

## CONSTITUTION

### PERSATUAN PENYELIDIKAN KLINIKAL MALAYSIA [ASSOCIATION FOR CLINICAL RESEARCH MALAYSIA]

#### CLAUSE 1 NAME

1. The Association shall be known as

**PERSATUAN PENYELIDIKAN KLINIKAL MALAYSIA [ASSOCIATION FOR CLINICAL RESEARCH MALAYSIA]**

Hereinafter referred to as "the Association".

2. Meaning of name :
3. Level : **Kebangsaan**

#### CLAUSE 2 ADDRESS

1. The registered address is

**INSTITUTE FOR CLINICAL RESEARCH (ICR), ARAS 1, BLOK B4, NO 1, JALAN SETIA MURNI U13/52, SEKSYEN U13 SETIA ALAM, 40170 SHAH ALAM, SELANGOR  
40170 SETIA ALAM  
SELANGOR**

or at such other place as may from time to time be decided by the Committee; and the postal address is

**INSTITUTE FOR CLINICAL RESEARCH (ICR), ARAS 1, BLOK B4, NO 1, JALAN SETIA MURNI U13/52, SEKSYEN U13 SETIA ALAM, 40170 SHAH ALAM, SELANGOR  
40170 SETIA ALAM  
SELANGOR**

2. The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

#### CLAUSE 3 OBJECTIVE

1. Strengthen the capacity for scientifically sound and ethically proper clinical research and registries among members.
2. Promote and support among members the implementation of specific clinical

research for priority disease or therapeutic areas.

3. Provide a forum among members to debate issues arising of implementing clinical research and registry.

4. Promote communication and collaboration among members on clinical research and registries related issues.

5. Facilitate and participate in fund-raising to sustain its activities and functions with prior approval of the Registrar of Societies and relevant authorities.

6. All moneys and profits accruing to the Association from participation in any business shall be applied solely towards the furtherance, promotion and execution of the objects of the Association and no portion thereof shall be paid by way of dividend, bonus or profit to any member of the Association, provided that nothing herein expressed or contained shall prevent the payment in good faith of remuneration or expenses or both to any officer or servant of the Association, or to any member of the services actually rendered by him or them to the Association.

7. To promote the conduct of ethical and quality CLINICAL research i.e. research that is patient-centered and motivated by the intention to change practice for better patient care and better patient outcome.

8. To promote and conduct quality training for multidisciplinary talents in all areas required of CLINICAL research.

9. To partner with various stakeholders in advocacy and advancement of clinical research at local, regional and international level.

10. To provide an avenue for public engagement to improve research at its full spectrum of development.

11. To provide an avenue for care and support for clinical researchers and registries team including clinical research associates (CRAs), research nurses, data managers, study coordinators and other relevant individuals.

#### **CLAUSE 4 MEMBERSHIP**

1. There shall be three types of Membership.

i) Ordinary membership is open to all Malaysians aged 21 and above who has interest in clinical registries and its applications and research, working or staying in Malaysia. They shall vote and hold office.

ii) Life membership is open to all Ordinary members who chose to the pay the life subscription instead of the monthly subscription. They shall vote and hold office.

iii) Associate member is open to all non-Malaysian aged 21 and above who has interest in clinical registries and its applications and research and are working or staying in Malaysia. They shall not vote and hold office.

2. 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 Committee for approval. The Committee may at its discretion reject any application without assigning any reason thereof.

3. Every application that has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first annual subscription, be admitted as a member

of the Association and shall be entitled to all the privileges of membership.

## **CLAUSE 5 RESIGNATION AND TERMINATION**

1. Any member who wishes to resign from the Association 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 Association or has acted in a manner to bring disrepute upon the Association 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.

3. A member so expelled as in (2) shall not be eligible to be invited for membership for a period of at least five (5) years.

## **CLAUSE 6 SOURCE OF INCOME**

Entrance Fees, Subscriptions and other dues.

1. The entrance fee and annual subscription payable shall be as follows:-

- (a) Entrance fee RM 10.00 (Ringgit Malaysia Ten only)
- (b) Ordinary member RM 30.00 (Ringgit Malaysia Thirty only)
- (c) Associate member RM 30.00 (Ringgit Malaysia Thirty only)
- (d) Life member RM 100.00 (Ringgit Malaysia One Hundred only)

2. All annual subscription shall be payable to the Treasurer in advance by the month of January of each year.

3. Any member who allows his arrears to exceed two years shall receive a written notification signed by or on behalf of the Secretary, and shall be denied the privileges of membership until he settles his account.

4. Any member who allows his arrears to exceed three years shall automatically cease to be a member of the Association, and the Committee may direct legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.

5. The Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.

6. Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Association. If any member fails to pay such subscription within such period as may be resolved, the amount

due shall be treated in the same way as arrears of annual subscription.

## **CLAUSE 7 GENERAL MEETING**

1.The supreme authority of the Association is vested in a general meeting of the members. At least one-half of the voting membership of the Association 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 Association or make any decision affecting the whole membership.

3.An annual general meeting of the Association shall be held as soon as possible after the close of each financial year 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 Association during the previous year;
- (c)To receive the Treasurer's report and the audited accounts of the Association 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 seven (7) days before the meeting a notice and an agenda including copies of minutes and reports, together with the audited accounts of the Association for the previous year. Copies of these documents will also be made available at the registered place of business of the Association for the perusal of members.

5.An extraordinary general meeting of the Association 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.The notice and the agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least seven (7) days before the date fixed for the meeting.

8.Paragraphs (1) and (2) of this rules regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the 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.

