



UROLOGICAL ASSOCIATION OF ASIA

CONSTITUTION OF UROLOGICAL ASSOCIATION OF ASIA

1. NAME

The name of this Society shall be '**UROLOGICAL ASSOCIATION OF ASIA**', hereinafter referred to as 'the Association'.

2. PLACE OF BUSINESS

2.1 Its place of business shall be at 'Department of Urology, Singapore General Hospital, Outram Road, Singapore 169608' 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.

3. OBJECTIVES

3.1 The objectives of the Association are:

- (a) To promote close relations, co-operation and mutual understanding amongst urologists in Asia;
- (b) To provide the organizational framework for regional co-operation:
 - (i) in the study of and research in the field of urology
 - (ii) in promoting and facilitating the co-ordination of activities and projects among urologists, urological associations and other institutions;
 - (iii) in promoting the exchange and dissemination of information on urological problems;
 - (iv) in promoting the publication of journals, newsletters, bulletins and other scientific literature on urology,
 - (v) in promoting the organization of regional or international meetings, seminars, conferences or any congresses on urology.

3.2 The Association shall ensure that all activities it engages in outside Singapore are in accordance with the laws of the foreign country.

4. ORGANIZATIONAL STRUCTURE

4.1 The Association shall have the following bodies:

- (a) the General Council
- (b) the Executive Committee
- (c) the Secretariat

4.2 The General Council

- i) The General Council shall be the governing body of the Association and shall by consensus have the power to do such acts, which are not inconsistent with this Constitution and the By-laws.
- ii) The General Council shall consists of two representatives from each National Member namely:
 - (a) the President of each National Member (**National Council Member**); and
 - (b) an elected official from each National Member who has been nominated by the National Member and endorsed by the Executive Committee to serve on the General Council (**Elected Council Member**). Such Elected Council Member shall hold office for a term of four (4) years but shall not exceed two (2) terms.
- iii) The General Council shall meet at least once every year and any additional meetings may be held at specific times and places as may be designated by the President of the Association or upon the written request by the majority of the General Council through the Secretary General.
- iv) The General Council shall have the following powers:
 - (a) to elect the officers of the Association;
 - (b) to determine the general policies of the Association;
 - (c) to consider and adopt or otherwise deal with the reports of the Executive Committee and all other Committees by whatever name called which have been established to deal with any specialized subjects or matters;
 - (d) to fix the amount of dues and any special levies;
 - (e) to fix the venue for the Congress;
 - (f) to do such other acts or things as it may be necessary to promote, protect and preserve the interests of the Association.
 - (g) to make amendments to the Constitution;

4.3 The Executive Committee

- i) The administration of the Association shall be entrusted to an Executive Committee. The Executive Committee shall consist of the following:
 - (a) President
 - (b) President Elect
 - (c) Immediate Past President
 - (d) Secretary General
 - (e) Treasurer
- ii) Each member of the Executive Committee shall have one vote. Election will follow on a simple majority and will be either by show of hands, or subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, a re-vote shall be taken and if it still results in a tie, the President shall then have a casting vote.
- iii) The Executive Committee shall receive nomination from the National Member hosting the next Congress, a candidate for the Chairman of the Organizing Committee. If the nomination is accepted by the General Council then the nominee shall ipso facto be designated as the President Elect of the Association for a term of one (1) year.
- iv) The President Elect shall succeed the President when the President Elect has completed his term of one (1) year.
- v) The Immediate Past President shall be an ex-officio member of the General Council and shall remain as a member of the General Council for a period of one (1) year after he has ceased to hold office as President.
- vi) The Executive Committee shall meet at least once every calendar year and shall hold such other meetings at specific times and places as may be designated by the President of the Association, or upon request by the Secretary General.
- vii) The Executive Committee may establish such Committees by whatever name called to deal with any specialized subjects or matters and subject to such terms of reference as the Executive Committee may determine.
- viii) The Executive Committee shall have the power:
 - (a) to determine the Agenda of the meetings of the General Council, subject to Rule 8.7.
 - (b) to appoint and prescribe the duties of such officers, employees and agents of the Association (other than those that are elected) as it may deem necessary or desirable. All such officers, employees and agents as may be appointed shall hold office at the discretion of the Executive Committee.
- ix) In the event of a vacancy in the Executive Committee, a successor may be co-opted by the Executive Committee to serve until the next Annual General Council

Meeting. Any changes in the Executive Committee shall be notified to the Registrar of Societies within two weeks of the change.

