



COLLEGE OF EMERGENCY PHYSICIANS

ACADEMY OF MEDICINE OF MALAYSIA

Byelaws

I Name, Emblem and Motto

- 1 The name of the College shall be "*College of Emergency Physicians, Academy of Medicine of Malaysia*".



- 2 Emblem of the College -as above
- 3 The motto of the College shall be- "*Humanistic Value When It Matters Most*"

II Postal Address

The postal address shall be:

G-1 Medical Academies of Malaysia, 210 Jalan Tun Razak, 50400 Kuala Lumpur

III Governing Constitution

The College shall be governed by the Constitution of the Academy of Medicine of Malaysia.

IV Aims and Objectives

The aims and objectives shall be:

- 1 To advance the art and science of Emergency Medicine, Traumatology and related disciplines.
- 2 To promote scientific research in Emergency Medicine, Traumatology and related disciplines.



3. To promote and maintain the highest ethical and professional standards in the practice of Emergency Medicine, Traumatology and related disciplines.
- 4 To represent, express and give effect to the views and opinions of its members
- 5 To achieve liaison with relevant bodies in other regions.
- 6 To take care of the professional interest of the Emergency Physicians
- 7 To promote and ensure academic excellence in speciality training for Emergency Medicine, Traumatology and its related field.

V Membership

- 1 Membership of the College is only through membership of the Academy of Medicine of Malaysia with the recommendation of the Council of the College.
- 2 Any member qualified in Emergency Medicine according to the National Specialist Register criteria and has been admitted as a member of the Academy of Medicine of Malaysia can be a member of the College.
- 3 Membership is unlimited in number.
- 4 Categories of membership and their privileges shall be according to the Constitution of the Academy of Medicine of Malaysia.
- 5 The Secretary shall keep a register of members.

VI Privileges of Membership

Any member shall be entitled to participate in the activities of the College and to attend its *Annual General Meeting*. At such a meeting, they will be entitled to vote and, if elected, to hold office.

VII Termination of Membership

Any member who ceases to be a member of the Academy of Medicine shall cease to be a *member of the College*.

VIII Membership Fee

- 1 All members shall pay their annual subscription fee to the Academy of Medicine of Malaysia.
- 2 Thirty percent (30%) of the monies received from members of the College by the Academy shall be apportioned to the College.



IX Finance

- 1 The Treasurer shall receive and administer all funds of the College.
- 2 All funds received shall be in the name of the "*College of Emergency Physicians, Academy of Medicine of Malaysia*".
- 3 The Treasurer shall open such banking accounts as the Council may direct, and deposit therein all monies received by him on behalf of the College. The bank account shall be in the name of the "*College of Emergency Physicians, Academy of Medicine of Malaysia*".
- 4 All cheques issued by the College shall be signed by any two of the three namely the President, the Secretary and the Treasurer.
- 5 The Treasurer may hold a petty cash not exceeding RM 1000.00 (Malaysian Ringgit One thousand only) 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 Council.
- 6 The Treasurer shall render an account of the funds of the College at any meeting of the Council when so requested by any office bearer.
- 7 The financial year shall commence on the first day of April of each year and terminate on the 31st day of March of the next year. A statement of receipts and payments, income and expenditure, and a balance sheet for the year shall be prepared and audited by the auditors appointed. The statement shall be submitted for approval at the next Annual General Meeting.

X Council and Office Bearers

- 1 The College shall be managed by a Council, which shall consist of:
 - i President
 - ii Deputy President
 - iii Secretary
 - iv Treasurer
 - v Five (5) Council Members
- 2 All office bearers must be Malaysian citizens, subject to confirmation by the Registrar of Societies.
- 3 The members of the Council shall hold office for a period of two years, and retiring members shall remain in office until their successors have been appointed.

At each Annual General Meeting where election of Council members is conducted, *members of the Council shall retire. Council members who retire are eligible for re-election.*

The President are only allow two (2) consecutive term after which there must be a lapse of one (1) term before he/she can seek re-election to the council.



- 4 The Council shall organize and supervise the day-to-day activities of the College and make decisions on matters affecting its running within the general policy laid down by the General Meeting.
- 5 The Council may 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 and the Academy of Medicine of Malaysia.
- 6 The Council shall furnish a report to each Annual General Meeting on its activities during the previous year.
- 7 The Council shall meet at least once every six (6) months or as when necessary. Seven days' notice of each meeting shall be given to the members.
- 8 At each Annual General Meeting, members shall elect all members of the council.
- 9 Any member of the Council who fails to attend three consecutive meetings of the Council shall automatically cease to be a member of the Council, unless the failure to attend is due to physical disability or absence from Malaysia at the time of the meeting. Upon this disqualification, such a member shall only become eligible to serve again if elected at the next Annual General Meeting.
- 10 The Council shall have the power to co-opt not more than two members of the College to serve in the Council. Such appointed members shall serve for one year.
- 12 The Secretary shall invite nominations to fill vacancies in the Council at least sixty days before the next Annual General Meeting.
- 13 Any casual vacancy occurring in the Council through the death or resignation of a member or any other cause, shall be filled by the Council, but any person so chosen shall retain his office so long only as the vacating members would have retained the same if no vacancy had occurred.
- 14 At all meetings of the Council, the President (or in his absence, the Deputy President) shall be the Chairman. In case of voting and there is a tie, the President (or in his absence, the Deputy President) shall be entitled to a casting vote in addition to his own.

