



# THE INSTITUTION OF ENGINEERS, MALAYSIA

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Ref. No: IEM17/HQ/375/SGM

5 September 2017

To all members of  
The Institution of Engineers, Malaysia

## **NOTICE OF SPECIAL GENERAL MEETING Saturday, 14 October 2017, 9.00 am at Wisma IEM**

In accordance with Section 7.7 and 7.8 of the Bylaws and upon request by the Council, notice is hereby given that a Special General Meeting of The Institution of Engineers, Malaysia shall be held at the Tan Sri Prof Chin Fung Kee Auditorium, 3<sup>rd</sup> Floor, Wisma IEM, 21 Jalan Selangor, Petaling Jaya on **Saturday, 14 October 2017 at 9.00 am.**

### **The Agenda for the Special General Meeting is as follows:-**

1. Welcoming Address by the President for Session 2017/2018.
2. Tabling and discussion on Proposed Amendments to the IEM Constitution.
3. Voting by Corporate Members present at the SGM with show of hand on the proposed amendments.
4. Announcement of the Results of the voting on the Proposed Amendments.

The IEM Council wish to inform that further to the approval obtained from members at the 57<sup>th</sup> Annual General Meeting and subsequently by vote from the general membership, the amendments to Articles 5.1 and 5.2 were submitted to the Registrar of Societies (ROS) for approval. IEM was thereafter informed by the Registrar that the IEM Constitution did not comply with some of the requirements of the Societies Act.

The IEM Council at their 408<sup>th</sup> meeting held on 24 July 2017 therefore agreed that amendments need to be made to the Constitution to ensure its compliance with the requirements of the ROS. The proposed amendments attached herewith would therefore be presented during the Special General Meeting for approval to be incorporated into the Constitution.

Corporate Members may submit their views (in black and white) to support or object the proposed amendments. Such submissions shall reach the Honorary Secretary by post or email ([sec@iem.org.my](mailto:sec@iem.org.my)) at The Institution of Engineers, Malaysia, Lot 60 & 62 Jalan 52/4, PO Box 223 (Jalan Sultan) 46720 Petaling Jaya on or before **12.00noon on 6 October 2017 (Friday).**

Ir. Yap Soon Hoe  
Hon. Secretary

### **NOTES:**

- 1) *As this is a Saturday, parking around the IEM premises (Wisma IEM and Bangunan Ingenieur) is free.*
- 2) *Parking facilities have also been arranged for members at the Kompleks A Menara MBPJ Car Park (behind Bangunan Ingenieur). IEM will bear the parking fees for those who park inside the Kompleks A Car park Menara MBPJ. Parking is from 8.30 am to 1.30 pm. All members parking there are therefore to produce the parking ticket for verification by the IEM Secretariat at the AGM venue. The parking ticket would be collected by the Parking Attendant at Menara MBPJ Car park upon exit.*
- 3) *Light breakfast will be served from 8.00 am.*

