

# **RULES AND CONSTITUTION OF**

## **PERSATUAN RAWATAN INTENSIF MALAYSIA (MALAYSIAN SOCIETY OF INTENSIVE CARE)**

### ARTICLE I – NAME

The Society shall be known as the “Persatuan Rawatan Intensif Malaysia” (Malaysian Society of Intensive Care)

Hereinafter referred to as “ the Society”.

### ARTICLE II – REGISTERED ADDRESS

- (1) Its registered address shall be at No 27 Jalan Bulat, 80300 Johor Bahru, Johor or at such other place or places as may be decided from time to time by the Committee.
- (2) The registered address of the Society shall not be changed without the prior approval of the Registrar of Societies.

### ARTICLE III – LOGO

- (1) Description of the Logo - *The Logo is rectangular in shape and coloured green. The arterial waveform (red) is on the left with the map of Malaysia (blue) in the background while the name of the Society (black) is written on the right.*
- (2) Meaning - *Arterial waveform represents the vital function of the body. The colour is red as it is the colour of the blood.*  
  
*Map of Malaysia represents members from all over Malaysia. The colour is in blue as it represents serenity and calmness of the intensive care environment.*  
  
*The background is in green as it represents the vast modalities of interventions and treatments in the intensive care patients.*

### ARTICLE IV – OBJECTS

- (1) To promote the art and science of Intensive Care in Malaysia and the region at large.
- (2) To represent the profession in matters related to Intensive Care.
- (3) To achieve the above objects, the following activities may be organized: seminars, workshops, annual scientific meetings with themes related to intensive care. In addition, research activity will be encouraged and supported.

“All moneys and profits accruing to the Society from participation in any business, commercial activities or investment shall be applied solely towards the furtherance, promotion and execution of the objects of the Society and no part of the moneys or profits shall be used to pay interests, profits or bonuses to any member of the Society provided that nothing herein expressed or contained shall prevent the payment in good faith or remuneration or expenses or both to any officer or servant of the Society, or to any member of the Society, or other person or persons for services actually rendered by him or them to the Society”.

### ARTICLE V – MEMBERSHIP

- (1) Membership is open to any healthcare professional interested in the field of intensive care. They must be above the age of 21 years old irrespective of gender, ethnic group, religion, nationality and dwelling place. There is no limit on the number of members.

There shall be four types of members: Ordinary, Associate, Life, Honorary Members.

- i) Ordinary Membership

Ordinary Membership shall be open to Registered Specialists interested in Intensive Care and who shall have the following privileges:-

- a) voting rights
- b) eligibility to stand for election as officer bearer

- ii) Associate Membership

Associate Membership shall be open to medical doctors and other health care professionals interested in intensive care. These members shall be entitled to all the benefits and privileges of Ordinary Members except they shall not be eligible to hold office or to vote.

- iii) Life Membership

- a) Any Ordinary Member who has been a member continuously for at least 20 years shall become life members of the Society. Such a member shall be exempted from paying subscriptions and shall be entitled to all the privileges of an Ordinary Member.
- b). Any Ordinary Member may apply for life membership on payment of RM1200.00 (Ringgit Malaysia one thousand and two hundred only) or such other rate as may be prescribed by the general meeting in one lump sum and henceforth shall be exempted from paying the monthly subscriptions.

- iv) Honorary Membership

Honorary Membership may be conferred on persons who have rendered meritorious service to the field of intensive care or to the Society. The Honorary Member shall be elected upon recommendation by the Committee. There is no limit on the number of Honorary Members elected. These members shall be entitled to all the benefits and privileges of Ordinary Members except they shall not be eligible to hold office or to vote.

- (2) Every application for membership shall be proposed and seconded by two existing members and shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the Committee for approval. The Committee may at its discretion reject any application without assigning any reason therefore.
- (3) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first annual subscription, be admitted as a member of the Society and shall be entitled to all the privileges of the membership.
- (4) No University or University College student shall be admitted as a member of the Society unless he or she has obtained a prior written permission from the Vice Chancellor of the University concerned.

## ARTICLE VI – ENTRANCE FEE, SUBSCRIPTIONS AND OTHER DUES

- (1) The entrance fee and subscription payable shall be as follows:-

Entrance Fee	RM 10.00 (Ringgit Malaysia Ten only)
Monthly Subscription	RM 5.00 (Ringgit Malaysia Five only) for Ordinary Members RM 3.00 (Ringgit Malaysia Three only) for Associate Members Free for Life and Honorary Members

- (2) All monthly subscriptions shall be payable to the Treasurer in advance within 10 days of the first of each month.
- (3) Any member who allows his arrears to exceed two months' subscriptions shall receive a written notification signed by or on behalf of the Secretary and shall be denied the privileges of membership until he settles his account.
- (4) Any member who allows his arrears to exceed three months' subscriptions shall automatically cease to be a member of the Society and the Committee may direct that legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.
- (5) The Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.
- (6) Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Society. If any member fails to pay such subscription within such period as may be resolved the amount due shall be treated in the same way as arrears of monthly subscription.

