

CONSTITUTION
Society of Dialysis Access Specialists (SoDAS)
UEN: T175SS0175H

1. **NAME**

The Society shall be known as the "Society of Dialysis Access Specialists" (hereinafter referred to as the "Society").

2. **PLACE OF BUSINESS**

Its place of business shall be at 28 Sin Ming Lane, #05-143 Midview City, Singapore 573972 or such other address as may subsequently be decided upon by the Executive Committee and approved by the Registrar of Societies.

3. **OBJECTIVES**

The objectives of the Society shall be:

- i. disseminate information and educate health care professionals in the area of Dialysis Access
- ii. promote the education, training, exchange of knowledge and collaboration amongst the Dialysis Access specialists in the region

4. **VISION**

Concerted multi-disciplinary effort is vital to maintain the lifeline (dialysis access) of renal failure patients

5. **MISSION**

Induce synergy among healthcare professionals to improve the holistic care for dialysis access

6. **MEMBERSHIP**

Membership can be in one of the following categories:

- a. Founding Member
- b. Honorary Member
- c. Individual Member
- d. Life Member
- e. Trainee member

7. **ELIGIBILITY AND APPLICATION**

a. **Founding Membership** shall be open to the founding members of the society.

- i. Each Founding Member shall be entitled to vote and hold office.
- ii. Founding Members shall not be required to pay any entrance fee or subscription.
- iii. Founding Members shall be entitled to all the benefits and privileges of individual members.

iv. The Founding Members of the society are:

Name	Organisation	Country
Mohan ARKANATH	Ng Teng Fong General Hospital	Singapore
John CHANG Chien-hwa	Buddhist Dalin Tzu Chi General Hospital	Taiwan
CHENG Shin Chuen	Mount Elizabeth Hospital	Singapore
Danny CHO	Kwong Wah Hospital, Hong Kong	Hong Kong
Edward CHOKE Tieng Chek	Singapore General Hospital	Singapore
CHONG Tze Tec	Singapore General Hospital	Singapore
CHU Sung Yu	Chang Gung Memorial Hospital	Taiwan
Ingemar DAVIDSON	CiDA/Tulane University	USA
Rajesh Babu DHARMARAJ	National University Health System	Singapore
Arlene DUQUE	National Kidney and Transplant Institute, Philippines	Philippines
Anil GOPINATHAN	National University Health System	Singapore
HO Pei, Jackie	National University Health System	Singapore
Behram Ali KHAN	National University Health System	Singapore
KO Po Jen	Chang Gung Memorial Hospital	Taiwan
LAM Kuan Yong	National University Health System	Singapore
LEO Cheang Han, Christopher	Tan Tock Seng Hospital	Singapore
LIEW Ngoh Chin	University Putra Malaysia	Malaysia
LIU Yang Dong	Hospital of Chongqing Medical University, China	China
Alexander MEYER	Knights of St. John Hospital, Duisburg	Germany
Milind NIKAM	Fresenius Medical Care	Singapore
PUA Uei	Tan Tock Seng Hospital	Singapore
SundeeP PUNAMIYA	Tan Tock Seng Hospital	Singapore
Kittipan RERKASEM	Chiang Mai University	Thailand
Vikram Vijayan SANNASI	Ng Teng Fong General Hospital	Singapore
SHI Yaxue	Longhua Hospital, Shanghai	China

	University of Chinese Traditional Medicine, China	
Harvinder Raj Singh SIDHU	Ng Teng Fong General Hospital	Singapore
TAN Chieh Suai	Singapore General Hospital	Singapore
Jimmy TAN Wei Hwa	Tainan Municipal An-Nan Hospital	Taiwan
TIONG Ho Yee	National University Health System	Singapore
WONG Weng Kin	National University Health System	Singapore
ZHANG Yuqiang	Shanghai Changzheng Hospital, The Second Military Medical University, China	China
ZHANG Lan	Shanghai Jiaotong University	China

- b. **Honorary Members** may be elected by the Executive Committee from men or women of distinction.
- i. The Honorary Member should have made significant contributions to the community.
 - ii. Honorary Members shall not be required to pay any entrance fee or subscription.
 - iii. Honorary Members shall be entitled to all the benefits and privileges of individual members except that they shall not be entitled to hold office or vote.
- c. **Individual Members** shall be accepted by application from the various disciplines of dialysis access (medical professionals, nursing, allied health). Application for membership should be submitted to the Membership Secretary on a prescribed form. Admission to membership shall be decided by the Membership Committee.
- i. Individual Members are required to pay entrance fee and annual subscription fees.
 - ii. Each Individual Member shall be entitled to vote and hold office.
- d. **Life Membership:** Individual Members may apply for life membership by paying the life membership fee instead of an annual subscription at the time of joining or at any time thereafter. Application for membership should be submitted to the Honorary Secretary on a prescribed form. Admission to membership shall be decided by the Membership Committee.
- e. **Trainee Members** shall be persons who are not eligible for ordinary membership but are actively engaged as workers in some fields of dialysis access. They are not eligible to hold office or vote. Admission

to trainee membership shall be decided by the Membership Committee.

8. ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- a. The entrance fee shall be determined by the Executive Committee every 2 years.
- b. The annual subscription for each category of membership shall be determined by the Executive Committee every 2 years. On special consideration, members may be exempted from payment of annual dues for socio-economic reasons.
- c. Annual Fees can be converted to a single payment of a non-refundable Life Membership fee made at the time of joining or any time thereafter. The annual subscription for Life Membership shall be determined by the Executive Committee every 2 years.
- d. The annual subscription is due by the 31st day of January of each year. A member whose subscription is 3 years in arrears shall temporarily cease to be a member of the Society. Such a member shall be reinstated after payment of the arrears.

9. TERMINATION OF MEMBERSHIP

Membership may be terminated by giving written notice to the Membership Secretary. Refunds for fees paid will not be made for terminations

10. EXECUTIVE COMMITTEE AND DUTIES OF OFFICE BEARERS

The Society shall be administered by an Executive Committee whose members shall be elected at the Society's Annual General Meeting.

- a. The Executive Committee shall sponsor, delegate and appoint representatives to international, regional or local conferences/seminars in all matters relating to dialysis access.
- b. The Executive Committee may, at any time, in any form or manner, and for any amount, raise or borrow, for the purposes of the Society, any sums of money in such manner as they deem fit to further its objectives. However, the Executive Committee shall not incur any liability on behalf of its members, beyond the net asset value of the Society.
- c. The Executive Committee may appoint any individual member of the Society as member of a sub-committee as may be deemed necessary for the management of the Society and confer on him such powers and duties as the Executive Committee may decide.

- d. The Executive Committee may in its discretion, issue statements to the press or grant interviews on matters pertaining to the Society.
- e. The Executive Committee shall be responsible for convening Annual General Meetings or Extraordinary General Meetings as the circumstances deem necessary and in compliance with the other provisions of the Constitution.
- f. The office-bearers of the Society shall be the President, the Vice President, the Honorary Secretary, the Honorary Treasurer, the Membership Secretary, the Education Secretary, the Industry Liaison Secretary and minimum three Ordinary Executive Committee Members. They shall form the Executive Committee, which is empowered to co-opt other Ordinary Executive Committee Members who shall be entitled to all privileges of the Executive Committee except voting rights.
- g. The Executive Committee members shall be elected once in the two years at the Annual General Meeting. The posts of President, Honorary Secretary and the Honorary Treasurer shall be elected from amongst and by the members of the Executive Committee. They shall hold office for a period of two years and shall remain until their successors have been appointed.
- h. Names for the Membership Secretary, the Education Secretary, the Industry Liaison Secretary and the Ordinary Executive Committee shall be proposed and seconded at the annual general meeting once in two years and election of all office bearers will follow on a simple majority vote of the members.
- i. **President:** The President shall chair at all General and Executive Committee Meetings. He/She shall lead the society to achieve the Vision and Mission of the Society. He/She shall also represent the Society in its dealings with outside persons. The Chairman of the meetings shall have a casting vote in the event of a tie in any business of the Society. The Vice President and the Honorary Secretary shall assist the President and deputise for him/her in his/her absence. In the absence of the President or Honorary Secretary, a protem Chairman shall be elected from amongst the Executive Committee to officiate on their behalf as Chairman.
- j. **Vice President** shall chair the General and Executive Committee Meetings in the absence of President. He/She shall work with the President to ensure the Society achieve its Vision and Mission.
- k. The **Honorary Secretary** shall keep all records, except financial, of

the Society and shall be responsible for their correctness. The records should include minutes of all General and Executive Committee Meetings, and an up-to-date Register of members.

- I. The **Honorary Treasurer** shall be responsible for the collection, disbursement and accounting of all monetary transactions of the Society. Cheques or withdrawals from the bank shall be signed by any two of the following:
 - the Honorary Treasurer
 - the President
 - the Vice President
 - the Honorary Secretary

He/she shall keep an accurate record of all transactions and prepare an annual financial statement and present it to the auditors. He/she may keep an amount for petty expenses, which shall be determined by the Executive Committee every 2 years. All other sums of money shall be deposited in the name of the Society in a bank appointed by the Society.

- m. The Membership Secretary shall form a Membership Committee with at least three founding members/individual members representing different specialties to govern the membership acceptance as well as attract suitable professionals to join the Society as members.
- n. The Education Secretary shall work with various members of the Society to promote and conduct dialysis access related professional trainings to the society members. The Education Secretary shall recruit other members of the Society to form an Education Committee.
- o. The Industry Liaison Secretary shall represent the Society to maintain communication with various industries producing device or service for dialysis access. He/she shall facilitate the members of the Society obtaining information about the new technology or service relating to dialysis access.
- p. **Ordinary Executive Committee Members:** All Ordinary Executive Committee Members shall participate and assist in the management, administration, the promotion and other activities of the Society.
- q. Among the Executive Committee, the Honorary Treasurer and at least two members shall be Singaporean Citizens or Permanent Resident.

