

CONSTITUTION

PERSATUAN PELEPASAN TERKAWAL CAWANGAN MALAYSIA (THE MALAYSIA LOCAL CHAPTER OF THE CONTROLLED RELEASE SOCIETY INC.)

CLAUSE 1 NAME

1. The Association shall be known as

PERSATUAN PELEPASAN TERKAWAL CAWANGAN MALAYSIA (THE MALAYSIA LOCAL CHAPTER OF THE CONTROLLED RELEASE SOCIETY INC.)

Hereinafter referred to as "the Association".

2. Meaning of name : **Persatuan Pelepasan Terkawal Cawangan Malaysia (The Malaysia Local Chapter of the Controlled Release Society Inc.)**

3. Level : **Kebangsaan**

CLAUSE 2 ADDRESS

1. The registered address is

**FACULTY OF PHARMACY, UNIVERSITI KEBANGSAAN MALAYSIA, JALAN
RAJA MUDA ABDUL AZIZ, 50300 KUALA LUMPUR
50300 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR**

or at such other place as may from time to time be decided by the Committee; and the postal address is

**FACULTY OF PHARMACY, UNIVERSITI KEBANGSAAN MALAYSIA, JALAN
RAJA MUDA ABDUL AZIZ, 50300 KUALA LUMPUR
50300 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR**

2. The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

CLAUSE 3 OBJECTIVE

The Malaysia Local Chapter of the Controlled Release Society Inc., is an organisation that provides a forum for people interested in drug delivery and controlled release research, to communicate ideas and learn from others in the field. This goal will be accomplished through lectures, discussion groups and conferences.

The Malaysia Local Chapter of the CRS shall focus on educating and disseminating information to people interested in drug delivery and controlled release. Members of the Local Chapter will be drawn primarily from two groups: (1) persons involved in research in drug delivery and controlled release or closely related fields, and (2) persons interested in the intricacies and applications of drug delivery and controlled release.

For group (1), the purpose is to assist people working in the field of controlled release to gain access to pertinent information and research in drug delivery and controlled release, and to exchange ideas with other researchers.

For group (2), people that are interested in the field, but are not currently conducting research in drug delivery and controlled release, the Association would provide general information and access to current topics in drug delivery and controlled release.

CLAUSE 4 MEMBERSHIP

(1) Membership shall be opened to all people residing in Malaysia (Malaysian and non-Malaysian) aged from 18 and above, with a primary emphasis in pharmaceutical sciences, chemical engineering, biological sciences, agricultural sciences, chemistry, biochemistry, biotechnology, biomedical engineering, food sciences and veterinary medicine. Membership and participation shall be free of discrimination based on race, religion, ethnic group, national origin, handicap or sex.

(2) Every application for membership shall be proposed and seconded by two existing members and shall be forwarded to the Secretary who shall at the first opportunity, submit it to the Committee for approval. The Committee may at its discretion reject any application without assigning any reason.

(3) An applicant whose application has been approved shall be admitted as a member of the Association and shall be entitled to all the privileges of membership upon payment of the prescribed entrance fee and first monthly subscription.

CLAUSE 5 RESIGNATION AND TERMINATION

(1) Any member who wishes to resign from the Association shall give two weeks notice in writing to the Secretary and shall pay all dues.

(2) Any member who fails to comply with the rules of the Association or has acted in a manner that brings disrepute upon the Association may be expelled or suspended for a period of time as the Committee deems fit. Before the Committee expels or suspends the member, the member shall be informed in writing of the grounds for expulsion or suspension and shall be given an opportunity to explain and clear him or herself in person. Suspension or expulsion shall be enforced, unless reversed by a general meeting upon appeal by the said member.

CLAUSE 6 SOURCE OF INCOME

(1) A fee of RM50.00 will be charged for a one-year membership of the Malaysia Local Chapter of the CRS. Subsequent yearly rates shall be determined by the Committee.

(2) All annual subscription shall be payable to the Treasurer in advance in the month of July.

