

AKADEMI KEDOKTORAN KELUARGA MALAYSIA
THE ACADEMY OF FAMILY PHYSICIANS OF MALAYSIA
(Formerly known as the College of General Practitioners of Malaysia)

PERLEMBAGAAN
THE CONSTITUTION

Registered under the Societies Act 1966
Registration No: PPM-005-14-20041995 (Wilayah Persekutuan)

Unit 1.5, Level 1, Enterprise 3B,
Technology Park Malaysia (TPM),
Jalan Inovasi 1, Lebuhraya Puchong-Sungai Besi,
57000 Bukit Jalil, Kuala Lumpur

**THE CONSTITUTION
of
THE ACADEMY OF FAMILY PHYSICIANS
OF MALAYSIA**

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MALAYSIA

AKTA PERTUBUHAN 1966
PERATURAN-PERATURAN PERTUBUHAN 1984

BORANG 3
(Peraturan 5)

PERAKUAN PENDAFTARAN

Adalah diperakui bahawa
AKADEMI KEDOKTORAN KELUARGA MALAYSIA (ACADEMY OF FAMILY PHYSICIANS OF MALAYSIA)

*hari ini didaftarkan sebagai suatu pertubuhan di bawah Seksyen 7
Akta Pertubuhan 1966 dan bahawa nombor pendaftarannya ialah*

PPM-005-14-20041995



Diperbuat dengan ditandatangani oleh saya pada
20 haribulan April 1995

(DATO' ABDUL RAHMAN BIN OTHMAN)

Pendaftar Pertubuhan, Malaysia
b.p. Pendaftar Pertubuhan,
Malaysia

Disahkan bahawa maklumat di atas adalah seperti yang dicatat dalam Daftar Pertubuhan
Tarikh migrasi: **13 haribulan Mei 2013**

No. Migrasi: **WKL0830/72**

**PERLEMBAGAAN BAGI
PERTUBUHAN INDUK
AKADEMI KEDOKTORAN KELUARGA MALAYSIA
(ACADEMY OF FAMILY PHYSICIANS OF MALAYSIA)**

ARTICLE 1

NAME

- 1.1 The Association shall be known as
Akademi Kedoktoran Keluarga Malaysia
(Academy of Family Physicians of Malaysia)
Hereinafter referred to as the Association.
- 1.2 Meaning of name :
- 1.3 Level : NATIONAL

ARTICLE 2

PLACE OF BUSINESS

- 2.1 The registered address is
**Unit 1.5, Level 1, Enterprise 3B,
Technology Park Malaysia (TPM),
Jalan Inovasi 1, Lebuhraya Puchong-Sungai Besi,
57000 Bukit Jalil, Kuala Lumpur**
- or at such other place as may from time to time be decided by the Committee;
and the postal address is
**Unit 1.5, Level 1, Enterprise 3B,
Technology Park Malaysia (TPM),
Jalan Inovasi 1, Lebuhraya Puchong-Sungai Besi,
57000 Bukit Jalil, Kuala Lumpur**
- 2.2 The registered and postal addresses shall not be changed without the prior approval
of the Registrar of Societies.

ARTICLE 3

OBJECTIVE

- 3.1 To advance the Art and Science of Medicine for the general benefit of mankind, irrespective of race, creed or religion.
- 3.2 To arrange meetings, seminars, symposiums and conferences to discuss medical and scientific problems/challenges.
- 3.3 To provide Courses for medical practitioners in Family Medicine and related subjects including Family Practice, General Practice and Primary Health Care.
- 3.4 To promote and maintain high standards of medical practice and to this end to establish an “agency for quality in health care”.
- 3.5 To encourage and assist research into medical, scientific and allied subjects and to this end to establish an agency for Research in Health Care.
- 3.6 To provide, endow or support scholarships, lectureships, readerships, and professorships.
- 3.7 To publish Journals, Newsletters, books and other publications with such approvals as required by law.
- 3.8 To give, grant; issue or bestow on medical practitioners, Certificates, Diplomas and/or other tokens of distinction in recognition of proficiency or competence in Family Medicine Practice and subjects that are cognate to Family Medicine. Any such award will be based on a process of assessment or by examination or by thesis or by an honors course duly accredited by an accreditation body, and to create a register of such persons.
- 3.9 To construct, build or acquire by purchase, hire, lease, grant; sell, or mortgage any movable or immovable properties in furtherance of the Objects of the Academy and receive, borrow or invest money or lend money for any of the Objects of the Academy or to incorporate and to have shares in such companies as Council may authorize.
- 3.10 To enter into affiliation with Institutions of higher learning, Academies, Organizations and bodies subscribing to similar objects.

