



**PERLEMBAGAAN  
(CONSTITUTION)**

**PERTUBUHAN INDUK**

**AKADEMI PERUBATAN PEKERJAAN DAN  
PERSEKITARAN, MALAYSIA**

**(ACADEMY OF OCCUPATIONAL AND  
ENVIRONMENTAL MEDICINE, MALAYSIA)**

**(PPM-027-14-14062006)**

## **1 TITLE**

- 1.1 The Society shall be known as the Akademi Perubatan Pekerjaan dan Persekitaran Malaysia (Academy of Occupational and Environmental Medicine, Malaysia).
- 1.2 The registered office shall be at No 11, 5th Floor, MMA House, 124 Jalan Pahang, 53000 Kuala Lumpur. The address shall not be changed without a majority resolution of the Council and the prior approval of the Registrar of Societies.

## **2 MOTTO**

- 2.1 The motto of the Academy shall be 'Excellence in the Practice of Occupational and Environmental Medicine'.

## **3 EMBLEM**

- 3.1 The emblem of the Academy shall be as in the illustration below:

- 3.2 Description and meaning of the Emblem

- 3.2.1 The staff of the Aesculapius. This is made up of a wooden staff with a serpent coiling around it. This is the traditional symbol of medicine and represents the medical profession and its role in healing.

The blue colour of the staff of the Aesculapius indicates the importance of clinical medicine in the Academy. The gold colour of the serpent represents wealth of knowledge.

- 3.2.2 The cog. The cog is in three segments which surrounds the staff of Aesculapius. The cog represents industry as a whole. It is in three segments which stand for the occupational health professional, the management and the workers and the need to protect and promote worker's health.

The grey color of the cog represents the strength of the relationship of the occupational health professionals, the management and the workforce.

3.2.3 The wreath of leaves. The wreath represents the environment and the need to protect it from pollution for the benefit of mankind. The leaves are green olive leaves which stand for peace and stability.

3.2.4 The red colour of the AOEM and Malaysia reflects the Academy mission to enlighten its members, management and the workforce.

#### **4 OBJECTS**

4.1 To advance the state of the art and science of occupational and environmental medicine.

4.2 To provide training and education in occupational and environmental medicine.

4.3 To provide and advance research in occupational and environmental medicine.

4.4 To publish journal, newsletter, books and other publications related to occupational and environmental medicine.

4.5 To affiliate with institutions of higher learning, academies, organizations and bodies subscribing to similar objectives.

4.6 To recognize medical practitioners who excel or take leadership roles in the practice of occupational and environmental medicine.

4.7 To provide, endow or support scholarships, lectureships, readerships and professorships.

4.8 To give, grant, issue or bestow on medical practitioners, certificates, other tokens and distinctions in recognition of proficiency or attainment in occupational and environmental medicine practice and subjects that are cognate. Such tokens or distinctions may be awarded upon an assessment examination or a thesis or undertaking an honours course.

4.9 To construct, build or acquire by purchase, or hire, lease, grant, sell or mortgage any movable or immovable properties in furtherance of its objects of the Academy and receive, borrow or invest money for any of the objects of the Academy.

## 5 MEMBERSHIP

### ARTICLE 5 – MEMBERSHIP

- 5.1 Membership of the Academy shall be open to registered medical practitioners who are dedicated to the advancement of occupational and environmental medicine and subject to the scrutiny of the Board of Censors and approval of the Council.
- 5.2 Honorary Fellows and Honorary Members
- 5.2.1 The Council may recommend for election at a General Meeting as Honorary Fellows, and Honorary Members of the Academy such persons who have rendered outstanding service to occupational and/or environmental medicine/health or to the health and welfare of the community or the Academy itself.
- 5.2.2 The mode of election will be determined by the Council.
- 5.2.3 Any proposal for election of Honorary Fellows or Honorary Members shall be approved by the Council after the name or names have been proposed and seconded by members of the Council at any meeting of the Council. All proposals shall be accompanied by supportive documents.
- 5.2.4 The resolution to elect Honorary Fellows, Honorary Members shall be an item of Business at a General Meeting of the Academy.
- 5.2.5 The election of Honorary Fellows and Honorary Members at a General Meeting may be carried out by acclamation unless there is an objection supported by a majority of members attending the meeting.
- 5.3 Ordinary and Associate Members  
Membership shall be open to all registered medical practitioners who are trained or have interest in the specialty of occupational and/or environmental medicine/health.
- 5.3.1 All applications for admission to ordinary and associate membership shall meet the following requirements:
- a) The applicant is a registered medical practitioner.

