

**CONSTITUTION OF
PERTUBUHAN SALIRAN MESRA ALAM MALAYSIA (MALAYSIAN STORMWATER
ORGANISATION)**

CLAUSE 1 NAME AND PLACE OF BUSINESS

1.1 The Organisation shall be known as the Pertubuhan Saliran Mesra Alam Malaysia (Malaysian Stormwater Organisation) (MSO) here in offer referred as The Organisation.

1.2 Its registered place of business shall be the Department of Irrigation and Drainage Malaysia, Urban Drainage Division, Jalan Sultan Salahuddin 50626 Kuala Lumpur at such other place or places as may from time to time be decided on by the Executive Committee; and its postal address shall be c/o Department of Irrigation and Drainage Malaysia, Urban Drainage Division, Jalan Sultan Salahuddin 50626 Kuala Lumpur. The registered place of business of the Organisation shall not be changed without the prior approval of the of Societies.

CLAUSE 2 AIMS AND OBJECTIVES

2.1 The objectives of the Organisation shall be:

2.1.1 To collaborate and create smart partnership between various world standard stormwater organisations for the standardisation and accreditation of stormwater management and erosion and sediment control needs.

2.1.2 To represent Malaysia at various stormwater related events (national and abroad) for the promotion of sustainable stormwater management.

2.1.3 To act as the focal organisation for Urban Stormwater Management (MSMA) and erosion and sediment control activities in Malaysia.

2.1.4 To act as the coordinating center for individual, organisation, institution and other similar bodies to share common interests in the fields of stormwater management.

2.1.5 To act as the information center for publication and technical data on stormwater management in Malaysia with the prior approval of the authority concerned

CLAUSE 3 ACTIVITIES

3.1 The activities of the Organisation shall include, but not be limited to the following:

3.1.1 Certifying Professionals in stormwater management and erosion and sediment control in accordance with guidelines as approved by the Executive Committee.

3.1.2 Organising and conducting activities for stormwater management and erosion and sediment control programs

3.1.3 Disseminating information to members of the Organisation and the public.

3.1.4 Participating in meetings, conferences and activities related to stormwater management and erosion and sediment control.

3.1.5 Exchanging of technical information and collaborating with institutions, organisations, agencies or individuals on stormwater and erosion and sediment control related activities.

3.1.6 Supporting research and development activities on stormwater management, erosion and sediment control and related matters.

3.1.7 Maintaining membership with international and accreditation bodies.

CLAUSE 4 MEMBERSHIP

4.1 The Organisation shall be as widely representative as practicable of governmental, quasi-governmental and private organisations and individuals interested in the fields of stormwater management, erosion and sediment control and related matters.

4.2 There shall be three classes of membership:

4.2.1 Honorary Members comprising persons distinguished in public life or by service to the Organisation. Honorary memberships shall only be conferred by the Executive Committee.

4.2.2 Corporate Members comprising agencies, institutions of higher learning, Government Organisations and firms interested or involved in stormwater management, erosion and sediment control or related activities

4.2.3 Life Members comprising individuals subscribing to the objectives of the Organisation.

4.3 Certified Registrants from Malaysia registered with ECII, shall automatically become Life members of the Organisation in accordance with the ROA signed with ECII.

4.4 Only Corporate and Life members shall have the right to vote at the general meetings. Each corporate member shall be entitled to nominate one representative to exercise all rights of membership.

4.5 All Corporate and Life members shall be established or normally resident in Malaysia.

4.6 Every applicant whose application has been approved as aforesaid shall upon payment of the prescribed entrance fee and first annual subscription, be admitted as a member of the Organisation and shall be entitled to all privileges of membership.

CLAUSE 5 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

5.1 The entrance fees for membership in each grade shall be as follows:

Honorary member Exempted
Corporate member RM 500.00
Life member RM 100.00

5.2 The annual subscription for membership in each grade of the Organisation shall be as follows:

Honorary member Exempted
Corporate member RM 200.00

5.3 The Executive Committee may by a two-third majority vote of its members change any existing schedule of membership entrance or annual fees for all grades. No change in such fees shall be effective until after being approved by the registrar of Societies.

5.4 All annual subscription shall be payable to the Treasurer in advance before the End of March.

5.5 Any member who allows his arrears to exceed one (1) years' subscription shall receive a written notification signed by or on behalf of the Secretary, and shall be denied the privileges of membership until he/she settles his/her account.

5.6 Any member who allows his arrears to exceed two (2) years' subscription shall automatically cease to be a member of the Organisation.

5.7 The Executive Committee shall have the power to fix a re-entrance fee for any member whose membership has lapsed through arrears

5.8 Special subscription or levies for particular purposes may be raised from members by resolution of the general meeting of the Organisation.

CLAUSE 6 RESIGNATION

6.1 Any members who wish to resign from the Organisation shall give two weeks notice in writing to the Secretary and shall pay up all dues.

CLAUSE 7 DISCIPLINARY PROCEEDINGS

7.1 Any member who has violated the Rules of the Organisation. or who is guilty conduct which in the opinion of the Executive Committee is improper or prejudicial to the best interest of the Organisation, shall be referred to the Disciplinary Board The board shall comprise of three (3) members appointed by the ve Committee.

7.2 Prior to the consideration of any such case. the disciplinary Board shall advise member of the charges against him, shall notify him of the time and place of meeting of the Disciplinary Board at which his case is to be considered and shall invite him to present at such time a defense either in person or in writing.

7.3 All decisions relating to discipline shall be by a majority vote of the Disciplinary Board, except that a decision to expel a member which shall require unanimous vote of the Disciplinary Board.

7.4 Any member who is unhappy with the decision of the Disciplinary Board can appeal to the Executive Committee whose decision shall be final.

7.5 In the case of expulsion, the Secretary shall notify the expelled and shall delete his name forthwith from the membership register,

CLAUSE 8 GENERAL MEETING

8.1 The supreme authority of the Organisation is vested in a general meeting of the members. At least one half of the total voting membership of the Organisation or ne voting members present represent twice the total number of Executive Committee members, whichever is the lesser, must be present at a general meeting for it's proceedings to be validated and to constitute a quorum.

8.2 In one hour after 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 one 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 Organisation or make decisions affecting the whole membership.

8.3 An annual General Meeting of the Organisation shall be held before the end of April each year on a date and at a time and place to be decided by the Executive Committee. The business of the Annual General Meeting shall be:-

8.3.1 To receive the Executive Committee's report on the working of the Organisation during the previous year;

8.3.2 To receive the Treasurer's report and the audited accounts of the Organisation for the previous year;

8.3.3 To elect biennially an Executive Committee for the ensuing two years period:

8.3.4 To elect auditors for the ensuing year;

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

8.4 The Secretary shall send to all members at least fourteen (14) days before the meeting an agenda including copies of minutes and reports, together with the audited account of the Organisation for the previous year. Copies of these documents will also be made available at the registered place of business of the Organisation for the perusal of members

8.5 An Extraordinary General Meeting of the Organisation shall be convened

8.5.1 Whenever the Executive Committee deems it desirable; or

8.5.2 At the joint request in writing of not less than twenty (20) percent of the voting members, stating the objects and reasons for such meeting.

8.6 An Extraordinary General Meeting requisitioned by members shall be convened on date within thirty (30) days of the receipt of such requisition.

8.7 Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Secretary to all members at least fourteen (14) days before the date fixed for the meeting.

8.8 Paragraphs (1) and (2) of Rule 8 regarding 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 one 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 (6) months from the date thereafter.

CLAUSE 9 EXECUTIVE COMMITTEE

9.1 The office-bearers of the Organisation shall be Malaysian citizens and comprising the following :

One (1) President
Two (2) Vice Presidents
One (1) Secretary
One (1) Treasurer
Ten (10) Ordinary Committee Members

9.2 The President shall be the person holding the office of the Director General. Department of Irrigation and Drainage Malaysia.

9.3 The Vice Presidents are elected by a simple majority vote of the members at the Annual General Meeting.

9.4 The Secretary shall be the Director, Urban Drainage Division, Department of

Irrigation and Drainage Malaysia.

9.5 Ten (10) Ordinary Committee Members shall be elected.

9.6 The function of the Executive Committee shall be to organise and supervise the day to-day activities of the Organisation 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 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.

9.7 The Executive Committee shall meet at least once every quarter, and seven (7) days notice of each meeting shall be given to the Executive Committee members. At least one half of the Executive Committee members must be present for these proceedings to be valid and to constitute a quorum.

9.8 Where any urgent matter requiring the approval of the Executive Committee 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 decision of the Executive Committee is deemed to have been obtained:-

9.8.1 The issue must be clearly set out in the circular and forwarded to all member of the Executive Committee;

9.8.2 At least one half of the members of the Executive Committee must indicate whether they are in favor or against the proposal; and

9.8.3 The decision must be by a majority vote.

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

9.9 Any selected member of the Executive Committee who fails to attend three (3) consecutive meetings of the Executive Committee without satisfactory explanation shall be deemed to have resigned from the Executive Committee.

9.10 In the event of the demise or resignation of an elected 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 declined to accept office, the Executive Committee shall have the power to co-opt any other member of the Organisation to fill the vacancy until the next election.

9.11 The Executive Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Organisation. 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 Committee, or for any other

reason which it deems good and sufficient in the interest of the Organisation.

9.12 Between Annual General Meetings the Executive Committee shall interpret the rules of the Organisation and, when necessary, determine any point on which the rules are silent

9.13 The Executive Committee shall prescribe Bylaws and Regulations for the proper exercise of the corporate power vested in it and may at any time in the like manner, approve, annual or vary the Bylaws.

9.14 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 Organisation unless and until countermanded by a resolution of a general meeting.

CLAUSE 10 DUTIES OF OFFICE-BEARERS

10.1 The President shall during his term of office presides 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.

10.2 The Vice Presidents shall deputies for the President during the latter's absence.

10.3 The Secretary shall conduct the business of the Organisation in accordance with the 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 paper except the accounts and financial records. He shall attend all meetings, and record the proceedings. He shall maintain a proper membership register of the members consisting of details such as name, identity card number, date/place of birth, occupation, name/address of employer and residential address.

10.4 The Treasurer shall be responsible for the finances of the Organisation. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall be one of the signatory for all cheques and withdraw notices on behalf of the Organisation

10.5 The Ordinary Executive Committee Members shall carry out such duties as directed by the President or the Executive Committee.

10.6 The Immediate Past President shall carry out such duties as requested by the President or the Executive Committee.

CLAUSE 11 FINANCIAL PROVISIONS

11.1 Subject to the following provisions in this rules, the Organisation may expend

its fund for any purpose necessary for the carrying out of its objectives, including the expenses of its administration, the payment of expenses of its office-bearers, the payment of salaries, allowance and expenses of its paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any-member may be convicted in a court of law.

11.2 The Treasurer may hold a petty cash advance not exceeding five hundred ringgit (RM500.00) 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 Organisation.

11.3 All cheques or withdrawal notices on the Organisations account shall be signed jointly by the Treasurer and either the President (or in his absence the Vice Presidents), or the Secretary. In the absence of the Secretary or the Treasurer, the Executive Committee shall appoint one of its members to sign in his place.

11.4 No expenditure exceeding five thousand ringgit (RM 5,000.00) in any one month shall be incurred without the prior sanction of the Executive Committee, and no expenditure exceeding fifty thousand ringgit (RM 50,000.00) in any one month shall 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 the clause 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 Organisation for the perusal of members and end of the 31st December every year.

CLAUSE 12 AUDIT

12.1 Two members, who shall not be office-bearers of the Organisation, shall be elected at the Annual General Meeting as Honorary Auditors. They shall hold office for one year only until the next Annual General Meeting and shall be eligible for re-election

12.2 The Honorary Auditors shall be required to audit the accounts of the Organisation for the year, and to prepare a report of statement for the Annual General Meeting, They may also be required by the President to audit the accounts of the Organisation for any period within their tenure of office at any day, and to make a report to the Executive Committee.

CLAUSE 13 TRUSTEE

13.1 Three Trustees, who must be over 21 years of age, may be appointed at the Annual General Meeting and shall hold office at the pleasure of the Organisation. They shall have vested in them all immovable property whatsoever belonging to the Organisation upon execution of a Deed of Trust.

13.2 The Trustees shall not sell, withdraw or transfer any of the property of the

Organisation without the consent and authority of a general meeting of members.

13.3 A Trustees may be removed from office by the 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 satisfactory. In the event of the death, resignation or removal of a Trustee the vacancy may be filled by a new Trustee appointed by the Executive Committee

CLAUSE 14 AMENDMENT OF RULES

14.1 Any amendment to these rules shall be tabled at the Annual General Meeting or at an Extraordinary General Meeting of the Organisation.

14.2 The proposed amendment shall be sent by mail to all members at least fourteen (14) days in advance of the meeting. It shall then be tabled for discussion at the general meeting and it may be modified by a two-third majority vote of those present

14.3 Such amendments or alterations 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 sixty (60) days of being passed by the general meeting.

CLAUSE 15 DISSOLUTION

15.1 The Organisation may be voluntarily dissolved by a resolution of not less than three-fifths of the voting membership.

15.2 In the event of the Organisation 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.

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

ATTACHEMENT

1. FLAGS

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2. SYMBOLS

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3. BADGES

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