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# *Constitution of the Asian Musculoskeletal Society*

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**Drafted by:**

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**Final Version: 5<sup>th</sup> February 2009**

*1<sup>st</sup> amendment at the 6<sup>th</sup> AGM 2<sup>th</sup> September 2004 in Seoul, Korea*

*2<sup>nd</sup> amendment at the 11<sup>th</sup> AGM 5<sup>th</sup> February 2009 in Chiang Mai, Thailand*

This document is based on:

*The Constitution of the International Skeletal Society*

*The Constitution of the European Society of Skeletal Radiology*

*The Constitution of the Society of Skeletal Radiology*

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## NAME

1. This Society shall be known as the “Asian Musculoskeletal Society”, hereinafter referred to as the “Society”

## PLACE OF BUSINESS

2. Its place of business shall be at:

Department of Radiology  
Tung Wah Hospital  
12 Po Yan Street  
Sheung Wan  
Hong Kong

or such other address as may subsequently be decided upon by the Committee.

## OBJECTS

- 3.1 Its objects are:

- a. To advance the science and art of musculoskeletal radiology through an educational non-profit society of radiologists and individuals in related fields of medicine and science in Asia
- b. To bring together radiologists and individuals in related fields to improve the understanding, research and teaching of musculoskeletal radiology in Asia
- c. To encourage and support the development of expertise in musculoskeletal radiology and related fields in Asia
- d. To provide scientific meetings for the reading and discussion of papers, research, preliminary work and ideas, and the dissemination of knowledge
- e. To foster the promotion of closer fellowship, collaboration, refinement of clinical expertise and exchange of ideas among individuals with an interest in musculoskeletal radiology and related fields in Asia
- f. In furtherance of the above objects, the Society may provide continuing education through refresher courses, and disseminate knowledge through publications of the Society

## STATEMENT OF FAITH

- 3.2 The statement of faith of the Society is not applicable

## MEMBERSHIP QUALIFICATION AND RIGHTS

- 4.1 Membership is open to those satisfying the following criteria:

- a. **ORDINARY MEMBERS**

Ordinary membership shall be open to all radiologists with a proven interest in practice, teaching or research in musculoskeletal radiology, and to pathologists, other medical practitioners,

veterinarians and scientists working in related fields and who are interested in imaging-pathologic correlation. Ordinary members must be able to demonstrate commitment to the practice, teaching or research in musculoskeletal radiology and related fields in Asia. Ordinary Members shall have completed at least three years of practice after completing their training in radiology or related fields. All Ordinary Members shall have the right to vote and to hold office in the Executive Committee.

b. **HONORARY MEMBERS**

Honorary Members shall be persons residing or practicing anywhere in the world who have made outstanding contributions to musculoskeletal radiology and related fields, or to the Society. Members shall be elected by the Executive Committee. They have no voting rights and shall not be eligible to hold office in the Executive Committee. They have the right to attend general and extraordinary meetings of the Society. They shall be excluded from payment of all dues.

c. **ASSOCIATE MEMBERS**

Associate members shall be persons who have completed at least three years of practice after completing their training in radiology or related fields, who have an interest in musculoskeletal imaging, but who have not yet fulfilled the Ordinary Membership criteria of commitment to the practice, teaching or research in musculoskeletal radiology and related fields. They shall have all the privileges of Ordinary Members except the right to vote and hold office. They shall be required to pay all dues and assessments.

d. **JUNIOR MEMBERS**

Junior members shall be either in a recognised training program for, or be within three years of having completed training for, radiology or related fields. Junior Members shall be sponsored by a Ordinary Member in good standing. These members have the same rights as Honorary Members, but are required to pay membership dues.

e. **INACTIVE MEMBERS**

Inactive members are former Ordinary Members who have retired from active practice. Application for inactive status must be made in writing to the Secretary. Inactive Members shall have all the privileges of Ordinary Members except for the right to vote and hold office. They shall be excused from payment of all dues.

f. **INTERNATIONAL MEMBERS**

International Members are those members who spend a majority of their professional practice in musculoskeletal radiology or related fields but who live outside Asia. They shall have all the privileges of Ordinary Members except the right to vote and hold office. They shall be required to pay all dues and assessments. International Members will automatically be transferred to Ordinary Membership when residing in Asia pursuant to approval by the Executive Committee

g. **FOUNDING MEMBERS**

Founding members are those practicing in musculoskeletal radiology and related fields who participated in person in the inaugural General Meeting of the Asian Musculoskeletal Group in Kuala Lumpur, Malaysia, in September 1998, or those Asian members of the International Skeletal Society who accepted invitations to join the Society prior to the first official Society AGM. The Founding Members constituted the provisional AGM until the first official Society AGM, held in Singapore on April 16<sup>th</sup>, 1999. The Founding Members appointed a Pro-tem Executive Committee, and organised the Society until the first annual meeting was held.

h. Members shall be considered to be in good standing when their dues are current and they have attended no less than one out of four successive meetings of the Society. If a Member has missed four successive meetings, he/she may be notified by the Secretary; if the Member does not attend the subsequent meeting, the Membership may be terminated by the Executive Committee.

