



811. P.P.M./SEL 1124/85/(16)  
PPP/Sel. 171/85

# MALAYSIA

AKTA PERTUBUHAN 1966

PERATURAN-PERATURAN PERTUBUHAN 1984

BOMANG 3  
(Peraturan 5)

## PERAKUAN PENDAFTARAN

Adalah dengan ini diperakui bahawa.....PERSATUAN SAINS PENGURUSAN/PENYELIDIKAN  
OPERASI MALAYSIA (MANAGEMENT SCIENCE/OPERATIONS RESEARCH SOCIETY OF MALAYSIA);  
c/o Faculty of Resource Economics And Agribusiness, Universiti Pertanian  
Malaysia, 43400 Serdang, Selangor  
telah pada hari ini didaftarkan sebagai suatu pertubuhan di bawah seksyen 7  
Akta Pertubuhan 1966 dan bahawa nombor pendaftarannya ialah.....  
3935/86 (Selangor)

Diperbuat dengan ditandatangani oleh saya pada.....19.....haribulan  
Julai.....1986

06127-J.P.N., K.L.

  
(ZAKARIA F. HASHIM)  
Pendaftar Pertubuhan,  
Malaysia

## **RULES**

### **PERSATUAN SAINS PENGURUSAN / PENYELIDIKAN OPERASI MALAYSIA**

### **[MANAGEMENT SCIENCE / OPERATIONS RESEARCH SOCIETY OF MALAYSIA]**

#### **1. NAME AND REGISTERED ADDRESS**

The society shall be known as “**Persatuan Sains Pengurusan / Penyelidikan Operasi Malaysia (Management Science / Operations Research Society of Malaysia)**”. The registered place of business of the Society shall be c/o Faculty of Computer and Mathematical Sciences, UiTM Shah Alam, Selangor or any other place which may be decided by the Executive Council and approved by the Registrar of Societies.

#### **2. INTERPRETATION**

In the construction of these Rules the following words and expressions shall have, respectively the following meanings unless the subject matter or context is inconsistent therewith.

- 2.1. Words importing the singular or plural number respectively shall include the singular and plural numbers and the words importing the masculine gender shall include the feminine gender.
- 2.2. “The Society” means the Persatuan Sains Pengurusan / Penyelidikan Operasi Malaysia (Management Science / Operations Research Society of Malaysia).
- 2.3. “Registrar” means the Registrar of Societies, Malaysia.
- 2.4. “Executive Council” means the members for the time being of the Executive Council as herein constituted.
- 2.5. “Council Member” means any member for the time being of the Executive Council.
- 2.6. “Officer” means and includes the President, the Vice-President, the Secretary, the Treasurer and the Auditors, together with such additional officers as may be established from time to time under these Rules.
- 2.7. Where ambiguity arises as to the exact interpretation of any part of these Rules, the Executive Council’s decision thereon shall be final.

### **3. OBJECTIVES**

The objectives of the Society are

- 3.1. To promote and develop management science / operations research as an interdisciplinary field.
- 3.2. To promote the application of management science / operations research techniques.
- 3.3. To foster training and education in management science / operations research.
- 3.4. To promote cooperation and exchange of knowledge with similar societies locally and abroad.
- 3.5. To contribute to the advancement and development of management science/ operations research in general.

### **4. MEMBERSHIP**

#### **4.1. CATEGORIES**

The Society shall consist of all categories of membership Fellow, Ordinary Member, Associate, Student, Corporate and Life Member. The conditions for the various categories of membership are as follows:

##### **4.1.1. Ordinary Member**

Any person who is a practitioner or has a university degree in management science / operations research or related field may apply for ordinary membership.

##### **4.1.2. Associate Member**

Any person who has an interest in management science / operations research may apply for associate membership.

##### **4.1.3. Student Member**

Any student of tertiary institutions who has an interest in management science / operations research may apply for student membership. Provided that a university or university college student shall be accepted as a member without prior written approval from the vice-chancellor concerned.

#### **4.1.4. Corporate Member**

Any company that is incorporated in Malaysia may apply for corporate membership.

#### **4.1.5. Life Member**

Any Ordinary Member contributing the sum of RM500.00 at any one time may be considered to become a Life Member.