- b) Application is made on a prescribed application form, proposed and seconded by two members in benefit of the Academy, and;
- c) All applications for admission to membership shall be recommended by the Board of Censors.
- d) The applicant is to give the following undertaking, if elected;
  - 1) Uphold and promote, to the best of his/her ability, the aims and objectives of the Academy.
  - 2) Observe the provisions of the Constitution of the Academy and such Regulations and By-laws of the Academy or its Chapters or Sections as may be from time to time be in force, and
  - 3) Undertake and continue approved post-graduate study while remaining in active practice.
- e) Applicant shall enclose the enrolment fee with the application.
- f) The application shall meet with the approval of the Council.

5.3.2 Admission to Ordinary Membership. In addition to the requirements under 5.3.1, a person shall be eligible for the Ordinary Membership of the Academy if he/she:

- a) Possesses at least a specialist masters qualification in occupational and/or environmental medicine/health from a recognized university/institution of higher learning, or
- b) Possesses a recognized certificate of training by an accredited body or higher qualification in occupational and/or environmental medicine/health and has not less than 10 years of experience in occupational medicine/health and approved by the Council, and
- c) Has at least one publication in a recognized Medical Journal, or has contributed significantly to the development of occupational and/or environmental medicine/health in Malaysia.

5.3.3 Admission to Associate Membership

In addition to the requirements under 5.3.1, a person shall be eligible for the Associate Membership of the Academy if he/she:

- a) Has a recognized certificate of training in occupational and/or environmental medicine/health by an accredited body or a post-graduate diploma in occupational and/or environmental medicine/health by a recognized university or institution of higher learning, or
- b) Is a registered medical practitioner who is interested in occupational and/or environmental medicine/health including those with a certificate in occupational and/or environmental medicine/health.

#### 5.4 Fellows

The Council of the Academy may on the advice of the Board of Censors give recognition to a member for achievements in occupational and environmental medicine practice and in subjects that are cognate by the awards of Fellow, provided the following criteria are satisfied:

- a) A life member in good standing, and
- b) Manifests a high standard of competence in occupational and/or environmental medicine/health practice or subjects that are cognate, and has been active in occupational medical practice for not less than 10 years, and
- c) Has contributed significantly to the development of occupational and/or environmental medicine/health in Malaysia, and
- d) Satisfies the Board of Censors of his/her proficiency in occupational and/or environmental medicine/health practice by such examination and/or assessment as may be prescribed and/or submission of published papers, research work, thesis or interview.

#### 5.5 Induction of Members

Fellows and Ordinary Members who are life members are eligible for induction in a ceremony and after which, may add the titles FAOEMM (Fellow of Academy of Occupational and Environmental Medicine, Malaysia) and MAOEMM (Member of Academy of Occupational and Environmental Medicine, Malaysia) after their names.

## 5.6 Robes of the Academy

The various categories of members are to use robes at all official functions as follows:

- a. President: A robe of red silk with a pattern emblazoned with the Academy Crest, the front, sleeves and collar trimmed with gold pattern. The sleeves shall be laced with gold lace.
- b. Vice President: A robe of damask blue silk, emblazoned with a smaller Academy Crest similar in type to that used for the President, the front, sleeve-slits and the flap collar trimmed with gold lace.
- c. Honorary Secretary, Honorary Treasurer, Censor-in-Chief and Dean of Academy Programme. A robe of damask blue figured silk, emblazoned with a smaller Academy Crest, the front and sleeves trimmed with gold lace.
- d. Fellows (who are Members of Council): A robe or damask blue, the front and sleeves trimmed with gold lace.
- e. Ordinary (who are Members of Council): Damask blue silk robe without gold lace.

## 5.7 The Rights of a Fellow and Ordinary Member.

- a. The rights of a Fellow and Ordinary Member shall be to speak and vote at all General Meetings, hold office, to generally participate in activities of the Academy and to wear the Academy dress prescribed in accordance with seniority.
- b. The Honorary Fellow, Honorary Member and Associate Member may participate in activities of the Academy except the right to vote and to hold office.
- c. Properly inducted 'Fellows' and 'Ordinary Members' shall be allowed to affix the letters 'FAOEMM' or 'MAOEMM' after their names respectively.
- d. Condition for 'Fellowship, and 'Ordinary Membership' of the Academy shall be restricted to Inducted Life Members only.