ARTICLE 4

MEMBERSHIP

- 4.1 The membership of the Academy shall be open to registered Medical Practitioners who are dedicated to the advancement of Family Medicine and subject to the scrutiny of the Board of Censors and approval of the Council.
- 4.2 Categories of membership Honorary Fellow Honorary Member Fellow Member Ordinary member Associate member.
- 4.3 Membership of the Academy shall be open to an Ordinary member, Member and Fellow who, in place of paying the Annual subscriptions to the Academy shall have contributed to the Academy an amount determined by the Annual General Meeting, from time to time.
- 4.4 **Honorary Fellow and Honorary Member**
- 4.4.1 The Council may recommend for election at a General Meeting as Honorary Fellow and Honorary Member of the Academy such **person or persons not a member / Member of the Academy** who have rendered outstanding service to medicine or to the health and welfare of the community or to the Academy itself. The mode of election shall be prescribed by Regulations made by the Council.
- 4.4.2 The proposal to elect an Honorary Fellow or an Honorary Member of the Academy shall be made only by the Council.
- 4.4.3 Any proposal for election of Honorary Fellow or Honorary member shall be approved by the Council after the name or names have been proposed and seconded by members of the Council at any meeting of Council. All proposals shall be accompanied by supportive documents.
- 4.4.4 The Resolution to elect Honorary Fellow or Honorary Member shall be an Item of Business at a General Meeting of the Academy.
- 4.4.5 The election of Honorary Fellow and Honorary Member at a General Meeting may be carried out by acclamation, unless there is an objection supported by a majority of members attending the meeting.

4.5 **Admission to Ordinary member, Associate member, Member and Fellow**

4.5.1 All applications for admission to ordinary and associate membership shall meet following requirements:

- a) The applicant is a registered medical practitioner.
- b) Applies on an approved prescribed application form, proposed and seconded by two members in benefit of the Academy and
- c) Application for admission for the award of Member and Fellow shall be recommended by the Board of Censors, provided such member have paid the subscription to be a Life Member of the Academy.
- d) The applicant shall give an undertaking that he will, if elected:
 - i) Uphold and promote, to the best of his ability, the Aims and Objects of the Academy.
 - ii) Observe the provisions of the Constitution of the Academy and such Regulations and Bye-laws of the Academy or its Chapter or Section as may, from time to time, be in force, and
 - iii) Undertake and continue approved post-graduate study, while remaining in active practice.
- e) The applicant shall enclose the enrollment fee with the application.
- f) The applicant shall meet the approval of the Council.

4.5.2 **Admission to Ordinary membership**

In addition to the requirements under 5.5.1, a medical practitioner shall be eligible for the Ordinary membership of the Academy if he/she:

- a) Has been engaged in Family Medicine or its equivalent for not less than two (2) years.
- b) Shows evidence of approved general clinical experience of at least four (4) years. (Houseman and Medical Officer posts included)
- c) Shows evidence of active participation in continuing medical education in the previous three (3) years.

4.5.3 Admission to Associate membership

A person shall be eligible to the Associate membership of the Academy if he/she:

- a) Meets the requirement under 4.5.1.
- b) Does not satisfy requirements for Ordinary membership under 4.5.2.

4.6 Recognition of Competence in Family Medicine

The Council of the Academy may, on the advice of the Board of Censors, give recognition to a member for achievement in Family Medicine and in subjects that are cognate, by the award of **Member** or **Fellow**, provided on meeting the following criteria:

- 4.6.1 Is a member in good standing.
- 4.6.2 Manifests a high standard of competence in *Family Medicine* or subjects that are cognate.
- 4.6.3 Actively participates in continuing medical education.
- 4.6.4 Satisfies the Board of Censors of his proficiency in *Family Medicine Practice* by such examination and / or assessment as may be prescribed, and / or submission of published papers, research work, thesis or interview.
- 4.6.5 A Member shall be eligible for the award of Fellowship five (5) years after the award of Member. A Fellow may revert to Member on the recommendation of the Board of Censors and resolution of Council for failure to maintain the required level of competence.
- 4.6.6 Application for admission for the award of Member and Fellow shall be recommended by the Board of Censors, provided such member shall have paid the subscription to be a Life Member of the Academy.

4.7 The Robes of the Academy

The various categories of members are to use robes at all official functions as follows:

- 4.7.1 **President:** A robe of *kain songket* in blue silk with a pattern emblazoned with the Academy Crest. The front, sleeves and collar are trimmed with gold pattern. The sleeves shall be laced with gold lace.
- 4.7.2 **President Elect:** A robe of damask blue figured silk, emblazoned with smaller Academy Crest, similar in type to that used for the President. The front, sleeve-slits and the flap collar are trimmed with gold lace.

