

LASAM

CONSTITUTION

20th September, 2010



**LABORATORY ANIMAL SCIENCE ASSOCIATION OF MALAYSIA
(PERSATUAN SAINS HAIWAN MAKMAL MALAYSIA)
Di Tubuhkan Pada Tahun 1995**

**CONSTITUTION OF THE
PERSATUAN SAINS HAIWAN MAKMAL MALAYSIA
(LABORATORY ANIMAL SCIENCE ASSOCIATION OF MALAYSIA)**

NAME

1. The name of the Association shall be **PERSATUAN SAINS HAIWAN MAKMAL MALAYSIA [THE LABORATORY ANIMAL SCIENCE ASSOCIATION OF MALAYSIA]** abbreviated as **LASAM** and thereafter referred to as the 'Association'.

PATRON

2. Any distinguished person may be initiated by the General Meeting to be the Patron of the Association.

PLACE OF BUSINESS

3. The place of business of the Association shall be at the Unit Sumber Haiwan Makmal, Fakulti Perubatan, Universiti Kebangsaan Malaysia, Kampus Kuala Lumpur, Jalan Raja Muda Abdul Aziz, 50300 Kuala Lumpur or at such other place or places as may from time to time to be decided on by the Executive Committee and the registered address should be changed with prior approval of the Registrar of Societies.

(Amended on 20th September, 2010)

OBJECTIVES

4. (a) To foster and promote the interest and advancement of Laboratory Animal Science.
(b) To foster a stronger and more active fellowship and comradeship among its members, upholding the dignity and ethics in the practice of the discipline.
(c) To inform the public and assist the Government with matters pertaining to the practice of the discipline.

MEMBERSHIP

5. The Association shall consist of Ordinary, Associate, Corporate, Honorary, Student and Life membership.
 - (a) Ordinary membership
Open to all Malaysian citizens working in or associated with the field of Laboratory Animals Science.
(Amended on 20th September, 2010)
 - (b) Associate membership
Open to all personnel and post-graduate students interested in or associated with the field of Laboratory Animal Science and be at least 18 years of age.
(Amended on 20th September, 2010)
 - (c) Corporate membership
Corporate membership shall be open to such companies registered under the Companies Act, University Departments, Research Institutions and other organizations which, being associated with the breeding, care and study of laboratory animals, are approved from time to time by the Executive Committee. A Corporate member in good standing shall be entitled to name 3 representatives, and shall be entitled to receive such benefits as may be formulated in the Rules of the Association for the time being in force, but always without the right to vote in the conduct of the affairs of the Association.
 - (d) Honorary membership
May be conferred on persons who have rendered meritorious service in the field of Laboratory Animal Science in Malaysia.
 - (e) Student membership
Shall be open to all undergraduate students who are pursuing a degree in Veterinary Medicine and Surgery as well as related science subjects and such membership ceases on termination or completion of their studies.
(Amended on 20th September, 2010)

- (f) Life membership
Open to all ordinary members working with Laboratory Animals or who have interest or are related with animal research.
- (g) Application for membership
Application for Ordinary, Associate, Corporate and Student membership shall be made in writing to the Honorary Secretary in a prescribed form. The application for membership shall be subject to approval by the Executive Committee.
- (h) University or College Students
University or University College students shall be admitted as members of the Association only with the written consent of the Vice-Chancellor of the University concerned.
- (i) Honorary members shall be elected at the Annual General Meeting on the recommendation of the Executive Committee.
- (j) Upon approval of the application
A member shall be informed of his status of application in writing and he shall pay the entrance fee and annual subscription within 4 weeks of the date of notice of approval for membership. In default of payment of entrance fee and subscription, the approval shall lapse and a fresh application for membership shall be submitted.

(Amended on 20th September, 2010)

MEMBERSHIP AND SUBSCRIPTION FEES

- 6. The fees shall be subject to review as and when required by members at the Annual General Meeting. The current membership fees shall be as follows:

- (a) Entrance fees
 - (i) A fee of RM25.00 for Ordinary, Life and Associate members.

- (ii) A fee of RM250.00 for Corporate members.
 - (iii) A fee of RM15.00 for student members.
- (Amended on 20th September, 2010)

(b) Subscription

- (i) Ordinary members shall pay RM40.00 per annum.
 - (ii) Associate members shall pay RM40.00 per annum.
 - (iii) Student members shall pay RM20.00 per annum.
 - (iv) Corporate members shall pay RM500.00 per annum.
 - (v) Life members shall pay RM500.00 once only.
- (Amended on 20th September, 2010)

(c) Honorary members

Honorary members are exempted from paying any entrance fees or subscription.