#### **4.1.6. Fellow**

Fellowship is awarded at the discretion of the Executive Council to any member for outstanding contribution in the field of management science / operations research.

### **4.2. ADMISSION**

4.2.1. Any person wishing to become a member of the Society shall make an application to the Executive Council in accordance with such procedures as may be laid down by the Society.

4.2.2. If any institution should wish to obtain the advantages of corporate membership, it shall nominate one of its members to act as its representative, apply in its name for membership and sign the application form as its representative and exercise the rights of membership on its behalf. Every person so nominated shall cease to be a member of the Society if his nomination is revoked by the institution nominating him.

4.2.3. Payment of the necessary entrance fees and subscriptions by the approved applications shall constitute admission to the membership.

4.2.4. The Executive Council may approve or reject any application without assigning any reason thereof.

#### 4.3. DUTIES OF MEMBERS

It shall be the duty of each member to ensure that his conduct promotes the general interest of the Society and is not contrary to these Rules. In addition, no member shall issue to the Press or the Public any document, circulars or any other information concerning or on behalf of the Society unless prior written approval has been given by the Executive Council.

#### 4.4. MEMBERSHIP FEE

4.4.1. The entrance fee and annual subscriptions payable on application shall be as follows:-

CATEGORY	ENTRANCE FEE	ANNUAL SUBSCRIPTION
	RM	RM
FELLOW	-	100
ORDINARY	30	50
ASSOCIATE	30	25
STUDENT	10	20
CORPORATE	200	100
LIFE	500	-

4.4.2. The entrance fee and annual subscription shall not be refundable except when an application for membership is rejected. The annual subscription shall be due and payable on the 1 January each year.

4.4.3. A person approved as a member on or after the first of July in any year shall only be required to pay half of the prescribed subscription for that year.

4.4.4. Any member whose subscription is in arrears shall be liable after reasonable notice has been given, to have his name removed from the Membership Registrar by direction of the Executive Council.

4.4.5. The member so removed under clause 4.4.4. above may at the discretion of the Executive Council, be readmitted as a member after he has paid all the arrears.

#### **4.5. CEASATION OF MEMBERSHIP**

##### **4.5.1 Membership of the Society may be discontinued through:-**

- 4.5.1.1. Resignation: Any member may resign his membership by giving to the Honorary Secretary one month's notice in writing to that effect and paying all monies due to Society.
- 4.5.1.2. Arrears of subscription as provided by Clause 4.4.4. above.
- 4.5.1.3. Expulsion: Any member may be suspended / expelled by the Executive Council if he is convicted of a criminal offence which in the opinion of the Executive Council is of a serious nature or if he is a bankrupt.
- 4.5.1.4. Disciplinary Action : The Executive Council may suspend / expel any member who has conducted himself, whether in the premises or elsewhere, by word or act, in a manner deemed to be contrary to the objectives of the Society or detrimental to the interests of the Society and / or injurious to its reputation.

4.5.2. Any member who ceases to be a member due to repulsion or disciplinary action shall be liable to pay all arrears of subscription due by him at the date of so ceasing to be a member.

4.5.3. The Society shall, through the Honorary Secretary notify in writing such member its decision to suspend or expel him from membership. The Society's decision shall be final. The name of any person who has been expelled from membership shall be removed from the Membership Register.

4.5.4. A person whose name has been removed from the Membership Register may apply at any time to the Society for reinstatement and such person

may be reinstated conditionally or unconditionally as the Executive Council may in its discretion deem fit. The Society shall not be bound to reinstate him nor assign any reason thereof.

## **5. MANAGEMENT OF THE SOCIETY**

- 5.1. The management of the affairs of the Society shall be vested in the Executive Council.

### **5.2. COMPOSITION OF EXECUTIVE COUNCIL**

The Executive Council shall constitute the following:

- 5.2.1. A President
- 5.2.2. A Vice-President
- 5.2.3. An Honorary Secretary
- 5.2.4. An Honorary Treasurer
- 5.2.5. Six Ordinary Council Members
- 5.2.6. An Assistant Secretary
- 5.2.7. Two Council Members from Industry

### **5.3. DUTIES AND POWERS OF OFFICERS**

- 5.3.1. The President shall preside over all meetings of the Society, promote the development of affairs of the Society internally and represent the best interests of the Society in all matters with other external organisations. He shall sign the minutes of each meeting at the time they are confirmed. He shall have the power to cast votes in case of ties.
- 5.3.2. The Vice-President shall deputise for the President in the latter's absence and assist the President at all times. In the event of premature termination of the President's term, the Vice-President shall succeed him and assume the office of the Presidency for the remaining unexpired term.

