

COLLEGE OF PUBLIC HEALTH MEDICINE ACADEMY OF MEDICINE OF MALAYSIA By-Laws






1. NAME, EMBLEM AND MOTTO

a. The name of the College shall be “College of Public Health Medicine, Academy of Medicine of Malaysia”.

b. Emblem:



c. Description:

SYMBOLS AND ELEMENTS	
Book 	Symbolises knowledge, learning, and the academic excellence in Public Health medicine. It represents CPHM's commitment to education, research, and the dissemination of vital public health information to students and the community.
Tiger 	The tiger is Malaysia's national animal, symbolizing strength, courage, and resilience in protecting public health. The tiger also represents CPHM's firm and proactive approach to addressing public health challenges.
Hibiscus 	The national flower of Malaysia symbolizes unity and dedication to advancing medicine and public health.
Rod of Asclepius 	Symbolises health care and professional dedication to the well-being of the community. It signifies CPHM's expertise and commitment to medicine and public health.
A Symbol of Society that is Safeguarded 	Reflects the population or community safeguarded by public health efforts. It represents CPHM's dedication to protecting and enhancing the well-being of society through provision of quality health services, as well as participation and collaboration among individuals, communities, and nations.

COLOURS	
Blue	Represents trust, professionalism, and the importance of health.
Green	Signifies growth, health, and environmental sustainability.
SLOGAN	
Knowledgeable	Emphasizes the importance of knowledge in providing services.
Meritorious	Reflects CPHM's commitment to serving the community and contributing to public well-being.
Contributive	Symbolises the achievements and positive impact of CPHM.
OVERALL CONCEPT	
This logo combines education, national pride, holistic health, public health professionalism, the stability of nature, and excellence. It conveys the institution's dedication to academic excellence, national identity, and the overall well-being of the community, in line with the slogan " <i>Berilmu</i> (Knowledgeable), <i>Berbakti</i> (Devoted), <i>Berjasa</i> (Contributive)."	

2. EMAIL ADDRESS

The email address shall be: contact@cphm.my

3. GOVERNING CONSTITUTION

The College shall be governed by the Constitution of the Academy of Medicine of Malaysia.

4. OBJECTIVES

The objectives shall be:

- a) To advance the art and science of Public Health Medicine.
- b) To promote and ensure academic excellence in speciality training for Public Health Medicine and its related fields.
- c) To advocate the highest moral, ethical, and professional standards in the practice of Public Health Medicine and its related fields.
- d) To represent and express the views and opinions of its members on public health-related issues.
- e) To network with similar bodies in the country and other regions.

- f) To promote continuing professional development and research activities in the field of Public Health Medicine.

5. MEMBERSHIP

- a) Any member qualified in Public Health Medicine in accordance with the National Specialist Register criteria and admitted as a member of the Academy of Medicine of Malaysia can be a member of the College.
- b) Membership in the College is only through membership in the Academy of Medicine of Malaysia, with the recommendation of the Council of the College of Public Health Medicine.
- c) Categories of membership and their privileges shall be according to the Constitution of the Academy of Medicine of Malaysia.
- d) The Secretary shall keep a register of members.

6. PRIVILEGES OF MEMBERSHIP

Any member shall be entitled to participate in the College's activities and to attend its Annual General Meeting. At such a meeting, they will be entitled to vote and, if elected, to hold office.

7. TERMINATION OF MEMBERSHIP

Any member who ceases to be a member of the Academy of Medicine shall cease to be a member of the College.

8. MEMBERSHIP FEE

All members shall pay their subscription fee according to the Academy of Medicine of Malaysia's constitution.

9. FINANCE

- a) The Treasurer shall receive and administer all funds of the College.
- b) All funds received shall be in the name of the "College of Public Health Medicine, Academy of Medicine of Malaysia".