## 5.8 Student Associates:

- a. Any registered medical student who is an undergraduate in medical school in

Malaysia is eligible to be a Student Associate. No Student Associate shall be admitted as an Associate without prior written approval of the Vice Chancellor or the Dean of his/her medical school.

- b. Student Associates shall be only eligible to receive the Academy publications and to participate in its educational activities
- c. Application for admission as Student Associate shall be approved by the Board of Censors.

## **6 FINANCE**

### **ARTICLE 6 – FINANCE**

- 6.1 The financial year shall commence on the first day of January, each year and terminate on the thirty-first day of December of the same year.
- 6.2 Entrance fee for Fellows, Associate and Ordinary Members shall be RM200.00 (two hundred Ringgit) payable to the Academy with the application form on joining.
- 6.3 An annual subscription of RM100.00 (one hundred Ringgit) shall be due and payable within 30 days of the beginning of each calendar year by Ordinary Members, Associate Members and Fellows. Applications during the second half of the financial year commencing first July each year shall pay half of the annual subscription.
- 6.4 Any member who allows his arrears to exceed six months' subscription shall automatically cease to be a member of the Academy, and the Council may direct legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.
- 6.5 The Council shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.
- 6.6 All Members except Honorary Members and Honorary Fellows may become LIFE MEMBERS by contributing a one-time donation to the Academy of the following sum;
  - a. RM1,000.00 (one thousand Ringgit) for members who are 50 years of age and



- b. RM2,000.00 (two thousand Ringgit) for members who are below 50 years of age
  - c. Life Members shall be exempted from payment of annual subscriptions.
- 6.7 Any member whose subscription shall remain unpaid in the current year shall become ineligible to vote or to hold office until the subscription is renewed.
- 6.8 Honorary Members and Honorary Fellows shall pay no entrance fee or annual subscription and shall be entitled to all privileges of the Academy except voting and eligibility to hold office.
- 6.9 The Honorary Treasurer shall receive all funds of the Academy and all disbursements shall be made by cheques signed by any two out of five office bearers from among the Honorary Treasurer, the Honorary Secretary, the President, the Vice President and the Chief Censor. The Honorary Treasurer may operate a petty cash account for day to day operations of not more than RM1,000.00 (one thousand Ringgit).
- 6.10 The Honorary Treasurer shall be the custodian of the funds of the Academy and shall keep all funds in banks and other approved financial institutions as mandated by the Council:
- a) Expenditure of up to RM10,000.00 (Ten Thousand Ringgit) may be approved by the Executive Committee.
  - b) Expenditure of up to RM100,000.00 (One Hundred Thousand Ringgit) shall be approved by the Council.
  - c) Expenditure of more than RM100,000.00 (One Hundred Thousand Ringgit) shall require the prior approval of a General Meeting.
- 6.11 The income and property of the Academy shall be applied solely towards the promotion of the objects of the Academy as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of profit, dividend, bonus or otherwise to members of the Academy, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officer or servant of the Academy or to any member of the Academy in return any services actually rendered to it or for payment of allowances and travelling expenses to a member of the Academy when engaged on any business connected with or arising out of carrying out of any of the objects of the Academy.

- 6.12 The Academy shall establish and maintain in perpetuity an Education Fund into which shall be paid one-half of the entrance fees, all donations and bequests made to the Academy for the purpose of promoting its educational activities. Income earned from investments of the Educational Fund shall be exclusively used for educational activities of the Academy. The capital from the Fund may not be withdrawn except by a resolution of a General Meeting approved by a two-thirds majority of present and voting members of the Academy.
- 6.13 The accounts of the Academy shall be audited by a Public Accountant appointed by the Annual General Meeting which shall include an interim audit at six months from commencement of the financial year Annual and an Annual Audit.
- 6.14 The accounts of the Academy shall be audited quarterly by two (2) internal auditors.
- 6.15 Exemptions or reductions of the annual subscriptions may be made by the Council on applications by members who have retired from active practice or for reasons of financial hardship.
- 6.16 The Council may by a Resolution passed at a Council Meeting, alter the Entrance Fees or the Annual Subscriptions pay all or any category of members subject to the approval of the General Meeting and the Registrar of Societies.

