

**CONSTITUTION OF THE PERSATUAN TERAPI CARAKERJA MALAYSIA
(OT-MALAYSIA)**

1) Name and Place of Business.

The society shall be known as the “The Persatuan Jurupulih Cara Kerja Malaysia”, herein after referred as the “Persatuan Terapi Carakerja Malaysia” (Malaysian Occupational Therapy Association) representing Occupational Therapists in Malaysia.

2. Address

The registered place of business shall be at:

Occupational Therapy Department,
Hospital Kuala Lumpur,
Wilayah Persekutuan,
Malaysia.

And its postal address shall be:

Persatuan Terapi Carakerja Malaysia
P. O. Box 11715
50754 KUALA LUMPUR*

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

3. Place of Meeting

Any place as may from time to time be decided on by the Council.

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4. Flags, emblem, badge of Persatuan

The emblem has a white background in center and is lined with a red band. On the band is written 'Persatuan Terapi Carakerja Malaysia OT'. The centre has a motive consisting of two serpents symbolizing our members belong to a health profession.

5. Aim and Objectives

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

- a) To arrange Professional Meetings between members and exchange professional materials of interest in the country and abroad.
- b) To foster mutual goodwill, understanding and friendship by providing opportunities for members to meet and exchange ideas and to facilitate the sharing of knowledge in the field of Occupational Therapy.
- c) Be a member of the World Federation of Occupational Therapists (WFOT) and contribute to professional development.
- d) To assist and services other institution such as hospitals and organization interested in setting up new Occupational Therapy Departments.
- e) To provide consultation is setting up program in the field of Occupational Therapy
- f) To evaluate and monitor Occupational Therapy Program for the recognition of World Federation of Occupational Therapists (WFOT)

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- g) To act as a central body in solving professional problems of the members and to establish and maintain the minimum standards in professional practice as expected of the World Federation.
- h) To assist in organizing continuous educational programs in the field of Occupational Therapy
- i) To provide information to empower consumers on the field of Occupational Therapy
- j) To provide information to its members based on data from scientific studies and to this end print, reproduce, compile, collect, circulate, distribute and publish journals, newsletters, articles, b u l l e t i n s , brochures, periodicals, magazines books, films, other multimedia resources, pamphlets, leaflets and other reading materials on Occupational Therapy.
- k) To receive donations in the form of cash or contributions in any other form approved by the Registrar of Society, from any person or group of persons so disposed on behalf of the Persatuan and also to borrow or raise money and to invest and deal with money so derived for the purpose of purchase of landed property, equipment and such other movable or immovable property enhancing the study of Occupational Therapy in education and research.
- l) To liaise with healthcare professionals/non-governmental organizations, Governmental bodies and other organizations having similar objectives and interest as the Persatuan.

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- m) To promote and hold either alone or jointly with any other association, club or persons sporting and athletic meeting, competitions and matches and to offer, give or contribute towards prizes, medals and awards and to promote, give or support dinners, balls, concerts and other entertainment, in furtherance of the objects of the Persatuan.
- n) Generally to do any of the things a Society is permitted to do under the Societies Act 1966.

6. Membership

Following will be the categories of membership:

a) Ordinary 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

Qualified Occupational Therapist but are not citizens. Any other person other than qualified Occupational Therapists who has interest in the field of Occupational Therapy as the profession. Shall have no voting rights. Rights of admission reserved by the council.

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c) Honorary Members

To be conferred upon any distinguished persons who had rendered notable service to the growth of the profession in Malaysia irrespective of nationality or class but have no voting rights. It shall be decided after the nomination by members and approval during the Annual General Meeting, that such persons can be appointed or nominated as an advisor during the term of the committee. Honorary Members shall not be charged entrance fee or subscription.

d) Life Members

The Committee may confer Life Membership on an Ordinary Member of not less than (10) years standing as a member, and who in the opinion of the Council has performed outstanding services to the Persatuan. Such member, from the date of his election to Life Membership, shall be exempted from payment of subscription to the Persatuan. He shall retain all rights and privileges of an Ordinary Member and be subjected to the Rules and By-Laws of the Persatuan.

e) Student Members

Open to Occupational Therapy students who wish to become members but shall have no voting rights. Student must provide the valid identification from their respective institution.

f) Corporate Members

Corporate members are those involve in business, municipality or organization who wish to become a member but shall have no voting right.

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g) Patron and Advisor

The Persatuan has right to nominate a patron and advisor(s) and confer on person(s) whom they feel will support the profession in all its undertakings and development. It shall be decided by council members and approval during the AGM.

7. Membership Fees

Ordinary Members	: RM75.00 per annum
Associate Members	: RM60.00 per annum
Honorary Members	: No fees
Life Members	: RM1000.00
Student Members	: RM35.00 per annum
Corporate Members	: RM500.00 per annum

This fees is according to Premium Pricing Model (PPM) which covers WFOT individual membership. Life members would be levied for WFOT membership and entitled RM25 per annum (optional). Corporate members shall not be entitled for a WFOT membership. Any member who does not pay up his annual subscription by the end of each year shall automatically cease to be a member of the Persatuan

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8. Elections

The Management of the Persatuan shall be vested in a Committee consisting of:

A President

A Vice President

An Honorary Secretary

An Honorary Assistant Secretary

An Honorary Treasurer

7 Ordinary Committee Members consist of

- Education
- Research
- Promotion and Development
- Standard and Quality
- Information & Communication Technology
- International Relations
- Disciplinary and ethics

The Committee shall comprise of Occupational Therapists who are Malaysian citizens, and who shall be elected at every alternate Annual General Meeting. Each Committee member so elected shall hold office for two years and shall be eligible for re-election. A candidate for the post of Committee member of the Persatuan shall be a member for a continuous period of not less than THREE (3) years. Names of the above offices shall be proposed and seconded and election will be by a simple majority vote of the members at the Annual General Meeting.

