

# CONSTITUTION & RULES OF Asia-Pacific NeuroEndocrine Tumour Society [APNETS]

## 1 NAME

The Association shall be known as the **Asia-Pacific NeuroEndocrine Tumour Society [APNETS]** hereinafter referred to as the 'Association'. In Bahasa Malaysia the society shall be referred to as 'Persatuan Tumor NeuroEndokrin Asia-Pasifik'.

## 2 PLACE OF BUSINESS

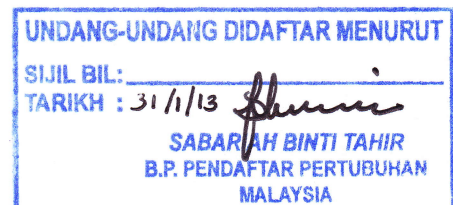
Its registered place of business shall be **Suite 2-8, 2<sup>nd</sup> Floor Medical Academies of Malaysia, No 210 Jalan Tun Razak, 50400 Kuala Lumpur** or any other such place as may be decided from time to time by the Executive Committee. The registered place of business of the Association shall not be changed without the prior approval of the Registrar of Societies.

## 3. FLAGS, SYMBOLS, BADGES OR OTHER INSIGNIA

The society shall have an official insignia / emblem which will be used on its letter head, documents, stationaries, web site, online communications and on any other such places as may be necessary.

## 4. OBJECTIVES

1. Improving the diagnosis and treatment of neuroendocrine tumours through networking & international collaboration.
2. Coordination of research [basic and clinical] in the Asia Pacific Region so as to enhance and improve the diagnosis and treatment of neuroendocrine tumours.
3. Education and training of healthcare professionals through scientific and educational meetings, seminars and workshops.
4. Enhance community awareness on neuroendocrine tumours
5. Development of evidence based consensus guidelines to standardize and improve the management of neuroendocrine tumours.
6. Establishment of an Asia Pacific Neuroendocrine Tumour database and registry.



7. In pursuit of the above objectives, the activities of the society shall include:

- (a) Organize and undertake educational programs / activities on neuroendocrine tumours for healthcare professionals.
- (b) Co-operate and collaborate with various national and international governments and non-governmental organisations in an effort to promote awareness and research on neuroendocrine tumours.
- (c) Publish and disseminate information brochures, pamphlets, posters, stickers and any other educational material as deemed necessary regarding neuroendocrine tumours.
- (d) Assist and undertake public awareness programs on neuroendocrine tumours through talks, seminars, scientific meetings and through print and electronic media.
- (e) Provide expert professional advice on issues related to neuroendocrine tumours.
- (f) Undertake research on the various aspects of neuroendocrine tumours, for presentation or publication.
- (g) Establish, support or aid and / or develop programs in the diagnosis, treatment and management of neuroendocrine tumours.
- (h) Develop professional linkages and affiliations with various national and international societies and bodies whose experience and expertise may be of benefit to improve the management of neuroendocrine tumours.



## 5. MEMBERSHIP

- (1) Membership shall be available to any suitably qualified medical practitioner, healthcare professional or scientist with interest in the field of neuroendocrine tumour disease, regardless of their nationality or country of domicile.
- (2) There shall be four categories of membership:
  - (a) Ordinary Member - a medically qualified (MBBS or MD or MBChB) person with interest in the field of neuroendocrine tumour disease and is willing to abide by the constitution of the society.
  - (b) Associate Member – a non-medically qualified person / allied health professional who is involved or interested in the field of neuroendocrine tumour disease.
  - (c) Honorary Member – honorary membership shall be bestowed upon person[s] by way of invitation on the recommendation of the executive committee. Such members shall be exempted from paying all membership fees.  
The membership shall be awarded to person[s] who can contribute or those who have contributed significantly to the development of the Association or the specialty.
  - (d) Corporate Member – any individual, firm, institution or corporate body which supports the cause of the society.
- (3) Application for membership shall be made on such print or electronic form or forms as may be prescribed by the executive committee from time to time.  
Membership shall only take effect following the approval / endorsement of the application by the executive committee and payment of the prescribed subscription fees.  
The Committee may at its discretion reject any application without assigning any reason thereof.
- (4) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and the annual subscription, be admitted as a member of the Association and shall be entitled to all the privileges of membership.
- (5) Voting rights and the right to elect and stand for election during general meetings shall be the privilege of only ordinary members of the society. All other categories of members do not have the privilege to vote, elect or stand for election but shall be entitled to all other privileges as determined by the society from time to time.





## 6. FINANCIAL RESOURCES

The financial resources of the organization shall include

(1) Entrance Fees, Subscriptions and Other Dues

(a) The entrance fee and subscription payable shall be as follows:

Entrance Fee	RM50.00
Annual subscription	
Ordinary member	RM100.00
Associate member	RM50.00
Corporate member	RM5,000.00

(b) The amount of the entrance fee, the annual subscription fee and any such other subscriptions may be increased or decreased by a resolution of the general meeting of the Association and subjected to prior notification to the Registrar of Societies.

(c) The Executive Committee may at its discretion decide to release members who are still under training or who are not fully employed, either partially or fully, from their liability to pay subscriptions.