## **7 MEETINGS**

### **ARTICLE 7 – MEETING**

- 7.1 The Annual General Meeting  
The Annual General Meeting (AGM) of the Academy shall be held once in each year at such time and place as may be prescribed by the Council and not more than twelve months shall elapse between two Annual General Meetings. In default of an Annual General Meeting not being held within twelve months of the last Annual General Meeting, an Annual General Meeting may be convened by any two members of Council in the same manner and as nearly as possible as that in which such meetings are to be convened by the Council. At least thirty (30) days of notice shall be given by the Honorary Secretary for every Annual General Meeting. The minutes of the previous AGM, the Annual Report of the Council and the audited Annual Account shall be given to members at least two weeks before the Annual General Meeting.

7.1.1 The business to be transacted at an Annual General Meeting shall be:

- a. To confirm the minutes of the previous annual meetings.
- b. To consider and adopt the Annual Report of the Council.
- c. To consider and adopt the audited Annual Accounts and report of the Auditor thereon.
- d. Biennially or every two (2) years, to elect the Council consisting of President, Vice President, Honorary Secretary, Honorary Treasurer and five (5) Ordinary Members of Council.
- e. To appoint a Public Accountant to serve as Auditor.
- f. To transact any other business which ought to be transacted at the Annual General Meeting.
- g. To appoint two internal auditors.
- h. To consider any resolutions submitted to the Honorary Secretary, four (4) weeks before the Annual General Meeting and circulated two (2) weeks before the meeting.
- i. To consider any amendments to the constitution which have been circulated to members two (2) weeks before the Annual General Meeting.

7.2 All other general meetings shall be called Extraordinary General Meetings

7.2.1 An Extraordinary General Meeting (EGM) may be summoned at any time by the Council or on written requisition signed by at least 10% of the ordinary membership.

7.2.2 An Extraordinary General Meeting requisitioned by members shall be circulated within thirty (30) days after receipt of such requisition by the Honorary Secretary for a specific purpose.

7.2.3 A two (2) weeks' notice of such Extraordinary General Meeting shall be given by the Honorary Secretary and such notice shall state the reason for the Extraordinary General Meeting and no other business shall be transacted.

### 7.3 Quorum

No business shall be transacted at any General Meeting, unless a quorum is present. Fifteen (15) Ordinary Members and Fellows present in person shall form a quorum. If within half an hour from the time appointed for a meeting, a quorum is not present, the meeting, if convened on the request from members, shall be dissolved. If called by the Council, it shall stand as an adjourned meeting. If a quorum is not present within fifteen (15) minutes from the time appointed for holding the adjourned meeting, the members present shall be a quorum but they shall have no power to alter, amend or make additions to the Constitution or to make decisions affecting the rights and privileges of the whole membership.

7.4 For a cancelled Extraordinary General Meeting requisitioned by the members, the same meeting for the same purpose, shall not be requisitioned again until after the lapse of at least six months from the date of the cancelled meeting.

7.5 At all General Meetings, the President (or in the absence of the President, the Vice President) shall be Chairperson and shall be entitled to a casting vote in addition to his own. In the absence of the President and the Vice President, the members present shall elect an Acting Chairperson who shall be entitled to a casting vote.

7.6 Minutes of all General Meetings of the Academy shall be kept and circulated to members by the Honorary Secretary not later than twenty-eight (28) days after the meeting.

## 8 COUNCIL OF THE ACADEMY

8.1 Biennially or every two (2) years), a council consisting of nine (9) Council Members shall be elected at the Annual General Meeting:

1. President
2. Vice-President
3. Honorary Secretary
4. Honorary Treasurer
5. Ordinary Council Members

8.2 The Council may, at its sole discretion appoint additional three (3) Co-Opted Ordinary Council Members from representatives of institutions relevant to the objectives of the Academy. These co-opted Ordinary Council Members shall have the privileges of a member except the right to vote at an Annual General Meeting,

unless they are also a voting member of the Academy.

