

**Constitution of the “Persatuan Biokeselamatan dan Biosekuriti Malaysia” (Malaysian Biosafety and Biosecurity Association) (MBBA)**

DOC REF	ORIGINAL TEXT	SUGGESTED TEXT FOR AMENDMENT	JUSTIFICATION FOR AMENDMENT
1.1	The Society shall be known as the “ <b>Malaysian Biosafety and Biosecurity Association</b> ”, (MBBA) hereinafter referred to as the “Society		
2.	<b>Place of Business</b>		
2.1	Its registered place of business shall be:  c/o Virology Unit, Institut Penyelidikan Perubatan (Institute for Medical Research) Jalan Pahang, 50588 Kuala Lumpur.  Or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Society.	To change address to Science & Technology Research Institute for Defence (STRIDE)	IMR will be shifting to Shah Alam and therefore it was recommended that the address be changed.
2.2	The registered place of business of the Society shall not be changed without the approval of the Registrar of Society.		
3.	<b>Logo of the Society</b>  Logo and meaning of symbol as in Attachment 1		
4.	<b>Objectives</b>		
4.1	The Society (MBBA) is a <u>non-profit organisation</u> , with the following objectives:		

	<p>(i) To promote biosafety and biosecurity in Malaysia through the activities of the Society</p> <p>(ii) To provide a platform for the dissemination and continued exchange of information on biosafety and biosecurity among members and relevant agencies.</p> <p>(iii) To establish linkages with other biosafety and biorisk associations internationally.</p>		
5.	<p><b>Membership</b></p> <p>There shall be five categories of memberships, namely <b>Ordinary, Life, Honorary,</b> and <b>Corporate Members</b></p>		
5.1	Ordinary membership shall be open to Malaysians aged 21 years and above, with an interest in biosafety and/or biosecurity		
5.2	An Ordinary member shall be a Life Member on payment of the annual subscription fee for the life membership		
5.2	Associate membership is open to non-Malaysians residing or working in Malaysia or Malaysians residing outside Malaysia with an interest in biosafety or biosecurity.		
5.3	Corporate membership is open to organizations interested in the objectives and advancement of the goals of the Society and who wish to contribute financially to the		

	<p>Society. A corporate member shall serve as sustaining sponsor for the Society, and therefore, shall be acknowledged in all publications and functions of the Society. A maximum of five (5) employees is allowed with the subscription for corporate membership.</p>		
5.4	<p>Honorary membership may be conferred at the discretion of the committee to persons who have rendered extraordinary service to the field of biosafety.</p>		
5.5	<p>Only Ordinary and Life members shall have the right to vote, to hold office, propose or second nominations and resolutions in the Society.</p>		
5.6	<p>Members of the Society shall be entitled to attend the meetings of the Society and to receive all notices and publications issued, except those relating only to Executive Council's matters.</p>		
6.	<p><b>Application for membership</b></p>		
6.1	<p>Persons wishing to join the Society shall apply for memberships to the Executive Council on a prescribed form, obtainable from the Honorary Secretary.</p>		
6.2	<p>Every application for membership shall be proposed and seconded by two existing members and shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the</p>		

	Committee for approval.		
6.3	An applicant's eligibility to any class of membership shall be at the discretion of the Executive Council; the Executive Council shall not be obliged to state a reason for refusing any class of membership to any person.		
6.4	Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and annual subscription, be admitted as a member of the Society and shall be entitled to all the privileges and rights of membership of the Society.		
7.	<b><u>Entrance Fees, Subscriptions and other dues</u></b>		
7.1	<p>The entrance fee and subscription payable shall be as follows:</p> <p>(1) Entrance fee: <b>RM 20.00 (Ringgit Malaysia Twenty only)</b></p> <p>(2) Annual subscriptions are payable as follows:</p> <p style="padding-left: 40px;">a. Ordinary membership: <b>RM 30.00 (Ringgit Malaysia Thirty only)</b></p> <p style="padding-left: 40px;">b. Associate membership: <b>RM 30.00 (Ringgit Malaysia Thirty only)</b></p> <p style="padding-left: 40px;">c. Corporate membership: <b>RM 300</b></p>		

