

AND
ARTICLES OF ASSOCIATION
OF
PERSATUAN TEKNOLOGI MALAYSIA
(TECHNOLOGICAL ASSOCIATION MALAYSIA)

1. The Name of the Association shall be:-

PERSATUAN TEKNOLOGI MALAYSIA (“TECHNOLOGICAL ASSOCIATION MALAYSIA”). It shall be situated in Malaysia with headquarters in Subang Jaya and branches in the various regions.

2. The objects of the Association are:-

- (a) **AMENDMENT (20/09/2020)**
To promote the practice and advancement Science and Engineering, Technology and Technical related fields and allied professions and the consideration and discussion affecting such professions. -
- (b) To obtain and diffuse among the members, information on all matters affecting the profession, and subject to the prior approval of the competent authority to print, sell, publish, issue and circulate the record of transactions of the Association or any papers, periodicals, books, circulars and other literary undertakings or any extracts therefrom as may seem conducive to any of these objects.
- (c) To improve the technical and general knowledge of the members and with a view thereto provide for the reading and discussion of papers, the delivery of lectures, and the visiting of engineering and other works of interest.
- (ca) To conduct courses for members and/or other persons as part of the continuing education relating to any subject that is of interests to members **and to issue certificates accordingly.**

- (cb) To establish linkages with global establishments that are beneficial to members on exchanges in technical knowledge or collaboration for business opportunities.
- (d) **AMENDMENT (20/9/2020)**
To establish, form and maintain a library or e-library of model, designs, drawings and other articles of interest in connection with the said professions as and when such resources area available including financial.
- (e) To devote any portion of the Funds of the Association to the providing of prizes, medals or other distinctions, and to award the same for essays on, or inventions or research in Engineering Science or in subjects connected therewith.
- (f) To accredit, certify and/ or conduct professional examination and to issue certificate to successful examinees.
- (g) To undertake and execute any trusts which may seem to the Association, conducive to any of its objects.
- (h) To purchase, lease, hire or otherwise acquire suitable land and/or premises for the use of the Association and to manage, improve, and to develop and utilize any such premises, and to sell, mortgage, let or dispose of the same.
- (i) To acquire by purchase, taking on lease, gift or otherwise any real and personal property and any right or privileges necessary or convenient for the purposes of the Association, and resell, lease, sub-lease, mortgage, surrender, turn to account, or other-wise dispose of such property, or any part thereof, and to erect upon any such land any building or other structure for the purpose of the Association and to alter, add to or maintain the same.
- (j) To invest monies of the Association not immediately required, upon such securities or in such manner as may from time to time be determined.
- (k) To accept any bequest, gift or donation made to the Association or otherwise.
- (l) To provide facilities for general social intercourse in furtherance of the objects of the Association.
- (m) To borrow any monies required for the purposes of the Association upon such terms and on such securities as may be determined.
- (n) To pay costs, charges and expenses, preliminary and incidental to the promotion, establishment, and registration of the Association.
- (o) To promote, foster and maintain the welfare and social status of these belonging to the said professions.

3. The income and property of the Association whence so ever received shall be applied solely towards the promotion of the objects of the Association as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by the way of dividend, bonus or otherwise howsoever, by way of profit to members of the Association.

Provided that nothing herein shall prevent the payment in good faith of remuneration to any officers or servants of the Association or, subject to the provisions hereinafter contained, to any member of the Association or other person in return for any services actually rendered to the Association nor prevent the payment of interest on money borrowed from or lawfully due to any member of the Association, whether a member of the Council or Branch Committee or not, nor prevent the gratuitous distribution among, or sales at a discount to members, whether members of the Council or Branch Committee or not, of any books, papers or other publications, whether published by the Association or otherwise, relating to all or any of its objects as above set forth, nor prevent any member, whether a member of the Council or Branch Committee or not who has successfully complied therefore from receiving any award, prize, medal or other distinction, which the Association, in pursuance of its powers as above set forth, may have offered for competition and provided further that no member of the Council or Branch Committee shall be appointed to any salaried office of the Association or any office of the Association paid by fees, and that no remuneration shall be given by the Association to any member of such Council or Branch Committee except payment of out-of-pocket expenses and interest on money lent, or rent for premises demised to the Association. Provided that this provision shall not apply to any payment to any building, construction, maintenance, or engineering Company, or to any railway, gas, electric lighting, water, cable or telephone Company, of which a member of the Association may be a member, or to any other Public Company of which he shall not hold more than 1/5 part of the capital and such member shall not be bound to account for any share of profits he may receive in respect of such payment.

4. **AMENDMENT (20/9/2020)**
The liability of members/office bearers and so forth shall be indemnified as long as fraudulent acts has not been established
5. Every member undertakes to contribute to the assets of the Association in the event of the same being wound up during the time that he is a member, or within one year afterwards, for payment of the debts and liabilities of the Association contracted before the time at which he ceases to be a member, and of the costs, charges and expenses of winding up the same and for the adjustment of the rights of contributories amongst themselves, such amount as may be required not exceeding RM20.00.
6. If upon the winding up or dissolution of the Association, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members but shall be given or transferred to some other institutions having objects similar to the Association, to be determined by the members, at or before the time of dissolution.
7. True accounts shall be kept of the sums of money received and expended by the Association and the matter in respect of which such receipts and payments takes place and of the property, credits and liabilities of the Association and subject to any reasonable restriction as to time and manner of inspecting the same that may be imposed in accordance with the regulations of the Association for the time being, shall be open to the inspection of the members. Once at least in every year the account of the Association shall be examined and the correctness of the balance sheet ascertained by auditors elected from among the members at the Annual General Meeting.