4.2 Only members who are above 18 years of age shall have the right to vote and hold office in the Society.

## **APPLICATION FOR MEMBERSHIP**

- 5.1 A person wishing to join the Society should submit his/her particulars to the Secretary on a prescribed form. This application must be supported by two Ordinary Members in good standing.
- 5.2 The Executive Committee will decide on the application for membership.
- 5.3 A copy of the Constitution shall be furnished to every approved member upon payment of the entrance fee.

## **ENTRANCE FEES, SUBSCRIPTIONS, OTHER DUES AND REVENUES**

- 6.1 The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Committee from time to time
- 6.2 Annual subscriptions are payable as follows: Dues shall be set annually by the Executive Committee and shall be consistent with the needs of the Society.
- 6.3 For Inactive and Honorary Members, all dues are waived.
- 6.4 Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his/her subscription or other dues, the member shall be informed immediately by the Treasurer. If the member fails to settle the arrears within two months of their becoming due, the President may order that the member be denied the privileges of membership until the account is settled. A Member whose dues are more than 6 months in arrears and who has been sent at least two requests for payment shall be considered to have resigned.
- 6.5 Any additional fund for special purposes may only be raised from members with the consent of a General Meeting of the members.

## **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 A General Meeting shall be held, in conjunction with a Scientific Meeting, once a year. The venue for this meeting shall be in Asia, and is to be decided at least 6 months in advance.
- 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 the lesser, and may be called at any time 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 months from receiving this request to convene the Extraordinary General Meeting.
- 7.4 If the Committee does not within 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 10 days' notice to voting members setting forth the business to be transacted by sending the agenda via post, fax or email.
- 7.5 At least 6 weeks notice shall be given of an Annual General Meeting and at least 30 days notice of an Extraordinary General Meeting. Notice of the 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 also be sent by the Secretary via post, fax or email at least 2 weeks in advance of the meeting. Unless otherwise stated in this Constitution, voting by proxy is allowed at all General Meetings.

- 7.6 The following points will be considered at the Annual General 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.
- 7.7 Any member who wishes to place an item on the agenda of a General Meeting may do so provided the member gives notice to the Secretary at least 30 days before the meeting is due to be held.
- 7.8 At least 25% of the total voting membership or 30 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum. Teleconferencing or similar distance communication technologies may be used by members unable to physically attend a General Meeting. Members using such technologies shall be deemed to be physically present for purposes of forming a quorum and for voting.
- 7.9 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 to be a quorum, but they shall have no power to amend any of the existing Constitution.
- 7.10 Unless explicitly stated in the agenda, the procedure of General Meetings shall follow this Order of Business:
1. Call to order
  2. Reading of minutes
  3. President's report
  4. Secretary's report
  5. Treasurer's report
  6. Other reports
  7. Unfinished business
  8. Election of members
  9. New business
  10. Election of officers
  11. Other business
  12. Adjournment
- 7.11 The Society does not accept financial responsibility for the Annual Meeting. The local organisers, in accepting to host an Annual Meeting, must accept full responsibility for all costs arising from the Meeting. In the event of a Meeting generating a surplus, a 50/50 split or other pre-agreed proportion will be made between the local organisers and the Society.

## MANAGEMENT AND COMMITTEES

- 8.1 The administration of the Society shall be entrusted to an Executive Committee, hereinafter called the "Committee", consisting of the following positions to be elected at each alternate Annual General Meeting:

A President  
A Vice-President  
A Secretary  
A Treasurer  
3 Ordinary Committee Members

An Immediate Past President

All positions are to be elected at each alternate General meeting except the position of the Immediate Past President. Additional committee members may be co-opted to serve on the Committee by existing members of the Committee. The order of election shall be as listed. The term of office of the Committee is 2 years.

All office-bearers, except the Treasurer, may be re-elected to the same or related post for a consecutive term of office. Committee members can serve for a maximum of two consecutive terms in the same post, but may be re-elected to the same post after at least one term out of that post. The committee member may continue to serve in the committee in another post during that term. Co-opted members may be co-opted for a maximum of 2 consecutive terms and may be elected to the committee following their terms as co-opted members.

- 8.2 Names for the above officers shall be either:
- a. Nominated by the Committee, which shall report the nominations to the assembly at the Annual General Meeting after obtaining the consent of the candidates, or
  - b. Proposed and seconded on the floor of the Annual General Meeting. The candidates have to give consent to stand for election, either in person or by proxy.

