

MALAYSIAN CONFEDERATION OF ALLIED HEALTH PROFESSIONAL ASSOCIATIONS (MYCAHP) CONSTITUTION

CLAUSE 1 NAME

1. This organisation is known by the name

MALAYSIAN CONFEDERATION OF ALLIED HEALTH PROFESSIONAL ASSOCIATIONS (MYCAHP)

After this is mentioned as organisation.

2. Definition of Name : Confederation of Malaysian Allied Health Professional Associations
3. Status : Others

CLAUSE 2 LOCATION

1. Organisation's registered address and location is

C/O BAHAGIAN SAINS KESIHATAN BERSEKUTU,
KEMENTERIAN KESIHATAN MALAYSIA,
ARAS 2, BLOK A, BANGUNAN UTAMA CHANCERY PLACE,
JALAN DIPLOMATIK 2, PRESINT DIPLOMATIK,
PRESINT 15, 62050 WILAYAH PERSEKUTUAN PUTRAJAYA

and mailing address is

C/O BAHAGIAN SAINS KESIHATAN BERSEKUTU,
KEMENTERIAN KESIHATAN MALAYSIA,
ARAS 2, BLOK A, BANGUNAN UTAMA CHANCERY PLACE,
JALAN DIPLOMATIK 2, PRESINT DIPLOMATIK,
PRESINT 15, 62050 WILAYAH PERSEKUTUAN PUTRAJAYA

or at any other places or places to be determined by the Committee from time to time

2. The registered location and the correspondence mailing address of the organisation shall not be changed without prior permission of the Registrar of Societies

CLAUSE 3 OBJECTIVES

1. Protect the interests and enhance the values of the allied health professions.
2. Make concerted efforts through mutual understanding and solidarity towards improving the quality of service delivery and health care.
3. Spearhead the growth and development of the allied health professions.

CLAUSE 4 MEMBERSHIP

1. The membership criteria for this organisation are as follows

A. Ordinary Members

i.	Citizenship	: Malaysia
ii.	Minimal Age	: 18 years old
iii.	Place/ State of Residence	: Malaysia
iv.	Race	: All
v.	Gender	: All
vi.	Religion	: All
vii.	Other Membership Criteria	:

- 1) Membership is open to all professional associations under the registered professions of allied health sciences in Malaysia.
- 2) Every application to be a confederation member shall be submitted to the secretary and decided by the committee.
- 3) Every applicant whose application has been approved as mentioned above shall be accepted to become a member of the confederation and is entitled to become a member after paying the entrance fee and the first annual fee as required.

B. Allied Members

None

C. Honorary Members

None

D. Lifetime Members

None

E. Youth Members

None

2. Every membership application shall be proposed and supported by the member and sent to the secretary who is required to submit the application as soon as possible to the committee to be considered. The committee may at its discretion reject any application without giving any reasons.
3. Every applicant whose application has been approved as mentioned above shall be accepted to become a member of the organisation and shall be a member after paying the entrance fee and the first fee as required.

CLAUSE 5 RESIGNATION AND EXPULSION

1. Members who want to quit being a member of the organisation must give a written statement 2 weeks before to the secretary and finish paying all the debt or any miscellaneous.
2. Any members who fail to comply with the constitution or do actions that damage the good reputation of the organisation can be expelled or suspended for a certain reasonable period of time by the committee. Before the committee expels or suspends membership of such members, he or she shall be given a written notification of the reasons for the removal or suspension. Members also shall be given the opportunity to defend themselves and give explanation. Expulsion or suspension shall be conducted unless the general meeting delays or cancels the decision as appealed by the member.

CLAUSE 6 FINANCIAL RESOURCES

Financial resources of the organisation is :

1. Entrance Fee :
RM 100 (Ringgit Malaysia **One Hundred** Only)
2. Fees :
RM 200 (Ringgit Malaysia **Two Hundred** Only)
 - a. Annual fee shall be paid to the treasurer in advance within the first 7 days every year.
 - b. Lifetime membership fee (to be paid upon the member's application) – not applicable.
 - c. A member who disregards his unpaid fees for more than two (2) years will receive a written notification signed by the secretary or representative, and will lose the privileges as a member until the debt has been settled.
 - d. A member who disregards his debt for more than the sum of the fees for three (3) years will automatically stop being a member of the organisation and the committee may order a valid action to be taken against him as long as the member has received a statement of his debt in advance.
 - e. The committee has the authority to fix the re-entry fee for anyone who has let go his membership due to debt.

- f. Special fees or money collection from members for certain matters shall be collected by the consent of the members in general meetings. If any member pays the fee within the set period, the money will be counted as the annual fee due.

3. Donation

The organisation is allowed to receive donations in the form of money and goods. Monetary donations should be clearly and accurately declared in the annual statement of the organisation.

4. Economic Activity

This organisation may engage in economic activities such as selling, buying, investing, renting, owning movable and immovable property and any other economic activities.

