



SINGAPORE INSTITUTION OF SAFETY OFFICERS

CONSTITUTION

APRIL 2015

SINGAPORE INSTITUTION OF SAFETY OFFICERS

Our Vision

To be the leading Institution representing OS&H professionals in Singapore

Our Mission

We shall establish professional development opportunities to enhance the competence and status of our members.

We seek to promote and uphold high standards of professional practice among our members.

Code of Ethics

Members of SISO shall exercise their responsibilities for the protection of people, property, and the environment with integrity, professionalism and honour. Members are also accountable for following this Code of Ethics.

Members shall:

1. Always maintain high standards of integrity, impartiality and loyalty in serving or dealing with their employers, employees, colleagues, clients, the public and the Institution;
2. Continue to improve their knowledge and competence through education, training and networking and provide professional services only in their area of competence;
3. Avoid conflicts of interest and never compromise on their professional conduct;
4. Maintain confidentiality of privileged information and not use such information for their personal gain and
5. When speaking or writing publicly, do so in a responsible, truthful, and objective manner and within the parameters of authority granted.

CONSTITUTION

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1. NAME

The Society shall be known as THE SINGAPORE INSTITUTION OF SAFETY OFFICERS, abbreviated to “SISO”, and hereinafter referred to as the “Institution”.

2. PLACE OF BUSINESS

The place of business of the Institution shall be at Blk 167 Jalan Bukit Merah, #02-13 Connection One, Tower 5, Singapore 150167, or at such place or address as may be decided by the Executive Committee from time to time, subject to the approval of the Registrar of Societies.

3. OBJECTS

SISO is a professional organisation providing representation, promotion, and support for members engaged in the practice of Workplace Safety and Health towards the protection of people, property, and the environment.

The objectives of the Institution are to:

- 3.1 Develop and promote high standards of professional ethics and practice among members;
- 3.2 Provide and/or facilitate continual professional development opportunities to enhance the competence of members; and
- 3.3 Cultivate affiliation and cooperation with other national and international Occupational Safety and Health organisations to encourage and participate in the development of the profession and to position the Institution on par with similar international organisations.

4. INTERPRETATION

In this Constitution, unless there is anything repugnant in the subject or context:

- “Institution” means Singapore Institution of Safety Officers or SISO in short.
- “The Executive Committee” means the management of the Institution constituted under Clauses 13 (MANAGEMENT) and 14 (ELECTION OF OFFICE BEARERS) herein.
- “Member” means paid-up Chartered Fellow, Fellow, Chartered, Professional, Associate, Corporate, or Honorary Member of the Institution.
- “Voting Member” means paid-up Chartered Fellow, Fellow, Chartered or Professional Member.
- WSH means Workplace Safety & Health.
- Words expressing the plural shall include the singular and the masculine gender shall include the feminine gender and vice versa.
- In the event of any question or matter arising out of any point which is not expressly provided for in this Constitution, the Executive Committee shall have the power to use its own discretion and any such decision thus made shall be valid unless otherwise rescinded at a General Meeting.

5. MEMBERSHIP

Membership shall consist of:

- Chartered Fellow / Fellow
- Chartered Member
- Professional Member
- Associate Member
- Corporate Member
- Honorary Member

5.1 Chartered Fellow / Fellow

An Applicant for Fellowship status shall first satisfy the Executive Committee that he:

- a. has been, and at least still is a Professional Member of the Institution for a period of not less than ten (10) continuous years, including at least five (5) full years in the Executive Committee
- b. holds a responsible position in the field of WSH, and is knowledgeable on matters pertaining to occupational safety and health management and practices.

Application to this position must be proposed by two (2) eligible Voting Members of the Institution. The Executive Committee would normally only approve a maximum of two (2) Chartered Fellow / Fellow a year. Consideration would be given to an applicant's seniority, contribution and loyalty to the Institution, and the position and number of years served in the Executive Committee.

