

# CONSTITUTION

## PERSATUAN KEDOKTORAN ANGKATAN TENTERA MALAYSIA (MALAYSIAN ARMED FORCES DOCTORAL ASSOCIATION)(MAFDA)

### CLAUSE 1 NAME

1. The Association shall be known as

**PERSATUAN KEDOKTORAN ANGKATAN TENTERA MALAYSIA (MALAYSIAN ARMED FORCES DOCTORAL ASSOCIATION)(MAFDA)**

Hereinafter referred to as "the Association".

2. Meaning of name : **1.1 The Association will be known as: MALAYSIAN ARMED FORCES DOCTORAL ASSOCIATION Hereinafter referred to as "the Association".**

**1.2 Acronym of the Association name: MAFDA**

3. Level : **Lain-lain**

### CLAUSE 2 ADDRESS

1. The registered address is

**D/A WISMA PERWIRA ATM, JALAN TEKPI OFF JALAN PADANG TEMBAK  
50634 KUALA LUMPUR  
WILAYAH PERSEKUTUAN KUALA LUMPUR**

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

**D/A WISMA PERWIRA ATM, JALAN TEKPI OFF JALAN PADANG TEMBAK  
50634 KUALA LUMPUR  
WILAYAH PERSEKUTUAN KUALA LUMPUR**

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

### CLAUSE 3 OBJECTIVE

Objectives for the establishment of the Association are:

3.1 To establish and be a professional body of experts from the defence and security fraternity with expertise in various fields, and encourage expedience

towards achieving this goal.

3.2 To promote professionalism and encourage post-graduate education especially in doctoral studies among officers and personnel of the Malaysian Armed Forces.

3.3 To provide consultation and act as a body of reference on defence and security or other related matters of importance that are of common interest.

3.4 To promote and enhance the status of individual members by facilitation and provision of networking for the exchange of knowledge, information and expertise, in matters of mutual concern.

3.5 To be a resource in the sharing of knowledge with the respective services of the Malaysian Armed Forces, National Defence University, and other training establishments through the provision of experts particularly for the conduct of courses, seminars, workshops, forums and conferences where required.

3.6 To facilitate and network with other associations, universities, institutes, and to pro-vide mutual enhancement and benefit among members respectively.

## **CLAUSE 4 MEMBERSHIP**

Membership shall be opened to:

### **4.1 ORDINARY MEMBER**

4.1.1 Officers and personnel of the Malaysian Armed Forces who possess a Doctoral Degree from a recognised university, including both serving and retired.

4.1.2 Officers and personnel of the Malaysian Armed Forces include; General Duty (Regular or Short Service), Professional Duty and those currently serving in the Volunteer Service.

### **4.2. ASSOCIATE MEMBER**

4.2.1 Officers and personnel with the Malaysian Armed Forces who possess a Doctoral Degree from a recognised university and are currently serving with a Honorary Rank.

4.2.2 Officers and personnel of the Malaysian Armed Forces who have been conferred a Honorary Doctoral Degree from a recognised university.

4.2.3 Associate Members shall not be entitled to hold any office in the Executive Committee and vote in any election.

### **4.3 AFFILIATE MEMBER**

4.3.1 Officers and personnel of other Armed Forces, Royal Malaysian Police, other

security agencies and civilians serving or had served in the Ministry of Defence, who possess a Doctoral Degree from a recognised university can be considered to join as Affiliate Members.

4.3.2 Affiliate Members shall not be entitled to hold any office in the Executive Committee and vote in any election.

#### 4.4 LIFE MEMBER

4.4.1 Any member as mentioned above, who upon application and payment of RM 1,000.00 and on the approval of the Executive Committee be elected as a Life Member in the category as mentioned.

4.4.2 Any member who has, from the date of joining MAFDA, diligently paid his annual fees and upon reaching the total amount of RM 1,500.00 may be considered for election as a Life Member.

#### 4.5 HONORARY MEMBER

4.5.1 A person who possess a Doctoral Degree from a recognised university, who has rendered such services as would in the opinion of the Association entitle him/her to the distinction of an honorary member because of his/her knowledge, expertise and contribution to the Association.