## ARTICLE VII – RESIGNATION AND EXPULSION

- (1) Any member who wishes to resign from the Society shall give two weeks' notice in writing to the Secretary and shall pay up all dues.
- (2) 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 Committee deems fit. Before the Committee expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and absolve himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.

## ARTICLE VIII – GENERAL MEETING

- (1) The supreme authority of the Society is vested in the General Meeting of the total voting members. At least one-half of the total voting membership of the Society or twice the total number of members of the Committee members, whichever is the lesser must be present at a general meeting for its proceedings to be valid and to constitute a quorum.
- (2) If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee; and if a quorum is not present half an hour after the time appointed for the

postponed meeting, the members present shall have power to proceed with the business of the day but they shall not have power to alter the rules of the Society or to make decisions affecting the whole membership.

- (3) An Annual General Meeting of the Society shall be held as soon as possible after the close of each financial year but not later than 30<sup>th</sup> June on a date and at a time and place to be decided by the Committee. The business of the annual general meeting shall be:-
  - (a) To receive the Committee's report on the working of the Society during the previous two years;
  - (b) To receive the treasurer's report and the audited accounts of the Society for the previous two years;
  - (c) To elect a Committee once in two years and to appoint Auditors once in two years;
  - (d) To deal with such other matters as may be deemed fit by the general meeting.
- (4) The Secretary shall send to all members at least 7 days before the meeting a notice stating the date, time, place of meeting and an agenda including copies of minutes of meeting, reports and audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered address or place of meeting of the Society for the perusal of members.
- (5) An Extraordinary General Meeting of the Society shall be convened:-
  - (a) whenever the Committee deems it desirable, or
  - (b) at the joint request in writing of 1/5 of the total voting members, stating the objects and reasons for such meeting.
- (6) An Extraordinary General Meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- (7) Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Secretary to all members at least 14 days before the date fixed for the meeting.
- (8) Article VIII (1) and VIII (2) in this constitution regarding the quorum and the postponement of an Annual General Meeting shall apply also to an Extraordinary General Meeting, 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 ~~Extraordinary~~ 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.
- (9) The Secretary shall send to all members a copy of the minutes of the Annual General Meeting and Extraordinary General Meeting as soon as possible after the meeting.

#### ARTICLE IX - COMMITTEE

- (1) A Committee consisting of the following, who shall be termed the office-bearers of the Society, shall be elected once in two years at the Annual General Meeting:-

A President  
A Vice President  
A Secretary  
An Assistant Secretary  
A Treasurer  
Two (2) Ordinary Committee Members

- (2) The Office-bearers of the Society and every officer performing executive functions in the Society shall be Malaysian citizens.
- (3) Names for the above offices shall be proposed and seconded and election once every two years will be by a simple majority vote of the members at the Annual General Meeting. All the office-bearers shall be eligible for re-election every two years.
- (4) The function of the Committee is to organise and supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by the general meeting. The Committee may not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous two years.
- (5) The Committee shall meet at least once every three months, and 7 days notice of each meeting shall be given to the members. The President acting alone, or not less than four of its members acting together may call for a meeting of the Committee to be held at any time. At least one half of the Committee members must be present for its proceedings to be valid and to constitute a quorum.
- (6) Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained:-
  - (a) The issue must be clearly set out in the circular and forwarded to all members of the Committee;
  - (b) At least one half of the members of the Committee must indicate whether they are in favour or against the proposal, and
  - (c) The decision must be by a majority vote.

Any decision obtained by circular letter shall be reported by the Secretary to the next Committee meeting and recorded in the minutes thereof.

- (7) Any member of the Committee who fails to attend three consecutive meetings of the Committee without satisfactory explanation shall be deemed to have resigned from the Committee
- (8) In the event of the death or resignation of a member of the Committee the candidate who received the next highest number of votes at the previous election for the post affected shall be invited to fill the vacancy. If there is no such candidate or if such candidate

declines to accept office, the Committee shall have the power to co-opt any other member of the Society to fill the vacancy until the next election at the annual general meeting.

- (9) The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Society. It may appoint such organisers and such staff as it deems necessary. It may suspend or dismiss any organiser or member of the staff for neglect of duty, dishonesty,

incompetence, refusal to carry out the decisions of the Committee, or for any other reason which it deems good and sufficient in the interest of the Society.

- (10) The Committee shall have power to appoint sub-committees for the furtherance of the objects of the Society as it may deem fit and to delegate to sub-committees such powers as it may consider necessary and expedient and to withdraw from such sub-committees all or any of the powers so delegated and revoke all such appointments.

