

Persatuan Farmakologi dan Fisiologi Malaysia
Malaysian Society of Pharmacology and Physiology



Constitution

(For Members Only)

**CONSTITUTION
OF
PERSATUAN FARMAKOLOGI DAN FISIOLOGI MALAYSIA
(MALAYSIAN SOCIETY OF PHARMACOLOGY AND PHYSIOLOGY)**

I. NAME AND REGISTERED PLACE OF BUSINESS

1.1 The Society shall be called the Persatuan Farmakologi dan Fisiologi Malaysia (Malaysian Society of Pharmacology and Physiology), abbreviated as MSPP and is referred to herein after as “the Society”.

1.2 The Society is a learned society.

1.3 The registered place of business of the society is:

Department of Pharmacology,
Faculty of Medicine,
University of Malaya,
59100 Kuala Lumpur.

The registered place of business may be changed by the Executive Committee with the prior approval of the Registrar of Societies.

II. AIMS

The aims of the Society are: -

2.1 to promote scientific communication between members of the society through regular meetings and publications.

2.2 to advance the science and ethics of Physiology and Pharmacology.

2.3 to promote integration with other professionals.

2.4 to be an avenue for public awareness on the use and misuse of drugs.

III. MEMBERSHIP

The membership of the Society shall consist of the following categories: -

3.1 Ordinary Membership – open to anyone satisfying any of the following conditions: -

3.1.1 candidates with a University Degree in Pharmacology, Pharmacy or Physiology.

3.1.2 candidates with other degrees engaged in fulltime teaching and/or research work in related areas in a university or research institute.

3.1.3 professionally qualified persons in the medical, dental, veterinary or pharmaceutical sciences who are actively involved in the fields of pharmacology and/or physiology. Research publications relevant to the fields of pharmacology and/or physiology will be deemed of active involvement.

- 3.1.4 associate members who have been members for 10 years continuously may apply to be ordinary members.
- 3.2 Student membership – students who are reading pharmacology and/or physiology or related subjects for a degree or equivalent: provided that a university or university-college student shall obtain the prior approval of the Vice-Chancellor concerned.
- 3.3 Associate Membership – candidates who have demonstrated an interest in pharmacology and/or physiology.
- 3.4 Honorary Membership – eminent pharmacologists and/or physiologists who have made outstanding contributions to pharmacology and/or physiology.
- 3.5 Life Membership – are ordinary members of not less than five years continuous membership and paid a fee to be worked out according to the following formula:
- X (12-Y) where X= current annual subscription for ordinary member
- Y= number of years of continuous membership
- For ordinary members who have served for 8 or more years will have to pay a nominal sum of RM100.
- 3.6 Only ordinary members shall have voting rights and be eligible to hold office.
- 3.7 ENTRANCE FEES AND SUBSCRIPTIONS
- 3.7.1 Ordinary members shall pay an entrance fee of RM5 and an annual subscription of RM25.
- 3.7.2 Associate members shall pay an entrance fee of RM5 and an annual subscription of RM15.
- 3.7.3 Student members shall pay an entrance fee of RM5 and an annual subscription of RM5.
- 3.8 Candidates eligible for membership shall submit their applications with the recommendations of two ordinary members. Admission to the society shall be subject to the approval of the Executive Committee by a simple majority vote.
- 3.9 Any member who allows his arrears to exceed two years subscriptions shall receive a written notification signed by or on behalf of the Secretary and shall be denied the privileges of membership until he/she settles his account.
- 3.10 Any member who allows his/her arrears to exceed three years subscriptions shall automatically cease to be a member of the society.

IV. EXECUTIVE COMMITTEE

- 4.1 The Executive Committee of the Society shall consist of the President, Vice-President, Hon. Secretary, Hon. Treasurer and five ordinary committee elected by ballot at the Annual General Meeting.
- 4.2 The Executive Committee (excluding the ordinary committee members) shall hold office for one year and shall be eligible for re-election, but shall not be eligible to hold the same office for more than two consecutive years, and election will be by simple majority vote.

- 4.3 Subject to the Articles of this Constitution and to the decisions of any general meeting, the Executive Committee shall:
- 4.3.1 conduct the business of the society.
 - 4.3.2 have power to co-opt not more than three ordinary members to the Executive Committee. Such members shall have no voting rights in the Executive Meetings.
 - 4.3.3 meet not less than four times during their term of office.
- 4.4 Quorum – the quorum shall be one-half of the total voting Executive Committee members.
- 4.5 All members of the Executive Committee and every officer performing executive functions in the Society shall be Malaysian Citizens.

