



## CONSTITUTION

### PERSATUAN PSIKOLOGI KLINIKAL MALAYSIA ( MALAYSIAN SOCIETY OF CLINICAL PSYCHOLOGY )

#### CLAUSE 1 NAME

1. The Association shall be known as

**PERSATUAN PSIKOLOGI KLINIKAL MALAYSIA ( MALAYSIAN SOCIETY OF  
CLINICAL PSYCHOLOGY )**

Hereinafter referred to as "the Association".

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

#### CLAUSE 2 ADDRESS

1. The registered address is

**KESIHATAN BERSEKUTU,  
UNIVERSITI KEBANGSAAN MALAYSIA,  
JALAN RAJA MUDA ABDUL AZIZ,  
50300 KUALA LUMPUR,  
WILAYAH PERSEKUTUAN KUALA LUMPUR.**

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

**SUITE #112, MBE PUBLIKA, LOT NO. 73B, LEVEL UG1, PUBLIKA SHOPPING GALLERY, NO. 1,  
JALAN DUTAMAS 1, SOLARIS DUTAMAS, 50480 KUALA LUMPUR, WILAYAH PERSEKUTUAN  
KUALA LUMPUR.**

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

#### CLAUSE 3 OBJECTIVE

1. To advance the scientific study and professional practice of psychology and enhance the contribution of psychology for the promotion of public welfare by encouraging the development of



clinical psychology.

2. To promote and improve research in psychology; promoting high standards of professional ethics, competence, conduct, education, qualifications and achievement amongst clinical psychologists.
3. To promote the dissemination of psychological knowledge and thought through meetings, lectures, professional contacts, reports, papers, discussions and publications; advancing scientific interest and inquiry in clinical psychology and all related areas of knowledge and practice.
4. To promote the best interest of the profession as well as to keep an updated Register of Members.
5. The above objectives will be facilitated through the following key areas:
  - (a) Ethics
  - (b) Practice (Indemnity)
  - (c) Education/Training
  - (d) Public Policy
  - (e) Research
  - (f) Register of Members

#### **CLAUSE 4 MEMBERSHIP**

1. Membership shall be open to all clinical psychologists and postgraduate clinical psychology trainees; whose work and interests are consistent with the objectives of the Society.
2. The types of membership shall consist of:
  - 2.1 Full Membership  
Full members shall be clinical psychologists who are Malaysian citizens residing in Malaysia.
  - 2.2 International Membership
    - 2.2.1 International members shall be clinical psychologists who are Malaysian citizens but currently holds residence outside of Malaysia, or
    - 2.2.2 clinical psychologists who are non-Malaysian but residing in Malaysia for a period of not less than twelve (12) months with prior approval from the Registrar of Societies.
  - 2.3 Honorary Membership  
Any distinguished individual, who has contributed to the above-mentioned objectives and rendered an exemplary service to the field of clinical psychology, may be elected as an Honorary Member subject to the approval of the Executive Council.
  - 2.4 International Affiliates  
International affiliates shall be clinical psychologists who are non-Malaysians and non-residents with prior approval from the Registrar of Societies.



## 2.5 Student Membership

Student members shall be any individual currently pursuing a postgraduate degree in clinical psychology.

No student shall be admitted as a member of the Society without the prior permission in writing from the Vice Chancellor of the University or University College concerned.

## 3. Admission to Membership

3.1 Every applicant shall apply on a prescribed form duly proposed and seconded by a Full or International Member of the Society and forwarded to the Honorary Secretary who shall at the first convenient opportunity, submit it to the Executive Council for approval. The Executive Council may at its discretion accept or reject any application without assigning any reason thereof. The applicant shall be informed of the decision in writing.

3.2 Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed administrative fee and annual subscription, be admitted as a member of the Society and shall be entitled to all the privileges of Membership

## 4. Eligibility of Membership

4.1 Any clinical psychologist who supports the objectives of the Society and is willing to abide by the constitution of the Society shall be eligible for membership.