	<b>(Ringgit Malaysia Three hundred only)</b>  d. Honorary membership: None		
7.2	Life subscriptions are payable as follows:  a. Life membership: <b>RM 300.00 (Ringgit Malaysia Three hundred only)</b>		
7.3	Annual subscriptions are payable in advance within the first month of the year to the Honorary Treasurer. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer.		
7.4	The Executive Council may withdraw the privileges of membership of the Society from a member if, in the opinion of the Executive Council, such membership is not the interests of the Society or if a member's annual subscription is overdue for one year.	Suggested to change to two (2) years	
8.	<b>Resignation and Termination</b>		
8.1	Any member who wishes to resign from the Society shall give one-month notice in writing to the Honorary Secretary and shall pay up all dues.		
8.2	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 of 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.		
9.	<b>General Meetings</b>		
9.1	The supreme authority of the Society is vested in a general meeting of the members presided over by the President.		
9.2	The quorum shall be one half of the total 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 form a quorum. Proxies shall not be constituted as part of the quorum.		
9.3	In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any of the existing Constitution or to make decisions affecting the whole membership.		
9.4	An Annual General Meeting (AGM) of the Society shall be held as soon as possible after		

	<p>the close of each financial year but no later than May on the date and time to be decided by the Executive Council. The business of the AGM shall be to:</p> <ol style="list-style-type: none"> <li>a. To receive and approve the minutes of the AGM held in the previous year.</li> <li>b. To receive and adopt a report from the Executive Council on the activities since the AGM for the previous.</li> <li>c. To receive and adopt the Honorary Treasurer's report, an audited statement of receipts and payments, and a balance sheet of the Society for the previous year.</li> <li>d. To receive and adopt an interim financial report covering the period between December and May if the AGM is held within this period.</li> <li>e. To elect the Executive Council Members for the ensuing year.</li> <li>f. To appoint honorary auditors for the ensuing year.</li> <li>g. To deal with such other matters as may be put before it.</li> </ol>	<p>To maintain having an AGM every year for the purpose of reporting activities and financial status to members.</p>	
9.5	<p>Rules for the conduct of the AGM</p> <ol style="list-style-type: none"> <li>a. The Executive Council shall prepare an agenda for the AGM: <ol style="list-style-type: none"> <li>i. Those recommendations of the</li> </ol> </li> </ol>		

	<p>Executive Council for discussion and decision by the meeting.</p> <p>ii. Any motion properly proposed and seconded provided that the motion is received in writing by the Honorary Secretary at least 20 days before the meeting</p> <p>b. The Honorary Secretary shall circulate 20 days in advance to each member of the Society a copy of the 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 make available at the registered place of business of the Society for perusal of members</p>		
10.	<b>Extraordinary General Meeting (EGM)</b>		
10.1	An Extraordinary General Meeting may be convened at any time whenever the Executive Council deems it desirable, or at the written request of at least twice the number of committee members, stating the objectives and reasons for such meeting.		
10.2	On receipt of such written request by members, the Honourary Secretary shall be obliged to give notice of the meeting within thirty days.		
10.2	Notice and agenda shall be given to all members at least 14 days before the date		



	fixed for the meeting.		
10.3	Rules 9.2 and 9.3 of this Constitution regarding the quorum of the AGM shall also apply to an EGM but with the proviso that if no quorum is present after the time appointed for the postponed EGM requested by members, the meeting shall be cancelled		
10.4	The Honourary Secretary shall forward to all members a copy of the draft minutes of each AGM and EGM as soon as possible after its conclusion.		
11.	<b>Officers of the Executive Council</b>		
11.1	The administration of the Society shall be entrusted to an <b>Executive Council</b> consisting of the following officers to be elected at each Annual General Meeting.  A Vice President An Honorary Secretary An Assistant Secretary An Honorary Treasurer 4 Ordinary Committee Members		
11.2	All office bearers of the Society and every officer performing executive functions in the Society shall be Malaysian citizens.		
11.3	Names of the above officers in paragraph (1) shall be proposed and seconded and election will be a simple majority vote by members at the AGM. All the office bearers shall be eligible for re-election each year.	It is suggested that the term for the office bearers be for two years instead of one.	

