



**GUIDEBOOK FOR MMA**

**MANAGEMENT OF  
BRANCHES  
2009**

# GUIDEBOOK FOR MMA

## Management of Branches

### (1) TERRITORY OF BRANCH

- (i) The territory of each Branch shall be the geographical boundaries of each State or Federal Territory, except for the Sabah Branch which shall include Federal Territory of Labuan.
- (ii) The place of work of a member in a State or the Federal Territory shall determine the Branch of the Association to register his/her membership.

### (2) FINANCIAL YEAR OF BRANCH

The Financial year of each Branch shall start on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

### (3) ELECTION OF BRANCH COMMITTEE

- (i) The Branch Committee shall be elected at the Annual General Meeting of the Branch, except in the case of the Sarawak and Sabah Branches where elections may be by postal ballot.
- (ii) The Branch Committee shall take office immediately after the Annual General Meeting of the Association and shall hold office until the next Annual General Meeting of the Association.
- (iii) No member may be elected to the Branch Committee if not present at the Branch Annual General Meeting unless his written consent to serve, certified by the Branch Honorary Secretary has been obtained beforehand and handed in to the Chairman of the Branch.

(4) **COMPOSITION OF BRANCH COMMITTEE**

- (i) The Branch Committee shall manage the affairs of the Branch as provided in this Constitution and abide by the guidelines of the Council.
- (ii) The Branch Committee shall be composed of the following officers:
  - (a) Chairman
  - (b) Vice-Chairman
  - (c) Branch Honorary Secretary
  - (d) Branch Honorary Treasurer
  - (e) Chairman of SCHOMOS Sub-Committee
  - (f) Chairman of PPSMMA Sub-Committee
  - (g) and not more than five other members
- (iii) The Chairman shall hold office for not more than two (2) consecutive terms.
- (iv) **Vacancies in Branch Committee**

In the event of a vacancy amongst any of the following:

- (a) Chairman - The Vice-Chairman shall take over as acting Chairman for the remaining term of office.
- (b) Vice-Chairman - The Branch Committee shall nominate one of the members to act as the Vice-Chairman.
- (c) Honorary Secretary- The Branch Committee shall nominate one of the members to act as the Honorary Secretary for the remaining term of office as allowed for under By-Law V (6) (iv).
- (d) Honorary Treasurer- The Branch Committee shall nominate one of the members to act as the Honorary Treasurer for the remaining

term of office as allowed for under By-Law (6) (iv).

(e) Committee members- The Branch Committee shall appoint Branch members to fill the vacancy.

(v) The Branch Honorary Secretary shall inform the Council when vacancies are filled in the Branch Committee.

(vi) All members of the Branch Committee and every officer performing executive functions in the Branch shall be Malaysian citizens.

(5) **DUTIES OF BRANCH OFFICERS**

(i) The duties of the Officers of the Branch shall be the same as their counterparts in the Council with modifications for the efficient working of the Branches and shall be in harmony with the Articles and By-Laws of the Constitution.

(ii) The Branch Honorary Treasurer shall maintain an inventory of all assets and properties of the Branch.

(6) The duties and powers of the Branch Committee shall be:

(i) (a) To prepare and submit to the Branch Annual General Meeting the budget of the Branch for the ensuing year;

(b) Based on the approved Branch Budget to obtain the Grant for the Branch from the first (1<sup>st</sup>) Meeting of the Council of the Association and;

(c) To use the grant from the Council and or its own existing funds to provide services to Branch Members, subject to the following guideline;  
- any one expenditure above RM 5,000.00 requires approval at an AGM or EGM of the Branch.

