

AMER

Constitution

January 2012
(Revised: January 2017)

Persatuan Penyelidik-Penyelidik Malaysia Dalam Persekitaran-Perilaku Manusia
Association of Malaysian Environment-Behaviour Researchers

c/o Centre for Environment-Behaviour Studies (cE-Bs),
Faculty of Architecture, Planning & Surveying (FSPU),
Universiti Teknologi MARA (UiTM),
40450 Shah Alam, Selangor, D.E.,
Malaysia

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RULES OF

Persatuan Penyelidik-Penyelidik Malaysia dalam Persekitaran-Perilaku Manusia
Association of Malaysian Environment-Behaviour Researchers (AMER)

1. Name

The Society shall be known as the

Persatuan Penyelidik-Penyelidik Malaysia dalam Persekitaran-Perilaku Manusia
or Association of Malaysian Environment-Behaviour Researchers (AMER)

hereinafter referred as "The Society."

2. Place of Business

Its registered place of business shall be

d/a

Centre for Environment-Behaviour Studies (cE-Bs)
Fakulti Senibina, Perancangan dan Ukur (FSPU)
Universiti Teknologi MARA
40450 Shah Alam
Selangor Darul Ehsan.

Or at such other place as may from time to time be decided by the Committee. The registered place of business of the Society shall not be changed without the prior approval of the Registrar of Societies.

3. Flags, Symbols, Badges or Other Insignia.

LAMBANG

Persatuan Penyelidik-Penyelidik Malaysia dalam Persekitaran-Perilaku Manusia
Association of Malaysian Environment-Behaviour Researchers (AMER)

AMER[©]

Rekabentuk: Pertubuhan tidak mempunyai lambang, Cuma nama singkatan AMER.

Keterangan : Perkataan AMER adalah ringkasan daripada nama ringkas pertubuhan dalam bahasa Inggeris seperti berikut:-

Association of **M**alaysian **E**nvironment-**B**ehaviour **R**esearchers

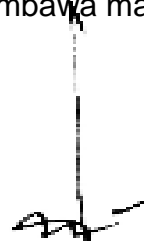
Konotasi nama singkatan tersebut juga membawa maksud "kepimpinan" dalam Bahasa Arab.



.....
(Tandatangan asal Setiausaha)

Setiausaha

Nik Mastura Nik Mohammad



.....
(Tandatangan asal Pengerusi)

Pengerusi

Prof. Dr. Mohamed Yusoff Abbas

4. Aims and Objects

- a) **To widen** networking and co-operation in the field of Environment-Behaviour (Environmental Psychology) studies with institutions, establishments, and universities both nationally and internationally.
- b) **To create the database** in identifying, registering, administering and coordinating Malaysian researchers involved in the research and consultancy works that involve all Environment-Behaviour (Environmental Psychology) studies.
- c) **To be the source of reference** in all matters pertaining to Environment-Behaviour (Environmental Psychology) studies.
- d) **To organize** locally and internationally dialogues/seminars/conferences in Environment-Behaviour (Environmental Psychology) studies with the approval of relevant authorities.
- e) **To obtain** and distribute research grants to registered members.
- f) **To conduct** research and consultancy works that involves all Environment-Behaviour (Environmental Psychology) studies.
- g) **To provide** expert services in all matters pertaining to Environment-Behaviour (Environmental Psychology) studies.
- h) **To highlight** local/international events /conferences to registered members for their participation.
- i) **To disseminate** research findings and knowledge gathered in the field of Environment-Behaviour (Environmental Psychology) studies in the form of published materials and also electronically with the approval of relevant authorities.
- j) **To produce** future researchers who shall be experts and competent in all matters pertaining to Environment-Behaviour (Environmental Psychology) studies.

5. Membership

- (1) Membership shall be opened to All nationalities above the age of 18 years
 - a) Ordinary members
Any non-student.
 - b) Student members
Students whose Programs are related to the Environment-Behaviour field of studies.
- (2) Every application for membership shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the Committee for approval. The Committee may at its discretion reject any application without assigning any reason thereof.
- (3) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first monthly subscription, be admitted as a member of the Society and shall be entitled to all the privileges of membership.

