

**THE CONSTITUTION  
OF  
NEUROSURGICAL  
ASSOCIATION, MALAYSIA**

## CONSTITUTION

### NEUROSURGICAL ASSOCIATION, MALAYSIA

#### CLAUSE 1 NAME

- (i) This Society is known as the Neurosurgical Association of Malaysia.

#### CLAUSE 2 OFFICE AND CORRESPONDING ADDRESS

- (i) The office of this Society is :  
Neurosurgical Unit,  
Hospital Universiti Sains Malaysia,  
Universiti Sains Malaysia, Kelantan branch,  
16150 Kubang Kerian,  
Kelantan,  
Malaysia.  
E-mail : [malneurosoc@yahoo.com](mailto:malneurosoc@yahoo.com)

Any new office or corresponding address would be notified or decided by the Committee.

- (ii) Corresponding address :  
Neuro Surgical Unit,  
Hospital Universiti Sains Malaysia,  
Universiti Sains Malaysia, Kelantan branch,  
16150 Kubang Kerian,  
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Malaysia.

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- (iii) The office and corresponding address cannot be changed without prior approval by the Registrar of the Society.

### **CLAUSE 3            THE LOGO**

#### **1.            Design**

The logo of this association is oval in shape, comprising of 2 rims. The yellow outer rim is written “Neurosurgical Association, Malaysia” and the motto “Enhancement of Neuro Science” is written at the bottom. In the inner rim, the book and the diary formed the center of the logo. The mythical winged snake undulates around the dagger (Caduceus) is on the top right hand corner whereas the skeleton is on the top left hand corner. The yellow orchid and the red hibiscus are at the bottom right and left. The tropical green paddy encircling the logo. The tiger with black and yellow stripes is placed under the book. The shade of dark green formed the background.

#### **2.            Definition**

- (i)        The symbol of green paddy leaves represent tropical trees signifying members of the Society who are active.
- (ii)        The symbol of the red hibiscus and the brown orchid flowers, crescent and star (yellow) signify ‘The resilience of Neurosurgery ’and the running of the Malaysian government under His Majesty and Islam as the official religion.
- (iii)        The brain and the backbone (brown) signify ‘Neurosurgeon Group’ who are sophisticated and full of integrity.
- (iv)        The symbol of ‘Caduceus’ signifies ‘medical services’ in Malaysia.

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- (v) The symbol of the ‘Tiger’ signifies the ‘ever readiness to upgrade the status of World’s Neuroscience’
- (vi) The logo ‘Enhancing Neuroscience’ signifies the readiness of the Society to upgrade the ‘Neurosurgery in the world’.

**CLAUSE 4                    OBJECTIVES**

- (a) To promote a healthy and stronger relationship amongst the Neurosurgeons in Malaysia.
- (b) To provide an avenue which strives for its members’ interest especially regarding their career and professionalism.
- (c ) To create a generation of Neurosurgeons who are dynamic and sensitive towards current issues which are related to the medical profession.
- (d) To assist the trainee Neurosurgeons and junior members in solving problems related to the field and to determine their career.
- (e) To be involved in activities which are oriented towards promoting health where its members can contribute their knowledge, experience and expertise towards the success of the projects concerned.  
To introduce on a wider scale the field of Neurosurgery.

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**CLAUSE 5                    MEMBERSHIP**

1. The membership of this Society is divided into 5 categories as follows :

**a) Ordinary members** - open to all Neurosurgeons serving in Malaysia and recognized as a Neurosurgeon by the government or statutory bodies.

**b) Life members** - those members who pay RM 1000.

**c) Malaysian Neurosurgeons working overseas and Neurosurgeons in training or equivalent such as Medical Officers and related Paramedics, Neuro Anesthetists and Neuro Nurses can be an associate member. They do not have the power to choose or executive power and they can only be members of Sub- Committees .**

**d) Honorary members** - honorary members can be chosen by the Committees through discussions at the Annual General Meeting. (maximum 1 member per year)

2. Every application to be a member must be proposed and seconded by 2 members and it must be sent immediately to the Secretary who will forward it to the Committee for approval. The Committee will have the right to reject such applications with reasons.

3. On approval, the applicant will be admitted as a member of the Society in the categories as afore mentioned upon payment of admission and yearly fees.

4. Any lecturer, graduate with a first or masters degree from a government or private University maybe admitted as a member of this Society after obtaining the approval in writing from the Dean or Vice Chancellor of the University concerned.