- x) The duty of the Committee is to organize and supervise the day-to-day activities of the Association. The Executive Committee may not act contrary to the expressed wishes of the General Council Meeting without prior reference to it and always remains subordinate to the General Council Meetings.
- xi) The Executive Committee has the power to authorize the expenditure of any sum of money from the Association's funds for the Association's purposes provided that the amount does not exceed the budget as determined by the General Council.

4.4 The Secretariat

The Secretariat shall be the principal office of the Association and shall be established and maintained in the country of a National Member as the General Council may designate.

5. MEMBERSHIP AND DUES

5.1 There shall be four categories of membership:-

(a) National Membership

Any organization of urologists within Asia, shall be eligible for National membership. Each National Member shall have one vote and shall be represented by two representatives as stipulated at Rule 4.2 (ii).

(b) Individual Membership

(i) Full Individual Member

Any urologist from any Asian country may apply to be an Individual member of the Association.

(ii) Associate Individual Member

Any trainee in Urology from any Asian country may apply to be an Associate Individual Member of the Association.

(iii) Affiliated Individual Member

The following may apply to be an Affiliated Individual Member:

- (a) any qualified urologist from outside Asia
- (b) any physician eg. Radiation oncologist, medical oncologist and radiologist related to the field of Urology
- (c) any researcher doing research in the field of Urology
- (d) any nurse related to the field of Urology

(c) Honorary Member

Any individual who has distinguished himself in the field of urology or who has made a significant contribution to the objectives of the Association as may be determined by the General Council may be invited by the Association to join the Association as Honorary Members. Honorary Members shall not have the right to vote or hold office in the Association.

(d) Affiliated Membership

(i) Affiliated Member

Any national organization of urologists outside Asia, shall be eligible for Affiliated Membership subject to Executive Committee and General Council's approval. The Affiliated Member shall have one vote and shall be represented by two representatives as stipulated at Rule 4.2 (ii). The Affiliated Member is also part of the General Council of Urological Association of Asia and shall have the power as stipulated in 4.2 (iv) and is eligible to host the UAA Congress.

5.2 Application for National Membership or Affiliated Membership shall be made to the Executive Committee. The application shall state the name and address of the applicant and must be accompanied by a copy of its Constitution and/or By-laws and provide a current name list of Executive Committee and total number of members to-date. .

5.3 The Executive Committee, prior to granting National Membership or Honorary Membership or Affiliated Membership, , shall first propose the name at the General Council Meeting, and upon the said Meeting accepting the proposal, the said Membership may be bestowed.

5.4 Applications for Full Individual Membership and Associate Individual Membership shall be made to the Executive Committee. The applicant shall state the name, address and qualifications of the applicant. All applications for Full Individual Membership and Associate Individual Membership shall be endorsed by the President or Secretary of the Urological Association with the Association's official stamp (or other body of urologists by whatever name called) of the applicant's country before it is accepted for registration by the Association.

Applications for Affiliated Individual Membership shall be made to the Executive Committee. The applicant shall state the name, address and the qualifications of the applicant before it is accepted for registration by the Association.

5.5 The Executive Committee may approve the affiliation to the Association of any organization or body of urologists, regionally or internationally with such privileges and obligations as the Executive Committee may determine.

5.6 A copy of the Constitution shall be furnished to every approved member.

5.7 Membership dues for National Members and Affiliated Members and for the different categories of Individual Members shall be in such amounts as may be

prescribed by the General Council from time to time. There shall be no membership due for Honorary Members.

5.8 The General Council may impose special levies/dues on National Members and Affiliated Members and for the different categories of Individual Members for such special purposes as it may deem necessary.

5.9 Any National Member or Affiliated Members or Individual Member who is in arrears of its dues or levies shall have its or his rights and privileges of membership suspended after proper notification within forty-five (45) days.

5.10 Individual Member shall not have the rights to vote.

6. DUTIES OF OFFICE BEARERS

6.1 The General Council shall elect from amongst its members the following office bearers:

- (a) President
- (b) Secretary General
- (c) Treasurer

6.2 The President shall hold office for a term of one year and chair all meetings of the General Council, the Executive Committee and the Congress.

6.3 The President shall exercise general supervision over all activities of the General Council and ensure that the resolutions of the General Council are implemented. He shall also perform such other duties and functions as the General Council may determine or delegate to them from time to time.

6.4 The Secretary General shall be the head of the Secretariat and shall:

- (a) have custody of the seal and records of the Association.
- (b) attend and keep minutes of all meetings of the General Council and the Executive Committee.
- (c) Keep all records, except financial, of the Association and shall be responsible for their correctness.
- (d) Maintain an up-to-date Register of Member at all times
- (e) perform such other functions and discharge such other duties as may from time to time be prescribed by the General Council or the President;

6.5 The Secretary General shall hold office for a term of four (4) years and shall be eligible for re-election.

- 6.6 The Treasurer shall:
- (a) have custody of all funds and collect and disburse monies on behalf of the Association
 - (b) be responsible for keeping and maintaining all account books and other financial records and be responsible for their correctness.
 - (c) Have the power to expend any sum of money not exceeding the amount as determined by the General Council for petty expenses on behalf of the Association. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or Secretary General.
 - (d) hold office for a term of four (4) years but may not be re-elected to the same post for a consecutive term of office.