(d) All annual subscriptions shall become payable to the Treasurer in advance at the beginning of each calendar year; not later than 1<sup>st</sup> March of each calendar year or such period as may be decided by the executive committee.

(e) Any member who allows his arrears to exceed one years' subscription 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.

(f) Any member who allows his arrears to exceed two years' subscription shall automatically cease to be a member of the Association.

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

(h) 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 the annual subscription.





- (2) Fund Raising  
The Association may, if necessary seek donations from the public or any other sources, provided permission has been sought from the relevant authorities.  
Conduct and campaign for, receive, hold and apply for funds, gifts, bequests and endowments on the proceeds thereof for any of the mentioned purposes.
- (3) The Society may undertake economic activities such as selling, buying, investing, renting, owning movable and immovable properties or any other such economic activities as deemed appropriate. It may purchase, lease or otherwise acquire, reconstruct and adapt and maintain any offices or other premises, equipment and any other things as may be necessary or convenient for the purpose of the society.
- (4) All the money, profits and benefits derived from such activities shall solely be used to promote, develop and carry out the objectives of the Association and no portion of any money or profit shall be used to pay interest or returns to any of its members.  
Notwithstanding this, the provision shall not prohibit any payments to be made in good faith to pay the salaries or expenses or both to any member or employee of this Association.
- (5) The Association may provide sponsorship for healthcare professionals to participate or represent the society at international conferences, meetings, and seminars.
- (6) The Association shall pay all costs, charges and expenses incurred or sustained in or for the promotion and establishment of the society and to remunerate any person or persons in cash or any other means as may be decided by the executive committee from time to time, for services rendered in promoting the objectives of the society.



## 7. RESIGNATION AND TERMINATION OF MEMBERSHIP

- (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) The membership shall automatically terminate upon the death of a member or upon the dissolution of the Association. In addition any member who allows his arrears to exceed two years' subscription shall automatically cease to be a member of the Association.



## 8. GENERAL MEETING

- (1) The supreme authority of the Association shall be vested in the General Meeting of members which shall be held every two years [Biennial General Meeting of the Association shall be held every alternate year] as soon as possible after the close of the financial year but not later than June, on a date and a time and place to be decided by the Executive Committee.  
The business of the Biennial General Meeting shall be:-
  - (a) To receive the minutes of the previous biennial general meeting;
  - (b) To receive the Committee's report on the working of the Association during the previous years;
  - (c) To receive the Treasurers' report and the audited accounts of the Association for the previous years;
  - (d) To elect an Executive Committee and to appoint Auditors for the ensuing term;
  - (e) To deal with such other matters as may be put before it.
- (2) The Secretary shall send to all members at least seven days before the meeting, a notice and 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 for the perusal of members at the registered place of business of the Association or at any such place [including an online webpage of the association if any] as may be deemed appropriate by the executive committee from time to time.
- (3) 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.
- (4) An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- (5) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least seven days before the date fixed for the meeting.
- (6) The Secretary shall forward to all members a copy of the draft minutes of each biennial and extraordinary general meeting as soon as possible after its conclusion.





- (7) Quorum & Validity of General Meeting:
- i. 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 proceeding to be valid and to constitute a quorum.
  - ii. 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.
- (8) Paragraphs 8.7 (i) and 8.7 (ii) 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.



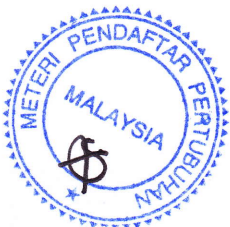
## 9. EXECUTIVE COMMITTEE

- (1) An Executive Committee consisting of the following, who shall be termed the office-bearers of the Association, shall be elected at the Biennial General Meeting:-
  - 1 President
  - 1 Vice-President
  - 1 Secretary
  - 1 Treasurer
  - 5 Ordinary Committee Members
- (2) All office-bearers of the Association and every officer performing executive functions in the Association shall be ordinary members of the society in good standing and shall reflect the international representation of the Association. Office-bearers other than Malaysian citizens may be appointed subject to the approval by the Registrar of Societies.
- (3) Names for the above offices in paragraph (9.1) shall be proposed and seconded and election will be by a simple majority vote of the members present at the Biennial General Meeting. Election will be either by show of hands or by a secret ballot subject to the agreement of the majority of the voting members present.

All the office-bearers shall be eligible for re-election but the number of terms for which they could seek re-election shall be decided by the general meeting from time to time.

In addition to the above elected office bearers, the Executive Committee may co-opt up to 7 [seven] additional committee members to serve the interests of the society.

The co-opted committee members shall have no voting rights during executive committee meetings.
- (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 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 and present the various reports on its activities during the general meeting.
- (5) The Committee shall meet in person or online or via teleconference at least once every three months, 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.