4.2 All applications shall be accompanied by proof of identity (such as identity card or passport) and academic transcripts.

## **CLAUSE 5 RESIGNATION AND TERMINATION**

1. Any member who wishes to resign from the Society shall give two (2) weeks' notice in writing to the Secretary.

2. The Executive Council shall have the right to expel or suspend for a period deemed fit, any such member who has been guilty of misconduct, which in the opinion of the Executive Council, renders such member unfit for membership of the Society or is subversive to or has acted contrary to the Constitution of the Society, provided that no such decision shall be taken unless such a member has been given at least fourteen (14) days notice of the Executive Council's intention to do so, and he/she has been allowed a reasonable opportunity of being heard. The member concerned shall have the right to appeal against any decision within 30 days of the notice.

## **CLAUSE 6 SOURCE OF INCOME**

1. All categories of members other than the Honorary Members shall pay a prescribed subscription. There shall be an administration fee of RM20 payable on application for all categories of membership.



Full Membership - RM 120.00 annually  
International Membership - RM 120.00 annually  
International Affiliates - RM 100.00 annually  
Student Membership - RM 50.00 annually

2. The annual subscription shall be payable to the Treasurer in advance or before 31st March each year.

3. The administrative fee, subscription fee and any other fee may be altered at the Exco meeting.

4. Penalty for Non-payment

4.1 Members shall not be entitled to attend or take part in the proceedings of the Annual General Meeting.

4.2 Any member who allows his/her arrears to exceed three (3) months shall receive a written notification signed by, or on behalf of the Secretary, and shall be denied the privileges of membership until the account is settled.

5. Cessation of Membership

Any member whose subscription is in arrears for a period of six (6) months shall cease, ipso facto, to be a member of the Society and his/her name shall be removed from the register of members.

6. Reinstatement of Membership

Such a member as in clause 5 who loses his/her membership shall be readmitted on payment of all his/her dues subject to the approval of the Executive Council.

## **CLAUSE 7 GENERAL MEETING**

The General Meetings of the Society shall be the Annual General Meeting and Extraordinary General Meeting.

1. Procedure of the Annual General Meeting

1.1 The Annual General Meeting shall be held after the close of each financial year (31st December) but not later than 31st March at a date, time and place to be determined by the Executive Council.

1.2 Any member desirous of raising any matter at the Annual General Meeting or of moving any Ordinary resolution shall give due notice thereof to the Honorary Secretary at least four (4) weeks before the date fixed of such meetings. The Honorary Secretary shall circulate such resolution together with the Notice of Annual General Meeting.

1.3 Notice of General Meeting

Not less than fourteen (14) days prior to the Annual General Meeting, the Secretary shall send to all members an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. The accidental omission to give notice to any member shall not



invalidate any resolution passed or proceedings had, at any meeting. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members.

2. The ordinary business of the Annual General Meeting shall be:

- (a) To receive the minutes of the previous Annual General Meeting;
- (b) To receive the Executive Council's report on the working of the Society during the previous year;
- (c) To receive the Treasurer's report and the audited accounts for the previous year;
- (d) To elect an Executive Council and appoint Auditors for the next two (2) years, if the Annual General Meeting is in the election year;
- (e) To deal with such other matters as may be put before it.

3 Quorum

3.1 No business shall be transacted at any general meeting unless a quorum is present.

3.2 For all purposes, the quorum at the general meeting shall not be less than two (2) times the number of Executive Council members or half (1/2) of the total voting members in benefit, whichever is less.

4. Postponement of Meetings

If within half an hour from the time appointed for the holding of a general meeting a quorum is not present, the meeting shall stand adjourned for a place, time and day to be determined by the Executive Council; and if at such postponed meeting a quorum is still not present within half an hour of the time appointed, the members present shall have the power to proceed with the business of the day and shall have powers to amend the rules of the society or make any decision affecting the whole membership.

5. Mode of Deciding Resolution

At all general meetings, a resolution put to the vote of the members of the meeting shall, be decided on a show of hands unless a poll be demanded by the Chairperson or by at least five (5) members present in person and entitled to vote.

