

# **RULES OF PERSATUAN KAJIAN OBESITI MALAYSIA**

*(Malaysian Association for the Study of Obesity)*

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## **ARTICLE I**

### **Name and Place of Business**

1. The Association shall be known as Persatuan Kajian Obesiti Malaysia [Malaysian Association for the Study of Obesity] (PEKOM / MASO).
2. Its registered place of business shall be at Faculty of Health Sciences, Universiti Kebangsaan Malaysia, Jalan Raja Muda Abdul Aziz, 50300 Kuala Lumpur, Malaysia, or at such place or places as may from time to time be decided on by the Council; and its postal address shall be as above or such other address as may from time to time be decided on by the Council. The registered place of business of the Association shall not be changed without the prior approval of the Registrar of Societies).

## **ARTICLE II**

### **Objects**

The objects of the Association are:

- a. To stimulate and facilitate obesity research on its impact, causes, prevention and management.

- b. To promote improved understanding on obesity among professionals and public.
- c. To collaborate with the government agencies, other professional organisations, private sectors and international bodies to improve local environment to support healthy lifestyle.
- d. To lead and drive national effort to reduce, prevent and manage obesity through involvement in policy development.

## **ARTICLE III**

### **1. Membership**

a. Ordinary members:

Membership is opened to medical and health professionals, educators, scientists and researchers who are residing in Malaysia. Persons who possess a relevant degree and are interested in obesity and the objectives of the Association can be considered for membership.

b. Life members:

Membership is opened to all active members upon completion of a minimum of three years as ordinary member of the Association. Life membership is opened to Malaysians and Permanent Residents of Malaysia only.

c. Corporate members:

A corporate member is an organisation, firm or company, which has made application to the Association, indicating its interest in supporting the objectives of the Association. Corporate members are entitled to nominate one representative to the Association. The representative from the organisation, firm or company can attend meetings and vote, but not hold office.

d. Honorary members:

Distinguished persons who have rendered notable service to the Association or to the understanding of obesity may on the recommendation of the Council be elected as Honorary members by a majority vote at a General Meeting.

e. Associate members:

Membership is opened to members of the public who are at least 18 years of age, residing in Malaysia, and interested in obesity and the objectives of the Association.

2. Application for membership shall be made in writing to the Honorary Secretary of the Association. Applications for membership will be accepted subject to approval by the Council.
3. A member whose subscription is in arrears for three (3) calendar years and has been notified of the fact, and has not paid up within two (2) calendar months of such notice, shall be deemed to have defaulted and shall cease to be a member. The amount in arrears shall be deemed to be an undischarged debt to the Association.

## **ARTICLE IV**

### **Subscription fees and other Dues**

1. a. Ordinary members:

RM50.00 per calendar year.

b. Life members:

RM500.00 in one payment.

c. Corporate members:

RM500.00 per calendar year.

d. Honorary members:

Honorary members shall be exempted from payment of membership fees.

e. Associate members:

RM30.00 per calendar year.

f. Re-joining fee:

Any member who has lapsed in payment of membership subscription shall have to pay a re-joining fee when they wish to re-join the Association. The re-joining fee shall be twice the amount of the annual fee, and arrears shall be waived.

Members will also have to pay the fee for the current year. Members who have lapsed in their membership subscription will not be able to apply for Life membership until they have paid up their re-joining fee.

2. All yearly subscriptions shall be payable in advance within 30 days of the year. Payment shall be made to the Honorary Treasurer.
3. Special subscriptions or levies for particular purposes may be raised from members by resolution of the Annual General Meeting of the Association. 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 yearly subscription.

## **ARTICLE V**

### **The privileges of members**

Members shall be entitled to enjoy the following privileges subject to payment in full of all subscription due and payable:

1. To attend the Association's meetings.
2. To participate in all such activities as may from time to time be organised by the Association.
3. To receive publications of the Association.
4. The right to vote:
  - a. Ordinary members and Life members have the right to vote.

- b. Honorary, Associate and Corporate members have no voting rights.
5. The right to hold office:
- a. Ordinary members and Life members who are Malaysians have the right to hold office.
  - b. Honorary, Associate and Corporate members shall not hold office.

