

PAM CONSTITUTION

I. NAME, OBJECTS, POWERS AND HEADQUARTERS

I.1 Name, Address and Place of Business

The name of the Institute shall be “Pertubuhan Arkitek Malaysia (Malaysian Institute of Architects) (PAM).

Its place of business shall be 4 & 6 Jalan Tangsi, 50480 Kuala Lumpur or at such other place or places as may from time to time be decided on by the Council; and its registered postal address for correspondence shall be P.O. Box 10855, 50726 Kuala Lumpur. The place of business and postal address shall not be changed without the prior approval of the Registrar of Societies.

I.2 Objects and Powers

The Objects and Powers of the Institute are:

- I.2.1 To promote and enlarge knowledge, study and practice of architecture and the various arts and sciences connected therewith.
- I.2.2 To provide a central organisation for architecture in the form of a learned and scientific society for art and science of architecture and to provide for the definition and qualification of the profession of architecture.
- I.2.3 To assist and advise Governments, local authorities, or other private or public bodies, on questions relating to the art and science of architecture, the development of property, town and country planning and built environment and the design and construction of buildings generally.
- I.2.4 To promote friendly interaction and discourse amongst Architects, and to hold meetings for readings and discussions of matters relating to the art and science of architecture.
- I.2.5 To regulate the promotion and conduct of architectural design and planning competitions in accordance with the conditions laid down by the institute.
- I.2.6 To obtain and disseminate among the Members, information on matters affecting the profession and to compile, print, sell, lend, publish, issue or distribute the proceedings and reports of the Institute or any papers, periodicals, books, circulars and other literary undertakings or any extracts therefrom as may seem conducive to any of these objects.
- I.2.7 To provide facilities interchange with other associations carrying on similar work or with Governments, local authorities, educational and scientific bodies engaged in research on matters relating to the work, theory or practice of architecture or allied subjects
- I.2.8 To arrange for alliance or affiliation with any Institution, Association or Society with similar object to those of the Institute on such terms or conditions as may be in the interests of the Institute.
- I.2.9 To present generally the views of the profession and the interest of the Institute.

- I.2.10 To preserve and to maintain the integrity and status of the profession; to suppress dishonourable and unprofessional conduct or practices; to lay down a Code of Professional Conduct, Conditions of Engagement and a Scale of Professional Charges which shall be binding on all Members and to regulate the practice of the profession of architecture by its Members.
- I.2.11 To institute Chapters consisting of such Members as may be resident in any territory as defined from time to time in accordance with the Constitution of the Institute and to confer on such Chapters all such powers, authorities and discretion as may be thought fit.
- I.2.12 To hold examinations of proficiency in the science and art of architecture and to award certificates thereof.
- I.2.13 To hold exhibition of works of architectural interest and to allocate any portion of funds for this purpose.
- I.2.14 To work closely with other members of the building industry for the betterment and development of the industry.
- I.2.15 To originate and promote improvement in the law and regulations affecting architects, architecture and other matters connected with them.
- I.2.16 To promote the appreciation, confidence and understanding of the public in the profession and architecture.
- I.2.17 To establish, form and maintain libraries and collection of models, designs, drawings and other articles of interest in connection with the art and science of architecture.
- I.2.18 To purchase, lease, hire or otherwise acquire suitable premises for the use of the Institute and to manage, improve and to develop and utilize any such premises and to sell, mortgage, let or dispose of the same.
- I.2.19 To acquire by purchase, take or lease, gift or otherwise any real or personal property and any rights or privileges necessary or convenient for the purpose of the Institute and to resell, lease, or sublease, mortgage, surrender, or turn to account, or otherwise dispose of such property or any part thereof, and to erect upon such land, and building or other structure for the purpose of the Institute and to alter, add to, or maintain the same.
- I.2.20 To accept donations, legacies or loans (free of interest) to be applied to the objects of the Institute.
- I.2.21 To borrow any monies required for the purposes of the Institute upon such terms and upon such security as may be determined.
- I.2.22 To institute, carry or discontinue any legal proceedings in the name of the Institute or its Officers, Servants or Members for the recovery of any debts or demands claimed by or on behalf of the Institute or for the assertion of any actual or supposed rights or privileges of the Institute or any Member thereof and to defend any legal proceedings commenced against the Institute or any Member thereof in his capacity or representing the Institute and to pay out of the funds of the Institute any costs or charges incurred in connection with such legal proceedings.
- I.2.23 To invest the monies of the Institute not immediately required upon such securities

or in such manner as may from time to time be determined.

- I.2.24 To lend money or give financial assistance by way of donation or subscription or otherwise to any association or other body not carrying business for profit.
- I.2.25 To make loans or grants of money, books, equipment or otherwise for the purpose of training candidates in the architectural profession and for the promotion of research work in relation to building science or to the art and science of architecture.
- I.2.26 To devote any portion of the funds of the Institute to the establishment of a trust fund or to the formation or endowment of scholarships or otherwise assist the architectural education of students or others who may desire to qualify for the architectural education of students or others who may desire to qualify for the practice of architecture, and in connection therewith to hold lectures, classes, and examinations in the science and art of architecture and to award certificates of proficiency.
- I.2.27 To appoint any persons to accept and hold in trust for the Institute any property belonging to the Institute or in which it is interested and to execute and do all such deeds, instruments, acts and things as may be requisite to vest in the same in such person or persons and to remunerate any such persons.
- I.3 The Institute shall not support any object, which is an object of the Institute would make it a Trade Union or trade protection society.

II MEMBERSHIP OF THE INSTITUTE

II.1 Category and Classes of Membership

II.1.1 There shall be two categories of membership, namely, Corporate membership and non-Corporate membership and each category of membership of the Institute may have one or more classes.

II.1.2 The category of Corporate membership shall be divided into the following classes:

- (a) Ordinary Member
- (b) Retired Member
- (c) Overseas Member
- (d) Fellow Member

II.1.3 The category of non-Corporate membership shall be divided into the following classes:

- (a) Honorary Member
- (b) Graduate Member
- (c) Associate Graduate Member
- (d) Student Member
- (e) Academic Member

II.2 **Qualifications for Corporate membership**

II.2.1 Every person desirous of qualifying for candidature as a Corporate member must possess Malaysian citizenship or permanent resident status in Malaysia and an architectural qualification which this constitution and the bye-laws may prescribe or allow and which is acceptable to the Council of the Institute.

II.2.2 **Ordinary Members**
Any applicant who

- (a) has obtained the architectural qualification from school recognised by the Institute and
- (b) has been a Graduate member of the Institute and
- (c) having obtained the necessary practical experience as required by the Institute and
- (d) having passed the professional practice and practical experience Part 3 examinations recognised by the Institute or

having obtained the academic qualifications, the necessary practical experience and professional qualifications as above which qualifies the candidate for registration with the Board of Architects Malaysia as an architect under the Architects Act 1967 (Revised 1973).

shall be deemed acceptable to the Council for admission to the ordinary Corporate membership of the Institute as per Bye-laws.

II.2.3 **Retired Members**

Any ordinary Member who has attained the age of 60 years, and who has voluntarily retired from practice and ceased to be registered with the Board of Architects Malaysia shall, upon request by the prescribed form as per Bye-laws and subject to approval of Council, be eligible for the rights and privileges which this Constitution and the Bye-laws may prescribe or allow.

II.2.4 **Overseas Members**

Any ordinary Member who, for whatever reason, intends to reside overseas for a minimum of 1 year or has ceased to reside in Malaysia permanently shall upon request by the prescribed form as per Bye-laws and subject to the approval of Council, be eligible for the rights and privileges which this Constitution and the Bye-laws may prescribe or allow.

II.2.5 **Fellow Member**

Any person who has been a Corporate Member for not less than 20 years, of good standing and who has contributed to the works of the Institute, or the profession or the industry, may apply or be recommended for the Fellowship of the Institute.

II.3 **Qualifications for non-Corporate Membership**

II.3.1 Every person, desirous of qualifying for admission as a non-Corporate Member must possess qualification which this Constitution and the Bye-laws may prescribe or allow and which is acceptable to the Council of the Institute.

