



**PERLEMBAGAAN
CONSTITUTION**

**UNTUK
OF THE**

**PERTUBUHAN SAINS FORENSIK MALAYSIA
(THE FORENSIC SCIENCE SOCIETY OF MALAYSIA)**

(Amendments up to 31st December 2011)

December 2011

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CONSTITUTION FOR *PERTUBUHAN SAINS FORENSIK MALAYSIA* (THE FORENSIC SCIENCE SOCIETY OF MALAYSIA)

1. NAME

The name of the Society shall be *Pertubuhan Sains Forensik Malaysia* (The Forensic Science Society of Malaysia) hereinafter referred as “The Society”

2. ADDRESS

The postal and business address of the Society shall be Jabatan Kimia Malaysia, Jalan Sultan, 46661 Petaling Jaya, Selangor, or any other place to be decided by the Council. The registered place of business of the Society shall not be changed without the prior approval of the Registrar of Societies.

3. OBJECTIVES

The objectives of the Society shall be:

- (a) To advance the study and application of forensic sciences;
- (b) To facilitate co-operation among persons who are, or have been, occupationally involved in forensic activities;
- (c) To organize meetings, lectures, discussions; and
- (d) To promote the activities of the Society.

4. MEMBERSHIP

4.1 Membership of the Society is open to all forensic practitioners and those individuals who have a bona fide interest in forensic science.

4.2 There are four categories of membership:

(i) Member

This is the professional category of membership and is open to individuals who have an active interest and can exhibit professional competence in forensic science.

- (ii) Fellow
This is the senior professional category of membership and is open to individual practitioners who have demonstrated distinctive contribution to the field of forensic science over a significant period,
- (iii) Student member
Open to students who are in fulltime study and who are interested in forensic science, may at the discretion of the Committee, be admitted as student member. The applicant for student membership must have the prior written support and approval of the Vice Chancellor of the University concerned. Student members are not eligible to vote or hold positions in the Society.
- (iv) Associate
Open to individuals who have a bona fide interest and can demonstrate that interest in forensic science. Associate members are not eligible to vote or hold positions in the Society.

- 4.3 Any member shall have continuous membership from the time the Society accepts their membership until such member resigns or is expelled.
- 4.4 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 convenient opportunity, submit it to the Council for approval. The Council may at its discretion reject any application without assigning any reason thereof.
- 4.5 After receiving an application for membership, the Council shall decide on the application.
- 4.6 Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first annual subscription, be admitted as a member of the Society and shall be entitled to all the privileges of membership.
- 4.7 Membership to the Society is not transferable to another person.
- 4.8 Members of the Society shall be liable for such fees, levies, subscriptions and other payments as may be fixed by the Society.

5. ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

5.1 The registration fee and subscription payable shall be as follows:-

a. Member

Registration fee	RM50.00 (Ringgit Malaysia : Fifty only)
Annual subscription	RM50.00 (Ringgit Malaysia : Fifty only)

b. Student Member

Registration fee	RM30.00 (Ringgit Malaysia : Thirty only)
Annual subscription	RM30.00 (Ringgit Malaysia : Thirty only)

c. Fellow

Upgrading fee	RM50.00 (Ringgit Malaysia: Fifty only)
Annual subscription	RM50.00 (Ringgit Malaysia: Fifty only)

d. Associate

Registration fee	RM50.00 (Ringgit Malaysia: Fifty only)
Annual subscription	RM50.00 (Ringgit Malaysia: Fifty only)

5.2 The annual membership subscription shall be payable to the Treasurer before 1st January in each calendar year.

5.3 Late payment of membership subscription shall be subjected to a penalty of RM10.00 (Ringgit Malaysia : Ten only)

5.4 An upgrading fee of RM20.00 (Ringgit Malaysia: Twenty only) shall be payable by Student Member who wishes to become Member.

6. DISCIPLINING OF MEMBERS

6.1 Where the Council is of the opinion that a member-

- (a) has persistently refused or neglected to comply with a provision of the constitution; or
- (b) has persistently and willfully acted in a manner prejudicial to the interests of the Society, the Council may, by resolution
 - (i) expel the member from the Society; or

- (ii) suspend the member from such rights and privileges of membership of the Society as the Council may determine for a specified period.

6.2 Where the Council passes a resolution under 6.1, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:-

- (a) setting out the resolution of the Council and the grounds on which it is based;
- (b) stating that the member may address the Council at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
- (c) stating the date, place and time of that meeting; and
- (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at the meeting;
 - (ii) submit to the Council at or prior to the date of that meeting written representation relating to the resolution.

