1. Name

The Society shall be known as "Persatuan Kanser Nasofarinks Malaysia" (Nasopharyngeal Carcinoma Society of Malaysia (NPCSM). Hereinafter referred to as "The Society".

2. Registered Address

Its registered address shall be Molecular Pathology Unit, Cancer Research Centre, Institute for Medical Research, Jalan Pahang, 50588 Kuala Lumpur, or at such other place or places as may from time to time be decided on by the Committee. The registered place of business of the Society shall not be changed without the prior approval of the Registrar of Societies.

3. Aims and Objectives

The objectives of the Society are:
(a) To coordinate, facilitate and support research on nasopharyngeal carcinoma
(b) To promote awareness and knowledge on nasopharyngeal carcinoma
(c) To organize local, regional and international meetings relevant to nasopharyngeal carcinoma
(d) To maintain liaison with other National and International organizations and professional bodies involved in work relevant to nasopharyngeal carcinoma
(e) To carry out any other activities relevant to nasopharyngeal carcinoma

4. Membership

(1) Membership shall be opened to anyone aged 21 and above who has an interest in nasopharyngeal carcinoma. There shall be two categories of members, namely, ordinary and life members. Ordinary members are members who have paid the annual subscription fees. Life members are members who have paid the life membership fees. Ordinary members and life members are subjected to the same rights and privileges. There shall be no limit to the number of members in the Society.

(2) Every application for membership shall be proposed by one existing member and shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the Executive Committee for approval. The Executive Committee may at its discretion reject any application without any reason.

(3) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee
and first annual subscription, be admitted as a member of the Society and shall be entitled to all the privileges of membership.

(4) A university or university-college student shall not be eligible for membership without the prior approval of the Vice-chancellor of the university concerned.

5. Entrance Fees, Subscriptions and other dues

(1) The entrance fee and subscription payable shall be as follows:-

   Member Entrance Fee : RM 10.00 (Ten Ringgit Malaysia)
   Annual Subscription for Ordinary Member : RM 10.00
   (Ten Ringgit Malaysia)
   Life Membership Fee (lumpsum payment) : RM 50.00
   (Fifty Ringgit Malaysia)

(2) All yearly subscription shall be payable to the Treasurer in advance by the first month of each year.

(3) A member failing to pay his annual subscription within the first three months shall receive written notification signed by or on behalf of the Secretary, and shall be denied the privileges of membership until he settles his account.

(4) A member failing to pay his annual subscription within the first six months shall automatically cease to be a member of the Society.
(5) The Executive Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.

(6) Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Society. If any member fails to pay such subscription within such period as may be resolved, the amount due shall be treated in the same way as arrears of annual subscription.

6. Resignation & Termination

(1) Any member who wishes to resign from the Society shall give two weeks notice in writing to the Secretary and shall pay up all dues.

(2) Any member in arrears of subscription for a period of two years shall ipso facto cease to be a member.

(3) Any member who fails to comply with the rules of the Society or has acted in a manner to bring disrepute upon the Society may be expelled or suspended for a period of time as the Committee deems fit. Before the Committee expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and clear himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.
7. General Meeting

(1) At least one-half (1/2) of the total voting members of the Society or the voting members present represent twice the total number of committee members, whichever is the lesser, must be present at an Annual General Meeting for its proceedings to be valid and to constitute a quorum.

(2) If a quorum is not present, the meeting shall be postponed to a date to be decided by the Executive Committee; and if a quorum is not present for the postponed meeting, the members present shall have power to proceed with the business of the day but they shall not have power to alter the constitution of the Society or to make decisions affecting the whole membership.

(3) An annual general meeting of the Society shall be held as soon as possible after the close of each financial year, on a date at a time and place to be decided by the Executive Committee but not later than 31 March of the following year. The business of the annual general meeting shall be:
   (a) To receive the minutes of the previous annual general meeting;
   (b) To receive the Executive Committee's report on the work of the Society during the previous year;
   (c) To receive the Treasurer's report and the audited accounts of the Society for the previous year;
(d) To elect an Executive Committee and to appoint auditors for the following year;
(e) To deal with such other matters arising during the meeting.

(4) The Secretary shall send to all members at least fourteen days before the meeting, a notice and an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members.

(5) An extraordinary general meeting of the Society shall be convened:
(a) Whenever the Executive Committee deems it desirable;
or
(b) At the joint request in writing of not less than one fifth (1/5) of the total members, stating the objects and reasons for such meeting, sent to the Secretary.

(6) An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.

(7) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least fourteen days before the date fixed for the meeting.
(8) Rules regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the provision that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by the members, the meeting shall be cancelled, and no extraordinary general meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

(9) The secretary shall send to each member a copy of the minutes of each Annual General Meeting or Extraordinary General Meeting as soon as possible after the said meeting.

8. Executive Committee

(1) An Executive Committee consisting of the following, who shall be termed the office-bearers of the Society, shall be elected at the annual general meeting:

A President
A Vice-President
A Secretary
A Treasurer
Three Ordinary Committee Members

(2) All office bearers of the Society and every officer performing executive functions in the Society shall be Malaysian citizens.
(3) Names for the above offices shall be proposed and
seconded and election will be held by a simple majority vote
of the members at the annual general meeting. All the office-
bearers shall be eligible for re-election each year.

