

UNDANG-UNDANG DIDAFTR MENURUT  
SIJIL BIL: 1988-07-WKL  
TARIKH: 5-10-2007  
WAA) MOKHTAR B. WAN LOH/L  
NORMALA BT. MOHD YUSOFF  
b.p. PENDAFTAR PERTUBUHAN  
MALAYSIA

**1.0 NAME**

- 1.1 The Society as hereunder constituted shall be known as "Persatuan Juruteknologi Kejuruteraan Malaysia".(Malaysian Society of Engineering Technologist)
- 1.2 The approved acronym of the name of the Society where acronym is proper, shall be MSET(hereinafter referred as Society).

**2.0 REGISTERED OFFICE ADDRESS**

- 2.1 Its registered address shall be at Level 26, Universiti Kuala Lumpur, 1016, Jalan Sultan Ismail, 50250 Kuala Lumpur. The registered address of the Society shall not be changed without the prior approval of the Registry of Societies.

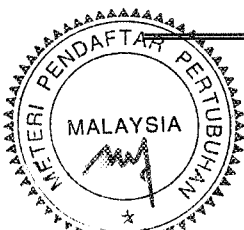
**3.0 LOGO**

-NIL-

**4.0 OBJECTIVES**

The objectives of the Society are:

- a) to promote the profession of Engineering Technologist in a particular engineering technology area.
- b) to provide and promote information and awareness to general public in engineering technology area.
- c) to enhance career and professional development of all Engineering Technologist.
- d) to work towards recognition of engineering technology education and training .
- e) to enhance technopreneurship activities in the area of engineering technology.
- f) to organize activities for the continuous professional development of its members.
- g) to enhance the Engineering Technologist advancement through research and development.
- h) to support nation's industrial status by promoting the growth and development of industries related Engineering Technology towards sustainable development.



**5.0 MEMBERSHIP**

**5.1** The Membership of the Society shall consist of Industrial Members, Honorary Members, Fellows, Professional Members, Members, Associate Members, Affiliate Members and Student Members. The Membership in the Society shall not be transferable.

**5.2** Every individual or organization admitted to the Society shall be subjected to the Constitution and Rules of the Society.

**5.3 Industrial Member**

An Industrial Member shall be an organization which is dealing in matters related to engineering technology. On admission each Industrial Member shall be entitled to nominate one (1) representative to participate in the activities of the Society.

**5.4 Honorary Member**

An Honorary Member shall be a person of acknowledged professional eminence whose accomplishments have relationships with engineering technology.

**5.5 Fellow Member**

A Fellow Member shall be a person of outstanding and extra-ordinary qualifications and experiences either in the field or teaching or both with particular reference to engineering technology. There shall be no direct admission in this grade but only by transfer from the grade of Professional Member subject to the approval of the Executive Committee.

**5.6 Professional Member**

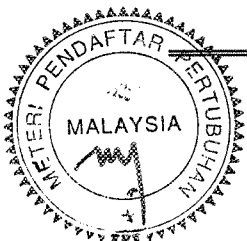
A Professional Member shall be a degree level qualification or equivalent from a recognized institution with 6 years working experience in the related field. An Ordinary Member becomes a professional member subject to the approval of the Executive Committee.

**5.7 Ordinary Member**

An Ordinary Member shall be a diploma or degree qualification of a recognized institution. An equivalent qualification shall be acceptable subject to the approval of the Executive Committee.

**5.8 Associate Member**

An Associate Member shall be a certificate qualification of a recognized institution or without any formal engineering technology training or education but must through a minimum of 5 years of working experience or associated work be able to co-operate with engineering technologist in the routine work. The membership shall be subjected to the approval of the Executive Committee.



**5.9 Affiliate Member**

An Affiliate Member shall be those who keenly interested in the Malaysian Society of Engineering Technologist, but are not eligible for election to the other classes of membership.

**5.10 Student Member**

A Student Member shall be a person registered fulltime in a professional engineering technology qualifications at any educational or training institution approved by the Malaysian government provided that the student shall not be eligible for membership without the prior approval of the Vice-Chancellor concerned.

**5.11** A Fellow Member, Professional Member and Ordinary Member have voting and contesting rights in the normal procedure of the Society.

**5.12** An Industrial Member, Honorary Member, Associate Member, Affiliate Member and Student Member shall not contest in the normal procedure of the Society, and shall not have the right to vote.