4.5.2 Honorary Members shall not be entitled to hold any office in the Executive Committee and vote in any election.

#### 4.6 FOUNDER MEMBER

4.6.1 As decided and conferred by the Executive Committee, all those who had initially and actively contributed to the formation of the Association shall be accepted as Founder Members of MAFDA.

4.6.2 Founder Members shall enjoy the right and privileges of any Ordinary Member.

### **CLAUSE 5 RESIGNATION AND TERMINATION**

Cessation of Membership can be due to:

5.1 Any member may at anytime by notice in writing resign as a member. The date of resignation shall be the date of receipt of such notice by the Secretary. He shall return his certificate of the membership to the Secretary. The Committee may accept his resignation on payment of all subscriptions and fees (if any) then due and owing by him.

5.2 If a member ceases to comply with the conditions on which he was admitted as a member, he shall cease to be a member as from that time.

5.3 Any member may refer any matter involving the conduct of another member who in his opinion is prejudicial to the Association or any matter which in his opinion

renders any member as unfit person to remain as member of the Association to the Executive Committee. On the receipt of such complaint the Secretary shall send out a notice convening a Disciplinary Committee Meeting for the purposes of an inquiry into the complaint.

5.4 The Secretary shall also cause a notice (of not less than 10 days) of the meeting to be served on the member concerned. The notice shall state the time and place of the meeting and also in the brief the allegations against the member concerned.

5.5 At the meeting the Disciplinary Committee shall provide for the complaint to be heard, to produce evidence and call witnesses and the member concerned to cross examine the complainant and his witness and to give his own evidence and also produce witnesses. The complainant shall also be allowed to cross-examine the member concerned and his witnesses. The Disciplinary Committee shall after hearing the complaint and the member concerned may:

5.5.1 Dismiss the complaint against him, or

5.5.2 Expel the member concerned, or

5.5.3 Admonish him (without expulsion).

5.6 The Disciplinary Committee can impose a fine on serious and grave case/cases if the member is found guilty of the complaint or charges. The amount shall be at a minimum of RM 500.00 but not more than RM 1500.00 being at the discretion of the committee.

5.7 No Lawyer/Solicitor can be engaged during and for Inquiry by either party.

## **CLAUSE 6 SOURCE OF INCOME**

Sources of income shall be from Entrance fee, Subscription fee and other dues:

6.1 The Entrance Fee and Annual Subscription Fee shall be payable in full within two (2) weeks of election to membership in default of which membership may be cancelled by the order of the Executive Committee.

6.2 The Entrance Fee and the Annual Subscription Fee for each category of membership shall be specified below:

6.2.1 Ordinary Member RM 100.00 for Entrance Fee and RM 100.00 for Annual Fee

6.2.2 Associate Member RM 100.00 for Entrance Fee and RM 500.00 for Annual Fee

6.2.3 Affiliate Member RM 150.00 for Entrance Fee and RM 600.00 for Annual Fee

6.2.4 Life Member RM 1,000.00

6.2.5 Honorary Member Not Applicable for Entrance Fee and Not Applicable for Annual Fee

6.2.6 Founder Member RM 500.00 for Entrance Fee and Not Applicable for Annual

## Fee

6.3 Annual Subscription are payable in advance on admission. If a member falls into arrears with his subscription or other dues, he shall be informed immediately by the Treasurer. If he fails to settle his arrears within four (4) weeks of their becoming due, the President may order that his name be posted on the notice board and that he be denied the privileges of membership until he settles his account. If he falls into arrears for more than 3 months' dues, he will automatically cease to be a member and the Committee may take action against him provided that they are satisfied that he has received due notice of his debts.

6.4 Any Ordinary Member who is in arrears of Subscription Fees shall not stand for election or vote at any General Meeting of the Association.

6.5 Any additional fund required for special purposes may be raised with the consent of the Executive Committee or a General Meeting of members.

## **CLAUSE 7 GENERAL MEETING**

A General Meeting (AGM) or Extraordinary General Meeting (EGM) will be held:

### 7.1 ANNUAL GENERAL MEETING (AGM)

7.1.1 Once at least in every financial year and not more than 3 months after the end of Financial Year, the Executive Committee shall call a General Meeting of the members at such time and place as may be expedient. Such meetings shall be called Annual General Meeting.

