

# **Constitution of The Malaysian Society for HIV Medicine Persatuan Perubatan HIV Malaysia (PPHIVM)**

## **ARTICLE I - Name and Place of Business**

- (i) The name of the Society shall be the "Malaysian Society for HIV Medicine" or Persatuan Perubatan HIV Malaysia (PPHIVM) hereafter referred to as "The Society".
- (ii) The registered place of business and correspondence address of the Society shall be Infectious Diseases Unit, Department of Medicine, Hospital Sungai Buloh, 47000, Sungai Buloh, Selangor, or any other place as may be decided by the Executive Committee.
- (iii) *The registered place of business and postal address of The Society shall not be changed without the prior approval of the Registrar of Societies.*

## **ARTICLE II - Objectives**

- (i) To provide a group identity and consensus for Health Care Providers in the affairs of caring for HIV/AIDS in Malaysia.
- (ii) To provide and participate in education of HIV/AIDS and raising its awareness for the medical and allied professions, patients, schools and the public.
- (iii) To design and conduct programs to develop knowledge and skills of members in dealing with HIV/AIDS.
- (iv) To review prevention, counselling and treatment programs for people living with HIV/AIDS and their contacts.
- (v) To promote, conduct and coordinate research on HIV/AIDS.
- (vi) To collaborate with appropriate government, non government, professional, agencies, corporations and public organisations in pursuance of objectives (i) to (v),

### **ARTICLE III - Membership**

The Society shall consist of Ordinary, Life, Associate, Corporate and Honorary members.

(i) Ordinary Membership

Ordinary membership shall consist of registered medical practitioners who are interested in the care of HIV/AIDS as per the objectives of the Society.

(ii) Life Membership

Open to all ordinary members.

(iii) Associate Membership

Associate membership shall be open to members of the medical and allied professions who are interested in the care for HIV/AIDS as per the objectives of the Society.

(iv) Corporate Membership

Corporate membership shall comprise of organisations, firms or companies, which, upon application and approval by the Executive Committee, shall contribute RM 10,000 per annum to the society.

The Executive Committee may from time to time, in their membership drive, approach corporations, firms or companies to apply as corporate members from any organisation, firm or company who has made application to the society indicating its interest or support for the society.

(v) Honorary Membership

Honorary membership may be conferred on persons who are distinguished in public life or who have rendered meritorious service to the Medical or Allied Professions or to this Society.

(vi) Founder Membership

All the members who have attended the inaugural meeting on September 20, 1996, as per the minutes of the said meeting will automatically become founder members.

(vi) Termination of membership

- a. Any member of the Society may resign from the Society by giving to the Honorary General Secretary of the Society, notice in writing to that effect, providing that any member giving such notice shall be liable to pay his subscription up and including the current year in which such notice was given.

- b. A member whose subscription is in arrears for six (6) consecutive months and has been informed of the fact by A.R. registered post and has not paid up within two (2) calendar months of the posting of such a notice shall be deemed to have defaulted and shall cease to be a member.

#### **ARTICLE IV - Voting Rights**

Voting rights shall be confined to the Ordinary and Life Members of the Society.

#### **ARTICLE V - Election of Members**

- (i) Election of Membership of the Society will be made by the Executive Committee of the Society.
- (ii) All applications for Ordinary, Associate and Corporate Membership shall be made to the Society on such application forms as the Executive Committee shall prescribe from time to time.
- (iii) Honorary Members shall be elected at the Annual General Meeting of the Society upon the recommendations of the Executive Committee.

#### **ARTICLE VI - Privileges of Members**

Members shall be entitled to and enjoy the full privileges of members subject to payment in full of all subscriptions due and payable by members.

- (i) To attend the Society's Annual General Meeting.
- (ii) To participate in all Society's activities which may from time to time be organised by the society.
- (iii) To receive the publication of the society.
- (iv) To have the right to vote and to hold office and this right is given to the ordinary member and Life member only.

**ARTICLE VII - Subscriptions** shall be fixed by the Executive Committee from time to time. No members whose subscription is in arrears shall be entitled to vote or to elect or ballot for any election of members of Executive Committee.

- (i) The Financial Year shall start on the 1st of January and end on the 31st of December.
- (ii) a. The annual subscription for Ordinary Members shall be RM25.00.

