

PERSATUAN PEMBANTU PERUBATAN DAN JURURAWAT DIALISIS MALAYSIA

ADMAN

(ASSOCIATION OF DIALYSIS MEDICAL
ASSISTANTS AND NURSES MALAYSIA)



AKTA PERTUBUHAN 1966

RULES OF

THE “PERSATUAN PEMBANTU PERUBATAN DAN JURURAWAT DIALISIS MALAYSIA” (Association of Dialysis Medical Assistants And Nurses Malaysia)

1. Name and Place of Business

- a. The society shall be known as the **Persatuan Pembantu Perubatan Dan Jururawat Dialisis Malaysia.**
(Association of Dialysis Medical Assistants And Nurses Malaysia)
- b. Its registered place of business shall be Unit Hemodialisis, Jabatan Nefrologi, Hospital Kuala Lumpur, 50586, Kuala Lumpur or at such other place or places as may from time to time be decided on by the Committee. The registered place of business of the Society shall not be changed without the prior approval of The Registrar of Societies.

2. Logo - The logo consists of a vertical rectangle. One small horizontal rectangle each is placed on top and bottom of the vertical rectangle. The outline of the small rectangle on top of the upright rectangle is coloured red and the outline of the bottom rectangle is coloured blue.

Two semicircle arrows are placed on the vertical rectangle and half of the upper arrow in the rectangle is coloured red and half of the other arrow in the rectangle is coloured blue. Surrounding the logo are two circles and in between these

circles are written ‘Persatuan Pembantu Perubatan & Jururawat Dialisis Malaysia’.

3. Objectives of the Society.

The objectives of the Society shall be:

- a. To promote interest amongst Medical Assistants and Registered Staff Nurses in the field of Nephrology so as to enhance knowledge, skills and practice.
- b. To provide quality educational programmes to its members focusing the Society's efforts and resources towards achieving sound research based on nursing practice and skills.
- c. To become involved in developing and establishing a core of set educational and nursing standards to be implanted in each renal unit.
- d. To meet regularly at least twice a year to exchange ideas and information on recommended change in standards and practice.
- e. To enhance the concept of Total Quality Management (TQM) and Continuous Quality Improvement (CQI) as an integral part of individual patient care.
- f. To invite members of medical fraternity working in this specialised area to update and advice the Society on current trends.

- g. The Society will aim to bring together nephrology nurses and medical assistants from all areas in order to strengthen relationship and facilitate good communication network. This will encourage sharing of knowledge and practices.

4. Membership

4.1 There shall be four types of membership:

- a. **Ordinary member:** Any registered Medical Assistant and registered Staff Nurse who is interested in the field of Nephrology and is willing to abide by the constitution of the Society.
- b. **Associate member:** Any Malaysian citizen of at least 18 years of age who is interested in the field of dialysis.
- c. **Sustaining member:** Any Malaysian citizen of at least 18 years of age or legally constituted organisation that supports the purposes of the Society.
- d. **Honorary member:** To be bestowed by the Society at the recommendation of the Committee to an individual who is not a member of the Society.

4.2 In applying for membership (except for honorary membership), an applicant shall submit to the Society a completed application form. He shall become a member when his application is approved by the Committee and the prescribed fees are paid.

Only ordinary members are entitled to elect, stand for election and vote at Annual General Meetings and Extraordinary General Meeting. Other categories of members are not entitled to vote and to hold office but are entitled to all other privileges.

5. Entrance Fees Subscription And Other Dues.

- a. The entrance fee and subscription payable shall be as follows:

Entrance Fee: RM30.00

Yearly subscription: RM 24.00 (Ordinary Members, Associate Members, Sustaining Members.)

- b. All yearly subscription shall be payable to the Treasurer in advance within 14 days of the first month of each year.
- c. Any member who allows his arrears to exceed one year subscription 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.
- d. Any member who allows his arrears to exceed two years 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.

- e. The Committee shall have the power to fix re-entrance fee for any person who has allowed his membership to lapse through arrears.
- f. 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.

6. Resignation

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.

7. General Meeting

- a. The supreme authority of the Society is vested in a general meeting of the members. At least one half of the total membership of the Society or the voting members present represent twice the total number of committee members or whichever is lower must be present at a general meeting for the proceedings to be valid and to constitute a quorum.
- b. 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 make decisions affecting the membership.

- c. 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 May on a date and at a time and place to be decided by the Committee. The business of the general meeting shall be:-
 - i. To receive the Committee's report on the working of the Society during the previous year.
 - ii. To receive the Treasurer's report and the audited accounts of the Society for the previous year.
 - iii. To elect a Committee and to appoint auditors for the ensuing year.
 - iv. Any member in benefit who wishes to include any issue in the agenda for Annual General Meeting must inform the Secretary 30 days before the date fixed for the Annual General Meeting.
 - v. To deal with such matters as may be put before it.
- d. The Secretary shall send to all members at least 14 days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. Copies of this document will also be

made available at the registered place of business of the Society for the perusal of members.