6.3 At a meeting of the Council mentioned in 6.2, the Council shall:-

- (a) allow the member to make an oral representation;
- (b) give due consideration to any written representations submitted by that member at or prior to the meeting; and
- (c) by resolution determine whether to confirm or to revoke the resolution made under 6.1.

6.4 Where the Council confirms a resolution under 6.3, the Secretary shall, within seven (7) days after that confirmation, by notice in writing inform the member of that confirmation.

7. RESIGNATION & TERMINATION

7.1 Any member who wishes to resign from the Society shall give two weeks' notice in writing to the Secretary and shall pay up all dues.

7.2 Any member who fails to comply with the rules of the Society or has acted in a manner to bring disrepute upon the Society may be expelled or suspended for a period of time as the Council deems fit. Before the Council expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and clear himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.

8. GENERAL MEETINGS

8.1 The supreme authority of the Society is vested in a general meeting of the members. At least one-half of the voting membership of the Society or the voting members present represent twice the total number of Council members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum.

8.2 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 30 days) to be decided by the Council; and if a quorum is not present half an hour 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 Society or make any decision affecting the whole membership.

8.3 An annual general meeting of the Society shall be held as soon as possible after the close of each financial year not later than 31 March on a date and a time and place to be decided by the Council. The business of the annual general meeting shall be:-

- (a) To receive the minutes of the previous annual general meeting,
- (b) To receive the Council's report on the working of the Society during the previous year;
- (c) To receive the Treasurers' report and the audited accounts of the Society for the previous year;
- (d) To elect a Council and to appoint auditors two (2) years once; and
- (e) To deal with such other matters as may be put before it.

- 8.4 The Secretary shall send to all members at least seven (7) days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members.
- 8.5 An extraordinary general meeting of the Society shall be convened:-
- (a) Whenever the Council deems it desirable; or
 - (b) At the joint request in writing of not less than twice the number of Council members, stating the objects and reasons for such meeting. The request shall be forwarded to the secretary.
- 8.6 An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- 8.7 Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least fifteen days before the date fixed for the meeting.
- 8.8 Paragraphs 8(1) and 8(2) of this rules regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the proviso that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by the members the meeting shall be cancelled, and no extraordinary general meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.
- 8.9 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.

9. COUNCIL

- 9.1 A Council consisting of the following, who shall be termed the office-bearers of the Society, shall be elected once in two (2) years at the annual general meeting:-
- a. A President
 - b. A Vice-President
 - c. A Secretary

- d. An Assistant Secretary
 - e. A Treasurer
 - f. An Assistant Treasurer
 - g. Seven (7) Ordinary Council Members
- 9.2 All office-bearers of the Society and every officer performing executive functions in the Society shall be professional members of the Society, Members and Fellows.
- 9.3 Names for the above officers in paragraph (1) shall be proposed and seconded and election will be by a simple majority vote of the members at the annual general meeting. All the office-bearers shall hold office for a period of two years and is eligible for re-election.
- 9.4 The function of the Council is to organize and supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by the general meeting. The Council may not act contrary to the express wishes of the general meeting without the prior reference to it and 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.
- 9.5 The Council shall meet at least once every three months, a seven (7) days notice of each meeting shall be given to the members. The President acting alone or not less than three of its members acting together may call for a meeting of the Council to be held at any time. At least one half of the Council members must be present for its proceedings to be valid and to constitute a quorum.
- 9.6 Where any urgent matter requiring the approval of the Council 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 Council is deemed to have been obtained:-
- (a) The issue must be clearly set out in the circular and forwarded to all members of the Council;
 - (b) At least one-half of the members of the Council must indicate whether they are in favour or against the proposal; and
 - (c) The decision must be by a majority vote.

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

9.7 Any member of the Council who fails to attend three consecutive meetings of the Council without satisfactory explanation shall be deemed to have resigned from the Council.

9.8 In the event of the death or resignation of a member of the Council, the candidates who received the next highest number of votes at the previous election for the post affected, shall be invited to fill the vacancy. If there is no such candidate or if such candidate declines to accept the office, the Council shall have the power to co-opt any other member of the society to fill the vacancy until the election in the next annual general meeting.

9.9 The Council shall give instructions to the Secretary and other officers for the conduct of the affairs of the Society. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Council, or for any other reason which it deems good and sufficient in the interest of the Society.

The Council 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. Any members can become members of these sub-Committee.

9.10 The Council shall, at its discretion, co-opt any other member of the Society into the Council. Co-opted members shall not vote on any decisions to be made by the Society.

