



CONSTITUTION OF THE
PERSATUAN JURUPULIH CARA KERJA MALAYSIA.

1) Name of Persatuan: Persatuan Jurupulih Cara Kerja Malaysia,
Hereinafter referred as the "Persatuan"

2) Address: The registered address of the Persatuan shall be
C/o Sekolah Latihan Jurupulih Cara Kerja ,
Institusi Ortopedik, Tingkat 3, Hospital Besar,
50586 Kuala Lumpur.

The address of the Persatuan shall not be changed without the prior approval of the Registrar of Societies

3) Place of Meeting:

- 1) 32, Jalan Serampang
Kementerian Pertahanan.
- 2) Pusat Mengawal Kusta Negara,
Sungai Buloh,
Selangor.
- 3) Hospital Bahagia,
Ulu Kinta,
Perak.
- 4) Hospital Permai,
Tampoi,
Johor.
- 5) Persatuan Kanak Kanak Spastik
Selangor, Jalan Utara,
Petaling Jaya.
- 6) 54, Persatuan Gurney,
Kuala Lumpur.

In the event that the place of meeting should differ from the above address, state,
The Register of societies should be so informed and his prior approval sought.

4) **Flags, Emblem, Badge of Persatuan**



The emblem has a silver background in centre and is lined with a red band. On the band is written "Persatuan Jurupulih Carakerja Malaysia, O.T." The center has motif consisting of two serpents symbolizing our members belong to a paramedical profession. The serpent round a post with the Bunga Raya showing that we are a Malaysian Persatuan.

5) **Aim and objects**

To act as a national Organization for qualified Occupational Therapists for purpose of :-

1. Arranging professional meetings
2. Maintaining liaison between members
3. Exchanging professional materials of interest in the country and abroad.
4. Be a member of the World Federation of Occupational Therapists, 29, Sherbrooke Avenue, Glasgow S.I.U.K.
5. Act as a general body for assistance to Hospitals and any other organizations interested in setting up new Occupational Therapy Departments.
6. Act as a central body to solve professional problems of Occupational Therapists.
7. Act as a central body to establish and maintain the minimum standards in professional practice on the lines lay down by the World Federation of Occupational Therapists.
8. To publicise the profession.
9. To affiliate with any international body of Occupational Therapists subject to prior approval of the Minister of Home Affairs.

5) **Membership:**

Following will be the categories of memberships

a) Active members

Qualified Occupational Therapists from recognized schools of Occupational Therapy and being paid up members in good standing of this National Persatuan with full rights for voting. They must be citizens of Malaysia.

- b) Associate members / Patron / Advisors:**
1. Qualified Occupational Therapists but not citizens.
 2. Any person other than qualified Occupational Therapists interested in the growth of Occupational Therapy profession.
 3. Shall have no voting rights.
 4. Rights of admission reserved by the Executive Committee.

c) Honorary members

To be conferred upon any persons who rendered valuable service to the growth of the profession in Malaysia, irrespective of nationality or class. Have no voting rights but can serve as advisor on sub committee.

4 Honorary Advisors who will hold their post for 4 years, after which they can be re-elected or be asked to resign by the Executive committee. 1 Patron who will be nominated by the Association and conferred to a person who they feel will support the profession in all its undertakings and development.

d) Life members

Qualified Occupational Therapists practicing or non practicing whom wish to become life members by paying one lump sum. They have voting rights and can be elected as office bearers.

e) Student members

Open to Occupational Therapy students to become members but they shall have no voting rights.

Every applications for membership shall be proposed and seconded by two existing members and shall be forwarded to the secretary, who shall at the first convenient opportunity, submit it to the executive committee who may, at its discretion reject any application without assigning any reason thereof.

7) Membership Fees

Active members	RM30.00 per annum
Associate members	RM20.00 per annum
Student members	RM10.00 per annum
Life members	RM350.00

Payable at Annual General Meeting to the new committee. Any members who does not pay up his annual subscription by December each year shall automatically cease to be a member of the Persatuan. The committee shall have the power to fix reentrance fees for any person who has allowed his membership lapse through arrears.

Election of members:-

The Executive Committee has the power to approve applications for membership.

8) Elections

Election of office bearers shall be held at the Annual General Meeting after the election of sub-committee has called for nominations which shall be done fairly in advance of Annual General Meeting. The results of the elections shall be declared at the Annual General Meeting and be circulated with minutes of the Annual General Meeting to all the members. The detail procedures for elections will be open for modification from time to time by the consensus of the Annual General Meeting.

9) Resignation

Any member who wishes to resign from the Persatuan shall inform the Secretary who in turn shall put up to the Executive Committee for decision which shall be final.

10) General Meeting

The supreme authority of the persatuan is vested in a General Meeting of the members. At least twice the number of Executive Committee members must be present at the General Meeting for its proceedings to be valid and to constitute a quorum. If half an hour after the time appointed for the meeting a quorum is not presented, the meeting shall be postponed to a date (not exceeding 90 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 have the power to proceed with the business of the day

but shall not have the power to alter the rules of the persatuan or to make decisions affecting the whole membership.

