

**THE INSTITUTE OF PHYSICS, SINGAPORE**  
**CONSTITUTION**

Updated 26 Oct 2017

Name

The name of the association shall be THE INSTITUTE OF PHYSICS, SINGAPORE, hereinafter referred to as the Institute.

Registered Place of Business

The registered place of business of the Institute shall be at the Department of Physics, National University of Singapore, Kent Ridge, Singapore 117542 or any place which may be decided on and approved by the Registrar of Societies.

Objects

The objects of the Institute shall be:

- (a) To promote the advancement of physics and its applications.
- (b) To advance and maintain the character and status of the profession of physics and its applications and those engaged therein.
- (c) To facilitate the exchange of information in physics and its applications through meetings, exhibitions, publications and other ways.
- (d) To publicise and disseminate information about physics and its applications and on matters concerning the profession.
- (e) To represent the opinion of the members of the Institute on matters related to the objects of the Institute.
- (f) To encourage the improvement of education in physics and the training of those interested in physics.
- (g) To make grants and loans to promote education, invention and research in physics and its applications.

Membership

Membership of the Institute shall be divided into the following five classes:

Honorary Fellows, Fellows, Members, Associates and Students, as provided for under the Bye-laws of the Institute.

## Organisation

The supreme authority of the Institute shall be vested in the Institute General Meeting. The affairs of the Institute shall be managed by the Council of the Institute, hereinafter referred to as the Council, to be elected and constituted as provided for under the Bye-laws of the Institute.

# THE INSTITUTE OF PHYSICS, SINGAPORE

## BYE-LAWS

### MEMBERSHIP

1. The following classes of members of the Institute shall be known as corporate members.

- (a) Honorary Fellows who, when elected Honorary Fellows, were already Fellows or Members.
- (b) Fellows, and
- (c) Members.

All other members shall be known as non-corporate members.

2. Only corporate members shall have voting rights.

3. Honorary Fellows, Fellows and Members shall be entitled to the exclusive use of the following abbreviations: Hons. F.I.P.S., F.I.P.S. and M.I.P.S. respectively. Associates and Students shall not be designated by abbreviations.

4. The names of all members elected or transferred into their respective classes of membership shall be entered on the Roll of the Institute, hereinafter referred to as the Roll.

5. An Honorary Fellow shall be a distinguished person whom the Institute desires to honour for services rendered to the Institute or whose association therewith is in the interests of the Institute. Honorary Fellows shall be elected only on the invitation of the Council.

6. Every candidate for election or transfer to the class of Fellows shall be not less than 30 years of age, have fulfilled the conditions for election or transfer to the class of Members, and have had such experience in physics or its applications for at least eight years that he or she shall be deemed to have made a significant contribution either to the advancement of physics or to the profession.

7. Every candidate for election or transfer to the class of Members shall be not less than 24 years of age and shall either

- (a) have obtained an honours degree or a degree requiring a course of study of at least four academic years in duration or an equivalent qualification in physics or related subjects which are recognized by the Council, and at least three years of responsible work in physics or its applications, or
- (b) have obtained a pass degree or an equivalent qualification in physics or related subjects recognized by the Council, and at least five years of responsible work in physics or its applications, or
- (c) have had a satisfactory education as a physicist and at least ten years of responsible work in physics or its applications such that the Council is satisfied that he or she is worthy of election as a Member.

8. Every candidate for election or transfer to the class of Associates shall be not less than 21 years of age and have either a degree or equivalent qualification with physics as a major subject, or a satisfactory general education with at least five years of work which demands a knowledge of physics or its applications, as shall satisfy the Council.
9. Every candidate for election to the class of Students shall satisfy the Council that he or she is undergoing a course of study in physics or related subjects at a recognized tertiary institution of learning.
10. (a) All classes of membership, other than that of Fellows and Honorary Fellows, can be self-nominated or proposed by a corporate member to the Council.  
  
(b) A candidate for election to the class of Fellows shall be proposed by a Fellow, and supported by two other corporate members. For the purpose of this Bye-law, all members of the Council and Honorary Fellows who are corporate members shall be deemed to be Fellows.
11. The candidate shall submit the duly completed application form to the Council, who shall decide on the eligibility of candidate. The Council may withhold or withdraw their approval from any candidate without assigning any reason.
12. Every proposal for the transfer of a member from one class to another shall be subject to the same Bye-laws as for election of members.
13. Every person duly admitted, elected or transferred from one class to another shall be informed in writing by the Honorary Secretary. He or she shall pay the membership fee within three months from the date of election or transfer, which otherwise will become void.
14. The Council may, subject to such regulations and on payment of such fees as the Council may prescribe, issue to any member of any class a certificate showing the class to which he or she belongs. Every such certificate shall remain the property of the Institute and shall be returned to the Institute in the event of the holder ceasing to be a member.
15. The membership fees shall be:

