

**PERTUBUHAN DOKTOR DOKTOR PERUBATAN
PULAU PINANG**



CONSTITUTION AND RULES

OF

THE PENANG MEDICAL PRACTITIONERS' SOCIETY

FOUNDED 1932

**CONSTITUTION AND RULES
OF
THE PENANG MEDICAL PRACTITIONERS' SOCIETY
(PERTUBUHAN DOKTOR DOKTOR PERUBATAN PULAU PINANG)**

ARTICLE I – NAME, EMBLEM, MOTTO AND ADDRESS

- (1) The Society shall be called Pertubuhan Doktor Doktor Perubatan Pulau Pinang (The Penang Medical Practitioners' Society) and is referred to hereinafter as the "Society".
- (2) The Society shall have an emblem and the blazon or heraldic description of the amorial bearing is as follows:-

“Azure, the Caduceus argent. On a chief embattled or and argent an arecanut palm sable within the map of Penang Island, the motto “Semper Paratus Servire” and the title “Pertubuhan Doktor Doktor Perubatan Pulau Pinang” sable. The Shield rests on a scroll or with the title “Penang Medical Practitioners’ Society” sable. (English Translation:- “The Shield is divided into two unequal parts by an embattled line. The top part is coloured silver and the lower blue. The device called the “Caduceus” is in silver on the blue field. On the top part is an areca-nut palm in black within the map of Penang Island. The remaining portion of the top part is coloured gold on which are the motto “Semper Paratus Servire” and the title “Pertubuhan Doktor Doktor Perubatan Pulau Pinang” in black. The Shield rests on a scroll coloured gold with the title “Penang Medical Practitioners’ Society” in black).
- (3) The motto of the Society is “Semper Paratus Servire”, meaning “Always ready to serve”.
- (4) The registered address shall be c/o PG Corporate Services Sdn. Bhd., No. 18-22-A1 Gurney Tower, Persiaran Gurney, 10250 Penang or at such other place or places as may from time to time be decided by the Committee. Its registered address shall not be changed without prior approval of the Registrar of Societies.

ARTICLE II – OBJECTS AND POWERS

(1) OBJECTS

- (a) To encourage and foster the bonds of friendship among its members.
- (b) To protect and promote the social, cultural, ethical and professional interests of its members.
- (c) To advance the Art and Science of Medicine with particular relevance to its members and other members of the medical profession.
- (d) To promote health education to the public and to do social services for the community.

(2) **POWERS**

In the pursuit and furtherance of the Objects, the Society shall have the following powers:-

- (a) To arrange Fellowship and Social Gatherings amongst its members.
- (b) To organize talks, scientific meetings, refresher courses and publish newsletters, journals or other publications of interest to members.
- (c) To acquire or rent property to provide suitable premises for the use of the Society or for any other purposes deemed by the Committee.
- (d) To arrange activities and functions for the benefit of the public in furtherance of the objective (1)(d).

ARTICLE III – MEMBERSHIP

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

- (1) **Ordinary Membership:**
Ordinary membership shall be open primarily to all fully registered private medical practitioners residing or practicing in the state of Penang. Ordinary members who subsequently cease to fulfill the above requirements shall automatically be transferred to the associate membership list.
- (2) **Honorary Membership:**
Honorary membership may be conferred by the Society on members of the medical profession who have distinguished themselves by some meritorious and outstanding service in the field of Medicine or have brought credit to the medical profession by virtue of their contribution to the community or the nation.
- (3) **Life Membership:**
Any registered private medical practitioner residing or practicing in the state of Penang and those who are already members of the Society, may apply to join the Society as a life member by payment of a sum of not less than 10 times the annual subscription fee, and shall have the right to vote, or to hold office of the Association.
- (4) **Associate Membership:**
Associate membership may be conferred by the Society at the discretion of the Committee to doctors who are:
 - (a) neither practicing nor residing in Penang or
 - (b) not private practitioners

Associate members shall be automatically transferred to the ordinary membership list upon fulfilling the requirements of ordinary membership.

- (5) **Absent Membership:**
Ordinary and Associate members who intend to leave Malaysia for a period of more than a calendar year may apply to be placed on the absent members list, provided that all dues have been paid. During the period that they are away, they shall be exempted from their annual subscriptions. On notification to the Hon. Secretary of their return, they shall be re-instated to the list of Ordinary/Associate membership.
- (6) **Senior Membership:**
Ordinary/Associate members who have been members for at least 5 years and have reached the age of 65 years shall be placed on the Senior Membership list.