CLAUSE 7 GENERAL MEETING

1. The management of this organisation depends on the general meeting in making decisions. At least one-half (1/2) of the members who entitled to vote, or twice the number of committee members, whichever is less, shall be present at the meeting to confirm the proceedings and form the quorum for the meeting.
2. If the quorum is not sufficient after half an hour from the time set for the meeting, the meeting shall be postponed to a date (not more than 30 days) suggested by the committee; and if the quorum is not enough after half an hour from the set time for the postponed meeting, then the members of the meeting shall hold the meeting but have no authority to amend the constitution of the establishment.
3. The annual general meeting of the organisation shall be held within 12 months from the date of the previous annual general meeting at the date, time and place set by the committee. The agenda of the annual general meeting is:
 - a. To review the committee's report on the past activities;
 - b. To review the treasurer's report and the audited financial statements;
 - c. To select members of the committee and appoint Auditors (if applicable);
 - d. To manage other matters presented in the meeting.
4. The secretary shall send a meeting agenda including a copy of minutes of meetings and annual report of the activity and statement of the organization's accounts for the last audited year to members at least 30 days before the coming annual general meeting. Copies of these documents shall also be provided to be read by members at the address of the organization's location.

5. Special general meeting for this organisation may be held:
 - a. Whenever necessary by the committee; or
 - b. If requested in written form by not less than one fifth of the total number of members who entitled to vote by explaining the purpose and reason for holding it. This request shall be submitted to the organization's secretary.
6. The special general meeting requested by members shall be held on a date within one month from the date of submission.
7. The secretary shall distribute the notification and agenda for the special general meeting to all members at least 14 days before the date fixed for the meeting.
8. Clauses 7 (1) and 7 (2) of this constitution regarding the quorum and the postpone of the annual general meeting shall apply to a special general meeting. However if the quorum is insufficient after half an hour from the time fixed for a special general meeting upon request by the members, the meeting shall be cancelled and within 6 months from this date, the special general meeting requested by the members with the same purpose shall not be held.
9. The secretary shall submit a copy of the minutes of the annual general meeting and special general meeting to every member within 3 months after the completion of the meeting.

CLAUSE 8 COMMITTEE

1. The following committee shall be elected every two years in the annual general meeting:
 - A chairman
 - A deputy chairman
 - A secretary
 - An assistant secretary
 - A treasurer
 - 5 ordinary committee members
2. Every officer who carries out the executive duties within this organisation must be a Malaysian citizen.
3. The names of the above positions shall be proposed and supported and the selection shall be conducted via voting and by counting the members' votes in the annual general meeting. All officers may be re-elected every two years.

4. The function of the committee is to manage and organise the organisation's daily routines and make decision on matters compliant with the general policy set by the general meeting. The committee shall not take any actions that are contrary to the general meeting with no prior contact about it and the committee must always comply with the decision of the general meeting. The committee shall submit a report on its activities for the previous year to every general meeting.
5. The committee shall meet at least 4 times a year. Notification for each meeting shall be given to the committee members 7 days in advance. The Chairman or not less than 4 committee members may call for a meeting at any time. At least half (1/2) of the members of the committee must be present to form the quorum of the meetings.
6. If an urgent matter occurs which requires the approval of the committee and the committee meetings could not be held, the secretary may obtain such approval from the committee members by resolution. The following conditions must be fulfilled before the committee's decision is made :
 - a. The problem raised should be explained clearly in the circular to every Member of the Committee;
 - b. At least half of the number of members of the committee must express their consent or objection to it; and
 - c. Decisions shall be made by majority vote. Any results obtained from the circular are to be reported by the secretary to the next committee meeting to be confirmed and recorded in the minutes.
7. Any committee who do not attend the committee meeting three times in a row without satisfactory explanation shall be considered as resigned.
8. If a committee member dies or resigns, the second candidate who gets the most votes in the last election shall be assigned to fill up the vacancy until the next annual general meeting is held.
9. The committee shall give instructions to the secretary and other officers to carry out the organizational affairs, and to appoint managers and staff. The committee may suspend or expel any manager or staff of the employer for negligence in employment, cheating, incompetence, disobeying the committee's decision, or for any reasons that may damage the reputation or the interests of the organisation.
10. The committee may establish sub-committees if they consider it necessary and give special obligations to any committee member.
11. The old committee shall submit all organisational documents such as registration certificates, registered constitutions, annual statements, correspondence letters, account books, checks, receipts, land grants, list of assets and so on, to the new committee.

CLAUSE 9 DUTIES OF OFFICERS

1. The chairman, during his contract, shall be the chairman to all general meetings and all committee meetings and shall be responsible for the completion of all meetings. He has a casting vote and shall sign the minutes of the meeting when it is approved.
2. The deputy chairman shall act as chairman during his absence.
3. The secretary shall carry out the organization's administration in accordance with the constitution and shall carry out all orders of the general meetings and committees. The secretary is responsible for dealing with official letters and keeping all records and organisational documents, except for account books and financial documents. The secretary shall keep the registration details of members which contain detailed information of members by categories such as name, place and date of birth, identity card number, occupation, name and address of employer and address of residence of every member. The secretary should be present at all meetings and make minutes for meeting.
4. Assistant secretary shall assist the secretary in carrying out his work and replace him during the absence of the secretary.
5. Treasurer is responsible for all financial matters of the organization. Treasurer shall be solely responsible for the resolution of the organisation's financial statements comprising the receipts and expenses as well as balance sheets.
6. The ordinary committee members shall assist the committees in carrying out the duties as instructed by them.