We, the several persons whose names and addresses are subscribed, are desirous of being formed into an Association :-

Names		Descriptions and address
G. Leo	-	Chairman, Organising Committee (Telecoms)
V. Selvanayagam	-	Hon. Secretary “ (Railways)
M.Xavier	-	Committee Member “ (P.W.D.)
A. Ariaratnam	-	Committee Member “ (Surveys)
H.V. Subhan	-	Committee Member “ (D.I.D.)
J.F. Leembruggen	-	Committee Member “ (Electrical)
G.R. Percy	-	Deputy Director P.W.D.
D.G. Mack	-	AG Chief Engineer (Const.) Malayan Railways
V. Rajaretnam	-	Telecommunications Dept., Ipoh.
A. Rahman b. Hassan	-	P.W.D. Kuala Lumpur
A.D. Thavarajah	-	P.W.D. Ipoh
T.G. Seshan	-	P.W.D. Ipoh
P.A. Peris	-	P.W.D. Ipoh
Chan Sai Soo	-	P.W.D. Ipoh
A. Chelliah	-	P.W.D., Tanjong Malim
K.P.B. Menon	-	P.W.D., Ipoh
E.C. Janardanan	-	Telecommunications Dept., Kuala Lumpur
T.V. Viswanathan	-	Telecommunications Dept., Kuala Lumpur
V.K. Parthasarathy	-	Electrical Dept., Kuala Lumpur
P.H.F. George	-	Director, Telecoms Dept., Kuala Lumpur
K. Shanmugam	-	Telecommunications Dept., Ipoh
W. Fairley	-	Director, P.W.D., Malayan Union, K.L.
N.A.K. Nair	-	Technical College, Kuala Lumpur.
P.K.M. Menon	-	Railways, Kuala Lumpur.
Fan Seng Lin	-	D.I.D. Kuala Lumpur
S. Kathiravelu	-	D.I.D. Seremban
Lai Weng Cheong	-	D.I.D. Johor Bahru
S. Mailvaganampillai	-	Railways, Seremban
N. Thambidorai	-	P.W.D Seremban
Douglas Frank	-	P.W.D., Johor Bahru

**RULES OF
PERSATUAN TEKNOLOGI MALAYSIA
(TECHNOLOGICAL ASSOCIATION MALAYSIA)**

TITLE

RULE 1

The Association shall be known as Persatuan Teknologi Malaysia (Technological Association Malaysia).

REGISTERED ADDRESS

RULE 2

Its registered place of business shall be second floor No.47-3 (2nd Floor), Jalan USJ 9/5P, Subang Business Centre, 47620 UEP Subang Jaya, Selangor Darul Ehsan or any other premises approved by Council.

The registered place of business of the Association shall not be changed without the prior sanction of the Registrar of Societies

EMBLEM

RULE 3

The emblem of the Association is circular in shape. It shows two tigers, a wheel, the motto “Kemajuan Teknologi” and name of the Association “Persatuan Teknologi Malaysia ” on top of the emblem. The design and colour of the emblem is as per exact facsimile appended hereto.



OBJECTS

RULE 4

The objects of the Association are expressed in the Memorandum of Association. The composition shall be an Association of members having semi-independent branches in the various regions, and a Headquarters in Subang Jaya. The Association shall have a Council as the governing body and an Executive Committee to take action at the direction of the Council. Each Branch shall be managed by a Branch Committee.

MEMBERSHIP

RULE 5

The subscribers to the Memorandum and Articles of Association are the founder members of the Association.

RULE 6

Any person may become a member of the Association. He/She shall be qualified and elected in the manner hereinafter prescribed and who shall agree to become such a member and shall pay any prescribed fee and subscription accordingly.

RULE 7

- (a) (i) The Corporate Members of the Association shall consist of :-

Fellows and Members

- (ii) AMENDMENT (20/9/2020)

Fellows shall those who are not less than forty (40) years of age and in possession of recognized professional qualification acceptable to Executive Committee and who have held a position of higher responsibility in technical employment for at least ten (10) years and shall have been members of Technological Association Malaysia for a minimum of ten (10) years. The total number of Fellows shall be restricted to 100 at any one time.

Recognized professional qualification acceptable to the Executive Committee for elections as Fellows shall be :-

Any person who is a full member of a recognized professional institution as per schedule 'A'.

OR

Any person who has the necessary academic qualifications as per schedule 'B' and who is or eligible to become a full member of a recognized professional institution as per schedule 'A'.

OR

Any person who is a technical research scholar of eminence or any other technically qualified person who holds a post of a high technical status.

- (iii) Members shall be those who are in possession of necessary academic and /or professional qualifications as per schedule 'A', 'B' or 'C' and are already in technical employment of a status and responsibility acceptable to the Executive Committee

AND

those who are in possession of academic qualification as per schedule 'D' and are already in technical employment for at least three (3) years and have attained a status and position of responsibility acceptable to the Executive Committee.

- (b) (i) The Non-Corporate Members of the Association shall consist of :-

Honorary Fellows, Honorary Members, Graduate Members, Student Members, Associates and Institutional Members subject to provision of Rule 8 (f).
- (ii) Honorary Fellows shall be persons of eminence or individuals with high professional attainments who are of assistance in the advancement of the Association. Conferment of Honorary Fellow shall normally be for life , but the Council may at its discretion elect a person as Honorary Fellow for a specified period of his tenure of office in a particular official position.
- (iii) Honorary Members shall be those who by virtue of their past outstanding contribution to the Association or as likely to render Honorary Assistance in the Advancement of the Association. Honorary Member shall normally be conferred by the Council
- (iv) Graduate Members shall be those who have satisfactorily completed a course of instruction for a minimum period of two (2) years at a recognized Technical Institution as per schedule 'C' and 'D'.
- (v) Student Members shall be those who are in possession of a Sijil Pelajaran Malaysia or recognized equivalent and who are studying for the technical profession at a recognized Technical Institution provided that a University or University College student shall not be eligible for membership without the prior approval of the Vice Chancellor concerned. No person shall remain a student member after the 31st December in the year in which he completes his 30th year of age.
- (vi) Associates shall be those who are keenly interested in the Technological Association of Malaysia, but are not eligible for election to the other classes of membership.
- AMENDMENT 05/7/2024**
- (vii) A Distinguished Honorary Fellow shall be a person of acknowledged eminence such as Head of State, Prime Ministers, prominent engineers, technologist and world renowned figures who has contributed outstanding services to the engineering and technologist profession, the Institution or the Nation.
- (c) Institutional Membership shall be open to those firms, companies, institutions and quasi-government bodies permitting group membership and who employ technical personnel who are interested in the aims, object and activities of the Association.
- (d) Patrons shall be personages of high standing whose acceptance and support would enhance the dignity and prestige of the Association or Patron shall be a Minister from the Ministry. The person appointed must give his consent in writing.
- (e) The Council may invite outstanding or resource persons to be advisers.
- (f) The Council may invite Past Presidents and/or Past Council Members as Honorary Council Members whom in their opinions can contribute to the Association by virtue of their expertise and networking within the industry.