**5.13 Abbreviated Designation**

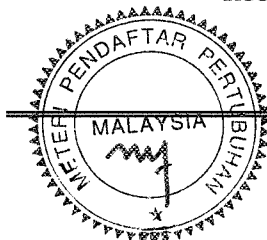
Any Fellow Member, Professional Member, Ordinary Member and Associate Member shall be entitled to use an abbreviated designation indicating his class of membership of the Society as under:-

FMSET	For Fellow Members
PMSET	For Professional Members
MMSET	For Ordinary Members
AMSET	For Associate Members

**5.14 Application of Membership**

An application for any class of membership must be made on an application form obtainable from the Executive Secretary. Duly completed forms, including names of two referees, one whom must be a Professional or Fellow member, shall be forwarded to the Executive Secretary who shall submit it to the Executive Committee at its' next meeting for consideration. The Executive Committee may at its' discretion reject any application without assigning any reason thereof.

**5.15** Applicant whose membership has been approved shall, upon payment of the necessary fees, be admitted as a member of the Society.



**6.0 ENTRANCE, FEES, SUBSCRIPTIONS AND OTHER DUES**

**6.1** The admission fees for membership shall be as follows:

Fellow Members	RM 50
Professional Members	RM 40
Ordinary Members	RM 30
Associate Members	RM 20
Affiliate Members	RM 20
Student Members	RM 10

**6.2** The annual subscription for membership in each grade of the Society shall be as follows:

Fellow Members	RM 50
Professional Members	RM 50
Ordinary Members	RM 40
Associate Members	RM 30
Affiliate Members	RM 30
Student Members	RM 10
Industrial Members	RM 100

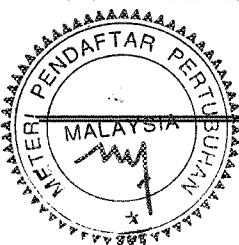
**6.3** The annual subscription shall be payable in advance before the end of March in each calendar year to the Executive Treasurer. Members who are in arrears of two years subscription shall automatically cease to be members of the Society.

**6.4** The Executive Committee may remit the admission fees or subscription of any member for any special reason.

**7.0 RESIGNATION**

**7.1** Any member who wishes to resign from the Society shall give one month notice in writing to the Executive Secretary and shall pay up all dues.

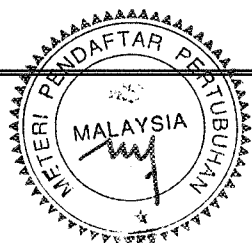
**8.0 TERMINATION**



- 8.1 Any member who has violated the Constitution of the Society, or who is guilty of conduct unbecoming of a member, may be expelled by a majority vote of the Executive Committee, after he has been given an opportunity to be heard in his own defense, either orally or in writing.
- 8.2 Members shall not take any legal action against the Society for whatever reason and any member acting to the contrary shall automatically cease to be a member of this Society.

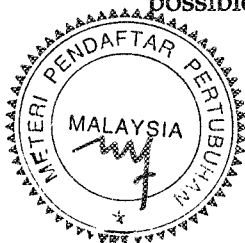
## **9.0 GENERAL MEETING**

- 9.1 The supreme authority of the Society is vested in a general meeting of the members. At least one-half of the total voting membership of the Society or twice the Executive Members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum. The president shall have a casting vote. (this means the President may use his 2<sup>nd</sup> vote in case of a tie)
- 9.2 If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding thirty (30) days) to be decided by the Executive Committee; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have power to proceed with the business of the day but they shall not have power to alter the rules of the Society or to make decisions affecting the whole membership.
- 9.3 An annual general meeting of the Society shall be held before April each year, at such time and place as the Executive Committee shall appoint. The business of the annual general meeting shall be:
- a) to receive the Executive committee's report on the working of the Society during the previous year;
  - b) to receive the Executive Treasurer's report and the audited accounts of the Society for the previous year;
  - c) to elect once if applicable in three years, an Executive Committee for the ensuing three years period;
  - d) to appoint auditors for the ensuing one year period;
  - e) to deal with such other matters as may be put before it.
- 9.4 A preliminary notice of the annual general meeting stating date, the time and the place, and calling for motions for discussion, motions for amendment of the Constitution and Rules and nominations for the election of the Executive Committee (when necessary) shall be sent by the Executive Secretary to all voting members not later than thirty (30) days before the date fixed for the



meeting, and this notice shall also be prominently displayed at the registered office of the Society.