#### ARTICLE X - DUTIES OF OFFICE-BEARERS

- (1) The President shall during his term of office, preside at all general and all meetings of the Committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Secretary and Treasurer, sign all cheques on behalf of the Society.
- (2) The Vice President shall deputise for the President during the latter's absence.
- (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 Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall maintain a membership register with particulars of name, age, place and date of birth, identity card number, occupation, name and residential address of the employer and home address of every member. He shall attend all meetings and record the proceedings. In conjunction with the President and the Treasurer, he shall sign all cheques on behalf of the Society. He shall within 60 days after the holding of the annual general meeting of the Society, submit the annual returns of the Society to the Registrar of Societies as required under Section 14(1) of the Societies Act, 1966
- (4) The Assistant Secretary shall assist the Secretary in carrying out his duties and shall act for him in his absence.
- (5) The Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall in conjunction with the President and the Secretary sign all cheques on behalf of the Society.
- (6) The Ordinary Committee Members shall attend all meetings and shall carry out the duties as directed from time to time by the Committee of the Society.

#### ARTICLE XI – FINANCIAL PROVISIONS

- (1) Subject to the following provisions in this rule, the funds of the Society may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries, allowances and expenses to its office-bearers and paid staff and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

- (2) The Treasurer may hold a petty cash advance not exceeding RM 5000.00 (Ringgit Malaysia five thousand) at any one time. Any money in excess of this sum shall be deposited in a bank approved by the Committee. The bank account shall be in the name of the Society.
- (3) All cheques or withdrawal notices on the Society's account shall be signed jointly by the President, Secretary and the Treasurer. In the absence of the President, the Secretary or the Treasurer the Committee shall appoint one of its members to sign in his place.
- (4) No expenditure exceeding RM 50,000 (Ringgit Malaysia fifty thousand) and above at any one time shall be incurred without the prior sanction of the Committee, and no expenditure exceeding RM 100,000 (one hundred thousand) at any one time shall be incurred without the prior sanction of a general meeting. Expenditure less than RM 50,000 (Ringgit Malaysia fifty thousand) at any one time may be approved by the President together with the Secretary and the Treasurer
- (5) As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under Article XII(1) The audited accounts shall be submitted for the approval of the next annual general meeting and copies shall be made available at the registered address or place of meeting of the Society for the perusal of members.
- (6) The date of the commencement of the financial year of the Society shall be from the 1st of January and shall end on 31st of December annually.

#### ARTICLE XII – AUDITORS

- (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 two years and may be re-appointed.
- (2) The Auditors shall be required to audit the accounts of the Society for the year and to prepare a report or certificate for the annual general meeting. They may also be required by the President to audit the accounts of the Society for any period within their tenure of office at any date and to make a report to the Committee.

#### ARTICLE XIII – TRUSTEES

- (1) Three Trustees, who must be over 21 years of age, shall be appointed at the annual general meeting and shall hold office during the pleasure of the Society. They shall have vested in them all immovable property whatsoever belonging to the Society upon the execution of a Deed of Trust.
- (2) The trustees shall not sell, withdraw or transfer any of the property of the Society without the consent and authority of a general meeting of members.
- (3) A Trustee may be removed from office by the general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reason, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a Trustee the vacancy shall be filled by a new Trustee appointed by a general meeting.

#### ARTICLE XIV - INTERPRETATION OF RULES

- (1) Between annual general meetings, the Committee shall interpret the rules of the Society and when necessary, determine any point on which the rules are silent.
- (2) Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Committee shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.

#### ARTICLE XV –ADVISER / PATRON

The Committee shall if it deems fit and necessary appoint qualified persons to be the Adviser/Patron of the Society provided that the prior written consent of the said person has been obtained.

#### ARTICLE XVI – PROHIBITIONS

- (1) None of the following games shall be played in the premises of the Society: Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty-One, Thirty-One, Ten and a half, all games of dice banker's games, and all games of mere chance. All video / computer games and games of snooker and billiard shall be strictly prohibited in the premises of the Society.
- (2) Neither the Society nor its members shall attempt to restrict or in any other manner interfere with the trade or engage in any trade union activities as defined in the Trade Union Act 1959.
- (3) The Society shall not hold any lottery without licence from the proper authority whether confined to its members or not, in the name of the Society or its office bearers, Committee or member.
- (4) "Benefits" as mentioned under section 2 of the Societies Act 1966 shall not be given by the Society to any of its members.

#### ARTICLE XVII - AMENDMENT OF RULES

These rules may not be altered or amended except by a resolution of a general meeting. Application for any such alterations or amendments shall be made to the Registrar of Societies within 60 days from the date of the decision to make the change or the amendment and shall take effect from the date of their approval by the Registrar of Societies.

#### ARTICLE XVIII- DISSOLUTION

- (1) The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the total membership at a general meeting convened for such purpose.
- (2) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by the general meeting.
- (3) Notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.