5.2 Chartered Member

Any candidate applying to be a Chartered Member shall satisfy the Executive Committee that he/she:

- a. has at least 10 years professional experience; AND
- b. has been a Professional Member of SISO for at least five (5) continuous years; AND
- c. has completed a SISO accredited qualification; AND
- d. has maintained his WSH Continuing Professional Development record

5.3 Professional Member

Any candidate applying to be a Professional Member shall satisfy the Executive Committee that he:

- a. is a REGISTERED WSH OFFICER with the Commissioner for Workplace Safety and Health, Ministry of Manpower; AND
- b. has not been incriminated for offences that may be prejudicial or detrimental to the interests or objectives of the Institution and the Profession; AND
- c. maintains his Continuing Professional Development record.

The Executive Committee may at its discretion grant Professional membership to existing Ordinary Members and exempt them from items 5.3 (a) and (c) at the time of this Constitution change.

5.4 Associate Member

Any candidate applying to be an Associate Member shall satisfy the Executive Committee that he holds a responsible position in occupational safety and health, environment, engineering or science and by virtue of his position is qualified to make a positive contribution in the field of occupational safety, health and environment.

An overseas applicant who meets the criteria shall initially be accepted as an Associate Member only.

5.5 Corporate Member

Any organisation applying to be a Corporate Member shall satisfy the Executive Committee that:

- a. it is embodied or incorporated in law as a Corporation, Company, Society, Institution or Association.

AND

- b. one or more of its objectives which it actively pursues is closely identified with one or more of the objectives of the Institution.

AND

- c. none of its objectives is detrimental to the interests of the Institution.

5.6 Honorary Member

Any individual who has rendered distinguished service to the Institution and/or the community in the field of occupational safety, health and environment may be conferred Honorary Membership by the Executive Committee.

5.7 Members Residing Overseas

The privileges of any member residing outside of Singapore may not be similar to that of members residing in Singapore.

6. TITLES

Members of the Institution shall be entitled to use the following designations:

- | | | |
|-------|---------------------|----------|
| (i) | Chartered Fellow | : CFSISO |
| (ii) | Fellow | : FSISO |
| (iii) | Chartered Member | : CMSISO |
| (iv) | Professional Member | : PMSISO |
| (v) | Associate Member | : AMSISO |
| (vi) | Honorary Member | : HMSISO |

7. RIGHTS AND PRIVILEGES OF MEMBERS

- 7.1 All members of the Institution shall be entitled to receive a copy of the latest edition of the Constitution upon admission;
- 7.2 All members shall receive notifications, circulars, newsletters and other publication concerning the affairs of the Institution.
- 7.3 All members shall be eligible for the same rights and privileges as may be provided from time to time by the Institution on matters pertaining to the functions and affairs of the Institution, such as seminars, conferences, luncheon or dinner talks, and social functions, organised wholly or jointly by the Institution.
- 7.4 Voting Members shall have the right to propose or second an application for Fellow Membership of the Institution; to propose or second a candidate for election; to offer himself for election; and to attend, speak and be entitled to one vote at all General Meetings of the Institution. Such proposers and seconders shall be paid-up members of the Institution.
- 7.5 An Associate Member shall have the right to attend and speak at any General Meeting of the Institution but shall not be eligible to hold office or to vote at such meetings of the Institution.
- 7.6 A Corporate Member shall be entitled to nominate one accredited representative accepted by the Executive Committee to represent the Corporate Member at any General Meeting of the Institution. A Corporate Member shall not be eligible to hold office or to any voting right.
- 7.7 A person conferred Honorary Membership by the Executive Committee shall not be required to pay an Entrance Fee of the Annual Subscription.
- 7.8 An Honorary Member shall be eligible to attend and speak at General Meetings of the Institution but shall not hold office and shall have no voting right.

8. APPLICATION FOR MEMBERSHIP

- 8.1 All applications for membership of the Institution shall be submitted in writing in the appropriate forms prescribed by the Executive Committee.
- 8.2 All applications for membership will be referred to the Executive Committee for approval. The Executive Committee is however not obliged to assign any reason should an application be rejected.
- 8.3 The name of any applicant whose membership is approved by the Committee shall be entered into the Membership Register, subject to payment of the appropriate Entrance and Subscription fees.