(3) The Committee shall have the power to charge a re-entrance fee for persons who have allowed membership to lapse through arrears in subscription payments.

(4) Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Association. If any member fails to pay such subscription within a specified time period, the amount due shall be treated in the same way as arrears of the annual subscription.

CLAUSE 7 GENERAL MEETING

(1) The supreme authority of the Association is vested in a general meeting of the members. At least one-half of the voting membership of the Association must be present at a general meeting or the number of voting members present must be twice the total number of committee members, for the proceedings of the general meeting to be valid and to constitute a quorum.

(2) If thirty minutes after the time appointed for the general meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee; if a quorum is not present thirty minutes 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 Association or make any decision affecting the whole membership.

(3) An annual general meeting of the Association shall be held as soon as possible after the close of each financial year but not later than 90 days on a date and at a time and place to be decided by the Committee. The business of the annual general meeting shall be

(a) To receive the minutes of the previous annual general meeting;

(b) To receive the Committee report on the working of the Association during the previous year,

(c) To receive the Treasurer report and the audited accounts of the Association for the previous years,

(d) To elect a Committee 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 14 days before a general meeting, a notice and agenda including copies of minutes and reports, together with the audited accounts of the Association for the previous year. Copies of these documents will also be made available at the registered place of business of the Association for the perusal of members.

- (5) An extraordinary general meeting of the Association shall be convened:
- (a) Whenever the Committee deems it desirable; or
 - (b) At the joint request in writing of members of the Association in number not less than twice the number of committee members, stating the object and reasons for such meeting.
- (6) An extraordinary general meeting requested by members of the Association shall be convened within thirty days of the receipt of such request.
- (7) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least 7 days before the date fixed for the meeting.
- (8) Paragraphs 8(1) and 8(2) regarding the quorum and postponement of an annual general meeting shall also apply to an extraordinary general meeting, but with the following provision. If no quorum is present thirty minutes after the time appointed for a postponed extraordinary general meeting, the meeting shall be cancelled, and no extraordinary general meeting shall be requested for the same purpose until at least six months has elapsed from the date thereof.
- (9) The Secretary shall forward to all members of the Association a copy of the draft minutes of each annual and extraordinary general meeting as soon as possible after its conclusion.

CLAUSE 8 COMMITTEE

- (1) A committee consisting of the following, who shall be termed the office-bearers of the Association, shall be elected at the annual general meeting:-

President

Vice-President

Secretary

Treasurer

Post graduate representatives

The committee shall also comprise ordinary committee members who will be appointed by the office bearers. The number of ordinary committee members will not exceed 10 and will be a minimum of 7.

- (2) All office-bearers of the Association and every officer performing executive functions in the Association shall be resident in Malaysia. For non-Malaysian, must get approval from Register of Society.

- (3) Names for the office-bearers in paragraph (1), shall be proposed and seconded and election will be by a simple majority vote of the members present at the annual general meeting. All office-bearers shall be eligible for re-election every two years.

- (4) The function of the Committee is to organize and supervise the day-to-day activities of the Association and to make decisions on matters affecting its running within the general policy laid down 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. The Committee shall furnish a report at each annual general meeting on its activities during the previous year.

(5) The Committee shall meet at least once every three months, 14 days notice of each meeting shall be given to Committee 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 circular letter. 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 circular and forwarded to all members of the committee.

(b) At least 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 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 committee meetings 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 another member of the Association 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 Association. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or member of 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 Association.

(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 of the Association. Any members can be appointed members of these sub-committees.

CLAUSE 9 DUTIES OF OFFICE BEARERS

(1) The President duties include

formulating agenda for organisational activities and events, ensuring that all activities fall within the organisational goals as stated in the Constitution, presiding over all meetings of the Local Chapter, creating new offices and or committees as

the need arises, working with the members of the committee to organise general meetings and other activities deemed fit to the society.

(2) The Vice-President duties include publicising activities of the Local Chapter, working with the president to organize general meetings, standing in for the president in his or her absence.