RULE 8

- (a) All Corporate and Non-Corporate Members shall be entitled to attend all meetings of the Association and to receive a copy of the publication.
- (b) Non-Corporate Members shall not be permitted to take part in the control and management of the Association or to vote at meetings.
- (c) Corporate Members shall be entitled to receive a Certificate of Membership, which will remain the property of the Association and may be returnable in the event of cessation of membership.
- (d) All technical personnel of the Institutional Members shall be allowed the privilege of membership as a group and entitled to participate in all the activities of the Association but will have neither the right to take part in the control and management of the Association, nor to vote thereto.
- (e) **AMENDMENT**
Members who are not citizens of the country shall not be permitted to take part in the control and management of the Association, and are not allowed to vote.
- (f) A Corporate Fellow or a Corporate Member who has been conferred upon as Honorary Fellow and Honorary Member shall continue to be eligible to be elected to take part in the control and management of the Association and to hold office.

ELECTION OF MEMBERS

RULE 9

In the case of those persons who are not specially invited in writing to join the Association, application for membership shall be made on the prescribed form or any form of electronic communication acceptable to the Council to the Honorary Secretary of the Branch in which the applicant resides accompanied by the prescribed entrance fee and subscription referred to in Rule 16. For applicant from state without a branch, the application may be forwarded to the nearest branch or to TAM Headquarters directly.

RULE 10

On receipt of applications for admission as members, the Branch Secretary shall submit them to the Branch Committee at its next meeting. Particulars shall be investigated by the Branch Committee and the applications shall then be forwarded to the Hon. General Secretary at Headquarters together with the recommendation of the Branch Committee. Election or non-election shall be decided by a clear majority of one-half of the members of the Executive Committee present and when the majority is insufficient the question shall be adjourned to the next following Executive Committee Meeting. Provided that the election or non-election of any candidate during any year shall be open to discussion at the next Annual General Meeting and the decision of the Executive Committee liable to be reversed thereat by a clear majority of half the members present at the meeting. Should the election of any candidate be declared void at the General Meeting any money paid by such candidate to the funds of the Association shall be returned to him as soon as possible after the meeting.

RULE 11

When a Fellow, Member, Graduate. Student, Associate or Institutional Member is elected the Hon. General Secretary shall inform the successful applicant with a copy of the advice to the Branch concerned, which shall add his name to the membership list of the Branch.

RULE 12

No candidate whose nomination has been rejected by the Executive Committee or the Annual General Meeting, shall be eligible for re-nomination until twelve (12) calendar months shall have expired from the date of his expired previous application.

RULE 13

- (a) Invitations for Patronages, Honorary Fellowship and Honorary Membership, shall be signed by the President on behalf of the Council.
- (b) Any Honorary Fellow, Honorary Member, Fellow, Member, Graduate Member, Student Member and Associate shall be entitled to use an abbreviated designation indicating his class of membership of the Association as under :-

Distinguished Honorary Fellow	
Hon. F.T.A.M.	(For Honorary Fellows)
Hon. M.T.A.M.	(For Honorary Members)
F.T.A.M.	(For Fellows)
M.T.A.M.	(For Members)
Grad. T.A.M.	(For Graduate Members)
Stud. T.A.M.	(For Student Members)
Assoc. T.A.M.	(For Associates)

RULE 13A

In the performance of his duties, a Member shall at all times observe the following code:

- (a) Shall have a clear understanding of the objects of the association and complies with the rules of the association.
- (b) Every member shall at all times uphold the dignity, high standing and reputation of the association.
- (c) Shall neither divert to his own advantage any institutional and /or professional opportunity that the association is pursuing, nor away he use confidential information obtained by reason of his officer for his own advantage or that of others.
- (d) Shall adopt and objective and positive attitude and give the utmost cooperation for the common good when dealing with other professional institutions or trade organisations including government and regulatory bodies.

CONTRIBUTION OF FUNDS

RULE 14

The financial year shall commence on each 1st January and terminate the following 31st December.

Financial Provision

- i. Subject to the following provisions in these rules, the funds of the Association may be expended for the purpose necessary for the carrying out of its objects, including the expenses of its office bearers and paid staff, and audit of its accounts, but they shall on no account be used to pay the legal expenses and fines of any member who may be convicted in a court of law.
- ii. **AMENDMENT**
The Hon.Gen.Treasurer may hold a petty cash advance not exceeding RM3,000.00 (Ringgit Malaysia: Three Thousand Only) at any one time. All money in excess of this sum shall within seven (7) days of receipt be deposited in a bank approved by the Council. The bank account shall be in the name of the Association.
- iii. All cheques or withdrawal notices on the Association's account shall be signed jointly by the President or the Deputy President and the Hon Gen. Treasurer or the Asst. Hon. Gen. Treasurer. In the absence of the President/Deputy President or the Hon. Gen. Treasurer/Asst. Hon. Gen. Treasurer for a long period, the Council shall appoint one of its members to sign in his place.
- iv. No expenditure exceeding RM10,000. (Ringgit Malaysia: Ten Thousand only) at any one time shall be incurred without the prior sanction of the Council, and no expenditure exceeding RM50,000. (Ringgit Malaysia: Fifty Thousand only) in any one month shall be incurred without the prior sanction of a general meeting.
- v. 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 Hon. Gen. Treasurer and audited by the Auditors appointed under Rule 34. 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.

RULE 15

Subscription shall be payable yearly in advance to the Branch Honorary Treasurer. Should the yearly subscription due from any member unpaid **at the end** February of the current year action shall be taken to have the member notified in writing by the Branch Treasurer not later than 31st March, calling attention to the default and should the due yearly subscription then not be paid within one month of service of such notice, the member shall be refused all privileges of the Association unless in the view of the Branch Committee his default can be justified under Rule 21.