7. All subscription shall become due and payable on the 31st. of May, of each year and payable to the Honorary Treasurer by the 30th of June of the same year.
8. Any member who is three (3) years in arrears of subscription shall be notified in writing by the Honorary Treasurer and should his subscription remain unpaid by the end of the financial year, he or she shall be suspended until all arrears are paid in full.
(Amended on 20th September, 2010)
9. An Ordinary member or Associate member who leaves the country for a period of more than 12 months shall be exempted from payment of subscription if the Executive Committee is so notified in writing.

PRIVILEGES OF MEMBERSHIP

10. (a) Upon payment of requisite fees, Ordinary members shall be entitled to all the benefits and privileges of the Association.
- (b) Associate, Honorary, Corporate and Student members shall be entitled to all the benefits and privileges of Ordinary members except that they shall not be eligible to vote or hold office.

TERMINATION OF MEMBERSHIP

11. (a) Any member may resign from the Association by giving the Honorary Secretary notice in writing to the effect.
- (b) Any member who is convicted of a criminal offence in any court of law shall cease to be a member.
- (c) Any member shall be deprived of his membership if a resolution is passed at the General Meeting by a simple majority that his continued membership is a discredit to or not in the interest of the Association.
(Amended on 20th September, 2010)

RENEWAL OF MEMBERSHIP

12. Any member whose membership has been terminated shall be readmitted upon payment of entrance fee and subscription.

GENERAL MEETING

13. The highest authority of the Association shall be the General Meeting presided over by the President or in his or her absence by the Vice President or in the absence of both the President and the Vice President, a member appointed by the General Meeting.
(Amended on 20th September, 2010)
14. The Annual General Meeting shall be held as soon as possible after the close of each financial year but not later than 30th of September on a date and at a time and place to be decided by the Executive Committee. When it is not possible to hold the Annual General Meeting before the prescribed date, then an Extra-Ordinary General Meeting shall be held and such meeting shall have all the powers of the Annual General Meeting.
15. Notice of the Annual General Meeting

- (a) A notice together with the audited annual accounts shall be given to the members at least 2 (two) weeks before the date of the Annual General Meeting.
 - (b) The business of the Annual General Meeting shall be to:
 - (i) Receive the report of the Executive Committee and review it.
 - (ii) Receive and pass the accounts of the previous financial year.
 - (iii) Elect biennially the Committee and appoint Auditors.
 - (iv) Amend the rules or regulations of the Association.
 - (v) Consider all other business on the agenda.
 - (c) The quorum for the Annual General Meeting shall be one half of the total voting membership of the Association or twice the total number of Committee members whichever is the lesser.
16. Agenda of the Annual General Meeting.
A member wishing to submit items to be included on the agenda of the Annual General Meeting may do so provided he/she gives notice to the Honorary Secretary at least 14 days before the date of the Annual General Meeting. The agenda including copies of minutes and reports together with the audited accounts of the Association of the previous year shall be sent to all members at least 7 days before the date of the Annual General Meeting.
17. Quorum for Annual General Meeting
In the event of there being no quorum, the Annual General Meeting shall be adjourned to a day and date, not earlier than 14 days, to be decided by those present and should the members then be insufficient again to form a quorum, those present shall be considered quorum, but they shall not have the power to amend the existing constitution or to make decision affecting the whole membership.

EXTRAORDINARY GENERAL MEETING

18. An Extra-Ordinary General Meeting shall be convened by the Executive Committee at any time or for any special reasons within one month of receiving a written request from one third

of the total number of voting members or 4 members of the Executive Committee.

19. Notice of summoning the Extra-Ordinary General Meeting shall be sent to all members at least 14 days before the fixed date for such a meeting and the notice shall state the business of the meeting.
20. An Extra-Ordinary General Meeting shall also deal with business other than that for which it is specially convened.
21. Quorum for Extra-Ordinary General Meeting
The quorum for an Extra-Ordinary General Meeting shall be at least half of the total voting membership of the Association.
22. (a) In the event of a lack of quorum at an Extra-Ordinary General Meeting summoned at the request of one third of the total number of members, the President shall declare the meeting dissolved and no Extra-Ordinary General Meeting shall be convened for a period of 6 months.

(b) Minutes of the Extra-Ordinary General Meeting shall be circulated to all members within 3 months and shall be taken as adopted if there are no objections from members who attended the meeting within 2 weeks of the date of the circular. Any amendments to the minutes shall be circulated and considered at the next Annual General Meeting.

