

# **Constitution of the Malaysian Physiotherapy Association (MPA) (Persatuan Fisioterapi Malaysia)**

## Rule No. 1

### **Name**

The Association shall be known as the Persatuan Fisioterapi Malaysia (Malaysian Physiotherapy Association). Herein after referred to as the Association.

## Rule No. 2

### **Place of Business and Mailing Address**

2.1 The registered place of business of the Association shall be at

The Secretariat,  
Malaysian Physiotherapy Association,  
73-3A, Jalan Bandar 1, Pusat Bandar Puchong,  
47000 Puchong, Selangor.

2.2 The mailing address of the Association shall be as follows:

P.O. Box 10926, 50730 Kuala Lumpur.

2.3 The place of business and the mailing address shall not be changed without Prior approval of the Registrar of Societies.

## Rule No. 3

### **The Crest**

3.1 The crest shall be an oval shaped shield with a smaller oval within. The shape dissipates strength, power and endurance. In the background between the oval is white. The name of the Association is written in Bahasa Malaysia on the top half of the semi-circle and in English around the lower half. The lettering is written in black colour.

3.2 The smaller oval shape has a 2/3 blue background with the other 1/3 in red and white stripes.

3.3 The upper 1/3 represents the Malaysian flag (crescent and star in yellow and 14 red white stripes). It is a symbol of pride for the nation. This will also enhanced recognition of the Malaysian Physiotherapy by the foreigners. The stripes and star also mean the presence of physiotherapists' in all Malaysian states.

3.4 The lightning in yellow is a symbol of pain, problems and difficulties faced by our patients.

3.5 The globe in white is a symbol of globalization as we receive and impart knowledge all over the world. We can help make this globe/world a better place to live in.

3.6 The red figure represents the patient while the light blue represents a rehabilitated patients after physiotherapy treatment.

3.7 The 2 snakes in yellow are an international symbol for health and medical services.

3.8 The pair of hands in white represents “hands on” therapy and that the “helping hands” of a physiotherapist is ever ready to serve its clients.

#### Rule No. 4

#### **The Motto**

The motto of the Association shall be “Help and Rehabilitate” (Bantu dan Pulihkan).

#### Rule No. 5

#### **Aims**

The aims of the Association shall be:

- a) To represents physiotherapists of this country.
- b) To guide and promote the development of the profession by advocating high standards of practice.
- c) To promote ethical practice and to provide an honesty, competent and accountable professional service.
- d) To protect the professional names of the Physical Therapy or Physiotherapist and the titles Physical Therapist or Physiotherapist as such or in any translation, are the sole preserve of members who hold qualifications approved by the Association that are members of the World Confederation for Physical Therapy (WCPT).
- e) To maintain an up to-date register of persons qualified to practice and teach physiotherapy.
- f) To organise conferences, public meetings and lecturers to enhances professional development.
- g) To circulate publication such as the Executive Committee deems necessary or desirable pertaining to the development of the profession.
- h) To contribute and support fund raising projects, following the guidelines approved by the Association to promote the development of physiotherapy.
- i) To conduct health promotion programmes pertaining to the current needs of the community.
- j) To efficiently and effectively manage the Association’s fund.

## Rule No. 6

### **Membership**

6.1 There shall be four (4) class of membership:-

*i) Ordinary*

Members of this category shall be;

- a) Practicing and non practicing qualified Malaysian physiotherapist.
- b) Practicing and non practicing qualified non-Malaysian physiotherapist.

*ii) Students*

Students physiotherapist studying locally as well as abroad shall be admitted as members of the Associations upon prior written approval of the Vice Chancellor of the head of Institute of the University concerned.

*iii) Life*

Members of this category shall be open to ordinary members.

*iv) Honorary*

The Honorary membership shall be appointed by a General Meeting and shall be persons of standing who are interested and do participate in furthering the objective of the Associations and who are so recommend by the Executive Committee.

6.2 **Application of membership** other than Honorary membership shall be in writing, following the criteria set shall be proposed by the Honorary Secretary for approval of the Executive Committee. The Executive Committee is entitled to reject any application for such appointment without assigning any reasons therefore.

6.3 AND in implication of the above, the applicant for membership in Rule 6.1 (i), shall have a minimum of 1000 clinical hours of practice and its qualification must be within the country association membership of the World Confederation for Physical Therapy (WCPT) of Australian Physiotherapy Association or Centered Society of Physical Therapy (UK).

## Rule No. 7

### **Rights of Members**

7.1 Ordinary and Life Members shall have the right:-

- i) To participate in general body meetings and to vote.
- ii) To hold office in Executive Committee or any other sub-committee subjects to rule 13.2.
- iii) To use the Association badge and the title Ahli Persatuan Fisioterapi Malaysia (A.P.F.M) and/or member of the Malaysian Physiotherapy Association (MMPA).
- iv) To receive official publications of the Association.