## **ARTICLE VI**

### **General Meeting**

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

3. An annual general meeting of the Association shall be held as soon as possible after the close of each financial year but not later than 30<sup>th</sup> of June on a date and at a time and place to be decided by the Committee. The business of the annual general meeting shall be:
  - a. To receive the Committee's report on the working of the Association during the previous year;
  - b. To receive the Treasurer's report and the audited accounts of the Association for the previous year;
  - c. To elect a Committee and to appoint auditors for the ensuing two years (only during election years);
  - d. To deal with such other matters as may be put before it.
4. The Secretary shall send to all members at least 21 days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Association for the previous year. Copies of these documents will also be made available at the registered place of business of the Association for the perusal of members.
5. An extraordinary general meeting of the Association shall be convened:
  - a. Whenever the Committee deems it desirable; or
  - b. At the joint request in writing of not less than twenty members, stating the objects and reasons for such meeting.

6. An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
7. 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.
8. Paragraphs (1) and (2) of this rules regarding the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the proviso that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by 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.
9. The Secretary shall forward to all members a copy of the draft minuted of each annual and extraordinary general meeting as soon as possible after its conclusion.

## **ARTICLE VII**

### **Council**

1. A Council shall consist of the following:
  - A President;
  - A Vice-President;
  - An Honorary Secretary;
  - An Honorary Assistant Secretary;
  - An Honorary Treasurer;
  - Five Ordinary Council Members.



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

2. Names for the above offices shall be proposed and seconded and biennial election will be by a simple majority vote of the delegates at every second Annual General Meeting. Provided that the Honorary Treasurer shall hold office for a period of not more than two terms, all office bearers shall be eligible for re-election each year.
3. The function of the Council is to organise and supervise the day-to-day activities of the Association and to make decisions on matters affecting its running within the general policy laid down at the Annual General Meeting. The Council may not act contrary to the expressed wishes of the Annual General Meeting without prior reference to it and shall always remain subordinate to the Annual General Meeting. It shall furnish a report to each Annual General Meeting on its activities during the previous year.
4. The Council shall meet at least once every three months, and at least seven (7) days' notice of each meeting shall be given to the members. The President acting alone, or not less than three (3) of its members acting together may call for a meeting of the Council to be held at any time. At least one half of the Council members must be present for its proceedings to be valid.
5. Where any urgent matter requiring the approval of the Council arises and it is not possible to convene a meeting, the Honorary Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Council is deemed to have been obtained:

- a. The issue must be clearly set out in the circular and forwarded to all members of the Council.
  - b. At least one half of the members of the Council must indicate whether they are in favour or against the proposal; and
  - c. The decision must be by a majority vote.
6. Any member of the Council who fails to attend three (3) consecutive meetings of the Council without satisfactory explanation shall be deemed to have resigned from the Council.
7. In the event of the death or resignation of a member of the Council the candidate who receives 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 Council shall have the power to co-opt any other member of the Association to fill the vacancy until the next Annual General Meeting.
8. The Council shall give instructions to the Honorary Secretary and other officers for the conduct of the affairs of the Association. It may appoint such organisers and such staff as it deems necessary. It may suspend or dismiss any organiser or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Council, or for any other reason which it seems good and sufficient in the interest of the Association.
9. Between Annual General Meetings, the Council shall interpret the Rules of the Association and, when necessary, determine any point on which the rules are silent.

10. Except where there are contrary to or inconsistent with the policy previously laid down by the Annual General Meeting, the decisions of the Council shall be binding on all members of the Association unless and until countermanded by a resolution of an Annual General Meeting.
11. The Council may at their discretion from time to time form sub-committees and co-opt other members to serve on various sub-committees.

## **ARTICLE VIII**

### **Duties of Office bearers**

1. The President shall during his term of office preside at all Annual General Meetings and all meetings of the Council and shall be responsible for the proper conduct of all such meetings. He shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Honorary Treasurer and in place of the Honorary Secretary sign all cheques on behalf of the Association.
2. The Vice-President shall deputise for the President during the latter's absence.

3. The Honorary Secretary shall conduct the business of the Association in accordance with its Rules, and shall carry out the instructions of the Annual General Meeting and of the Council. 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. In conjunction with the Honorary Treasurer and in place of the President, he shall sign all cheques on behalf of the Association. 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.
4. The Honorary Treasurer shall be responsible for the finances of the Association. He shall keep accounts of all financial transactions of the Association and shall be responsible for their correctness. He shall, in conjunction with either the President or the Honorary Secretary sign all cheques on behalf of the Association. He is authorised to expend up to RM1,000.00 per month for petty expenses.
5. The Ordinary Council members shall assist the other officers in carrying out their duties as decided by the Council.