II.3.2 **Honorary Members**

- (a) Any person, who is not eligible for Corporate membership of the Institute may be elected as an Honorary member if he is, by reason of his eminence, interest in Architecture and the arts and sciences connected therewith and of his contribution to the objectives of the Institute, considered by the Council to be eligible for the honour of Honorary membership.
- (b) Such person shall be nominated for election to Honorary membership of the Institute by resolution of the Council for which due notice shall be given to every member of the Council and if carried unanimously by those present and voting by secret ballot at a meeting of the Council.
- (c) Such nomination will then be considered by a panel of Past Presidents and fellows appointed by the Council as per Bye-laws on the recommendation of the panel such person shall then be elected as Honorary member by the Council.
- (d) The number of Honorary members shall not exceed ten in number at any one time at the date of the election.
- (e) Such Honorary members may remain Honorary members at the pleasure of the Council.

II.3.3 **Graduate Members**

Any person who

- (a) has Malaysian citizenship or permanent resident status in Malaysia, and
- (b) who is not eligible for Ordinary Corporate Membership under clause 11.2.2. and
- (c) having completed a course of studies from a school which is recognised by the Institute as equivalent to passing the Part I and Part II examinations of the Institute, or
- (d) having passed the Part I and Part II examinations recognised by the Institute, and
- (e) qualifies him for registration as an Architectural Graduate under the Architects Act 1967 (Revised 1973).

shall be deemed acceptable to the Council for admission to Graduate membership of the Institute as per Bye-laws and shall not remain a Graduate member after he has passed the Part III examination recognised by the Institute which qualifies him to be a candidate for Corporate membership.

II.3.4 **Student Members**

Any Person who

- (a) is not less than 16 years of age, and
- (b) having passed the Malaysian Certificate of Education or Cambridge Overseas School Certificate or Higher School Certificate or any examination recognised as being equivalent and acceptable by the Council, and
- (c) having been admitted to a course leading to a professional degree or diploma in architecture.

shall be deemed to be acceptable by the Council for admission to Student membership of the Institute as per Bye-laws. A university or university college

student in Malaysia shall not be admitted as a member unless with the prior approval of the Vice-Chancellor of the university or the university college concerned. No person shall remain as a Student member for more than ten years after the date of his admission as a Student member, provided that the Council may in any case before the expiration of the said period of ten years extend such period on the application of the Student member concerned.

II.3.5 **Academic Members**

Any person who

- a) possesses qualifications in architecture acceptable to the Council for this class of membership and is interested in the objectives of the Institute and
- (b) has been lecturing or teaching architecture full time in a college or university or engaged in building research or special projects in Malaysia and
- (c) is residing in Malaysia and
- (d) is not qualified for admission as an Corporate member, Graduate member or Student member may upon nomination by the prescribed form as per Bye-laws and subject to the approval of the Council be eligible to admitted as an Academic member. The Council may at any time and without being required to give any reason terminate his membership.

II.3.6 **Associate Graduate Members**

Any person who

- a) has graduated from a school of architecture but who is not qualified for admission as a Corporate member, Graduate member, Academic member or Student member but acceptable to the Council for this class of membership and is interested in the objectives of the Institute and
- (b) is employed full time in an architectural practice or engaged in the building and design industry and
- (c) is residing in Malaysia

may upon nomination by the prescribed form as per Bye-laws and subject to the approval of the Council be eligible to be admitted as an Associate Graduate Member. The Council may at any time and without being required to give any reason terminate his membership.

II.4 **Use of Suffixes**

Subject to the provisions of the Architects Act, 1967 (Revised 1973) for the time being in force.

- (a) A Corporate member who has been duly admitted under the clauses prescribed in this Constitution may use after his name any description or initials indicative of his class of membership of the Institute which the Bye-laws may prescribe or allow in regard to that class of membership.
- (b) An honorary office bearer of the Institute may use after his name any description or initials indicative of his honorary office of the Institute which the Bye-laws may prescribe or allow in regard to the honorary office.

II.5 **Qualification Examinations**

Subject to the provisions of the Architects Act 1967 (Revised 1973) for the time being in force all examinations deemed necessary to qualify applicants for admission to membership shall be conducted at such time, manner and place as may be appointed by the Council and as prescribed under the Bye-laws.

III ELECTION OF MEMBERS

III.1 Applications for Membership

- III.1.1 Every applicant for admission as a Corporate Member, Graduate Member, Associate Graduate Member and Student Member shall make and subscribe a statement that he is eligible under the Constitution and that he is willing, if admitted to be bound by this Constitution and the Bye-Laws and any other Regulations of the Institute in force for the time being.
- III.1.2 Every applicant for admission as an Ordinary member, Graduate Member, Associate Graduate Member, Student member or as a Academic member shall make application and be proposed by at least two Corporate members of the Institute in accordance with the proposal form as per Bye-laws of his class of membership to which admission is sought.
- III.1.3 In the case of any applicant for membership not being personally acquainted with the number of members herein required to propose him, the Council shall, if satisfied with his qualifications, have the power to propose him for admission.
- III.1.4 The proposal of every applicant for admission to any class of membership must be forwarded to the Honorary Secretary for submission to Council and if the Council approve such proposal and find such candidate to be eligible and qualified according to the Constitution and Bye-Laws for the time being in force, he shall be admitted to membership in the class to which he has been proposed and such admission shall be recorded in the minutes of the Council meeting at which such nomination is approved.

III.2 Refusal of Application

The Council reserves the right to refuse admission to any applicant for membership for any of the reasons listed in Clause III 7 or for not complying to this Constitution and Bye-laws relating to qualification for membership and the Council shall not be obliged to give any reason for its admission or refusal to admit a person to any category or class of membership.

III.3 Payment of Entrance Fees and Subscriptions

- III.3.1 Application for membership shall be accompanied by the entrance fee together with the first annual subscription appropriate to the class of membership to which admission is sought. In the event the applicant is not admitted by the Council such fees and subscription paid shall be refunded to the applicant.
- III.3.2 The Honorary Secretary shall send to every person who is admitted notice of his admission soon as is practicable after the date of the admission together with a copy of this Constitution, the Bye-laws and the Codes of Professional Conduct.

III.4 Rights, Privileges and Obligations

- III.4.1 Members of the Institute in each category and class are subject to the Constitution, the Bye-laws and the Codes of Professional Conduct and other regulations as laid down by the Institute.
- III.4.2 The rights and privileges of a member of the Institute shall be personal to himself and shall not be transferable or transmissible by his own act or by operation of law.

III.5 Death of Member

Upon the notification of death of any Member, the Council shall remove his name from the Register for the Members of the Institute.

III.6 Resignation of Membership

A member may resign his membership by giving notice in writing accompanied by the certificate of membership held by him and sent by registered post to the Honorary Secretary, and such notice shall become effective on the date on which it is accepted by Council, provided always that the Council.

(a) shall not unreasonably withhold or delay its acceptance of such notice of resignation:

(b) shall not permit a member to resign when such member is under financial liability to the Institute.

(c) shall not permit a member to resign from the Institute whilst he is the subject of any disciplinary proceeding or it appears likely to the Council that such member is likely to be or become the subject of disciplinary proceedings.

III.7 Termination of Membership

Membership of the Institute may be terminated if the member:

(a) is struck off from any statutory register of architects in consequence of a criminal offence or professional misconduct, or

(b) has contravened the Constitution or the Bye-laws or Codes of Professional Conduct of the Institute, or

(c) is declared bankrupt, or

(d) is declared insane or of unsound mind, or

(e) is convicted of a felony.

III.8 Readmission and Reinstatement to Membership

The readmission to membership of any person who has ceased to be a Member of the Institute under Clause III.6 and III.7 shall be dealt with in the same manner as an original application for membership.

IV ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

IV.1 Entrance fees, Subscriptions and Other Dues

(a) The amount of entrance fees, subscriptions and other dues shall be as prescribed from time to time in the Bye-Laws.

(b) Annual subscriptions shall be payable in advance and shall be due on the first day of January of each year.

(c) Members admitted before the first day of July in any year shall pay the annual subscription payable for the current year, and those admitted on and after the first day of July shall pay half the annual subscription.

IV.2 Defaulters

(a) Whenever any Member shall suffer his annual subscription to remain in arrears for a period exceeding one year, he shall become a defaulter and notice of such default shall be sent to him by registered mail and if all arrears be not paid within four weeks after forwarding of such notice, he shall cease to be a member of the Institute and his name shall be removed from the register of members by resolution of the Council.