CLAUSE 10 FINANCIAL

1. Subject to the following provisions of this constitution, the funds of this organization shall be used for matters beneficial for the activities of the Confederation which include expenses on administration, salary and wages or allowances for officers, staff and auditors.
2. The treasurer is allowed to keep cash not more than RM 1000 (Ringgit Malaysia One Thousand Only) at any one time. An amount more than this will have to be deposited within 7 days in the bank account of the organisation.
3. All checks or statements of withdrawals from organisation's account shall be signed together by the chairman, secretary and treasurer. However, the committee have the right to appoint any of them to sign a check or withdrawal of the organisation during the absence of any of them.

4. Expenditure more than RM 2000 (Ringgit Malaysia Two Thousand Only) at any one time shall not be paid without getting the permission from the general meeting first. The expenditure with an amount of RM 2000 (Ringgit Malaysia Two Thousand Only) and below at any one a time can be approved by the chairman, secretary and treasurer.
5. The financial statements for a year shall be prepared by the treasurer and reviewed by the auditor appointed under Clause 11 of this constitution as soon as the expiration of the financial year. The audited financial statements shall be distributed to the members and forwarded for approval in the following annual general meeting. Each copy shall be provided as a member's notification at the registered location.
6. The financial year of the organization shall be for a 12-month period starting from 1 January.

CLAUSE 11 AUDITORS

1. Two persons who are not officers of the organisation shall be appointed during the annual general meeting as auditors. Those who have worked for two years may be re-elected.
2. The auditors are required to review the financial statements of the organisation for two years. The auditors shall certify and sign the financial statements for consideration of the annual general meeting. They are also required at any time by the chairman to audit the financial statements of the organisation at any time during their contract of service and to report to the committee.

CLAUSE 12 PROPERTY ADMINISTRATOR

1. All immovable property of the organisation shall be registered in the name of the organisation and all instrument of execution in relation to this property shall be valid and enforceable as if it had been executed by a registered proprietor. It is with a condition that the instrument was executed by 3 persons that currently work for the organisation and their elections are certified by certificates, issued by the Registrar of Societies and sealed.
2. The immovable property of the organisation shall not be sold, stolen, withdrawn or exchanged without the consent of the general meeting.

CLAUSE 13 CONSTITUTIONAL INTERPRETATION OF ASSOCIATION

1. During the period between two general meetings, the committee may give its interpretation to this constitution and if necessary, shall decide on unclear matters in this constitution.
2. Except for matters that are in conflict or not in accordance with the policy made in the general meeting, the decision of the committee against the members shall be final if the general meeting conviction is not changed.

CLAUSE 14 ADVISOR / PATRON

1. The committee may, if it is necessary, appoint people who are qualified and eligible to be Advisors/Patron for this organisation with a condition that the appointed person must state his consent in written form in advance.

CLAUSE 15 PROHIBITION

1. Any form of gambling activities as in Common Gaming House Act 1953 is prohibited at the premises of organisation.
2. The organisation or its members shall not attempt to obstruct or in any way interfere with the business or the price of goods or take part in the movement of the union as defined in the Trade Union Act 1959.
3. The organisation shall not hold any lottery, whether confined to its members or not, on behalf of organisation or officers or committee or members without prior approval from the relevant authorities.
4. "Interest" as defined under Section 2 of the Societies Act 1966 shall not be rewarded by the Organisation to any of its members.
5. All money and profits earned by this organisation for its participation in the economic activity shall be channelled back to the organisation for the purpose of this organisation and shall not be used to pay interest, profit or bonus to any member of the organisation. However, this provision shall not prevent the payment of any salaries or administrative expenses, or both, to any member or employee of the organisation.
6. The organisation is not allowed to administer the synagogue.

CLAUSE 16 CONSTITUTIONAL AMENDMENTS

1. This constitution cannot be amended except by the decision of the general meeting. The application for the amendments of the constitution shall be submitted to the Registrar of Societies within 60 days from the date of the approved decision of the general meeting. The amendments can only be enforced from the date that the amendment is approved by the Registrar of Societies.

CLAUSE 17 DISSOLUTION

1. This organisation may be voluntarily dissolved by a resolution of not less than three-fifths (3/5) of the members who are entitled to vote at a general meeting specifically called for this purpose.
2. If the organisation is intended to be dissolved as above, all debts and liabilities of the organisation shall be paid and the remaining balance of the money shall be settled in the manner agreed in the general meeting.
3. The application for dissolution shall be sent to the Registrar of Societies within 14 days from the date of the decision of the dissolution.

CLAUSE 18 FLAG, EMBLEM AND BADGE

1. Flag
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Description
2. Emblem
–
Description
3. Badge
–
Description