(4) The function of the Executive Committee is to organize and
supervise the day-to-day activities of the Society and to
make decisions on matters affecting its running within the
general policy laid down by the general meeting. The
Executive Committee may not act contrary to the express
wishes of the general meeting without the prior reference to it
and shall always remain subordinate to the general meeting.
It shall furnish a report to each annual general meeting on its
activities during the previous year.

(5) The Executive Committee shall meet at least twice a year,
and seven days notice of each meeting shall be given to the
members. The President acting alone, or not less than one
half of its members acting together may call for a meeting of
the Executive Committee to be held at any time. At least one
half of the Executive Committee members must be present
for its proceedings to be valid and to constitute a quorum.

(6) Where any urgent matter requiring the approval of the
Executive Committee arises and it is not possible to convene
a meeting, the Secretary may obtain such approval by
means of a circular letter. The following conditions must be
fulfilled before a decision of the Executive Committee is deemed to have been obtained:

(a) The issue must be clearly set out in the circular and forwarded to all members of the committee;

(b) At least one-half of the members of the Executive Committee must indicate whether they are in favour or against the proposal; and

(c) The decision must be by a majority vote.

Any decision obtained by circular letter shall be reported by the Secretary to the next Executive Committee meeting and recorded in the minutes thereof.

(7) Any member of the Executive Committee who fails to attend three consecutive meetings of the Executive Committee without satisfactory explanation shall be deemed to have resigned from the Executive Committee and the Executive Committee may appoint another member to fill the vacancy until the next election in the annual general meeting.

(8) In the event of the death or resignation of a member of the Executive Committee, the Executive Committee shall have the power to co-opt any other member of the society to fill the vacancy until the next election of office-bearers.
(9) The Executive Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Society. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Executive Committee, or for any other reason which it deems good and sufficient in the interest of the Society.

(10) The Executive Committee may appoint any sub-committee for any purpose arising out of or connected with any of the duties, functions and aims laid down under the rules. Any member can become members of these sub-committee.

9. Duties of Office-Bearers

(1) The President shall during his term of office preside at all general meetings and all meetings of the Executive Committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved.

(2) The Vice-president shall deputize for the President during the latter's absence.

(3) The Secretary shall conduct the business of the Society in accordance with the rules, and shall carry out the instructions of the general meeting and of the Executive Committee. He
shall be responsible for conducting all correspondence, prepare annual report, returns and any other information required by the Registrar of Societies. He shall attend all meetings, record all proceedings in a minutes book and keep a membership register containing particulars such as name, identity card number, age, date of admission, occupation, name and address of employer and residential address. The Secretary shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.

(4) The Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all its financial transactions, responsible for their correctness and shall be responsible for the preparation of annual statement of accounts which is to be audited by the Auditors.

(5) The Ordinary Executive Committee Members shall carry out such duties as directed by the President or the Executive Committee.


(1) Subject to the following provisions in this rules, the funds of the Society may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries, allowances and expenses of its office-bearers and paid staff, and the audit of
its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

(2) The Treasurer may hold a petty cash advance not exceeding RM 5000.00 (Ringgit Malaysia five thousand only) at any one time. All money in excess of this sum shall be deposited in a bank approved by the Executive Committee. The bank account shall be in the name of the Society.

(3) The president, the Secretary and the Treasurer will be the three signatories for the cheques. All cheques or withdrawal notices on the Society's account shall be signed jointly by two of the three signatories.

(4) No expenditure exceeding RM 20,000.00 (Ringgit Malaysia twenty thousand) at any one time shall be incurred without the prior sanction of the Executive Committee. Clause 10.3 regarding signatories remain applicable to expenditure below RM 20,000. No expenditure exceeding RM 100,000.00 (Ringgit Malaysia One hundred thousand) at any one time shall be incurred without the prior sanction of the General Meeting and Executive Committee.

(5) As soon as possible after the end of each financial year i.e. 31st December, a statement of Receipts and Payments and a Balance Sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed. The audited accounts shall be submitted for the approval of the next annual general meeting, and copies shall be made available at the registered place of business of the Society for the perusal of members.
(6) The financial year of the Society shall commence on the 1st January and end on the 31st December every year.

11. Audit

(1) Two persons, who shall not be office-bearers of the Society, shall be appointed, by the annual general meeting as Honorary Auditors. They shall hold office for one year and may be reappointed.

(2) The Auditors shall be required to audit the accounts of the Society, and to prepare a report or certificate for the annual general meeting. They may also be required by the President to audit the accounts of the Society for any period within their tenure of office, at any date, and to make a report to the Executive Committee.

12. Interpretations

(1) Between annual general meetings the Executive Committee shall interpret the rules of the Society and, when necessary, determine any point on which the rules are silent.

(2) Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Executive Committee shall be binding on all
members of the Society unless and until countermanded by a resolution of a general meeting.

14. Amendment of Rules

(1) These Rules may not be altered or amended except by resolution of a general meeting.

(2) Such alterations or amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the rules shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting.

15. Indemnity

All office bearers acting on bona fide matters of the society shall be indemnified by the Society from any civil action or such consequences thereof.

16. Dissolution

(1) The Society may be voluntarily dissolved by a resolution of not less than three fifths of the total membership.

(2) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf
shall be fully discharged and the remaining funds shall be
disposed off in such manner as may be decided upon by a
general meeting.

(3) Notice of dissolution shall be forwarded to the Registrar of
Societies within 14 days of its dissolution.

(President)
DR. ALAN KHOOH SOD BENG

(Secretary)