9. CERTIFICATE OF MEMBERSHIP

- 9.1 On admission, every member shall receive a Membership identification and shall be entitled to hold the said identification subject to the validity period based on the payment of the Annual Subscription fees except for Honorary Members.

- 9.2 The Membership identification shall remain the property of the Institution.
- 9.3 In the event of cessation of Membership, the Membership identification shall be returned to the Institution.

10. SUSPENSION OR CESSATION OF MEMBERSHIP

- 10.1 The Executive Committee may suspend a member for such period as it decide, or may declare cessation of membership, if a member:
- a. in the opinion of the Executive Committee, gained admission by improper means;
 - b. is an undischarged bankrupt;
 - c. has not paid subscriptions for more than six (6) months after having been informed by the Honorary Treasurer;
 - d. tenders his resignation in writing and which resignation is accepted by the Executive Committee;
 - e. commits an act which is considered by the Executive Committee to be prejudicial or detrimental to the interests or objectives of the Institution.
- 10.2 The name of any person who ceases to be a member of the Institution shall be removed from the Institution's Membership Register.

11. REINSTATEMENT OF MEMBERSHIP

- 11.1 A person whose name has been removed from the Register may apply at any time to the Institution for reinstatement.
- 11.2 The Executive Committee shall determine the application on its individual merits and may reinstate the person conditionally or otherwise. The Executive Committee's decision on any application for reinstatement of membership shall be final, and it shall not be obliged to disclose any reason for its decision.

12. ENTRANCE FEES AND SUBSCRIPTIONS

- 12.1 The Entrance Fees and Subscriptions for the various grades of Membership shall be as set out in "Schedule A" of the Constitution and may only be changed by a resolution adopted at a General Meeting of the Institution.
- 12.2 All applications for membership must be submitted with the appropriate Entrance and Subscription fees. If the application is rejected, the amount paid shall be refunded to the applicant.
- 12.3 Annual Subscriptions shall be paid in advance at the beginning of each calendar year, but not later than the date of the Annual General meeting for that year.
- 12.4 A member may, when eligible, apply to the Institution for a transfer to membership to another grade.
- 12.5 The payment for such an application for transfer shall be difference in subscription rates and must be made upon the submission of the application.

- 12.6 It for whatever reason the application for transfer is rejected, the amount so paid shall be refunded to the member.
- 12.7 If any member joins the Institution after 30th June, the subscription payable for that year shall be half the prescribed rate.

13. MANAGEMENT

- 13.1 The Management of the Institution shall be vested in the Executive Committee constituted under Clauses 13 and 14 (ELECTION OF OFFICE BEARERS).
- 13.2 The Executive Committee of the Institution shall comprise of the following:
- President
 - Vice President
 - Honorary Secretary
 - Honorary Assistant Secretary
 - Honorary Treasurer
 - Five (5) Committee Members
- 13.3 All Office Bearers, except the Honorary Treasurer, are eligible for re-election for a consecutive term of office.
- 13.4 The Institution may invite Past Presidents to be its Advisor(s). The Advisor(s) may be invited to attend Executive Committee meetings but shall not have voting right.

14. ELECTION OF OFFICE BEARERS

- 14.1 The Office Bearers of the Institution shall be elected from amongst voting Members by secret ballot at the Annual General Meeting of the Institution.
- 14.2 The Office Bearers of the Institution elected at an Annual General Meeting shall hold office for a term of two (2) years.
- 14.3 Every candidate for election to the Executive Committee is required to file his nomination in the prescribed Nomination Form. Each nomination shall be proposed by a voting Member and seconded by another voting Member of the Institution.
- 14.4 Every Nomination Form, together with the candidate's consent to his nomination shall be submitted to the Honorary Secretary not less than seven (7) consecutive days before the scheduled date of the Annual General Meeting of the Institution.
- 14.5 The Institution may invite a Government or Quasi-Government body directly involved in safety management to nominate a representative to serve on the Executive committee as an ex-officio with no voting right.
- The Institution reserves the right to increase the number of ex-officio as it may deem necessary.
- 14.6 The Executive Committee may invite the immediate past President, and/or any of the past Presidents, to the Committee as an Honorary President for the duration of that Committee's term of office.