- (ii) To manage the affairs of the Branch and arrange clinical, scientific and social meetings for the benefit of the members of the Branch.
  - (iii) To ensure that the common policy of the Council of the Association is carried out at Branch level and to convey views of the Branch members to the Council.
  - (iv) To fill vacancies in the Branch Committee and Branch Representatives to the Council.
  - (v) (a) To prepare the Branch Annual Report together with an audited Statement of the Branch Annual Accounts to present to the Annual General Meeting of the Branch and;
  - (b) To submit the adopted Branch Report and Financial Statement to the Council of the Association within seven (7) days after the Branch Annual General Meeting to print in the Annual Report of the Association.
  - (vi) To appoint sub-committees within the Branch with their Terms of Reference.
- (7) Branch Committee Meeting shall be held at least once in three (3) months.
- (8) The Quorum for Branch Committee Meetings shall be half the number of Branch Committee members.
- (9) The Branch Annual General Meeting shall be held before 30<sup>th</sup> April of each year but not less than two (2) months before the National Annual General Meeting.
- (10) **NOTICE FOR BRANCH ANNUAL GENERAL MEETING**
- (i) The Branch Honorary Secretary shall send to all Branch members the Notice of the Branch Annual General Meeting at least four (4) weeks before the meeting.

- (ii) In the notice, the Branch Honorary Secretary shall draw the attention of all members to By-Law V (10) (iii) on the notice required to submit resolutions.
- (iii) Any member desirous of moving any resolutions at the Annual General Meeting of the Branch shall give notice in writing thereof duly proposed and seconded to the Branch Honorary Secretary not less than twenty-one (21) days before the date of such meeting.
- (iv) At least fourteen (14) days before the Annual General Meeting of the Branch, the Branch Honorary Secretary shall notify all members of the agenda to be transacted at the meeting, and this shall include any Resolutions from members, the Annual Report and Audited Accounts and Budget of the Branch, the Minutes of the previous Annual General Meeting of the Branch and the Annual Reports of the Branch SCHOMOS and PPSMMA Sections.

(11) **AGENDA: BRANCH ANNUAL GENERAL MEETING**

The Agenda for the business of the Branch Annual General Meeting shall include:

- (i) To confirm and adopt the minutes of the last Branch Annual General Meeting.
- (ii) Matters arising from the minutes.
- (iii) To receive and adopt the Annual Report of the Branch.
- (iii) To receive and adopt the Annual Reports of the Branch SCHOMOS and PPS.
- (v) To receive and adopt the audited Statement of Accounts.
- (vi) To elect Branch office bearers for the ensuing year in accordance to By-Law V (4) (ii).
- (vii) To elect the Branch Chairman of SCHOMOS by SCHOMOS members voting.

- (viii) To elect the Branch PPS Chairman by PPS members voting.
- (ix) To elect from the newly elected office bearers, the Branch Representative(s) (including alternate representative(s) to the Council for the ensuing year.
- (x) To appoint delegates to the Annual General Meeting of the Association in accordance with Article X (3).
- (xi) To appoint two Honorary Auditors who are not members of the Branch Committee.
- (xii) To deal with and vote on any other business on which twenty one (21) days notice has been given by a member to the Branch Honorary Secretary.

(12) **SPECIAL GENERAL MEETING**

- (i) A Special General Meeting of the Branch shall be convened by the Branch Committee at anytime for any special reason, upon the receipt of a requisition in writing from at least twenty five (25) Ordinary Members in Benefit, Life Members and Exempt Members of the Branch stating the purpose in the form of one or more Resolutions but devoted to one single topic for each Resolution.
- (ii) The Branch Committee shall within fourteen (14) days notify all members in the Branch of the time and venue fixed for the Special General Meeting to consider the Resolutions.
- (iii) Notice summoning a Special General Meeting shall state the business to be discussed at the meeting as provided in the above said Resolutions.
- (iv) No business shall be dealt with by a Special General Meeting other than that for which it is specially convened.