EXECUTIVE COMMITTEE

23. The Association shall be managed by an Executive Committee consisting of the following:
 - i. A President
 - ii. A Vice President
 - iii. An Honorary Secretary
 - iv. An Honorary Assistant Secretary
 - v. An Honorary Treasurer
 - vi. An Honorary Assistant Treasurer
 - vii. An Honorary Editor
 - viii. Two Ordinary Committee Members

24. (a) All office bearers of the Association and every officer performing executive functions in the Association shall consist of Ordinary Members and shall be Malaysian Citizens.
- (b) Members of the Committee shall be elected at a General Meeting biennially. All election shall be by a show of hands and shall be a simple majority vote of the members present. (Amended on 20th September, 2010)
- (c) All officers shall be eligible for immediate re-election.
25. A member absent at the Annual General Meeting shall not be elected to the Executive Committee unless his/her consent in writing has been obtained.
26. Committee Meeting
The Executive Committee shall meet at least once every 4 months and a copy of the agenda for the next meeting and minutes of the last committee meeting shall be sent to every member of the Committee at least 7 days before the meeting.
27. The quorum of the Executive Committee meeting shall be 5.
28. 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. 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 stated in the circular and forwarded to all members of the Committee.
- (b) At least one half of the members of the Committee must indicate whether they are in favour or against the proposal.
- (c) The decision must be by a majority vote.

- (d) Any decision obtained by circulation shall be reported by the Secretary at the next Executive Committee Meeting and recorded in the minutes thereof.
29. Any member of the Committee absenting himself for 2 consecutive meetings without satisfactory explanation shall be deemed to have withdrawn from the Committee.
30. Powers of the Executive Committee
- (a) The Executive Committee shall have the power to fill any vacancy in the Committee during its term of office.
 - (b) The Committee shall have the power to interpret the Constitution and where necessary determine any point on which the Constitution is silent.
 - (c) The Committee shall have the powers to take such action as is necessary, to achieve the objectives of the Association, such as appointing subcommittees who shall consist of Ordinary members and to extend from the Association funds, such sums as are reasonably necessary.

DUTIES OF OFFICE BEARERS

31. The duties of the office bearers are as follows;
- (a) The President shall;
 - (i) Preside in all General and Committee Meetings of the Association.
 - (ii) Have a casting vote in addition to his/her own vote as a member.
 - (iii) Sign the minutes of each meeting at the time they are approved.
 - (b) The Vice President shall deputize for the President in his absence and shall have all the powers vested in the President under Rule 32 (a).
 - (c) The Honorary Secretary shall:

- (i) Keep all records, except financial records, of the Association and be responsible for the correctness.
 - (ii) Record minutes of all General Meetings and Executive Committee Meetings.
 - (iii) Attend to all correspondence relating to the Association.
 - (iv) Issue notice of meetings.
 - (v) Prepare the Annual Report of the Association's activities for presentation at the Annual General Meeting.
 - (vi) Maintain a proper membership register of the members consisting of details such as name, identity card number, date of approval of membership, place of birth, occupation, name and address of employer, residential address, telephone and fax numbers and e-mail addresses.
- (d) The Assistant Honorary Secretary shall be responsible for the correctness of the Association's records and shall perform all the duties of the Honorary Secretary in his/her absence.
- (e) The Honorary Treasurer shall be responsible for the finance of the Association and shall;
- (i) Keep an account of all monetary transactions and be responsible for the correctness.
 - (ii) Operate a petty cash account not exceeding RM200.00 (two hundred) at any one time.
 - (iii) Table a statement of accounts at Executive Committee meetings and prepare all audited annual balance sheets and statements of accounts at the end of the financial year for presentation at the succeeding Annual General Meeting.
- (f) The Honorary Assistant Treasurer shall be responsible for the finance of the Association and shall perform all the duties of the Honorary Treasurer in his/her absence.

- (g) The Honorary Editor shall;
 - (i) Be responsible for the publication of the journal, magazines and reports on scientific meetings of the Association as specified by the Executive Committee from time to time.
 - (ii) Be assisted by an Editorial Board appointed by the Executive Committee.
- (h) The Ordinary Committee Members shall assist the other Executive Committee members to ensure smooth functioning of the Association and they may be assigned specific duties by the Executive Committee from time to time.

(Amended on 20th September, 2010)

HONORARY AUDITORS

- 32. (a) Two (2) Honorary Auditors who shall not be office bearers of the Association shall be appointed biennially at the Annual General Meeting. The Auditors shall audit the year's account and report to the Annual General Meeting. They shall hold office for two years and may be reappointed by members at the Annual General Meeting. They may be requested by the President to audit the Association's account for any period within their tenure of office and make a report to the Executive Committee.