Election will follow on a simple majority vote of the voting members present.

- 8.3 Election 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, the Chairman of the meeting shall have a casting vote.
- 8.4 A Committee Meeting shall be held at least once every 12 months after giving at least seven days' notice to Committee Members. The President may call a Committee Meeting at any time by giving at least five days' notice. At least 1/2 of the Committee Members must be present for its proceedings to be valid. Teleconferencing or similar distance communication technologies may be used by members unable to physically attend a committee meeting. Members using such technologies shall be deemed to be physically present for the purposes of forming a quorum and voting.
- 8.5 Any member of the Committee absenting himself from three meetings consecutively without satisfactory explanations 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.
- 8.6 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 Meeting.
- 8.7 The Committee has power to authorise the expenditure of a sum not exceeding US \$10,000 per month from the Society's funds for the Society's purposes.
- 8.8 Other committees shall be created as required within the Society, and shall be appointed by the Executive Committee

## **DUTIES OF OFFICE-BEARERS**

- 9.1 The President shall chair all General and Committee meetings. He/she shall also represent the Society in its dealings with outside persons.
- 9.2 The Vice-President will assist the President, and deputise for the President in the case of the President's absence.
- 9.3 The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. The Secretary will keep minutes of all General and Committee meetings. The Secretary shall maintain an up-to-date Register of Members at all times.
- 9.4 An Assistant Secretary may be appointed by the Committee and shall assist the Secretary, and deputise for the Secretary in the case of the Secretary's 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. The Treasurer

is authorised to expend up to US\$1,000 per month for petty expenses on behalf of the Society. The Treasurer will keep not more than US\$1,000 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 any two members from a group of members as appointed by the committee. Cheques for deposits that need endorsement are to be done by the Treasurer or other member appointed by the committee. An Assistant Treasurer may be appointed by the Committee and shall assist the Treasurer, and deputise for the Treasurer in the case of the Treasurer's absence.

- 9.6 Ordinary Committee members shall assist in the general administration of the Society and perform duties assigned by the Committee from time to time.
- 9.7 Co-opted members will have the same rights as ordinary committee members. The term of office will be concurrent with the ordinary committee members.
- 9.8 The Immediate Past President will be the outgoing President and his term of office will end when the term of the current President ends. The Immediate Past President will be an advisor to the President and the executive committee and will have the same rights as ordinary committee members.

## **AUDIT AND FINANCIAL YEAR**

- 10.1 Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of 2 years only 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 31<sup>st</sup> December of each calendar year.

## **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 4 and not less than 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 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 guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
  - c. 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 the Secretary notifying all members at least two weeks before the General Meeting at which the proposal is to be discussed.

## **VISITORS AND GUESTS**

- 12.1 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 his Society's rules and regulations.

## **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.
- 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 of any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.
- 13.5 The society will not indulge in any political activity or allow its funds 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 No member of the Society may send notices concerning matters of the society using means such as but not limited to, post, fax or email to other members of the society without the expressed and written permission from the Secretary or President.

## **AMENDMENTS TO CONSTITUTION**

- 14 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting.



## INTERPRETATION

- 15 In the event of any question or matter arising out of any point which is not expressly provided for in this Constitution, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

## DISPUTES

- 16 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 a court of law for settlement.

## DISSOLUTION

- 17.1 The Society shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of the Society expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 17.2 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 disposed of in a manner as the General Meeting of members may determine or donated to an approved charity or charities.

## DISCIPLINARY ACTION

- 18.1. The Committee may in its absolute discretion suspend for a period not exceeding six (6) months, or call upon to resign, or expel, any member who offends against the rules of the constitution, or whose conduct is in the opinion of the Committee be injurious to the character of the Society or the interests of the members.
- 18.2. Before a member is suspended or called upon to resign or is expelled, the member's conduct shall be enquired into by the Committee and he or she shall be given an opportunity verbally and/or in writing/email/fax to justify or explain his or her conduct. The member must respond within 14 days of being called upon to do so by the Committee, failing which the Committee may proceed to suspend, call upon to resign or expel the member. A decision to suspend shall require the affirmative vote of a simple majority of the committee at a Committee meeting, after giving at least 7 days notice, at which a quorum of five (5) is present. Teleconferencing or similar distance communication technologies may be used by members unable to physically attend a Committee meeting. Members using such technologies shall be deemed to be physically present for the purposes of forming a quorum and voting. A decision to call upon to resign, or expel, under this rule shall require the unanimous vote of the Committee. If a member fails to resign within 14 days of being called upon to do so, under this rule, the committee shall expel him.
- 18.3. A member suspended under this rule shall not be entitled to the privileges of membership or attend the annual scientific meeting or general meetings of the society. The suspended member shall continue to be liable for annual subscription and other society dues.

- END -