPULSION**

1. A member may at any time by giving fourteen days notice in writing to the Honorary Secretary resign his/her membership of the Association but shall continue to be liable for any subscription or other debt due and unpaid at the date of his/her resignation.
2. The Council shall have power to terminate the membership of any member if he/she has not paid his/her subscription and /or any levies imposed by the Council for more than one year, provided that the Council may at any time in their discretion, restore him/her to membership upon payment of all areas of subscriptions levies, and /or monies then due to the Association.
3. If any member violates the Constitution and Rules of Bye-laws or if his/her conduct shall in the opinion of the Council be injurious to the character or interest of the Association, the Council shall after inquiry and notice, be empowered to recommend such member to resign. If such member so recommended shall not resign within fourteen days from the day of such communication, the Council shall have the power to call an EGM giving at least fourteen days notice of said meeting for the purpose. A vote of three-fourths of the members from the Association and no appeal shall lie from determination to any other meeting or Court of law.
4. A member of the Council is disqualified from any meeting held to investigate any case in which he /she is a complainant.

## **ARTICLE X**

### **AMENDMENTS TO THE CONSTITUTION AND RULES**

No alterations or additions to the Constitution and Rules of the Association shall be made except at a General Meeting with the concurrence of two-thirds of the members present. Such amendments will not come into force without the sanction of the Registrar of Societies.

## **ARTICLE XI**

### **DISSOLUTION**

1. The Association shall not be dissolved, except with the consent of not less than three fifths of the members of the Association, expressed either in person or by proxy at a General Meeting convened for the purpose or by postal vote.
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 divided equally amongst the members.
3. Notice of dissolution shall be given within *fourteen* days of the dissolution to the Registrar of Societies.

## **ARTICLE XII**

### **AUDIT**

Two persons, not members of the Council, will be elected as Honorary Auditors at each AGM, and will join office for one year only and may be re-elected. They will be required to audit each year's accounts and present a report upon them to the AGM. They may be required by the President to audit the Association's account for any period within their tenure of office at any date and make a report to the Council.

## **ARTICLE XIII**

### **TRUSTEES**

1. If the Association at any time acquires any immovable property, such property shall be vested in trustees.
2. The trustees shall be appointed by a General Meeting.
3. There shall be at least two but not more than five trustees.
4. The trusteeship of a trustee shall become vacant if the trustee:

- i. dies
  - ii. becomes bankrupt or makes any arrangement or composition with his creditors generally;
  - iii. becomes of unsound mind or a person or estate which is liable to be dealt with in any way under the law relating to mental disorder;
  - iv. resigns his trusteeship by notice in writing to the Association;
  - v. is absent from the Republic of Singapore for a period in excess of one year.
5. If a trustee is guilty of misconduct of such kind as to render it undesirable that he/she continues as a trustee, a General Meeting may remove him/her from the trusteeship.
  6. Notice relating to the appointment, removal and filling of vacancies of trustees must be given at least two weeks before the General Meeting convened for the purpose. The result of such a meeting shall be notified to the Registrar of Societies for approval.

## **ARTICLE XIV**

### **AFFILIATION**

The Association shall be affiliated to the World Confederation for Physical Therapy or any other organisation of association with similar objectives on the decision of the Council.

The Council hereby signs:

<i>President</i>	<i>Ms Celia Tan</i>
<i>Vice President</i>	<i>Ms June Chew</i>
<i>Hon. Secretary</i>	<i>Mr Dinesh Verma</i>
<i>Hon. Treasurer</i>	<i>Ms Dawn Tan</i>

Amended and approved by the  
Registrar of Societies on 11 October 2016.  
Updated on 31 October 2016