ARTICLE IV – PROCEDURE FOR THE ELECTION OF MEMBERS

- (1) All new members for election must complete the prescribed application proforma. Election to membership shall be by the acceptance of the Committee of Management. An elected member then becomes entitled to all the privileges of membership and shall be subject to all the Rules of the Society.
- (2) Honorary and Associate members may not vote at meetings or hold any office in the Society.

ARTICLE V – ENTRANCE FEE AND SUBSCRIPTION

- (1) **Entrance Fee:**
The Society may levy an Entrance Fee which shall be a minimum of RM30/- and a maximum of RM100/- on all successful applicants for ordinary and associate membership.
- (2) **Subscription:**
The annual subscription for an ordinary and associate member shall be a minimum of RM50/-. All subscriptions are payable in advance on January 1st each year and becomes an undischarged debt to the Society by 31st January of the same year.
- (3) **Honorary members and Senior members** shall not be liable to pay any subscriptions. **Associate members** will require to pay the same entrance fee and annual subscriptions as ordinary members.

ARTICLE VI – TERMINATION OF MEMBERSHIP

- (1) Termination of membership may occur in any one or more of the following ways:
 - (a) By clear intention express in writing to resign membership.
 - (b) By allowing the Annual Subscription to fall into arrears for three years.
 - (c) Automatically, by reason of the name of the member being removed from the Medical Register maintained under the Medical Registration Ordinance currently in force.
 - (d) By expulsion from the Society for conduct and behaviour contrary to the Constitution and Rules of the Society, provided that the member concerned shall have the right to appeal to the General Meeting of members of the Society whose decision is binding to all and is final.
- (2) Provided however that:-
 - (a) Resignation shall not affect any liability to pay the subscription due and payable as on the date of such resignation.
 - (b) The Management Committee may, in its absolute discretion, restore such membership upon being satisfied that there were good reasons for the subscription having fallen into arrears and a tender of all such arrears being made.
 - (c) In the event of a member being restored, he shall automatically resume such membership subject to payment of all subscriptions due and payable.
 - (d) Any member who has been expelled may reapply for membership and for a restoration of his privileges, such application having come before a Special General Meeting of the Society called for the purpose of giving consideration to the application decided upon by a two-third majority of the delegates present and voting.

ARTICLE VII – MANAGEMENT OF THE SOCIETY

- (1) The Society shall be managed by a Committee which shall function as the principal executive body within the guidelines created by these rules.
- (2) The Committee should consist of the following office bearers and members who shall be properly elected at the Annual General Meeting and who shall hold office until the next Annual General Meeting:-
 - (a) President
 - (b) President Elect
 - (c) Immediate Past President
 - (d) Honorary Secretary
 - (e) Honorary Treasurer
 - (f) Four other members
 - (g) Two other members to be co-opted at the discretion of the committee

All members of the Committee and every officer performing executive functions in the Society shall be Malaysian citizens.

- (3)
 - (i) The Committee shall meet at least five times a year
 - (ii) The President shall preside at all meetings of the Committee or, in his absence for valid reasons, the President Elect or the Immediate Past President shall take the Chair. In the event that all three officers are absent, the members of the Committee present may elect amongst themselves a Chairman to preside at the that particular meeting.
 - (iii) At least half of the Committee members present shall form a quorum.
- (4) **Duties and Powers**
 - (i) The Committee shall have the power to appoint, pay and dismiss any staff employed by the Society.
 - (ii) Any vacancy in the Committee shall be filled by appointment of a suitable person from the list of members of the Society.
 - (iii) The Committee shall have full control of the management of the affairs of the Society.
 - (iv) The Committee may appoint subcommittees consisting of at least one of its own members and one or more members of the Society and delegate such subcommittees with appropriate terms of reference.
 - (v) The Committee shall be responsible for submitting and circulating to every member, an Annual Report of the activities of the Society compiled by the Hon. Secretary and the Audited Statement of Accounts prepared by the Hon. Treasurer, at least two weeks before the Annual General Meeting.

- (vi) The Committee shall have the discretion not to extend the privileges of membership to any members in arrears or not in residence in Malaysia.

ARTICLE VIII – DUTIES OF OFFICERS OF THE SOCIETY

(1) President

- (a) The President shall take the chair at all General Meetings of the Society and all meetings of the Committee.
- (b) The President shall have the right to call meetings of the Committee.
- (c) The President shall have a casting vote in addition to his own vote as a member.
- (d) The President shall be the only spokesman for the Society in dealing with the Public or the Mass Media.

(2) The Honorary Secretary

- (a) The Honorary Secretary as the Chief executive officer of the Society shall in consultation with the President, convene all meetings of the Committee and General Meetings of the Society, shall record and keep custody of the Minute Books, Register of Members and all correspondence of the Society. He shall, under the direction of the Committee, conduct all correspondence on behalf of the Society. He shall submit to the Registrar of Societies the Annual Returns of the Society after 28 days of the holding of the Annual General Meeting.
- (b) The Honorary Secretary may be given such clerical or other assistance as the Committee may from time to time decide.