7.1.2 Twenty one (21) days notice is required to be notified in writing by the Honorary Secretary prior to every Annual General Meeting and such notice shall be sent to each member by prepaid post to the address given in the Register and or by electronic mail to their respective email addresses registered with the Association specifying the time and place of the meeting and the issues to be discussed. A copy of the Committee's Report and the audited Statement of Account for the preceding year shall be forwarded with the notice of meeting.

7.1.3 The accidental omission to give notice of a General Meeting to members and the non-receipt of such notice by, any person entitled to receive such notice shall not invalidate any resolution or business transacted at the General Meeting.

7.1.4 At least one-half of the total number of members or twice the total number of Committee Members whichever is lesser must be present to form a quorum at a General Meeting. In the event of there being no quorum, the meeting shall be adjourned to a place and time to be appointed by the Committee not later than 30 days from the date of the first meeting. However, should there be no quorum again all members present may continue with the General Meeting. But the members present shall not amend any or part of the Constitution neither can the members make any decision involving all other members.

7.1.5 The business of an Annual General Meeting shall be:

- a) To receive and approve the Report of the Committee for the preceding year.
- b) To accept and pass the Audited Account and Balance Sheet of the pre-eding year.
- c) To consider any other business for which one week notice (7 days be-fore the AGM) has been served in writing to the Secretary.
- d) To elect the Committee Members and Auditors every three (3) years at the Annual General Meeting (AGM).n neither can the members make any decision involving all other members.

7.1.6 At any General Meeting each member present personally shall be entitled to one vote.7.1.7 At any General Meeting, voting shall be by secret ballot, or as decided convenient by the meeting.

7.1.8 Subject to this regulation, questions arising out of any General Meeting shall be passed by a majority of members voting. In the case of equality of votes the President shall have a second of casting vote.

7.1.9 The proceeding of all General Meeting shall be entered in a Minutes of Meeting which, on being signed by the President at the next General Meeting as a true record shall be conclusive evidence of the business done and passed at the aforesaid General Meeting.

7.1.10 Casual vacancies may be filled by the Committee and the person so ap-pointed shall hold office only until the next election of Office Bearers. The Committee shall meet at least once every three (3) months, and fourteen (14) days notice of each meeting shall be given to the members. The President act-ing alone, or not less than three (3) of its members acting together may call for a meeting of the Committee to be held at any time. At least one half of the Committee Members must be present for this proceeding to be valid and to constitute a quorum.

7.1.11 Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Secretary may obatin such approval be means of a circular letter. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained:

- a) The issue must be clearly set out 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 and;
- c) The decision must be by a simple majority vote.

7.1.12. The Committee shall give instructions to the Honorary Secretary and other officers for the conduct of the affairs of the Association. It may appoint such organisers and staff as it deems necessary. It may suspend or dismiss any member of the staff for dereliction of duty, dishonesty, incompetence, refusal to carry out the decisions of the Committee, or for any other reason which it deems valid and sufficient in the interest of the Association.

## 7.2. EXTRAORDINARY GENERAL MEETING (EGM)

7.2.1 All other than a General Meeting of the members shall be called Extra Ordinary General Meeting (EGM). On the requisition in writing of any one-fifth members of the Association or 25 members whichever is less duly lodged with the Honorary Secretary, the Honorary Secretary shall forthwith call an Extra Ordinary General Meeting (EGM).

7.2.2 Thirty (30) days notice is required to be notified in writing by the Honorary Secretary prior to every Extra Ordinary General Meeting (EGM) and such notice shall be sent to each member, to the address given in the Register specifying the time and place of the meeting and the issues to be transacted there-at.

7.2.3 At least one-half of the total number of members or twice the total number of the Committee Members whichever is lesser must be present to form a quorum at a Extra Ordinary General Meeting. In the event of there being no quorum, the meeting shall be adjourned to a place and time to be appointed by the Committee not later than 30 days from the date of the first meeting, but with the proviso that if no quorum present after half an hour from the time appointed for postponed Extra Ordinary General Meeting requisitioned by the members. The meeting shall be cancelled and no Extra Ordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

7.2.4 All issues other than that stated paragraph 7.1 above shall be conducted at an Extra Ordinary General Meeting and shall be known as special business.

7.2.5 Subject to this regulation, questions arising out of any General Meeting shall be passed by a majority of members voting, and any question arising at any Extra Ordinary Meeting shall be passed by a two-third majority of members voting. In the case of equality of votes the President shall have a second of casting vote.

## CLAUSE 8 COMMITTEE

The Executive Committee shall be established:

8.1 The Administration of the Association shall be entrusted to an Executive Committee, to be elected every three (3) years at the Annual General Meeting (AGM).

8.1.1 The Executive Committee shall consist of the following appointments:

President – (1)

Deputy President – (2)

Vice Presidents – (3) (Representing each service, Army, Navy and Air Force)

Honorary Secretary – (1)

Assistant Secretary - (1)

Honorary Treasurer – (1)  
Assistant Treasurer - (1)  
Committee Members – (4)

8.1.2 The President shall have the power and endorsed by the elected committee to appoint:

Honorary and Assistant Secretary  
Honorary and Assistant Treasurer

8.2 The EXECUTIVE COMMITTEE shall have power:

8.2.1 To fill up vacancies in the Committee up to 5 in one year.

8.2.2 To accept or reject application for membership.

8.2.3 To carry out the duties of the Association in a manner which will be in the best interest of the Association.

8.2.4 To appoint remove or reorganize a Sub-Committee consisting of either Committee Members or other members or both.

8.2.5 To appoint one or more delegates to represent the Association on any outside body and remove same.

## **CLAUSE 9 DUTIES OF OFFICE BEARERS**

The duties of office bearers shall include:

### **9.1 PRESIDENT**

9.1.1 President shall preside at all meetings. In the absence of the President, the Deputy President shall preside and in the event of both the President and Deputy President being not present, the meeting be presided by the Vice Presidents and/or in one of the members present at that meeting.

### **9.3. VICE PRESIDENT**

9.3.1 The Vice Presidents shall assist the President and the Deputy President in carrying out their duties and shall deputise for them in their absence, in all respects of the role and duties of the Association.

9.3.2 The Vice Presidents shall also represent the three services (Army, Navy and Air Force) respectively.

### **9.4. THE HONORARY SECRETARY:**

The Honorary Secretary shall:

9.4.1 Keep minutes of all meetings of the Association.



9.4.2 Attend to all correspondence relating to the Association, with the consent of the Committee.

9.4.3 Issue notice of all meetings as stipulated.

9.4.4 Keep a Register of Members containing all detailed information of every member.

9.4.5 Generally to carry out the decisions of the Committee as the Chief Executive Officer of the Association.

9.4.6 The Secretary may draw up to RM 500.00 (Ringgit Malaysia: FIVE HUNDRED ONLY) from Treasurer giving him an account of the sum and he shall be answerable only to the Committee. The amount must be accounted and approved by the Committee before a similar demand is made.

#### 9.5. ASSISTANT SECRETARY:

9.5.1 The Assistant Secretary shall assist the Honorary Secretary in carrying out his duties and shall deputise for him in the latter's absence, in all respects of the role and duties of the Association. be accounted and approved by the Committee before a similar demand is made.

#### 9.6. THE HONORARY TREASURER:

The Honorary Treasurer shall:

9.6.1 Keep a true account of all money received and expended.

9.6.2 Present Statement of Accounts at all Committee Meetings.

9.6.3 Present a signed Balance Sheet annually which shall be audited before being submitted to the Annual General Meeting (AGM).

9.6.4 Generally carry out the decisions of the Committee in all matters relating to the finance.

9.6.5. All other money collected shall be deposited in a bank approved by the Committee and in the name of the Association and shall be withdrawn only by the Treasurer with the counter signatures of the President or Secretary with the consent of the Committee.

#### 9.7. ASSISTANT TREASURER:

9.7.1 The Assistant Treasurer shall assist the Honorary Treasurer in carrying out his duties and shall deputise for him in the latter's absence, in all respects of the role and duties of the Association.

#### 9.8. COMMITTEE MEMBERS:

9.8.1 Committee Members are to assist the Executive Committee in carrying out their duties with regards to the role and duties of the Association. The committee shall be responsible for organising activities of the Association, membership drive, networking, activities and consultation, corporate and discipline; and those deemed fit by the President.

## CLAUSE 10 FINANCIAL PROVISION

Finance for the Association shall be:

10.1 The funds of the Association shall be under control of the Executive Committee, who shall cause an account to be opened with an authorized bank decided by the Committee, into which all monies belonging to the Association shall be paid, and all cheque drawn on the said account shall be signed by the President or Secretary and must be countersigned by the Treasurer.

10.2 The Treasurer shall cause true accounts to be kept of all sums of money received and expended by the Association and the matters in respects of which such receipt and expenditure take place.

10.3 Every such Balance Sheet and Income and Profit and Loss Account shall be audited by the Auditors. The Auditors' Report shall be annexed to the Balance Sheet and Profit and Loss Account.

10.4 The accounting and Books of Account shall be kept in the registered office of the Association.

10.5 No expenditure exceeding RM1,000.00 (Ringgit Malaysia: One Thousand Only) at any one time shall be incurred without the prior sanction of the Executive Committee, and no expenditure exceeding RM5,000.00 (Ringgit Malaysia: Five Thousand Only) in any one month shall be incurred without the prior sanction of a General Meeting. The President together with Secretary and Treasurer are authorised to approve any expenses lower than RM1,000.00 (Ringgit Malaysia: Five Hundred Only).

10.6 However for special events (seminar/conference) a separate budget accounts may be deemed necessary. All expenditure is subject to scrutiny and approval of the Executive Committee.

10.7 The Treasurer may hold a petty cash advance no exceeding RM1,000.00 (Ringgit Malaysia: One Thousand Only) at any one time. All monies in excess of this sum shall within seven (7) days of receipt be deposited in a bank approved by the Committee. The bank account shall be in the name of "The Malaysian Armed Forces Doctoral Association" (MAFDA).

10.8 The financial year of the Association commences on the 1st January and ending 31st December.

10.9 The Treasurer Committee shall exercise control over the funds, receipt and expenditures of the Association in accordance with the Financial Regulations which it may draw up and are approved by a General Meeting.

10.10 All money when received on account of the Association by the Committee shall be paid into the account of the Association at its Bank opened by the Committee.

10.11 An income and expenditure account shall be prepared once every two (2)

months, not later than the first Monday of the following month. Such account shall be certified by the President and his absence by the Deputy President and shall be posted up at the Association's registered office.

#### 10.12 Presentation of Accounts:

10.12.1 The Treasurer shall present a signed Annual Report Statement of Accounts and Balance Sheet which shall be countersigned by the President or Deputy President and one other member from the Committee. A printed copy of the above documents shall be sent to every member with the notice convening the Annual General Meeting.

10.12.2 A copy of the Annual Report, Statement of Accounts and Balance Sheet shall also be deposited at the office of the Association for the inspection of members during a period of the last fourteen (14) days before the meeting. The Auditors shall be appointed by the Committee and thereafter by the members act at each Annual General Meeting.

### **CLAUSE 11 AUDITORS**

The Association Accounts shall be audited as stipulated:

11.1 Two (2) persons who shall not be Office Bearers of the Association shall be appointed by the Annual General Meeting as Honorary Auditors. They shall hold office for two (2) years only and shall not be reappointed.

11.2 Auditors shall be required to audit the accounts of the Association every year and to prepare a report certificate for the yearly Annual General Meeting (AGM). They may also be required by the President to audit the Accounts of the Association for any period within their tenure of office at any date and to make a report to the Committee.

11.3 The Auditors shall audit the Accounts of Association and shall:

11.3.1 Present signed Report to the Committee.

11.3.2 Have access to account books of the Association at any time they want provided that they write to the Secretary requesting for such access.

### **CLAUSE 12 PROPERTY ADMINISTRATOR**

Administration of properties and trustees:

12.1 If the Association at any time acquires any property, such property shall be vested in Trust and upon the execution of a Deed of Trust. Any Trustee may at any time resign his Trusteeship. Vacancies in the Trusteeship may be filled at a General Meeting, but so that a number shall not be greater than five (5) or less than two (2).

12.2 Notice of any proposal to remove a Trustee from his Trusteeship or to appoint a new Trustee to fill a vacancy, must be given by the Executive Committee of the Association on document containing such proposal at least a month before the Annual General Meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to Registrar of Societies (ROS).

### **CLAUSE 13 INTERPRETATION**

Unless the subject or context otherwise requires, the words shall bear the meanings as follows:

13.1 COMMITTEE: Means the Executive Committee of MAFDA from the time being constituted.

13.2 RULES: Means the rules of MAFDA herein contained and any further additions, modifications and amendments thereto made by the Executive Committee from time to time to ensure the effective and efficient management of MAFDA.

13.3 CORPORATION: Means and includes companies, bodies and organisations incorporated under a prevailing/existing Company Act or Ordinance.

13.4 MEMBER/PERSON: Means any person or corporation whose application has been approved by the Executive Committee and whose name shall have been entered in the Register of members.

13.5 THE SEAL: The common seal of the Association.

13.6 MAF: The Malaysian Armed Forces, comprising of the three services, i.e. Army, Navy and Air Force.

### **CLAUSE 14 ADVISOR / PATRON**

Distinguished persons of high distinction shall be appointed as:

14.1 The Chief of Defence Force of the Malaysian Armed Forces shall be appointed as Patron/Advisor of the Association.

14.2 Any other person that the Executive Committee deems fit to be appointed as Advisor to the Association may be invited to hold the position as necessary.

### **CLAUSE 15 PROHIBITION**

15.1 The Society shall not engage in any political activity.

15.2 The Society shall not indulge in any form of gambling activity.

15.3 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Executive Committee or Members.

15.4 Any other activity that is detrimental to the Society is prohibited

## CLAUSE 16 **AMENDMENT OF CONSTITUTION**

Any amendments to the Constitution shall be:

16.1 That these Rules may not be altered or amended except by resolution of a General Meeting. Such alterations or amendments shall take effect from the date of their approval by the Registrar of Societies.

## CLAUSE 17 **DISSOLUTION**

If and when a suggestion to dissolve the Association is taken:

17.1 The Association may voluntarily be dissolved by a resolution of not less than 3/5 of the total number of members at the Annual General Meeting or an Extra Ordinary General Meeting.

17.2 In the event of the Association 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 off in such manner as may be decided upon by a General Meeting.

17.3 Notice of dissolution shall be submitted to the Registrar of Societies within 14 days of its dissolution.

## CLAUSE 18 **FLAG, LOGO AND BADGE**

### 1. Flag



Description

Description of the emblem/logo rational and definition:

18.1 The Association shall have its emblem in the design as illustrated above with

the words “Malaysian Armed Forces Doctoral Association” and the acronym MAFDA. The letters in Blue colour represent knowledge, whereas letters in Purple colour depicts the MAF.

18.2 The MAF logo indicates that the Association’s executive committee and members, especially the ordinary and associate members are serving or former members of the Malaysian Armed Forces.

18.3 The open book represents a foundation and magnification of knowledge and wisdom that is shared amongst the members of the association.

18.4 The three pages of the open book depicts the colours of the services within the MAF, Red represents the Army, Dark Blue represents the Navy and Light Blue represents the Air Force.

18.5 The Black rings encapsulates the emblem symbolising the control elements such as discipline, camaraderie, friendship and attachment to the Association.

18.6 The acronym MAFDA means “Malaysian Armed Forces Doctoral Association” which signify the association’s sincere objective to operate with professionalism for the bene-fit of all members of the Association and the MAF as a whole.

## 2. Logo



### Description

Description of the emblem/logo rational and definition:

18.1 The Association shall have its emblem in the design as illustrated above with the words “Malaysian Armed Forces Doctoral Association” and the acronym MAFDA. The letters in Blue colour represent knowledge, whereas letters in Purple colour depicts the MAF.

18.2 The MAF logo indicates that the Association’s executive committee and members, especially the ordinary and associate members are serving or former members of the Malaysian Armed Forces.

18.3 The open book represents a foundation and magnification of knowledge and wisdom that is shared amongst the members of the association.

18.4 The three pages of the open book depicts the colours of the services within the MAF, Red represents the Army, Dark Blue represents the Navy and Light Blue represents the Air Force.

18.5 The Black rings encapsulates the emblem symbolising the control elements such as discipline, camaraderie, friendship and attachment to the Association.

18.6 The acronym MAFDA means "Malaysian Armed Forces Doctoral Association" which signify the association's sincere objective to operate with professionalism for the bene-fit of all members of the Association and the MAF as a whole.

### 3. Badge



#### Description

Description of the emblem/logo rational and definition:

18.1 The Association shall have its emblem in the design as illustrated above with the words "Malaysian Armed Forces Doctoral Association" and the acronym MAFDA. The letters in Blue colour represent knowledge, whereas letters in Purple colour depicts the MAF.

18.2 The MAF logo indicates that the Association's executive committee and members, especially the ordinary and associate members are serving or former members of the Malaysian Armed Forces.

18.3 The open book represents a foundation and magnification of knowledge and wisdom that is shared amongst the members of the association.

18.4 The three pages of the open book depicts the colours of the services within the MAF, Red represents the Army, Dark Blue represents the Navy and Light Blue represents the Air Force.

18.5 The Black rings encapsulates the emblem symbolising the control elements such as discipline, camaraderie, friendship and attachment to the Association.

18.6 The acronym MAFDA means "Malaysian Armed Forces Doctoral Association" which signify the association's sincere objective to operate with professionalism for the bene-fit of all members of the Association and the MAF as a whole.

## CLAUSE 19 **PRIVILEGED COMMUNICATION**

19.1 Means all communications, correspondence, reports, minutes and other papers and documents relative to any undertakings of the Association with others are deemed to be privileged information.

## CLAUSE 20 **APPLICATION FOR MEMBERSHIP**

20.1 Each application shall be in the prescribed Form. The applicant shall complete all the required details truthfully and sign his name in the space provided before

sending the application to the Secretary of MAFDA.

20.2 Each application shall be submitted to the Secretary and shall be recommended by at least one (1) Ordinary Member of MAFDA. The President shall give his opinion/suggestions on the application submitted by the applicant.

20.3 The Secretary of MAFDA shall on receipt of the application for membership table such application before the Executive Committee at the first Committee Meeting thereafter for the purpose of considering the said application.

20.4 However, in the absence of an Executive Committee Meeting being held within 30 days of the receipt of the application for membership, the Secretary of MAFDA may in writing circulate such application(s) for membership to all Executive Committee members for their consideration.

20.5 The Executive Committee shall in considering an application for membership, either approve or reject the application. The Executive Committee shall not be bound to give its reasons for its decision.

20.6 The Secretary shall inform the applicant as to the decision of the Committee as soon as possible. If the application is successful, the secretary shall, together with the notification, issue a request for the applicant to remit the due registration and membership fees which should reach the Secretary not later than 30 days of receiving of such notification.

20.7 The membership of the successful applicant shall be registered on the date on which the Secretary of MAFDA receives the payment of the relevant fees. If such payment is not received within 30 days of the notification being sent out to the successful applicant, the said application shall be considered null and void.

20.8 A person whose application for membership has been rejected may reapply.

20.9 The Executive Committee at the time considering an application for membership may also determine under which category of membership a person is to be admitted as a member.

20.10 The Honorary Membership shall be valid with effect from the date of the Secretary of MAFDA receives confirmatory acceptance from the person nominated as an Honorary Member.

## **CLAUSE 21 SUSPENSION OR FORFEITURE OF MEMBERSHIP**

21.1 The Committee may suspend the membership for such period as determined, may declare his membership forfeited, admonish, censure and/or fine a member if:

21.1.1 In the opinion of the Committee that he has been guilty of any breach or failure to observe the provisions or if any Rule made under the provisions of the Association.



21.1.2 In the opinion of the Committee, he has been guilty of dishonourable practices, in conduct derogatory to his profession or conduct which is not in the best interest of the Association or the members of the Association.

21.1.3 In the opinion of the Committee his admission was obtained by improper means.

21.1.4 He has ceased to hold the necessary qualifications for membership prescribed by the stipulated Clauses or his qualifications have been withdrawn for any reason whatsoever.

21.1.5 He has become insolvent or bankrupt and in default of payment of any such fine and/or any other sum of money ordered by the Committee to be paid to it by such member or failure to comply with any order or directive from the Committee may so suspend or declare his membership forfeited.

21.1.6 During the period of suspension of a member, he shall be deemed not to be a member of the Association but upon the expiration to such period, his rights and privileges shall be revived.

21.1.7 Any member who has resigned or has been expelled or has ceased to be a member shall from the date of such resignation, expulsion or cessation, forfeit all his interest in the funds and property of the Association. Provided always he shall be liable for any antecedent debts and/or liabilities due from him to the Association.

## **CLAUSE 22 REINSTATEMENT OF MEMBERSHIP**

22.1 A person whose name has been removed from the Register under the provisions of this clause may apply at any time for reinstatement and such person may be rein-stated upon such terms and conditions and upon giving such information and explanation as the Committee may deem fit, but the Committee shall not be compelled to re-instate such person and may refuse to assign any reason therefore.

## **CLAUSE 23 CONTINUATION OF MEMBERSHIP**

23.1 Where a member retires from active service with the Association, he may on application continue his membership at the discretion of the Committee.

## **CLAUSE 24 DISCIPLINARY COMMITTEE**

24.1 The Executive Committee may appoint a Disciplinary Committee and may delegate to such Committee all or any of the powers conferred on it by relevant Clause in the Constitution.

## **CLAUSE 25 RIGHTS AND BENEFITS OF MEMBERS**

25.1 All members shall receive notifications and circulars pertaining to the affairs and activities of the Association.

25.2 All members shall enjoy discounted fee for attending conferences , seminars and fo-rums organized by the Association.

25.3 All Ordinary Members, Associate Members, Honorary Members, Life Members and Founder Members shall be entitled to attend all Annual General Meetings and Extraordinary General Meetings. However, only the Ordinary Members, Life Members and Founder Members are eligible to any vote during these meetings.

25.4 All Ordinary Members, Life Members and Founder Members shall be eligible to stand for election to the Executive Committee.

## **CLAUSE 26 GENERAL RULES**

26.1 The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.

26.2 Members shall not attempt in any manner interfere with or engage in any trade union or political activities as defined in any Ordinance or Act.

26.3 The Association shall not indulge in any political activities or allow its fund and/or premises to be used for political and any unlawful purposes.

26.4 Any form of gambling or lottery draws are prohibited to be played in the name of the Association, whether confined to its members or its office bearers/ committee members.

26.5 The Executive Committee is empowered to make relevant and necessary Rules and Regulations, pertaining to the administration, operations and management of the Association, and conduct of members from time to time in order that MAFDA is recognized as a professional and effective body.

26.6 In the event of the death or resignation of a member of the Committee, the candidate who receives 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 candi-date declines to accept office, the Committee shall have the power to co-opt any other member of the Association to fill the vacancy until the next election.

## **CLAUSE 27 COMMUNICATION TO MEMBERS**

27.1 Any notice or communication to each member shall be sent by post and or by email or fax as per the record of addresses registered with the Secretariat and shall be deemed to have been duly forwarded to him/her and to have been received. The loss, delay or non-delivery of any communication sent to a member shall not

invalidate or prejudice any action taken thereafter.

## **CLAUSE 28 INTERPRETATION OF RULES**

28.1 The interpretation placed upon the Rules and By-Laws by the Committee shall, in the event of dispute be final until and unless countermanded by the resolution of a General Meeting. It shall not be open to any member to question any of these decisions or acts of the Committee except at a General Meeting.

28.2 In the event of dispute the English version of the Committee Constitution shall be taken as reference.

## **CLAUSE 29 THE 'MAFDA' SEAL**

29.1 The Seal of the Association shall be used as follows:

29.1.1 Shall not be used except by the authority of the President or the Executive Committee.

29.1.2 All documents requiring to be sealed shall be signed by the President or Deputy President or Vice President and countersigned by the Honorary Secretary.