<u>Class</u>	<u>Membership Fees</u>
Honorary Fellows	-
Fellows	\$400 (for Life)
Members	\$300 (for Life)
Associates	\$200 (for Life)
Students	\$30 (for as long as member is a student)

**Notes:**

- Upon transferring from the class of Associates to the class of Members, of from the class of Members to the class of Fellows, the member only needs to pay the difference in membership fees. A similar principle applies for transfer from the class of Students to Associates. In addition, members who have previously paid annual membership fees may offset any such amounts paid to the Institute from the current fees for life membership.
- The term membership fees paid by Students allows them to remain as members of the Institute as long as they can produce evidence of being a student at a recognized institution of learning, even if this institution of learning is different

from the one when the member initially joined the Institute.

16. Any member whose membership fees are in arrears may by resolution of the Council be excluded from membership of the Institute, after the Council has informed him or her of its intention to do so in writing.
17. Any member of the Institute may retire from the Institute by sending in a notice of resignation to the Honorary Secretary, provided he or she has paid up all the membership fees due to the Institute.
18. All members of the Institute are required to order their conduct so as to uphold the dignity, standing and reputation of the Institute. The Council may make, amend or rescind Rules to be observed by members with regards to their conduct in professional matters relevant to their position as members of the Institute.
19. If a member be convicted of any felony or criminal offence or act in a manner which renders him or her unfit to be a member, the Council shall have the right to remove his or her name from the Roll, thus expelling him or her from the Institute.
20. The Council may re-admit to membership in the appropriate class any person whose membership has been terminated for any cause, provided he or she satisfies the Council that he or she is worthy of re-admission and pays such arrears of membership fees due as the Council may determine.

#### THE COUNCIL

21. The Council of the Institute shall be elected from among corporate members.
22. The Council shall consist of the following Council Members:-
  - The President,
  - The Vice-President,
  - The Honorary Secretary,
  - The Honorary Treasurer, to be known as the Officers of the Institute, hereinafter referred to as the Officers, and
  - The eight General Members.
23. Each session of the Council shall commence at the Annual General Meeting and end at the next Annual General Meeting.
24. The President and other Officers shall be elected by a secret ballot vote of Council Members at a Council Meeting to be held as soon as possible after the Annual General Meeting. The President shall be elected from Council Members who have served on the Council for at least one session. The other Officers shall be elected from the Council Members.
25. All Officers shall be elected to hold office for one session and shall be eligible for re-election, subject to the following:

- a) No member shall hold office as President in consecutive sessions for more than four sessions.
  - b) No member shall hold office as Honorary Treasurer in consecutive sessions for more than two sessions.
26. The Council Members shall be elected by secret ballot to be conducted among the corporate members, to serve for a period of two sessions, except that half of the first Council to be elected, to be determined in a manner decided by the Council, shall retire after one session.
  27. At the end of a session, half the Council Members shall retire, but shall be eligible to be re-elected for a further period.
  28. The Council may at its discretion co-opt as additional Council Members not more than two other corporate members. They shall serve in the Council until the next Annual General Meeting and shall not be eligible for election as Officers.
  29. Nominations for vacancies in the Council shall be invited from corporate members in writing before the commencement of the Annual General Meeting, or from the floor during the Annual General Meeting. Any eligible member for nomination must be nominated by a corporate member and seconded by another corporate member.
  30. Voting will be conducted by secret ballot at the Annual General Meeting.
  31. The votes shall be written on a piece of paper and put into a ballot box. These votes shall be counted by an appointed corporate member who shall read out the names on each paper. The papers shall be retained by the Honorary Secretary and destroyed one month after the Annual General Meeting.
  32. In the event of a vacancy in the office of President, the Vice-President shall be appointed as President for the remainder of the session. In the event of a vacancy arising in the office of any one of the Officers other than the President, the Council may appoint a Council Member to fill such vacancy until the session expires. In the event of a vacancy arising in the office of any one of the General Members, the Council may appoint a suitably qualified corporate member to fill such vacancy until the term of office expires.
  33. A Council Member who, without leave of the Council, is absent from three consecutive Council Meetings in any session of the Council shall be deemed to have vacated his office, subject to the Council so resolving.
  34. The President shall take the Chair at all meetings of the Institute and of the Council at which he or she is present and shall regulate the proceedings.
  35. In the absence of the President, the Vice-President shall preside at General and Council Meetings. In the absence of the President and Vice-President, the Meeting may elect any Council Member to take the Chair.
  36. The direction and management of the concerns of the Institute shall be vested in the Council, subject to the provisions of the Constitution and the Bye-laws, and all resolutions of General Meetings passed in accordance with the Bye-laws. The decision of the Council shall be final and binding on all members.