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**CLAUSE 6                    ADMISSION FEES, ANNUAL FEES AND OTHER PAYMENTS**

1. Admission and annual fees are as follow :

<b>Members</b>	<b>Admission fees</b>	<b>Annual fees</b>	<b>Lumpsum payment</b>
Ordinary	-	RM 200.00	-
Life	-	-	-
Fellow	-	-	RM 5000.00
Associate	-	RM 100.00	-
Honorary	-	-	-

2. Upon the completion of a year as a member, s/he must then pay the annual fees commencing from the date of payment for a year period.
3. Any member who fails to pay up the annual fees will receive a reminder letter from the Secretary or his representative and the member shall then lose his/her rights as a member until s/he settles up the annual fees.
4. Any member who fails to settle 2 years' annual fees automatically loses his/her status as a member of the Society and the Committee may take the necessary action against him/her subject to the provision that the Committee is satisfied that the member has already received his/her outstanding statement of non-payment of the said fees.
5. Exception to Section 6(3) and 6(4) may be considered only if the member can provide evidence that non-payment of the fees is as a result of the member pursuing higher studies or other reasons acceptable to the Committee.
6. Special fees or monetary collection from the members may be allowed with the concurrence of members or the General Meeting. Should a member fails to pay the required amount within a specified period of time, the balance will then be considered as an outstanding annual fees.

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**CLAUSE 7                      DISCONTINUATION AND DISMISSAL**

1. Members who wish to discontinue from being members of the Society must give 2 weeks notice to the Secretary stating his/her reasons for doing so and settle all fees due to the association.
2. Non-compliance of the Society's rules and regulation by any members may result in him/her being dismissed or suspended from his/her membership for a period as appropriately determined by the Society. Before dismissing or suspending any members, the Society must officially inform him/her regarding the actions being considered to be taken on him/her. The said member must be given every opportunity to defend himself/herself fully before actions can be taken. These actions can be rescinded only if and when the General Meeting feels that the appeal put forth by the member is reasonable.
3. Any member who has lost his/her membership may apply to rejoin the Society by forwarding new application to the association.

**CLAUSE 8                      GENERAL MEETING**

1. The running of this Society rests with the members of the General Meeting. The quorum of the General Meeting is either half (1/2) of the total membership of the Society or twice (2 times) the members of the Committee members whichever is the lesser. They must be present at the General Meeting to endorse the decisions taken by the Committee.
2. If the meeting is unable to proceed due to lack of quorum half an hour after the scheduled time of the meeting then the meeting shall be deferred to a new date (not exceeding 30 days) set by the Committee. If there is still a lack of quorum half an hour after the scheduled time of the subsequent meeting then the meeting may proceed and discuss matters affecting the well being of the members or amending the constitution of the Society.

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3. The Annual General Meeting shall be convened as soon as possible after the end of the financial year but not later than 30<sup>th</sup> September from the date, time and place fixed by the Committee. Matters discussed at the Annual General Meeting include :
  - a. to approve the report of the Committee regarding the activities of the Society in the previous year,
  - b. to approve the audited financial statement of the Society in the previous year from the Treasurer,
  - c. appointment of new Committee members and Auditors for the following year; and
  - d. other matters discussed during the meeting.
4. The Secretary shall send to every member, not less than 14 (fourteen) days before the date of the meeting comprising an agenda of the meeting , copy of the notes of the meeting and an audited statement of the Society's account for the previous year. Copies of the relevant letters shall be sent to the members at the Society's address. Other agenda could be sent to the Society via IT or mass media.
5. Special General meeting can be held :
  - (i) whenever deem necessary by the Committee or
  - (ii) upon written request by at least (1/5) one fifth of the members with a voting right. The purpose and reason for the meeting should be explained fully. The request should be forwarded to the Secretary.
6. The Special General Meeting requested by the members should be held on a day within a month from the agreed date.
7. Announcement and the meeting's agenda should be informed by the Secretary at least within 14 days before the meeting. Announcement can be informed via IT or equivalent.

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8. Section 8(1) and 8(2) of this Constitution concerning the quorum and adjournment of the Annual General Meeting are also applicable to the Special General meeting. However, should there be a lack of quorum \_ hour after the commencement of the meeting, therefore the meeting would be automatically cancelled and it cannot be held within the next 6 months should the meeting be requested for the same reason.

9.The Secretary should send reminder letters to all its members concerning the Annual General meeting and Special General Meeting immediately through IT or electronic media or equivalent.

## **CLAUSE 9                      COMMITTEE MEMBERS**

1. The Committee members who will be elected in the Annual General Meeting shall consist of the following :
  - a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
  - e) 4 Ordinary Committee members
2. All the ‘Office Bearers’ shall be Malaysian citizens.
3. Candidates for the ‘Office Bearers’ should be proposed and seconded by the voting members in the Annual General Meeting. The ‘Office Bearers’ may be re-elected on a yearly basis but the President may only hold his position for a maximum of 2 consecutive years.
4. The responsibility of the Committee is to carry out the daily activities of the Association and decide on matters pertaining to the Society in accordance to the general principles that have been determined in the General Meeting. The yearly activities should be tabled in the Annual General Meeting.