11.4	<p>Subject to this Constitution and to the decisions of the Annual General Meeting, the Executive Council shall be responsible for the conduct of the business of the Society and shall have power:</p> <ul style="list-style-type: none"> <li>a. to make and amend rules for the conduct of the business of the society.</li> <li>b. to co-opt up to two (2) members to serve as Ordinary Council Members, as the Executive Council deems fit.</li> <li>c. to set up sub-committees as deemed fit to conduct specific areas of the Society's activities.</li> </ul>		
11.3	<p>The Executive Council shall meet at least once every four months and fourteen days notice shall be given to the Council Members before the date fixed for the meeting The quorum for a meeting of the Executive Council shall be one half of its total number including the President, Vice-President, or Honorary Secretary. In the absence of the President and Vice-President, a member of the Council will be elected by Members present to preside over the meeting. In the absence of the Honorary Secretary, a member present shall likewise be elected to act as Honorary Secretary for that meeting.</p>		
11.4	Where any urgent matter requiring the		

	<p>approval of the executive Council arises and it is not possible to convene a meeting, the Hon. Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Executive Council is deemed to have been obtained:</p> <p>(a) The issue must be clearly set out in the circular and forwarded to all members of the committee.</p> <p>(b) At least one-half of the members of the Executive Council must indicate whether they are in favour or against the proposal; and</p> <p>(c) The decision must be by a majority vote. Any decision obtained by circular letter shall be reported by the Honorary Secretary to the next Executive Council meeting and recorded in the minutes thereof.</p>		
11.5	In the event of the death or resignation of a member of the Executive Council, the Executive Council shall have the power to co-opt any other member of the society to fill the vacancy until the next election of office-bearers.		
12.	<b>Elections</b>		
12.1	Officers and members of the Executive Council		

	<p>will be elected at the Annual General Meeting. The Honorary Secretary shall give notice for the Annual General Meeting and call for nomination at least thirty days (30 days) before the date of the Annual General Meeting</p>		
12.2	<p>Names of the offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office is one year.</p>	<p>Election is to take place each year, however not all the positions will be contested, but instead at alternate years. For example, for the AGM of 2016, the office bearers contested will be Secretary, Vice President and 2 committee members positions. The newly elected office bearers will hold the position until AGM 2018.</p> <p>For the AGM of 2017, the office bearers contested will be President, Treasurer, Assistant Secretary and 2 committee members. These newly elected office bearers will hold the position until AGM of 2019.</p> <p>This is just a proposal, and the positions contested for each AGM may be further discussed.</p>	
12.3	<p>Election will be either by show of hands or, subject to the agreement of the majority of the voting members present by a secret ballot. In the event of a tie the Chairman of</p>		

	the meeting shall have a casting vote.		
13.	<b>Duties of Officer-bearers</b>		
13.1	The President shall during his term of office at all general meetings, all meetings of the Executive council and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote, and shall sign the minutes of each meeting at the time they are approved. He shall in conjunction with the Secretary and Treasurer sign all cheques on behalf of the Society.		
13.2	The Vice-president shall deputize for the President during the latter's absence.		
13.3	The Honorary Secretary shall conduct the business of the Society in accordance with the rules and shall carry out the instructions of the general meeting and of the Executive Council. He shall be responsible for conducting and maintaining all records of the correspondence of the Society and keeping all book, documents and paper except the accounts and financial records. He shall attend all meeting and record all minutes thereof. He shall keep a membership register consisting of all details such as name, identity card number, date and place of birth, occupations, name and address of employer and residential address. He shall in conjunction with the President and the Treasurer sign all cheques on behalf of Society. He shall file annual		

	returns and annual report within sixty days from the date of the AGM to the Registrar of Societies.		
13.4	The Assistant Secretary shall assist the Honorary Secretary in carrying out his duties and shall act for him in his absence.		
13.5	The Honorary Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall in conjunction with the President of the Honorary Secretary sign all cheques on behalf of the Society. The accounts shall be audited by appointed auditors. He shall prepare the financial report for the Annual General Meeting as well as an interim financial report, if relevant.		
13.6	The Ordinary Committee members shall carry out such duty as directed by the President or the Executive council.	It is proposed to specify areas of responsibility for the four committee members.	
14.	<b>Financial Provisions</b>		
14.1	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.		

