

CONSTITUTION

PERSATUAN NEUROPSIKOLOGI KLINIKAL (SOCIETY OF CLINICAL NEUROPSYCHOLOGY)

CLAUSE 1 NAME

1. The Association shall be known as

**PERSATUAN NEUROPSIKOLOGI KLINIKAL (SOCIETY OF CLINICAL
NEUROPSYCHOLOGY)**

Hereinafter referred to as "the Association".

2. Meaning of name : **The Society shall also be known as SCN**
3. Level : **Lain-lain**

CLAUSE 2 ADDRESS

1. The registered address is

**2A, JALAN 20/10, TAMAN PARAMOUNT,
46300 PETALING JAYA
SELANGOR**

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

**2A, JALAN 20/10, TAMAN PARAMOUNT,
46300 PETALING JAYA
SELANGOR**

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

CLAUSE 3 OBJECTIVE

(1) To advance the scientific study and professional practice of clinical neuropsychology and enhance the contribution of clinical neuropsychology for the promotion of public welfare by encouraging the development of clinical neuropsychology,

(2) To promote and improve research in neuropsychology; promoting high standards of professional ethics, competence, conduct, education, qualifications and achievement amongst clinical neuropsychologists.

(3) To promote the dissemination of neuropsychological knowledge and thought through meetings, lectures, professional contacts, reports, papers, discussions and publications; advancing scientific interest and inquiry in clinical neuropsychology and all related areas of knowledge and practice.

(4) To promote the best interest of the profession as well as to keep an updated Register of Members.

The above objectives will be facilitated through the following key areas:

- (a) Ethics
- (b) Practice (Indemnity)
- (c) Education/Training
- (d) Public Policy
- (e) Research
- (f) Register of Members**

CLAUSE 4 MEMBERSHIP

(1) Membership shall be opened to all Clinical Neuropsychologists and postgraduate clinical neuropsychology trainees, whose training and qualifications are in pursuant and consistent with the objectives of the Society, who are Malaysian, regardless if their age, sex, race, and religion.

(2) The following shall be the types of membership offered through the society:

2.1 Full Membership

Full Membership is limited to Clinical Neuropsychologists who are qualified with at minimum, a doctorate in Clinical Neuropsychology [Doctor of Philosophy (PhD/ DPhil) / Doctor of Psychology (PsyD)] or a post-doctoral qualification in Clinical Neuropsychology (minimum 2 years).

2.2 Provisional Membership

Provisional Membership is limited to all trainees in Clinical Neuropsychology who completed a minimum Master's degree in Clinical Neuropsychology with at least 1500 hours of supervised clinical practice and who have not completed a doctoral training in Clinical Neuropsychology.

2.3 Graduate Student Membership

Graduate Student Membership is open to all postgraduate students in Neuropsychology or Clinical Neuropsychology (Master's/Doctorate).

2.4 International Membership

International Membership is limited to clinical neuropsychologists who are non-Malaysians residing in Malaysia for a period of not less than 12 months. The International member are not allowed to vote nor hold any positions/office in the society.

2.5 Medical or Surgical Affiliate Membership

Medical or Surgical Affiliate Membership is limited to qualified medical doctors or surgeons. The Medical or Surgical Affiliate member are not allowed to vote nor hold any positions/office in the society.

(3) Every application for membership requires completion of the prescribed form, proposed and seconded by two existing Full Members/ International Members and shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the Executive Council for approval. The Executive Council may at its discretion reject any application without assigning any reason thereof. The applicant shall be duly informed of the decision through written communication.

(4) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed administrative fee (if any), and annual membership subscription fee, shall then be admitted as a member of the Society and shall be entitled to all the privileges of membership.

CLAUSE 5 RESIGNATION AND TERMINATION

(1) Any member who wishes to resign from the Society shall give two weeks' notice in writing to the Secretary and shall pay up all dues.

(2) Any member who fails to comply with the rules of the Society or has acted in a manner to bring disrepute upon the Society may be expelled or suspended for a period of time as the Executive Council deems fit. Before the Committee expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing within 14 days, explaining the intention of the Executive Council to do so. The member shall be allowed a reasonable opportunity of being heard. The member concerned shall have the right to appeal against any decision within 30 days of the notice. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.

CLAUSE 6 SOURCE OF INCOME

(1) All members shall pay the following prescribed fees annually :

Full Membership – RM 180 annually
International Membership – RM 180 annually
Provisional Membersip RM 120 annually
Medical or Surgical Affiliates – RM 120 annually
Graduate Student Membership – RM 90 annually

(2) All annual subscription shall be payable to the Treasurer in advance or before the 1st of March every year.