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5. A meeting should be held at least once in 6 months' time. Members should be notified 7 days before the meeting. The President or at least 4 Committee members could call upon a meeting at their discretion. The meeting should be attended by at least half of the Committee members for it to be legitimate. The meeting may be carried out by computer teleconferencing, cellular phones or satellite. The Committee members may remain in their respective states/ residence during the meeting.
6. Any issues that require Committee's approval in which the meeting cannot be held, then the Secretary may seek approval from the members through letter, e-mail or equivalent. The following conditions must be met before a verdict can be reached :
  - a) the issue should be clearly stated
  - b) at least \_ of the Committee members should agree/disagree on the matter
  - c) decisions to be reached by vote.

Decisions reached through the letters should be notified by the Secretary to the Committee for confirmation and documentation purposes.

7. Any Committee members who do not attend the Committee's meeting for 3 consecutive time without a reasonable excuse, would be automatically considered as resigned from the Committee. A member would be considered present for a meeting if s/he communicate via teleconferencing or e-mail.
8. When a Committee member dies or resign, the person who received the second biggest vote in the previous election would automatically replace him/her. However, if there is no such candidate, the Committee members may then have the authority to elect any other members they deem fit for the position until the next Annual General Meeting.
9. The Committee members may give out orders to the Secretary and the Office Bearers in carrying out activities and also appoint a management team which it deems fit for that purpose. The Committee could suspend or strip off any of the management team members on the basis of negligence, inefficient, disobedience or creating potential harm to the association.
10. The Committee may form a Sub-Committee if necessary and assign jobs to it.

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## **CLAUSE 10                    RESPONSIBILITIES**

### **1. President**

Must be the Chairman for all the Annual General Meeting and Committee's meeting during his tenure and be responsible to ensure the smoothness of all meetings. He holds the executive decision and must sign all the approved meeting reminders. The President, Secretary and the Treasurer must sign all the association's cheques.

### **2. Vice President**

To carry out the President's responsibilities during his absence.

### **3. Secretary**

Must handle all of the Society's administrative matters according to the law and upon directives from the Annual General Meeting and the Committee members. S/he must handle all the correspondences and maintain all the required books and letters except for the Society's account and financial matters.

The Secretary must maintain a Member's registration book which contains members' information such as name, place and date of birth, identification number, occupation, employer and employer's address, category and home address. S/he must attend all meetings and take down the minutes. S/he must sign all the Society's cheques together with the President and the Treasurer.

The Secretary must also submit the Annual financial statements to the Register of Associations, 60 days before the Annual General Meeting as required by Section 14(1) Association Act, 1966.

### **4. Treasurer**

Must be responsible for all the Society's financial matters. S/he must prepare all the necessary accounts and ensure its accuracy. S/he must sign all the Society's cheques together with the President and the Secretary.

5. Ordinary members should co-operate with the Committee in carrying out their duties.

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## **CLAUSE 11            FINANCE**

1. The Society's funds may be used for activities that benefit the running of the Society. This includes administrative expenses, salary, officers' expenses and audit fees. However, the fund should not be used to pay for fines incurred by any of the members who have committed offences.
2. The Treasurer is only allowed to keep petty cash money amounting to RM 2000 at a given time. Any amount exceeding that figure has to be banked in. The bank's account has to be under the Society's name.
3. All cheques or cash withdrawal statements from the Society's account have to bear 2 out of 3 signatories from either the President, Secretary or Treasurer. During the absence of these 3 members, the Committee may then elect any other members as a substitute to sign the cheques or cash withdrawal statements.
4. Any expenses exceeding RM 10,000 at a given time must have the approval of the Committee members before payment can be made while expenses exceeding RM 100,000 at a given time must be tabled and approved at the Annual General Meeting before the payment can be made. Any expenses less than RM 10,000 at a given time can be approved by the President, Secretary and the Treasurer.
5. The Society's annual Profit & Loss statement as well as the Balance Sheet have to be prepared by the Treasurer and immediately checked by the Auditors who have been elected under Section 12 of this Constitution. The audited financial statements have to be notified to the members at the Society's office.
6. The Society's financial year starts on the 1<sup>st</sup> of January and ends on 31<sup>st</sup> December.

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**CLAUSE 12                    AUDITORS**

1. 2 members who are not Office Bearers may be elected in the Annual General Meeting as the Society's auditors.
2. The auditors must check the annual financial statements and report it in the Annual General meeting. They may also be required to audit the Society's accounts at any given point in time (during their tenure) upon the President's request and present the report to the Committee members.