- 4.7.3 **Chairman of Council:** A robe of damask blue figured silk, emblazoned with a smaller Academy Crest, similar in type to that used for the President, The front, sleeve-slits and the flap collar are trimmed with gold lace.
- 4.7.4 **Honorary Secretary, Honorary Treasurer, Censor in Chief and Fellows:** A robe of damask blue figured silk, emblazoned with a smaller Academy Crest, the front and the sleeves trimmed with gold lace.
- 4.7.5 **Member:** A robe of damask blue figured silk, the fonts and sleeves trimmed with gold lace.
- 4.8 **The Rights of a Fellow, Member and Ordinary member**
- 4.8.1 The rights of a Fellow, Member and Ordinary member shall be, to speak and vote at all general meetings, to hold office, to generally participate in activities of the Academy and to wear the academic robe prescribed in accordance with seniority.
- 4.8.2 The Honorary Fellow, Honorary Member and Associate member may participate in activities of the Academy expect the right to vote and to hold office.
- 4.9 **Student Associates:**
- 4.9.1 Any registered medical student in Malaysia who is an undergraduate in an Medical School in Malaysia is eligible to be a Student Associate. No student shall be admitted as associate without the prior written approval of the Vice-Chancellor or Dean of the Medical School.
- 4.9.2 Student Associates shall be only eligible to receive Academy journal and to participate in educational activities.
- 4.9.3 Application for admission as Student Associate shall be approved by the Board of Censors.

ARTICLE 5

TERMINATION OF MEMBERSHIP

- 5.1 Any Associate member, Ordinary member, Member or Fellow whose annual subscription shall fall in arrears for two (2) years, shall ipso facto cease to be a member of the Academy.
- 5.2 (a) Any membership may be terminated by a resolution adopted by three-fourths (3/4) of the Council, if his continued membership is likely to bring disrepute to the Academy and/or its members. Before the Council takes action to terminate membership under this clause it shall hold an inquiry at which the defending member shall be given an opportunity to attend and plead his case.
- (b) Any membership shall terminate when a member is found guilty of infamous conduct in a professional respect by the Medical Council, in the country of residence and his name is erased from the Medical Register of that country or is suspended from practicing in the profession.
- 5.3 (a) Any member whose membership is terminated under Rule 5.2 shall, from the date of termination of membership, cease to use the Academic dress, titles, certificates or tokens of distinction awarded by the Academy and this order shall be made known to the above said person by registered letter and these orders and the names of those whose membership have been terminated shall be published in the official publications of the Academy.
- (b) Provided three (3) Fellows of the Academy satisfy the Council that the work and conduct of an ex-member has been satisfactory he may after a period of eighteen (18) months from the date of termination of membership apply for reinstatement and the Council may at its discretion reinstate his membership.

ARTICLE 6

SOURCE OF INCOME

- 6.1 Enrollment fee for Associate and Ordinary members, Members and Fellows shall be RM212.00 (Ringgit Malaysia two hundred and twelve only inclusive of GST) and payable to the Academy with the application form.
- 6.2 An annual subscription of RM212.00 (Ringgit Malaysia two hundred and twelve only inclusive of GST) will be due and payable each year on the first (1st) of January each year, by on Ordinary member, Associate member, Member and Fellow.
- 6.3 Any member whose subscription shall remain unpaid by the 31st December in the financial year it became due, shall ipso facto be suspended from membership as the case may be. Such suspended member may apply to the Academy Council for reinstatement.
- 6.4 An Honorary Member or Fellow need not pay an entrance fee or annual subscription but shall be entitled to all privileges of the Academy except voting and eligibility to hold office.
- 6.5 An Ordinary member, Member or Fellow who completes the Life membership contribution of RM4,000.00 (Ringgit Malaysia Four Thousand only) to the Academy is eligible for election by the Council as a Life Member.
- 6.6 An Ordinary member who has attained the age of seventy (70) years old and who has been a member of good standing for a continuous period of ten (10) years shall be eligible for election by the Council as a Life Member without the contribution of any further fees or subscription.

ARTICLE 7

MEETINGS

7.1 THE ANNUAL GENERAL MEETING

- a) The Annual General Meeting (AGM) of the Academy shall be held once in each year at such time and place as may be prescribed by the Council, by *30th April each year*.
- b) The Honorary General Secretary shall give at least four (4) weeks notice of every Annual General Meeting.
- c) The Minutes of the previous Annual General Meeting, the Report of the Council and the audited Annual Accounts shall be given to members at least two (2) weeks before the Annual General Meeting.