A declaration by the Chairperson of the meeting that a resolution has been carried by a particular majority, shall be conclusive and entry to that effect in the minutes of the meeting shall be conclusive evidence thereof without proof of the number or proportion of votes recorded in favour of, or against, such resolution.

6. Mode of Taking Poll

If a poll were demanded, it should be taken at the meeting and in such manner as the Chairperson of the meeting shall direct; and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was taken.

7. Proxies Not Admitted

Votes may only be given by delegates present and voting. No members shall act by proxy.

#### 8. Notice of Motion

Notice of motions of general business to be discussed at general meetings, other than the Annual General Meeting, shall be given to the Honorary Secretary at least fourteen (14) days before the date of meeting.

#### 9. Proceedings of the General Meeting

A record of proceedings of general meetings shall be made and copies shall be available to Executive Council members and delegates at request.

#### 10. Extraordinary General Meeting

10.1 An Extraordinary General Meeting shall be convened:

- (a) Whenever the Executive Council deems it necessary or desirable; or
- (b) At the joint request in writing of not less than half (1/2) of the voting members of the Society, stating the objectives and purpose for such a meeting, forwarded to the Honorary Secretary.

10.2 The Honorary Secretary shall give fourteen (14) days' notice and such notice shall state the reasons of the meeting and full text of any proposed resolutions.

10.3 The general nature of such business shall be given to all delegates entitled to attend the Extraordinary General Meeting. The accidental omissions to give notice of a meeting to, or the non-receipt of such notice by any member, shall not invalidate any resolution passed, or proceeding had, at any meeting,

10.4 If within thirty (30) days of receipt of such requisition the Executive Council does not proceed to call a meeting, the requisitionists may themselves convene the meeting.

10.5 Paragraphs 3 and 4 of this rules regarding the quorum and postponement of an Annual General Meeting shall apply also to an Extraordinary General Meeting, but with the provision that if within half an hour from the time appointed for the holding of an Extraordinary General Meeting, a quorum is not present, the meeting, if convened on the requisition of the members, shall be cancelled, and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.

### CLAUSE 8 COMMITTEE

Executive Council

The Executive Council shall consist of the following office bearers:

A President

A Vice President

An Honorary Secretary

An Assistant Honorary Secretary

An Honorary Treasurer

Four (4) Ordinary Executive Council Members

- 1 out of the four (4) members, will be co-opted as the Assistant Honorary Treasurer.

#### Nominations and Elections of the Executive Council Members

1. All Executive Council members shall be elected at the Annual General Meeting of the Society from amongst the Full Members. No other members have voting rights nor shall they hold any office in the Society. All office bearers of the Society and every officer performing executive function in the Society shall be Malaysian citizens.
2. Election of office bearers of the Executive Council shall be held every alternate year (election year).
3. Names for the offices in Executive Council shall be proposed and seconded, and election will be by a simple majority vote of the voting members at the Annual General Meeting. All the office bearers shall be eligible for re-election for no more than two (2) consecutive terms in the same office.
4. The function of the executive Council 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 Executive Council 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 Executive Council may meet for despatch of business, adjourn or otherwise regulate meetings as it thinks fit.
6. Notice of meetings
  - 6.1 Ordinary meetings of the Executive Council shall be held not less than once every three (3) months by giving at least fourteen (14) days notice to the Executive Council members. The President acting alone, or not less than three (3) of its members acting together may call for a meeting of the Executive Council to be held at any time.
  - 6.2 Executive Council meeting to discuss any urgent business may be held as and when necessary by giving at least three (3) days notice and their quorum shall be as in paragraph 7. Also, in times of urgency, decisions can be arrived at by personal communications followed by confirmation in writing and such decisions arrived at shall be formalized at the next meeting of the Executive Council provided that:
    - (a) The issues must be clearly set out in the communication and forwarded to all members of the Executive Council;
    - (b) At least one half (1/2) of the members of the Executive Council must indicate whether they are in favour or against the proposal; and
    - (c) The decision must be by a majority vote.