**CLAUSE 13                    APPOINTMENT OF OFFICERS UNDER SECTION 9(B) ASSOCIATION ACT, 1966.**

1. The appointment of Officers under Section 9 (B) Association Act, 1966 , the Secretary is required to forward the names of 3 members amongst the Office Bearers that are aged above 21 years old who may then be elected in the Annual General Meeting as indicated in the above Act.
2. The Officers' tenure carries on for a year until the next Annual General Meeting whereby they may be re-elected.
3. The Officers appointed under this law would be responsible in managing the Society's assets as dictated in the General Meeting and these assets should be registered under the Society's name.
4. The Officers may not alter the Society's assets without receiving consent and authorization from the members.
5. The General Meeting may strip off a member's position due to illness, insanity, not available in the state or other reasons that which lead to unsatisfactory performance. In cases such as death, resignation or expulsion that occur before the Annual General Meeting, a Special General Meeting may convene to appoint members to fill up the vacancy.

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**CLAUSE 14                    INTERPRETATION**

1. In between General meetings, the Committee may give their own interpretation to this Law, and the Committee may, if necessary, decide on any matter which had not been incorporated under this Law.

2. Subject only to any matter which is against or inconsistent with any policy decided in the General meeting, the Committee's decision towards the members are final and can only be superseded by the General meeting.

**CLAUSE 15                    ADVISOR/PATRON**

1. The Committee may, if they think fit, appoint any capable person as an advisor/patron to the Society and the person to be appointed shall agree to the appointment in writing.
2. The tenure of office for the said adviser/patron shall not be fixed. The Committee may however, if they think fit, terminate such advisor/patron and appoint any other person they think capable.
3. The Society may be added as "Di Raja" to its society's name if so bestowed by His Royal Highness Yang DiPertuan Agong at any time.

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**CLAUSE 16****PROHIBITION**

1. Games listed below shall not be played in the Society's house : Roulette, Lotto, Fan Tan, Poh, Pen Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Dua Puluh Satu, Tiga Puluh Satu, Sepuluh dan Setengah, and all kind of games involving dice, banker's game, video game and all kind of games which totally depends on luck.
2. The Society or its members shall not try to obstruct or in any way disturb any business or price of any goods or involve in any trade union movement as defined under the Trade Union Act, 1959.
3. No Lottery activities shall be managed by the Society either for members or not, under the Society's name or its officer or Committee or members without prior permission from the relevant authority.
4. Liquor and smoking shall not be permitted during any Committee Meeting or General Meeting.
5. Any meetings shall be conducted and minuted in Bahasa Malaysia or English and any official business shall also be conducted in Bahasa Malaysia or English.
6. "Interest" as defined under Section 2 of the Society Act, 1965 shall not be charged by the Society to any of its members.
7. No person shall be entitled to become Office Bearer or Adviser or workers of the Society if they are disqualified under Section 9(A) of the Society Act, 1966.

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**CLAUSE 17****AMENDMENT TO THE LAW**

This Law shall not be amended except by the General Meeting. Application for change or amendment to this Law shall be forwarded to the Registrar of Society within sixty (60) days from the date of the General Meeting approving the said change or amendments, and the said change or amendments shall be effective from the date of approval by the Registrar of Society.

**CLAUSE 18****DISSOLUTION**

1. The dissolution of this Society may be done voluntarily upon agreement of at least three fifth (3/5) of its members attending the General Meeting for the said purpose.
2. Should the Society be dissolved as per the above procedure, therefore, all of the Society's legitimate liabilities must be paid and any monetary balance should be spent as agreed by the General Meeting.
3. A statement of dissolution should be forwarded to the Registrar of Society within 14 days from the mentioned date.

**CLAUSE 19****THE PREMISES' ADMINISTRATION**

1. To exhibit the Society's original Certificate of Registration in the premises.
2. To put up sign board in front of the premises with the Society's name and registration number (either own premises or rental)
3. To exhibit notice (in a suitable place) stated that all the Society's facilities are meant only for its members (school children are strictly prohibited to enter or use the said facilities)

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4. All activities shall only be carried out before 12 midnight.
5. To make sure that the premises is always clean and tidy.
6. The Society is prohibited to add any new entertainment machine available in the premises.

#### **CLAUSE 20**

1. Any official statement made to Press or any related bodies for the Society can only be released by the President or his official attorney.

#### **CLAUSE 21**

1. The Society may merge or become member of World Federation of Neurological Society (WFNS) and Asean Neuro Surgery Society or any society of Neurosurgery. All lists of active members shall be submitted to WFNS and Asean Neurosurgery Society annually.

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