

54th MMA AGM
BRANCHES AND SOCIETIES AGM
SUBMISSION OF ANNUAL REPORT 2013/2014

The Organising Committee of the MMA has finalised the dates for the **54th MMA AGM** to be held in **Persada Convention Centre, Johor** between **29th to 31st May 2014**.

1. COMPLIANCE OF ARTICLE X (ii), (iii), (iv): GENERAL MEETINGS OF THE ASSOCIATION

In accordance with the above Article, the Secretariat has set the following target dates and notices will be sent out accordingly.

- a. Notice of AGM – by **26th February 2014** (12 weeks before AGM)
- b. Last date for submission of resolutions – by **5.00 p.m. on 26th March 2014** (8 weeks before AGM)
- c. Members to receive Annual Report 2013/2014 by **15th May 2014** (2 weeks before AGM)

2. PREPARATION OF ANNUAL REPORT

All Branches, Sections, Societies, Committees, Representatives to external organisations should submit their Annual Reports by **26th March 2014**.

3. DUTIES OF BRANCHES

In accordance with By-Law V (9) the Branch AGM should be held two months prior to the National AGM, that is by **26th March 2014**.

Notice of the Branch AGM should be sent out at least **4 weeks** before the date of the AGM.

All resolutions to be tabled by members at the Branch AGM should reach the Branch Secretary at least **21 days** before the AGM.

At least **14 days** before the Branch AGM, the Branch Secretary should notify members of the Agenda and also circulate the following:

- a. Annual Report
- b. Audited Statement of Accounts

- c. Minutes of previous AGM
- d. All Resolutions submitted in accordance to By-Law 10(ii)

3.1 Post Branch AGM

Minutes of the Branch AGM should be prepared, and after being approved by the Branch Chairman should be circulated to all Branch members.

3.2 Submission to MMA Secretariat by 30 days

The following should be submitted to the MMA Secretariat by 30 days of the MMA Branch AGM:

1. Borang 9 (Peraturan 10) of the Societies Act 1966
2. 2 copies of the Minutes of the Branch AGM
3. 3 copies of the list of newly elected office bearers in the prescribed format
4. 2 copies Statement of Accounts

3.3 Election of Delegates

All Branches should submit the list of delegates attending the National AGM to the MMA Secretariat by **4th April 2014**. This will then be forwarded to the Organising Committee of the MMA AGM. (Please note By-Law V (13)(I), (ii) & (iii).

4. DUTIES OF SOCIETIES WITHIN MMA

In accordance to the terms of reference of Societies within MMA, all Societies should hold their AGM by **26th March 2014**.

Societies should adhere to By-Law V subsection 10(I), (ii), (iii) and (iv) of the MMA Constitution in preparation of the Annual General Meeting of the Society.

Datuk Dr Kuljit Singh
Honorary General Secretary
Malaysian Medical Association