7. AUDIT AND FINANCIAL YEAR

- 7.1 The Association shall be financed by dues and special levies to be paid by National Members, Affiliated Members and Individual Members and such other monies as may be contributed to or raised by it. The amounts of the dues and special levies shall be determined and approved by the General Council.
- 7.2 The funds of the Association shall be deposited in such Bank(s) as shall be approved by the Executive Committee and the Treasurer shall submit to the General Council an annual Statement of Account duly audited by auditors appointed by the General Council.
- 7.3 Two voting members, not being members of the Executive Committee, shall be elected as Honorary Auditors at the Annual General Meeting and will hold office for a term of two years only and shall not be re-elected for a consecutive term.
- 7.4 Alternatively, subject to the consent of a simple majority of National Members and Affiliated Members at the Annual General Council Meeting, a firm of Certified Public Accountants may be appointed as Auditors at Annual General Council Meeting for a term of 1 year and shall be eligible for reappointment.
- 7.5 They :
- a) Will be required to audit each year's accounts and present a report upon them to the Annual General Council 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 Executive Committee
- 7.6 The financial year of the Association shall end on 30 June of each year.

8. SUPREME AUTHORITY AND GENERAL COUNCIL MEETING

- 8.1 The supreme authority of the Association is vested in a General Council Meeting of the members presided over by the President. The Secretary General shall be responsible for an Annual General Council Meeting to be held by December each year.
- 8.2 At other times, the President shall call an Extra-ordinary General Council Meeting within 2 months of receiving a request signed by not less than 25% of the total voting membership or 30 voting members, whichever is lesser and a notice setting forth the business that is to be transacted. The request and notice shall be given to the Secretary General.
- 8.3 If the Executive Committee does not within two months after the date of the receipt of the written request proceed to convene an Extraordinary General Council Meeting, the members who requested for the Extraordinary General Council Meeting shall convene the Extraordinary General Council Meeting by giving ten days' notice to voting members setting forth the business to be transacted together with the agenda.
- 8.4 The notice of each Meeting of the General Council shall be given to its members not less than six (6) months prior to the date of the meeting, and the agenda for the meeting shall be given not less than thirty (30) days prior to the said date.
- 8.5 Unless otherwise stated in this Constitution, voting by proxy shall be allowed at all General Council Meetings.
- 8.6 The following points will be considered at the Annual General Council 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.
- 8.7 Any member who wishes to place an item on the agenda of a General Council Meeting may do so provided he gives notice to the Secretary General one week before the meeting is due to be held.
- 8.8 At least 50% of the National Members must be present at a General Council Meeting to constitute a quorum. Proxies shall not be constituted as part of the quorum.
- 8.9 In the event of there being no quorum at the commencement of a General Council 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 of the existing rules.

9. PROHIBITIONS

- 9.1 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.
- 9.2 The funds of the Association shall not be used to pay the fines of member who have been convicted in court.
- 9.3 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.
- 9.4 The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely consumer interest.
- 9.5 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 9.6 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, committee of members unless prior written approval has been obtained from the relevant authorities.
- 9.7 The Association shall not raise funds from the public for whatever purposes without the prior approval in writing to the Head, Licensing Division, Singapore Police Force and other relevant authorities.

10. AMENDMENTS TO CONSTITUTION

- 10.1 No alteration or addition/deletion to this Constitution shall be made except at the Meeting of the General Council, and with the consent of two-third of the voting members present at the General Council Meeting, and they shall not come into force without the prior sanction of the Registrar of Societies.

11. INTEPRETATION

- 11.1 Any matter of question arising out of any point which is not expressly provided for in this Constitution will be referred to the Executive Committee who shall be empowered to use their own discretion. The decision of the Executive Committee shall be final unless it is reversed at a General Council Meeting.

12. DISPUTES

- 12.1 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 court of law for settlement.

13. DISSOLUTION

- 13.1 The Association shall not be dissolved, except with the consent of not less than three-fifth of the total voting membership of the Association, either in person or by proxy, at a General Council Meeting convened for the purpose.
- 13.2 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 Council Meeting may determine or donated to an approved charity or charities in Singapore.
- 13.3 A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

Latest version
4th February 2016