(13) **PROCEDURE FOR ELECTION OF DELEGATES**

- (i) Each Branch of the Association shall appoint delegates to the Annual General Meeting of the Association appointed on the basis of one (1) delegate to ten (10) Ordinary/Life/Exempt members in the Branch. Members of the Council shall automatically be elected as delegates to the Annual General Meeting at their respective Branch Annual General Meetings.
- (ii) These delegates shall be Ordinary Members in benefit and or Life Members, and shall be appointed at the Annual General Meeting of the Branch and their names shall be forwarded to the Honorary General Secretary of the Association within seven (7) days after the Branch Annual General Meeting.
- (iii) In the event of the lesser number being nominated at the Branch Annual General Meeting, to Branch entitlement, additional delegates shall be appointed at the said meeting in order of registration.

(13) **QUORUM**

The quorum at a Branch General Meeting shall be one-half of the Life and Ordinary Members in the Branch who are in benefit or the above said members who should be twice the number of Branch Committee Members.

(14) **MINUTES OF BRANCH GENERAL MEETING**

The Branch Honorary Secretary shall make a summary record of proceedings at the Branch General Meeting which shall be approved by the Branch Chairman and circulated to all members within thirty (30) days of the meeting. Any amendments to the minutes by Branch members shall be sent in within fourteen (14) days of the receipt of the minutes.

(15) **BRANCH REPRESENTATIVES TO COUNCIL**

A Branch which has a membership exceeding 500 in number shall be entitled to elect an additional representative on Council. Such a Branch representative shall be elected at Branch Annual General Meetings.

(16) **HANDLING OVER BRANCH PROPERTY**

All recorded assets and properties of the Branch shall be duly handed over by the Outgoing Committee to the In-Coming Committee before the Annual General Meeting of the Association.



	AMOUNT REQUESTED (RM)	AMOUNT APPROVED BY MMA (RM) (FOR OFFICE USE)
<b>2) ACCOMMODATION</b>		
Name of hotel .....	_____	_____
Rates (RM) .....x.....x.....	_____	_____
(No. of speaker)	_____	_____
3) Rental of hall @ RM _____ per hour/day	_____	_____
4) Publicity-posters/banners...@RM____p/piece	_____	_____
5) Mike/PA System @ RM _____ per hour/day	_____	_____
6) Others (please give details)_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL:**

=====

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Applicant : \_\_\_\_\_ I/C No (Old) : \_\_\_\_\_

**Membership status \*LM/OM. Latest subs paid .....** (New) : \_\_\_\_\_

Position in Branch / Committee \_\_\_\_\_

Correspondence Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Tel No : \_\_\_\_\_ Fax No : \_\_\_\_\_

Mobile Phone No : \_\_\_\_\_ E-mail : \_\_\_\_\_

**NOTES:**

1. All applications for funding must be submitted to the MMA Foundation via the Honorary General Treasurer of MMA at 2 months before the function held. Request received after the event will not be entertained.
2. All reimbursements must be submitted to the MMA Foundation via the Honorary General Treasurer of MMA after the event, to be accompanied by original receipts and bills. No advance payment will be made.

**MALAYSIAN MEDICAL ASSOCIATION**  
**4TH FLOOR, MMA HOUSE, 124 JALAN PAHANG, 53000 KUALA LUMPUR**  
**TEL NO. 03-40411375 (Hunting Line), FAX NO. 03-40419929 (Finance)**  
**E-mail: finance@mma.org.my Homepage. www.mma.org.my**

**TRAVELLING CLAIMS FORM**

(PLEASE WRITE IN BLOCK LETTERS & ENSURE THAT BILLS & RECEIPTS ARE ATTACHED)