V. FINANCE

- 5.1 The funds of the Society shall be deposited in a bank account on behalf and in the name of the Society.
- 5.2 The treasurer may hold a petty cash advance not exceeding RM100 at any one time. All money in excess in this sum shall be within seven days of receipt be deposited in a bank approved by the Committee. The bank account shall be in the name of the Society.
- 5.3 The account shall be audited by Auditors appointed at the AGM.
- 5.4 Cheques of the Society shall be signed by any two of the following officers; Treasurer, the President or the Secretary.
- 5.5 No expenditure exceeding RM 1,000 at any one time shall be incurred without the prior sanction of the Committee, and no expenditure exceeding RM 1,000 at any one time shall be incurred without the prior sanction of a general meeting. Expenditure of less than RM 1,000 may be incurred by the President together with the Secretary or the Treasurer.
- 5.6 At the end of each financial year i.e. 31st March, a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by the Auditor appointed under Rule 5.7. The audited accounts shall be submitted for the approval of the next annual general meeting, and copies shall be made available at the registered place of business of the Society for the perusal of members.
- 5.7 AUDIT
- 5.7.1 Two persons who shall not be office-bearers of the Society shall be appointed by the annual general meeting as Honorary Auditors. They shall hold office for one year only and shall not be reappointed consecutively.
 - 5.7.2 The Auditors shall be required to audit the accounts of the Society for the financial year, and to prepare a report or certificate for the annual general meeting. They may also be required by the President to audit accounts of the Society for any period within their tenure of office at any time, and to make a report to the committee.
- 5.8 TRUSTEES
- 5.8.1 Three Trustees, who must be over 21 years of age, shall be appointed at a general meeting by simple majority of the members. The trustees shall not be members of the

Executive Committee and shall not hold office during the pleasure of the Society. They shall have vested in them all movable and immovable properties whatsoever belonging to the Society upon execution of a Deed of Trust.

- 5.8.2 The trustees shall not sell, withdraw or transfer any property of the Society without prior written consent and authority of a general meeting by three-quarters (3/4) majority of members present.
- 5.8.3 A Trustee may be removed from office by a general meeting by simple majority of members present on the grounds that, owing to ill health, unsoundness of minds, absence from the country or for any reason, he is unable to perform his duties or unable to do so satisfactorily. In the event of death, resignation, or removal of a trustee the vacancy shall be filled by a new trustee appointed by a general meeting as soon as possible.
- 5.8.4 Subject to Rule 5.5 the Trustees shall be authorized to invest the excess fund of the Society with the written consent of the Investment Subcommittee which shall comprise of the President, Hon. Secretary, Hon. Treasurer and two other ordinary members appointed by the Executive Committee. In cases of losses in investments by the trustees, the Society cannot claim retributions from the Trustees and Finance Committee unless in legally proven cases of abuse. All profit derived from the investment shall be used to promote the objectives of the Society.

VI. ANNUAL GENERAL MEETING

- 6.1 The Annual General Meeting (AGM) of the Society shall be held in April – June of each year.
- 6.2 The Agenda for the AGM shall include:
 - 6.2.1 The minutes of the previous AGM
 - 6.2.2 A report from the Executive Committee on the activities of the society for the year.
 - 6.2.3 An audited statement of receipts and payments accounts and balance sheet for the year ending 31st March.
 - 6.2.4 The election of Office-bearers and appointment of auditors for the ensuing year.
 - 6.2.5 Any other business for which notice must be given to the Secretary not less than fourteen days prior to the date of the AGM.
- 6.3 **QUORUM**
 - 6.3.1 The supreme authority of the society is vested in a general meeting of the members. At least one-half of the total voting membership or the voting members present representing twice the total number of committee members must be present at a general meeting for its proceeding to be valid and to constitute a quorum. Motions shall be decided by a simple majority vote by voting members present.
 - 6.3.2 In the event of a lack of quorum the postponed AGM or extraordinary general meeting shall be held within 14 days of the original scheduled date. If a quorum is still not formed, the meeting will proceed thirty minutes after the scheduled starting time, but such meeting shall have no power to alter the Constitution or make decisions affecting the whole membership.