6. Entrance Fees, Subscriptions and other dues.

- (1) The Entrance Fee (one-off) payable shall be as follows:-
For student member: RM 50 (Ringgit Malaysia: Fifty)
For ordinary member: RM100 (Ringgit Malaysia: One Hundred)
- (2) The Annual Membership Fee shall be renewable to the Treasurer by 31st January of each New Year.
For student member: RM50 (Ringgit Malaysia: Fifty)
For ordinary member: RM100 (Ringgit Malaysia: One Hundred)
- (3) Any members who allow his arrears to exceed after 31 January of each New Year shall automatically cease to be a member of the Society.
- (4) To be reinstated as a member, items 6(1) and 6(2) apply.

7. Resignation & Termination

- (1) Any member who wishes to resign from the Society shall give two weeks' notice in writing to the Secretary and shall pay up all dues.
- (2) Any member who fails to comply with the rules of the Society or has acted in a manner to bring disrepute upon the Society may be expelled or suspended for a period of time as the Committee deems fit. Before the Committee expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and clear himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.

8. General Meeting

- (1) The supreme authority of the Society is vested in a general meeting of the members. At least one-half of the voting membership of the Society or the voting members present represent twice the total number of committee members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum.
- (2) If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to alter the rules of the Society or make any decision affecting the whole membership.

- (3) An annual general meeting of the Society shall be held as soon as possible after the close of each financial year but not later than April on a date and a time and place to be decided by the Committee. The business of the annual general meeting shall be:-
 - (a) To receive the minutes of the previous annual general meeting;
 - (b) To receive the Committee's report on the working of the Society during the previous year;
 - (c) To receive the Treasurers' report and the audited accounts of the Society for the previous year;
 - (d) To elect a Committee and to appoint auditors for the ensuing year;
 - (e) To deal with such other matters as may be put before it.
- (4) The Secretary shall send to all members at least fifteen days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members.
- (5) An extraordinary general meeting of the Society shall be convened:-
 - (a) Whenever the Committee deems it desirable; or
 - (b) At the joint request in writing of not less than twice the number of committee members, stating the objects and reasons for such meeting.
- (6) An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- (7) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least fifteen days before the date fixed for the meeting.
- (8) Paragraphs 8 (1) and 8 (2) of this rules regarding the quorum and the postponement of an annual general meeting shall also apply to an extraordinary general meeting, but with the provision that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by the members, the meeting shall be cancelled, and no extraordinary general meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.
- (9) The Secretary shall forward to all members a copy of the draft minutes of each annual and extraordinary general meeting as soon as possible after its conclusion.

9. Committee

- (1) A committee consisting of the following, who shall be termed the office-bearers of the Society, shall be elected for a 2-year term at the annual general meeting:-

Executive Committee:-

A President

A Vice-President

A Secretary

An Assistant Secretary

A Treasurer

Board Members:-

Four Ordinary Committee Members

- (2) All office-bearers of the Society and every officer performing executive functions in the Society shall be Malaysian citizens.
- (3) Names for the above offices in paragraph (1) shall be proposed and seconded, and the election will be by a simple majority vote of the members at the annual general meeting. All the office-bearers shall be eligible for re-election.
- (4) The function of the Committee is to organize and supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by the general meeting. The Committee shall not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous year.
- (5) The Committee shall meet at least twice annually, a fifteen days' notice of each meeting shall be given to the members. The President acting alone or not less than three of its members acting together may call for a meeting of the Committee to be held at any time. At least one-third of the Committee members must be present for its proceedings to be valid and to constitute a quorum.
- (6) Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained:-
- (a) The issue must be clearly set out in the circular and forwarded to all members of the committee;
- (b) At least one-half of the members of the Committee must indicate whether they are in favour or against the proposal; and

(c) The decision must be by a majority vote.