- 8.3 All members of the Council and every officer performing executive functions in the Academy shall be Malaysian citizens.
- 8.4 All elected Council Members shall serve for two (2) years unless their memberships in the Council are terminated due to voluntary resignation or other reasons as stipulated under this Constitution.
- 8.5 All election of office bearers and ordinary council members shall be by a simple majority vote of the members in benefit (i.e. fully paid up subscription for the year) at an Annual General Meeting.
- 8.6 Subject to the directives of the General Meeting, the Council shall exercise management and direction of the business and affairs of the Academy and shall be responsible for carrying out its policies. The Council shall sue and be sued in the name of the Honorary Secretary whose appointment shall be registered as a Public Officer in accordance with the Societies Act 1966.
- 8.7 The Council shall be empowered to establish Chapters and Sections and to appoint such Committees and Boards as it may consider necessary and to determine their terms of reference.
- 8.8 The Council shall meet at least once every three months and a fifteen (15) days' notice of each meeting shall be given to the members. The President or at least three other members of the council acting together may call for a council meeting at any time. The meeting shall be face-to-face or virtual (tele-conferencing, videoconferencing, etc.).
- 8.9 At all meetings of the Council, the President shall be Chairperson and shall be entitled to a casting vote. In the absence of the President, the Vice President shall chair and also be entitled to a casting vote.
- 8.10 Any member of the Council who fails to attend three (3) consecutive meetings of the Council shall automatically cease to be a member of the Council unless reason(s) for the absence is accepted by the Council.
- 8.11 The quorum at meetings of the Council shall be five (5) out of nine (9) excluding co-opted members.

- 8.12 The Council shall be empowered to make and adopt By-Laws and Regulations and to rule on matters in which this Constitution is silent; such rules shall be binding until revoked by a General Meeting.
- 8.13 Minutes of all meetings of the Council shall be kept by the Honorary Secretary.
- 8.14 The Council is empowered to employ Registrars, Bursars, Teachers, Secretaries, Clerks, Accountants and other employees under appropriate designations and to provide such fringe benefits as approved by the Council to promote the objects of the Academy, and the Council is empowered to dismiss such employees as it thinks fit.
- 8.15 The elected and co-opted Councillors shall perform such duties as decided by the Council.
- 8.16 In the event of the death, resignation or termination of a member of the Council, the Council shall have the power to co-opt any other fellow or ordinary member of the Academy to fill the vacancy until the next election of office-bearers.
- 8.17 It shall be the duty of the Council Members to collectively administer the affairs of the Academy within the guidelines as set in the Constitution of the Academy and policies approved by members.
- 8.18 The Council shall have the power to appoint, pay and dismiss any staff employed by the Academy.
- 8.19 Duties and Responsibilities of Council Members;
- a) The President
    - 1) The President shall take the Chair at all General Meetings of the Academy and all meetings of the Council.
    - 2) The President shall have the right to call meetings of the Council.
    - 3) The President shall have a casting vote in addition to his vote as a member.
  - b) The Vice President
    - 1) All duties, powers and responsibilities of the President shall, in his absence,

devolve upon the vice-President.

c) The Honorary Secretary

- 1) The Honorary Secretary shall, together with the staff of the Academy, take action on all decisions of the General Meetings, the Council
- 2) The Honorary Secretary shall be responsible for all correspondence of the Academy with Chapters, Sections and with members, and in consultation with the President or Council for all external correspondence of the Academy.
- 3) The Honorary Secretary shall be assisted by paid staff of the Academy, keep a computerized register of all members, and of all Chapters and Sections of the Academy for inspection by the Registrar of Societies.
- 4) The Honorary Secretary shall be assisted by paid staff of the Academy, keep records of the correspondence, the files and activities of the Council and the Academy.
- 5) The Honorary Secretary shall call meetings of the Council on dates decided by the Council or when necessary.
- 6) The Honorary Secretary shall be the custodian of the Minutes and Books of the Academy.
- 7) The Honorary Secretary shall keep the Chapters, Sections and members of the Academy informed of decisions made by the Council and General Meetings.
- 8) The Honorary Secretary shall be duly registered with the Registrar of Societies as the Public Officer of the Academy. He shall sue and be sued on behalf of the Academy on any legal matters.
- 9) The Honorary Secretary shall make a summary record of all General Meetings which shall be approved by the President and then circulated to all members within one (1) month of the meeting. Any amendments shall be sent in writing to the Honorary Secretary within fourteen (14) days of receipt of minutes of such meetings.
- 10) The Honorary Secretary may be given such clerical and other assistance as The Council may from time to time decide.

11) The Honorary Secretary shall file an annual report within sixty (60) days from the date of the Annual General Meeting to the Registrar of Societies.

d) The Honorary Treasurer

1) The Honorary Treasurer is charged with the responsibilities and tasks of being custodian of the finances of the Academy.

2) To consider all matters connected with the Academy's finances and make recommendations to the Council for decisions.

