

## **RULES OF MALAYSIAN SOCIETY FOR ENGINEERING & TECHNOLOGY, MALAYSIA (MySET)**

### **1. Name**

The Society shall be known as the **MALAYSIAN SOCIETY FOR ENGINEERING & TECHNOLOGY (MySET)** hereinafter referred as “The Society”.

### **2. Place of Business**

Its registered place of business shall be **Malaysian Society for Engineering and Technology, D-25-1 Jalan Atmosphere 6, Pusat Perniagaan The Atmosphere, Bandar Putra Permai, 43300 Seri Kembangan, Selangor Darul Ehsan** or at such other place as may from time to time be decided by the Council. The registered place of business of the Society shall not be changed without the prior approval of the Registrar of Societies.

### **3. Flags, Symbols, Badges, Logo Or Other Insignia.**



### **4. Aims and Objects**

- (1) The objective of the MySET is to advance and promote the science and profession of engineering and technology
- (2) Provide sponsorship for charity works related to engineering and technological fields for the benefits of humanity at national and international levels.
- (3) To receive, hold and apply for funds, gifts, bequests and endowments on the proceeds thereof for any of the mentioned purposes.

## **5. Membership**

### **5.1 Ordinary Members**

- 5.1.1 Membership shall be opened to individual or person with basic tertiary qualification recognised by Malaysian Government and or have passed the professional examination and or has acquired the necessary professional experience for professional practice in engineering and technology. There shall be seven categories of member:

Honorary Fellow  
Honorary Member  
Fellow  
Professional Member  
Member  
Associate Member  
Student Member

- 5.1.2 Every application for membership shall be proposed and seconded by two existing members and shall be forwarded to the Secretary General who shall at the first convenient opportunity, submit it to the Council for approval. The Council may at its discretion reject any application without assigning any reason thereof.

- 5.1.3 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 Society and shall be entitled to all the privileges of membership.

- 5.1.4 A university or university-college student shall not be eligible for membership without the prior approval of the Vice-chancellor or representative of the university concerned.

- 5.1.5 Student members shall enjoy the rights and privileges of Ordinary Member but have no voting rights.

- 5.1.6 Ordinary membership apart from students is categorised as below and members shall be entitled to the exclusive use of post-nominal after their names of the following abbreviated forms:-

- a. Fellows – F.M.S.E.T.
- b. Members – M.M.S.E.T.

- 5.1.7 Fellows and Members with a recognised Engineering or Engineering Technology qualification at a bachelor level by the Malaysian Government shall be entitled to use the title Eng. in front of their names.

- 5.1.8 Fellow and Members with a recognised Engineering or Technology qualification at a diploma or certificate level by the Malaysian Government shall be entitled to use the title TEng. in front of their names.

5.1.9 Professional Members are those members who had successfully passed the MySET Professional Review or members who had obtained their professional qualifications with regulatory/competent authorities/professional registration bodies and listed on respective MySET rolls. Professional Members are classified as follows with the appropriate post nominals:-

- a. Professional Engineers - P.Eng. (only upon qualified as Professional Engineers by the Board of Engineers Malaysia)
- b. Professional Engineering Technologist - P.Eng. Tech. (or equivalent)
- c. Professional Technician - Tech. P (or equivalent)
- d. Professional Technologists - P.Tech. (only upon qualified as Professional Technologists by the Malaysia Board of Technologists)

## 5.2 Honorary Members

5.2.1 The Council may appoint individuals or persons who has made a significant contributions in the field of engineering or technology and share such aspiration with MySET.

5.2.2 Honorary members shall have no voting rights and does not enjoy the rights and privileges of Ordinary Member.

5.2.3 Honorary membership is categorized as below and members shall be entitled to the exclusive use of post-nominals after their names of the following abbreviated forms:

- a. Fellows – Hon.F.M.S.E.T.
- b. Members – Hon.M.M.S.E.T.

## 5.3 Associate Members

5.3.1 The Council may accept application for Associate member from those members individual or persons with certificates recognized by Malaysian government in related fields of engineering or technology.

