

57th MMA AGM
BRANCHES AND SOCIETIES AGM
SUBMISSION OF ANNUAL REPORT 2016/2017

The Organising Committee of the MMA has finalised the dates for the **57th MMA AGM** to be held in **St Giles Wembley, Jalan Magazine, Penang** between **18th to 21st May 2017**.

1. COMPLIANCE OF CLAUSE 7 (1) (ii) (iii) AND (iv): THE ANNUAL GENERAL MEETING

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 **21st February 2017** (12 weeks before AGM)
- b. Last date for submission of resolutions – by **5.00 p.m. on 17th March 2017** (8 weeks before AGM)
- c. Members to receive Annual Report 2016/2017 by **4th May 2017** (2 weeks before AGM)

2. PREPARATION OF ANNUAL REPORT

All Branches, Sections, Societies, Committees, Representatives to external organisations should submit their Annual Reports by **3rd March 2017**.

3. DUTIES OF BRANCHES

In accordance with Clause 15 (1) the Branch AGM should be held two months prior to the National AGM, that is not later than **18th March 2017**.

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 Branch 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 and Budget of the Branch

- c. Minutes of the previous AGM of the Branch
- d. All Resolutions submitted by members
- e. Annual Reports of the Branch SCHOMOS and PPSMMA sections.

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 within 30 days

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

1. Minutes of the Branch AGM
2. List of newly elected office bearers in the prescribed format
3. Branch Audited Accounts.

3.3 Election of Delegates

All Branches should submit the list of delegates attending the National AGM to the MMA Secretariat by **25th March 2017**. This will then be forwarded to the Organising Committee of the MMA AGM. (Please note Clause 15 (5) (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 **8th April 2017**.

Societies should adhere to Clause 7 (1) (ii) to 7 (1) (v) of the MMA Constitution in preparation of the Annual General Meeting of the Society.

Dr. Koh Kar Chai
Honorary General Secretary
Malaysian Medical Association