14.2	The Honorary Treasurer may hold petty cash advance not exceeding RM500.00 and all money in excess of this sum shall be deposited in a back current account on behalf and in the name of the Society.	It was suggested during the AGM2015 to increase this amount to RM1000.	
14.3	All cheques or withdrawal notices on the Society's account shall be signed jointly by the President, the Honorary Secretary and the Honorary Treasurer. In the absence of the President, the Honorary Secretary or the honorary Treasurer for a long period the Executive council shall appoint one of its members to sign in his place.	It is suggested that cheques be signed/handled by just the President and the Treasurer. The signature of the Honorary Secretary is not required.	
14.4	No expenditure exceeding RM500.00 (Ringgit Malaysia Five hundred only) at any one time shall be incurred without the prior sanction of the committee and no expenditure exceeding RM5, 000.00 (Ringgit Malaysia Five thousand only) shall be incurred without the prior sanction of a general meeting. Expenditure less than RM500.00 (Ringgit Malaysia Five hundred only) at any one time may be incurred by the President together with the Honorary Secretary or the Honorary Treasurer.		
14.5	As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Honorary Treasurer and audited by the Auditors appointed under		

	rule 15. 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.		
14.6	The financial year of the Society shall commence on the 1 <sup>st</sup> January and end on the 31 <sup>st</sup> December every year.		
15.	<b>Audit</b>		
15.1	Two (2) voting members not being members of the Executive Council shall be elected as Honorary Auditors at each Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term.		
15.2	They will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.		
15.3	The Honorary Auditors may be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.		
16.	<b>Interpretation</b>		
16.1	Between AGM the Executive council shall interpret the rules of the Society and when necessary determine any point on which the rules are silent.		
16.2	Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of		



	the Executive council of the Society shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.		
17.	<b>Advisor/Patron</b>  The Executive council of the Society shall if 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.		
18.	<b>Prohibitions</b>		
18.1	The Society shall not engage in any trade union activity as defined in the Trade Union Act 1959.		
18.2	The funds of the Society shall not be used to pay the fines of members who have been convicted in a court of law.		
18.3	The Society shall not indulge in any political activity or allow its funds and /or premises to be used for political purposes.		
18.4	None of any games of mere chances shall be played in the premises of the Society in accordance to the First and Second Schedule of the Common Gaming Houses Act 1953.		
18.5	“Benefits” as mentioned under section 2 of the Societies Act 1966 shall not be given by the society to any of its members.		
19.	<b>Amendments of the Constitution</b>		
19.1	No alternation or addition or deletion to this		

	Constitution shall be made except by resolution at the general meeting and they shall not come into force without prior written approval of Registrar of Societies. Any amendment to the Constitution shall be forwarded to the Registrar of Societies within sixty (60) days after being passed by the General Meeting.		
19.2	Membership application form submitted through electronic medium, and that does not contain the signature of the applicant shall be deemed sufficient for submission by the Honorary Secretary to the Executive Council for discussion and approval. However, the notification of approval as member of the Society shall only be sent to the applicant upon the receipt of a signed hard copy of the membership application form and the entrance and membership fees.		
20.	<b>Dissolution</b>		
20.1	The Society shall not be dissolved except in pursuance of a resolution passed by not less than three-fifths of the eligible voting membership present in a general meeting.		
20.2	In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged and the remaining funds shall be donated to the support of biosafety and biosecurity in Malaysia or donated to an		

	approved charity in Malaysia as the General Meeting of members may determine.		
20.3	Notice of the Dissolution shall be forwarded within fourteen (14) days of the dissolution to the Registrar of Societies.		
21.	<b>Legality and Validity of Electronic Documents</b>		
21.1	Notification of general meetings issued in the form of electronic mail by the Honorary Secretary to members of the Society shall be considered as legal, and the legality of such document is the same with that of a conventionally mailed notification.		