- 5.3.3. The Honorary Secretary shall transact all business of the Society as directed by the Executive Council, make and keep proper minutes of all meetings, attend to all correspondence on behalf of the Society, and prepare the annual reports for submission to the Council meeting. The Honorary Secretary shall also keep all official records and documents, including Membership Register. He shall sign on behalf of the Executive Council, to summon on advice of the President, and to perform other duties entrusted to him by the Executive Council.
- 5.3.4. The Honorary Treasurer shall be responsible for the financial management of the Society, collect all monies on behalf of the Society and disburse all monies approved by the Executive Council, keep proper books of accounts and be responsible for all funds of the Society, deposit all monies with the Society's bankers, prepare and submit an annual balance sheet and receipts and payments account in a manner prescribed by the Executive Council. As soon as possible at the end of financial year, these statements of accounts shall be audited by the Auditors before their approval at the next annual general meeting. The Honorary Treasurer shall be responsible for the preparation of annual estimates of receipts and payments for consideration by the Executive Council.
- 5.3.5. An Assistant Secretary is delegated additional responsibilities by the Honorary Secretary as required. The Assistant Secretary is a member of the Executive Council.
- 5.3.6. Two Auditors shall be elected annually at the Annual General Meeting. They shall be responsible for examining the accounts and report the correctness and fairness of the annual balance sheet and receipts and payments account prepared and submitted by the Honorary Treasurer to the Executive Council. They shall not be members of the Executive Council during the tenure of their appointment. Their tenure of office shall be one year but they may be eligible for re-election to the same post. The Executive Council shall reserve the right to appoint qualified external auditors to audit the annual account and to present a report to the Council.



#### **5.4. FUNCTIONS AND POWERS OF THE EXECUTIVE COUNCIL**

5.4.1. The Executive Council shall have general control of the business of the Society, and shall be responsible for formulating and implementing the operating policies consistent with the objectives of the Society.

5.4.2. The Executive Council shall be empowered:

5.4.2.1. To fill any vacancy in the Executive Council or for the posts of auditors occurring between annual general meetings.

5.4.2.2. To co-opt additional Ordinary Council Members not more than two other members who are neither Ordinary / Life members nor Fellow.

5.4.2.3. To call for an election in case of premature termination of both the President and Vice-President; in case more than half of the Executive Council is incapacitated, the Council shall be dissolved and a fresh mandate shall be called.

5.4.2.4. To appoint sub-committees from time to time and to set the rules for the functioning of such sub-committees. A sub-committee shall contain at least one Council member, who shall be Chairman and may be granted power by the Council to appoint members to the sub-committee.

5.4.2.5. To approve the establishment of Special Interest Groups of the Society and to ensure that the rules governing their functioning are not contrary to these Rules.

5.4.2.6. To appoint patrons and advisors as and when necessary.

5.4.2.7. To appoint, suspend or remove salaried employees and to determine the conditions of their employment.

5.4.2.8. To consider applications for membership.

5.4.2.9. To co-opt members to attend its meetings. These members may take part in the discussion, but shall have no voting rights.

- 5.4.2.10. To approve contributions to persons undertaking research work, and expenses of persons attending conferences or meetings.
- 5.4.2.11. To publish newsletters, periodicals, journals, books, circulars and information leaflets after due permission from relevant authorities.
- 5.4.2.12. To give awards for outstanding academic or professional achievement.
- 5.4.2.13. To raise funds and to accept gifts, donations or bequests with a view to furthering directly or indirectly the objectives of the Society or any of them.

## **5.5. ELECTION OF EXECUTIVE COUNCIL**

- 5.5.1. Any candidate wishing to be elected into the Executive Council shall be proposed by one member and seconded by another member. Actual election shall be by show of hands.
- 5.5.2. Persons nominated for election must be Fellow or Ordinary / Life member and who are Malaysian citizens.