RULE 16

- (a) (i) **Amendment 05/7/2024**
Each Fellow an yearly (upgrades from Member) subscription of RM 80/-
- (ii) **Amendment 5/7/2024**
Each Member shall pay an entrance fee of RM40/- and a yearly subscription of RM60/-
- (iii) **Amendment 5/7/2024**
Each Graduate shall pay an entrance fee of RM40/- and a yearly subscription of RM50/-
- (iv) **AMENDMENT 20/9/2020**
Each student shall be waived from paying entrance fee and subscription until they graduate.
- (v) **Amendment 5/7/2024**
Each Associate shall pay an entrance fee of RM40/- and a yearly RM 40/-
- vi) **AMENDMENT 20/9/2020**
Each Institution Member (Clause 7c) shall pay an entrance fee of RM500/- and yearly subscription of RM100/-.
- (b) A member admitted before 1st July of the year shall pay one year's subscription for the year he/she is admitted. A member admitted after 1st July shall pay half of the year's subscription.
- (c) **AMENDMENT 20/9/2020**
Any members who is away from Malaysia continuously for twelve (12) months or more will be exempted from paying subscriptions for the period absence provided that the member make request in writing to the Hon.Gen. Secretary.
- (d) Any Corporate Member shall be accepted as a Life Member if he pays five (5) times the amount of entrance fee, together with ten (10) times the amount of annual subscription in force at that time. Such member shall not-be liable for any further subscription.
- (e) **AMENDMENT**
Any Corporate Members who has been a continuous member in benefit for a period of not less than twenty (20) years shall automatically become a Life Member of the Association and upon reaching the age of 55 years old shall not be liable for any further subscription.
- (f) Any Member who is already a Life Member and requesting up-grading from Life Member to Life Fellow shall pay ten times the difference of the annual subscription between a Fellow and Member in force at the time.
- (g) Honorary Fellows and Honorary Members shall not be liable to pay subscription from the date they are conferred.
- (h) **AMENDMENT 05/07/2024**
A member who has been in continuous membership in benefit for ten (10) years and over

and upon achieving the age of fifty-five (55) years shall on application be liable to pay nominal subscription of RM20/- per annum thereafter. He shall continue to enjoy all privileges entitled to his grade of membership.

DISTRIBUTION OF PUBLICATIONS

RULE 17

- (a) (i) Each Member (Corporate and non-Corporate) is entitled to one free copy of such publication as shall from time to time be issued by or for the Association. The Executive Committee is at the liberty to send copies of any publication of the Association to any person or to any Association or body as they may consider are specially interested in the work of the Association.
- (ii) Any Corporate or Non-Corporate Member whose subscription for the current year shall not have been paid before the 30th day of April shall not be entitled to receive the Association's Publications.
- (iii) An Institutional Member is entitled to ten (10) copies of each issue of the Association Journal and other publications.
- (b) Copies of publications produced or published on behalf of the Association may be sold by the publisher with the permission of the Executive Committee.

DONATIONS

RULE 18

The Executive Committee shall be authorized to accept donations and subscriptions either in aid of the general funds of the Association or to defray expenses which may be incurred in carrying out special undertakings connected with the work of the Association.

REGISTER OF MEMBERS

RULE 19

A Register of members shall be maintained by the Honorary General Secretary. The name and address of every member shall be entered in such register together with a record of whether his subscription has been paid or not. A roll of Honorary Fellows and Honorary Members shall also be maintained by the Honorary General Secretary.

RESIGNATION

RULE 20

AMENDMENT

In the event of any member wishing to resign from the Association he shall notify the Honorary Secretary of his Branch of this effect in writing and shall pay all outstanding dues up to the end of the year during which he resigns. The Branch Honorary Secretary shall in due course name will be deleted from the Register.

EXPULSION

RULE 21

If any member's subscription shall be unpaid on 30th April, such subscription shall thereafter be deemed to be in arrears. As provided in Rule 15 a member whose subscription is in arrears shall automatically be suspended from the privileges and activities of the Association until his default shall be remedied by the payment of all dues to date. If the subscription is not paid on or before 30th April, the Branch Honorary Secretary on the instructions on the Branch Committee shall write to the defaulting member giving him one (1) further month to remedy his default failing which he shall be reported to Headquarters and his name struck off the Register by the Executive Committee at any time afterwards, and he shall therefrom cease to have any right as a member but shall nevertheless continue liable to pay all arrears due at the time his name being so struck off. Provided always that this regulation shall not be construed to compel the Executive Committee that the same ought to be retained. Provided also that the Executive Committee may at their discretion, on the recommendation of the Branch Committee, reduce or remit the subscription or the arrears of subscription of any person who shall have become temporarily unable to continue the subscription due from him.

RULE 22

The Executive Committee shall have power to remove the name of a member from the Register of the Association. Provided that before passing a resolution for removal of the name of any member, at least twenty eight (28) days notice of the intention to propose a resolution for the removal of his name shall be given to such member and that he may be heard at the meeting of the Executive Committee at which such resolution is to be proposed and provided that he shall have the right of appeal against the decision of the Executive Committee to the next General Meeting of the members.

BRANCHES

RULE 23

- (a) Branches may be established in the States of Malaysia and the Council shall approve the establishment of each such branch by a majority decision at a properly constituted meeting.
- (b) These Branches shall remit to the Hon. General Treasurer of the Association all entrance fees and subscriptions collected from members of the Branch.

COUNCIL AND EXECUTIVE COMMITTEE

RULE 24

- (a) The Council of the Association shall be from the grade of Corporate members only and shall consist of :-
 - (i) The President
 - (ia) The Deputy President
 - (ii) Two (2) Vice Presidents elected in accordance with Rule 26
 - (iii) The Chairman of each branch of the Association or his representative to be elected in accordance with Rule 43.

- (iv) The Immediate Past President
- (v) Honorary Members to be invited by the existing Council from among Past Presidents and/or Past Council Members but without voting rights.
- (vi) Six (6) Members elected at the Annual General Meeting.
- (vii) Maximum of four (4) Members nominated by the President subjected to approval by the existing Council

AMENDMENT (20/9/2024)

- (b) An Executive Committee shall be chosen from the Council and shall consist of:-
 - (i) The President
 - (ii) The Deputy President
 - (iii) Two (2) Vice Presidents
 - (iv) The Immediate Past President
 - (v) Honorary General Secretary
 - (vi) Assistant Honorary General Secretary
 - (vii) Honorary General Treasurer
 - (viii) Assistant Honorary General Treasurer
 - (ix) Four (4) Ordinary Executive Committee Members.
- (c) **AMENDMENT (20/9/2020)**
 Officer Honorary General Secretary and Honorary General Treasurer of Clause(b) shall be elected by ballot within the Council from its members at its first meeting held after the Annual General Meeting.