(3) The Secretary duties include keeping a record of all Local Chapter business at committee and general meetings, keeping a record of Local membership, corresponding with industry, academia and CRS Inc., assisting the Vice President with publicity, keeping an archive of Local Chapter activities, preparing an annual report for CRS Inc. as required, preparing an application for Local membership and recruiting new members.

(4) The Treasurer duties include presenting an annual financial report, making an annual budget, keeping accounts, depositing the organisation funds, and making expenditures in a manner approved by the elected officers of the Local Chapter, overseeing fund raising activities.

(5) The Ordinary Committee Members shall carry out such duty as directed by the President or the Committee.

(6) The Post-graduate Representative duties include publicising activities of the Local Chapter to graduate students, assisting the committee members.

(7) Any officer may recruit assistants who are members of the Local Chapter to help in that officer duties. Assistants may fill in for officers other than the President upon the officer absence.

(8) The Non Executive Council Members duties include assisting the Executive Council in executing all decisions and activities of the Local Chapter.

(9) Attendance at general and Committee meetings is expected of all officers.

CLAUSE 10 FINANCIAL PROVISION

(1) Subject to the following provisions, the funds of the Association may be expended for the purpose of carrying out its objectives, including the expenses of its office-bearers and paid staff, and the audit of its accounts. On no account shall the funds of the Association 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 RM 1,000 at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank account approved by the Committee. The bank account shall be in the name of the Association.

(3) All cheques or withdrawal notices on the Association 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 an extended time period, the Committee shall appoint one of its members to sign in his or her place.

(4) No expenditure exceeding RM 5,000 at any one time shall be incurred without the prior sanction of the committee. No expenditure exceeding RM 25,000 in any one month shall be incurred without the prior sanction of a general meeting. Expenditure less than RM 5,000 may be incurred at any one time 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 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 Association for the perusal of members.

(6) The financial year of the Association shall commence on the 1st July and end on the 30th June every year.

CLAUSE 11 AUDITORS

(1) Two persons, who shall not be office-bearers of the Association, shall be appointed, by the annual general meeting as Auditors. They shall hold office for two years and may be reappointed.

(2) The Auditors shall be required to audit the accounts of the Association for the year, and to prepare a report or certificate for the annual general meeting. They may also be required by the President to audit the accounts of the Association for any period within their tenure of office, at any date, and to make a report to the Committee.

CLAUSE 12 PROPERTY ADMINISTRATOR / TRUSTEES

(1) The immovable properties of the association shall be registered in the name of the Association 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 Association, 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 Association.

(2) The property shall not be sold, transferred or changed without the consent and authority of a general meeting of members.

CLAUSE 13 INTERPRETATION

(1) Between annual general meetings the Committee shall interpret the rules of the Association 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 Association unless and until countermanded by a resolution of a general meeting.

CLAUSE 14 ADVISOR / PATRON

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

CLAUSE 15 PROHIBITION

(1) No games of chance shall be played in the premises of the Association in accordance with the First and Second Schedule of the Common Gaming Houses Act 1953.

(2) Neither the Association nor its members shall attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.

(3) Benefits as mentioned under section 2 of the Societies Act 1966 shall not be given by the Association to any of its members.

CLAUSE 16 AMENDMENT OF CONSTITUTION

The rules of the Association 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.

CLAUSE 17 DISSOLUTION

(1) The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the eligible membership present at a general meeting.

(2) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be 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.

CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag

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Description

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2. Logo



Description

1. The red colour signifies strength and courage in facing challenges.

2. The white colour symbolises honesty and integrity.

3. The dark blue colour represents the unity and harmony of the peoples of Malaysia.

4. The yellow colour is the royal colour of the Rulers in Malaysia.

5. The wau bulan symbolizes the national identity of Malaysia representing the CRS Malaysia Local Chapter.

6. The circles represent the cascade of knowledge in the field of controlled release.

3. Badge

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Description

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