- e. An extraordinary general meeting of the Society shall be convened:-
 - i. Whenever the Committee deems it desirable; or
 - ii. At the joint request in writing of not less than twenty members, stating the objects and reasons for such meeting.
- f. An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the request.
- g. Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least fifteen days before the date fixed for the meeting.
- h. Paragraphs a and b of these rules regarding the postponement of an annual general meeting shall apply also to an extraordinary general meeting but with the provision that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by the members the 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.

- i. The Secretary shall forward to all members a copy of the draft minute of each annual and extraordinary general meeting as soon as possible after its conclusion.

8. Committee

- a. A committee consisting of the following who shall be termed the office-bearers of the Society shall be elected at the annual general meeting:-

A President

A Vice President

A Secretary

An Assistant Secretary

A Treasurer

Four Ordinary Committee Members.

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

- b. Names of the above offices shall be proposed and seconded and election will be by a simple majority vote of the members at the annual general meeting. All the office bearers shall hold office for two years and shall be eligible for re-election.

- c. 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 the prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general on its activities during the previous year.
- d. 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 three 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.
- e. 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:-
 - i. The issue must be clearly set out in the circular and forwarded to all members of the Committee:-
 - ii. At least one half of the members of the Committee must indicate whether they are in favour or against the proposal: and

iii. The decision must be a majority vote.

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

- f. 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.
- g. 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 general meeting.
- h. The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Society. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officer or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Committee, or for any other reasons which it deems good and sufficient in the interest of the Society.

- i. 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.
- j. 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.

9. Duties of Office - Bearers.

- a. The President shall during his term of office preside at all general meetings 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 or the Treasurer sign all cheques on behalf of the Society.
- b. The Vice President shall deputise for the President during the latter's absence.
- c. The Secretary shall conduct the business of the Society in accordance with the 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 attend all meetings and record the proceedings. He shall maintain a proper membership register of the members consisting of details

such as name, identity card number, date and place of birth, occupation, name and address of employer and residential address. In conjunction with the President or the Treasurer he shall sign all cheques on behalf of the Society.

- d. The Assistant shall assist the Secretary in carrying out his duties and shall act for him in his absence.
- e. 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 or the Secretary sign all cheques on behalf of the Society.
- f. The Ordinary Committee Members shall carry out such duties as directed by the President or the Committee.

10. Financial Provisions

- a. Subject to the following provisions in these rules, the funds of the Society may be expended for any purpose necessary for the carrying out of its objectives, including the expenses of 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 the court of law.
- b. The Treasurer may hold a petty cash advance not exceeding RM 500.00 (Ringgit five hundred) at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Committee.

- c. All cheques or withdrawal notices on the Society's account shall be signed jointly by the President (or in his absence the Vice President), the Secretary, or the Treasurer. In the absence of the Secretary and the Treasurer, the Committee shall appoint one of its members to sign in his place.
- d. No expenditure exceeding RM 2000.00 (Ringgit two thousand) at any one time shall be incurred without the prior sanction of the Committee, and no expenditure exceeding **RM 50,000.00** (Ringgit fifty thousand) in any one month shall be incurred without the prior sanction of a general meeting. Expenditures below RM 2,000.00 (Ringgit two thousand) may be approved by the President together with the Secretary and the Treasurer.
- e. As soon as possible after the end of each financial year i.e. 31st of December, a Statement of Receipts and Payments and a Balance Sheet for the year shall be prepared and audited by the Auditors appointed under rule 10. The audited accounts shall be submitted for the approval of the next annual general meeting, and copies shall be made available at the registered place of business of the Society for the perusal of members.

11. Audit

- a. 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 one year only and may not be reappointed.

- b. 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 make a report to the Committee.

12. Trustees

- a. Three Trustees, who must be over 21 years of age shall be appointed at the annual general meeting and shall hold office at the pleasure of the Society. They shall have vested in them all immovable property whatsoever belonging to the Society upon execution of a Deed of Trust.
- b. 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.
- c. 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 reasons, 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.

13. Prohibitions.

- a. Neither the Society or its members shall attempt to restrict or in any other manner interfere with the **trade or prices or engage in any Trade Union activities** as defined in the Trade Union Ordinance, 1959.
- b. The Society shall not hold any lottery whether confined to its members or not, in the name of the Society, or its office-bearers, Committee or member.
- c. No university or university college students can be allowed to be a member of the Society, without the prior written approval from the Vice-Chancellor of the university concerned.

14. Amendments of Rules.

These Rules may not be altered or amended except by a resolution of a general meeting. Such alterations or amendments shall take effect from their date of approval by the Registrar of Societies. Any amendment to the rules shall be forwarded to the Registrar of Societies within 28 days of being passed by the general meeting.

15. Dissolution

- a. The Society may be voluntarily dissolved by a resolution of not less than three - fifths of the total voting members.

- b. 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 off in such manner as may be decided upon by a general meeting.
- c. Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

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Name: Tam Chong Chiang
Post: President
Association of Dialysis Medical
Assistants And Nurses Malaysia

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Name: Norlida bte Omar
Post: Secretary,
Association of Dialysis Medical
Assistants And Nurses Malaysia