(3) The administrative fee, annual subscription fee and any other fees may be changed at the Executive Council meetings. Any member who failed to make the

payment accrued shall not be entitled to attend or take part in the Annual General Meeting.

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

(5) Any member who allows his arrears to exceed six months shall automatically cease to be a member of the Society, and his/her/their name shall be removed from the registry.

(6) The Executive Council shall have the power to fix a re-entrance fee for any person who has allowed his/her/their membership to lapse through arrears. Any readmittance into the Society is subject to the approval of the Executive Council.

(7) The Executive Council representing The Society shall have the right to organize events, meetings, conferences and the likes or accept contributions on behalf of the Society, for the purpose in pursuant of and consistent with the Society's objectives, goals and aspirations.

CLAUSE 7 GENERAL MEETING

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

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

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

(3) Not less than fourteen (14) days prior to the Annual General Meeting, the Secretary shall send to all members an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. The accidental omission to give notice to any member shall not invalidate any resolution passed or proceedings had, at any meeting. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members. Notice of motions of general business to be discussed at general meetings, other than the Annual General Meeting, shall be given to the Secretary at least fourteen (14) days before the date of meeting.

(4) The ordinary business of the Annual General Meeting shall be:

4.1 To receive the minutes of the previous Annual General Meeting;

4.2 To receive the Executive Council's report on the working of the Society during the previous year;

4.3 To receive the Treasurer's report and the audited accounts for the previous year;

4.4 To elect an Executive Council and appoint Auditors for the next two (2) years, if the Annual General Meeting is in the election year;

4.5 To deal with such other matters as may be put before it.

(5) Quorum:

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

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

(6) Postponement of Meetings:

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

(7) At all general meetings, a resolution put to the vote of the members of the meeting shall, be decided on a show of hands unless a poll be demanded by the Chairperson or by at least four (4) members present in person and entitled to vote.

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

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

(10) Votes may only be given by members present and voting. No members shall act by proxy.

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

(12) An Extraordinary General Meeting shall be convened:

(a) Whenever the Executive Council deems it necessary or desirable; or

(b) At the joint request in writing of not less than twice the number of committee members, stating the objectives and purpose for such a meeting, forwarded to the Secretary.

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

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

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

13.4 Paragraphs 5 and 6 of these rules regarding the quorum and postponement of an Annual General Meeting shall apply also to an Extraordinary General Meeting, but with the provision that if within half an hour from the time appointed for the holding of an Extraordinary General Meeting, a quorum is not present, the meeting, if convened on the requisition of the members, shall be cancelled, and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.

13.5 The 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.

CLAUSE 8 COMMITTEE

(1) A Executive Council consisting of the following, who shall be termed the office-bearers of the Society, shall be elected at the annual general meeting:-

A President

A Vice-President

A Secretary

An Assistant Secretary

A Treasurer

Maximum 4 Ordinary Committee Members

(2) All office-bearers of the Society and every officer performing executive functions in the Society shall be Malaysian citizens.

(3) Names for the above offices in paragraph (1) 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 shall be eligible for re-election every two (2) years.

(4) The function of the Executive Council is to organize and supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by the general meeting. The Executive Council shall not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous year.

(5) The Executive Council shall meet at least once every three months, and a 14-day notice of each meeting shall be given to the members. The President acting alone, or not less than three of its members acting together may call for a meeting of the Executive Council to be held at any time. At least one half of the Executive Council members must be present for its proceedings to be valid and to constitute a quorum.

(6) Where any urgent matter requiring the approval of the Executive Council arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Executive Council 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 Council;

(b) At least one-half of the members of the Executive Council must indicate whether they are in favour or against the proposal; and

(c) The decision must be by a majority vote.

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

(7) Any member of the Executive Council who fails to attend three consecutive meetings of the committee without satisfactory explanation shall be deemed to have resigned from the Executive Council.

(8) In the event of the death or resignation of a member of the Executive Council, the Executive Council shall have the power to co-opt any other member of the society to fill the vacancy until the next election of office-bearers.

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

(10) The Executive Council may appoint any sub-committee for any purpose arising out of or connected with any of the duties, functions and aims laid down under the rules. Any member can become members of these sub-committee.

CLAUSE 9 DUTIES OF OFFICE BEARERS

(1) The President shall during his/her/their term of office preside at all general meetings, all meetings of the committee and shall be responsible for the proper conduct of all such meetings. He/She/They shall have the casting vote and shall sign the minutes of each meeting at the time they are approved.

He/She/They shall, in conjunction with the Secretary and Treasurer, sign all cheques on behalf of the Society.