RULE 25

- (a) The President shall normally be appointed from the current Deputy President or chosen from among the Vice Presidents annually by the Council at a meeting to be held not less than one (1) month prior to the Annual General Meeting.
- (ai) The Deputy President shall normally be chosen from among the Vice Presidents annually by the Council at a meeting to be held not less than one (1) month prior to the Annual General Meeting.
- (b) The President or a Past President may again be elected as President provided :-
 - (i) that he shall not hold office for more than four (4) years consecutively.
 - (ii) that on his ceasing to be President, he shall not be eligible to be elected as President for a period of two (2) years.

RULE 26

- (a) The two (2) Vice Presidents and other Council Members may be nominated by any two (2) members of the Association at the Annual General Meeting. No candidate shall be considered by nomination unless he has expressed his willingness to stand for election either in writing or verbally at the Annual General Meeting. The names of the candidates duly nominated shall be balloted at the Annual General Meeting.

- (b) No person shall be elected to the office of **Deputy President**/ Vice President for more than five (5) years consecutively.
- (c) No Member of the Association having served on the Council for five (5) consecutive years shall be eligible for re-election thereto, until after an interval of at least one (1) year, unless he be serving in the capacity of President , **Deputy President** or Vice President.

CONDUCT OF COUNCIL AND EXECUTIVE COMMITTEE MEETING COUNCIL MEETING

RULE 27

- (a) The Council shall meet at least once in six (6) months
- (b) One-half the Council members shall form a quorum at all meetings of the Council. Failing a quorum the transaction of business shall be adjourned to a further meeting of which not less than two (2) weeks notice to each council member shall be given, and if at such adjourned meeting a quorum is not present, those members present shall be a quorum and may transact the business for which the meeting was called. All questions shall be decided in the Council by vote. In the case of equality of votes, the Chairman, shall have a casting vote.
- (c) The General duties of the Council shall be :-
 - (i) To outline the general policy of the Association and to draw up a general programme of activities for the year in conjunction with the Branches
 - (ii) To sanction by-laws and estimates of receipts and payments and annual budget.
 - (iii) To fill vacancies on the Council that may occur during their year of office provided that any member elected to fill such vacancy shall hold office only until the next following Annual General Meeting and shall be eligible for re-election.
 - (iv) Notices concerning meetings of the Council shall be sent to the respective members at least three (3) weeks before the date of such meeting.

EXECUTIVE COMMITTEE MEETING

RULE 28

- (a) The Executive Committee shall ordinarily meet at least once every six (6) months.
- (b) One-half the Committee members shall form a quorum at all meetings of the Executive Committee. Failing a quorum the transaction of business shall be adjourned to a further meeting of which not less than five (5) days notice to each respective member shall be given, and if at such adjourned meeting a quorum is not present, those members may transact the business for which the meeting was called. All questions shall be decided by vote. In the case of equality of votes the Chairman shall have a casting vote.
- (c) The duties of the Executive Committee shall be :-
 - (i) To submit draft programme of work for the year for consideration by the Council.
 - (ii) To frame by-laws, examine questions of policy or procedures and draw up estimates of receipts and payments for sanction by the Council.
 - (iii) To appoint sub-committees, officers and employees and when necessary to define period of services, duties, allowances and remunerations,
 - (iv) To elect to membership of the Association, recommended and approved candidates.
 - (v) To supervise generally the work of all branches, departments and officers of the Association.
 - (vi) To accept the resignation of the members from the Association or to suspend or expel from the Association members under default.
 - (vii) To perform loyally and sincerely all such duties as may be legitimately entrusted to them collectively and severally by the President and Council.
 - (viii) The Executive Committee shall have power to fill any vacancies that may occur during their year of office provided that any member elected to fill such vacancy shall hold office only until the next following meeting of the Council and shall then be eligible for confirmation.
 - (ix) Notices convening meetings of the Executive Committee shall ordinarily be sent to the respective members at least seven (7) days before the date of such meeting.

PRESIDENT

RULE 29

- (a) The President or in his absence **the Deputy President or** one of the Vice - Presidents shall preside at all Meetings of the Council, Executive Committee and at General Meetings at which he is present.
- (b) The Immediate Past President shall sit as an Ordinary Council Member in the Council and an Ordinary Executive Committee Member in the Executive Committee.
- (c) The President shall sign and the Honorary General Secretary shall co-sign all¹⁶

contracts and agreements on behalf of the Association and witnessed by either of the **Deputy President**/Vice Presidents.

- (d) The President may nominate a maximum of four (4) members to the Council subject to the endorsement by the Council.

HONORARY GENERAL SECRETARY

RULE 30

- (a) The duties of the Honorary General Secretary shall be:-

AMENDMENT (20/9/2020)

- (a) The duties of the Honorary General Secretary shall be:-
- i) To keep a record of the minutes of all Annual and Extra-ordinary General Meeting and also minutes of all Council and Executive Committee Meetings.
 - ii) To Transact all correspondence as directed by the Council and the Executive Committee.
 - iii) To make arrangement for all meetings other than sub-committee and Branch meetings.
 - iv) To keep a complete and up to date list of members and office bearers of the Association.
 - v) To report all matters affecting the welfare of the Association to the Executive Committee for necessary action.

ASSISTANT HONORARY GENERAL SECRETARY

- (b) The duties of the Assistant Honorary General Secretary shall be :-
- (i) To assist the Hon. Gen. Secretary keep a record of the minutes of all Annual and Extraordinary General Meetings and also Minutes of all Council and Executive Committee Meetings.
 - (ii) To assist the Hon. Gen. Secretary to transact all correspondence as directed by the Council and the Executive Committee .
 - (iii) To assist the Hon. Gen. Secretary in making arrangement for all meetings other than sub-committee Meetings and Branch Meetings
 - (iv) To deputise for the Honorary General Secretary in his absence.