7.1.1 The Business to be transacted at an Annual General Meeting shall be:

- a) To confirm the Minutes of the previous Annual Meetings.
- b) To consider and adopt the Annual Report of the Council.
- c) To consider and adopt the audited Annual Accounts and Report of the Auditor thereon.
- d) To elect the Council consisting of President, President Elect, Chairman of Council, Honorary General Secretary; Honorary General Treasurer and nine (9) members of Council.
- e) To appoint a Public Accountant to serve as Auditor.
- f) To transact any other business, which ought to be transacted at the Annual General Meeting.
- g) To appoint two Internal Auditors.
- h) To consider any Resolutions submitted to the Honorary General Secretary, six (6) weeks prior to the Annual General Meeting and which has been circulated to general members two (2) weeks before the meeting.
- i) To consider any Amendments to the Constitution submitted to the Honorary General Secretary six (6) weeks and which has been circulated to the members, two (2) weeks before the Annual General Meeting.

7.2 All other General Meetings shall be called “Extraordinary General Meetings”

- 7.2.1 An Extraordinary General Meeting may be summoned at any time by the Council, or on written requisition signed by ten (10%) percent of the Ordinary members, Life members, Members and Fellows.
- 7.2.2 An Extraordinary General Meeting requisitioned by members for a specific purpose shall be circulated to members within thirty (30) days of receipt of such a requisition, by the Honorary General Secretary.
- 7.2.3 Two (2) weeks notice of such an Extraordinary General Meeting shall be given by the Honorary General Secretary and such notice shall state the specific reason for such an Extraordinary General Meeting. No other business shall be transacted at this meeting.

7.3 QUORUM

- 7.3.1 No business shall be transacted at any General Meeting, unless a quorum is present. At least (30) Ordinary members, Life members, Members and Fellows present in person shall form the quorum for all purposes. If within half an hour from the time appointed for a meeting a quorum is not present; the meeting if convened on the requisition of members, shall be dissolved. If called by the Council, it shall stand adjourned after the date for adjourned meeting is fixed. If a quorum is not present within fifteen minutes from the time appointed for holding the adjourned meeting, the members present shall be the quorum but they shall have no power to alter, amend or make additions to the Constitution or to make decisions affecting the rights and privileges of the whole membership.
- 7.4 At all General Meetings, the President (or in absence, the President Elect) shall be Chairperson. He shall be entitled to a casting vote in addition to his own. In the absence of the President and the President Elect, the members present shall elect an Acting Chairperson, who shall also be entitled to a casting vote.
- 7.5 Minutes shall be kept of all General Meetings of the Academy and circulated to members not later than twenty-eight (28) days after the meeting by the Honorary General Secretary.

ARTICLE 8
COUNCIL OF THE ACADEMY

- 8.1 The Council shall consist of the following:
- i. Five (5) elected Executive Committee Office Bearers namely:
 - a. President
 - b. President Elect
 - c. Chairman of Council
 - d. Honorary General Secretary
 - e. Honorary General Treasurer
 - ii. Three (3) appointed Executive Committee Office Bearers namely:
 - a. Chief Censor
 - b. Dean of Graduate Studies
 - c. Immediate Past President
 - iii. Nine elected Council members
 - iv. Two co-opted members from the membership
- 8.2
- i. Any member in good standing and is a Malaysian, is eligible to be nominated for election to any of the elected posts in the Council.
 - ii. Any member in good standing and who is a Malaysian, is eligible to be nominated for election to any of the elected Executive Committee Office Bearers post.
 - iii. Nomination of candidates for election to Council with the consent of the nominee, shall be submitted in a stipulated 'Nomination Form', circulated by the Honorary General Secretary, by post or forwarded by dispatch to reach the Election Committee at the office of the AFPM by six (6) weeks before the Annual General Meeting. The Election Committee shall open all the Nomination Forms on a duly appointed date and submit a report to the Council.
- 8.3 The election regulations shall be decided by the Council.
- 8.4 If no nominations are received for any particular office, nominations may be made from the floor. In the event if only one nomination is received for a particular post and the candidate fails to receive a majority of the votes cast into the election, fresh nominations may be made from the floor for the post.