(2) The Vice-president shall deputize for the President during the latter's absence.

(3) The Secretary shall conduct the business of the Society in accordance with the rules, and shall carry out the instructions of the general meeting and of the Committee. He/She/They shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He/She/They shall attend all meetings, and record all proceedings. He/She/They shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name of employer and mailing address address. He/She/They shall in conjunction with the President and the Treasurer, sign all cheques on behalf of Society. He/She/They shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.

(4) The Assistant Secretary shall assist the Secretary in carrying out his/her/they duties and shall act for him/her in his/her absence.

(5) The Treasurer shall be responsible for the finances of the Society. He/She/They shall keep accounts of all its financial transactions and shall be responsible for their correctness. He/She/They shall in conjunction with the President and the Secretary sign all cheques on behalf of the Society.

(6) The Ordinary Committee Members shall carry out such duty as directed by the President or the Executive Council.

CLAUSE 10 FINANCIAL PROVISION

(1) Subject to the following provisions in this rules, the funds of the Society may be expended for the purpose necessary for the carrying out of its objectives, including the expenses of its office-bearers and paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

(2) The Treasurer may hold a petty cash advance not exceeding RM 500 (Ringgit Malaysia Five Hundred Only) at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Executive Council. The bank account shall be in the name of the Society.

(3) All cheques or withdrawal notices on the Society's account shall be signed jointly by the President, the Secretary and the Treasurer. In the absence of the President, the Secretary or the Treasurer for a long period, the Executive Council shall appoint one of its members to sign in his/her/their place.

(4) No expenditure exceeding RM 3000 (Ringgit Malaysia Three Thousand only) at any one time shall be incurred without the prior approval of the Executive Council, and no expenditure exceeding RM 5000 (Ringgit Malaysia Five Thousand only) in any one month shall be incurred without the prior of a general meeting. Expenditure less than RM 3000 (Ringgit Malaysia Three Thousand only) at any one time may be incurred by the President together with the Secretary or the Treasurer.

(5) As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under Rule 12. The audited accounts shall be submitted for the approval of the next annual general meeting, and copies shall be made available at the registered place of business of the Society for the perusal of members.

(6) The financial year of the Society shall commence on 1st January and end on 31st December every year.

CLAUSE 11 AUDITORS

(1) Two persons, who shall not be office-bearers of the Society, shall be appointed, by the annual general meeting as Auditors. They shall hold office for two (2) years and may be reappointed.

(2) The Auditors shall be required to audit the accounts of the Society for the year, 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 Council.

CLAUSE 12 PROPERTY ADMINISTRATOR

(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 be vested in them all immovable properties whatsoever belonging to the Society upon execution of a Deed of Trust.

(2) The Trustees shall not sell, withdraw or transfer any of the property of the Society without the consent and authority of a general meeting of members.

(3) A Trustee may be removed from office by a general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reasons, he/she/they is unable to perform his/her/their duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a trustee the vacancy shall be filled by a new Trustee appointed by a general meeting.

CLAUSE 13 INTERPRETATION

(1) Between annual general meetings, the committee shall interpret the rules of the Society and when necessary, determine any point on which the rules are silent.

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

CLAUSE 14 ADVISOR / PATRON

The Committee shall if it deems fit and necessary appoint qualified persons to be the Advisor or Patron of the Society. The person appointed must give his/her/their consent in writing.

CLAUSE 15 PROHIBITION

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

(2) Neither the Society nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.

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

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

CLAUSE 16 AMENDMENT OF CONSTITUTION

These Rules of the Constitution can be repealed, replaced, substituted or otherwise amended, in whole or in parts by resolution of a general meeting. No such amendments shall be deemed to have been passed unless it is carried out by a majority of at least two thirds (2/3) of the votes cast. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the rules shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting.

CLAUSE 17 DISSOLUTION

(1) The Society may be voluntarily dissolved by a resolution of not less than three-fifths (3/5) of the voting membership present in a general meeting specifically convened for the purpose.

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

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

CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag

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Description

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2. Logo



Description

The SCN Logo incorporates the Greek letter PSI, the modern head sign of Psychology and Human Brain (Central Nervous System), signifying the scientific integration of neurology, psychology, psychiatry and other medical sciences in Clinical Neuropsychology in Malaysia. It represents the passion rooted in studying and treating various cognitive, emotional, functional and behavioral disorders arising from the the CNS. The colours consist of blue, turquoise, purple, magenta and white, each representing the purpose (magenta), passion (blue), the ethics (turquoise), the training and skills (purple) required and the humanness required of the profession (white).

3. Badge

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Description
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