

Akta pertubuhan, 1966

Nama Pertubuhan : Persatuan Juru X-Ray Malaysia

Alamat : Jabatan Pengimejan Diagnostik, Hospital Besar Kuala Lumpur

Bilangan Daftar : 698 (Selangor)

Adalah disahkan bahawa naskah undang-undang yang salinannya dikembarkan berserta ini telah diluluskan pada **8hb. September, 1978** mengikut Akta yang tersebut diatas. Undang-undang baru ini menggantikan undang-undang yang lama itu.

Bertarikh pada: **11hb. September, 1978**

(ABDUL HAMID BIN MUHAMMAD)
Tim. Pendaftar Pertubuhan Malaysia

CONSTITUTION OF THE PERSATUAN JURU X-RAY MALAYSIA

ARTICLE 1

a. NAME

The name of this organization as constituted shall be the Persatuan Juru X-Ray Malaysia (Malaysian Society of Radiographers) hereinafter referred to as the Society.

ARTICLE 2

PLACE OF BUSINESS

The place of business shall be at **Jabatan Radiologi, Pusat Perubatan UKM, Jalan Yaacob Latif, Bandar Tun Razak, Cheras 56000 KUALA LUMPUR.**

Or other places as may from time to time be decided on by the committee. This registered place of business shall not be changed unless prior approval is obtained from the Registrar of Societies of Malaysia.

ARTICLE 3

CREST

The crest is a navy blue X-ray tube over a royal yellow fourteen pointed star mounted on a bright red radioactive symbol. In between this symbolic target and filament in the X-ray tube and situated in the centre of the crest is an atom-for-peace symbol in bright red on white background. The Target and the filament are blue in colour with white lining. The x-ray tube denotes the radiographic profession, the fourteen pointed star being the Malaysian Star. The radio-active symbol denotes the association of the Radiographic profession with Nuclear Medicine and the atom-for-peace symbol signifies the peaceful use of Atomic Energy. This is surrounded by an apple green ring with wordings 'Persatuan Juru X-ray Malaysia' in the top half, and 'Malaysian Society of Radiographers' in the second half. The two wordings which are in black lettering are separated on each side of the ring by three wavy black lines denoting the sine waves of alternating current electricity. In between the empty spaces of the point of the star the radioactive symbol and the x-ray tube limited by the apple green ring, are evenly spaced black dots symbolizing charged particles.

ARTICLE 4

OBJECTIVES

The objectives of the Society shall be:-

- a. To cater for the professional interests of Radiographers and all those having connection with the sciences and the practice of Medical Imaging and Radiation Therapy, by literary, technical and social activities.
- b. To facilitate the exchange of information and ideas on matters affecting the practice of Medical Imaging, Radiation Therapy and allied subjects.
- c. To foster interest in and improve the standards of Medical Imaging and Radiation Therapy.
- d. To champion the development and advancement of the profession of Medical Imaging and Radiation Therapy.
- e. To participate in the regulatory procedures of the Medical Radiation Sciences profession.

ARTICLE 5

MEMBERSHIP

Membership shall be open to all Radiographers and persons concerned in the Science and practice of Medical Imaging and Radiation Therapy.

- a. Ordinary members shall be Radiographers who are holders of recognised qualification in Medical Imaging and Radiation Therapy. Recognition of qualification shall rest with the Executive Council subject to appeal to the General Meeting.
- b. Associate members shall include student Radiographers and all persons who have active interest in the sciences and practice of Medical Imaging and Radiation Therapy and allied subjects. Associate members shall enjoy all rights and privileges of Ordinary members with the exception of the right to vote or hold office in the Society. Recognition of qualification shall rest with the Executive Council subject to appeal to the General Meeting.
- c. Honorary members shall be elected at the General Meeting of the Society from names nominated by the Executive Council.
- d. Application for Ordinary and Associate membership shall be made on the approved form (Appendix A) which shall be duly completed by the applicant. The Executive Council shall have the power to approve the application for membership.