(Amended on 20th September, 2010)

- (b) In the event of resignation, death or disqualification of any of the Honorary Auditors, the Executive Committee shall have the power to appoint one of the Ordinary Members to fill the vacancy till the next Annual General Meeting.

FINANCE

- 33. (a) The financial year of the Association shall be from 1st July to 30th of June of the following year.

- (b) The Association shall operate a current account in a bank nominated by the Executive Committee. All monies of the Association exceeding the sum of RM200.00 (two hundred) shall be deposited with the bank. The Association may operate other bank accounts as deemed necessary by the Executive Committee. The signatories of these accounts shall be the Honorary Treasurer and the President or the Honorary Secretary.
- (c) No expenditure exceeding RM500.00 (five hundred) at any one time shall be incurred without the prior sanction of the Executive Committee. Expenditures less than RM500.00 (Five hundred) may be incurred provided it has been sanctioned by the President together with the Secretary or the Treasurer.
(Amended on 20th September, 2010)
- (d) As soon as possible after the end of each financial year, i.e. 30th of June, 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 approval at the next Annual General Meeting and copies shall be made available at the registered place of business of the Association for perusal by the members.
- (e) Association funds may be used by the Executive Committee to purchase properties, invest in shares or in fixed deposits upon approval of the Annual General Meeting.

PUBLICATIONS

- 34. (a) The Association shall issue a publication which will be the official organ of the Association subject to prior approval of the authority concerned.
- (b) The publication shall be provided free of charge to all members and it may be sold to the public at a price to be decided by the Executive Committee.

- (e) The Honorary Editor is empowered to appoint members of the Editorial Board consisting of an Honorary Business Manager and four other members.
- (f) The Editorial Board shall be responsible for any such publication as the Executive Committee may decide.

TRUSTEES

- 35. (a) Trustees, who must be over 21 years of age, shall be appointed at the Annual General Meeting and shall hold office until death or removed from office by members at a General Meeting.
- (b) The Trustees shall not sell, withdraw or transfer any of the properties of the Association without the consent and authority of a General Meeting of members.
- (c) A trustee 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 satisfactorily. In the event of the death, resignation or removal of a trustee, the vacancy shall be filled by a new Trustee approved at the General Meeting.

PROHIBITIONS

- 36. (a) The premises of the Association shall not be used for any illegal or undesirable activities.
- (b) The Association shall not indulge in any political activities or allow its funds and or premises to be used for political purposes.

AMENDMENTS TO THE CONSTITUTION

- 37. (a) Amendments to the rules of the Association shall only be made at a General Meeting and shall come into force after the approval by the Registrar of Societies.

- (b) Proposals for amendments to the rules shall be submitted in writing at least 14 days before the date of the Annual General Meeting to the Honorary Secretary, who will circulate them to all members at least 7 days before the date of the Annual General Meeting.
- (c) Any resolution proposing any amendment to the Constitution and rules of The Association shall be adopted only if it has been passed by a two-third majority of Ordinary Members attending that General Meeting including votes of proxy.
- (d) Any amendments to the rules shall be forwarded to the Registrar of Societies within 28 days of being passed by the General Meeting.

DISSOLUTION

- 38. (a) The Association shall be dissolved only with the expressed consent of not less than two thirds of the existing voting members either in person or by postal vote.
- (b) In the event the Association be dissolved as provided under rule 39(a) all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds shall be donated to such organization or institution as decided at the General Meeting convened to dissolve the Association or as described by postal vote.
- (c) Notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.

LASAM LOGO

- 39. (a) The word “LASAM” placed in the middle of the logo is an abbreviation of the name of the Association which is “Laboratory Animal Science Association of Malaysia”.

- (b) The word “LASAM” is surrounded by laboratory animals such as mouse, rat, guinea pig, rabbit, cat and monkey, depicting clearly the role of LASAM.
- (c) The word “PERSATUAN SAINS HAIWAN MAKMAL MALAYSIA” is arranged in an elliptical shape around the laboratory animals, symbolizing close co-operation between members, each playing their role in the fields related to Laboratory Animal Science.
- (d) The word “LABORATORY ANIMAL SCIENCE ASSOCIATION OF MALAYSIA” arranged in an elliptical manner around “PERSATUAN SAINS HAIWAN MAKMAL MALAYSIA” denotes the name of the Association in English symbolizing the greater role it will play internationally that is as a body representing Malaysia.
- (e) A single colour, black, is used for the logo depicting united purpose and understanding.
- (f) The logo of the Association is as shown below:-