An Annual General Meeting of the persatuan shall be held as soon as possible after the close of each financial year that is the 31st of December each year on a date and time and place to be decided by the committee.

1. The business of the Annual General Meeting shall be:-
 - a) To receive the Committee report on the working of the Persatuan during the previous year ;
 - b) To receive the Treasure's report and audited accounts of the Persatuan for the previous year ;
 - c) To elect a Executive Committee from the Active members and appoint Auditors for the ensuing year ;
 - d) To deal with such other matters as may be put before it .
2. A preliminary notice of the Annual General Meeting stating the date , the time and the place and nalling for motions for discussions motions for the amendment of the rules shall be sent by the secretary to all members not later than 60 days before the date fixed for the meeting and this notice shall also be prominently displayed at the registered office or the meeting of the Persatuan.
3. nominations for the elections of officers and motions for discussions at the meeting must be sent to reach the secretary not later than 15 days after the receipt of the preliminary notice.
4. The secretary shall send to all members at least 30 days before the meeting an agenda including copies of minutes and reports, motion and nominations for the election of officers, together with the audited accounts of the Persatuan for the perusal of the members.
5. An Extraordinary General Meeting of the Persatuan shall be convened :-
 - a. Whenever the committee deems it desireable, or

- b. At the joint request in writing of not less than half the membership stating the object and reason of the 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 Extraordinary General Meeting shall be forwarded by the secretary to all the members at least 15 days before the date fixed for the meeting.
8. The quorum and the postponed of an annual General Meeting shall apply to an extra ordinary General Meeting. But it with proviso that if no quorum is present after half an hour from the appointed time for a postponed extraordinary general meeting requisitioned by members the meeting shall be cancelled and extraordinary general meeting shall be requisitioned for the same purpose after the lapse of least six months from the date thereof.
9. The secretary shall forward to all members a copy of the draft minutes of each Annual and Extraordinary General Meeting as soon as possible after its conclusion.
10. Between Annual General Meetings, the Executive Committee shall interpret the rules of the Persatuan and when necessary determine any point on which the rules are silent.
11. Except where they are contrary to or inconsistent with the policy previously laid down by the General Meeting, the decisions of the Executive Committee shall be binding on all members of the Persatuan unless and until countermanded by resolution.

12 Executive Committee

1. A Committee consisting of the following who shall be termed the office bearers of the Persatuan and shall be elected at the Annual General Meeting:-
 - A President or a Chairman
 - A Vice President or a Vice Chairman
 - A Secretary
 - An Assistant Secretary (elected if necessary)
 - A Treasurer
 - Committee Members;- representatives from each member state.
2. Names for the above officers shall be proposed and seconded and the election will be a simple majority vote of the members at the Annual General Meeting. All the office bearers except the treasurer shall be eligible for re election each year.
3. The function of the Executive Committee is to organize and supervise the day to day activities of the Persatuan and to make decisions on matters affecting its running within the general policy laid down by the general meeting. The Executive Committee may not act contrary to the expressed wishes of the general meeting without prior reference and it 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.
4. The Executive Committee shall meet at least once every two months and 15 days notice of the meeting shall be given to the members. The president or Chairman acting alone, or not less than three of its member acting together, may call for a meeting of the Executive Committee to be held at anytime. At least one half of the of the Executive Committee present for its proceedings to be valid and to constitute a quorum.
5. Where any urgent matters requiring the approval of the Executive Committee arises and it is not possible to convene a meeting the secretary may obtain such approval by means of circular letters. The following must be fulfilled before a decision of the Executive Committee is deemed to have been obtain:-
 - a. The issue must be clearly set out in the circular and forwarded to all members of the Executive Committee

- b. At least one half of the members of the committee must indicate whether they are in favour or against the proposal.
- c. The decision must be by a majority vote.

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

- 6. Any member of the Executive Committee who fails to attend three consecutive meetings of the Executive Committee without satisfactory explanation shall be deemed to have resigned from the Executive Committee.
- 7. In the event of death or resignation of a member of the Executive Committee the candidate who received the next highest number of votes at the previous election of the post affected shall be invited to fulfill the vacancy. If there is no such candidate or the candidate decline to accept the office, the Executive Committee have the power to co-opt any other member of the Persatuan to fill the vacancy until the Annual general Meeting.
- 8. The Executive Committee shall give the instruction to the Secretary and other officers for the conduct of the affairs of the Persatuan. It may appoint such organizers and such staff as it deems necessary. It may suspend or dismiss any organizers or members of the staff for neglect of duty, dishonesty, incompetence refusal to carry the decisions of the Executive Committee, or any other reasons which deems good and sufficient in the interest of the Persatuan.
- 9. It shall give instructions to the Trustees regarding the use or disposal of the immovable property of the Persatuan.