- 9.5 Nominations for the election of officers and motions for discussion at the meeting must be sent to reach the Executive Secretary not later than fifteen (15) days before the meeting.
- 9.6 The Executive Secretary shall send to all members at least seven (7) days before the meeting an agenda including copies of minutes and reports, motions and nominations for the elections of officers, together with the audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered office of the Society for the perusal of members.
- 9.7 An extraordinary general meeting of the Society shall be convened:
- a) whenever the Executive Committee deems it desirable, or
  - b) at the joint request in writing of not less than twenty voting members, stating the objects and reasons for such meeting.
- 9.8 An extraordinary general meeting requisitioned by members shall be convened for a date within thirty (30) days of the receipt of such requisition.
- 9.9 Notice and agenda for an extraordinary general meeting shall be forwarded by the Executive Secretary to all members at least fifteen (15) days before the date fixed for the meeting.
- 9.10 Rules (9.1) and (9.2) regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the proviso that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by 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 date thereof.
- 9.11 The Executive Secretary shall forward to all members a copy of the draft minutes of each annual and extraordinary general meeting as soon as possible after its conclusion.



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## **10.0 THE EXECUTIVE COMMITTEE**

- 10.1** An Executive Committee consisting of the following, who shall be termed the office-bearers of the Society, shall be elected for a three-year term at the relevant annual general meeting:
- a) A President
  - b) A Vice-President (Technical)
  - c) A Vice-President (Administrative)
  - d) An Executive Secretary
  - e) An Executive Treasurer
  - f) Four Ordinary Members
- 10.2** The office-bearers of the Society and every office performing executive functions in the Society shall be Malaysian Citizens.
- 10.3** Names for the above officers shall be proposed and seconded and election will be by a simple majority vote of the members at the annual general meeting. All the office-bearers except the Executive Treasurer shall be eligible for re-election.
- 10.4** The function of the Executive Committee is to organize and supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by the general meeting. The Executive Committee may not act contrary to the expressed wishes of the general meeting without prior reference on it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual meeting on its activities during the previous year.
- 10.5** The Executive Committee shall meet at least once every three months, and seven (7) days notice of each meeting shall be given to the members. The President acting alone or no less than three of its members acting together may call for a meeting of the Executive Committee to be held at any time. At least one half of the Executive Committee members must be present for its proceedings to be valid and to constitute a quorum.



10.6 Where any urgent matter requiring the approval of the Executive Committee arises and it is not possible to convene a meeting, the Executive Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Executive Committee is deemed to have been obtained:

- a) The issue must be clearly set out in the circular and forwarded to all members of the Executive Committee;
- b) At least one-half of the members of the Executive Committee must indicate whether they are in favor or against the proposal; and
- c) The decision must be by a majority vote.

Any decision obtained by circular letter shall be reported by the Executive Secretary to the next Executive Committee meeting and recorded in the minutes thereof.

10.7 Any member of the Executive Committee who fails to attend three consecutive meetings of the Executive Committee without satisfactory explanation shall be deemed to have resigned from the Executive Committee.

10.8 In the event of the death or resignation of a member of the Executive Committee the candidate who received the next highest number of votes at the previous election for the post affected shall be invited to fill the vacancy. If there is no such candidate or if such candidate declines to accept office, the Executive Committee shall have the power to co-opt any other voting member of the Society to fill the vacancy until the next annual general meeting.

10.9 The Executive Committee shall give instructions to the Executive Secretary and other officers for the conduct of the affairs of the Society. It may appoint such organizers and such staff as it deems necessary. It may suspend or dismiss any organizer or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Executive Committee, or for any other reason which it deems good and sufficient in the interest of the Society.

10.10 Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Executive Committee shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.



**11.0 DUTIES OF OFFICE -BEARERS**

**11.1 President**

The President shall during his term of office president at all general meetings and all meetings of the Executive 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 Executive Secretary and Executive Treasurer, sign all cheques on behalf of the Society.

**11.2 Vice President (Technical)**

The Vice President (Technical) shall deputize for the President in technical matters of the Society.

**11.3 Vice President (Administration)**

The Vice President (Administration) shall deputize for the President in administrative matters of the Society.

**11.4 Executive Secretary**

The Executive shall conduct the business of the Society in accordance with its rules, and shall carry out the instructions of the general meeting and of the Executive Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall attend all meetings, and record the proceedings. In conjunction with the President and the Executive Treasurer he shall sign all cheques on behalf of the Society. He shall within sixty (60) days after the holding of the Annual General Meeting submit the annual returns of the Society to the Registrar of Societies.

**11.5 Executive Treasurer**

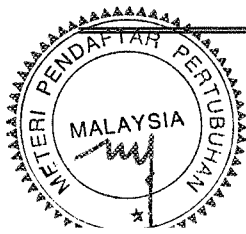
The Executive Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all financial transactions and shall be responsible for their correctness. He shall, in conjunction with the President and the Executive Secretary sign all cheques on behalf of the Society.

**11.6 Ordinary Executive Members**

The Ordinary Executive Members shall from time to time be given duties within the business of the Society as will be determined by the Executive Committee.