37. The Council may meet not less than four times a year during one session. Notice of each Council Meeting together with the agenda shall be sent by the Honorary Secretary to all Council Members at least one week before the date of every Council Meeting.
38. Five Council Members shall constitute a quorum of every Council Meeting.
39. All questions at Council Meetings shall be decided by a majority vote of all those Council Members present and voting. In the event of a tie in voting, the Chair shall have the casting vote.
40. The Council may appoint committees consisting of corporate members to deal with any special matters and may delegate to any such committees appointed such powers as they may prescribe.
41. The Council may make, vary or rescind Rules and Regulations for any purposes, subject to the provisions of the Constitution, and Bye-laws.
42. The Council may arrange for the publication of such papers, journals, books and other publications, which may be considered necessary for the furtherance of the objects of the Institute.
43. The Council may at any time arrange for examinations to be held or interviews to be conducted for the purpose of satisfying themselves that any candidates for election or transfer to any class of membership possess the requisite qualifications for such election or transfer.
44. The Council shall draw up a yearly report on the state and activities of the Institute for the session, which shall be presented at the Annual General Meeting.
45. It shall be the duty of the Honorary Secretary to conduct the correspondence of the Institute, to attend and take the minutes of such Council or General Meetings as may be held and to superintend the publication of such papers as the Council may direct. He or she may appoint such persons as may be necessary to assist in the discharge of such duties and be responsible for the supervision of such persons.
46. It shall be the duty of the Honorary Treasurer to direct the collection of the subscriptions, the preparation of the accounts, the expenditure of the funds as approved by the Council and to present all accounts to the Council for inspection and approval.

## FINANCE

47. The Council shall direct that true accounts be kept of all sums of money received and expended by the Institute and of matters in respect of which such receipts and expenditure take place and of all the properties, credits and liabilities of the Institute.
48. All monies belonging to the Institute received by the Honorary Treasurer shall be deposited in the account of the Institute to be opened at a bank approved by the Council. Payments of all accounts that are certified as correct by the Council shall be made therefrom by cheque signed by the Honorary Treasurer and one of the following:

- (a) The President,
- (b) The Vice-President, or
- (c) The Honorary Secretary.

49. The funds of the Institute may only be expended in furtherance of the objects of the Institute and for the maintenance and running of the Institute. No expenditure exceeding \$2,500 for any one item shall be incurred without the previous approval obtained at a Council Meeting.
50. The Council may authorise the Honorary Treasurer to make payments on account or recurrent expenditure not exceeding \$1,000 per month. The Honorary Treasurer shall have the power to retain in his or her hands for current expenses for the Institute a sum of money not exceeding \$1,000.
51. The financial year of the Institute shall close on the thirty-first day of December in each year.
52. The Council shall adopt regulations governing procedure in connection with all financial matters including, *inter alia*, the compilation of a record of membership, subscriptions and fees payable, and the preparation of periodical returns and annual audited statements.
53. Two Honorary Auditors for the ensuing session shall be appointed by a resolution of the corporate members at each Annual General Meeting. No member of the Council shall be eligible to act as Honorary Auditor. The Honorary Auditors shall not be eligible for re-election.
54. The Honorary Auditors shall have access at all reasonable times to the accounts of the financial transactions of the Institute and they shall sign and verify the annual statement of accounts before it is submitted by the Council to the Annual General Meeting.
55. The membership records, and account books shall be open to the inspection of any member and to accredited persons who have an interest in the funds of the Institute, provided that seven days' notice in writing of such inspection is given to the Honorary Secretary.

## MEETINGS

56. The Institute may hold the following types of meetings:
  - (a) Annual General Meetings of members of the Institute only,
  - (b) Special General Meetings of corporate members only, for the purpose of making, altering and rescinding the Constitution and Bye-laws or any other business for which such meetings may be convened,
  - (c) Professional Meetings,
  - (d) Council Meetings, and
  - (e) Committee Meetings
57. The Annual General Meeting shall be held before the 15<sup>th</sup> of April every year, on a date to be fixed by the Council. The following shall be the business of the Annual General Meeting:



- (a) To receive and adopt the annual report of the Council,
  - (b) To receive and adopt the statement of accounts,
  - (c) To appoint the Honorary Auditors for the ensuing session,
  - (d) To amend the Constitution and Bye-laws by moving resolutions agreed to by the Council or requested in writing by at least 10% of the total corporate membership, such requests having been submitted at least two weeks before the Annual General Meeting to the Honorary Secretary, and
  - (e) To consider any other matter put forward by the Council or requested for in writing by any member, such requests having been made at least two weeks before the Annual General Meeting to the Honorary Secretary.
58. Not less than four weeks' notice shall be given to members of the date, place and time of the Annual General Meeting. The circular letter informing members of the Annual General Meeting shall also request for motions and resolutions to be discussed at the Annual General Meeting. Notice of motion and resolutions to be discussed at the Annual General Meeting shall be sent to all corporate members at least one week before the date of the Annual General Meeting.
59. **The quorum at an Annual General Meeting shall consist of at least 15% of the total resident corporate members. In the event of a quorum not being present within thirty minutes of the fixed time of insufficient quorum shall have no power to alter, amend or make additions or deletions to the Constitution and Bye-laws.**
60. The Council may at any time call a Special General Meeting of corporate members for any purpose or at the request in writing at not less than 10% of the total corporate membership.
61. Notice of a Special General Meeting shall be sent to all corporate members at least three weeks before the time appointed by the Council for such meeting, with the notice giving the date, time and place of such meeting and details of the matters for which the meeting has been called. The rules of quorum and adjournment for a Special General Meeting shall be same as those for the Annual General Meeting. The Special General Meeting shall not discuss any matters other than those for which it has been specifically convened.
62. At all General Meetings, questions and resolutions shall be decided according to the majority of votes being cast, the Chair presiding having the casting vote in the event of a tie in the voting, except that any proposal or resolution involving an amendment to the Constitution or Bye-laws shall not be carried except by a two-thirds majority vote cast.
63. In the event of the Council deeming it necessary that the votes of corporate members not present at any General Meeting should be taken into account by means of voting papers, such voting papers shall be dispatched to all corporate members at least three weeks before the date of the General Meeting. If any corporate member is unable to be present, he or she shall record his or her vote on the voting paper and return it in a sealed envelope to the Honorary Secretary before a date to be decided by the Council. The Honorary Secretary shall record the votes thus given at the General Meeting.
64. Voting at General Meetings shall be by show of hands except for the following matters, which shall be by secret ballot:
- (a) Amendments to the Constitution and Bye-laws,

- (b) Dissolution of the Institute, or
  - (c) Any other matters which may be decided upon by the corporate members.
65. An Inaugural General Meeting of the Institute shall be held to affirm support for the formation of the Institute, to draw up and confirm the Constitution and Bye-laws of the Institute, and to elect by a secret ballot vote of those present the President, Vice-President, Honorary Secretary, Honorary Treasurer and six General Members who shall constitute the first Council of the Institute, from among those at the Meeting qualified to hold office. The first Council shall be responsible for registering the Institute with the Registrar of Societies, recruitment of members, general administration of the Institute and the holding of the first Annual General Meeting as provided for in the Bye-laws, this interval of time constituting one session. The first Council and its Council Members shall be deemed to be vested with the right and powers of the Council and Council Members respectively under the Constitution and Bye-laws.
66. The Council shall arrange for Professional Meetings of the Institute for the discussion of topics concerning physics and its applications and the reading of papers and for other academic and professional matters from time to time.
67. Each member of every class shall be entitled to attend Professional Meetings and to introduce at each Meeting two non-members.

#### GENERAL

68. Should there be any dispute regarding the interpretation of the Constitution or Bye-laws of the Institute or on any other point on which they are silent, the dispute shall be referred to the Council, whose decision on such interpretation shall be final and binding on all members.
69. Any proposal for additions, deletions or alterations to the Constitution and Bye-laws of the Institute shall not be carried except by a two-thirds majority at an Annual General Meeting or a Special General Meeting called for this purpose, as provided for in the Bye-laws. No addition, deletions, or alterations to the Constitution and Bye-laws shall be enforced or applied without the prior written approval of the Registrar of Societies.
70. Gambling of any kind such as the playing of paikow or mahjong, whether for stakes or not, are forbidden on the Institute's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.
71. The funds of the Institute shall not be used to pay the fines of members who have been convicted in court.
72. The Institute shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
73. The Institute shall not hold any lottery, whether confined to its members or not, in the name of the Institute or its Officers or members.
74. The Institute shall not indulge in any political activity or allow its funds or premises to be used for political purposes.

75. The Institute shall not be dissolved except with the consent of not less than three-quarters of the total corporate membership for the time being resident in Singapore expressed by secret ballot at a General Meeting.
76. In the event of dissolution of the Institute, all debts and liabilities legally incurred shall be fully discharged and the remaining assets shall be used as shall be decided by the corporate members at a General Meeting. Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.
77. Nothing in the Constitution and Bye-laws of the Institute shall be deemed to authorise the Institute or any member or Officer of the Institute to do anything that may be contrary to the provisions of the Societies Act or of any law in force in the Republic of Singapore.

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