HONORARY GENERAL TREASURER

RULE 31

The duties of the Hon. Gen. Treasurer and the Asst. Hon. Gen. Treasurer are to abide to Rule 14.

- (a) The duties of the Honorary General Treasurer shall be:-
- (i) To be in charge of the finances of the Association.
 - (ii) To collect all entrance fees, and subscription from Branches, donations and other monies due to the Association.
 - (iii) To issue receipts for all monies received on behalf of the Association. ¹⁷

- (iv) To obtain and retain receipts for all monies on behalf of the Association.
- (v) To pay all debts properly incurred by the Association and to report to the Executive Committee any unauthorized debts.
- (vi) OMIT
- (vii) To balance the Account of the Association at the last day each month and to submit a statement at each monthly meeting of the Executive Committee.
- (viii) To prepare proper balance sheets for submission to the Honorary Auditors and for presentation to the Council at the end of each financial year.
- (ix) To produce an annual budget for the activities of the Association for approval in the 2nd Executive Committee Meeting.

ASSISTANT HONORARY GENERAL TREASURER

- (b) The duties of the Assistant Honorary General Treasurer shall be :-
 - (i) To assist Hon. Gen. Treasurer to balance the accounts at the last day of each month and to submit a statement at each monthly meeting of the Executive Committee.
 - (ii) To assist the Hon. Gen. Treasurer to prepare proper balance sheets for submission to the Hon. Auditors at the end of each financial year.
 - (iii) To assist the Hon. Gen. Treasurer in the preparation of any statement of accounts as directed by the Council and the Executive Committee.
 - (iv) To deputise for the Honorary General Treasurer in his absence.

RULE 32 OMIT

RULE 33 OMIT

HONORARY AUDITORS

RULE 34

AMENDMENT(20/9/2024)

Two Internal Auditors shall be appointed at the Annual General Meeting. Such Auditors shall hold office from date of appointment at the Annual General Meeting unless previously removed by resolution of the members in the General Meeting. No member of the Council shall be eligible as Auditor. The Annual accounts duly audited shall also be signed by two members of the Executive Committee. In case of an auditor so elected not being able to act the Council shall have power to fill the vacancy.

EMPLOYEES, ASSISTANT, ETC.

RULE 35

- (a) Employees of the Association may be appointed and removed and their duties and emoluments be determined by the Executive Committee.
- (b) **AMENDMENT (20/9/2020)**
The Executive Committee may call to their assistance certain professional men paying them such fees as may be deemed fit.
- (c) The selection of Bankers, Solicitors and publishers of the Association shall rest with the Executive Committee.

TRUSTEES

RULE 36

- (a) Three (3) Trustees, who must be over twenty one (21) years of age, and have served at the national council or branch committee level, shall be appointed at the Annual General Meeting and shall hold office during the pleasure of the Association.

They shall have vested in them all immovable property whatsoever belonging to the Association and shall deal with it upon execution of a Deed of Trust.

- (b) The trustees shall not sell, withdraw or transfer any of the property of the Association without the consent and authority of an Annual General Meeting.
- (c) A Trustee may be removed from office by the General Meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country, cannot be contacted on last known address for the last six (6) months through three (3) registered mails or any other reason, he is unable to perform his duties or unable to do so satisfactorily. In the event of death, resignation or removal of a trustee before the Annual General Meeting, the vacancy shall be filled by a new Trustee appointed by a General Meeting.

ANNUAL GENERAL MEETING AND GENERAL MEETING

RULE 37

- (a) The Annual General Meeting shall be held before 30th April in each year or as soon thereafter as possible at Kuala Lumpur or at other center, at such place and such time as may be fixed by the Council.
- (b) The Executive Committee may whenever they think fit convene an Extraordinary General Meeting.
- (c) The Council shall when requested to do so in writing, by not less than (thirty) 30 Corporate members **who** are current at that time or twice the number of council members, whichever is less convene an Extraordinary General Meeting of the Association and such meeting is to be held within forty (40) days of the receipt of such request. The request must specify the objects of the meeting.

NOTICE OF GENERAL MEETING

RULE 38

AMENDMENT (20/9/2020)

Not less than fourteen (14) days notice to the members specifying the place, day and hour of any meeting in case of special business, the general nature of business, shall be given by the notice sent by email or any form of communication acceptable to the

Council, but accidental omission to give any such notice to any of the members shall not invalidate any resolution passed at any such meeting or any election of officers or other act which would have been valid if such notice has been duly given. In the case of the Annual General Meeting, the agenda and the audited account shall be sent together with the notice.

QUORUM

RULE 39

No business shall be transacted at any Annual or Extraordinary General Meeting unless at least one half the total Corporate Members or twice the Council Member whichever is less are present. If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to be held at such place and on such day as may be appointed by the Chairman and if at such adjourned meeting the quorum is not present those members who are present shall transact the business for which the meeting was called but they shall have no power to amend the Constitution or to make decisions affecting all the members

BUSINESS AT ANNUAL GENERAL MEETING

RULE 40

- (a) The business to be transacted at the Annual General Meeting shall be (inter alia):-
 - (i) To confirm the minutes of the last Annual General Meeting.
 - (ii) To receive the report of the Council.
 - (iii) To confirm if required such of the proceedings of the Council as may be subjected to revision.
 - (iv) To pass the Accounts, the same having been previously audited by the Auditors.
 - (v) To appoint the firm of External Auditors by the General Meeting.
 - (vi) To elect the two (2) Vice-Presidents and six (6) other members for the Council and two (2) Auditors for the ensuing year.
 - (vii) To transact any other business of which at least three (3) clear days' notice have been given to the Honorary General Secretary.
- (b) The Council elected at an Annual General Meeting shall hold office until the next Annual General Meeting.

VOTES AND VOTING AT GENERAL MEETING

RULE 41

Each Corporate Member of the Association is entitled to one (1) vote. There shall be NO PROXY VOTING. When there is a tie, the President/Chairman shall have a casting vote. (This means the President/ Chairman may use his 2nd vote in case of a tie)

VARIOUS

RULE 42

- (a) All technical communications made to the Association shall be the property of the Association and shall be published only in the publications of the Association unless authorized by the Executive Committee to be published elsewhere. All the property of the Association shall be held by the Association in its corporate capacity. No officer of the Association shall be liable for the acts, receipts, neglects or defaults of other officer, or for any loss or expense happening, through the insufficiency or deficiency of the title of any property acquired, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Association shall be invested, or for any loss or danger arising from the bankruptcy, insolvency, or tortuous act of any person with whom any monies, securities or effect shall be deposited, or for any other loss, damage or misfortune whatever which may happen in the execution of their respective duties or in relation thereto unless the same happen through his own willful default.