## **CLAUSE 8 COMMITTEE**

1. A committee consisting of the followings who shall be termed the office-bearers of the Association, shall be elected at the annual general meeting:-

- (a) A President
- (b) A Vice-President
- (c) A Secretary
- (d) A Treasurer
- (e) 3 (Three) Ordinary Committee Members

2. All office-bearers of the Association and every officer performing executive functions in the Association shall be Malaysian citizens.

3. Names for the above offices in paragraph (1) shall be proposed and seconded and election will be by a simple majority vote of the members at the annual general meeting. All the office-bearers shall be eligible for re-election each year.

4. The function of the Committee is to organize and supervise the day-to-day activities of the Association and to make decisions on matters affecting the running of the Association within the general policy made by the general meeting. The Committee shall not act contrary to the express wishes of the general meeting without the prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous year.

5. The Committee shall meet at least once every four months and a seven 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 half 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 favor 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 three consecutive 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 Association to fill the vacancy until the next annual general meeting.

9. The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Association. It may appoint such officers and such member 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 it deems good and sufficient in the interest of the Association.

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 these sub-committees.

## **CLAUSE 9 DUTIES OF OFFICE BEARERS**

1. The President shall during his term of office preside at all general meetings and 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 Secretary or Treasurer sign all cheques on behalf of the Association.

2. The Vice-president shall deputize for the President during the latter's absence.

3. The Secretary shall conduct the business of the Association in accordance with the rules, and shall carry out the instructions of the general meeting and of the Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. He shall attend all meetings, and record all proceedings. He shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name and address of employer and residential address. He or the Treasurer shall in conjunction with the President, sign all cheques on behalf of Association. He shall file annual returns within 60 days from the date of the Annual General meeting to the Registrar of Societies.

4. The Treasurer shall be responsible for the finances of the Association. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He or the Secretary shall in conjunction with the President sign all the cheques on behalf of the Association.

5. The Ordinary Committee Members shall carry out such duty as directed by the President or the Committee.

## **CLAUSE 10 FINANCIAL PROVISION**

1. Subject to the following provisions in this 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 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 RM 1,000.00 (Ringgit Malaysia One 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 Association.

3. All cheque(s) or withdrawal notices on the Society's account shall be signed by the president together with the secretary or the treasurer. In the absence of the President, the Secretary or the Treasurer for a long period, the Committee shall appoint one of its members to sign in his place.

4. No expenditure exceeding RM 2,000.00 (Ringgit Malaysia Two Thousand only) at any one time shall be incurred without the prior sanction of the committee, and no expenditure exceeding RM 20,000.00 (Ringgit Malaysia Twenty Thousand only) in any one month shall be incurred without the prior sanction of a general meeting. Expenditure less than RM 2,000.00 (Ringgit Malaysia Two Thousand only) at any one time may be incurred by the President together with the Secretary or the Treasurer.

5. As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under the rule 11. 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.

6. The financial year of the Association shall commence on the 1st January and end on the 31st December every year.

## **CLAUSE 11 AUDITORS**

1. Two ordinary or life members, who shall not be office-bearers of the Association,

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 Association for the year, and to prepare a report or certificate for the annual general meeting. They may also be required by the President to audit the accounts of the Association for any period within their tenure of office at any date, and to make a report to the Committee.

## **CLAUSE 12 PROPERTY ADMINISTRATOR**

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

2. The Trustees shall not sell, withdraw or transfer any of the property of the Association 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 or resignation or removal of a trustee, the vacancy shall be filled by a new trustee appointed by a General Meeting.

## **CLAUSE 13 INTERPRETATION**

1. Between annual general meetings the committee shall interpret the rules of the Association and when necessary, determine any point on which the rules are silent.

2. Except where there are contrary to or inconsistent with the policy previously made by the General Meeting the decisions of the Committee shall be binding on all members of the Association unless and until countermanded by a resolution of a general meeting.

## **CLAUSE 14 ADVISOR / PATRON**

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

## **CLAUSE 15 PROHIBITION**



1. None of the following games shall be played in the premises of the Association: 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 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.

3. 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.

4. No University/College University student can be allowed to be a member of the Association without the prior written approval from the Vice Chancellor of the university concerned.

5. "Benefit" as mentioned under section 2 of the Societies Act 1966 shall not be given by the Association to any of its members.

#### **CLAUSE 16 AMENDMENT OF CONSTITUTION**

These Rules may 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.

#### **CLAUSE 17 DISSOLUTION**

1. The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the members present in a general meeting.

2. 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.

3. Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

#### **CLAUSE 18 FLAG, LOGO AND BADGE**

1. Flag
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- Description
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## 2. Logo



### Description

#### 1) JALUR HALUS DI TENGAH TULISAN ACRM

- a) Melambang kepelbagaian bidang registri dan klinikal berhimpun di bawah satu Persatuan
- b) Kepelbagaian bidang kepakaran yang diperlukan bagi setiap registri dan klinikal berhimpun di bawah satu Persatuan

#### 2) ACRM

Ia merupakan singkatan nama bagi Association for Clinical Research Malaysia

#### 3) \_\_\_\_\_ since 2005

Perjalanan Persatuan yang telah bermula dari tahun 2005

#### 4) WARNA BIRU

Kebijaksanaan dan kepercayaan

#### 5) WARNA PUTIH

Kesempurnaan dan ketulenan

#### 6) REAL PATIENTS REAL DATA

Slogan kata yang meringkaskan kepentingan registri pesakit yang mampu memberikan gambaran sebenar tentang pesakit.

## 3. Badge

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Description

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