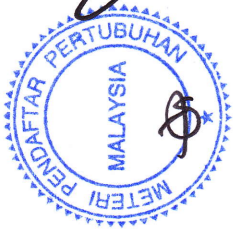
- (6) Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter or an email. The following conditions must be fulfilled before a decision of the Committee is deemed to have obtained:-
- (a) The issue must be clearly set out in the circular or email 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.
  - (d) Any decision obtained by circular letter or email shall be reported by the Secretary during 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 election of office-bearers.
- (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 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 reasons which 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 of the Association. The members appointed to sub-committees may include members of the society or any other such persons deemed appropriate and qualified to perform the functions.
- (11) The executive committee member or any employee of the association shall ipso facto vacate his post and position if:
- (a) he / she is declared a bankrupt; or
  - (b) he / she is convicted by the courts of any offence under any act and is sentenced to a fine of not less than two thousand ringgit or to imprisonment for a term of not less than one year; or
  - (c) he / she is and has been found or declared to be of unsound mind; or
  - (d) he / she ceases to a member of the association; or
  - (e) he / she resigns from the executive committee or employment.





## 10. DUTIES OF OFFICE-BEARERS

- (1) The President shall during his 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 Treasurer sign 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 instruction 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 or passport number, date and place of birth, occupation, name and address of employer and residential address. He shall in conjunction with the Treasurer, sign cheques on behalf of Association when necessary. He 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 duties and shall act for him in his absence. However the Assistant Secretary shall not sign any cheques on behalf of the Association even in the absence of the Secretary.~~
- (5) 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 shall in conjunction with the President or the Secretary, sign all cheques on behalf of the Association.
- (6) The ordinary Committee Members shall carry out such duties as may be directed by the President or the Committee.



## 11. FINANCIAL PROVISIONS

- (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 RM1000.00 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 cheques or withdrawal notices on the Association's account shall be signed jointly by the Treasurer and the President or the Secretary. In the absence of the President or the Secretary or the Treasurer for an extended period, the Committee can appoint one of its members to be a signatory in his / her place.
- (4) No expenditure exceeding RM5,000.00 at any one time shall be incurred without the prior sanction of the Executive Committee, and no expenditure exceeding RM50,000.00 in any one month shall be incurred without the prior sanction of a general meeting. Expenditure less than RM5,000.00 at any one time may be incurred by the Treasurer with the approval of the President and the Secretary.
- (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 (12). The audited accounts of the society shall be submitted for the approval of the next general meeting. Copies of the audited statement of accounts shall be available for inspection by the members of the society.
- (6) The financial year of the Association shall commence on the 1<sup>st</sup> of January and end on the 31<sup>st</sup> of December every year.





## **12. AUDITORS**

- (1) Two persons, who shall not be office-bearers of the Association, shall be appointed as Auditors during the biennial general meeting. They shall hold office for two years 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 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 Executive Committee.
- (3) The Executive Committee shall also appoint Registered External Auditors to audit the accounts of the society at least once a year and submit a report to the Executive Committee.
- (4) A copy of the audited statement of accounts of the society shall be forwarded annually to the Registrar of Societies.

## **13. ADMINISTRATION OF PROPERTY**

- (1) The immovable properties of association shall be registered in the name of Association and all the instruments relating to the properties shall be valid as if they had been executed by three trustees appointed by the Executive Committee.
- (2) The properties shall not be sold, transferred or changed without the consent and authority of a general meeting of members.

## **14. INTERPRETATION OF THE RULES**

- (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 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 Association 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 person / persons to be the Advisor / Advisors or Patron of the Association. The person / persons appointed must give his / her consent and accept the appointment in writing.





## 16. PROHIBITIONS

- (1) Any form of gambling as defined in the Common Gaming Houses Act, 1953 is prohibited in the premises of the organization.
- (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 organization shall not conduct any lotteries, whether confined to its members or on behalf of the Association or its officers or committee or members without the prior approval from the relevant authorities.
- (4) 'Benefits' as defined under Section 2 of the Societies Act 1968 shall not be given by the association to any of its member.

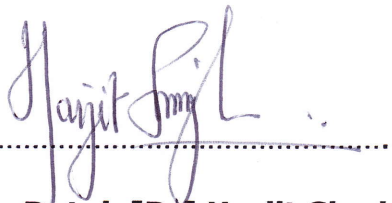
## 17. AMENDMENT OF RULES

These Rules shall not be changed or amended except by a resolution of the General Meeting. Applications for amendments to the rules shall be made to the Registrar of Societies within 60 days of being passed by the General Meeting.

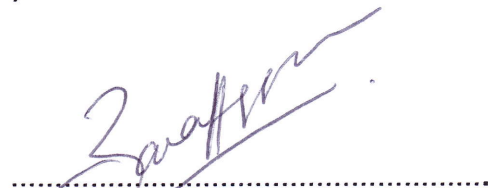
Such amendments shall take effect from the date the amendment is approved by the Registrar of Societies.

## 18. DISSOLUTION

- (1) The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the voting members present during a general meeting convened for such purposes.
- (2) In the event of the Association is 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 the general meeting.
- (3) Notice of dissolution of the Association shall be forwarded to the Registrar of Societies within 14 days of the dissolution.



**Name: Datuk [Dr] Harjit Singh**  
**Position: President**



**Name: Dr Zanariah Hussein**  
**Position: Secretary**

**Date: 10<sup>th</sup> January 2013**