Date : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 I/C No : \_\_\_\_\_  
 MMA Committee : \_\_\_\_\_ Office Tel : \_\_\_\_\_  
 Designation : \_\_\_\_\_ : \_\_\_\_\_  
 in Committee : \_\_\_\_\_ H/P No : \_\_\_\_\_  
 Address : \_\_\_\_\_ E-mail : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE OF MEETING & TRAVEL DATE	NAME OF MEETING/S	PARTICULARS	TO SPECIFY RECEIPT/BILL NUMBER	RM
		<b>Airfare</b>		
		From _____	to _____	
			to _____	
		Return _____	to _____	
			to _____	
		Airport Tax _____		
		<b>Taxifare</b>		
		From _____	to _____	
			to _____	
		Return _____	to _____	
			to _____	
		<b>Car</b>		
		Total _____		
		Toll Charges _____		
		From _____	to _____	
			to _____	
			to _____	
		Return _____	to _____	
			to _____	
		Total _____	KM x RM	
			to _____	
		<b>Accommodation</b>		
		_____		
		_____		
		_____		

I hereby certify that the above claims are correct.  
 Please see reverse side for details of payment

Signature : \_\_\_\_\_ Supporting documents attached: YES / NO

FOR OFFICE USE	ATTENDANCE OF MEETING CERTIFIED BY	CLAIMS CERTIFIED & CHECKED BY	PAYMENT APPROVED BY
Name : _____	_____	_____	_____
Designation: _____	_____	_____	_____
Signature : _____	_____	_____	_____
Date : _____	_____	_____	_____

COMMENTS IF ANY : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GUIDELINES FOR REIMBURSEMENT OF CLAIMS FOR ATTENDING MEETINGS**

1. Economy air-fare (ticket butts to be produced for auditing purpose) or first class train fare. If a member chooses to travel by car and claim for mileage the reimbursement should be equivalent to economy airfare plus toll charges but excludes the airport tax or **whichever is lower**. Mileage claims is at RM1.00 per kilometer w.e.f. 22/7/2008 (2nd Meeting of 49<sup>th</sup> Council held on 13/7/2008 & via e-mail on 22/7/2008). Those who claim mileage are not allowed to claim taxfare to & fro airport.

**2. ACCOMODATION**

i) With effect from 27/3/97 outstation members attending meetings but not staying overnight or do not produce hotel bills will not be reimbursed RM100 in lieu as was practised before.

ii) Accommodation expenses will only be reimbursed after the hotel bills (original) are produced up to a maximum of RM300/- per night, inclusive of food w.e.f 06/01/2008 (5<sup>th</sup> Meeting of 48<sup>th</sup> Council). Incidental charges such as telephone, fax, laundry, etc will be borne by the individual members. No subsistence allowance will be paid.

**3. TOLL CHARGES**

With effect from 16/8/98, outstation members who drive to attend MMA meetings are eligible to claim toll charges provided the necessary receipts are submitted along with the claim form. This was approved at the 3<sup>rd</sup> meeting of the 39<sup>th</sup> Council held on 16/8/98.

4. Wilayah Persekutuan & Petaling Jaya members attending meetings are eligible to claim RM50/-per meeting. This was approved at the 2nd Meeting of 48<sup>th</sup> Council held on 13/7/2008 & via e-mail on 22/7/2008).

5. Members traveling from Klang to KL are allowed to claim the actual mileage and toll charges.

6. Please note the following entitlement for economy airfare (2 ways) and mileage claims of each state:-

<b>I) ECONOMY (MH FLEX) – 2 WAYS</b> <b>W.E.F. 11/01/2009</b>	<b>AIRPORT TAX</b> <b>(RM)</b>	<b>INSURANCE</b> <b>(RM)</b>	<b>TOTAL</b> <b>(RM)</b>	<b>TOLL CHARGES</b> <b>(RM)</b>	<b>II) MILEAGE CLAIMS (2 WAYS) INCLUSIVE OF TOLL CHARGES</b>
Alor Star	518.00	192.00	20.00	730.00	111.00
Johor Bharu	418.00	192.00	20.00	630.00	86.80
Kota Bharu	498.00	192.00	20.00	710.00	13.00
Kota Kinabalu	1058.00	408.00	20.00	1486.00	-
Kuala Trengganu	498.00	192.00	20.00	710.00	19.20
Kuantan	398.00	192.00	20.00	610.00	46.80
Kuching	758.00	340.00	20.00	1118.00	-
Penang	498.00	192.00	20.00	710.00	86.60
Tawau	1138.00	408.00	20.00	1566.00	-
					Ipoh - (Mileage) 410km x 1.00 per km 410.00 - (Toll charges) 52.00 Total 462.00
					Melaka - (Mileage) 288km x 1.00 per km 288.00 (Toll charges) RM16.50 x 2 33.00 Total 321.00
					Negeri Sembilan - (Mileage) 128km x 1.00 per km 128.00 (Toll charges) RM8.20 x 2 16.40 Total 144.40