(b) The Council shall have the power to reinstate the defaulter to his former position as a Member upon the defaulter giving an explanation of the non payment to the satisfaction of the Council, and in such case to require the defaulter to pay all subscriptions or any part thereof as may be determined by Council in its absolute discretion, which would have been due had he continued as a paying member up to the date of such reinstatement together with any other dues that may be prescribed in the Bye-laws and any other costs to which the Institute may have been put in consequence of such default.

(c) Notwithstanding anything herein contained and the reinstatement of any defaulter, that defaulter shall not be entitled to any rights and privileges in respect of the period between the date of suspension and the date of reinstatement.

IV.3 Suspension of Rights and Privileges for Non-Payment

No member whose annual subscription remains unpaid for a period of three months shall be entitled to attend or take part in the meetings of the Institute, nor to receive the notices or publications of the Institute, nor shall he be entitled to vote if he is entitled to vote, nor shall he be entitled to be nominated for any office until he has paid in full such subscriptions and other dues.

IV.4 Exemption of Payment of Fees

Honorary Members shall be exempted from the payment of entrance fees and subscriptions.

IV.5 Certificate of Membership

Subject to such Bye-Laws as the Council may from time to time prescribe, the Council shall issue to each Member a Certificate showing the class of membership to which he belongs. Every such Certificate shall remain the property of, and shall on demand be returned to the Institute. Such Certificates shall be signed by the President or Vice President and two members of the Council for the time being and countersigned by the Honorary Secretary of the Institute.

IV.6 Register of Members

(a) A Register of Members shall be kept and the name and address of every Member shall be written in such Register together with a record showing whether or not his subscription for each current year has been paid.

(b) A roll of Honorary members shall be kept by the Honorary Secretary.

V THE COUNCIL

V.1 Council

The Council members shall consist of President, Immediate Past President, Deputy President, Vice President, Honorary Secretary, Honorary Treasurer and not more than ten ordinary members of Council and one representative from each Chapter as per Bye-Law; and may include not more than three Past Presidents who, other than the Immediate Past President, may be nominated by the newly elected Council. All members of the Council and every officer performing executive function in the Institute shall be Malaysian citizens. Non citizen may hold office with the prior approval of the Registrar of Societies.

V.2 Office Bearers

The office bearers of the Institute shall be the President, Deputy President, Vice President, Honorary Secretary and Honorary Treasurer.

V.3 President

The President shall be elected at the Annual General Meeting of the Institute; provided that no person shall be elected to such office until he has been a Corporate member of 5 years and shall have served 4 full terms as a member of Council; and provided further that he shall not hold office for more than two years in succession at a time. The President shall during the term of office preside at all meetings of the Council and shall be responsible for the proper conduct of all such meetings. He shall have a casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Deputy President or Honorary Treasurer, sign all cheques on behalf of the Institute.

V.4 Immediate Past President

The Immediate Past President shall not hold office for more than two years in succession at a time. As a member of Council, he shall provide continuity to Council.

V.5 Deputy President and Vice President

The Deputy President and the Vice President shall be elected at the Annual General Meeting of the Institute provided that no person shall be elected to such office until he has been a Corporate member of 4 years and shall have served 3 full terms as a member of Council and provided further that he shall not hold office for more than 4 years in succession at a time. The deputy President shall deputise for the President during the latter's absence. The Vice President shall deputise for the President during the absence of both the President and Deputy President.

V.6 Honorary Secretary

The Honorary Secretary shall be elected at the Annual General Meeting of the Institute provided that no person shall be elected to such office until he has been a Corporate member of 3 years and shall have served 2 full terms as a member of Council and provided further that he shall not hold office for more than 4 years in succession at a time. The Honorary Secretary shall conduct the business of the Institute in accordance with this Constitution and Bye-Laws and shall carry out the instruction of the Council. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records.

V.7 Honorary Treasurer

The Honorary Treasurer shall be elected at the Annual General Meeting of the Institute provided that no person shall be elected to such office until he has been a Corporate member of 3 years and shall have served 2 full terms as a member of Council and provided further that he shall not hold office for more than 4 years in successions at a time. The Honorary Treasurer shall be responsible for the finance of the Institute. He shall keep accounts of all its financial transactions of the Institute and shall be responsible for their correctness. He shall in conjunction with the President or the Deputy President sign all cheques on behalf of the Institute.

V.8 Ordinary Member of Council.

Ordinary members of Council which shall be not more than ten in number and shall be elected at the Annual General Meeting of the Institute provided that~ the members to be elected must have been a Corporate member of two years and shall have served one full term on one or more committees of the Institute or Chapters of the Institute.

V.9 Chapter Representatives

Chapter representatives shall be nominated and voted in accordance with the Bye-Laws.

V.10 Nominated Members of Council

Not more than three past presidents, other than the Immediate Past President, may be nominated to the Council by the newly elected Council for the year.

V.11 Vacancies

V.11.1 President

Should the President die, in office or if his office is vacated by reason of Clause V.20, the Deputy President shall act as President, the term of office of any person succeeding or being appointed to the office hereof shall terminate at the date of which the term of office of the President will have terminated. A person succeeding or being appointed to office shall not withstanding anything herein contained be eligible for immediate election to the same office.

V.11.2 Deputy President

Should the Deputy President die in office or succeed the President pursuant to Clause V.11.1 or if his office is vacated by reason of Clause V.20 the Vice President shall succeed as the Deputy President, the term of office of any person succeeding or being appointed to the office hereof shall terminate at the date on which the term of office of the Deputy President will have terminated. A person succeeding or being appointed to office shall notwithstanding anything herein

contained be eligible for immediate election to the same office.

V.11.3 Vice President

Should the Vice President die in office or succeed the Deputy President pursuant to Clause V.1 1.2 or if his office is vacated by reason of Clause V.20 the Council shall fill the vacancy by appointing a member who had obtained the next highest number of votes from the last election list for that office which has become vacant, failing this the Council shall be given the power to make its own nomination from among the members of the Council.

V.11.4 Honorary Treasurer and Ordinary Members of Council

Should the Honorary Secretary or the Honorary Treasurer or any ordinary member of Council die in office or if his office is vacated by reason of Clause V.20 the Council shall fill the vacancy by appointing a member who has obtained the next highest number of votes from the last election list for that office which has become vacant, failing this the Council shall be given the power to make its own nomination.

V.12 Term of Office

The Council shall remain in office until the elections held at the following Annual General Meeting after which the incoming Council take office.

V.13 Meetings and Quorum

The Council shall meet at least once in each quarter of each year, but it shall be in their power to vary the frequency of meetings. Subject to these provisions of the Constitution, the Council may meet for the dispatch of business, adjourn or otherwise regulate their meetings as they think fit. Subject to Clause V.1 the quorum at Council meeting shall be not less than half of the total number of members in the Council.

V.14 Notice of Meetings

Council meetings shall at any time be called by the Honorary Secretary at the request of the President or at the request of five members of the Council by giving at least fourteen days clear notice to all the members of the Council.

V.15 Votes

Questions arising at any meeting of the Council shall be decided by a majority of votes except as otherwise provided for in this Constitution. In case of an equality of votes the Chairman shall have further or casting vote.

V.16 Chairman of Council

The President, or in his absence the Deputy President or Vice President or Honorary Secretary or Honorary Treasurer or Immediate Past President shall preside at all meetings of the Council. If at any meeting the President, the Deputy Presidents the Vice President, Honorary Secretary, Honorary Treasurer or Immediate Past President be not present within half an hour after the time appointed for the meeting, the meeting shall be postponed.

V.17 Minutes of Proceedings

The Council shall cause proper Minutes to be made of resolutions and proceedings of all meetings of the Institute and of the Council and of Committees of the Council and all business transacted at such meetings, and any such Minutes of any meeting, if purporting to be signed by the Chairman of the next succeeding meeting, shall be conclusive evidence without any further proof of the facts therein stated.

V.18 Powers of Council

A meeting of members of the Council at which a quorum is present shall be

competent to exercise all the authorities, powers and discretions by or under the Constitution of the Institute for the time being vested of the Council generally. All expenditure incurred shall have the approval of the Council.