7.2 Students and Honorary members shall have the right:

- i) To attend a general body meeting but not to hold office or vote.
- ii) To attend talks and other Association activities.
- iii) To receive all Association publications.

## Rule No. 8

### **Cessation of Membership**

8.1 The Executive Committee shall have the right to cease the membership of any member if:-

- i) The member is guilty of unethical conduct of practice, which in the sole opinion the Executive Committee brings ill feeling of disrepute to the Association.
- ii) The member does not observe the laws of Professional Conduct of the Association.
- iii) Subject to Rule 8.2 and 8.3 thereof, the member is not in benefit.

8.2 Members in arrears of their subscription shall be given sufficient notice of their dues and shall be allowed a period not exceeding three (3) months to settle the said arrears. Upon default to settle the sum, the Executive Committee reserves the right to suspend the defaulting member for a period not exceeding twenty-four (24) months until the outstanding arrears is paid in full.

8.3 If no payment from the defaulting member upon expiry of the period of suspension, the membership shall be automatically be terminated.

## Rule No. 9

### **Resumption of Membership**

- 9.1 A member aggrieved by any decision of the Executive Committee shall have a right to appeal to the Executive Committee.
- 9.2 A member whose membership has ceased to exist for reasons herein before started can renew his/her membership on payment of entrance fees and subscription fees for the years lapsed.

## Rule No. 10

### **Cessation Resignation of Member Holding Office**

Should the President vacate his/her post before the end of his/her two (2) year term, the vice president shall act in it for the remaining of that term. Should any other Committee Member resign or fill any other post, the Executive Committee shall have the right to appoint any ordinary, life or fellow member it deems suitable to act in that post for the remainder of that term and such appointment shall be brought before the next General Meeting for confirmation or alteration.

## Rule No. 11

### **By-laws of Professional Conduct**

- 11.1 Members shall abide by-laws of professional conduct issued by the Association.
- 11.2 Such By-laws whenever deemed necessary and expedient shall be amended by the Executive Committee to incorporate current trends and legislation (if any).

## Rule No. 12

### **Subscription**

- 12.1 Ordinary members shall pay a subscription of RM100.00 per annum.
- 12.2 Ordinary members shall pay an entrance fee of RM50.00 per annum upon admission.
- 12.3 Student members shall pay a subscription of RM10.00 per annum (not entrance fee).
- 12.4 Life members  
A member may choose to be life member on paying fee of RM2000.00 in one lump sum.
- 12.5 Honorary members  
No subscription shall be levied upon Honorary members.

Rule No. 13

**Management of the Association**

13.1 The Management of the Association shall be vested in the Executive Committee of the Association.

13.2 The Executive Committee shall be elected biennially at the Annual General Meeting of the Association and shall consist of the following officers:-

A President

A Vice President

An Honorary Secretary

An Assistant Secretary

An Honorary Treasurer

Four Ordinary Committee Members

The office bearers of the Association and every officer performing executive functions in the Association shall be Malaysian Citizens.

13.3 The Executive Committee shall be responsible for the organizing all activities of the Association and to act as it thinks fit in the pursuance of the aims of the Association. The Executive Committee may recommend to the Annual General Meeting the appointment of a patron or patrons to the Association.

13.4 The Executive Committee shall establish as necessary, sub-committee from members of the Association with powers to co-opt. The sub-committee shall take such advisory or executive actions as the Executive Committee may authorize and direct.

13.5 The Executive Committee shall meet at least once every three (3) months and seven (7) days notice of each meeting shall be given to the members. One half of the Executive Committee shall compromise a quorum for meeting of the Executive Committee.

13.6 The Executive Committee shall nominate state representatives who shall be responsible to liaise with the Executive Committee and the members of the state.

13.7 The Executive Committee shall appoint Honorary Advisor / s and / or patron as it thinks fit in pursuance of the aims of the Association.

13.8 The Executive Committee has approved the use of common seal for all legal documentations whether for movable and / or immovable property (ies) of the Association and all instruments relating to the property shall be registered in the name of the Association and shall be valid and effective provided that they are executed by three office bearers comprising of the President, Treasurer and Secretary.

## Rule No. 14

### **Duties of the Officers**

- 14.1 The President shall take the chair at all meetings of the Executive Committee and at the Annual General Meeting of the Association. The President shall in general supervise the affairs of the officers of the Association.
- 14.2 The Vice President shall act for the President in the event of his/her absence.
- 14.3 The Honorary Secretary shall conduct the business of the Association. He/she shall be responsible for conducting correspondence and keeping the documents and papers of the Association.
- 14.4 The Assistant Secretary shall assist the Honorary Secretary in conducting the business of the Association.
- 14.5 The Honorary Treasurer shall be responsible for all monies received and paid out by the Association. He/she shall be responsible for collecting subscriptions, issuing receipts and maintaining accounts of the accounts of the Association.
- 14.6 Ordinary Committee members shall assist in conducting of the affairs of the Association.