Taxi fare from KLIA / Jln Pahang / KLIA (W.E.F 1/1/2005)

i) **Budget Service – Proton Wira** Current RM  
City Centre to KLIA 66.40  
KLIA to City Centre 76.40  
Return trip (valid for six months) 142.80

ii) **Premier Service – Mercedes/Proton Perdana**  
**Fiat (Operated by Airport Limousine M'sia)**  
City Centre to KLIA 82.40  
KLIA to City Centre 107.40  
Return trip (valid for six months) 189.80

iii) **Midnight service**  
From 12.00 midnight to 6.00am – 30% surcharge

iv) **Booking of taxi**  
4 hours in advance or 1 day in advance

v) **\* City Cab - Red & White**  
Meter + RM13 + Toll Charges

7. KL Sentral/Jln Pahang/KL Sentral (RM10 x 2) = RM 20/-

8. KL Sentral/KLIA/KI Sentral via ERL (RM35 x 2) = RM70/-

8. Failure to comply with the above mentioned procedures will result in claims not being entertained or delayed.

**HONORARY GENERAL TREASURER  
MALAYSIAN MEDICAL ASSOCIATION**

**Important Numbers & Information for members**

MAS Reservations	: Tel	03-78433000	* City Cab : Supercab : Tel: 03-78055333
KLIA - General Flights info	: Tel	03-87762000	Fax: 03-80241111
- New baggage rules	: Tel	1-300-88-3000	
Airport Limo SB - Booking & enquiries :	: Tel	03-87873678 / 03-92238080 (Hunting Line)	
Comfort Radio Taxi Service	: Tel	03-80242727 / 80240507	

**MMA FOUNDATION FUNDING GUIDELINES**

AS APPROVED BY MMAF BOARD OF TRUSTEES WITH EFFECT FROM : 2/12/2008

**GENERAL TERMS OF REFERENCE**

- 1 Donations / Appeals will be considered only from registered organisations and for causes which are related to medical and community improvements.
- 2 All applications for events-related funding must be submitted to the MMA Foundation at least **TWO MONTHS before the date of the event.**
- 3 Last date for inclusion in appeals/requests list for any one meeting will be two weeks before respective Board Of Trustees / Funding and Sub-Committee meeting dates.  
Any appeals / requests received after the cut-off date will be referred to the next Board Of Trustees / Funding & Sub-Committee meetings respectively.
- 4 Requests received for funding of event after it has been held will not be approved.
- 5 Payments for donations and appeals will be made only after due tabling and approval at scheduled Sub-Committee, General Funding Committee and Board Of Trustees meetings.

**APPROVALS BY ALL FUNDING AND SUB-COMMITTEES OF MMA FOUNDATION FOR CMES, PUBLIC FORUMS & COMMUNITY HEALTH PROJECTS  
(Subject to General Terms and Schedule of Criteria, Rates & Limits \* )**

- 1 Speakers should be local valid members of MMA, unless in Allied Health Services, MOH Representatives or invited foreign medical/scientific experts.
- 2 For symposium / seminars conducted for two or more days a maximum of six local speakers (MMA members) may be approved.
- 3 Events with invited foreign speakers may be approved for three times per year. Events with local speakers may be approved for any number of times per year.
- 4 Applications by individuals for sponsorship to attend local/foreign conferences / events or publishing / printing of books / literature will not be approved.
- 5 Reimbursable expenses allowed \*
  - a) Accommodation
  - b) Hall rental
  - c) PA system & multi-media equipment
  - d) Promotion expenses (Banners, Brochures, Posters & Publicity material)
  - e) Registration fees for participants
  - f) Travel allowance for foreign speakers (per diem)
  - g) Travel - air-fares, airport transfers, mileage, taxi-fares & toll .