V.19 **Bye-Laws**

(a) The Council may from time to time make such Bye-Laws as they may judge necessary for the carrying on the business of the Institute, and may at any time in like manner, approve, annul or vary any Bye-Laws.

(b) All Bye-Laws for the time being in force, shall be binding on the members of the Institute and shall have full effect accordingly; provided that notice of such Bye-Laws or recession or alterations thereto shall be notified to all members in writing thirty days before becoming effective, during which time any fifty Corporate Members may by notice in writing to the Honorary Secretary, require an Extraordinary General Meeting to be convened for the purpose of considering, confirming or revoking the same.

(c) If no such notice is received by the Honorary Secretary, the Bye-Laws shall become binding on all members at the expiry of the above mentioned thirty days subject to the prior approval of the Registrar of Societies.

V.20 **Vacation of Office by Office Bearers or Ordinary Member of Council**

Subject to the Societies Act 1966 the Office of an office bearer or Ordinary member of Council is vacated forthwith if:

(a) he ceases to be member of the Institute.

(b) he be absent from more than three consecutive meetings of the Council without prior leave of absence.

(c) he resigns his office by notice in writing delivered to the Council.

(d) his membership has been terminated under Clause III 7 of the Constitution.

(e) he has been convicted of any offence against the Societies Act 1966.

(f) he has been convicted of any offence under any other law and sentenced to a fine or not less than two thousand ringgit or to imprisonment for a term of not less than one year.

(g) if there is in force against him any order of detention, restriction, supervision, restricted residence, banishment or deportation under any law relating to the security of, or public order in Malaysia or any part thereof, or to prevention of crime, preventive detention, restricted residence, banishment or immigrations.

V.21 **Chapters**

(a) The Council may at their discretion, and upon receipt of a request from a minimum number of Corporate Members to be determined by the Council in relation to prevailing circumstances, resident in any state or regional area of Malaysia, and upon a majority resolution being passed at the Annual General Meeting or Extraordinary General Meeting, create a local Chapter of the Institute subject to the prior approval of the Registrar of Societies.

(b) The Chapter may be dissolved by a majority resolution passed at the Annual General Meeting or Extraordinary General Meeting of the Institute.

(c) Each Chapter shall be constituted and its affairs conducted in accordance with the Constitution and such Bye-Laws as the Council shall make from time to time.

V.22 **Boards, Committees and Panels**

V.22.1 The Council shall have the power to appoint Boards, Committees and Panels and their Chairmen and Co-Chairmen for the purpose of dealing with special subjects connected with objects of the Institute. Minutes of meetings or reports of these

Boards or Committees or Panels shall be submitted to the Council for consideration and information. A Board or Committee or Panel may co-opt any person, with the approval of the Council, to serve on the Board or Committee or Panel, if necessary.

- V.22.2 The Boards, Committees and Panels may conduct their own correspondence and business respectively, but save as hereinafter provided they shall not take any public action nor any pecuniary responsibility unless previously authorised by the Council. In any case of emergency they may take such public action as shall have been sanctioned by the President or in his absence by the Deputy President or Vice President, acting on his behalf.
- V.22.3 At the end of each year of office the Boards, Committees and Panels shall each forward to the Council a report of their proceedings during the preceding year of office, which report or a summary thereof, shall be incorporated in the President's report to the Annual General Meeting.
- V.22.4 Prior to the commencement of the financial year on 1st January, every Board or Committee shall prepare a budget of their proposed income and expenditure for the coming year for the approval of Council.

V.23 **Management of the Institute**

The day to day management of the Institute shall be carried out by the five designated office bearers on behalf of the Council. They may exercise all such powers of the Institute, and do on behalf of the Institute all such acts as may be exercised and done by the Institute, and as are not by the Constitution required to be exercised or done by the Institute in General Meeting, subject nevertheless to the Constitution as may be amended by the Institute in General Meeting from time to time, but no amendment made by the Institute in General Meeting shall invalidate any prior act of the Council which would have been valid if such Constitution had not been made. Any expenditure of less than \$ 5,000.00 for administrative purpose of the Institute may be approved by the President. Expenditure of more than the said sum shall not be incurred without the approval of the Council.

V.24 **Investment of Moneys**

The Council shall, unless otherwise directed by any deed or trust, have power to invest any fees, surplus income, funds, donations or endowment in any of the following investments:

- (a) Loans or securities of the government
- (b) Mortgages and other securities
- (c) Bonds, debentures, debenture stock or mortgages or the fully paid guaranteed or preference or ordinary stock or shares of ordinary preferred or deferred or other stock or shares of any company.
- (d) Purchase of immovable property situated within Malaysia. Such investments shall be managed by Trustees appointed by the Councils per by-laws. The Council may from time to time direct the Trustees to alter or vary such investment for others of a nature hereby authorised. The trustees shall hold such investment upon trust to be dealt with and disposed off as the Council shall from time to time direct.
- (e) (i) Set up a wholly-owned subsidiary company or companies registered under the Companies Act to undertake activities of the Institute as may be directed by the Council. Such company/companies shall be managed by Directors appointed by the Council.

(ii) All moneys and profits accruing to the Institute from participation in any business shall be applied solely towards the furtherance, promotion and execution of the objects of the Institute and no portion thereof shall be paid by way of dividend, bonus or profits to any member of the Institute, 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 Institute, or other person or persons for services actually rendered by him or them to the Institute.

V.25 **Bank Account**

All money belonging to the Institute and not invested shall be deposited by the Council on account of and for the use of the Institute with a Banker as the Council shall from time to time determine. Cheques on the Institutes Banker, until otherwise from time to time resolved by the Council, shall be signed by any two of the three following Office Bearers~ President, Deputy President and the Honorary Treasurer for the time being.

V.26 **Common Seal**

The Institute shall have a Common Seal which shall be in the custody of the Honorary Secretary. The Common Seal shall not be affixed to any certificate, deed or writing except on the prior authority of the Council and such authority shall be recorded in the Minutes of the Council Meeting. Such deed or writing shall, after the Seal has been affixed be signed by three Office Bearers for the time being of the Institute.

V.27 **Annual Reports and Accounts**

The Council shall present a report on the state of the property and affairs of the Institute to the Annual General Meeting, which report shall give an abstract of the proceedings during the preceding year ended 31st December, an account of the funds (including Receipts and Payments account and Balance Sheet for the past year properly audited). A copy of the report shall be issued to every Member at least fourteen days before the Annual General Meeting.

V.28 **Accounts**

The Council shall be responsible for the preparation of budget and statement of receipts of payments of the Institute. The Council shall cause proper and sufficient accounts to be kept of the sums of money received and expended by the Institute and the matter in respect of which such receipts and payments take place and of the property, credits and liabilities of the Institute and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulation then in force of the Institute shall be opened to the inspection of the members and once at least in every year the accounts of the Institute shall be examined and the corrections of the balance sheet ascertained by one or more qualified Auditor. The financial year of the Institute shall end on the 31st December of each year.

V.29 **Donations**

The Council shall be authorised to accept donations and subscriptions either in aid of Funds established by the Institute or to defray expenses which may be incurred in carrying out special undertakings connected with the Institute work.

V.30 **Publications**

The Council may arrange for the publication in any manner which they may deem advisable of such statistics papers, documents and publications as may be considered by the Council to be likely to promote knowledge of the work, theory, law and practice relating to the building industry and professions allied to.

V.31 **Alliance with other bodies**

The Council may, upon receipt of a request to the effect from any body with similar objects to those of the Institute arrange for the union, alliance or incorporation of such body with the Institute and may also, if they think fit, remit or reduce the entrance fees of the members of such body at the time of union or incorporation; provided that such union, alliance or incorporation shall be sanctioned by a Resolution at the Extraordinary General Meeting.

V.32 **Prizes and Awards**

The Council shall have power to hold competitions, to award prizes, and scholarships and to award for recognition.

V.33 Competitions

The Council shall have power to regulate the promotion and conduct of architectural competitions as provided in Constitution and Bye-Laws and may prohibit any member or members from competing in any competition which does not comply with the conditions laid down by the Institute.