10. DUTIES OF OFFICE-BEARERS

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

- 10.2 The Vice-president shall deputize for the President during the latter's absence.
- 10.3 The Secretary shall conduct the business of the Society in accordance with the rules, and shall carry out the instructions of the general meeting and of the Council. He shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. He shall attend all meetings, and record all proceedings. He shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name and address of employer and residential address. He shall in conjunction with the President and the Treasurer, sign all cheques on behalf of Society. He shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.
- 10.4 The Assistant Secretary shall assist the Secretary in carrying out his duties and shall act for him in his absence.
- 10.5 The Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall in conjunction with the President and the Secretary sign all the cheques on behalf of the Society.
- 10.6 The Assistant Treasurer shall assist the Treasurer in carrying out his duties and shall act for him in his absence.
- 10.7 The Ordinary Council Members shall carry out such duty as directed by the President or the Council.

11. VOTING

- 11.1 Each member has one vote only.
- 11.2 Voting shall be in person or by proxy through a registered member but no member may hold more than one proxy.
- 11.3 In the case of an equality of votes on a matter at the annual general meeting, the person presiding is entitled to exercise a second or casting vote.

- 11.4 A member or proxy is not entitled to vote at any general meeting of the Society unless all money due and payable by the member or proxy to the Society has been paid, other than the annual subscription payable for the current year.
- 11.5 Each member shall be entitled to appoint another member as proxy by notice given in writing to the Secretary prior to the meeting.

12. FINANCIAL PROVISIONS

- 12.1 Subject to the following provisions in these rules, the funds of the Society may be expended for the purpose necessary for the carrying out of its objectives, including the expenses of its office-bearers and paid staff, and the 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.
- 12.2 The Treasurer may hold a petty cash advance not exceeding RM500.00 (Ringgit Malaysia: Five Hundred 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. The bank account shall be in the name of the Society.
- 12.3 All cheque or withdrawal notices on the Society's 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 a long period, the Council shall appoint one of its members to sign in his place.
- 12.4 No expenditure exceeding RM3,000.00 (Ringgit Malaysia : Three Thousand only) at any one time shall be incurred without the prior sanction of the Council, and no expenditure exceeding RM50,000.00 (Ringgit Malaysia : Fifty Thousand only) in any one month shall be incurred without the prior sanction of a general meeting. Expenditure less than RM3,000.00 (Ringgit Malaysia : Three Thousand only) at any one time may be incurred by the President together with the Secretary and the Treasurer.
- 12.5 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 the Rule 13. 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 Society for the perusal of members.

- 12.6 The financial year of the Society shall commence on the 1st January and end on the 31st December every year.

13. AUDITORS

- 13.1 Two members of the Society who shall not be office-bearers of the Society, shall be appointed once in two years at the annual general meeting as Auditors. They shall hold office for two years and may be reappointed.
- 13.2 The Auditors shall be required to audit the accounts of the Society 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 Society for any period within their tenure of office at any date, and to make a report to the Council.

14. INTERPRETATION

- 14.1 Between annual general meetings the Council shall interpret the rules of the Society and when necessary, determine any point on which the rules are silent.
- 14.2 Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting the decisions of the Council shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.

15. PROHIBITION

- 15.1 None of the following games shall be played in the premises of the Society : Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belankai, Pai Kau, Yau Ngau, Tien Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, Ten and a half, all games of dice, bankers' games, all video games and all games of mere chance.

- 15.2 Neither the Society nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.
- 15.3 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society, its office-bearers or members without prior approval from the authorities concerned.
- 15.4 No University/College student can be allowed to be a member of the Society without the prior written approval from the Vice Chancellor of the university concerned.
- 15.5 'Benefit' as mentioned under section 2 of the Societies Act 1966 shall not be given by the Society to any of its member.

16. AMENDMENTS TO THE CONSTITUTION

Any amendments to this Constitution shall require the approval of at least 50% of the total registered members obtained at a general meeting. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendments to this Constitution shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting.

17. DISSOLUTION

If the Council decides to dissolve the Society, it shall call a general meeting of all members, of which not less than 21 days notice shall be given. The notice shall state the terms of the resolution to be proposed. The dissolution of the Society shall be effective if two-thirds of those present voted for the proposal. The Council shall, after settling all debts and liabilities of the Society, decide on any remaining assets of the Society.

Notice of the dissolution of the Society shall be conveyed to the Registrar of Societies within 14 days from the date of the dissolution.

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 Name: N. HITHAYA JEEVAN
 Position: President
 Date :

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 Name: PRIMULAPATHI JAYA
 Position: Honorary Secretary
 Date :