- 6.4 Notice of the date, time and place of AGM shall be given by written notification FOUR WEEKS prior to the date fixed for the meeting. The Agenda, Annual Report and audited Statement of Account shall be circulated to all members SEVEN DAYS prior to the date fixed for the meeting.

VII. EXTRA ORDINARY GENERAL MEETING

- 7.1 An Extra-Ordinary General Meeting (EGM) may be convened at any time at the written request of not less than 10 ordinary members. The meeting shall consider only the matter stated in the written request. On receipt of such written requests, the Hon. Secretary shall be obliged to give notice of the meeting within one week.
- 7.2 The EGM shall be called not later than 14 days on receipt of the request. At least 7 days notice together with the agenda shall be given to the members.
- 7.3 The quorum for the EGM shall be similar to that of the AGM, but with the proviso that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by members the meeting shall be cancelled, and no extraordinary general meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

VIII. AMMENDMENTS TO THE CONSTITUION

- 8.1 Amendments to the Constitution may be made at a general meeting provided that not less than one month's notice of the proposed amendments has been circulated to the members and that the resolution is passed by a two-third majority of the ordinary members present at a properly constituted meeting.

IX. DISSOLUTION

- 9.1 The Society shall not be dissolved except in pursuance of a resolution passed by a two-thirds majority of the total ordinary membership of the Society present at a general meeting. Members must vote in person.
- 9.2 The assets or surplus of the Society on dissolution shall not be distributed among the members, but shall be applied to the support of the study of Pharmacology and/or Physiology or donated to the Federal Government.
- 9.3 Subject to a foregoing paragraphs of Article IX, the preexisting committee shall be responsible for giving effect to the dissolution.
- 9.4 Notice of dissolution shall be given to the Registrar of Societies within 14 days of its dissolution.

X. OFFICE BEARERS

- 10.1 The office bearers shall be nine (9) in number consisting of President, Vice-President, Secretary, Treasurer and five (5) committee members. At least three (3) shall be Pharmacologists and three (3) Physiologists.

XI. DUTIES OF OFFICE BEARERS

- 11.1 The President shall during his/her term of office preside at all general meetings and all meetings of the Executive Committee and shall be responsible for the proper conduct of all such meetings. He/she shall have the casting vote and sign the minutes of the meeting at the time they are approved.
- 11.2 The Vice-President shall deputize for the President during the latter's absence.
- 11.3 The Secretary shall conduct the business of the Society in accordance with its rules and shall carry out the instructions of the general meeting and of the Executive Committee. He/she shall be responsible for conducting all correspondence and keeping all books including membership register, documents and papers except accounts and financial records. He/she shall attend all meetings and record the proceedings. He/she shall maintain a proper membership register of the members consisting of details such as name, identity card number, date/place of birth, occupation, name/address of employer and residential address.
- 11.4 The Treasurer shall be responsible for the finance of the Society. He/she shall keep subscription books and other books of accounts of all its financial transactions and shall be responsible for their correctness. As soon as possible after each financial year ending 31st March, a statement of Receipts and Payments and a Balance Sheet for the year shall be prepared and audited by the auditors.
- 11.5 The Ordinary Committee members shall carry out such duties as directed by the President or the Committee.

XII. EXPULSION/SUSPENSION

Any member who fails to comply with the Rules of the Society or has acted in a manner to bring disrepute upon the Society may be expelled or suspended for a period of time as the Executive Committee deems fit. Before the Executive Committee expels or suspends the member, the member should be informed of the grounds for such expulsion or suspension in writing and be given the opportunity to explain and absolve himself in person. Such expulsions or suspensions shall be enforced unless otherwise reversed by a general meeting upon appeal by the member.

XIII. PROHIBITIONS

- 13.1 Gaming in any form is strictly prohibited in the premises of the Society.
- 13.2 Neither the Society nor its members shall engage in any Trade Union activities as defines in the Trade Union Ordinance, 1959.

XIV. INTERPRETATIONS

- 14.1 Between AGMs, the Executive Committee shall interpret the Rules of the Society and when necessary, determine any point on which the Rules are silent.
- 14.2 Except where there are contrary to or inconsistent with the policy previously laid down by the general meeting the decisions of the Executive Committee shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.