V.34 Indemnity

The members of Council and other officers for the time being of the Institute including those in the Chapters and the trustees for the Institute (if any) shall be indemnified out of the funds of the Institute against all costs, charges, losses, damage and expenses which they shall respectively incur or be put to on account of any act, deed, matter or thing which shall be executed, done or permitted by them respectively in or about the bona fide execution of their respective offices and shall be reimbursed by the Institute all reasonable expenses incurred by them in or about any legal proceedings or arbitration on account of the Institute or otherwise in the execution of their respective offices except such costs, losses and expenses as shall happen through their respective neglect, default or willful act and no member of the Council or other officer or trustees shall be chargeable for any money which he shall not actually receive or be answerable for the act, receipt, neglect or default of any other member of the Council or office or trustee or of any banker, broker, collector, agent or other person appointed by the Council or such trustees (as the case may be) with whom or into whose hands any property or moneys of the Institute may be deposited or come or for the insufficiency of any security or investment in or upon which any of the moneys of the Institute shall be invested by order of the Council or for any loss or damage which may happen in the execution of his office unless the same shall happen through his own neglect, default or willful act.

V.35 Disciplinary Powers of the Council

V.35.1 The Council shall make regulations or Bye-laws concerning the procedure by which any question of discipline is to be brought before the Council. The hearing and determination by the Council of any such question, the publication of any determination and any other matter with regard to disciplinary procedure for which the Council considers necessary or desirable to make provision which regulations and such Bye-laws shall provide for the rule against bias and that a member against whom a question of discipline has been raised shall have a right of hearing either in person or by counsel and shall be entitled to call witness on his own behalf and to examine and cross-examine any witness called before the Council or any Committee to which the Council may delegate its disciplinary powers.

V.35.2 Without prejudice to the generality of the Council's powers under this subparagraph Bye-laws and the regulations may provide.

(a) For the reference of any question of investigation and report to a Committee appointed by the Council;

(b) That the power of the Council to decide and determine any question for investigation may be delegated to a Committee appointed by the Council;

(c) That account may be taken of any report from other disciplinary Committee and that any finding or fact which is shown to have been made by this Committee shall be evidence of the fact found;

(d) For the appointment and payment of legal counsel to act as assessor to the Council or any Committee to which the Council may delegate its disciplinary powers.

V.35.3 Any decision of the Council to reprimand, suspend or expel a member shall be sent by the Honorary Secretary by registered post to the member concerned, and the decision shall take effect upon the day on which it is made.

V.35.4 During the period of suspension a member shall not be entitled to exercise or enjoy any right or privileges which is exercisable or enjoyable by a member.

V.35.5 A decision of any disciplinary action should have the approval of the Council by a majority decision of four fifth of the Council members present and voting or not

less than half of the total number of members of the Council whichever is the higher. In the event of an appeal by the member against whom disciplinary action has been approved, the Council shall appoint a Board of Appeal consisting of not less than three persons none of whom shall be a current member of Council, and the decision of this Board of Appeal shall be final.

VI GENERAL MEETINGS

VI.1 Description of General Meetings

The General Meetings of the Institute shall be as follows:

- (a) Ordinary General Meetings
- (b) Annual General Meeting
- (c) Extraordinary General Meeting

VI.2 Ordinary General Meeting

The ordinary Meetings of the Institute shall be held and conducted as prescribed by the Council from time to time. Ordinary meetings shall be defined as where there are no resolutions or taking of votes at such meetings.

VI.3 Annual General Meeting

VI.3.1 The Annual General Meeting shall be held in the month of February each year, or as soon thereafter as practicable, provided that every such meeting shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting.

VI.1.3.2 The ordinary business of the Annual General Meeting shall be as follows:

- (a) to receive the Annual Report of the Council.
- (b) to receive, and approved, to pass the Accounts for the year ended on 31st December last preceding.
- (c) to elect a President.
- (d) to elect a Deputy President.
- (e) to elect a Vice President.
- (f) to elect an Honorary Secretary.
- (g) to elect an Honorary Treasurer.
- (h) to elect not more than ten Ordinary Members of the Council.
- (i) to elect an Auditor.
- (j) to transact any other business of which due notice in accordance with Rule shall have been given.

VI.4 Extraordinary General Meeting

(a) Any Extraordinary General Meeting may be called at any time by the Council whenever they deem it expedient and they shall also do so upon receipt of a written requisition signed in by not less than fifty Corporate Members of the Institute stating the reason for convening such meeting.

(b) If within twenty one days of receipt of such requisition the Council do not proceed to cause a meeting to be held, the requisitionists may themselves convene the meeting.

(c) The Extraordinary General Meeting is called for the amending of the Constitution of such other business (not being the business of an Annual General

Meeting) as is required by the Constitution to be carried out by the passing of a resolution of two third majority of the Corporate members present at the General Meeting.

VI.5 Lectures etc

The Council may at their discretion arrange for other meetings to be held for the delivery of lectures and the reading and discussion of papers, and the Council shall determine the conditions of admission to such meetings and their conduct.

VI.6 Notice of General Meeting

Not less than fourteen days notice of a General Meeting specifying the place, date and time of meeting, and in the case of special business the general nature of such business, shall be given to all Members of the Institute. The accidental omission 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.

VI.7 Quorum

No business shall be transacted at any General Meeting unless a Quorum is present when the meeting proceeds to business. For all purposes the quorum at a General Meeting shall be twice the total number of member selected and appointed to the Council. (If the Council consists of twenty members then the quorum shall be forty Corporate Members.)

VI.8 Adjournment of Dissolution

If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting if convened on the requisition of Members shall be dissolved. In any other case it shall stand adjourned for the same place, time and day of the week following, or at such other place as the Chairman shall appoint, and, if at such adjourned meeting a quorum is not present within half an hour of the time appointed for holding the meeting the members present shall be a quorum not withstanding Clause VI.9.

VI.9 Notice of Adjournment

The Chairman may, with the consent of any meeting at which a quorum is present, adjourn a meeting from time to time, and from place to place, as the meeting shall determine. Whenever a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given in the same manner as notice of an original meeting. Save as aforesaid, the Members shall not be entitled to any notice of an adjournment, or the business to be transacted at an adjourned meeting. No business shall be transacted at an adjourned meeting other than the business which might have been transacted at the Meeting from the adjournment took place.

VI.IO Chairman

The President of the Institute shall preside at every General Meeting. If at any time he shall not be present within fifteen minutes after the time appointed for holding of the Meeting the Deputy President or in his absence a member of the Council chosen by the Members present shall preside. If no member of the Council be present or if all the members of the Council decline to take the Chair

the Members present shall choose one of their members to be Chairman.

VI.11 Mode of Deciding Resolution

At all General Meetings a resolution put to the vote of the meeting shall, except as herein otherwise provided on a show of hands unless a poll be demanded by the Chairman or by at least five members present in person and entitled to vote. A declaration by the Chairman of the meeting that a resolution has been carried by a particular majority, or lost, or not carried by a particular majority, shall be conclusive, and an entry to that effect in the Minutes Book of the Institute shall be conclusive evidence thereof, without proof of the number of proportion or the votes recorded in favour of, or against, such resolution.

VI.12 Mode of Taking Poll

If a poll be demanded it shall be taken at the Meeting and in such manner as the Chairman of 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.

VI.13 Rights to Vote

At General Meeting members of every class shall be entitled to be present and to take part in the discussions on any subject brought before the Meetings but only Corporate Members shall be entitled to vote at such Meetings provided always no Corporate Member whose annual subscription remains unpaid for a period of three months shall be entitled to vote.

VI.14 Casting Vote

In the case of an equality of votes, either on a show of hands or by poll, the Chairman of the meeting shall have a further, or casting vote.

VI.15 Method of Election of Council

VI.15.1 Election Officer and Deputy Election Officer

Not less than thirty-five days before the day appointed for Annual General Meeting, the Council shall appoint a member as an Election Officer and another member as Deputy Election Officer who will not be standing for any office or proposing or seconding a candidate for election. The Election Officer shall be responsible for the conduct of the election of Council in accordance with the Constitution and Bye-laws. The Deputy Election Officer's role is as a stand-in support person to assist the Election Officer and only takes over any of the role of the Election Officer in the event where the Election Officer is unable to carry out his duties.

VI.15.2 Not less than thirty-five days before the day appointed for the Annual General Meeting, the Honorary Secretary on the direction of the Election Officer shall cause to be delivered to all Corporate Members, notification to nominate a President, Deputy President, Vice President, Honorary Secretary, Honorary Treasurer and not more than ten ordinary members of Council.