15. DUTIES OF OFFICE BEARERS

15.1 President

The President shall normally chair all Ordinary, General and Extra-Ordinary General Meetings of the Institution. He shall represent the Institution in its dealings with persons and organisations in accordance with the principals and policies as determined by the Executive Committee.

15.2 Vice-President

The Vice-President shall assist the President in his duties and deputize for him in his absence.

15.3 Honorary Secretary

The Honorary Secretary shall be responsible for:

- a. issuing proper notices of all Committee, Annual General and Extra-Ordinary General Meetings;
- b. keeping all records and minutes of all Committee, Annual General and Extra-Ordinary General Meetings;
- c. conducting and signing all correspondence on behalf of the Institution;
- d. such other duties as may be assigned by the President or the Executive Committee.

15.4 Assistant Honorary Secretary

The Assistant Honorary Secretary shall assist the Honorary Secretary in his duties and deputize for him in his absence.

15.5 Honorary Treasurer

The Honorary Treasurer shall be responsible for:

- a. keeping all funds, collecting and disbursing all monies on behalf of the Institution in accordance with the direction of the Executive Committee;
- b. keeping proper accounts of all monetary transactions and other financial records and be responsible for their correctness;
- c. maintaining and expending a petty cash float of S\$500.00 (Singapore Dollars Five Hundred Only), or such sum as the Executive Committee may approve from time to time, for miscellaneous expenses to be reimbursed as and when required;
- d. depositing in the banks named by the Executive Committee all monies received by the Institution;
- e. signing cheques for withdrawal of monies. The cheques must be counter-signed by the President, Vice-President or the Honorary Secretary;
- f. maintaining the correctness of the Membership Register of the Institution;
- g. preparing and presenting to the Annual General Meeting a duly audited Financial Statement for the preceding year ending 31st December;
- h. such other financial duties as may be assigned by the President or the Executive Committee.

16. RESPONSIBILITIES AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

- 16.1 The Executive Committee shall meet at least once a month at the office of the Institution or at such other place as it may decide from time to time.
- 16.2 In addition to the monthly meetings, the Executive Committee shall also meet whenever it may decide to so do, or when it is considered necessary by the President, or upon a requisition in writing signed by at least half of its members stating the business to be transacted, provided fourteen (14) consecutive days' notice is given.
- 16.3 Notice of all meetings of the Executive Committee with its agenda shall be sent to each Committee member at least seven (7) days prior to the date of the meeting.
- 16.4 The quorum for the meeting of the Executive Committee shall be not less than half of its total members.
- 16.5 In the absence of the President, the Vice-President shall take the chair. If both the President and the Vice-President are absent, the Committee members present shall elect one of their members to preside at the meeting.
- 16.6 Each member of the Executive Committee shall be entitled to one (1) vote. In the absence of a simple majority in voting, the President shall have a casting vote.
- 16.7 Any member of the Executive Committee who absents himself from three (3) consecutive meetings without any explanation acceptable to the Executive Committee shall ipso facto cease to be a member thereof.
- 16.8 Any member of the Executive Committee, who absents himself from more than 50% of the meetings conducted during the term of office, shall be barred from seeking office in the next term.
- 16.9 The Executive Committee shall have the power to hire, dismiss and determine the remuneration of the Institution's employees.

17. VACANCIES

If a vacancy occurs amongst the Office Bearers, the Executive Committee shall have the power to co-opt and appoint another member to fill such vacancy until the next Annual General Meeting.