13) Duties if the Office Bearers

a. The President or the Chairman

The President or the Chairman shall during his term of office preside at all general meetings and all meetings of the Executive Committee and shall be responsible for the proper conduct of all such meetings. He/She shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He/She, in conjunction with the Treasurer and the Secretary shall sign all cheques on behalf of the Persatuan.

b. The Vice President or a Vice Chairman

The Vice President or a Vice Chairman shall deputies for the President or Chairman during the latter's absence.

c. The Secretary

The Secretary shall conduct the business of the Persatuan in accordance with its rules and shall carry out the instructions of the general meeting and of the Executive Committee. He/She shall be responsible for conducting all correspondence and keeping of a membership register, minutes books and all other books, documents and paper except the accounts and financial records. He/She shall attend all meetings and record the proceedings. In conjunction with the President and the Treasurer he/she shall sign all cheques on behalf of the Persatuan.

d. The Treasurer

The Treasurer shall be responsible for the finances of the Persatuan. He/She shall keep accounts of all its financial transactions and shall be responsible for their correctness. He/She shall in conjunction with President or Chairman and the Secretary sign all cheques on behalf of the Persatuan.

e. The Assistant Secretary

The Assistant Secretary shall assist the Secretary in carrying out his duties and shall act for him in his absence.

f. Committee Members;-

They should be Regional Representatives e.g Perak, Selangor etc

14) Financial Provisions

- a. Subject to the following provisions in this rule, the funds of the Persatuan may be expended for any purpose necessary for the carrying out its objects including the expenses of its administration, the payment of the salaries to its office bearers and paid staff and 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.
- b. The Treasurer may hold a petty cash /advance not exceeding RM25.00 at any one time. All the money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Executive Committee. The bank account shall be in the name of the Persatuan.
- c. All cheques or withdrawals on the Persatuan account shall be sign jointly by the President (or in his absence by the Vice President) and

the Treasurer or the Secretary. In the absence of the Secretary or Treasurer, the Executive Committee shall appoint one of its members to sign in their place.

- d. No expenditure exceeding RM20.00 at any one time shall be incurred without the prior sanction of the Executive Committee.
- e. As soon as possible after the end of each financial year (which shall be from 1st January to 31st December of a calendar year), a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by the auditor appointed under rule 15. the audited accounts shall be submitted for approval of the next Annual General Meeting, and copies shall be made at the registered office or place of meeting for the perusal of members.

15) Audit

- a. One or persons who shall not be office bearers of the Persatuan shall be appointed by the Annual General Meeting as Honorary Auditors. They shall hold office for one year and shall not be re-appointed.
Or
- b. The Annual General Meeting shall appoint as paid auditors a qualified accountant (or firm of accounts) who shall not be member of the Persatuan. The Auditor thus appointed shall hold his appointment until he resigns or until his appointment is otherwise terminated by the General Meeting.
- c. The Auditor/auditors shall be required to audit the accounts of the Persatuan for the year and to prepare a report or certificate for the Annual General Meeting. He/She may be required by the President or Chairman to audit the accounts of the Persatuan for any period within their tenure of office at any date, and to make a report to the Committee.

16) Trustees

- a. Three Trustees, who must be over 21 years of age, shall be appointed at the Annual General Meeting and shall hold office during the pleasure of the Persatuan. They shall have vested in them all immovable property whatsoever belongings to the persatuan and shall deal with it in such manner as the Executive Committee may direct.

- b. The Trustees shall not sell, withdraw or transfer any of the property of the Persatuan without the consent and authority of a General Meeting of the members.
- c. Trustees may be remove from office by the Executive Committee on the grounds that owing to ill health, unsoundness of mind, absence from the country of any other reason. He/She is unable to perform his duties or unable to do them satisfactorily. In the event of the death, resignation or removal of the Trustees before the Annual General Meeting the vacancy shall be filled by the Executive Committee until a new Trustee shall have been appointed by a General Meeting.
- d. Any Trustee removed from office under this rule shall have the right to appeal to a General Meeting, whose decision shall be final.

17) Prohibition

- 1. Neither the Persatuan or its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any trade union actively as defined in the Trade Union Ordinance, 1959.
- 2. Gaming is strictly prohibited in the premises of the Persatuan.

18) Amendment of Rules

These rules may not be altered or amended except by resolution of a General Meeting. Such alteration or amendment shall take effect from the date of its approval by the Registrar of Societies.

19) Dissolution

- a. The Persatuan may be voluntarily dissolve by a resolution of not less than three- fifths of the membership.
- b. In the event of Persatuan being dissolved as provided above all debts and liabilities legally incurred on its behalf shall be felly discharged and the remaining funds shall be disposed of in such manner decided upon by a General Meeting

Certified true copy till 6th January 1998
By, Pendaftar Pertubuhan Wilayah Persekutuan