3) To advise Council on all its financial matters.

4) To ensure Council can monitor income and expenditure through the Presentation of appropriate financial information and reports.

5) On Council's behalf, to monitor and question the use of money by any officer or staff.

6) To ensure the effective representation of member's views in the financial decision making process.

7) To draw up the draft budget and to be responsible for the preparation of the annual accounts.

8) To ensure clear lines of accountability through the budget holders and clear financial control of departments as decided by Council.

9) To be a signatory for the Academy, and, with the President and Honorary Secretary, to be responsible for the final approval and signing of all financial contracts.

10) To be responsible for the accounts of the Academy's Committees, Chapters and Sections which have been approved by Council.

11) In the event that the Council of Academy appoints a Finance Committee, the Honorary Treasurer shall be its Chairperson and all the earlier responsibilities and tasks enumerated for the Treasurer shall be the responsibility of the Finance Committee and the Honorary Treasurer shall be its official spokesperson in the Council.



e) Ordinary Council Members.

1) To carry out such duties as decided by the Council.

#### 8.18 Standing Committees

The Council shall have powers to appoint other Committees and shall decide on their Terms of Reference.

#### 8.19 Vacancies

The Council, subject to the ratification by the Council at its next succeeding meeting, may fill vacancies in the Council and Committees of Council, which are permanent. No decision of the Council or Committees recorded or taken without the vacancy being filled shall be invalid solely for the reason that the Council or that Committee of Council for the time being was not fully constituted in accordance with these Rules.

### 9 BOARD OF CENSORS

#### ARTICLE 9 - BOARD OF CENSOR

9.1 At its first meeting held after the Annual General Meeting of the Academy, the Council shall appoint a Board of Censors consisting of: -

- (a) A Censor-in-Chief, and,
- (b) Two Censors from the General Membership

9.2 The Board of Censors shall hold office until the next Annual General Meeting.

9.3 The Censor-in-Chief shall be appointed from among the five (5) elected Ordinary Members of Council. The Censor-in-Chief, on assuming office, shall within one month summon a meeting of the Board of Censors.

9.4 The Board of Censors shall consider all applications for admission to Associateship and Membership of the Academy and shall make recommendations on such applications to the Council of the Academy.

9.5 The Board of Censors shall receive and consider nominations for admission as Fellows of the Academy and the Censor-in-Chief shall send in a confidential

document to the President, the names and particulars of persons recommended for election.

- 9.6 The Board of Censors shall consider and recommend, as occasion may require, to the Council, the requirements to be prescribed for admission to the several grades of membership of the Academy, i.e. Associate, Ordinary and Fellow.

## 10 BOARD OF EDUCATION

### ARTICLE 10 - BOARD OF EDUCATION

- 10.1 At its first meeting, held after the Annual General Meeting of the Academy, the Council shall appoint the Board of Education consisting of:
- (a) A Chairman
  - (b) Four academicians from among the Fellows of the Academy.
- 10.2 The Board of Education shall be responsible for managing the Academy's educational programme. The Chairman of the Board of Education shall be designated as the Dean of Academic Programme and shall be appointed by the Council from among the five (5) elected Ordinary Council Members. The Board of Education shall liaise with the Honorary Secretary and Honorary Treasurer in carrying out its activities and shall submit quarterly reports to the Council.
- 10.3 The Board of Education shall hold office until the next Annual General Meeting.
- 10.4 The Dean as Chairman of the Board of Education shall call for a meeting of the Board within one month and elect a Secretary and Treasurer at its first meeting.
- 10.5 The Board of Education shall at its first meeting prepare a schedule of Educational Courses and programmes for the whole year and these should be communicated to the entire membership within one month after the Council's approval.
- 10.6 The Board of Education shall provide a full updated report of all educational activities conducted by it at every Council Meeting for its information.
- 10.7 The Council shall allocate funds for the activities of the Board of Education

based on the budget submitted to the Council Meetings.

10.8 Academicians appointed to the Board of education shall be persons from members of the Council, or from the general membership.

## **11 BOARD OF EXAMINERS**

### **11.1 Composition and Roles of Board of Examiners**

11.1.1 Following an AGM, the incoming Council shall appoint the Chairman of the Board of Examiners (BOE). The Chairman shall be chosen from the Fellows of the Academy and must possess the necessary experience of working in bodies of similar nature.