- e. The Executive Council shall have the right not to convey any reasons thereof to the applicant in the case when an applicant shall have the right to appeal to a General Meeting whose decision shall be final. No university or university college student shall be admitted as a member without the approval from the course coordinator or head of program.
- f. The successful applicant shall receive a notification by the society upon payment of the appropriate Entrance and subscription fees. A membership card shall be issued on payment of a full five years subscription.
- g. A student or Trainee Radiographer on qualifying and upon payment of the appropriate subscription fee shall immediately be admitted as an Ordinary member.
- h. Nothing in this Constitution shall adversely affect the rights of a person who is a fully paid-up member on the date on which the constitution comes into force. Members who have lapsed their memberships for **THREE (3)** consecutive years shall have to pay a further entrance fee before being regarded as members.

ARTICLE 6

ENTRANCE FEE

There shall be an Entrance Fee of **THIRTY MALAYSIAN RINGGIT (RM 30.00)** per member for Ordinary and Associate membership which become due on admission. A revision of the fees shall be made every **FIVE (5)** years.

Subscription fee

Subscription fee shall be made available to the Treasurer or Executive Council Members in the following manner:-

- a. An ordinary member shall pay subscription of **ONE HUNDRED AND TWENTY MALAYSIAN RINGGIT (RM 120.00)** a year.
- b. An Associate member shall pay a subscription of **SIXTY MALAYSIAN RINGGIT (RM 60.00)** a year.
- c. For the purpose of subscription, one year shall be the twelve months from the 1st of January of the year concerned.
- d. A life member shall pay a subscription of **TEN TIMES (10 TIMES)** the yearly subscription after being an ordinary member for **TEN (10)** consecutive years.

REGISTRATION OF MEMBERSHIP

- a. The Secretary shall maintain a Register of Membership of every member in the society.
- b. It shall be the obligation of the member concerned to notify the secretary of any change in relevant personal particulars, example address and name.
- c. The names of those who cease to be members shall be removed forthwith from The Register of Membership.

ARTICLE 7

CESSATION OF MEMBERSHIP

- a. A member may at any time by giving notice in writing to the Honorary Secretary to terminate his/her membership.
- b. Readmission (or re-election) to membership, one who has for any reason ceased to be a member shall be dealt with in the same manner as an original application.
- c. No member whose annual subscription remains unpaid for a period of three month shall be entitled to attend or take part in the meetings of the Society nor to receive any notices or publications of the Society nor shall he/she be entitled to vote, until such subscription shall be paid up in full.
- d. Any member whose subscription shall remain for six months after it shall have become due and the payable shall cease *ipso facto* to be a member of the society and his name shall be removed from the register of members maintained by the secretary, but such removal shall not relieve him from his liability for the payment of arrears of the subscription due from him.
- e. A member who is under any financial liability to the society shall not be entitled to terminate his membership without the sanction of the Executive Council.

ARTICLE 8

GENERAL MEETING

1. The supreme authority of the Society is vested in a general meeting of the members. At least one-half of the voting membership of the Society or the voting members present represent twice the total number of committee members, whichever is the lesser, 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 Executive Council Members; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to alter the rules of the society or make any decision affecting the whole membership.
3. 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 April on a date and a time and place to be decided by the Committee. The business of the annual general meeting shall be:-
 - (a) To receive the minutes of the previous annual general meeting;
 - (b) To receive the Committee's report on the working of the Society during the previous year;
 - (c) To receive the Treasurers' report and the audited accounts of the Society for the previous year;
 - (d) To elect Executive Council Members and to appoint auditors for the ensuing year;
 - (e) To deal with such other matters as may be put before it.
4. The Secretary shall send to all members at least **THIRTY (30)** 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 these documents will also be made available at the registered place of business of the Society for the perusal of members.
5. An extraordinary general meeting of the Society shall be convened:-
 - (a) Whenever the Committee deems it desirable; or
 - (b) At the joint request in writing of not less than twice the number of committee 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 8 (1) and 8 (2) of this rules regarding the quorum and 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.