**PROPOSED AMENDMENTS TO CONSTITUTION OF THE INSTITUTION OF ENGINEERS, MALAYSIA**

<b>EXISTING</b>	<b>PROPOSED AMENDMENT</b>																												
<b>Article IV Fees and Subscriptions</b>	<b>Article IV <del>Fees and Subscriptions</del> Sources of Income</b>																												
<p>4.1 An entrance fee in an amount determined by the Council for the grade of membership to which the applicant is admitted, elected or transferred shall be due and payable as of the date of admission, election or transfer to that grade. Such entrance fee shall be deemed to be as capital contribution for capital investment.</p>	<p>4.1 Entrance/Transfer Fee <del>An Entrance/transfer fee in an amount determined by the Council</del> for the grade of membership to which the applicant is admitted, elected or transferred shall be due and payable as of the date of admission, election or transfer to that grade. Such entrance fee shall be deemed to be as capital contribution for capital investment <i>as follows:</i></p> <table border="0"> <tr> <td colspan="2">(a) Member</td> </tr> <tr> <td>    (i) who has been a Graduate Member for at least two (2) years before applying for election</td> <td align="right">RM100.00</td> </tr> <tr> <td>    (ii) who does not fulfil the requirements in (a)(i) above</td> <td align="right">RM350.00</td> </tr> <tr> <td>    (iii) who has applied as both Member and Graduate Member</td> <td align="right">RM250.00</td> </tr> <tr> <td colspan="2">(b) Companion</td> </tr> <tr> <td>    (i) who has been a Non-corporate Member in any grade for at least one (1) year, and who applies for transfer to this grade of membership within one (1) year after obtaining the required qualifications for admission to this grade.</td> <td align="right">RM50.00 RM80.00</td> </tr> <tr> <td>    (ii) who does not fulfil the requirements in (b)(i) above</td> <td></td> </tr> <tr> <td colspan="2">(c) Graduate Member</td> </tr> <tr> <td>    (i) who has been a Non-corporate Member in any grade for at least one (1) year, and who applies for transfer to this grade of membership within one (1) year after obtaining the required qualifications for admission to this grade.</td> <td align="right">RM50.00 RM80.00</td> </tr> <tr> <td>    (ii) who does not fulfil the requirements in (b)(i) above</td> <td align="right">RM80.00</td> </tr> <tr> <td>(d) Incorporated Member</td> <td align="right">RM80.00</td> </tr> <tr> <td>(e) Affiliate Member</td> <td align="right">RM80.00</td> </tr> <tr> <td>(f) Associate Member</td> <td align="right">None</td> </tr> <tr> <td>(g) Student Member</td> <td></td> </tr> </table> <p>Subject to the above, there shall be no other transfer fee payable on changing from one grade of membership to another.</p>	(a) Member		(i) who has been a Graduate Member for at least two (2) years before applying for election	RM100.00	(ii) who does not fulfil the requirements in (a)(i) above	RM350.00	(iii) who has applied as both Member and Graduate Member	RM250.00	(b) Companion		(i) who has been a Non-corporate Member in any grade for at least one (1) year, and who applies for transfer to this grade of membership within one (1) year after obtaining the required qualifications for admission to this grade.	RM50.00 RM80.00	(ii) who does not fulfil the requirements in (b)(i) above		(c) Graduate Member		(i) who has been a Non-corporate Member in any grade for at least one (1) year, and who applies for transfer to this grade of membership within one (1) year after obtaining the required qualifications for admission to this grade.	RM50.00 RM80.00	(ii) who does not fulfil the requirements in (b)(i) above	RM80.00	(d) Incorporated Member	RM80.00	(e) Affiliate Member	RM80.00	(f) Associate Member	None	(g) Student Member	
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EXISTING	PROPOSED AMENDMENT	
<p>4.2 A schedule of annual subscriptions and life composition fees payable by all members of The Institution shall be established by the Council from time to time and confirmed by votes of a simple majority of those present at the AGM. Distinguished Honorary Fellows, Honorary Fellows, Distinguished Members and Honorary Members shall be exempted from payment of all fees.</p>	<p>4.2 Annual Subscriptions 4.2.1 A <i>The</i> schedule of annual subscriptions and life composition fees payable by all members of The Institution <del>shall be established by the Council from time to time and confirmed by votes of a simple majority of those present at the AGM.</del> Is as follows.</p>	
	<p>Fellow</p> <p>Senior Member</p> <p>Member</p> <p>Companion Member</p> <p>Graduate Member, who in the year, have attained the age of 30 have not attained the age of 30</p> <p>Incorporated Member, who in the year, have attained the age of 30 have not attained the age of 30</p> <p>Affiliate Member, who in the year, have attained the age of 30 have not attained the age of 30</p> <p>Associate Member, who in the year, have attained the age of 30 have not attained the age of 30</p> <p>Student Member, who in the year have attained the age of 30 have attained the age of 24 have not attained the age of 24</p> <p>Notwithstanding the above, any Student Member who has attained the age of 24 years and can produce evidence that he is still a bona fide student of an Institution of higher learning shall pay the same rate as a Student member below the age of 24.</p> <p>For a student pursuing an engineering diploma/degree programme, the subscription fee shall be:</p>	<p>RM 265.00</p> <p>RM210.00</p> <p>RM155.00</p> <p>RM155.00</p> <p>RM155.00 RM100.00</p> <p>RM155.00 RM100.00</p> <p>RM155.00 RM100.00</p> <p>RM155.00 RM100.00 RM20.00</p>

EXISTING	PROPOSED AMENDMENT
	Either (a) one time student membership fee for the full duration of RM50.00 the programme or (b) Annual subscription fee RM20.00  Distinguished Honorary Fellows, Honorary Fellows, Distinguished Members and Honorary Members shall be exempted from payment of all fees.
4.3 The Council shall have the authority, in special cases, to grant extension of time for, or to excuse any member from, payment of subscriptions.	4.3 Renumbered as 4.2.2 The Council shall have the authority, in special cases, to grant extension of time for, or to excuse any member from, payment of subscriptions.
	To add 4.3 Donations/Sponsorships/Contributions The Institution is allowed to accept donations, sponsorships or contributions in cash or kind. Donations, sponsorships or contributions in cash shall be declared and recorded accurately and clearly in the annual financial statements of the Institution.
	To add 4.4 Economic Activities The Institution is allowed to engage in economic activities such as sell, purchase, invest, rent, own movable or immovable assets as well as other economic activities such as setting up companies under Companies Act 2016.
<b>Article V Composition, Office Tenure and Election of the Council</b>	<b>Article V Composition, Office Tenure and Election of the Council and Branch Committee</b>
	To add <b>5.14 Branch Committee</b>
	(i) The Committee of a Branch shall comprise of:  (a) The Chairman (b) Two (2) Vice Chairman (c) The Honorary Secretary (d) The Honorary Treasurer (e) The Immediate Past Chairman (f) Not less than Four (4) and not more than eight (8) Ordinary Committee Members