**\* Please see attached list for specific criteria, rates and limits**

- 6 Expenses / claims disallowed  
Honorariums, meals, refreshments or secretarial expenses.
- 7 Payments for approved future events and / or claims will be disbursed only upon submission of requisite original receipts by respective society / association / organisation.  
**Advance payments will not be approved / effected.**
- 8 Payments will be issued only to the respective organising body who will undertake responsibility for reimbursements to speakers / participants.

**MMA FOUNDATION FUNDING GUIDELINES FOR ALL FUNDING COMMITTEES**

**SCHEDULE OF CRITERIA, RATES AND LIMITS (MAXIMUM) FOR CME, PUBLIC FORUMS AND COMMUNITY HEALTH PROJECTS \***  
 (Subject to General Terms of Funding Guidelines)

NO	CRITERIA	GENERAL FUND	ACC PREV FUND	EYE FUND	INF DIS FUND	RADIOLOGY FUND
1	ACCOMMODATION, PER DAY • Foreign speakers • Local Speakers (MMA Members only) limited to 6 nos if 2 or more days	300.00 300.00	300.00 300.00	300.00 300.00	300.00 300.00	300.00 300.00
2	HALL RENTAL, PER EVENT • Public Forums & CME	500.00	500.00	500.00	500.00	500.00
3	PA SYSTEM & LCD PROJECTORS, PER EVENT • Public Forums & CME	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
4	PROMOTIONS, PER EVENT • Public Forums (Banners, Brochures, Posters & Publicity)	500.00	500.00	500.00	500.00	500.00
5	REGISTRATION FEES, PER EVENT MMA Dosegrid and Affiliate Members (medical students) - /5 max rate • RM 1.00 to RM300.00 • RM301.00 to RM500.00 (max) if within state • RM501.00 to RM1000.00 (max) if outstation For Allied Health Staff • Max 50 non-clinicians p.a. - Max RM10,000.00 p.a. • Max 20 non-clinicians p.a. - Max RM 4,000.00 p.a.	100% 50% 100% 100%	100% 50% 100%	100% 50% 100%	100% 50% 100%	100% 50% 100%
6	TRAVEL ALLOWANCE FOR FOREIGN SPEAKERS • Per Diem • Max p.a. (RM)150.00 per day x 7days x 3 speakers	150.00 3,150.00	150.00 3,150.00	150.00 3,150.00	150.00 3,150.00	150.00 3,150.00
7	TRAVEL REIMBURSEMENT, PER EVENT • Economy Air Ticket, First-Class Train Ticket or Taxi-Fare • Mileage Claims is at 70 sen Per Kilometer & Toll Charges will be Reimbursed.	100% 0.70 / km	100% 0.70 / km	100% 0.70 / km	100% 0.70 / km	100% 0.70 / km
8	MAXIMUM W/FOREIGN SPEAKERS PER EVENT (3X PER ANNUM)	20,000.00	-	20,000.00	20,000.00	20,000.00
9	MAXIMUM W/O FOREIGN SPEAKERS PER EVENT (ANY NO PER ANNUM)	10,000.00	-	10,000.00	10,000.00	10,000.00
10	APPROVING LIMITS W/O BOARD OF TRUSTEES APPROVAL	10,000.00	5,000.00	5,000.00	5,000.00	5,000.00

\* Subject to approval limits, the General Funding Committee and/or Board may at its discretion increase or decrease the quantum for each criteria, on a case-by-case basis.