## **5.6. CONDUCT OF BUSINESS**

- 5.6.1. A council member who is absent from three consecutive Council meetings without leave may, following a resolution of the Executive Council, be asked to provide satisfactory explanation as to why his position on the Executive Council should not be declared vacant. At its discretion, the Executive Council may then proceed to declare his position vacant.

## **6. MEETINGS**

- 6.1. The supreme authority of the Society is vested in the General Meetings of members. Such meetings shall be convened by the Honorary Secretary and shall be the Annual General Meeting and the Extraordinary General Meeting. Every member is entitled to be present and if duly qualified to vote. The accidental

omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of any meetings.

## **6.2. ANNUAL GENERAL MEETINGS**

6.2.1. The Annual General Meeting of the Society shall not be held later than June every year.

6.2.2. At least four weeks' notice in writing specifying the place, date and time of the Annual General Meeting shall be given.

6.2.3. The notice shall specify that resolutions to be put on the agenda of the meeting shall be notified to Honorary Secretary two weeks before the date of the meeting.

6.2.4. The agenda of the meeting shall be forwarded to the members at least one week before the date of the meeting.

6.2.5. The agenda of this meeting must include the following:

6.2.5.1. The presentation of the annual report by the President.

6.2.5.2. The audited balance sheet and receipts and payments account together with the Auditor's report.

6.2.5.3. The election of the Executive Council.

6.2.5.4. The election of two Internal Auditors from amongst those who are not on the Executive Council.

6.2.6 Any member may raise any matter or move any resolution without notice under the agenda item "other business".

## **6.3. EXTRAORDINARY GENERAL MEETING**

6.3.1. The extraordinary General Meeting of the Society shall be convened by the Honorary Secretary on instructions of the Executive Council, or on the

written application to the Honorary Secretary duly signed by at least one quarter (1/4) of the voting members together with a statement of purposes for which the meeting is desired. Such a meeting shall be held within one month of the receipt of the application.

6.3.2. Notice of an Extraordinary General Meeting shall be posted to members not less than two weeks before the date of the meeting.

6.3.3. The agenda for this meeting shall be fixed by the parties calling it with no subsequent additions or alterations.

6.3.4. Decisions of the President can be challenged and the meeting may vote on such challenges.

#### **6.4. EXECUTIVE COUNCIL MEETING**

6.4.1 The Executive Council shall meet at such times and places as may be decided from time to time by the Executive Council or deemed necessary by the President, but shall meet at least four times a year.

6.4.2. The Honorary Secretary shall give one week's notice for the purpose calling Council meeting.

6.4.3. A special meeting may be called at the request of at least one half of the Executive Council. In the case of extreme urgency the Honorary Secretary may submit business to the Executive Council by circular letter addressed to all members of the Council and a postal vote taken thereon. The decision on such business shall be confirmed and recorded in the minutes of the next meeting.

#### **6.5. OTHER ACTIVITIES**

6.5.1 The Society may hold any other meeting in furtherance of its objectives.

#### **6.6. QUORUM OF MEETING**

6.6.1 General Meeting: At any general meeting fifty percent of the total membership shall constitute a quorum. In the event of a quorum not being obtained, the meeting shall be adjourned to a date not earlier than seven

days and not later than fourteen days from the date of the meeting. Notice of the adjourned meeting shall be given to members at least seven days before the meeting.

6.6.2. Executive Council Meeting: The quorum for this meeting shall be at least one half of its members.

6.6.3. At a convened inquorate meeting the members may proceed with the business of the day provided that no decision shall be made affecting the Rules of the Society and the membership.

## **6.7. VOTING**

6.7.1. Only life and ordinary members are allowed to have one vote.

6.7.2. Voting at meetings shall be by show of hands unless otherwise requested by any one or more members present when voting by secret ballot is deemed preferable.

6.7.3. All resolutions and decisions shall be carried by majority vote.

6.7.4. In the event of a tie in the voting, the President shall exercise a casting vote or have the matter deferred for further discussion.

## **7. PROPERTY AND BUSINESS**

7.1. The society shall have power to:

7.1.1. Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges for the purposes of the Society and to manage any property necessary for the work of the Society.