- 8.5 Council may co-opt two members to Council during its term of office. The co-opted members shall have all the rights of elected members of Council.
- 8.6 If the Chief Censor or the Dean of Graduate Studies are appointed from the elected Council, then the Council may replace them into Council by co-opting members from the membership.
- 8.7 Subject to the directives of the General Meeting, the Council shall exercise management and direction of the business and affairs of the Academy and shall be responsible for carrying out its policies. The Council shall sue and be sued in the name of the Honorary Secretary whose appointment shall be registered as a Public Officer in accordance with the Societies Act 1966.
- 8.8 The Council shall be empowered to establish Chapters and Sections and to appoint such committees and Boards as it may consider necessary and to determine their terms of reference.
- 8.9 The Council shall meet at least four (4) times a year to discuss the business and affairs of the Academy. At least seven (7) days notice will be given to Council members of such meetings.
- 8.10 At all meetings of the Council, the Chairman of Council shall be Chairman and shall be entitled to a casting vote. In the absence of the Chairman of Council, the members present shall elect an acting Chairman who shall also be entitled to a casting vote.
- 8.11 Any member of the Council who fails to attend three consecutive meetings of the Council shall automatically cease to be a member of the Council unless reason(s) for his/her absence is accepted by the Council.
- 8.12 The quorum at meetings of the Council shall be seven (7).
- 8.13 The Council shall be empowered to make and adopt Bye-Laws and Regulations and to rule on matters in which this Constitution is silent; such Rules shall be binding until revoked by a General Meeting.
- 8.14 Minutes shall be kept of all meetings of the Council by the Honorary Secretary.

8.15 The Council is empowered to appoint Directors, Registrars, Bursars, Teachers, Secretaries, Clerks, Accountants and other employees under appropriate designations and to provide such terms as approved by Council to promote the objects of the Academy. The Council is empowered to dismiss such employees as it thinks fit.

8.16 **Duties and Responsibilities of Council members**

All members of Council shall perform such duties as decided by Council. It shall be the duty of the members of Council to collectively administer the affairs of the Academy within the guidelines as set out in the Constitution of the Academy and the policies approved by the General Meeting.

8.16.1 **The President**

- a. The President shall take the Chair at all General Meetings of the Academy.
- b. The President shall have the right to call for meetings of Council and the Executive Committee.
- c. The President shall have a casting vote in additions to his vote as a member.

8.16.2 **The President Elect**

- a. The President Elect shall take the Chair at all General Meetings in the absence of the President.
- b. The President Elect shall have the right to call for meetings of the Council and the Executive Committee in the absence of the President.
- c. The President Elect shall have a casting vote in addition to his vote as a member in the absence of the President.

8.16.3 **Chairman of Council**

- a. All duties, powers and responsibilities of the President or the President Elect in their absence, shall devolve upon the Chairman of Council.
- b. The Chairman shall take the Chair at all Council Meetings of the Council and the Executive Committee (Exco).
- c. The Chairman of Council shall be entitled to a casting vote in addition to his vote as a member.

8.16.4 **The Honorary General Secretary**

- 1) a) The Honorary General Secretary shall be the Chief Executive Officer of the Association.
 - b) He/she shall together with the staff of the Academy take action on all decisions of the General Meetings, the Council and the Executive Committee.
 - c) He/she shall be responsible for all correspondence of the Academy with Chapters, Sections and with members, and in consultation with the President, or Executive Committee or Council for all external correspondence of the Association.
 - d) He/she shall be assisted by paid staff of the Academy, keep a computerised Register of all members, and of all Chapters and Sections of the Academy for inspection by the Registrar of Societies.
 - e) He/she shall be assisted by paid staff of the Academy, keep records of the correspondence, the files and activities of the EXCO, Council and the Academy.
 - f) He/she shall call meetings of the Council and the Executive Committee on dates decided by these bodies or when necessary.
 - g) He/she shall be the custodian of the Minute Books of the Academy.
 - h) He/she shall keep the Chapters, Sections and members of the Academy informed of decisions made by the Executive Committee, Council and General Meetings.
- 2) The Honorary General Secretary shall be duly registered with the Registrar of Societies as the Public Officer of the Academy. He/she shall sue and be sued on behalf of the Academy on any legal matters.
- 3) Minutes – The Honorary General Secretary shall make a summary record of all General Meetings which shall be approved by the President and then circulated to all members within one month of the meeting. Any amendments should be sent in writing within fourteen (14) days of receipt of Minutes of such meeting.

- 4) The Honorary General Secretary may be given such clerical and other assistance as the Council or Executive Committee may from time to time decide.