- c) The Treasurer shall open such banking accounts as the Council may direct, and deposit therein all monies received by him on behalf of the College. The bank account shall be in the name of the “College of Public Health Medicine, Academy of Medicine of Malaysia”.
- d) All cheques issued by the College shall be signed by any two of the three, namely the President or the Secretary, and the Treasurer.
- e) The Treasurer may hold petty cash not exceeding RM 5,000.00 (Malaysian Ringgit Five Thousand only) at any one time. All money in excess of this sum shall be deposited in a bank approved by the Council within ten business days of receipt.
- f) The Treasurer shall render an account of the College at the Annual General Meeting and any meeting of the Council if requested by the Council.
- g) The financial year shall commence on the first day of January of each year and terminate on the 31st day of December of the same year. A statement of receipts and payments, income and expenditure, and a balance sheet for the year shall be prepared and audited by the appointed auditors. The statement shall be submitted for approval at the next Annual General Meeting.

10. COUNCIL AND OFFICE BEARERS

- a) The College shall be managed by a Council, which shall consist of:
 - i. President
 - ii. Vice President
 - iii. Immediate Past President
 - iv. Honorary Secretary
 - v. Honorary Treasurer
 - vi. Four (4) Council Members
- b) The President and Vice President shall be Fellows of the Academy of Medicine of Malaysia (FAMM).
- c) All office bearers must be Malaysian citizens, and the list must be submitted to the Academy of the Medicine of Malaysia.
- d) The members of the Council shall hold office for a period of two years. Retiring members shall remain in office until their successors have been appointed.
- e) At each Annual General Meeting, where there is an election, members of the current Council shall retire.

- f) The position of the President of the College shall be limited to a maximum of two (2) terms.
- g) The Council shall organize and supervise the College's day-to-day activities and make decisions on matters affecting its running within the general policy laid down by the General Meeting.
- h) The Council may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meeting and the Academy of Medicine of Malaysia.
- i) The Council shall furnish a report at each Annual General Meeting on its activities during the previous year.
- j) The Council shall meet at least once every four months, or when necessary, physically or virtually. In urgent circumstances, meetings or discussions can be held through virtual platforms.
- k) Any member of the Council who fails to attend two (2) consecutive meetings (without leave of absence) shall automatically cease to be a Council member.
- l) The Council shall have the power to co-opt no more than two members of the College to serve on the Council. Such appointed members shall serve for two years.

11. ELECTION OF OFFICE BEARERS

- a) The council shall consist of nine (9) members elected by the College members every two (2) years at its Annual General Meeting. The members shall hold office for two years and be eligible for re-election.
- b) Two honorary auditors shall be appointed at the Annual General Meeting.
- c) The council has the power to co-opt members into the council as and when needed. Co-opted members have no voting rights.
- d) The Honorary Secretary shall invite nominations to fill vacancies in the Council at least thirty (30) days before the next Annual General Meeting.
- e) The nominations shall be signed by two members of the College (proposer and seconder) and signed by the candidate. The nomination form shall reach the Honorary Secretary at least seven (7) days before the next Annual General Meeting.
- f) The nominee, proposer, and seconder must not have membership fee arrears of 24 months or more.
- g) Incomplete or incorrect filling of the nomination form and membership arrears may lead to disqualification.