VI.15.3 Nominations shall only be valid if made by not less than two Corporate members who have received the agreement in writing of the nominees. Such nominations and agreements shall be delivered to the Election Officer to reach him not later than twenty-one days before the date of the Annual General Meeting.

VI.15.4 The Election Officer shall direct the Honorary Secretary to prepare a list of nominated (members) candidates together with the Council's nomination list, if any, for President, Deputy President, Vice President, Honorary Secretary, Honorary Treasurer, and such list shall be sent to all Corporate members together with a notice convening the Annual General Meeting in accordance with the Bye-laws. The names of all candidates for election shall be printed in the same type and in alphabetical order. Nomination from the floor will not be accepted at the Annual General Meeting.

VI.15.5 Voting for election shall be by secret ballot. Such number of ballot papers as shall be necessary shall be sent, together with the notice convening the Annual General Meeting, to all Corporate members. Each ballot paper shall contain directions for its use by Corporate members and any ballot paper which fails to comply with such directions shall be rejected by the Scrutineers and the votes shall be lost. The ballot papers shall be folded and sealed in the pre-addressed (to the dedicated PAM election Post Office Box Number) envelope provided and no other document shall be enclosed with the ballot paper. Postage shall be prepaid by the Corporate member voting.

Ballot papers in the sealed envelopes are to be returned to the Election Officer by post so as to be received by the Election Officer before the commencement of the Annual General Meeting. Ballot papers in the sealed envelopes may also be received from Corporate members personally before the commencement of the Annual General Meeting.

VI.15.6 **Scrutineers**

No less than three scrutineers, who must be Corporate Members, shall be appointed by the Corporate Members present at the Annual General Meeting. The scrutineers at the direction of the Election Officer shall be responsible for counting the votes. Their decision of the election, and on any matter relating thereto shall be final. No member of Council or candidate for election as such shall be eligible for appointment as a Scrutineer.

VI.15.7 In the event of an equality of votes for any vacancy, there shall be one recount of the votes cast for the candidates having such equality. If after such recount, there is still an equality of votes for the vacancy, the election of the candidates so receiving such equality shall be by secret ballot of the Corporate members voting at the Annual General Meeting.

VI.15.8 The members of Council so elected together with the immediate Past President shall form the Council which shall remain in office until the next Annual General Meeting.

VI.16 **Referendum by means of postal vote on important questions**

Upon a resolution of the Council of which due notice has been given to every member of the Council and which has been carried by four-fifths majority of those present and voting at a Meeting of the Council it shall be competent for the Council to refer any question as to which the Council are of the opinion that the matter is of sufficient importance to take a poll of Corporate Members and thereupon a postal vote on the matters in question, shall be taken by sending a copy of the proposed Resolution a Voting Paper by post to each Corporate Member resident in Malaysia, and the same shall be returnable to the Honorary Secretary not later than fourteen days after it has been posted. Scrutineers appointed by Council, as per Bye-laws, shall count the votes and their decision on any matter relating thereto shall be final, and if the Resolution so submitted to a

general poll be supported by a simple majority of the votes polled it shall be declared carried and shall be the Resolution of the Institute and it shall not be competent to rescind or vary such Resolution for a period of two years thereafter except by another Resolution submitted by the Council to a like general poll and carried by a two-thirds majority on taking of such poll. The Council shall be bound to take a poll under the provisions of this Constitution at any time on receipt of a written requisition signed by not less than fifty Corporate Members, and such poll shall be taken not less than six weeks after the delivery of such requisition to the Honorary Secretary.

VI.17 **Amendment to the Constitution**

This Constitution may not be amended or altered except by the concurring vote of not less than two-thirds of the total membership of the Corporate Members present at the meeting on the day of the meeting. No proposal to amend or alter the Constitution shall be considered unless it has been submitted in writing to the Council at least four weeks before the day of the meeting.

Such alterations or amendments shall be submitted to the Registrar of Societies within 28 days of being passed by the general meeting and shall take effect from the date of their approval by the Registrar of Societies.

VI.18 **Dissolution**

Upon any dissolution of the Institute, whether voluntary or by operation of any law, if there shall remain, after the satisfaction of all its legal debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the Members of the Institute or any of them, but shall be given to some other institution or association having objects as nearly similar as possible to those of the Institute and in default of there being any such other institution or association then to the Board of Architects Malaysia to be held by the said Board for the objects appearing in the Architects Act 1967 (Revised 1973) or any statutory modification or re-enactment thereof.

VII **INTERPRETATION**

VII. 1 In this Constitution unless there be something in the subject, or context inconsistent therewith:

“The Institute” shall mean the Pertubuhan Arkitek Malaysia (Malaysian Institute of Architects)
(PAM)

“The Constitution” shall mean the Constitution of the Institute.

“The Clause” shall mean the Clause under the Constitution of the Institute for the time being in force.

“The Bye-Laws” shall mean the Bye-Laws of the Institute for the time being in force.

“The Council” shall mean the Council of the Institute.

“P A M” shall mean Pertubuhan Arkitek Malaysia

“Malaysia” shall mean the territory covered under the Malaysian Constitution

“Members” (with capital M) shall mean Corporate and Non Corporate members under Clause II 1

“Poll” shall mean the taking and counting of votes.

“Board of Architects” shall mean the Board of Architects Malaysia under the Architects Act 1967 (Revise 1973) or any statutory modifications or re-enactment thereof.

PAM Bye-Laws

- PREAMBLE** 1.0 Bye-laws are made under Clause 19 of the Constitution of the Pertubuhan Akitek Malaysia (Malaysian Institute of Architects) (PAM).
- HEADQUARTERS** 2.0 The headquarters of the PAM shall be situated in the capital of Malaysia or any other location considered suitable by the Council.
- QUALIFICATIONS AND APPLICATION FOR MEMBERSHIP** 3.0 The qualifications for Corporate and Non-Corporate membership shall be as given in Clause II of the Constitution.
- 3.1 The Council may prescribe a list of architectural qualifications which shall be deemed to be acceptable for membership of the Institute.
- The Council shall be empowered to make changes to the list of recognised schools from time to time.
- 3.2 All applications for membership, except for Honorary Members, shall be made in the prescribed form together with all fees payable and in accordance with Clause III.1 of the Constitution.
- 3.3 Where a Graduate Member applies to be a Corporate Member, and he has been a Graduate Member for less than 6 months; a processing fee of RM150 shall be levied in addition to the entrance and subscription fee.
- EXAMINATION** 4.0 As provided in Clause 11.5 of the Constitution, the Council is empowered to appoint Examination Panels to administer and conduct on behalf of the Institute such examinations as deemed necessary for candidature for membership.
- CERTIFICATE OF MEMBERSHIP** 5.0 Certificate of membership in the form approved by the Council shall be issued to Corporate Members of the Institute. Such certificate shall bear the Seal of the Institute which shall be affixed as provided for in Clause V.26 of the Constitution.
- THE COUNCIL** 6.0 Members of the Council shall include one representative from each Chapter
- (a) Northern Chapter comprising the States of Perlis, Kedah, Pulau Pinang, Kelantan and Terengganu.
 - (b) Southern Chapter comprising the States of Malacca and Johore.
 - (c) Sabah Chapter comprising the State of Sabah.
 - (d) Sarawak Chapter comprising the State of Sarawak.
- Chapter representatives to the Main Council shall be nominated and elected by the respective Chapter Committees.
- CHAPTERS** 7.0 Each constituted Chapter of the Institute shall have a Chapter Committee consisting of a Chairman, Deputy Chairman, Vice Chairman, Hon Secretary, Hon Treasurer and 6 other

Committee members. Only Corporate Members of the Institute practicing or working in the area of the constituted Chapter shall be eligible to be members of the above said Chapter. A Chapter Committee shall have the sole management of the affairs, business, income and expenditure of the Chapter subject always to the general control of the Council of the Institute. The Council shall define the area of each Chapter when it is being constituted. The establishment of Chapters shall be consented by a simple majority decision at the meeting of the Council upon a resolution to that effect and subject to the approval of the Registrar of Societies.

The Chapter Committee shall hold meetings whenever deemed necessary by giving at least 7 days notice. At least one-half of its members present shall constitute a quorum.

The rules and procedures governing meetings, elections and voting at the Chapter shall follow that for the Institute as laid down in the Constitution.

The quorum for a general meeting of a Chapter shall be twice the number of the Chapter Committee. The quorum for a meeting of the Chapter Committee shall be four. The Chapter Chairman shall preside at all Chapter general meetings and Chapter Committee meetings. He shall have a casting vote and shall sign the Minutes of each meeting at the time they are approved.

The Chapter Deputy Chairman shall deputise for the Chapter Chairman during the latter's absence. The Chapter Vice Chairman shall deputise for the Chapter Chairman and the Deputy Chairman during the absence of both.

The Chapter Hon Secretary shall keep all the records and papers of the Chapter which shall be made available on demand to the Council of the Institute. He shall take down and circulate Minutes of all meetings of the Chapter and the Chapter Committee and shall remit a copy of the Minutes of such meeting to the Hon Secretary of the Institute not later than seven days after each meeting. In consultation with the other Chapter Committee members he shall prepare the Chapter Annual Report which shall be circulated to all Chapter members and shall remit two copies to the Hon Secretary of the Institute who shall present them at the next meeting of the Council of the Institute.

The Chapter Hon Treasurer shall deal with the financial affairs of the Chapter and shall keep proper-financial records. He shall prepare the Annual Accounts which after audit shall be circulated to all Chapter members together with the Chapter Annual Report and shall remit two copies to the Hon Secretary of the Institute. In conjunction with the Chairman of the Chapter he shall operate the bank account, if any, of the Chapter, and shall be personally responsible for all monies and other property of the Institute which pass through his hands. He shall maintain a register of names and addresses of Chapter members and shall inform the Hon Secretary of the Institute of all changes therein.

The other members of the Chapter committee shall be elected at the general meeting of the Chapter and shall hold office until the next general meeting.

FINANCE	8.0	The Council may make grants to a local Chapter for a certain specific project or undertaking sponsored by the Chapter.
PROPERTIES	9.0	The Council of the Institute shall then appoint persons or trustees to handle the properties as stipulated in Clause V.24 (d) of the Constitution.
ENTRANCE FEES	10.0	The Entrance Fees and Subscription shall be as follows:

**AND
SUBSCRIPTIONS**

	Entrance Fees (including Singapore)	Subscription Resident	Subscription Non-Resident
<u>Corporate</u>			
Ordinary	750/-	500/-	250/-
Retired	-	250/-	250/-
Overseas	750/-	-	250/-
<u>Non-Corporate</u>			
Honorary	-	-	-
Graduate	250/-	190/-	125/-
Student	75/-	37.50	37.50
Academic	375/-	250/-	190/-

**DISCIPLINARY
INQUIRY**

11.0 INTERPRETATION

In these Bye-laws, unless the context otherwise requires -

- (a) "Committee of Inquiry" means a committee appointed by the Disciplinary Committee to inquire into any allegation against a Member or Graduate of PAM comprising the Convenor of the Preliminary Inquiry and two other Corporate Members of good standing, with adequate practical experience and qualifications;
- (b) "Disciplinary Committee" means a committee appointed by the Council to deal with matters pertaining to the conduct of Members which may lead to disciplinary action by the Council;
- (c) "Inquiry" means an inquiry by the Committee of Inquiry;
- (d) "Members" means all persons under the various classes of membership of PAM;
- (e) "President" means the President of PAM.

The Council shall have full disciplinary jurisdiction over all Members.

In any case of an alleged infringement of any provision of the PAM Constitution or Code of Professional Conduct by any Member referred to as the respondent, a complainant shall submit the allegation and all details thereof in writing to the President, together with the complainant's full name and address.

The Chairman of the Disciplinary Committee shall cause to be submitted a copy of the allegation and the details thereof to the respondent, and the respondent shall, not more than fourteen (14) days from the date of receipt thereof submit written explanations or comments to the allegations or informs the Chairman of the Disciplinary Committee of his intentions to provide further explanation personally at a Preliminary Inquiry.

11.1 WRITTEN DECLARATION AND UNDERTAKING

The Chairman of the Disciplinary Committee may decline to act on any complaints or allegations unless the evidence in its support is supported by a written declaration of its authenticity and an undertaking to appear in any inquiry as may be required.

11.2 PRELIMINARY INQUIRY

A Preliminary Inquiry shall be conducted when the respondent elects to give further explanation in person at a Preliminary Inquiry, the procedure for which shall be as detailed hereunder: -

- (a) The Chairman of the Disciplinary Committee shall appoint a Corporate Member to serve as Convenor of the Preliminary Inquiry.
- (b) The Convenor shall hear and consider the substance and merits of the respondent's explanations to the allegations by the respondent and shall also require the complainant to be present at the Preliminary Inquiry to provide further evidence as may be necessary to enable the Convenor to reach a decision as to whether a recommendation should be made to the Chairman of the Disciplinary Committee for the dismissal of the complaint as being frivolous or vexatious or to proceed with an Inquiry.
- (c) Upon completion of the Preliminary Inquiry, the Convenor shall submit to the Chairman of the Disciplinary Committee a written report of his findings which shall contain his recommendations as to whether or not the complaint should be dismissed for lack of merit, or should be referred to a Committee of Inquiry for further Inquiry.

11.3 COMMITTEE OF INQUIRY

The Committee of Inquiry shall follow the procedure as detailed below:-

- (a) It shall have an ad hoc term and shall be dissolved upon the acceptance by the Disciplinary Committee of its findings and recommendations.
- (b) All members shall be served with a letter of appointment signed by the Chairman of the Disciplinary Committee, together with the Terms of Reference for the Inquiry.
- (c) No member shall have any relationship with the complainant, or the respondent or of any project being the subject matter of the allegation and shall make a written declaration to this effect.
- (d) It shall meet within one month of its appointment and determine its own schedule provided it follows the procedure as may be prescribed under Bye-laws 11.12 hereunder.

11.4 RESPONDENT TO BE INFORMED OF THE CONSTITUTION OR THE FORMATION OF COMMITTEE OF INQUIRY

The respondent shall be informed in writing of the facts of the alleged infringement by him, of any of the provisions of the Constitution or the Code of Professional Conduct made thereunder and that a Committee of Inquiry has been formed.

11.5 NOTICE OF INQUIRY

The Chairman of the Disciplinary Committee shall cause notices in writing to be sent to both the respondent and complainant, specifying the nature and particulars of the complaint, the time and place the Inquiry at which such complaints will be inquired into and requiring their

appearances at the Inquiry and to inform them of their right to be heard personally or by counsel. The notices referred to shall be sent by registered post to the registered address of the respondent and the complainant and posted at least twenty-one (21) clear days before the Inquiry.

11.6 OATHS AND AFFIRMATIONS

The Committee of Inquiry may administer oaths and affirmations and shall have the powers to call for and examine witnesses and for compelling the respondent to produce documents considered by the Committee of Inquiry to be relevant.

11.7 SUBMISSION OF FINDINGS

The Committee of Inquiry, on completion of the Inquiry shall -

- (a) Submit its findings, signed by all three members, within the period specified to the Chairman of the Disciplinary Committee giving the rationale for its conclusion together with its recommendations on the appropriate disciplinary action to be taken.
- (b) In the event that a unanimous decision cannot be reached by the Committee of Inquiry at the conclusion of the Inquiry, the dissenting view shall be incorporated in the report and submitted to the Chairman of the Disciplinary Committee.

11.8 QUORUM

The quorum for all hearings of the Committee of Inquiry and of the Disciplinary Committee shall be the full membership of the Committee.

11.9 DISCIPLINARY COMMITTEE TO REGULATE THE PROCEDURE OF COMMITTEE OF INQUIRY

Subject as hereinbefore provided, the Disciplinary Committee may from time to time make rules to regulate the procedure of the Committee of Inquiry.

11.10 DISCIPLINARY COMMITTEE'S RATIFICATION

The Committee of Inquiry having inquired into the matter shall submit a report and recommendations to the Chairman of the Disciplinary Committee and if the Disciplinary Committee considers that the report and recommendations are not clear in any respect or that further Inquiry is desirable, the matter may be referred back to the Committee of Inquiry for further Inquiry and report.