8.16.5 **The Honorary General Treasurer**

- 1) Charged with the responsibilities and tasks of being custodian of the finances of the Academy.
- 2) To consider all matters connected with the Academy's finances and make recommendations to the EXCO or Council for decisions.
- 3) To advise Council on all its financial matters.
- 4) To ensure Council can monitor income and expenditure through the presentation of appropriate financial information and reports.
- 5) On Council's behalf, to monitor and question the use of money by any officer or staff.
- 6) To ensure the effective representation of member's views in the financial decision making process.
- 7) To draw up the draft budget and to be responsible for the preparation of the annual accounts.
- 8) To ensure clear lines of accountability through the budget holders and clear financial control of departments as decided by Council and EXCO.
- 9) To be a signatory for the Academy and with the President and Honorary General Secretary to be responsible for the final approval and signing of all financial contracts.
- 10) To be responsible for the accounts of the Academy's Committees, Chapters and Sections, which have been approved by Council.
- 11) To be a member of the EXCO and to contribute to the corporate official team.
- 12) In the event that the Council of Academy appoints a Financial Committee the Honorary Treasurer shall be its Chairperson and all the earlier responsibilities and tasks enumerated for the Treasurer shall be the responsibility of the Financial Committee and the Honorary General Treasurer shall be its official spokesperson in EXCO and Council.

8.16.6 The members of Council

- 1) To carry out such duty as decided by the Council.

8.17 Executive Committee (EXCO)

- 8.17.1 The newly Constituted Council shall meet immediately after the Annual General Meeting at which it is elected and shall appoint an Executive Committee which shall consist of the President, President Elect, Chairman of Council, Honorary General Secretary, Honorary General Treasurer, Censor-In-Chief and the Dean of Graduate Studies. The Chairman of the Executive Committee is the Chairman of Council.
- 8.17.2 The Executive Committee shall be in charge of the day to day affairs of the Academy, between the meetings of Council, to carry out the mandate of the Council.
- 8.17.3 The Executive Committee shall not be competent to initiate or alter any decision of the Council except by way of a recommendation to the Council which may or may not be accepted by the Council having regard to the guidelines set for it by the Annual General Meeting.
- 8.17.4 Should any matter arise which is regarded by the Executive Committee as involving an urgent decision which the Council alone can competently decide it may refer the matter to an urgent meeting of the Council and may provide for any interim measures not involving any prior commitment of the Council. Members of the Council may also be consulted by letter or telephone or facsimile as deemed fit by the Executive Committee and confirmed in writing.
- 8.17.5 The quorum for an Executive Committee meeting shall be a simple majority of Office bearers, who form the Executive Committee.
- 8.17.6 The notice for an Executive Committee Meeting shall be one (1) week before the Meeting.
- 8.17.7 The EXCO shall have the power to appoint, pay, and dismiss any staff employed by the Academy.

8.18 Faculty of Education

- a. The Faculty of Education shall consist of Dean of Graduate Studies, the Chairman of the Chapter of Teachers/Mentors, Chief Examiner, any member of the Executive Committee, the Course Directors and the Academic Registrar. The Chief Censor shall be ex-officio member of the Faculty of Education.
- b. The DGS shall report to the Executive Committee and to the Council.

8.19 Standing Committee

The Council shall have powers to appoint other Committees and shall decide their Terms of Reference.

8.20 Vacancies

The Council or the Executive Committee subject to the ratification by the Council at its next succeeding meeting may fill vacancies in the Council and Committees of Council which are permanent. No decision of the Council and Committees recorded or taken without the vacancy being filled shall be invalid solely for the reason that the Council or that Committee of Council for the time being was not fully constituted in accordance with these Rules.

ARTICLE 9

BOARD OF CENSORS

BOARD OF CENSORS

- 9.1 At its first meeting held after the Annual General Meeting of the Academy, the Council shall appoint a Board of Censors consisting of:
 - a) A Censor-in-Chief and
 - b) At least Two or more Censors
- 9.2 The Board of Censors shall hold office until the next Annual General Meeting.
- 9.3 The Censor-in-Chief, if not already a member of the Academy Council, shall be appointed as a member of Council. The Censor-in-Chief on assuming office shall within 28 days summon a meeting of the Board of Censors.
- 9.4 The Board of Censors shall consider all applications for admission to Associate ship and Membership of the Academy and shall make recommendations on such applications to the Council of the Academy.
- 9.5 The Board of Censors shall receive and consider nominations for admission as Fellows or Members of the Academy and the Censor-in-Chief shall send in a confidential document to the President, the names and particulars of persons recommended for election.
- 9.6 The Board of Censors shall consider and recommend, as occasions may require, to the Council, the requirements to be prescribed for admission to the several grades of membership of the Academy.
- 9.7 The Board of Censors shall consider and approve entry and eligibility of candidates into the various programmes and examinations conducted by the Academy according to rules and regulations approved by the Council.