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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. Those who resigned from the council would not be able to stand for any elected position for TWO (2) consecutive terms (under the discrepancy of the council).

In the case of the president of the president resignation, the Vice President would be acting as president until the next AGM. For other council members who resigned, the next highest voting nomination shall be appointed by the council.

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 present, 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 decision affecting the whole membership. An Annual 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 Council.

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The business of the Annual General Meeting shall be:-

- a) To receive the Committee's 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, biennially an Executive Committee from the Ordinary members and appoint Auditors for the ensuing year;
- d) To deal with such other matters as may be put before it.

A preliminary notice of the Annual General Meeting stating the date, the time and the place shall be mailed as motions for discussions, and the 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.

Nominations for the elections of officers and motions for discussions at the meeting must be sent to reach Secretary not later than 30 days after the receipt of the preliminary notice.

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.

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An Extraordinary General Meeting of the Persatuan shall be convened:-

- a) Whenever the committee deems it desirable, or
- b) At the joint request in writing of not less than half the membership stating the object and reason of the meeting.

An Extraordinary General Meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.

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.

The quorum and the postponement of an Annual General Meeting shall apply to an Extraordinary General Meeting. But with proviso that if no quorum is present after half an hour from the appointed time for a postponed, the extraordinary general meeting shall be cancelled and an extraordinary general meeting shall be requisitioned for the same purpose after the lapse of at least 6 months from the date thereof.

The Secretary shall forward to all members a copy of the draft minutes of each Annual Extraordinary General Meetings as soon as possible after its conclusion.

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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. Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, wherein the decisions of the Executive Committee shall be binding on all members of the Persatuan unless and until requested by the Registrar.

11. Executive Committee

A Committee consisting of the following who shall be termed the office bearers of the Persatuan and shall be elected at the alternate Annual General Meeting once every two years:-

President or a Chairman

Vice President or a Vice Chairman

Secretary

A Treasurer

Assistant Secretary

Committee members to be known as Program Manager that manages the designated portfolio such as:

- Education
- Research
- Promotion and Development
- Standard and Quality
- Information & Communication Technology
- International Relations
- Disciplinary and ethics

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- a) 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 on alternate years. All the office bearers are unconditionally eligible for re-election but shall not hold office for more than 2 consecutive terms of two (2) years.

- b) 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.

- c) The Executive Committee shall meet at least once every two months and 15 days' notice of the meeting shall be given to the committee members. The President with not less than three of its committee members acting together, may call for a meeting of the Executive Committee to be held at anytime. Or at least one half of the Executive Committee, to be present for its proceedings to be valid and to constitute a quorum.

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d) 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 obtained:-

- i) The issues must be clearly set out in the circular and forwarded to all members of the Executive Committee;
- ii) At least one half of the members of the committee must indicate whether they are in favour or against the proposal;
- iii) The decision must be by a majority vote.

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

- e) 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.
- f) In the event of death or resignation of a member of the Executive Committee the candidates who received the next highest number of votes at the previous election of the post affected shall be invited to fill the vacancy. If there is no such candidate or the candidate declines to accept the office, the Executive Committee has the power to co-opt any other member of the Persatuan to fill the vacancy until the Annual General Meeting.

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- g) 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 such staff as it deems necessary. It may suspend or dismiss any organizers or members of the staff for neglect of duty, dishonesty, incompetence and refusal to carry the decisions of the Executive Committee or any other reasons which it deems good and sufficient in the interest of the Persatuan.
 - h) It shall give instructions to the Trustees regarding the use or disposal of the immovable property of the Persatuan.
12. Duties of the Office bearers
- a) The President

The President 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 Vice President, Treasurer and the Secretary shall sign all cheques on behalf of the Persatuan.
 - b) The Vice President

The Vice President shall deputize for the President during the latter's absence.

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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, Vice President and the Treasurer, he/she shall sign all cheques on behalf of the Persatuan.

d) The Assistant Secretary

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

e) 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 in conjunction with President, Vice President and the Secretary sign all cheques on behalf of the Persatuan.

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f) Committee Members:-

The committee Members shall be responsible for the program of the Persatuan. He or she shall act as Program Manager that manages the designated portfolio such as:

- Education
- Research
- Promotion and Development
- Standard and Quality
- Information & Communication Technology
- International Relations
- Disciplinary and Ethics

12. Financial Provisions

- a) Subject to the following provisions in this rules, the funds of the Persatuan may be expanded for any purpose necessary for the carrying out of 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 RM500.00 for a month. 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.

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- c) All cheques or withdrawals on the Persatuan account shall be signed 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 RM5000.00 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.

13. Audit

- a) One or more person(s), who are members but 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 term (two years)* and shall not be re-appointed;

Or

- b) The Annual General Meeting shall appoint as paid auditors a qualified accountant (or firm of accountants) who shall not be member(s) of the Persatuan. The auditor thus appointed shall hold his appointment until he

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resigns or until his appointment is otherwise terminated by the general meeting.

- c) The auditor/auditors shall be required to audit the account 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 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.

14. 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.

15. Dissolution

- a) The Persatuan may be voluntarily dissolved 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 fully discharged and the remaining funds shall be disposed of in such manner decided upon by a general meeting.

* Amendments approved in 43rd AGM 2019