11.11 COUNCIL TO DECIDE

Upon considering the report and the recommendations of the Committee of Inquiry, the Disciplinary Committee is of the opinion that the respondent has infringed any of the provisions of the Constitution, the Bye-laws made thereunder or the Code of Professional Conduct, the Disciplinary Committee shall reach its decision and submit a recommendation to the Council for a decision on the appropriate disciplinary action to be taken.

11.12 DISCIPLINARY COMMITTEE'S OWN ACTION

Nothing provided in these Bye-laws shall preclude the Disciplinary Committee of its own motion from making its own complaint either arising from its own discovery of an alleged violation of any provision of the Constitution or the Code of Professional Conduct or if lodged by a complainant and

subsequently withdrawn before the conclusion of the Inquiry into such complaint. In such event, an ex-officio member of the PAM shall be delegated the responsibility of serving as the complainant.

ELECTION RULES AND PROCEDURES

12.0 The Election Rules And Procedures shall be as follows:

12.1 All nominations shall be submitted in the prescribed form with original signature duly signed (in ink not pencil) and sealed in the envelope provided by PAM. Fax and photocopy submissions are not acceptable.

They shall be deposited into a sealed box in the PAM Secretariat, details of which shall be stated in the nomination form.

Every nomination for any post shall be accompanied by a printed or written statement of not more than 150 words on why he or she presents himself or herself for election. Failing to comply with any of these stipulations shall render the nomination null and void.

12.2 Any qualified member shall not be nominated to more than one Office Bearers' post (namely President, Deputy President, Vice President, Hon Secretary and Hon Treasurer) and to not more than one ordinary member post of Council. In the event a candidate is returned unopposed as an Office Bearer, his or her nomination for ordinary Member of Council shall be automatically withdrawn.

A member will not be allowed to nominate or second more than one candidate for the same Office Bearer's post. In the event that a member nominates or seconds more than one candidate for the same Office Bearer's post, the nomination shall be declared invalid.

12.3 The sealed box and nominations therein shall be opened after the time of closing of nominations by the Election Officer or in his absence, by the Deputy Election Officer and accompanied by at least two witnesses who are not involved in the Election. Any PAM member shall be entitled to be present at the opening of the nominations.

12.4 The Election Officer shall direct the Hon. Secretary to prepare a list of all the nominated candidates immediately after the opening of the nominations. Any nominated candidate wishing to withdraw his or her candidacy for election shall do so in writing to the Election Officer within 5 days from the closing of nominations. No withdrawals shall be permitted after the said 5-day period.

12.5 Only if there are no nominations for the Office Bearers' posts, council nominations shall be made to fill the vacant post. Council nomination, if any, has to be decided at a Council Meeting by a simple majority of those present and to be minuted. Council nominations have to be made on a prescribed

form which is different from the normal standard nomination form, duly signed by the President or Hon Secretary and any other Council Member present at the Council meeting.

- 12.6** The Election Officer shall direct the Hon. Secretary to prepare a list of all the nominated candidates together with Council's nominations, if any, together with those nominated candidates who have withdrawn their nominations.
- 12.7** Such list, incorporated in the Ballot Paper and a compilation of Prescribed Candidate information and Statement Form of nominated candidates, and guidelines for the casting of votes, shall be sent to all eligible Corporate Members together with a notice convening the Annual General Meeting. The list shall contain all the nominated members offered for election including the names of the Proposers and Seconders, the Council's nomination for the Office Bearers' post, if any, and those nominated candidates who have withdrawn their nominations.
- 12.8.1** Each ballot paper will be printed with voting instruction. Ballot papers are to be authenticated with signatures of the Election Officer and stamped with an official PAM Stamp. A prescribed document on Candidates Information and Election Statement shall be prepared and circulated with the ballot papers.
- 12.8.2** A member after marking the ballot paper shall fold and place the marked ballot paper in the pre-addressed envelop to a dedicated PAM election GPO Box. The member shall then seal the pre-addressed envelope and return to the Election Officer by hand or by post (postage to be paid by the voter) to reach him/her before the commencement of the Annual General meeting.

A dedicated GPO letterbox for "returning ballots only" shall be maintained by PAM.

The Election Officer shall be authorized to open the dedicated GPO letterbox and collect the returned pre-addressed envelopes with the sealed ballot papers and place them in a sealed ballot box in PAM at a place designated by the Election Officer.

At the commencement of the Annual General Meeting, the Election Officer will proceed to open the pre-addressed envelopes and which shall be handed to the appointed Scrutineers to be opened for vote counting.

Witnesses shall be allowed to view the opening of pre-addressed envelopes collected by the Election Officer and should not impede in any way the Election Officer and Scrutineers in carrying out their duties.

- 12.8.3** The ballot papers after examination by the Election Officer and after the counting of votes by the Scrutineers, shall be placed in a packet which shall be sealed and delivered by the Election Officer to the Honorary Secretary, who shall retain the papers for at least 7 days after the Annual General Meeting and shall

then cause them to be destroyed.

12.9 Procedural and operational guidelines on the Election Process shall be approved by Council and issued at the time of calling of nominations and also at the time of issuing of ballot papers.

12.10 The decisions of the Election Officer shall be final.

**PAM
GUIDELINES
FOR
ELECTION
OFFICER**

12.11 Description of Election Officer

The Election Officer shall be appointed by the Council, not less than thirty-five days before the day appointed for Annual General Meeting (AGM). The Election Officer must be a member who will not be standing for any office or proposing or seconding a candidate for election. The Election Officer shall be responsible for the conduct of the election of Council in accordance with the Constitution and Bye-Laws.

Task list of Election Officer

1. Election Officer, in no less than thirty-five days before AGM, shall cause to be delivered to all Corporate Members, a notification to nominate a President, Deputy President, Vice President, Honorary Secretary, Honorary Treasury and not more than 10 ordinary members of Council.
2. In return, Election Officer shall receive nominations and agreements from Members. Such nominations and agreements shall only be valid if made by not less than two corporate members who have received the agreements in writing of the nominees.
3. Election Officer shall deliver nominations and agreements to Honorary Secretary to reach him not later than twenty-one days before the AGM.
4. Honorary Secretary with the direction from Election Officer shall prepare a list of nominated Members together with the Councils nomination list if any for President, Deputy President, Vice President, Honorary Secretary and Honorary Treasury.
5. Ballot papers are to be authenticated with signatures of the Election Officer and to be stamped with an official PAM Stamp. Each ballot paper shall contain directions for its use by Corporate Members and any ballot papers which fail to comply with such directions shall be rejected by the Scrutineers and votes shall be lost. A prescribed document on Candidates Information and Election Statement shall also to be prepared.
6. Election Officer shall cause to send to all Members the nominations list incorporated in the ballot paper together with a compilation of Prescribed Candidate information, guidelines for the casting of votes and notice convening the AGM.

The names of all candidates for election shall be printed in the same type and in alphabetical order. Nomination from the floor will not be accepted at the AGM.

7. Election Officer shall ensure that voting for election shall be made using only ballot papers sealed in a pre-addressed envelope marked with "Ballot Paper" and which shall be returned to the Election Officer by hand or by post (to a dedicated PAM Election GPO letter box marked with "*returning ballots only*" and which shall be maintained by PAM).
8. All envelopes shall be returned to the Election Officer so as to be received by him before the commencement of the AGM. The ballot paper shall be folded and enclosed in a sealed envelope and no other document shall be enclosed with the ballot paper. The ballot papers may be received from Corporate Members personally at the AGM.
9. The Election Officer shall be authorized to open the dedicated GPO letter box and collect the returned sealed pre-addressed envelopes and place them in a sealed ballot box in PAM at a place designated by the Election Officer.
10. At the commencement of the AGM, the Election Officer will proceed to open the pre-addressed envelopes and take out the ballot papers which shall be handed to the appointed Scrutineers for vote counting.
11. In the vote counting process, the Election Officer shall cause to direct scrutineers, who are appointed by the Corporate Members present at the AGM to be responsible for counting votes. Their decision of the election, and on any matter relating thereto shall be final.
12. The Election Officer, after his examination of the ballot papers and after the counting of votes has been completed, shall place the ballot papers in a packet which shall be sealed and delivered to the Honorary Secretary, who shall retain the papers for at least 7 days after the AGM and shall then cause them to be destroyed.
13. The decisions of the Election Officer shall be final.