ARTICLE 10
FINANCE

- 10.1 The financial year shall commence on the first (1st) day of January each year and terminate on the thirty-first (31st) day of December of the same year.
- 10.2 The Honorary Treasurer shall receive all funds of the Academy and all disbursements shall be made by cheques signed by Three (3) out of Four (4) from among the Honorary Treasurer, the Honorary Secretary, the President and the Chairman of Council.
- 10.3 The Honorary Treasurer shall keep a amount of RM 2000 as petty cash.
- 10.4 The Honorary Treasurer shall be the custodian of the funds of the Academy and shall keep all funds in banks and other approved Financial Institutions as mandated by the Council. Expenditure of up to RM10,000.00 (Ringgit Malaysia ten thousand only) may be approved by the EXCO. Expenditure up to RM100,000 (Ringgit Malaysia one hundred thousand only) shall be approved by Council. Expenditure of more than RM100,000 (Ringgit Malaysia one hundred thousand only) shall require the prior approval of a general meeting.
- 10.5 The income and property of the Academy shall be applied solely towards the promotion of the Objects of the Academy as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of profit, dividend, bonus or otherwise to members of the Academy, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officer or servant of the Academy or to any member of the Academy in return for any services actually rendered to it or for payments of allowances and traveling expenses to a member of the Academy when engaged any business connected with or arising out of the carrying out of any of the objects of the Academy.
- 10.6 The Academy shall establish and maintain in perpetuity an Education Fund into which shall be paid three quarters of the enrollment fees, all donations and other income and requests made to the Academy for the purpose of promoting its educational activities. Income earned from investments of the Education Fund shall be exclusively used for educational activities of the Academy.

The Capital from the Fund may not be withdrawn except on a resolution of a General Meeting approved by a two-thirds majority of present and voting members of the Academy.

- 10.7 The Academy may establish an agency into which all fix assets of the Academy shall be held. Council shall determine rules of Management and the management Committee of the agency from time to time. The trustees of the Academy, appointed under Article 14 of the Constitution of the Academy, will be the signatories to transactions of all fixed assets of the agency.
- 10.8 The accounts of the Academy shall be audited by a Public Auditor appointed by the Annual General Meeting which shall include an interim audit at six (6) months from commencement of the financial year and an Annual Audit.
- 10.9 The accounts of the Academy shall be audited quarterly by two (2) internal Auditors.

ARTICLE 11

CHAPTERS OF THE ACADEMY

- 11.1 Council may organise members into disciplines of study that are cognate with Family Practice. This constitutes a Chapter of at least ten (10) voting members who are competent in that discipline required for such formation.
- 11.2 Each Chapter shall recommend to Council criteria for entry into the Chapter and these shall come into effect upon approval by Council.
- 11.3 Council shall appoint a Chairman for each Chapter upon the advice of members in a Chapter.
- 11.4 The Chairman with advice of the Chapter shall be responsible for organising educational and research activities of the Chapter and for the maintenance of Standards and the advancement of learning in that discipline.
- 11.5 Council shall approve regulations for the conduct of each Chapter.
- 11.6 The Chapter may be formed at the Headquarters of the Academy and it shall always remain subordinate to the Council or Committee appointed to supervise its activities.

ARTICLE 12

SECTIONS OF THE ACADEMY

- 12.1 Council may organise members into Sections to cater for the needs of the members in different localities in the country. A section may be approved by Council if there are at least ten (10) voting members in the area.
- 12.2 Each section shall recommend to Council criteria for entry into the Section and they shall come into effect upon approval by Council.
- 12.3 Council shall appoint a Chairman for each Section upon the advice of members in a Section.
- 12.4 The Chairman with the advice of the Section shall be responsible for organising educational and research activities for the section and for the maintenance of standards and the advancement of learning.
- 12.5 Council shall approve regulations for the conduct of each Section.
- 12.6 The Section may be formed at the Headquarters of the Academy or at the location where members reside and it shall always remain subordinate to the Council.

ARTICLE 13

INTERPRETATION

This Constitution shall be cited as the Constitution of the Akademi Kedokteran Keluarga Malaysia (The Academy of Family Physicians of Malaysia) (formerly known as the College of General Practitioners of Malaysia) registered by the Registrar of Societies under the Societies Act, 1966.

- a) The Academy means the body corporate called “Akademi Kedokteran Keluarga Malaysia” (The Academy of Family Physicians of Malaysia) of which the articles hereunder are the Constitution.
- b) Council means the Council of the Academy of Family Physicians of Malaysia.
- c) EXCO means the Executive Committee of the Council.
- d) Office means the registered office, for the time being, of the Academy or as determined by resolution of Council.
- e) Registered Medical Practitioner means a person registered as a Medical Practitioner by the Malaysian Medical Council, or a person registered as a Medical Practitioner by the legal authority registering medical practitioners in the country of his residence and whose qualification is registerable in Malaysia.
- f) Family Medicine is the comprehensive and continuing health-care of the individual and the family and includes General Practice and Primary Health Care.
- g) Chapter means a part of the membership with a competence in a Discipline that is cognate to family practice as established under Article XI of the Constitution.
- h) Section means a part of the membership of the Academy in a locality as established by the Council under Article XII.
- i) A member means an Associate member, Ordinary member, Life member, Member, Fellow, Honorary Member or Honorary Fellow.