- b. The annual subscription for Associate Members shall be RM 10.00.
- c. The subscription for Life Members shall be RM250.00.
- (v) Ordinary Members joining in the second half of the Financial year shall pay half the ' - annual subscription in respect of the year.
- (vi) The entrance fee shall be RM25.00 for Ordinary Members.

#### **ARTICLE VIII - Executive Committee**

- (i) The Management of the Society shall be in the hands of the Executive Committee consisting of :
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Ordinary Committee members shall be 4 in numbers.
  - f. Past President
- (ii) The Executive Committee shall, upon election at the Annual General Meeting, hold office for a period of two (2) years.
- (iii) The Executive Committee shall be elected at the Annual General Meeting or at an Extraordinary General Meeting if all Members of the Executive Committee resign during the year.
- (iv) All members of Executive Committee and every officer performing executive functions in the Society shall be Malaysian citizens.

#### **ARTICLE IX - Duties of office-bearers**

- (i) President:
  - a. Shall preside at all business meetings of the Society.
  - b. Shall have a casting vote in addition to his normal vote.
- (ii) Vice-President:
  - a. In the event of absence of the President, the Vice-President shall preside at the meeting. In the absence of both the President and the Vice-President, the committee shall elect one Executive Committee Member to preside at the meeting.

(iii) Secretary:

- a. Shall be responsible for the management of the Society.
- b. Shall convene all meetings of the Society.
- c. Shall keep a detailed register of all Members.
- d. Shall prepare the Annual Report which shall be circulated to all members two weeks before the Annual General Meeting of the Society.
- e. Shall keep minutes of all the business meetings of the Society.

(iv) Treasurer:

- a. Shall sign all cheques which will have to be countersigned by the President or Secretary
- b. Shall keep an account of all business transactions by the Society.
- c. Shall prepare the Audited Statement of Accounts which shall be circulated to members two weeks before the Annual General Meeting of the Society.
- d. Shall collect Annual subscription from members.

(v) Ordinary Committee Members shall generally assist in the management of the Society.

## **ARTICLE X - Vacancy**

The Executive Committee shall have the right to fill any vacancy of office that may occur during their term of office.

## **ARTICLE XI - Meetings**

(I) Annual General Meeting

- a. The Annual General Meeting shall be held as soon as possible after the close of each financial year and in any case before the 30th April every year on a date and at the time to be decided by the Executive Committee. The business of the Annual General Meeting shall be:
  - (1) To receive the Executive Committee's report on the working of the Society during the previous year.
  - (2) To receive the Treasurer's report and the audited accounts of the Society for the previous year.
  - (3) To elect a committee and to appoint auditors for, the ensuing year.
  - (4) To deal with other such matters as may be put before it.

- b. Preliminary Notice of the Annual General Meeting asking for motions for discussions at the meeting, proposed amendments to the constitution and other matters to be included in the Agenda, shall be sent to all members by the Secretary not less than 21 days before the date for the Annual General Meeting
- c. Motions, proposal, proposed amendments to the Constitution and other matters to be included in the Agenda must be sent by members to reach the Secretary not later than 2 weeks before the date fixed for the meeting.
- d. The Secretary shall circulate to all members the audited Statement of Accounts and Annual Report one week before the Annual General Meeting,
- e. The Secretary shall forward to all members not less than 7 days before the date fixed for the meeting, the Agenda including:
  - a. any motions proposed by members,
  - b. proposed amendments to the Constitution and
  - c. any other matters requested by members.

(ii) Extraordinary General Meeting An Extraordinary General Meeting shall be convened:

- a. By the Executive Committee when they shall deem it necessary if desirable; or
- b. At the request in writing of not fewer than half the voting membership, stating the objects and reasons for such a meeting.

(iii) Executive Committee Meetings

The Executive Committee Meeting shall be held at least once every six months or as and when necessary and 7 days notice of each meeting shall be given to the members. The President acting alone, or not less than three of its members acting together may call for a meeting of the Committee to be held at any time.