12. ANNUAL GENERAL MEETING (AGM)

- a) The Annual General Meeting of the College shall be held by 30th July each year.
- b) The business at each Annual General Meeting shall include:
 - i. Minutes of the last Annual General Meeting
 - ii. Annual Report of the Council
 - iii. Presentation of audited accounts of the College
 - iv. Declaration of election of new Council Members (Biennial General Meeting)
 - v. Election of the Office Bearers (Biennial General Meeting)
 - vi. Appointment of two Auditors (Biennial General Meeting)
 - vii. Amendments to the By-Laws or resolutions, if any
 - viii. Other business notice shall be given in writing to the Honorary Secretary at least thirty (30) days prior to such meetings.
- c) The Honorary Secretary shall send all members at least thirty (30) days before the Annual General Meeting an agenda, including copies of minutes and reports, motions, and nominations for the election of officers, together with the audited accounts of the College of the previous financial year.
- d) At least fourteen (14) days before the date fixed for the Annual General Meeting, the Honorary Secretary shall inform all members, in writing, of the date, time and place fixed for the meeting.
- e) The quorum at all General Meetings shall be half the voting members or twice the number of Council Members, whichever is less.
- f) No business shall be transacted at the General Meeting unless a quorum is present at the commencement of such business.
- g) In the event of a lack of quorum after 45 minutes from the time appointed for a General Meeting, the President shall postpone the General Meeting to a day not earlier than fourteen (14) days and not later than twenty-eight (28) days.
- h) At all General Meetings, the President (or in the absence of the President, the Vice President) shall be the Chair and be entitled to a casting vote in addition to his own. If both the President and Vice President are absent, the members present shall appoint an Acting Chair.
- i) Minutes shall be kept of all General Meetings of the College by the Honorary Secretary.

- j) Every ordinary and life member shall have one vote and no more. The Council shall determine the voting process. In the event of a tie, the chair of the meeting shall be entitled to an additional casting vote.
- k) At each Annual General Meeting, two members of the College who are not serving Council members shall be appointed Internal Auditors.

13. EXTRAORDINARY GENERAL MEETING (EGM)

- a) An EGM may be convened by the Council at any time for any special reason.
- b) An EGM may also be convened upon receipt of a requisition in writing signed by twenty (20) members in benefit (without arrears).
- c) Any such requisition shall express the object of the meeting proposed to be called.
- d) The Honorary Secretary shall send notice to all members summoning an EGM not less than fourteen (14) days before the date fixed for such a meeting and state the business to be discussed at the meeting.
- e) Procedures as in Subsection 12 (e) to (j) shall apply to an EGM.

14. SPECIAL INTEREST GROUPS (SIGS)

- a) The Council may, at its discretion, create or establish Special Interest Groups (SIG) as part of the College's Continuing Professional Development (CPD) program. These groups will collaborate with the Ministry of Health, the Academy of Medicine, and other relevant professional bodies, NGOs, and universities for the program.
- b) All members of the College can be members of the SIGs.
- c) The Council shall appoint Convenors for each SIG. The Convenor of each SIG shall hold office for two (2) years and may be re-appointed.
- d) Each SIG shall organize academic activity related to the subspecialty. This may include:
 - i. Organising conferences, workshops or professional activities
 - ii. Public health professionals and stakeholders have an advisory role on competencies related to the subspecialty.
 - iii. National Specialist Register

- e) Convenors may nominate suitable College members serve on ad hoc committees that will carry out the SIG's activities.
- f) Every Convenor shall present a report of the activities of the SIG to the Secretary for incorporation into the College's annual report.
- g) At the Annual General Meeting, one or more SIGs will be involved in organizing a Scientific Meeting.

15. AMENDMENTS AND RESOLUTIONS

- a) Amendments to these by-laws and resolutions shall only be made at the College's Annual General Meeting.
- b) Any members desirous of moving any resolution or amendment at the Annual General Meeting shall give notice in writing or electronic transmission to the Honorary Secretary not less than fourteen (14) days before the date of such meeting.
- c) All amendments and resolutions shall be proposed and seconded by two (2) members in benefit (without arrears).
- d) The proposed amendments to these by-laws or any resolutions shall only be entered if:
 - i. Two-thirds of the members attending the Annual General Meeting vote in favour, and
 - ii. such amendment has been approved by the Council of the Academy of Medicine of Malaysia.

16. DISSOLUTION

- a) The College shall not be dissolved except with the consent of not less than seventy-five per cent (75%) of the College members in benefit (without arrears), expressed either in person at a General Meeting convened for the purpose or by postal vote.
- b) Any proposal of dissolution shall be made by the Council, and the Honorary Secretary shall give three (3) months' notice of such a proposal.
- c) The notice of dissolution shall be forwarded to the Council of the Academy of Medicine of Malaysia, duly signed by three (3) principal officer bearers within fourteen (14) days of such a decision.