## **ARTICLE IX**

### **Financial Provisions**

1. Subject to the following provisions in the Rule, the funds of the Association may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries, allowances and expenses to its office bearers and paid staff and the audit of its accounts, but they shall on no account be used to pay fines of any member who may be convicted in a court of law except when the conviction arises out of any officer carrying out, in good faith, the objects of the Association. In such a circumstance, payments will be decided by a majority vote at an Annual General Meeting.
2. The Honorary treasurer may hold a petty cash advance not exceeding RM1,000.00 at any one time. All money in excess of this sum shall within seven (7) days of receipt be deposited in a bank approved by the Council. The bank account shall be in the name of the Association.
3. All cheques or withdrawal notices on the Association's account shall be signed jointly by the Honorary Treasurer and either the President (or in his absence, the Vice-President) or the Honorary Secretary. In the absence of the Honorary Secretary or the Honorary Treasurer, the Council shall appoint one of its members to sign in his place.
4. No expenditure exceeding RM1,000.00 at any one time shall be incurred without prior sanction of the Council and no expenditure exceeding RM50,000.00 in any one (1) month shall be incurred without the prior sanction of an Annual General Meeting. Expenditure less than RM1,000.00 may be incurred by the President together with the Secretary or the Treasurer.

5. As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by the Auditor/Auditors. The audited accounts shall be submitted for the approval of the next Annual General Meeting, and copies shall be made available at the registered office of the Association for the perusal of members of the Association.
6. The financial year of the Association shall be from 1<sup>st</sup> of April to 31<sup>st</sup> of March every year.
7. The Association may receive donations in the form of cash or kind from any person or group of persons so disposed on behalf of the Association and also to raise money and to invest and deal with money so derived for the purpose of enhancing scientific study to reduce, prevent and manage obesity.
8. The income and the property of the Association whencesoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly by way of dividend, bonus or otherwise howsoever by way of profits, to members of the Association. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officer or servant of the Association or to any member of the Association in return for any service actually rendered to it or of allowances and travelling expenses to a member of the Association when engaged on any business connected with or arising out of the carrying out of any of the objects of the Association.

## **ARTICLE X**

### **Audit**

1. One or more persons, who shall not be office bearers of the Association shall be appointed by the Annual General Meeting during biennial elections as Internal Auditors. They shall hold office for two years (or one term) and shall not be re-appointed. Also, a qualified public auditor(s) who shall not be office bearers of the Association shall be appointed by the Annual General Meeting as External Auditors. They shall hold office for two years (or one term) and may be re-appointed.
2. The Auditor/Auditors shall be required to audit the accounts of the Association 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 Association or for any period within their tenure of office at any date, and to make a report to the Council.

## **ARTICLE XI**

### **Trustees**

1. Two (2) 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 Association and shall deal with it in such manner as the Annual General Meeting may direct.
2. The Trustees shall not sell, withdraw or transfer any of the property of the Association without the consent and authority of an Annual General Meeting.

3. A Trustee may be removed from office by the Council on the ground that, owing to ill health, unsoundness of mind, absence from the country or any other reason, 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.

## **ARTICLE XII**

### **Dissolution**

1. The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the total voting membership.
2. In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be donated to one or more charitable organisation approved by the Annual General Meeting.
3. Notice of dissolution shall be forwarded to the Registrar of Societies within fourteen (14) days of its dissolution.



## **ARTICLE XIII**

### **Amendment of Rules**

These rules may not be altered or amended except by resolution of a General Meeting. Such alterations or amendment shall take effect from the date of their approval by the Registrar of Societies. Notice of the proposed alterations must be made in writing at least sixty days before the meeting to the Secretary who shall notify all members of the proposal at least twenty-eight days before the meeting. Any amendments of the rules shall be forwarded to the Registrar of Societies within 28 days of being passed by the General Meeting.

## **ARTICLE XIV**

### **Affiliation**

The Association may be affiliated or associated with National/International Association for study of Obesity outside Malaysia devoted to objects substantially similar to those of the Association.

Any step in this direction shall be taken by a decision of the Council and consent by a General Meeting.