11.1.2 Within four (4) weeks of his appointment as Chairman of the Board of Examiners, the Chairman shall appoint a Chief Examiner and four (4) other Fellows to form the Board of Examiners. The appointment of the Chief Examiner and members of the Board of Examiners must be endorsed by the Council of the Academy.

11.1.3 The Chairman of the Board of Examiners is independent of the Council but has the privileges of being an ad-hoc member of the Council. He is required to attend all Council meetings in order to be kept informed of all the affairs of the Academy particularly with regard to the hopes, aspirations and policies of the Academy.

11.1.4 The Board of Examiners shall be responsible for the following:

- to study the academic programme and the examinations of sister Academies, Colleges and Societies to benchmark the Academy examinations.
- to formulate examination format to suit local requirements.
- to establish examination standards.
- to be the custodian of the examination process to ensure that all examinations carried out by the Academy comply with policies, procedures and guidelines.

11.2 Criteria and procedures for the selection of Members of the Board of Examiners

11.2.1 Chairman of the Board of Examiners shall appoint the Chief Examiner and members to the Board within four (4) weeks of his appointment as the Chairman. These appointments must be endorsed by the Council.

11.2.2 Prior to their appointment to the BOE, the candidate's name shall be forwarded to the Board of Censors through the Chief Censor for scrutiny.

11.2.3 After a successful scrutiny and after confirming that the candidate meets all the Academy requirements, the Board of Censor's shall forward the candidates names with its recommendations to the Academy Council for endorsement.

11.2.4 Once the Council has endorsed the candidate(s), the Council shall issue an invitation to the successful candidate(s) to serve on the Board of Examiners. Provisional appointment shall be for three years, and may be extended on the advice of the Chairman of the Board of Examiners and the Board of Censors.

11.2.5 The post of Chairman of the Board of Examiners shall be ratified each year by the incoming Council of Academy.

### 11.3 Criteria for Members of Board of Examiners

11.3.1 Candidates must have an internationally recognized specialist qualification(s) such as a Masters degree, a PhD, and a Fellowship.

11.3.2 Must be employed in occupational and environmental medical/health positions or consultancy in recognized organization.

11.3.3 Must possess a congenial attitude, pleasant demeanour and a demonstrated ability to work as a team member.

11.3.4 The Chairman of the Board of Examiners and the Chief Examiner are required to work closely with the Board of Education in areas dealing with training schedules and other relevant academic matters.

11.3.5 The Board of Examiners shall meet with the Board of Education to set out the following:

- Curriculum

- Examination standards
- Timelines
- Assessment criteria
- Examination format

## **12 TERMINATION OF MEMBERSHIP**

- 12.1 Any Associate member, Ordinary Member or Fellow whose annual subscription falls in arrears for two years, shall ipso facto cease to be a member of the Academy.
- 12.2 Any membership may be terminated by a resolution adopted by two thirds of the Council if his continued membership is likely to bring disrepute to the Academy and/or its members. Before the Council takes action to terminate membership under this clause, it shall hold an inquiry at which the defending member shall be given an opportunity to attend and present his case. Any membership shall terminate when a member is found guilty of infamous conduct in a professional respect by the Medical Council in the country of residence and his name is erased from the Medical Register of that country or is suspended from practicing in the profession.
- 12.3 (a) Any member whose membership is terminated under Rule 12.2 shall from the date of termination of membership cease to use the Academic dress, titles, certificates or tokens of distinction awarded by the Academy and this order shall be made known to the above said person by registered letter and these orders and the names of those whose membership have been terminated shall be published in the official publications of the Academy.
- (b) Provided three Fellows of the Academy satisfy the Council that the work and conduct of an ex-member has been satisfactory, he may, after a period of eighteen 18 months from the date of termination of membership, apply for reinstatement and the Council may at its discretion reinstate his membership.

## **13 CHAPTERS OF THE ACADEMY**

- 13.1 Council may organize members into disciplines of study that are cognate with

occupational and environmental medicine. This will constitute a Chapter of at least ten (10) voting members who are competent in that discipline

- 13.2 Each Chapter shall recommend to the Council criteria for entry into the Chapter and these shall come into effect upon approval by the Council.
- 13.3 Council shall appoint a Chairman for each Chapter upon the advice of members in the Chapter.
- 13.4 The Chairman with the advice of the Chapter shall be responsible for organizing educational and research activities for the Chapter and for the maintenance of standards and the advancement of learning in that discipline.
- 13.5 Council shall approve regulations for the conduct of each chapter.
- 13.6 The Chapter may be formed at the Headquarters of the Academy and it shall always remain subordinate to the Council or Committee appointed to supervise its activities.