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

- (7) Any member of the Committee who fails to attend the meetings of the committee without satisfactory explanation shall be deemed to have resigned from the Committee.
- (8) In the event of the death or resignation of a member of the Committee, the Committee shall have the power to co-opt any other member of the society to fill the vacancy until the next election of office-bearers.
- (9) The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Society. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Committee, or for any other reason which it deems good and sufficient in the interest of the Society.
- (10) The Committee may appoint any sub-committee for any purpose arising out of or connected with any of the duties, functions and aims laid down under the rules. Any members can become members of this sub-committee.

10. Duties of Office-Bearers

- (1) The President shall during his/her term of office preside at all general meetings, all meetings of the committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Vice-President, Secretary or Treasurer sign all cheques on behalf of the Society.
- (2) The Vice-President shall deputize for the President during the latter's absence.
- (3) The Secretary shall conduct the business of the Society in accordance with the rules and shall carry out the instructions of the general meeting and the Committee. He/She shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. He/She shall attend all meetings, and record all proceedings. He/She shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name and address of the employer and residential address. He/She shall in conjunction with the President, Vice-president or the Treasurer, sign all cheque on behalf of Society. He/She shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.
- (4) The Assistant Secretary shall assist the Secretary in carrying out his/her duties and shall act for him/her in his/her absence.
- (5) The Treasurer shall be responsible for the finances of the Society. He/She shall keep accounts of all its financial transactions and shall be responsible for their correctness. He/She shall in conjunction with the President, Vice-President, or the Secretary sign all cheques on behalf of the Society.

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

11. Financial Provisions

- (1) Subject to the following provisions in this rules, the funds of the Society 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 the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.
- (2) The Treasurer may hold a petty cash advance not exceeding RM5,000 (Ringgit Malaysia: Five Thousand only) at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Committee. The bank account shall be in the name of the Society. All cheque or withdrawal notices on the Society's account shall be signed jointly by the President, the Vice-President, the Secretary, or the Treasurer. No expenditure exceeding RM20,000 (Ringgit Malaysia: Twenty Thousand only) at any one time shall be incurred without the prior sanction of the committee, and no expenditure exceeding RM30,000 (Ringgit Malaysia: Thirty Thousand only) in any one month shall be incurred without the prior sanction of a general meeting.
- (3) As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under the rule 12. The audited accounts shall be submitted for the approval of the next annual general meeting, and copies shall be made available at the registered place of business of the Society for the perusal of members.
- (4) The financial year of the Society shall commence on the 1st January and end on the 31st December every year.

12. Auditors

- (1) Two persons, who shall not be office-bearers of the Society, shall be appointed, by the annual general meeting as Honorary Auditors. They shall hold office for one year and may be reappointed.
- (2) The Auditors shall be required to audit the accounts of the Society for the year, and to prepare a report or certificate of the annual general meeting. They may also be required by the President to audit the accounts of the Society for any period within their tenure of office, at any date, and to make a report to the Committee.

13. Trustee

- (1) Three Trustees, who must be over 21 years of age, shall be appointed at the annual general meeting and shall hold office during the pleasure of the society. They shall be vested in them all immovable properties whatsoever belonging to the Society upon execution of a Deed of Trust.
- (2) The Trustees shall not sell, withdraw or transfer any of the property of the Society without the consent and authority of a general meeting of members.

- (3) A Trustee may be removed from office by a general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reasons, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a trustee the vacancy shall be filled by a new Trustee appointed by a general meeting.

14. Interpretation

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

15. Advisor / Patron

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

16. Prohibitions

- (1) None of the following games shall be played in the premises of the Society: Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belankai, Pai Kau, Tau Ngau, Tien Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, Ten and a half, all games of dice, bankers' games, all video games and all games of mere chance.
- (2) Neither the Society nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.
- (3) The Society shall not hold any lottery, whether confined to its members or not, in the name of the society, its office-bearers or members without prior approval from the authorities concerned.
- (4) "Benefits" as mentioned under section 2 of the Societies Act 1966 shall not be given by the society to any of its members.

17. Amendments to Rules.

These Rules shall not be amended except by resolution of a general meeting. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the rules shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting.

18. Dissolution

- (1) The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the membership present in a general meeting.
- (2) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by a general meeting.
- (3) Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.



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Prof. Dr. Mohamed Yusoff Abbas
President



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Nik Mastura Nik Mohammad
Secretary