ARTICLE 9

COMMITTEE

1. 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

FIVE (5) Ordinary Committee Members

2. All office-bearers of the Society and every officer performing executive functions in the Society shall be Malaysian citizens.
3. Names for the above offices in paragraph (1) 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 be eligible for re-election every **TWO (2)** years. All office bearers are only eligible to hold their post for **TWO (2)** consecutive terms.
4. The function of the Committee is to organize 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 shall not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous year.
5. The Committee shall meet at least once every three months, a **THREE (3)** working 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.
6. 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

formal written notification. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained:-

- (a) The issue must be clearly set out in the formal written notification and forwarded to all members of the committee;
- (b) At least one-half of the members of the Committee must indicate whether they are in favour or against the proposal; and
- (c) The decision must be by a majority vote.

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

7. 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.
8. In the event of the death or resignation of a member of the Committee, the Committee shall have the power to co-opt any other member of the society to fill the vacancy until the next election of office-bearers.
9. 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 officers or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Committee, or for any other reason which it deems good and sufficient in the interest of the Society.
10. The Committee may appoint any sub-committee for any purpose arising out of or connected with any of the duties, functions and aims laid down under the rules. Any members can become members of these sub-committee.

ARTICLE 10

DUTIES OF OFFICE-BEARERS

1. The President shall during his term of office preside at all general meetings, 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 and Treasurer sign all cheques on behalf of the Society.
2. The Vice-president shall deputize for the President during the latter's absence.

3. 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 paper except the accounts and financial records. He shall attend all meetings, and record all proceedings. He shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name and address of employer and residential address. He shall in conjunction with the President and the Treasurer, sign all cheques on behalf of Society. He shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.
4. The Assistant Secretary shall assist the Secretary in carrying out his duties and shall act for him in his absence.
5. 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 and the Secretary sign all cheques on behalf of the Society.
6. The Ordinary Committee Members shall carry out such duty as directed by the President or the Committee.

ARTICLE 11

FINANCIAL PROVISIONS

1. Subject to the following provisions in this rules, the funds of the Society may be expended for the purpose necessary for the carrying out of its objects, 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 a court of law.
2. The Treasurer may hold a petty cash advance not exceeding **RINGGIT MALAYSIA ONE THOUSAND (RM 1000)** 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. The bank account shall be in the name of the Society.
3. All cheques or withdrawal notices on the Society's account shall be signed jointly by the President, the Secretary and the Treasurer. In the absence of the President, the Secretary or the Treasurer for a long period, the Committee shall appoint one of its members to sign in his place.
4. No expenditure exceeding **RINGGIT MALAYSIA THIRTY THOUSAND (RM 30,000.00)** at any one time shall be incurred without the prior sanction of the committee, and no expenditure exceeding **RINGGIT MALAYSIA THIRTY THOUSAND (RM 30,000.00)** in any one month shall be incurred without the prior sanction of a general

meeting. Expenditure less than **RINGGIT MALAYSIA THIRTY THOUSAND (RM 30,000.00)** at any one time 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 by the Treasurer and audited by the Auditors appointed under the rule 12. 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.
6. The financial year of the Society shall commence on the 1st January and end on the 31st December every year.

ARTICLE 12

AUDIT

1. 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 term and may be reappointed.
2. 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 to make a report to the Committee.

ARTICLE 13

ADMINISTRATION of PROPERTY

1. The immovable of properties of the association shall be registered in the name of the Society and all the instruments relating to the properties shall be as valid and effective as if they had been executed by three office bearers for the time being of the Society, that is the President, the Secretary and the Treasurer whose appointments are authenticated by a certificate of the Registrar and sealed with the seal of the Society.
2. The property shall not be sold, transferred or change without the consent and authority of a general meeting of members.

ARTICLE 14

INTERPRETATION

1. 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.
2. 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 15

ADVISOR/PATRON

The Committee shall if it deems fit and necessary appoint qualified persons to be the Advisor or Patron of the Society. The person appointed must give his consent in writing.

ARTICLE 16

PROHIBITION

1. The Society shall not indulge in political, communal or religious disputes.
2. The Society shall not hold any lottery, whether confined to its member or not, in the name of the Society or its office-bearers Executive Committee or member.

ARTICLE 17

AMENDMENTS OF RULES

1. These Rules shall not be amended except by resolution of a general meeting. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the rules shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting.

ARTICLE 18

DISSOLUTION

1. The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the membership present in a general meeting.

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

Name:

Position:

Name:

Position: