

CONSTITUTION

INSTITUSI JURUTERA KIMIA, CAWANGAN MALAYSIA (INSTITUTION OF CHEMICAL ENGINEERS, MALAYSIA BRANCH) (ICHEME)

(PPM-026-14-23111988)

CLAUSE 1 NAME

1. The Association shall be known as

INSTITUSI JURUTERA KIMIA, CAWANGAN MALAYSIA (INSTITUTION OF CHEMICAL ENGINEERS, MALAYSIA BRANCH) (ICHEME)

Hereinafter referred to as "the Association".

2. Meaning of name : The "Institution of Chemical Engineers Incorporated in United Kingdom by the Royal Charter" is hereinafter referred to as the "Institution".

3. Level : Lain-lain

CLAUSE 2 ADDRESS

1. The registered address is

**INSTITUTION OF CHEMICAL ENGINEERS (ICHEME) MALAYSIA BRANCH A-27-3A, LEVEL 27, TOWER A MENARA UOA BANGSAR NO.5 JALAN BANGSAR UTAMA 1
59000 BANGSAR
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



**ICHEME MALAYSIA BRANCH A-27-3A, LEVEL 27, TOWER A MENARA UOA BANGSAR NO.5 JALAN BANGSAR UTAMA 1
59000 BANGSAR
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

The objectives of the Association shall be:

- a) To represent, promote, foster and develop the general advancement of the science of chemical engineering in all its associations as an end in itself and as a means of furthering the scientific and economic development and application of manufacturing processes in which chemical and physical changes of materials are involved and to promote, assist, finance and support such research, investigation and experimental work in chemical engineering as the Institution may consider likely to conduce to those ends and to the benefit of the community at large.
- b) To hold meetings of the Institution for exchanging ideas, reading and discussing papers and communications bearing upon the science of chemical engineering or the application thereof or upon subjects relating thereto and generally to advance knowledge of chemical engineering.
- c) To print, publish, sell, lend or distribute the proceedings, journals, magazines or the reports of the Institution or any papers, communications, works or treatises on chemical engineering or its application or subjects connected therewith in the English or Malay language or any abstracts thereof or extracts therefrom with prior approval from the relevant authorities, where necessary.
- d) To co-operate and foster better understanding with the Board of Engineers Malaysia, Government Departments, Universities, and other Higher Educational Colleges and Institutions for the furtherance of knowledge of and education and training in chemical engineering, science or practice.
- e) To uphold the status of the Institution by holding or prescribing examinations for candidates for election to Corporate Membership and Non-Corporate Membership and by requiring standards of knowledge and experience approved by the Institution.
- f) To maintain links and relationships with other professional bodies

CLAUSE 4 MEMBERSHIP

4.1 Membership shall be open to all Malaysian citizens and non-Malaysians, residing in Malaysia, of 18 years old and above.

4.2 Every application for membership must follow the current admission processes to the Institution and all applications will be independently assessed against the appropriate educational and professional practise criteria for membership of the Institution. Any applicant for Chartered membership will undergo a Peer Review including interview by two Chartered Members and will ensure his/her application is supported by two Chartered Members as referees. The Board of the Association may at its discretion reject any application without assigning any reason thereof.

4.3 Every applicant whose Institution membership application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first subscription, be admitted as a member of the Association and shall be entitled to all

the privileges of membership

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

4.5 There shall be two classes of membership: Chartered and Non-Chartered.

a) Chartered membership shall be Fellows and Members of the Institution whose residential addresses are in Malaysia and residing in Malaysia.

Fellow: A Fellow shall be a Chartered Chemical Engineer, who has made a significant contribution to chemical, biochemical and process engineering. Becoming a Fellow demonstrates experience, technical excellence, leadership skills and commitment to the profession.

Member: A Member is a Chartered Chemical Engineer. They have demonstrated professional competence and commitment to the chemical engineering profession and have satisfied the Institution's Professional Review.

b) Non-chartered membership for other grades of membership includes Honorary Fellows, Associate Fellows, Associate Members, Technician Members and Affiliates (including Students) of the Institution, whose residential addresses are in Malaysia and residing in Malaysia.

Honorary Fellow: An Honorary Fellow shall be a distinguished person of excellent repute who the Institution wishes to honour for services rendered to chemical engineering

Associate Member: An Associate Member shall demonstrate their commitment to a career as a professional chemical engineer. They have degree-level knowledge and understanding of chemical engineering and are typically working towards qualification as a Chartered Chemical Engineer.

Senior Associate Member: A Senior Associate Member is an Associate member with at least 10 years' experience at the Associate Member grade level.

Affiliate: Affiliate membership shall be for those with an interest in chemical engineering but who do not currently meet requirements for other grades of membership.

Student: All students of chemical engineering or closely related undergraduate degree or have a firm acceptance to begin shortly and not been an Institution member previously.

Professional Process Safety Engineer: Professional Process Safety Engineer registration provides public recognition to peer-reviewed practitioners working in process safety related roles. Three levels of Process Safety registration exist:



Fellow; Member and; Associate.

Associate Fellow: An Associate Fellow shall be a senior professional working in the process industry who are not chemical engineers themselves. They may be Fellows (or similar) of another professional body.

Technician Member EngTech: Technician Member EngTech is for those working in process engineering support roles across industry and academia. It provides evidence of contribution to either the design/development, manufacture, (de)commissioning, operation or maintenance of products, equipment, processes or services, and commitment to professional engineering values.

Postgraduate Student: Postgraduate Students are either Affiliate or Associate members with a discount to support their further studies in chemical engineering.

4.6 Only Chartered members of the Association are entitled to vote. Non-Chartered members may participate in all activities of the Association but shall not be permitted to vote or hold office.

CLAUSE 5 RESIGNATION AND TERMINATION

5.1 Any member who wishes to resign from the Association shall give two weeks' notice in writing to the Honorary Secretary and shall pay up all dues.

5.2 Any member who fails to comply with the rules of the Association, the rules of Professional conduct and Disciplinary Regulations of the Institution or has acted in a manner to bring disrepute upon the Association may be expelled or suspended for a period of time as the Board of the Association deems fit. Before the Board of the Association 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 themselves in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a General Meeting upon appeal by the said member.

CLAUSE 6 SOURCE OF INCOME

None

CLAUSE 7 GENERAL MEETING

7.1 Meetings of the Association shall consist of the Annual General Meetings, Extraordinary General Meetings and Ordinary Meetings.

7.2 An Annual General Meeting shall be held before the end of April each year.



7.3 The following business shall be transacted at the Annual General Meeting

- a) The presentation and approval of the accounts of the preceding financial year
- b) The presentation of the Board's Annual Report
- c) The election of the Board Members and the Report by the Auditors
- d) The consideration of any other matters that may be properly brought before it

7.4 a) An Extraordinary General Meeting may be called by the Chair and must be called on the request in writing of twenty (20) voting members, or by order of the Board of the Association within twenty-one (21) days of such request or order.

b) If the Board of the Association does not within 21 days after the date of receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Board of the Association notice board.

7.5 At least two weeks' notice will be given of any General Meeting. Notice of the meeting, stating the nature of the business to be transacted, time and venue of the meeting to include copies of all minutes, reports and audited annual accounts of the Association for the previous year shall be sent by the Honorary Secretary to all members. All members of the Association shall be entitled to attend, but only those who are Chartered Members shall be entitled to vote. Any member who wishes to place an item on the agenda of a General Meeting may do so provided they give written notice to the Honorary Secretary seven (7) days before the meeting is due to be held.

7.6 Ten (10) Chartered Members shall constitute a quorum at an Annual General Meeting, fifteen (15) Chartered Members shall constitute a quorum at an Extraordinary General Meeting.

7.7 In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.

7.8 Ordinary Meetings shall be held in such places and at such times as the Board shall determine. Members of all classes of the Institution shall be entitled to attend, whether or not they are members of the Board of the Association, and they shall be entitled to introduce suitable visitors. The business of Ordinary Meetings shall include the delivery of addresses or lectures or the presentation for discussion of papers on the science of chemical engineering or related subjects. No matters relating to the constitution, affairs, business, direction or management of the Institution shall be discussed nor any motion relating thereto made at Ordinary Meetings.



7.9 Paragraphs 7.6 and 7.7 of these rules regarding the quorum and the postponement of an Annual General Meeting shall also apply 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.

CLAUSE 8 COMMITTEE

8.1 The affairs of the Association shall be governed by a Board.

8.2 The Board of the Association shall comprise:

One Chair;

One Deputy Chair;

The immediate Past Chair;

One Honorary Secretary;

One Honorary Treasurer;

Five other Board Members who are Members or Fellows

Members of the Board of the Association and every officer performing executive functions in the Association shall preferably be Malaysia citizens. Election of non-Malaysia citizens to the Board must have approval from the Registrar of Societies.

All members of the Board of the Association shall be Chartered members of the Institution and the Association and they are elected at the Annual General Meeting, except the Chair and the immediate Past Chair.

8.3 The Executive of the Board of the Association shall comprise the Chair, Deputy Chair and immediate Past Chair and shall have such powers as are delegated to it by the Board of the Association.

8.4 Membership to the Board of the Association is elected at the second Annual General Meeting of every two-year period.

8.5 Appointments to the Board of the Association are for two-year period (starting from January in the first year, to the end of December of the following year).

8.6 The Deputy Chair shall be elected at the second Annual General Meeting of every two-year period.

8.7 The Chair of the Association will, according to the Institution's By-Laws, be a Fellow of IChemE.

8.8 The Deputy Chair shall be the Chair-elect and shall succeed to the position of Chair upon the position of Chair becoming vacant other than by casual vacancy unless decided otherwise by the Board of the Association.



8.9 In the event that the Deputy Chair does not succeed to the position of Chair, the incoming Chair will be elected by the Board of the Association from nominations put forward by members of the Board.

8.10 For the purposes of these rules, the office of a member of the Board of the Association becomes vacant if a member:

- a) dies or ceases to be a member of the Institution;
- b) becomes insolvent under administration;
- c) resigns from office by notice in writing to the Chair of the Board; or
- d) becomes mentally incapacitated.

8.11 The Board of the Association shall meet at least four times in each year. Typically, March/June/September and December.

8.12 Venues, mode of meeting and time to be determined by the Board.

8.13 Written notice, together with an agenda of the meeting, shall be given to members of the Board at the minimum period prior to the meeting as decided by the Board.

8.14 Special meetings of the Board of the Association may be convened by the Chair at their discretion or shall be convened by the Chair on the written demand of any two members of the Board.

8.15 Notice shall be given to members of the Board of the Association of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.

8.16 Any four members of the Board of the Association constitute a quorum for the transaction of the business of a meeting of the Board.

8.17 At meetings of the Board, the Chair shall preside or in the Chair's absence the Deputy Chair shall preside or in the absence of the Chair and Deputy Chair the Immediate Past Chair shall preside. If none of these persons is present, those persons present shall elect a Chair for that meeting.

At meetings of the Board, in the absence of the Honorary Secretary, a member of the Board, appointed by a majority of those members present, shall act as the Acting Honorary Secretary for that meeting.

8.18 Voting at meetings of the Board shall normally be a show of hands but if any member of the Board requests a secret ballot then such a ballot shall be conducted. Each member of the Board shall be entitled to one vote including the person presiding at the meeting.

CLAUSE 9 DUTIES OF OFFICE BEARERS

9.1 The Chair shall during their term of office, preside at all General Meetings and



at all meetings of the Board and shall be responsible for the proper conduct of all such meetings. The Chair shall have the casting vote and shall sign the minutes of each meeting at the time they are approved.

9.2 The Deputy Chair shall deputize for the Chair during the latter's absence.

9.3 The Honorary Secretary shall conduct the business of the Association in accordance with the rules and shall carry out the instructions of the general meeting and of the Board. The Honorary Secretary shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. The Honorary Secretary shall record all proceedings. The Honorary Secretary 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. The Honorary Secretary shall file annual returns within 60 days from the date of the Annual General Meeting to the Registrar of Societies.

9.4 The Honorary Treasurer shall be responsible for the finances of the Association. The Honorary Treasurer shall keep accounts of all its financial transactions and shall be responsible for their correctness.

9.5 The ordinary Board Members shall carry out such duty as directed by the Chair or the Board.

CLAUSE 10 FINANCIAL PROVISION

10.1 Subject to the following provisions in these rules, the funds of the Association 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.

10.2 The Honorary Treasurer may hold a petty cash advance not exceeding RM 2,000 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 Board. The bank account shall be in the name of the Association.

10.3 All cheques or withdrawal notices on the Association's account shall be authorised jointly by any two of the following: the Chair or the Honorary Secretary or the Honorary Treasurer.

10.4 No expenditure exceeding RM 50,000 at any one time shall be incurred without the prior sanction of the Chair or the Honorary Secretary or the Honorary Treasurer of the Board of the Association and no expenditure exceeding RM 250,000 in any one month shall be incurred without the prior sanction of Board of the Association.

10.5 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 Honorary Treasurer and reviewed by the Auditors 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 Association for the perusal of members.

10.6 The financial year of the Association shall commence on the 1st January and end on the 31st December every year.

CLAUSE 11 AUDITORS

11.1 Two Chartered Members, not being members of the Board of the Association, shall be elected as Honorary Auditors at the second Annual General Meeting of every two-year period and will hold office for two years and shall not be re-elected for two consecutive terms. They:

a) will be required to audit the Association's accounts for each financial year and present a report upon them to the Annual General Meeting, and

b) may be required by the Chair to audit the Association's account for any period within their tenure of office at any date and make a report to the Association.

11.2 The Institution's appointed External Auditors may also, from time to time, conduct an audit of the Association's accounts.

CLAUSE 12 PROPERTY ADMINISTRATOR

None

CLAUSE 13 INTERPRETATION



In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in the rules, the Board of the Association shall have power to use their own discretion. The decision of the Board of the Association shall be final unless it is reversed at a General Meeting of members.

CLAUSE 14 ADVISOR / PATRON

The Board of the Association shall, if it deems fit and necessary, appoint, with the consent of the Board of Trustees of the Institution, qualified persons to be the Advisor or Patron of the Society. The persons appointed must give their consent in writing.

CLAUSE 15 PROHIBITION

15.1 Gambling of any kind, whether for stakes or not, is forbidden at the Association's meetings. The introduction of materials for gambling or drug taking, and of bad characters into the premises is prohibited.

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

15.3 The Association shall not engage in any Trade Union activity as defined in any written law relating to trade unions for the time being in force in Malaysia.

15.4 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

15.5 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Board or members.

CLAUSE 16 AMENDMENT OF CONSTITUTION

No alteration or additions/deletions to these rules shall be made except at a General Meeting and with the consent of a two thirds majority of the voting members present at a General Meeting. Any amendment to the rules shall be submitted to the Registrar of Societies within 60 days of being passed by the General Meeting and shall be effective from the date of approval by the Registrar of Societies.

CLAUSE 17 DISSOLUTION

17.1 The Association shall not dissolve, except with the consent of not less than two third of voting members of the Association for the time being resident in Malaysia expressed either in person or by proxy at a General Meeting convened for the purpose.

17.2 In the event of dissolution, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged. Funds submitted by the Institution shall be returned to the institution and any funds remaining thereafter shall be disposed of in such manner as decided by the General Meeting of members or donated to an approved charity or charities in Malaysia.

17.3 The Registrar of Societies shall be informed within 14 days of the resolution to dissolve the Association.

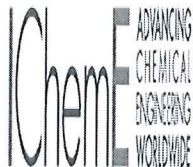
CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag



-
Description
none

2. Logo



Description

The logo of the Association shall be that of the Institution.

3. Badge

-
Description
none

CLAUSE 19 TRUSTEE

19.1 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 Association. They shall be vested in them all immovable properties whatsoever belonging to the Association upon execution of a Deed of Trust.

19.2 The Trustees shall not sell, withdraw or transfer any of the property of the Association without the consent and authority of a General Meeting of members.

19.3 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, they are unable to perform their 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.

CLAUSE 20 FEE AND DUES

20.1 The annual subscription shall be whatever is laid out by the Association per their dues.



Annual subscription:

Membership Fee

Fellow RM 800

Associate Fellow RM 800

Member RM 535

Senior Associate RM 480

Associate RM 380
Affiliate RM 220
Student RM 90

Professional Process Safety Engineer:
Fellow (Process Safety) RM 800
Member (Process Safety) RM 535
Associate (Process Safety) RM 480

Technician Member EngTech RM 220

Affiliate/Associate Postgraduate Students RM 95

20.2 Members shall pay their annual dues to the Association. No subscription shall be required from any member of the Association beyond that payable to the Institution.

20.3 All annual subscriptions shall be payable to the Association's Honorary Treasurer in advance within 2 months of the first of each year.

20.4 Any member who allows their arrears to exceed one years' subscriptions shall receive a written notification signed by or on behalf of the Honorary Secretary and shall ultimately be denied the privileges of membership until they settle their account.

20.5 The Board of the Association shall have the power to fix a re- entrance fee for any person who has allowed his membership to lapse through arrears.

20.6 Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Association. 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.

CLAUSE 21 **DISPUTES**

In the event of any dispute arising amongst members, it shall be resolved at an Extraordinary General Meeting in accordance with the rules in the constitution.