#### 7. Quorum

At least (5) members of the Executive Council shall be present for its proceedings to be valid and to constitute a quorum.

#### 8. Votes

Questions arising at any meeting of the Executive Council shall be decided by a majority of votes. In case of a tie, the chairperson shall have a casting vote.

9. An Executive Council member who fails to attend three (3) successive Executive Council meetings of which due notice is given, without adequate reasons acceptable to the Executive Council shall be deemed to have resigned from the Executive Council.

10. In the event of any casual vacancy among the members 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.

11. The Executive Council 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 Executive Council, or for any other reason which it deems good and sufficient in the interest of the Society.

12. The Executive Council 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 member can become members of these sub-committee.

13. The outgoing Executive Council shall pass all Society documents and articles to the incoming Executive Council within 30 days from the election date.





## CLAUSE 9 DUTIES OF OFFICE BEARERS

### 1. The President

The President shall during his/her term of office, preside at all General Meetings and Executive Council meetings and be responsible for the proper conduct of all such meetings. He/She have the casting vote and shall sign the minutes of the meeting once approved.

### 2. The Vice President

In the event of the President being unable, for any reason whatsoever, to discharge the duties of office or assume the privileges thereof, the Vice President shall discharge the said duties of office or assume the said privileges.

### 3. The Honorary Secretary

The Honorary Secretary shall be responsible for the administration of the Society in accordance to the Constitution, and he/she shall carry out the instructions of the general meeting and of the Executive Council. Without prejudice to the generality of the foregoing, his/her duties shall include:

3.1 Conducting all correspondence and keeping all documents, letters, minutes and other record except for accounts and financial records.

3.2 Upkeep of the membership register which contain details such as name, identity card number, date and place of birth, occupation, employer name and address and residential address.

3.3 Attend all meetings and record all proceedings.

3.4 Submitting such returns and statements annually within 60 days from the date of the Annual General Meeting to the Registrar of Societies.

3.5 To send each member of the Society at least two (2) weeks before such date, the following:

- (a) The notice and agenda of the Annual General Meeting;
- (b) The annual report of the year preceding the Annual General Meeting;
- (c) Minutes of the previous Annual General Meeting.

### 4. The Honorary Assistant Secretary

4.1 The Assistant Honorary Secretary shall assist the Honorary Secretary in executing the functions stated in paragraph 3.

4.2 In the event of the Honorary Secretary being unable, for any reason whatsoever, to discharge the duties of office or assume the privileges thereof, the Assistant Honorary Secretary shall discharge the said duties of office or assume the said privileges.

### 5. The Honorary Treasurer

5.1 Responsible for the maintenance of proper up-to-date records and accounts of all financial dealings in the Society.



5.2 Facilitate the auditing of the accounts from time to time and giving the Honorary Auditors all the necessary information they may require for such purpose, and generally complying with their directions given from time to time.

5.3 Operate the bank accounts in the authorized manner in conjunction with the President and Vice President.

5.4 Prepare and make available to the Executive Council the statement of accounts, balance sheets and other necessary documents and information for each financial year of as when required by the Executive Council for the Annual General Meeting and for any other purpose.

#### 6. Ordinary Executive Council Members

Ordinary Executive Council Members shall carry out such duties as directed by the President or the Executive Council.