## **ARTICLE XV**

### **General**

#### Press Release:

No press release and no communication to any public or Government body shall be made except:

1. by the President of the Association; or
2. by the Honorary Secretary when authorised by the Council of the Association; or
3. by a member of the Council who shall have been previously appointed by the Council to serve as its Public Relations Officer.

## **ARTICLE XVI**

### **Prohibitions**

1. The Association shall not indulge in any political or religious activities or allow its funds and/or premises be used for such purposes.
2. The Association shall not trade or engage in any form of business undertakings.
3. A University or University college student shall not be a member without prior approval in writing of the Vice-Chancellor concerned.

## **ARTICLE XVII**

### MASO Education Fund

An education fund shall be established by the Association and shall be termed the “Malaysian Association for the Study of Obesity Education Fund”. Details of the fund are given in Appendix 1 to the Rules of the Association.

**BYE-LAWS OF THE  
MALAYSIAN ASSOCIATION FOR THE STUDY OF OBESITY  
EDUCATION FUND**

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**1. Objects**

An Education Fund shall be established for the purposes of:

- 1.1 Awarding grant/seed money for obesity research in Malaysia.
- 1.2 Providing partial sponsorship to members of MASO presenting papers related to obesity in seminars, conferences and similar scientific meetings both local and international.

**2. Management of the Education Fund**

- 2.1 The fund shall be managed by the Council of the Association.
- 2.2 The fund shall be established and maintained with monies received from donations, fund raising activities and interest of fixed deposits and from the Association.
- 2.3 All monies in respect of the fund shall be in an account separate from the existing account of the Association and shall be termed “Malaysian Association for the Study of Obesity Education Fund”.
- 2.4 At the end of the financial year, the Honorary Treasurer of the Association shall prepare a statement of accounts to be audited by the Honorary Auditors appointed under Article X of the Rules of the Association.

- 2.5 All cheques or withdrawal notices on the account copies of which shall be jointly signed by the President and the Honorary Treasurer (or in the absence of the President, the Honorary Secretary).
- 2.6 The disbursement of the grant/seed money for research and grant for seminars and conferences shall be at the discretion of the Council, depending on the availability of funds.
- 2.7 All application shall be considered by the Council, in accordance with Article VII (4) and (5) of the Rules of the Association.
- 2.8 The decision of the Council shall be final and no correspondence shall be entertained.
- 2.9 The Association reserves the right to obtain or give any publicity that it deems appropriate.

### **3. Investments of the Fund**

- 3.1 The Council may invest the fund in fixed deposits in approved banks.

### **4. Research Grant**

- 4.1 The grant/seed money may be awarded for a research proposal accepted by any of the local universities for undergraduate or postgraduate research adjudged by the Council to be of significant contribution in the field of obesity.
- 4.2 The Council may co-opt suitable referees to review the proposal.

- 4.3 The research grant shall consist of a cash award not exceeding Three Hundred Ringgit for undergraduate and not exceeding Five Hundred Ringgit (RM500) for postgraduate student.
- 4.4 The Association shall award not more than two grants per year for each category.

## **5. Grant for Seminars and Conferences**

- 5.1 Only Life and Ordinary Members who have paid up all membership subscriptions shall be eligible to apply for the grant.
- 5.2 Applicants should have his/her paper accepted for oral or poster presentation at the Seminar or Conference.
- 5.3 Each applicant may be awarded up to a maximum of five hundred (RM500) for each Seminar or Conference. The Association shall award not more than two (2) grants per 6 months or (4) grants yearly.
- 5.4 A successful applicant shall not be considered for more than one grant each year. A grant shall not be given to a member who has benefited from the grant in the previous year.
- 5.5 All applications for the grant shall be made in prescribed forms approved by the Council, and submitted together with an abstract of the paper to be presented and acceptance letter from the organiser.
- 5.6 Application shall be received the Honorary Secretary at least two months before the date of the Seminar or Conference.

## **6. Amendments of Bye-Laws of the Fund**

6.1 The Bye-Laws of the Education Fund may not be altered or amended except by resolution of an Annual General Meeting or Extra-ordinary General Meeting as required under Article XIII of the Rules of the Association.

## **7. Dissolution of the Fund**

7.1 In the event of the dissolution of the Education Fund, any surplus monies shall be disposed of in such a manner as may be decided upon in a General Meeting.