	<p>(g) One (1) Representative of the Graduate and Student Section of the Branch</p> <p>(h) One (1) Companion or Graduate Member appointed by the Branch Committee</p>
	<p>(ii) Term of Office of Branch Committee</p> <p>(a) The Chairman He shall hold office for one (1) session and shall, as far as practicable, be elected from amongst Members who are serving or have previously served on Branch Committees or on the Council. He may be re-elected to the office of Chairman, provided he shall not hold that office for more than two (2) sessions consecutively. On ceasing to be Chairman he shall be eligible for re-election after a lapse of not less than one (1) session.</p> <p>(b) The Vice Chairmen They shall normally hold office for a period of two (2) sessions and shall as far as practicable be elected from members who are serving, or have previously served on Branch Committee or on the Council.</p> <p>(c) The Honorary Secretary and Honorary Treasurer shall be elected annually. He may be eligible for re-election for further periods provided he shall not hold that office for more than two (2) sessions consecutively.</p> <p>(d) The Ordinary Committee Members shall normally hold office for a term of two (2) sessions. At the end of each session, half of the Ordinary Committee Members shall retire, but they may be eligible for re-election for a further period provided they shall not hold that office for more than two (2) terms consecutively.</p>
<p><b>Article VI Management</b></p>	
	<p>To add</p> <p>6.4.1 The Honorary Treasurer may hold a petty cash advance of not exceeding three thousand ringgit (RM3,000) at any one time. All monies in excess of this sum shall within seven (7) days of receipt be deposited in a bank approved by the Council or Branch Committee where applicable. The bank account shall be in the</p>

name of the Institution or a Branch of the Institution.  
The Honorary Treasurer of a Branch may hold a petty cash advance of not exceeding one thousand ringgit (RM1,000) at any one time.

6.4.2 All cheques or withdrawal notices on the Institution's account shall be signed jointly by:

Group A President or Honorary Secretary in conjunction with  
Group B Deputy President or Honorary Treasurer

6.4.3 Approval limits for expenses/purchases of the Institution will be as follows:

Honorary Treasurer	Up to RM5,000
Standing Committee on Finance	Up to RM20,000
Executive Committee	Up to RM40,000
Council	Up to RM10 million
Annual General Meeting	Above RM10 million

6.4.4 All cheques or withdrawal notices on a Branch account shall be signed jointly by:

The Chairman in conjunction with the Honorary Treasurer or in his absence the Honorary Secretary of the Branch.

6.4.5 Approval limits for expenses/purchases of the Branch will be as follows:

Honorary Treasurer of the Branch	Up to RM2,000
Branch Committee	Up to RM50,000
IEM Council	Above RM50,000
Annual General Meeting	Above RM10 million

6.4.6 Appointment of Auditors  
Two Corporate Members who are not office bearers of the Institution shall be elected at the Annual General Meeting as Honorary Internal Auditors. The term of office of the Honorary Internal Auditors will be for one (1) session and they may be eligible for re-election.

	<p>The annual accounts of the Institution shall be examined and verified by a Certified External Auditor appointed by the Annual General Meeting. The term of office of the certified external auditor shall be for one session and may be eligible for re-appointment.</p>
	<p>To add <b>Article X Interpretations</b></p>
	<p>10.1 "The Institution" means The Institution of Engineers, Malaysia.</p> <p>10.2 "The Constitution" means the Constitution of The Institution.</p> <p>10.3 "Bylaws" means the Bylaws of The Institution approved by the Council.</p> <p>10.4 "Regulations" means the Regulations made by the Council in accordance with the provisions in the Constitution and Bylaws.</p> <p>10.5 "Rules" means the Rules of the Branch/Division/Section of The Institution.</p> <p>10.6 "The Council" means the Council of The Institution.</p> <p>10.7 "Council Members" means the ordinary and appointed Members of the Council.</p> <p>10.8 "Corporate Members" means Fellows, Senior Members and Members of The Institution and includes Distinguished Honorary Fellows, Honorary Fellows and Distinguished Members who have been Members of The Institution.</p> <p>10.9 "Non-corporate Members" means Distinguished Honorary Fellows, Honorary Fellows and Honorary Members who are not engineers and Graduate Members, Companions, Incorporated Members, Affiliate Members, Associate Members or Student Members.</p> <p>10.10 "Member" (with capital "M") when used alone means a Corporate Member of the grade of Member.</p> <p>10.11 "member" (with small "m") when used alone or in the phrases "member of The Institution" or "member of the Branch" shall, unless a contrary interpretation appears, mean a Corporate or a Non-corporate Member.</p> <p>10.12 "Month" means calendar month.</p> <p>10.13 "Session" means the period between two (2) consecutive Annual General Meetings</p> <p>10.14 "Honorary Secretary" or "Secretary" includes any deputy or assistant secretary or any other person appointed by the Council to perform the duties of the Honorary Secretary.</p> <p>10.15 "Notice" includes a voting paper.</p> <p>10.16 "Branch" means a regional community of members.</p> <p>10.17 "Word importing the masculine gender include the feminine gender; and words in the singular shall include the plural, and words in the plural shall include the singular.</p>

**AMENDMENT TO BYLAWS**

<b>EXISTING</b>	<b>PROPOSED AMENDMENT</b>
Section IV Fees and Annual Subscriptions	To remove Section 4.1 and 4.2  To renumber Section 4.3 up to 4.11 as 4.1 up to 4.9