(iv) If an urgent matter has turned up and the executive committee meeting cannot be convened, the secretary/treasurer can get agreement from the members by writing to them. The following conditions have to be met before the agreement can be considered as executive committee decision

- a) The relevant matter must be clearly stated and sent to all the executive committee members
- b) All the members must have replied to the letter giving their decision
- c) The decision is made based on majority opinion
- d) The secretary/treasurer will have to table the decision in the subsequent executive committee meeting to be included in the minutes

(v) Auditors

Two Honorary Auditors shall be elected at the Annual General Meeting. These two members shall be Registered Medical Practitioners and they need not necessarily be members of the Society but they shall not be members of the Executive Committee. They are required to audit the accounts of the Society for the year, and to prepare a report or certificate for the Annual General Meeting.

#### **ARTICLE X11 - Quorum**

- (i) The quorum at all Executive Committee Meeting shall be four and must include the President and/or the Vice-President.
- (ii) The quorum at all Annual and Extraordinary General Meeting shall be the voting members present representing twice the total number of the Executive Committee Members.
- (iii) In the event of a lack of quorum at the Annual General Meeting the meeting shall be postponed to a date not earlier than two weeks and not later than four weeks from the date of the cancelled meeting.
- (iv) If half an hour after the time appointed for the postponed Annual General Meeting a quorum is not present, the members present shall proceed the meeting but have no power to alter the rules of the Society or to make decisions affecting the whole membership.

#### **ARTICLE XI II - Amendment to the Constitution**

Amendments to the Constitution shall be passed if at least two thirds of the Ordinary Members present at the Annual General Meeting of the Society vote in favour of the amendments. No amendments shall be operative without the prior approval of the Registrar of Societies. Notice of the proposed alteration must be made in writing at least sixty (60) days before the meeting to the Secretary who shall notify all members of the proposal at least twenty eight (28) days before the meeting. Any amendment to the rules shall be forwarded to the Registrar of Societies within 28 days of being passed by the General Meeting.

#### **ARTICLE XIV - Suspension and/or Dismissal**

Every member on joining the Society implicitly undertakes to comply with these rules and any refusal or neglect to do so or misconduct which in the opinion of the Executive Committee is unworthy of a member shall render such member liable to expulsion or suspension by the Executive Committee. The Secretary of the Society shall provide him in writing of the complaint made against him; specifying the period within which he is required to answer from such member or upon the expiry of the period specified by the Secretary of the Society above referred whichever is the later the Executive Committee shall be entitled to take a decision on the complaint against such member.

## **ARTICLE XV - Publications**

The Annual General Meeting or the Executive Committee shall decide on the approved publication of the Society.

## **ARTICLE XVI**

### General

### Press Release

No press release and no communications to any public body or government except by :

- a. President of the Society.
- b. Secretary unless authorised by the Executive Committee of the Society.

## **ARTICLE XVII - Financial Provisions**

- (i) The Treasurer may hold a petty cash advance not exceeding RM500.00 at any one time. All money in excess of this sum shall within 7 days of receipt be deposited in a bank approved by the Executive Committee. The bank account shall be in the name of the Society.
- (ii) No expenditure exceeding RM500.00 at any one time shall be incurred without the prior sanction of the Executive Committee and no expenditure exceeding RM5,000.00 at any one time shall be incurred without the prior sanction of a General Meeting. Expenditure less than RM500.00 may be incurred by the President together with the Secretary or the Treasurer.

## **ARTICLE XVIII - Affiliation**

The Society may be affiliated or associated with any international societies outside Malaysia, devoted to the objectives substantially similar to those of the Society. Any step in this direction shall be taken by a decision of the Executive Committee and consent by a General Meeting .

## **ARTICLE XIX - Dissolution**

- (i) The Society shall be dissolved only with the consent of at least four fifths of its registered voting members present at an Annual General Meeting or an Extraordinary General Meeting convened for the purpose.



- (ii) In the event of dissolution, the balance of the funds shall be disposed of in such manner as may be determined by a majority vote at a General Meeting convened for this purpose.
- (iii) Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

#### **ARTICLES XX - Prohibition**

- (i) No university or university-college students can be allowed to be a member of the Society without the prior approval from the Vice-Chancellor of the University concerned.

.....(signed).....

*President*  
Malaysian Society for  
HIV Medicine

.....(signed).....

*Secretary*  
Malaysian Society for  
HIV Medicine