11. **SUPREME AUTHORITY AND GENERAL MEETING**

- a. The supreme authority of the Society is vested in a General Meeting of the members presided over by the President. An Annual General Meeting shall be held not later than 30th June each year.
- b. The Honorary Secretary shall circulate to all members Minutes of the Annual General Meeting within six weeks of the Meeting.
- c. The Honorary Secretary shall inform all members in writing of the date, time and place for the Annual General Meeting not less than six weeks before the date of the Meeting.
- d. Any Member desiring to put up a resolution at the Annual General Meeting or propose amendments to the Minutes of the previous Annual General Meeting shall give notice in writing to the Honorary Secretary not less than thirty days before the date fixed for such meeting.
- e. The Honorary Secretary shall prepare and forward to all members not less than fourteen days before the date fixed for the Annual General Meeting the following Agenda:
 - i. The Minutes of the previous Annual General Meeting.
 - ii. Proposed Amendments, if any
 - iii. The Annual Report.
 - iv. The Audited Financial Statement.
 - v. Election of Executive Committee Members (during the election years)
 - vi. Any Resolution Proposed by Members
 - vii. Any Other Matters.
- f. 25% of the total voting membership or twenty-five(25) voting members, whichever is the lesser, shall form a quorum at the Annual General Meeting. In the event of there being no quorum at an Annual 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 alter, amend or make additions to any of the existing rules.

12. **EXTRAORDINARY GENERAL MEETING**

- a. An Extraordinary General Meeting may be convened by the Executive Committee:
 - i. When they shall deem it desirable or necessary or
 - ii. At the request in writing of not less than twenty-five of the general membership, stating the objectives and reasons for such a meeting.
- b. The Honorary Secretary shall send a Notice of an Extraordinary General Meeting to all members not less than ten days before the date fixed for such a meeting stating the business of the meeting.
- c. No business shall be dealt with by an Extraordinary General Meeting other than that for which it is specially convened.
- d. For an Extraordinary General Meeting without a quorum of 25% of the total voting membership or twenty-five(25) voting members at the time set for the 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 alter, amend or make additions to any of the existing rules of the Society.

13. **MEETING OF THE EXECUTIVE COMMITTEE**

- a. The Executive Committee shall meet at least once a year at such place as the Committee may decide at each time. The meeting can be via audio-visual electronic communication which enables all the persons participating in the meeting to communicate concurrently with each other without any intermediary and to participate effectively in the meeting.
- b. Notice of all meetings of the Executive Committee with any Agenda attached thereto, shall be sent to each Committee Member at least seven clear days before the date of the meeting.
- c. The quorum of the Executive Committee shall be half the number of members. In the event of there being no quorum, the meeting shall be cancelled or postponed.

14. **AUDIT AND FINANCIAL YEAR**

- a. The financial year shall be from 1st January to 31st December.
- b. The Society will appoint an external firm of auditor to audit the accounts.

15. **TRUSTEES**

If the Society at any time acquires any immovable property, such property shall be vested in Trustees subject to a declaration of trust. No trustee shall effect any sale or mortgage of property without the prior approval of the general meeting of members. Any trustee may at any time resign his trusteeship. If a trustee dies or becomes a lunatic or of unsound mind or moves permanently or is absent from the Republic of Singapore for a period of one year, he shall be deemed to have resigned his trusteeship. If a trustee is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee, a General Meeting may remove him from his trusteeship. Vacancies in the trusteeship may be filled at a General Meeting, but the number shall not be greater than four or less than two. 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 affixing in the premises of the Society a document containing such proposal at least two weeks before the meeting at which the proposal is to be discussed. The result of such a meeting shall than be notified to the Registrar of Societies. The addresses of immovable properties, names of trustees and any subsequent change must be notified to the Registrar of Societies.

16. **PROHIBITIONS**

- a. The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.
- b. The Society 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.
- c. The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- d. The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Executive Committee or members, unless with the prior written approval from the relevant authorities.
- e. The Society 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 good or services which adversely affects consumer interest.
- f. The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Registrar of Societies and other relevant authorities.

17. **INTERPRETATION**

Any matter or question arising out of any point which is not expressly provided for in the Constitution will be referred to the Executive Committee who shall be empowered to use its own discretion. The decision of the Committee shall be final unless it is reversed at a general meeting of members.

18. **AMENDMENTS TO RULES**

The Constitution shall be altered only by a vote of at least 25% of the total voting membership or twenty-five (25) voting members of the members of the Society present at the General Meeting and it shall not come into force without the prior sanction of the Registrar of Societies and the Commissioner of Charities of Singapore.

19. **DISSOLUTION**

- a. The Society shall not be dissolved except with the consent of not less than two-thirds of the Members of the Society, expressed in person or by proxy at a General Meeting convened for the purpose.
- b. In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be donated to charitable organisations which are registered under the Charities Act (Cap. 37).
- c. A Certificate of dissolution shall be given within seven days of the dissolution to the Registrar of Societies and the Commissioner of Charities of Singapore.

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