- (b) **AMENDMENT (20/9/2020)**
Any Council member, Executive Committee member or Branch Committee Member who absents himself/herself only three (3) meetings during the term of office without reasonable cause shall deem to cease to be a Council or Committee Member and his place shall be filled by a member appointed by the Council, Executive Committee or Branch Committee as the case may be.

- (c) (i) The Council may dissolve a Branch:-
- (a) If for a consecutive period of six (6) months the number of Branchmembers is below twenty (20); or
- (b) If the Branch refuses to abide by the rules of the Association or the decisions of the Annual General Meeting or the Council or if it is in the opinion of the Council guilty of conduct detrimental to the Association.
- (ii) A decision to dissolve a Branch shall be by a majority vote at a meeting of the Council, provided that before a decision is taken to dissolve a Branch on the ground stated in paragraph (c) (i) (b) above the Branch concerned shall be given thirty (30) days' notice and an opportunity to answer the allegations.
- (iii) The order of dissolution shall be signed by the Hon. General Secretary. On receipt of such order the Branch shall cease to function except for the purpose of winding-up. Any Branch aggrieved by an order of dissolution may, by notice in writing to the Hon. General Secretary within thirty two (32) days of its receipt, lodge and appeal to the Annual General Meeting. Notwithstanding such appeal, the order of dissolution shall be operative until set aside, but in such circumstances the Council may appoint from among its members a caretaker committee to deal with the affairs of the Branch pending the hearing of the appeal.
- (iv) In the event of a Branch being closed for the reason stated in paragraph (c) (i) (a) of this Rule, the Council shall transfer the remaining members to the nearest Branch, and in the event of a Branch being closed for reason stated in paragraph (c) (i) (b) of this Rule, the members shall cease to be members of the Association.

- (v) It shall be the responsibility of the Chairman, the Secretary and the

Treasurer of such Branch to deliver to the Hon. General Secretary all books, records, money and other property in the possession of the Branch, together with a statement of the accounts to the date of the order of dissolution.

- (vi) If the members of a Branch decide to secede from the Association, its office bearers shall forthwith deliver to the Hon. General Secretary all books, records, money and other property of the Association and shall forthwith prepare and deliver to the Hon. General Secretary a statement of account as stated in paragraph (v) above.

MANAGEMENT OF BRANCHES

RULE 43

- (a) All branches shall be guided by the same objects and rules as set forth herein for the Association as a whole and shall conduct their affairs in their respective regions in accordance with the same procedure. They shall operate as semi-independent bodies under their own management except on matters relating to Entrance fee and subscription, but shall be assisted and directed by the Council and Executive Committee. They shall co-operate fully with Headquarters in promoting the objects of the Association and shall always remain subordinate to the Council and Executive Committee.
- (b) **AMENDMENT**
Branches shall be permitted to manage their own finances only on matters concerning projects of benefit to the Association on the approval of the Council and Executive Committee.
- (c) Each Branch shall be managed by a Branch Committee elected at an Annual General Meeting of Corporate Members of the Association residing in that region, such meeting to be held in the month of February each year or as soon thereafter as possible.
- (d) A Branch Committee shall consist of :-
 - (i) Chairman
 - (ii) Two Vice-Chairman
 - (iii) Immediate Past Chairman
 - (iv) A minimum of three (3) and a maximum of twelve (12) ordinary committee members fairly representing various branches of the Technical Services and districts in the region.
 - (v) The Branch Committee elected at an Annual General Meeting shall hold office until the next Annual General Meeting and the quorum for the Branch Committee meeting shall be one-half the Committee members.
- (e) The Honorary Secretary and the Honorary Treasurer shall be elected by the ballot within the Branch Committee from its members at its first meeting held after the Annual General Meeting.
- (f) The Chairman shall normally be chosen from among the Vice Chairman and Past

Chairman annually by the Branch Committee at a meeting to be held not less than one (1) month prior to the Annual General Meeting.

- (g) The Chairman or a Past Chairman may again be elected as Chairman by the Branch Committee provided that :-

- (i) he shall not hold the office for more than five (5) years consecutively.
- (ii) on his ceasing to be Chairman, he shall not be eligible to be elected as Chairman for a period of one (1) year.

- (h) The Vice-Chairman and other Committee Members may be nominated by any two Corporate Members of the Association in that region at the Annual General Meeting. No candidate shall be considered by nomination unless he has expressed his willingness to stand for election either in writing or verbally at the Annual General Meeting. The names of the candidates duly nominated shall be balloted at the Annual General Meeting.

(i) AMENDMENT (20/9/2020)

The duties of the Chairman, Vice -Chairman, Immediate Past Chairman, Branch Secretary & Treasurer and Branch Committee shall be co-relative in every respect to those of the President, Deputy President, Vice Presidents, Immediate Past President, Honorary General Secretary and Honorary General Treasurer, and Executive Committee of the Association respectively in so far as they are applicable to and commensurate with the Branch activities. Notwithstanding the above the Honorary Branch Treasurer Shall issue receipt for all monies received on behalf of the Honorary General Treasurer.

- (j) Each Branch shall be allowed a petty cash of RM1,000/- for postage and incidental expenses. Recouping vouchers shall be signed by the Honorary Branch Treasurer and countersigned by the Branch Chairman and submitted to the Hon General Treasurer at monthly intervals on or before the 15th of the month following. The total recoupments shall not exceed 50 % of the subscription for current calendar year. This exclude life membership subscription which shall be submitted to the Hon. General Treasurer who shall invest such monies as a fixed deposit. From the interest earned 50 % shall be reimbursed to the Branch concerned annually.

AMENDMENT 05/07/2024

Each Branch should maintain in its book a sum not exceeding RM10,000/- at the end of each Branch financial year. It is the duty of the Branch to send all monies in excess of the aforesaid RM10,000/- to TAM Headquarters.

