



**CONSTITUTION OF THE  
MALAYSIAN PRIVATE DENTAL  
PRACTITIONERS' ASSOCIATION.**

*This is a exact copy of the original Rules Of The Malaysian Private Dental Practitioners Association ,which has been signed & endorsed by Puan Nora Binti Sulaiman, Penolong Pendaftar Pertubuhan, Wilayah Persekutuan, Kuala Lumpur on 5/12/2012.*

## **RULES OF THE MALAYSIAN PRIVATE DENTAL PRACTITIONERS ASSOCIATION.**

### **ARTICLE I : NAME ADDRESS & PLACE OF MEETING.**

- A) The name of the association shall be Persatuan Doktor-Doktor Pergigian Swasta Malaysia  
( The Malaysian Private Dental Practitioners' Association)

B) The registered place of business is :

Presently : Suite 525,Level 5,Block A3,Leisure Commerce Square,  
No.9,Jln PJS 8/9,46150 Petaling Jaya, Selangor.  
Tel : 03 – 7729 7515 Fax:03-7726 7515  
Email : [mpdpal@gmail.com](mailto:mpdpal@gmail.com)

Formerly : 69-2 Jalan 1/70 b, Bukit Damansara,50490 Kuala Lumpur.

Or

Such other place as may be decided by the committee. The registered place of business shall not be changed without the prior approval of the registrar of societies.

C) Meetings may be held at such places as the committee may decide from time to time.

### **ARTICLE II : OBJECT**

- A) To safeguard the honour of the dental profession and promote the interest of its members
- B) To promote friendship and encourage mutual cooperation among its members
- C) To hold periodical meetings for the discussion of scientific subjects, professional matters and social purposes.
- D) To enlighten the public on matters of dental health
- E) To coordinate its activities with the Malaysian Dental Association and other related professional bodies.

### **ARTICLE III : MEMBERSHIP**

- 1) The society shall consist of Ordinary, Associate and Honorary Members.
  - a) Ordinary : All registered qualified dental practitioners in private practice in Malaysia are eligible for ordinary membership
  - b) Associate : All registered qualified Dental Practitioners not in private practice in Malaysia are eligible for Associate Membership.
  - c) Honorary : On the recommendation of the committee, any person who has rendered meritorious service to the dental profession or to the Society may be elected as an Honorary Member by a resolution passed at the Annual General Meeting.
- 2) Ordinary and Associate Members must be bonafide members of the Persatuan Doktor-Doktor Pergigian Malaysia ( Malaysian Dental Association)
- 3) Honorary and Associate Members shall be entitled to all the benefits and privileges of Ordinary Members, except that they shall not be eligible to hold office or to vote.

- 4) Application for Ordinary or Associate membership shall be in the prescribed form and after approval by the Committee, the applicant shall be registered in the books of the Society as a member on the payment of the prescribed subscription.

B) TO ADD TO ARTICLE III ( MEMBERSHIP )  
SUBSECTION (5) LIFE MEMBERSHIP

- i) Life members shall be ordinary members of the Society who have been continuously members of the Society for twenty years and who have attained the age of 55years. Expulsion or resignation would be deemed a break of Continuity Of Membership.
- ii) Ordinary members of the Society may apply for life membership on payment of RM 1000 ( One Thousand Ringgit ) in one lump sum.

The annual subscription for Ordinary and Associate members shall be RM50.00 and shall be payable before the 1st October of each year. Members joining the Society during the second half of the financial year shall also pay RM50.00 in respect of that financial year.

**ARTICLE IV : SUBSCRIPTION**

Section (a) The Financial year shall be from 1<sup>st</sup> October to 30<sup>th</sup> September.

(b) The annual subscription for ordinary and associate members shall be RM100 payable before 31<sup>st</sup> January of each year

(c) Honorary members shall not be called upon to pay any subscription.

(d) Members intending to leave Malaysia for a period of six months or more may, if they so desire, be eligible for proportionate reduction of their yearly subscription, calculated on a basis of six month period provided they notify the Hon. Treasurer in writing.

(e) 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 and audited by the Auditors appointed under Article XVIII. The audited accounts shall be submitted for the approval of the next year's Annual General Meeting and copies shall be made available at the registered place of business of the Society for the perusal of members.

**ARTICLE V : DEFAULTERS**

- (a) Any member who shall fail to pay his annual subscription or any other monies due to the Society within two months after the due date, shall be notified by the Hon. Treasurer in writing calling upon such a defaulter to pay the dues within one month from the date of such notification. On failure to pay such dues the defaulting member may be removed from the register of membership by the Committee.

- (b) Such defaulters may be reinstated by the Committee on payment of all arrears with satisfactory explanation.

The Society shall be managed by a Committee consisting of a President, Vice President, an Honorary Secretary, an Assistant Honorary Secretary, an Honorary Treasurer, an Assistant Honorary Treasurer, a Publication Secretary and six ordinary committee members. They shall be known as Officers of the Society.

- (c) The committee shall meet at least three times a year. Seven members of the Committee shall constitute a quorum.
  - (i) In the event of a vacancy occurring in the committee, except for the post of President from whatever cause, the committee shall have the power to appoint any member of the Society to hold the office thereby vacated until the next Annual General Meeting.

All officers of the society and every officer performing executive functions in the Society shall be Malaysian Citizens.

#### ARTICLE VII : DUTIES AND POWERS OF THE COMMITTEE

- (a) To execute the policy of the Society
- (b) To interpret this Constitution which decision shall be final and binding on all members unless and until an appeal is made to the General Meeting.
- (c) To appoint three ordinary members as Ordinary Committee members in accordance with Article IX(b)
- (d) To authorise and approve every item of expenditure from the funds of the Society.
- (e) To appoint sub-committees as may be necessary to assist in the management of the Society.

#### ARTICLE VIII : DUTIES AND POWERS OF THE OFFICERS

##### (A) THE PRESIDENT

(i) The President shall take the chair at all General and Committee meetings of the Society

(ii) The President shall have the casting vote.

(iii) The President shall carry out such duties as are assigned by the Committee and this Constitution.

(iv) The President shall nominate three ordinary members for approval by the Committee to serve as Committee Members

##### (B) THE VICE PRESIDENT

All duties, powers and responsibilities of the President shall in his absence, devolve upon the Vice President.

(C) THE HON. SECRETARY

(i) It shall be the duty of the Hon. Secretary to keep a record of membership, the record of attendance of meetings, send out notices of meetings of the Society and Committee, record and preserve minutes of such meetings, and to perform such other duties pertaining to his office.

(ii) Upon retirement from his office he shall hand over to his successor all books, correspondence, documents and other properties belonging to the Society which are in his possession.

(iii) All duties, powers and responsibilities of the Hon. Gen. Secretary shall in his absence devolve upon the Assistant Hon. Secretary.

(D) THE HON. TREASURER

(i) It shall be the duty of the Hon. Treasurer to have custody of all funds, accounts for same to the Society at its Annual Meeting or any other time, upon request by the Committee and to perform such duties pertaining to his office.

(ii) Upon retirement from office he shall hand over to his successor all books, correspondence, documents, all funds and books of accounts and other properties belonging to the Society which are in his possession.

(iii) All monies belonging to the Society shall be deposited in the bank and the account shall be operated by the Hon Treasurer, President and Hon. Secretary.

**(iv) The Hon Treasurer is empowered to have a maximum of one thousand ringgit (RM1000) in cash for petty expenses.**

(v) All duties, powers and responsibilities of the Hon. Treasurer shall in his absence devolve upon the Assistant Hon. Treasurer.

(E) PUBLICATION SECRETARY

The publication secretary shall publish any other publications of the Society when directed by the Committee.

(F) THE ORDINARY COMMITTEE MEMBERS

Shall be elected at every Annual General Meeting and shall hold office for a term of one year.

**( Section 3 Article IX (Election): (a) The President, Vice President, Hon. Secretary, Asst Hon Secretary, Hon Treasurer, Asst Hon Treasurer, Publications Secretary and three ordinary committee members shall be elected at the Biannual General Meeting and shall hold office for term of two consecutive years.**

NOTWITHSTANDING ARTICLE IX (a) AND ARTICLE VI, SECTION C, SUB SECTION (1) should the post of the President fall vacant, the Vice President shall take over the office as acting President until the next Annual General Meeting.

## ARTICLE X : ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the Society shall be held within the last four months of each year at such time and place as the Committee shall determine for the following purposes ;-
- (i) To read and confirm minutes of the previous Annual General Meeting
  - (ii) To receive the Annual Report of the Committee and to pass the audited statement of the preceding financial year
  - (iii) To elect the Committee for the ensuing year
  - (iv) To elect two Hon. Auditors who shall not be members of the Committee.
  - (v) To transact any other business of which due notice has been given.
- (b) A notice with the agenda shall be posted to each member at least two (2) weeks prior to the date of the meeting.  
Any member desirous of putting upon any motion for the Annual Meeting shall notify the Hon. Secretary in writing no less than seven (7) days before the date of such meeting.  
At least one half of the total voting membership or twice the numbers of Committee members must be present at a General Meeting for its proceedings to be valid and to constitute a quorum.**
- (c) Only members present at the Annual General Meeting and those who have given prior written consent to the Hon. Secretary are eligible for election.

## ARTICLE XI : EXTRA ORDINARY GENERAL MEETING

The committee may call an Extra-Ordinary General Meeting when any questions of urgent importance arise, and shall be bound to do so on receiving a written request signed by ten members of the Society who shall state thereon, in the form of a proposal or proposals, the matter to be decided at the meetings. No other business shall be considered except that which it is specifically convened.

## ARTICLE XII : PRIVILEGES OF MEMBERS

Every member may have access to all records, minutes and correspondence of the Society, provided two weeks notice is given to the Hon. Secretary. The Hon. Secretary may at his discretion refuse such access when he considers that confidential matters may be disclosed which may be derogatory to the interests of the Society. Under such circumstances, a member may appeal to the Committee whose decision shall be final.

### ARTICLE XIII : AMENDMENTS TO THE RULES

- (a) Amendments to the rules shall be made at the Annual General Meeting of the Society.
- (b) The proposed amendments to the Rules shall be made in writing to the Hon. Secretary at least one week before the date of the Annual General Meeting.
- (c) Any resolutions proposing amendments to the Rules of the Society shall be null and void unless at least two thirds of the members present vote in favour of such resolution
- (d) Any amendments to the Rules shall be forwarded to the Registrar of Societies within 28 days of being passed by the General Meeting.
- (e) No amendment shall take effect until such amendments have been approved by the Registrar of Societies.

### ARTICLE XIV : TERMINATION OF MEMBERSHIP

- A) A member may, at any time, resign from the Society by giving notice in writing to the Hon Secretary and on payments of all monies due to the Society.
- B) Any member whose name is erased from the Dental Register shall automatically cease to be a member of the Society.
- C) Any member who acts against the interest of the Society can be removed by a two-third majority at a General Meeting. However, notice of not less than fourteen days shall be given to that member, before the General Meeting at which the enquiry is to be held, and the implicated member shall have the liberty, if he so desires to attend that meeting for the purpose of explaining his conduct.

### ARTICLE XV : DISSOLUTION

The Society shall be dissolved unless at least two thirds of the members present at the Extra Ordinary General Meeting vote in favour of the dissolution. In the event of the Society being dissolved, the assets if any shall be transferred to any organisation approved at a General Meeting. Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

### ARTICLE XVI : STANDING COMMITTEE OF THE SOCIETY.

The Committee of the Society shall appoint a Standing Committee of not less than three from amongst its members to assist in the management of urgent and important issues which requires action within two weeks and such issues shall be reported to the Committee of the Society at its ensuing meeting.

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