

**CONSTITUTION OF
THE MATERIALS RESEARCH SOCIETY (SINGAPORE)**

1. NAME OF THE SOCIETY:

The Society shall be known as the "Materials Research Society of Singapore (MRS-S)" hereinafter referred to as the "Society".

2. PLACE OF BUSINESS:

Its place of business shall be at:

Institute of Materials Research and Engineering, 3 Research Link, Singapore 117602

or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.

3. OBJECTS:

Its objects are:

- a. to serve professionals working in the field of materials science and engineering by:
 - i) fostering interaction among materials scientists and engineers;
 - ii) promoting an interdisciplinary approach to materials research;
 - iii) sponsoring interdisciplinary meetings of interest to materials scientists and engineers;
 - iv) disseminating information relevant to the interest of the materials community.

- b. In furtherance of the above objects, the Society may
 - i) make grants, awards or loans of money, books, apparatus or other matters or things for the purpose of promoting invention and research in the field of materials science and engineering and its applications;
 - ii) take all necessary and proper steps to co-operate with the industry, government departments or statutory boards, educational establishments and other professional bodies, or any other places in which the Society may have interests, for the purpose of directly or indirectly carrying out the objectives of the Society;
 - iii) institute, supervise, advise upon and advance the standards and methods of education and training at all levels in the field of materials science and engineering;
 - iv) encourage original work and research associated with materials science and engineering, including methods of education and training related thereto, having regard to the interests and needs of the industry and the Society;

- v) promote the dissemination of knowledge of any aspect of the materials science and engineering by holding public meetings, exhibitions and discussion, delivering public lectures and seminars, and publication of scientific papers, periodicals, bulletins, pamphlets, books and other literature.
- vi) print, publish and to sell, lend and distribute papers, treatises, communication and publications relating to the materials science and engineering and any reports of the proceedings and accounts of the Society.

4. MEMBERSHIP QUALIFICATION AND RIGHTS:

4.1 Membership is open to any person or organisation having an interest in the field of materials science and engineering. The number of the members in the Society is declared to be unlimited.

a. Membership of the Society shall comprise the following:

- i) Honorary Membership
- ii) Professional Membership
- iii) Corporate Membership
- iv) Student Membership

b. Honorary Membership

Honorary Membership shall be restricted to persons who have made significant contributions to the advancement in the field of materials science and engineering. Nominations of Honorary Membership shall be made in writing by Professional Members only to the Committee and must receive the unanimous approval of a duly constituted meeting of the Committee.

c. Professional Membership

Professional Membership is open to any person engaged in activities associated with materials science and engineering.

d. Corporate Membership

Corporate Membership is open to any organisation, government or private, commercial or otherwise, that is in any way engaged in any activities that deal with any aspect of material science and engineering. A Corporate Membership is entitled to nominate two of its employees as its official representatives and to change its nominees from time to time provided that the Committee has no objection to any such nomination.

e. Student Membership

Student Membership is open to any bona-fide student of a tertiary institution genuinely interested in the practice of materials science and engineering.

- f. All Members, Professional Members and representatives of Corporate Membership, hereinafter referred to as voting members, shall have the rights, privileges and obligations, if in good standing, to vote at General Meetings of the Society and to hold office on the Committee. Each representative of Corporate Membership shall have one vote. Members whose country of residence is not Singapore shall enjoy all the rights, privileges and obligations of professional membership except that they shall not be permitted to stand for office in the Society.
- g. All members shall be bound by the Constitution of the Society.
- h. A member shall forthwith cease to be entitled to any rights or privileges of membership upon the occurrence of anyone or more of the following events:
- i) on his death;
 - ii) upon notice, in writing, validly served on the Society to withdraw from membership;
 - iii) on the passing, by a majority representing more than half of the total number of members of the Committee, of a resolution to suspend or terminate the membership of a member by reason of:
 - a) non payment by the member of his annual subscription within three months of the due date for payment thereof, or,
 - b) willful or persistent failure on the part of the member to observe the rules of the Society as laid down in this Constitution, or,
 - c) conduct of the member which the Committee considers to be prejudicial to the objectives or reputation of the Society, or,
 - d) the member becoming of unsound mind, or
 - e) admission to membership of the Society resulting from his submission of a false or misleading application for membership.
- i. Any member whose suspension or termination of membership is to be considered by the Committee shall be granted an opportunity of first stating his case before the Committee on a date and time to be notified to the member beforehand. Such notice shall be sent by registered mail to the last known address of the member at least fourteen (14) days prior to the meeting.
- j. Any member whose suspension or termination of membership has been decided by the Committee shall have the right within fourteen (14) days of being notified of this decision to appeal therefrom to a Committee of Appeal appointed for this purpose by the Committee. Such appeal shall be by way of rehearing and the decision of the Committee of Appeal shall be final and conclusive, and shall cancel all rights, interests or privileges of the member in the services and resources of the Society.
- 4.2 Only members who are above 18 years of age shall have the right to vote and to hold office in the Society.

5. APPLICATION FOR MEMBERSHIP:

- 5.1 A person wishing to join the Society should submit his particulars to the Secretary on a prescribed form.
- 5.2 The Committee will decide on the application for membership.
- 5.3 A copy of the Constitution shall be made publicly available on the Society website.

6. ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES:

- 6.1 There shall be no entrance fee payable for all members.
- 6.2 Annual subscriptions are payable as follows:

Honorary Membership	Free
Professional Membership	\$50.00
Corporate Membership	\$500.00
Student Membership	\$5.00

Any new member enrolled within the calendar year shall pay full dues for that current year.

- 6.3 For retiree memberships, the annual membership is reduced by half.
- 6.4 Annual subscriptions are payable in advance within the first month of the 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 within eight weeks of their becoming due, the President may order that his name be posted on the Society's notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than 3 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 debts.
- 6.5 Any additional fund required for special purposes may only be raised from members with the consent of the General Meeting of the members.

7. SUPREME AUTHORITY AND GENERAL MEETINGS:

- 7.1 The supreme authority of the Society is vested in a General Meeting of the members presided over by the President.
- 7.2 An Annual General Meeting shall be held in the first quarter of each 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 30 voting members, whichever is 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 Society'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 Society's notice board or website 4 days in advance of the meeting.
- 7.6 **Electronic notification** for the Election of Officers and Resolutions will be distributed to all members before each General Meeting. Voting by proxy is not permitted at any General Meetings. **Voting by proxy is allowed. The instrument appointing a proxy must be deposited by fax or mail by the member at the Society's registered office at least forty-eight (48) hours before the time set for the meeting.**
- 7.7 The following points will be considered at the Annual General Meeting:
- a. The previous financial year's account and the annual report of the Committee.
 - b. Where applicable, the election of officers-bearers and Honorary Auditors for the following term.
- 7.8 Any member who wishes to place any 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.
- 7.9 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at the General Meeting shall form a quorum.
- 7.10 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 of the existing Constitution.

8. MANAGEMENT AND COMMITTEE:

8.1 The administration of the Society shall be entrusted to an Executive Committee (the "Committee") comprising of the following to be elected at an Annual General Meeting:

- A President
- Two Vice Presidents
- A Secretary
- A Joint Secretary
- A Treasurer
- A Joint Treasurer
- 10 Ordinary Committee Members

8.2 The Committee shall, in the first quarter of every election year fix and publish:-

- (a) the date of nomination;
- (b) the date of election which shall be the date of the Annual General Meeting

8.3 Every nomination of a candidate for election to the Committee shall be in writing signed by two (2) members as proposer and seconder

8.4 If only so many candidates are nominated for election to the respective offices in the Committee as are required to be elected on the date fixed for nomination, these candidates shall be deemed to be elected; if fewer, nomination of a candidate may be proposed and seconded at the time of election. If at the time of election, there are fewer nominations than that required to be elected, the elected members shall appoint further members to the offices set out in Article 8.1

8.5 All office-bearers, except the Treasurer & Joint Treasurer, may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is two (2) year.

8.6 Election will be either by the show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. Voting by proxy is allowed. The instrument appointing a proxy must be deposited by fax or mail by the member at the Society's registered office at least forty-eight (48) hours before the time set for the meeting. In the event of a tie, the Chairman of the meeting shall have a casting vote.

8.7 Voting members can be co-opted by the Committee from time-to-time to serve the Society as required.

- 8.8 A Committee Meeting shall be held at least once every six 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. At least half of the Committee members must be present for its proceedings to be valid.
- 8.9 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanation 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.
- 8.10 The duty of the Committee is to organise and supervise the daily activities of the Society. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.
- 8.11 The Committee has power to authorise the expenditure of a sum not exceeding S\$10,000 per month from the Society's funds for the Society's purposes.
- 8.12a The Committee has the power to provide seed funds of not more than S\$100,000 for the biannual ICMAT conferences.
- 8.12b In the event that sum S\$100,000 is insufficient the Committee shall increase this figure to a total sum not exceeding S\$200,000.
- 8.13 The Committee has the power to provide seed funds of not more than S\$10,000 per event for workshops and special symposia organised by the Society.

9. DUTIES OF OFFICE-BEARERS:

- 9.1 The President shall chair all General and Committee Meetings. He shall also represent the Society 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 Society 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 Joint Secretary shall assist the Secretary and deputise for him in his absence.
- 9.5 The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He is authorised to expend up to S\$500 per month for petty expenses on behalf of the Society. He will not

keep more than S\$500 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 Vice-President or the Secretary.

9.6 The Joint Treasurer shall assist the Treasurer and deputise for him in his absence.

9.7 Ordinary Committee Members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.

10. AUDIT AND FINANCIAL YEAR:

10.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one (1) year only and shall not be re-elected for a consecutive term.

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 Society'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 January to 31st December.

10.4 The Committee shall appoint an external auditor to prepare the annual accounts of the society.

11. TRUSTEES:

11.1 If the Society 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 Society 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 the members.

11.3 The office of the trustee shall be vacated:

- a. if the trustee dies or becomes a lunatic or of unsound mind.
- b. if he is absent from the Republic of Singapore for a period of more than one year.
- c. if he is guilty of misconduct of such 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 Society'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 addresses of immovable properties, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

12. VISITORS AND GUESTS:

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

13. PROHIBITIONS:

13.1 Gambling of any kind, whether for stakes or not, is forbidden on the Society'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 Society shall not be used to pay the fines of members who have been convicted in court of law.

13.3 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.

13.4 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 service which adversely affect consumer interests.

13.5 The Society shall not indulge in any political activity or allow its fund and/or premises to be used for political purposes.

13.6 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

13.7 The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