ARTICLE 14

ADVISOR/PATRON

His Royal Highness Tuanku Syed Putra ibni Almarhum Syed Hassan Jamalullail, Raja of Perlis was its founder Patron.

ARTICLE 15
TRUSTEES

- 15.1 All Properties of the Academy in so far as they relate to immovable property shall be vested in four Trustees elected by the Academy in the Annual General Meeting and Council shall fill vacancies, as and when they arise, subject to approval at the next Annual General Meeting. All move able property shall be vested in the Council.
- 15.2 Any or all the Trustees may be removed from office by a resolution passed by a two-third (2/3) majority of the members present and voting at a General Meeting.
- 15.3 No documents of purchase of sale or mortgage of immovable property of the Academy shall be certified or signed by the Trustees unless a Resolution to purchase, sell or mortgage the property has been adopted by a majority of two-third (2/3) of votes of members present at an Annual General Meeting or Special General Meeting of the Academy. Resolutions adopted at a postponed General Meeting shall not be binding on the trustees if the quorum present at that postponed meeting was less than the quorum prescribed in Article (7.3) of the Constitution.
- 15.3.1 The Trustees shall sign all lease Agreements for any land or building owned by the Academy.

ARTICLE 16
AMENDMENTS

Amendments to this Constitution shall be proposed and seconded by two voting members and shall be presented to the Council at least six (6) weeks before the next Annual General Meeting. Council shall circulate the full text of the proposed amendments to members at least two (2) weeks before the next Annual General Meeting. Such amendments to become effective must be passed by a majority of two-thirds (2/3) of members present and voting at the Annual General Meeting provided that no amendments to this Constitution shall become effective without the prior sanctions of the Registrar of Societies within sixty (60) days of being passed by the General Meeting.

ARTICLE 17

DISSOLUTION

- 17.1 The Academy shall not be dissolved except with the consent of not less than three-fifths (3/5) of its voting members for the time being resident in Malaysia in a general meeting convened specially for this purpose.
- 17.2 In the event of the Academy being dissolved as provided as above, all debts and liabilities legally incurred on behalf of the Academy shall be fully discharged and the remaining funds and property shall then be disposed of to such Institutes of medical learning as the Council thinks fit provided that such Institutions are approved as Institutions of a public character under the provisions of the Income Tax Act.

ARTICLE 18

DESCRIPTION OF THE EMBLEM

18.1 The Emblem of the Academy shall be as in the illustration below :




18.2 The Blazon of the Coat of Arms of the AFPM

It is made up of;

- i) A Shield
- ii) A Crest
- iii) Ribbons

1. The Shield is in three colours, a band of rose red across the top, a band of gold across the centre and a band of purple below. In the rose red is a stylized family or father, mother and child in gold. In the band of gold are three stylized red hibiscus flowers. In the purple band is an open book in gold.
2. The Crest is made of a wreath on which stands a Malaysian tiger in black and gold stripes holding the staff of Aesclepius in brown subduing the serpent, the snake in lime green.
3. The Ribbons hold up the shield in three sashes. The sashes are two silver sashes with red tips and one sash of purple with silver tip on the left of the shield and two sashes of purple with silver tips and a red sash with silver tip on the right of the shield.

TRADE MARK	
Name	Akademi Kedoktoran Keluarga Malaysia (Academy of Family Physicians of Malaysia) (Registration No.PPM-005-14-20041995)
Address	Unit 1-5, Level 1 Enterprise 3B Technology Park Malaysia (TPM), Jalan Inovasi 1 Lebuhraya Puchong – Sungai Besi, Bukit Jalil, 57000 Kuala Lumpur, Malaysia.
Trade Mark (series of 2)	
Specification of goods and services	<ol style="list-style-type: none"> 1. Academies [education] 2. Arranging and conducting of conferences 3. Arranging and conducting of symposiums 4. Arranging and conducting of workshops [training] 5. Coaching [training] 6. Correspondence courses 7. Design of educational courses, examinations and qualifications 8. Education information 9. Educational examination 10. Educational services 11. Medical education services 12. Organization of competitions [education or entertainment] 13. Organization of exhibitions for cultural or educational purposes 14. Postgraduate training courses 15. Practical training [demonstration] 16. Publication of books 17. Publication of electronic books and journals on-line 18. Teaching 19. Vocational guidance [education or training advice]