### CLAUSE 10 FINANCIAL PROVISION

1. The financial year shall commence on the 1st January and end on the 31st December every year.
2. The funds of the Society shall be derived from annual subscription, seminars, exhibitions, donations, fund raisings and such other sources as the Executive Council decides, including grants and subsidies from individuals, government agencies, corporations and other bodies in Malaysia and abroad with prior approval from the Registrar of Societies.
3. Subject to the following provisions in these rules, the fund of the Society may be expended for the purpose necessary for the carrying out of its objectives, including administrative fees, expenses of its office-bearers, and the audit of its accounts. However, the funds shall on no account be used to pay the fine of any member convicted in a court of law.
4. The Society shall maintain at least one (1) account with the bank as decided by the Executive Council and shall be in the name of the Society.
5. The Honorary Treasurer may keep a petty cash of RM200.00 (Ringgit Malaysia: Two Hundred Only) and all excess monies shall within seven (7) days of receipt be deposited in the Society's account.
6. The Honorary Treasurer and the President or, in the absence, the Vice President shall operate the account(s) of the Society. Signatories will be the Treasurer and one of the other two mentioned above.
7. Any expenditure above RM200.00 (Ringgit Malaysia: Two Hundred Only) must be approved by the Executive Council, and any expenditure above RM5000.00 (Ringgit Malaysia: Five Thousand Only) must be approved at a General Meeting. Expenditure below RM200.00 (Ringgit Malaysia: Two Hundred Only) may be approved by the President with the Vice President or Treasurer.



8. A statement of receipt and payment as well as a balance sheet for the year shall be prepared by the Honorary Treasurer and audited by the Auditors as appointed under Clause 11 as soon as possible after the end of the financial year. The audited accounts shall be submitted for approval in the next Annual General Meeting and copies shall be made available for the perusal of members at the Society's registered place of business.

#### **CLAUSE 11 AUDITORS**

1. Two (2) members shall be appointed as Honorary Auditors at the Annual General Meeting in the election year by they shall not be office-bearers of the Society. They shall hold office for two (2) years and may be re-appointed.
2. The Honorary Auditors shall be required to audit the accounts of the Society for the year and prepare a report for the 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 Executive Council.

#### **CLAUSE 12 PROPERTY ADMINISTRATOR / TRUSTEES**

1. Two (2) 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, absences 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.

#### **CLAUSE 13 INTERPRETATION**

1. Between annual general meetings the Council shall interpret the rules of the Society and when necessary, determine any point on which the rules and by-laws 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 Council shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.

#### **CLAUSE 14 ADVISOR / PATRON**

1. The Executive Council 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.

#### **CLAUSE 15 PROHIBITION**

1. Any form of gambling as defined in the First and Second Schedules of the Common Gaming Houses Act, 1953 shall not be played in the premises of the Society.

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. "Benefits" as mentioned under Section 2 of the Societies Act 1996 shall not be given by the Society to any of its members.

4. The Society shall not engage in any political or religious activities or allow its funds and/or premises to be used for such purposes.

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

1. This Constitution may be wholly or in part repealed, replaced, substituted or otherwise amended at a General Meeting.

2. No such proposal shall be deemed to have been passed unless it is carried by a majority of at least two thirds of the votes cast.

3. The approved proposal shall be sent to the Registrar of Societies within sixty (60) days of being passed by the general meeting and the proposal shall take effect from the date of approval by the Registrar of Societies.



## CLAUSE 17 DISSOLUTION

1. The Society may be voluntarily dissolved by a resolution of not less than three-fifths (3/5) of the total voting membership at a General Meeting specially convened for the purpose.
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 remaining funds shall be disposed of in such a manner as decided upon by general meeting.
3. Notice of dissolution shall be forwarded to the Registrar of Societies within fourteen (14) days of its dissolution.

## CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag
2. Logo



### Description

Logo signifies the Greek letter PSI, representing the symbol of Psychology. The abstract drawing of the two (2) wings represents the Malaysian Sang Kancil. The stem of PSI represents being rooted to the study of human behavior, emotions and thoughts. The colors consists of red, blue and green. Red represents passion to heal, blue represents the purpose of practitioners to bring peace to the sufferers, and green represents best and ethical practice.

3. Badge



## CLAUSE 19 **MEMBERSHIP LATE FEE**

1. A Late Fee penalty of RM15 is chargeable, if and/when a membership is lapsed for more than 3 months, beginning from April 1 to June 30 yearly. After June 30th, membership is considered lapsed and members will need to reapply with Full Membership Fee, including RM20 processing fee.
2. Notification of membership renewal deadline will be announced to all members before December 31 yearly, and 1 month before March 31.