18. STANDING AND AD-HOC COMMITTEES

- 18.1 The Executive Committee shall appoint Standing Committees as deemed necessary to undertake the various functions of the Institution.
- 18.2 The Executive Committee shall have the power to appoint Ad-Hoc Committees for special purposes.
- 18.3 All members of the Institution are eligible to serve on Standing or Ad-Hoc Committees appointed by the Executive Committee.
- 18.4 The decision of any Standing or Ad-Hoc Committee shall be subject to the approval of the Executive Committee.
- 18.5 The Chairman of each Standing or Ad-Hoc Committee shall normally be a member of the Executive Committee.

19. ANNUAL GENERAL MEETING

- 19.1 The Institution shall hold an Annual General Meeting of members each year, not later than 31st March of each year for the following purposes:
- a. to confirm the Minutes of the last Annual General Meeting;
 - b. to receive and, if approved, pass the Annual Report of the Executive Committee and the Statement of Accounts;
 - c. to elect Office Bearers;
 - d. to elect two (2) Honorary Auditors or appoint a professional auditor or a firm of professional auditors for the ensuing year;
 - e. to transact any other business of which notice has been given to the Honorary Secretary at least seven (7) consecutive days before the Annual General Meeting.
- 19.2 The quorum at any Annual General Meeting shall be 25% of the voting members or 50 voting members, whichever is lower, being present for the proceedings to be valid.
- 19.3 Notice of every Annual General Meeting together with the Agenda shall be given to all members in writing at least twenty-one (21) consecutive days before the meeting.
- 19.4 The Annual Report and the Statement of Accounts shall be given to all members at least fourteen (14) consecutive days before the Annual General Meeting.

20. EXTRA-ORDINARY GENERAL MEETING

- 20.1 The Executive Committee may convene an Extra-Ordinary General Meeting at any time to conduct any business as it may decide.
- 20.2 Notice of an Extra-Ordinary General Meeting convened by the Executive Committee together with the business to be transacted, shall be given to all members in writing not less than fourteen (14) consecutive days before the date fixed for the meeting.
- 20.3 The quorum for an Extra-Ordinary General Meeting convened by the Executive Committee shall not be less than 25% of the voting members or fifty (50) voting members, whichever is the lower, being present for the proceedings to be valid.
- 20.4 An Extra-Ordinary General Meeting shall also be convened when a requisition signed by two-thirds (2/3) of the total voting membership of the Institution is received by the Executive Committee. Any requisition for the convening of an Extra-Ordinary General Meeting should state specifically the purpose for which the Extra-Ordinary General Meeting is to be convened.
- 20.5 An Extra-Ordinary General Meeting convened on the basis of the requisition shall be called not later than twenty-one (21) consecutive days after the receipt of the requisition.
- 20.6 Notice of an Extra-Ordinary General Meeting convened on the basis of a Requisition together with the business to be transacted shall be given to all members in writing no less than fourteen (14) consecutive days before the date fixed for the meeting.
- 20.7 No business except that which has been duly notified may be transacted at an Extra-Ordinary General Meeting.

- 20.8 In the case of a requisitioned Extra-Ordinary General Meeting, the quorum shall be 25% of the voting members or fifty (50) voting members, whichever is the lower, being present for its proceedings to be valid.

Should there be insufficient members to make up a quorum at the time of the meeting, the President shall dissolve the proposed Extra-Ordinary General Meeting.

21. FINANCIAL YEAR

The Financial Year of the Institution shall be a twelve (12) month period from the 1st of January to the 31st of December of each year.

22. HONORARY AUDITORS

- 22.1 Two (2) persons who are not members of the Executive Committee shall be elected as Honorary Auditors at each Annual General Meeting.

- 22.2 The Honorary Auditors so elected shall hold office for one (1) year and shall not be eligible for re-election.

- 22.3 The Annual General Meeting may appoint or re-appoint a professional auditor or a firm of professional auditors for the purposes of audit. In such event sub rules 22.1 and 22.2 above shall not apply, but such auditor or auditors shall not be a member or members of the Executive Committee.