**12.0 ELECTION OF EXECUTIVE COMMITTEE**

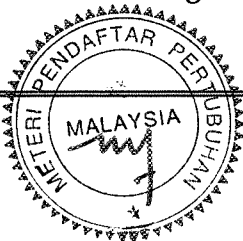
**12.1** Members of all grades shall be elected by the Executive Committee or through its Sub-Committee so appointed by submitting the prescribed application forms.



- 12.2 The Executive Committee shall appoint and Election Sub-Committee comprising of 3 voting Members. These members shall not be candidates for election of which the committee is appointed for. It shall be the duty of this Election Sub-Committee to organize the election of office bearers of the forthcoming Executive Committee. The term of the Election Committee shall expire immediately after the election.
- 12.3 An election of Executive Committee shall be held once in 3 years and this election shall be by secret ballot. Each voter shall be entitled to vote for a candidate for each elective position.

### 13.0 FINANCIAL PROVISIONS

- 13.1 Subject to the following provisions in this rule, the funds of the Society may be expended for any purpose necessary for the carrying out its objects, including the expenses of its administration, the payment of salaries, allowances and expenses to 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.
- 13.2 The Executive Treasurer may hold a petty cash advance not exceeding RM700 at any one time. All money in excess of this sum shall within seven (7) days of receipt be deposited in a bank approved by the Executive Committee. The bank account shall be in the name of the Society.
- 13.3 All cheques or withdrawal notices on the Society's account shall be signed jointly by the President (or in his absence any of the Vice Presidents), the Executive Secretary and the Executive Treasurer. In the absence of the Executive Secretary and the Executive Treasurer, the Executive Committee shall appoint one of its members to sign in his place.
- 13.4 No expenditure exceeding one thousand five hundred ringgit (RM 1500) in any one time shall be incurred without the prior sanction of the Executive Committee, and no expenditure exceeding fifteen thousand ringgit (RM 15,000) in any one month shall be incurred without the prior sanction of a general meeting. Expenditure up to one thousand five hundred ringgit (RM1,500) may be approved by the President and the Executive Secretary of the Society.
- 13.5 60 days after the end of each calendar year, a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by the Auditors. The audited accounts shall be submitted for the approval of the next annual general meeting, and copies shall be made available at the registered office of the Society for the perusal of member.



**14.0 AUDIT**

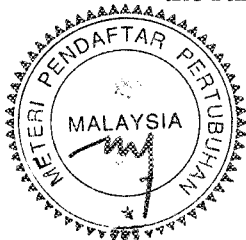
- 14.1 Two Members who are eligible to vote and shall not be office-bearers of the Society, shall be appointed by the annual general meeting as Honorary Auditors. They shall hold office until the next annual general meeting.
- 14.2 The Auditors shall be required to audit the accounts of the Society for the year, i.e., ending 31st. December and to prepare a report or certificate for the annual general meeting. They may also be required by the President to audit the accounts of the Society for any period within their tenure of office at any date, and to make a report to the Executive Committee.

**15.0 TRUSTEES**

- 15.1 Three Trustees, who must be over 21 years of age, shall be appointed at the annual general meeting and shall hold office during the pleasure of the Society. They shall have vested in them all immovable property whatsoever belonging to the Society, upon execution of a Deed of Trust and shall deal with in such manner as the General Meeting may direct.
- 15.2 The Trustees shall not sell, withdraw or transfer any of the property of the Society without the consent and authority of a general meeting of members.
- 15.3 A Trustee may be removed from office by a general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reason, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a Trustee, the vacancy shall be filled by a new Trustee appointed by a general meeting.

**16.0 INTERPRETATION OF THE RULES**

- 16.1 Between annual general meetings the Executive Committee shall interpret the rules of the Society and, when necessary determine any point on which the rules are silent.



**17.0 AMENDMENTS OF RULES**

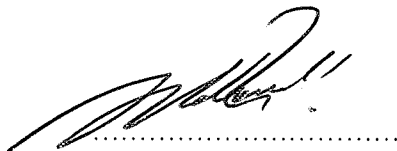
17.1 These Rules may not be altered or amended except by resolution of a general meeting. Such alterations or amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendments to the rules shall be submitted to ROS within 60 days of the Annual General Meeting.

**18.0 DISSOLUTION**

18.1 The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the total membership.

18.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by a general meeting.

18.3 Notice of dissolution shall be forwarded to the Registrar of Societies within fourteen (14) days from its dissolution.



Chairman  
Name: Mohd Dali Isa



Secretary  
Name: Wan Mohammad Wan Abdullah