## Rule No. 15

### **General Meeting**

- 15.1 The Annual General Meeting shall be held before the end of March every year.
- 15.2 The agenda of the General Meeting shall include the reading and approval of the minutes of last meeting, the election of office bearers and auditors once every two (2) years, the presentation and discussion of the annual report and the Statement of Accounts ending 31<sup>st</sup> December each year. A written notice of one week must be given to the Honorary Secretary before any other business may be included in the agenda.
- 15.3 A written notice of four (4) weeks together with the audited annual accounts of the previous year shall be sent out to its member before an Annual General Meeting.
- 15.4 The quorum of a General Meeting shall be at least one half of the voting membership or twice the Executive Committee, which is the lesser.
- 15.5 If half hour later after the time appointed for the meeting, a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be directed to the Executive Committee and if a quorum is not present half an after the meeting appointed for the postponed meeting the

members present shall have the power to proceed with the business of the day but shall not have power to alter the rules of the association or make decision affecting the whole membership.

15.6 An Extraordinary General Meeting shall be convened:-

- i) Whenever the Executive Committee deems it desirable, or
- ii) At the joint request in writing of at least twenty (20) voting members stating the objects and reasons for such a meeting.

15.7 An Extraordinary General Meeting requisitioned by members shall be convened for a date within 30 days of receipt of such requisition.

15.8 Notice and agenda of the Extraordinary Meeting shall be forwarded by the Honorary Secretary to all members at least 15 days before the date fixed for the meeting.

15.9 Paragraphs 15.4 and 15.5 of this rule regarding the quorum and the postponement of an Annual General Meeting shall be apply to an Extraordinary General Meeting but with the provision that if no quorum is present after half an hour from the time appointed for the postponed Extraordinary General Meeting requisitioned by members, the General Meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

#### Rule No. 16

#### **Amendment to the Rules**

No alterations or additions to the Rules of the Association shall be made except by a resolution of a General Meeting. Any amendment to the rules should be submitted to the Registrar of Societies within 28 days after the decision to make such as amendment has been duly passed. Such alteration or additions shall not be operative until registered by the Registrar of Societies.

#### Rule No. 17

#### **Affiliation**

The Association may be affiliated to the World Confederation for Physical Therapy (WCPT) or any other organization or associations with similar objectives, on decision of the Executive Committee.

#### Rule No. 18

#### **Financial Provision**

18.1 The Honorary Treasurer may keep in his/her own custody petty cash not exceeding RM400.00. All additional money received by him/her as behalf of the Association shall be deposited in an

account at such bank as the Executive Committee may direct and all withdrawals from this account shall require the signature of the Honorary Treasurer and the President.

18.2 No expenditure exceeding RM 1,000.00 at any one time shall be incurred without the prior sanction of the Executive Committee and no expenditure exceeding RM 5,000.00 in any one month shall be incurred without the prior sanction of a General Meeting. Expenditure of less than RM 1,000.00 may be approved by the President in conjunction with the Honorary Secretary or Honorary Treasurer of the Association.

#### Rule No. 19

#### **Auditors**

19.1 One or more persons, who shall not be members of the Association, shall be appointed by Annual General Meeting as External Honorary Auditors. They shall hold office for two (2) years only and may be reappointed with the approval of the General Meeting.

19.2 The Honorary Auditors shall be required to audit the account of the Association for the year and to prepare a report of certificate for the Annual General Meeting.

#### Rule No. 20

#### **Lottery**

The Association shall not hold any lottery whether confined to its members or not, in the name of the Association or its office bearers, committee or member, without the prior approval of the relevant authorities concerned.

#### Rule No. 21

#### **Dissolution**

The Association will not be dissolved except with the consent of two-thirds of the voting members of the Association. In the event of the Association being dissolved, all debts and liabilities legally incurred shall be fully discharged and remaining funds shall be fully discharged and remaining funds shall be disposed in such a manner as may be decided by the members. Notice of dissolution shall be given within fourteen (14) days of the dissolution to the Registrar of Societies.

#### Rule No. 22

#### **Properties**

All immovable and/or movable properties of the Association shall be invested and registered in the names of the Association, and all instruments relating to the property (ies) shall be valid and effective

as if they had been executed by a registered proprietor provided that they are executed by three office-bearers, namely the President, Secretary and Treasurer for the time being of the Association. The Association shall not sell, transfer, assign, leases, mortgage or deal with such immovable properties in any manner whatsoever except under the authority of a resolution duly passed in General Meeting and certified by the President and the Honorary Secretary of the Association.