#### **14 SECTIONS OF THE ACADEMY**

- 14.1 Council may organize members into Sections to cater for the needs of the members in different states in the country. A Section may be approved by Council if there are at least ten (10) voting members in the state.
- 14.2 Each Section shall recommend to the Council criteria for entry into the Section and they shall come into effect upon approval by the Council.
- 14.3 Council shall appoint a Chairman for each Section upon the advice of members in a Section.
- 14.4 The Chairman with the advice of the Section shall be responsible for organizing educational and research activities for the Section and for the maintenance of standards and the advancement of learning.
- 14.5 Council shall approve regulations for the conduct of each Section.
- 14.6 A Section may be formed at the Headquarters of the Academy or at the state where members reside and it shall always remain subordinate to the Council.

## **15 AMENDMENTS**

- 15.1 Amendments to this Constitution shall be proposed and seconded by two (2) voting members and shall be presented to the Council at least twenty-one (21) days before the next Annual General Meeting. Council shall circulate the full text of the proposed amendments to members at least fourteen (14) days before the next Annual General Meeting. Such amendments to become effective must be passed by a majority of two-thirds of members present and voting at the Annual General Meeting provided that no amendments to this Constitution shall become effective without the prior sanction of the Registrar of Societies. Any amendment to the Constitution shall be forwarded to the Registrar of Societies within sixty (60) days of being passed by the General Meeting.

## **16 TRUSTEES**

The Functions of the Board of Trustees are to be spelt out as follows:

- 16.1 All Properties of the Academy in so far as they relate to immovable property shall be vested in three (3) to five (5) Trustees elected by the Academy in the Annual General Meeting and Council shall fill vacancies, as and when they arise, subject to approval at the next Annual General Meeting.
- 16.2 Any or all the trustees may be removed from office by a resolution passed by two-thirds majority at a General Meeting.
- 16.3 No documents of purchase or sale or mortgage of immovable property of the Academy shall be certified or signed by the Trustees unless a resolution to purchase, sell or mortgage the property has been adopted by a majority of two thirds of votes of members present at an Annual General Meeting or Extraordinary General Meeting of the Academy. Resolutions adopted at a postponed General Meeting shall not be binding on the Trustees if the quorum presents at that postponed meeting was less than the quorum prescribed in article VII (7.3) of the Constitution.
- 16.4 The Trustees shall sign all lease agreements for any land or buildings owned by the Academy.

## **17 DISSOLUTION**

- 17.1 The Academy shall not be dissolved except with the consent of not less than two thirds of its voting members for the time being resident in Malaysia in a General Meeting.
- 17.2 In the event of the Academy being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Academy shall be fully discharged and the remaining funds and property shall then be disposed of to such institutes of medical learning as the Council thinks fit provided that such institutions are approved as institutions of a public character under the provisions of the Income Tax Act.

## **18 DEFINITIONS**

- a) The Academy means the body corporate called The Academy of Occupational 15 and Environmental Medicine, Malaysia of which the articles there under are the Constitution.
- b) Council means the Council of the Academy of Occupational and Environmental Medicine, Malaysia.
- d) Office means the registered office for the time being of the Academy or as determined by resolution of Council.
- e) Registered Medical Practitioner means a person registered as a medical practitioner by the Malaysian Medical Council, or a person registered as a medical practitioner by the legal authority registering medical practitioners in his country of residence and whose qualification is registerable in Malaysia.
- f) Occupational Medical Practice is the comprehensive and continuing health-care of the worker.
- g) Chapter means a part of the membership with a competence in a discipline that is cognate to Occupational Medicine as established under Article 13 of the Constitution.
- h) Section means a part of the membership of the Academy in a state of Malaysia as established by the Council under Article 14.



- i) Member means an Associate Member, Ordinary Member, Fellow, Honorary Member or Honorary Fellow and Student Associate Member.
- j) Place of Business shall be Room 11, Level 5th Floor, MMA House, 124 Jalan Pahang, 53000 Kuala Lumpur.  
Words importing only the singular number shall include the plural and vice versa.  
Words importing only the masculine gender shall include the feminine gender and vice versa.  
Words importing persons shall include corporations and companies.

## LAMPIRAN

1. Bendera
2. Lambang



3. Lencana