In the unavoidable absence of the President and the Deputy President, the Council shall appoint an Acting Chairman who shall also be entitled to a casting vote.

XI Annual General Meeting (AGM)

- 1 The Annual General Meeting of the College shall be held by 30th May each year.
- 2 The business at each Annual General Meeting shall include:
 - a Minutes of the last Annual General Meeting
 - b Annual Report of the Council
 - c Presentation of audited accounts of the College
 - d Election of new Council Members every two years (2)
 - e Appointment of two Auditors
 - f Amendments to the Byelaws
 - g Other business, notice of which shall be given in writing to the Secretary at least thirty (30) days prior to such meetings.



3. The Secretary shall send to all members at least twenty-one (21) days before the Annual General Meeting an agenda including copies of minutes and reports, motions, together with the audited accounts of the College of the previous year.
4. At least thirty (30) days before the date fixed for the Annual General Meeting, the Secretary shall inform all members, in writing, of the date, time and place fixed for the meeting, and he/she shall draw their attention to Subsection XI (2) (h) and Subsection XIV (2) & (3)
5. The quorum at all General Meetings shall be half the voting members or twice the number of Council Members, whichever is less.
6. *No business shall be transacted at any meeting unless a quorum is present at the commencement of such business.*
7. In the event of a lack of quorum after 45 minutes from the time appointed for a General Meeting, the President shall postpone the Annual General Meeting to a day not earlier than fourteen (14) days and not later than twenty-eight (28) days.
8. At all General Meetings, the President (or in the absence of the President, the Deputy President) shall be the Chairman, and shall be entitled to a casting vote in addition to his own. If both the President and Deputy President are absent, the members present shall appoint an Acting Chairman.
9. Minutes shall be kept of all General Meetings of the College.
10. Every ordinary and life member shall have one vote and no more. All votes shall be given personally. In the event of equal votes, the chairman of the meeting shall be entitled to a second casting vote.
11. At each Annual General Meeting, two members of the College, who are not serving Council members, shall be appointed Internal Auditors.

XII Extraordinary General Meeting (EGM)

- 1 An EGM may be convened by the Council at any time for any special reason.
- 2 An EGM may also be convened upon receipt of a requisition in writing signed by twenty (20) ordinary members.
- 3 *Any such requisition shall express the object of the meeting proposed to be called.*
- 4 The Secretary shall send notice to all members summoning an EGM not less than fourteen (14) days before the date fixed for such a meeting, and state the business to be discussed at the meeting.
- 5 Procedures as in Subsection XI (5) to (10) shall apply to an EGM.



XIII Special Interest Groups (SIGs)

- 1 The Council may at its discretion create or establish Special Interest Groups (SIG).
- 2 All members of the College can be members of the SIGs.
- 3 The Council shall appoint Convenors for each of the SIGs. The Convenor of each SIG shall hold office for a period of two (2) years and may be re-appointed.
- 4 Each SIG shall organize academic activity related to the subspecialty. This may include:
 - a Scientific Meetings and Workshops
 - b Establishing Clinical Practice Guidelines
 - c Providing advice to the College on clinical and scientific matters related to the subspecialty
 - d Conduct courses related to the field of Emergency Medicine, Traumatology and related fields
 - e Continuing Medical Education:
 - i updates on current management
 - ii evening lectures (*Society or Industry sponsored*)
 - iii monographs on principle of management
- 5 Convenors may nominate suitable members of the College to ad-hoc committees for the purpose of carrying out the activities of the SIG.
- 6 Every Convenor shall present a report of the activities of the SIG to the Secretary for incorporation into the annual report of the College.
- 7 At the Annual General Meeting, one or more SIGs will be involved in organizing a Scientific Meeting.

XIV Amendments and Resolutions

- 1 Amendments to these Byelaws and resolutions shall only be made at the Annual General Meeting of the College.
- 2 Any members, desirous of moving any resolution or amendment at the Annual General Meeting, shall give notice in writing thereof to the Secretary not less than fourteen (14) days before the date of such meeting.
- 3 All amendments and resolutions shall be proposed and seconded by two ordinary members.
- 4 The proposed amendments to these Byelaws shall only be entered if:
 - a two-thirds of the members attending the Annual General Meeting vote in favour and
 - b such amendment has been approved by the Council of the Academy of Medicine of Malaysia.



XV Dissolution

- 1 The College shall not be dissolved, except with the consent of not less than seventy-five percent (75%) of the College expressed either in person at a General Meeting convened for the purpose, or by postal vote.
- 2 Any proposal of dissolution shall be made by the Council and the Secretary shall give three (3) month's notice of such a proposal.
- 3 The notice of dissolution shall be forwarded to the Council of the Academy of Medicine of Malaysia, duly signed by three (3) principal officer bearers within fourteen (14) days of such a decision.