- 22.4 The Honorary Auditors so elected or alternatively the professional auditor or firm of professional auditors so appointed:

- a. shall be required to audit each year's accounts and present a report upon them to the following Annual General Meeting;
- b. may be required by the President or the Executive Committee to audit the accounts for any period within their term of office at any date and to make a report to the Executive Committee.

23. PATRONS

The Institution may from time to time invite prominent or distinguished person or persons who are citizens of the Republic of Singapore to be Patron or Patrons of the Institution.

24. NOTICE OF MOTIONS, AMENDMENTS TO CONSTITUTION, RULES, ETC.

Notice of motions to be dealt with at an Annual General Meeting shall be delivered in writing to the Honorary Secretary not later than fourteen (14) consecutive days prior to the date of the meeting.

25. AMENDMENTS TO THE CONSTITUTION, RULES, ETC.

- 25.1 A motion for amendments to the Constitution, Rules, etc., of which due notice has been given to the Honorary Secretary shall only be made at a General Meeting of the Institution.
- 25.2 No amendment to the Constitution, Rules, etc., shall be made unless a quorum prescribed for the General Meeting is present and the motion is carried by 25% of the voting members or fifty (50) voting member, whichever is the lower, being present for the proceedings to be valid.
- 25.3 Amendments to the Constitution, Rules, etc. as provided at a General Meeting in accordance with Rule 25.2 above shall not come into force without the prior sanction of the Registrar of the Societies.

26. PROHIBITIONS

- 26.1 Gambling of any kind, whether for stakes or not, is forbidden on the Institution's premises. The introduction of materials for gambling or drug taking, or any bad or undesirable characters into the premises is prohibited.
- 26.2 The funds of the Institution shall not be used to pay the fines of members who have been convicted in a court of law.
- 26.3 The Institution 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 affects consumer interests.
- 26.4 The Institution shall not hold any lottery whether confined to its members or not, in the name of the Institution or its Office Bearers, Committer or members, unless with the prior approval of the relevant authorities.
- 26.5 The Institution shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 26.6 The Institution 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.

27. DISSOLUTION

- 27.1 The Institution shall not be dissolved except with the consent of not less than two-thirds (2/3) of the voting members of the Institution for the time being resident in the Republic of Singapore, expressed either in person, or by proxy at a General Meeting convened for the purpose.
- 27.2 Notice of any proposal to dissolve the Institution shall be given to all members not less than one (1) calendar month before the date fixed for the meeting.

27.3 In the event of the Institution being dissolved, its assets, if any and all debts and liabilities legally incurred on behalf of the Institution shall be fully discharged and the remaining funds distributed either:

a. to bona fide safety organisations having similar objectives;

OR

b. to gazetted local charitable institutions;

OR

c. as directed by the members at the General Meeting convened for the purpose of dissolution.

27.4 The Honorary Secretary of the Institution shall inform the Registrar of Societies within seven (7) days of the meeting at which the Institution is dissolved.

28. DISPUTES

28.1 In the event of any dispute arising amongst the members, they shall table the matter for resolution before an Extra-Ordinary General Meeting to be held in accordance with the Constitution. If the members fail to resolve the matter at the Extra-Ordinary General Meeting, they shall bring the matter before a court of law for resolution.

THE SIGNIFICANCE OF THE LOGO AND COLOURS ARE AS FOLLOWS:

- a) The arrow symbolizes the safety professional moving ahead with industry.
- b) The arrow is pointed right signifying the safety professional moving safety in the “right” direction.
- c) The cross and the colour green are trademarks of safety.
- d) The logo as a whole signifies the active and forward-looking safety professional moving ahead with the fast-paced economic landscape.

SINGAPORE INSTITUTION OF SAFETY OFFICERS

CONSTITUTION – SCHEDULE A

Grade of Membership	Entrance Fee	Annual Subscription
Chartered Fellow / Fellow	-	S\$100.00
Chartered	-	S\$100.00
Professional	S\$20.00	S\$80.00
Associate	S\$20.00	\$80.00
Corporate	-	\$200
Honorary	-	-