- (k) The business of the Branch Annual General Meeting shall be:-

- (i) To receive the Branch Treasurer's report and the audited accounts of the branch for the previous year.
- (ii) To elect a Branch Committee and the appoint Branch auditors for the coming year.
- (iii) To deal with any other matters that may be put before it.

- (l) A Branch extraordinary general meeting shall be convened:-

- (i) on the instructions of the Executive Committee; or

- (ii) whenever the Branch Committee deems it desirable; or
- (iii) at the request in writing of not fewer than ten (10) members of the Branch, stating the objects and reasons for such meeting
- (m) A Branch extraordinary general meeting requisitioned by members shall take place not later than fifteen (15) days from the receipt of such requisition.
- (n) The quorum for an Annual or Extraordinary General Meeting shall be twice the number of Committee Members or one-half of the total number of members whichever is less.

MISCELLANEOUS

RULE 44

- (a) In the event of any question or matter arising on any point not provided for by these rules, the decision of the Council on those shall be binding until and unless reversed by a General Meeting.
- (b) No rule not contained in the list hereto and no revocation, alteration or addition of or to any Rule shall come into operation until the same shall have been approved at a General Meeting by a clear majority of one third of those voting. No alterations/additions shall come into effect without the prior sanction of Registrar of Societies.

Any amendment to the rules shall be forwarded to the Registrar of Societies within sixty (60) days of being passed by the general meeting.
- (c) The Association shall not participate in Trade Union activities.
- (d) At any meeting, if the President/Chairman, Deputy President and Vice-Presidents/ Vice Chairmen are absent a member present shall be duly elected to preside at the meeting.

RULE 45

The Council may at its discretion recommend to the appropriate authorities for the conferment of state and national awards on any member who, in the opinion of the Council, has contributed meritorious service towards the Association

DISSOLUTION

RULE 46

- i. The Association may be voluntarily dissolved by a resolution of not less than two-thirds of the valid membership
- ii. 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.

- iii. Notice of dissolution shall be forwarded to the Registrar of Societies within fourteen (14) days of its dissolution.

INTERPRETATION

RULE 47

- i. Between annual general meetings, the Council shall interpret the rules of the Association and when necessary, determine any point on which the rules are silent.
- ii. 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 Association unless and until countermanded by a resolution of a general meeting.

PROHIBITIONS

RULE 48

- i. **AMENDMENT (20/09/2020)**
Gambling or illegal activities shall be prohibited in the premises in the Association.
- ii. Neither the Association 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.
- iii. The Association shall not hold any lottery, whether confined to its members or not, in the name of the association, its office-bearers or members without prior approval from the authorities concerned.
- iv. "Benefits" as mentioned under Section 2 of the Societies Act 1966 shall not be given by the Association to any of its members.

STUDENT CHAPTER (Amendment 05/07/2024)

A Student Chapter shall be an operating organizational unit of TAM constituted by a minimum of twelve (12) TAM Student Members at a particular college, university college, technical institute, university, or, in unusual circumstances attached to a Branch, and established with approval of Council to fulfill the mission of TAM".

TECHNICAL WORKING GROUP, TECHNICAL DIVISION AND SPECIAL GROUP (Amendment 05/07/2024)

- (a) The Council may establish or recognize Technical Divisions and Special Groups of members as the Council may decide. Such Technical Division or Special Groups shall be designated as the
..... Technical
Division/Special Group of Technological Association Malaysia. (The name of the specified Technical Division/Special Group should be filled in the blank).
- (b) The formation of each Technical Division or Special Group shall be sanctioned

only if the Council shall have received a requisition for such formation signed by not less than fifty (50) members of whom not less than twenty-five (25) shall be Corporate Members eligible to join such Technical Division or Special Group.

- (c) Each Special Group shall be based on community of non-engineering interest and each Technical Division on community of engineering interest. Rules for the conduct of each Technical Division and Special Group shall be subject to the approval of the Council.
- (d) Members of The Institution in any grade may become members of a Technical Division or Special Group by enrolment and shall not be subject to payment of any further subscription in addition to the regular subscription of The Institution.
- (e) The affairs of each Technical Division and Special Group shall be controlled by a Committee elected annually. The Committee shall consist of a Chairman, Secretary-cum-Treasurer and three Corporate Members, together with such additional officers or members as each Technical Division or Special Group shall specify in its Rules. No member shall hold the position of Chairman of a Technical Division or Special Group for a continuous period longer than three (3) years.
- (f) Each Technical Division or Special Group may with the approval of Council set up regional or specialist sections within its organization if thereby the well being or efficiency of the Technical Division or Special Group is improved.

SCHEDULES

Schedule A is

AMENDMENT (20/9/2020)

i) Register Board such as

- * Board of Engineers Malaysia*
- * Board of Architects Malaysia*
- * Board of Quantity Surveyors Malaysia*
- * Board of Town Planners Malaysia*
- * Board of Land Surveyors Malaysia*
- * Board of Valuers, Appraisers and Estate Agent Malaysia*
- * Malaysian Board of Technologist*
- * Any other Board of Engineering or Technical professional incorporated in Malaysia and acceptable to the Executive Committee.*

AMENDMENT (20/9/2020)

(ii) Professional Organisations

- * The Institution of Engineers Malaysia*
- * Pertubuhan Arkitek Malaysia*
- * Institution of Surveyors of Malaysia*
- * Malaysia Institute Planner*
- * Pertubuhan Pelukis-Pelukis Pelan Bangunan Berdaftar Malaysia*
- * Malaysian Institute of Interior Designers*
- * Malaysia Institute of Estate Agents*
- * Any other Malaysian Organisation of Engineering or Technology acceptable to the Executive Committee*

Schedule B

A degree in technical field recognized by the Malaysian Government as registerable with the Boards stated in Schedule A(i) above

Schedule C

- (i) Diploma in technical field awarded by Government Institutions.
- (ii) Diploma in technical field awarded by private institution which has been accredited by MQA or any regulatory body related to this.

Schedule D

- (i) Certificate in technical field awarded by Government Institutions
- (ii) Certificate in technical field awarded by private institutions which has been accredited by MQA or any regulatory body related to this.
- (iii) Certificate in technical field awarded by any private institution or training centre to the Council