(3) The Honorary Treasurer

The Honorary Treasurer shall be the custodian of the Finances and accounts of the Society and shall be responsible for the collection of annual subscriptions and other incomes of the Society, pay all its outgoings and prepare a Statement of Accounts for the next Annual General Meeting of the Society. All the income for the Society shall be deposited in a Bank or any other financial institutions approved by Bank Negara, to be approved by the resolution of the Committee and the President, Treasurer or any other member of the Committee shall sign cheques on behalf of the Society.

(4) President Elect

All duties, powers and responsibilities of the President shall, in his absence, devolve upon the President Elect.

ARTICLE IX – GENERAL MEETINGS OF THE SOCIETY

(1) (i) Annual General Meeting

The Annual General Meeting of the Society shall be held in the first quarter of each calendar year at a suitable time and place determined by the Committee for the following purposes:-

- (a) To confirm and adopt the minutes of the last Annual General Meeting
- (b) To discuss matters arising from the Minutes
- (c) To receive and adopt the audited Statement of Accounts
- (d) To receive and adopt the Annual Report
- (e) To accept and declare as President, the President Elect of the previous year
- (f) To elect the President Elect
- (g) To accept and declare as Immediate Past President, the outgoing President who shall then be an ex-officio member of the Committee
- (h) To elect the Hon. Secretary
- (i) To elect the Hon. Treasurer
- (j) To elect four other Committee Members
- (k) To appoint the Auditor
- (l) To transact any other business of which due notice has been given

(ii) At least four weeks before the date fixed for the Annual General Meeting, the Hon. Secretary shall inform all members in writing of the date, time and place fixed for the Meeting.

(iii) Any member desirous of moving any resolution at the Annual General Meeting shall give notice in writing thereof to the Hon. Secretary at least three weeks before the Annual General Meeting. The Hon. Secretary shall in turn circularize any such resolution together with the Annual Report and Audited Statement of Accounts to all members at least two weeks before the date of the Annual General Meeting.

(2) (i) The quorum at any General Meeting shall be at least half of the total membership of the Society or twice the total number of the Committee members whichever is the lesser.

- (ii) In the event of a lack of quorum, the President shall postpone the meeting to a day not earlier than fourteen days and not later than twenty-eight days from the date of the postponed General Meeting. At a postponed General Meeting, the members present shall have the 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)
 - (i) An Extraordinary General Meeting shall be called by the Committee when any question of urgent importance arises or should the President or Hon. Secretary receive a written request by five or more members of the Society stating thereon the purpose for which such a meeting is requested. No business shall be dealt with at any such meeting other than that for which it is convened.
 - (ii) The Quorum for the Extraordinary General Meeting shall be as in Article IX, paragraph (2) (i) and (ii).

ARTICLE X – AMENDMENTS TO THE CONSTITUTION AND RULES

- (1) These rules may be amended, altered or added to after consideration at a General Meeting and of which appropriate notice has been given.
- (2) Any such amendment, alternation or addition shall require to be passed by a two-thirds majority of members present and voting and shall come into force only after the approval of the Registrar of Societies.

ARTICLE XI – AUDIT

- (1)
 - (a) The Accounts of the Society shall be audited by professional auditors.
 - (b) The auditors shall be appointed at the Annual General Meeting (AGM) or subsequently at the discretion of the Committee if the AGM deems it so.
- (2) The Auditor/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. He/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 XII – INTERPRETATION

- (a) 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.
- (b) 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 XIII – AFFILIATION

The Society may be affiliated or associated with Societies within or without the State of Penang provided they are devoted to objects substantially similar to those of the Society.

Any such decision must be approved by a General Meeting.

ARTICLE XIV – DISSOLUTION

- (1) The Society shall not be dissolved except with the consent of no less than three-fifths of the members of the Society expressed either in person or by proxy at a General Meeting convened for the purpose or by a postal vote.
- (2) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged. Any remaining funds will be equally divided among members or transferred to a medical association or a charitable organization in Malaysia as decided by the majority of the members at a General Meeting convened for the purpose of Dissolving the Society or decided by a postal vote of all the members.
- (3) Notice of the dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.

ARTICLES XV – TRUSTEES

- (1) The property of the Society shall be vested in not more than 5 trustees and not less than 3 trustees in trust for the membership.
- (2) The Trustees shall be appointed by the Committee subject to approval at the AGM from among the members of the Society and shall hold office until death or resignation; unless removed from office by a resolution of the Committee.