5.3.2 Associate member shall have no voting rights but enjoy the rights and privileges of Associate Member.

5.3.3 Associate member shall be entitled to the exclusive use of post nominals after their names of the abbreviated from A.M.S.E.T.

## 5.4 Life Membership

5.4.1 Ordinary Member may opt for life membership and the one-off fee payable is MYR 1,500.00.

5.4.2 Associate Member may opt for life membership and the one-off fee payable is MYR 1,000.00.

## 5.5 Organisation Membership

5.5.1 Organisations may apply for membership of MySET and the annual fee payable is MYR2,000.00

5.5.2 The organisation member shall then identify a contact person who shall represent the organization and be given the voting rights.

## 6. Entrance Fees, Annual and other

- (1) The Entrance Fees shall be a one time payment upon registration of the member, save in so far as clause 5 below. The entrance fee and annual payable shall be as follows:-

Entrance fee	RM100.00 (Ringgit Malaysia:One Hundred Only)
Annual fee for Ordinary Member	RM150.00 (Ringgit Malaysia:One Hundred Fifty Only)
Annual fee for Associate Member	RM100.00 (Ringgit Malaysia:One Hundred Only)
Professional Review and Administration Fees	Not exceeding RM1501.00 (Ringgit Malaysia: One Thousand Five Hundred and One) shall be collected when members apply for Professional Member. Such member would also qualify for life membership

- (2) Annual fee shall be payable to the Treasurer in advance within the first month of each calendar year.
- (3) Any member who allows his arrears to exceed for two months' from the end of first month of each calendar year shall receive a written notification signed by or on behalf of the Secretary General, and shall be denied the privileges of membership until he settles his account.
- (4) Any member who allows his arrears to exceed for three months' from the end of first month of each calendar year shall automatically cease to be a member of the Society, and the Council may direct legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.
- (5) The Council shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.
- (6) Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Society. If any member fails to pay such subscription within such period as may be resolved, the amount due shall be treated in the same way as arrears of monthly subscription.

## **7. Resignation & Termination**

- (1) Any member who wishes to resign from the Society shall give two weeks' notice in writing to the Secretary General 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 Council deems fit. Before the Council expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and clear himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.

## **8. General Meeting**

- (1) The supreme authority of the Society is vested in a general meeting of the members. At least fifty (50) members of the voting membership of the Society or the voting members present represent twice the total number of council members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum.
- (2) If half an hour 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 decided by the Council; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to alter the rules of the Society or make any decision affecting the whole membership.
- (3) An annual general meeting of the Society shall be held as soon as possible after the close of each financial year but not later than April on a date and a time and place to be decided by the Council. The business of the annual general meeting shall be:-
  - (a) To receive the minutes of the previous annual general meeting;
  - (b) To receive the Council's report on the working of the Society during the previous year;
  - (c) To receive the Treasurers' report and the audited accounts of the Society for the previous year;
  - (d) To elect a Council for a period of 3 years and to appoint auditors for the ensuing year;
  - (e) To deal with such other matters as may be put before it.

- (4) The Secretary General shall send to all members at least seven (7) days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members.
- (5) An extraordinary general meeting of the Society shall be convened:-
  - (a) Whenever the Council deems it desirable; or
  - (a) At the joint request in writing of not less than twice the number of council members, stating the objects and reasons for such meeting.
- (6) An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- (7) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary General to all members at least fifteen days before the date fixed for the meeting.
- (8) Paragraphs 8 (1) and 8 (2) of this rules regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the provision that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by the 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 months from the date thereof.
- (9) The Secretary General 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.

## **9. Council**

- (1) A 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 Deputy President
  - Five (5) Vice President
  - A Secretary General
  - A Treasurer
  - Ten (10) Ordinary Council Members, of which

- I. Six (6) shall be elected and Four (4) may be co-opted upon endorsement by the Council, and
- II. Four (4) of the Council shall be represented by the respective domain: Engineers, Engineering Technologists, Technicians and Allied Professionals.

An Immediate Past President who shall be co-opted.

- (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. The term of office for the office bearers shall be for a continuous period of three years. All the office-bearers shall be eligible for re-election at the end of their term of office.
- (4) The function of the 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 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 Council shall meet at least once every three months, a seven (7) days 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 Council to be held at any time. At least one half of the 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 Council arises and it is not possible to convene a meeting, the Secretary General may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the 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 council;
  - (b) At least one-half of the members of the 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 General to the next Council meeting and recorded in the minutes thereof.

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



- (8) In the event of the death or resignation of a member of the Council, the 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 Council shall give instructions to the Secretary General 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 Council, or for any other reason which it deems good and sufficient in the interest of the Society.
- (10) The Council may appoint any committee for any purpose arising out of or connected with any of the duties, functions and aims laid down under the rules. Any members can become members of these committees.

#### **10. Duties of Office-Bearers**

- (1) The President shall during his term of office preside at all general meetings, all meetings of the council 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. He shall, in conjunction with the Secretary General and Treasurer sign all cheques on behalf of the Society.
- (2) The Deputy President shall deputise for the President during the latter's absence.
- (3) The Vice Presidents shall be responsible to lead standing committees of the Council.
- (4) The Secretary General 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 Council. 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 all proceedings. He shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name and address of employer and residential address. He shall in conjunction with the President and the Treasurer, sign all cheques on behalf of Society. He shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.
- (5) The Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall in conjunction with the President and the Secretary General sign all cheques on behalf of the Society.
- (6) The Ordinary Council Members shall carry out such duty as directed by the President or the Committee.



- (7) The Immediate Past President shall advise the Council where necessary.

## **11. Financial Provisions**

- (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 objects, 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 **1000.00** (Ringgit Malaysia:One Thousand 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 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 any two (2) of the following; the President, the Secretary General, the Treasurer and designated member by the Council. In the absence of the President, the Secretary General or the Treasurer for a long period, the Council shall appoint one of its members to sign in his place.
- (4) No expenditure exceeding **RM 10, 000.00** (Ringgit Malaysia:Ten Thousand Only) at any one time shall be incurred without the prior sanction of the Council, and no expenditure exceeding **RM 100, 000.00** (Ringgit Malaysia:One Hundred Thousand Only) in any one month shall be incurred without the prior sanction of a general meeting. Expenditure less than **RM 5, 000.00** (Ringgit Malaysia:Five Thousand Only) at any one time may be incurred by the President together with the Secretary General 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 the 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 the **1<sup>st</sup> January and end on the 31<sup>st</sup> December every year.**
- (7) At least 70% (or any percentage as may be approved by the Director General of Inland Revenue, Malaysia) of the donations received in any year must be spent in the following year towards achieving the objectives of the Society.

**12. Audit**

- (1) Two persons, who shall not be office-bearers of the Society, shall be appointed, by the annual general meeting as Honorary Auditors. They shall hold office for three 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 Council.

**13. Trustee**

- (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 is unable to perform his 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.

**14. Interpretation**

- (1) Between annual general meetings the Council 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 Council shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.

**15. Advisor / Patron**

The Council 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 consent in writing.

## 16. Prohibitions

- (1) None of the following games shall be played in the premises of the Society: Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belankai, Pai Kau, Tau Ngau, Tien Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, Ten and a half, all games of dice, bankers' games, all video games and all games of mere chance.
- (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) The Society shall not hold any lottery, whether confined to its members or not, in the name of the society, its office-bearers or members without prior approval from the authorities concerned.
- (4) "Benefits" as mentioned under section 2 of the Societies Act 1966 shall not be given by the society to any of its member.

## 17. Amendments of Rules.

These Rules shall not be amended except by resolution of a general meeting. 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.

## 18. Dissolution

- (1) The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the membership present in a general meeting.
- (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.



Name: Ir Megat Johari bin Megat  
Mohd Noor  
Position: President



Name: Assoc. Prof. Dr. Tinia Idaty binti  
Mohd. Ghazi  
Position: Secretary General