- 7.1.2 Sell, let, lease, mortgage, dispose of, or turn to account all or any of the property or assets of the Society with a view solely to the promotion of its objectives.
- 7.1.3. Involve in the establishment, purchase or operation of or participation in any manner, in any business or undertaking, including that of printing or publishing any reading materials, on a co-operative basis or otherwise in the interests of and with the main purpose of furthering the interests of the Society. All monies and profits accruing to the Society from participation in any business shall be applied solely towards the furtherance, promotion and execution of the objectives of the Society and no portions thereof shall be paid by way of dividend, bonus or profit to any member of the Society, provided that nothing herein expressed or contained shall prevent the payment in good faith of remuneration or expenses or both to any officer or servant of the Society, or to any member of the services actually rendered by him or them to the society.

## 8. **FINANCE**

- 8.1. The Financial Year of the Society shall be the period from 1st January to 31st December of the same year.
- 8.2. The Society shall maintain a petty cash account which shall not exceed RM1000 at any one time. Any money in excess of this shall be deposited in a bank in the name of the Society. The Honorary Treasurer is authorised to make payments for recurring and miscellaneous expenditure without the prior approval of the Executive Council provided that where payment of other items of expenditure not exceeding RM1000 is urgently required to be made, the Honorary Treasurer may take such payments after obtaining the approval of the President or the Vice-President or the Honorary Secretary.
- 8.3. No expenditure exceeding RM1000 in any one time shall be incurred without the prior sanction of the Executive Council, and no expenditure exceeding RM100,000 in any one month shall be incurred without the prior sanction of a General Meeting.
- 8.4. Authority to Sign
  - 8.4.1. The Society's cheques shall be jointly signed by the President and Honorary Treasurer. In the absence of any one of the signatories, one of

the members of the Executives Council shall be authorised by the Executive Council to sign in place of the absent signatory.

- 8.4.2 Any deed, document, debenture or security which the Executive Council shall by resolution determine on executing shall be signed by four members of the Executives Council including the President or the Vice-President and the Honorary Secretary or Honorary Treasurer.

## **9. SPECIAL INTEREST GROUPS**

- 9.1. Special Interest Groups of the Society may be formed with the approval of Executive Council. Special Interest Groups include but are not limited to the following areas of management science / operations, research, namely, mathematical programming, simulation, decision support systems, fuzzy sets and management applications.
- 9.2. Each Special Interest Group shall determine its rules and regulations, subject to the approval of the Executive Council and provided that nothing in the rules and regulation of the Special Interest Group shall be contrary to the Rules of the Society.
- 9.3. To qualify for membership of a Special Interest Group, persons must be members of the Society.

## **10. DISSOLUTION**

- 10.1. The Society shall not be dissolved except with the consent of not less than three-quarters of the members of the Society present at an Extra-Ordinary General Meeting specially convened to consider the matter.
- 10.2. If the Society shall be dissolved and upon winding up of the Society there remains, after satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Society but shall be given or transferred to some other organisations having similar aims to the Society to be determined by ballot at or before its dissolution.

## **11. AMENDMENT TO RULES**

- 11.1. These Rules shall be revoked, altered, or amended only by resolution passed at the Annual General Meeting or Extraordinary General Meeting by a majority of not less than two-thirds of the members present and voting.
- 11.2. All propound revocations, alterations or amendments shall be made in writing by one member and seconded by another member to the Honorary Secretary at least four weeks before the date set for the meeting. These proposal revocations, alterations or amendments shall be referred to the Executive Council, which shall make its recommendations thereon.
- 11.3 All applications for revocations, alterations or amendments of these rules shall be forwarded to the Registrar of Societies within 28 days of its approval by a general meeting.

## **12. MISCELLANEOUS**

### **12.1. EDITORIAL COMMITTEE**

- 12.1.1. The Executive Council may elect an Editor and two Associate Editors from the members of the Society to form an Editorial Committee, and shall allocate to this Committee such powers and functions as it deems fit.
- 12.1.2. The Council may at any time remove all or any of the members of the Editorial Committee and elect members of the Society to fill any vacancy in their numbers.

### **12.2. PATRON AND ADVISOR**



A patron / advisor may be appointed for the Society who would hold the post by virtue of his office / professional competence.