

**CONSTITUTION
OF
PERSATUAN FARMAKOLOGI DAN FISILOGI 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,
50603Kuala 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, teaching 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.

- 3.2 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 Honorary Membership – eminent pharmacologists and/or physiologists who have made outstanding contributions to pharmacology and/or physiology.
- 3.4 Life Membership – Ordinary members who have served for 8 or more years need to pay a nominal sum of RM300.
- 3.5 For immediate life membership, a person has to pay a sum of RM900.
- 3.6 Only ordinary members and life members shall have voting rights
- 3.7 ENTRANCE FEES AND SUBSCRIPTIONS
- 3.7.1 Ordinary members shall pay a registration fee of RM10 and an annual fee of RM75.
- 3.7.2 Student members shall pay a registration fee of RM10 and an annual fee of RM20.
- 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/her 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. Any ordinary committee member may be appointed as Assistant Secretary to assist the Hon. Secretary in all duties related to the society.
- 4.2 The Executive Committee (excluding the ordinary committee members) shall hold office for two years and shall be eligible for re-election for another term, but shall not be eligible to hold the same office for more than two terms. Election will be 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.
- 4.3.3 meet not less than three times during their term of office.

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4.3.4 appoint a National Advisory Committee (NAC) consisting of 2-5 senior life members to provide advice on society matters and activities from time to time. Term of appointment is for 2 years.

4.4 Quorum – the quorum shall be a minimum of five 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 RM 2000 at any one time. All money in excess in this sum shall be deposited within seven (7) days of receipt in a bank approved by the Executive 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 two of the following officers; Treasurer and either the President or Secretary or any other committee member agreed by the incumbent Executive Committee.

5.5 No expenditure exceeding RM 5000 at any one time shall be incurred without the prior sanction of the Committee, and no expenditure exceeding RM 10,000 at any one time shall be incurred without the prior sanction of a general meeting.

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 two auditors appointed under Rule.

5.7. The audited accounts shall be submitted for the approval at the next annual general meeting, during which copies shall be made available 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 auditors.

5.7.2 The Auditors shall be required to audit and endorse the accounts of the Society for the financial year, 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 Executive Committee. The Executive Committee has the responsibility of deliberating on the issue reported and executing appropriate action.

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 rent, 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 for six months or more, 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, Honorary Secretary, Honorary 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 between April – October 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 payment 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. In the event that a quorum is not obtained, the AGM shall be postponed.
- 6.3.2 In the event of a lack of quorum at the AGM , an Extraordinary General Meeting (EGM) shall be held within fourteen (14) days of the original scheduled date of the AGM. If a quorum is still not formed at the EGM, the meeting shall proceed thirty (30) minutes after the scheduled starting time, but such meeting shall have no power to alter the Constitution or make decisions affecting the whole membership. The incumbent Executive Committee shall continue in office.

6.4 Notice of the date, time and place of AGM shall be given by written notification four (4) 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 (7) days prior to the date fixed for the meeting. The notification and documents shall be circulated via electronic means.

VII. EXTRAORDINARY GENERAL MEETING

7.1 An (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 Honorary Secretary shall be obliged to give notice of the meeting within seven (7) days together with the agenda.

7.2 The EGM shall be called not later than fourteen (14) days upon receipt of the request.

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 thirty (30) minutes from the appointed time, the EGM requisitioned by members shall be cancelled. No further EGM can be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.

VIII. AMMENDMENTS TO THE CONSTITUTION

8.1 Amendments to the Constitution may be made at a AGM 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 AGM . 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 the foregoing paragraphs of Article IX, the incumbent committee shall be responsible for giving effect to the dissolution.

9.4 Notice of dissolution shall be given to the Registry of Societies (ROS) within fourteen (14) days of its dissolution.

X. OFFICE BEARERS

10.1 The office bearers shall be nine (9) in number consisting of President, Vice-President, Honorary Secretary, Honorary 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 (AGM and EGM) and all meetings of the Executive Committee and shall be responsible for the proper conduct of all

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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 Honorary 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.

11.3.1 He/she shall be responsible for conducting all correspondence and keeping all books including membership register, documents and papers except accounts and financial records.

11.3.2 He/she shall attend all meetings and record the proceedings.

11.3.3 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 Honorary Treasurer shall be responsible for the finance of the Society.

11.4.1 He/she shall keep subscription books and other books of accounts of all its financial transactions and shall be responsible for their correctness.

11.4.2 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 Executive 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 defined 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 contradictions or inconsistencies 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.