

**RULES OF  
PERTUBUHAN PENGURUSAN ASET DAN  
PROJEK MALAYSIA**

**THE MALAYSIAN ASSET AND PROJECT  
MANAGEMENT ASSOCIATION**

**(MAPMA)**



# **RULES OF PERTUBUHAN PENGURUSAN ASET DAN PROJEK MALAYSIA. (THE MALAYSIAN ASSET AND PROJECT MANAGEMENT ASSOCIATION)**

## **1. Name**

The Association as hereunder constituted shall be known as the **PERTUBUHAN PENGURUSAN ASET DAN PROJEK MALAYSIA (THE MALAYSIAN ASSET AND PROJECT MANAGEMENT ASSOCIATION)** hereinafter referred as “the Association”. The approved abbreviation of the name of the Association where abbreviation is proper shall be “MAPMA”.

## **2. Place of Business**

The registered office and place of business of the Association shall be c/o Cawangan Pengurusan Projek Kompleks, Ibu Pejabat JKR Malaysia, Tingkat 27, Menara PJD, No.50, Jalan Tun Razak, 50400 Kuala Lumpur or at such other place as may from time to time be decided by the Council. The registered place of businesses shall not be changed without the prior approval of the Registrar of Societies.

## **3. Emblem**

None

## **4. Definitions**

4.1 “**Pertubuhan Pengurusan Aset dan Projek Malaysia (The Malaysian Asset and Project Management Association)**” abbreviated as MAPMA. Shall mean an association constituted as a professional organization dedicated to the advancement of asset and project management as a profession.

4.2 “**Project Management**” shall mean the science and art of directing and coordinating human and material resources throughout the life of a project by using modern management techniques to achieve predetermined objectives of scope, cost, time, quality and client satisfaction.

4.3 “**Asset management**” shall mean structured and systematic approach to managing assets on an ongoing basis. This approach addresses all phases of an asset’s life cycle, from pre-acquisition through decommissioning/replacement.

## 5. Aims and objects

### 5.1 Aims

The aims of the MAPMA are the enhancement in asset and project management and the advancement of asset and project management as a profession.

### 5.2 Objectives

The prime objectives are:

- 5.2.1 To promote awareness of applications of asset and project management as a powerful tool for the management of routine and non-routine activities.
- 5.2.2 To advance the profession of asset and project management and the knowledge on which it is based and stimulates its application for the benefit of industry and public.
- 5.2.3 To support Member Associations in the implementation of asset and project management knowledge and standards nationally and internationally.

## 6. Membership

6.1 Membership shall be opened to Malaysian citizens and non- Malaysian citizens above eighteen (18) years of age. (Non- Malaysian citizens need the prior written approval from registrar of societies).

6.2 The members of the Association shall consist of the following categories:

- (a) **Fellows:** A member as described herein admitted to the grade of Fellow shall be by transfer from the grade of Member. He shall be not less than thirty-five (35) years of age and shall produce evidence to the satisfaction of the Council:
  - i. that he has occupied a prominent position of major responsibility in asset or project management ;and
  - ii. that he has made net worthy contribution to the profession of asset or project management.

Fellows shall be eligible to the full benefit of the facilities, voting rights and rights to hold office in the Association.

- (b) **Honorary Members:** The Council may at its discretion confer Honorary Membership of the Association to individuals for outstanding contribution to the advancement of the profession of asset or project management.

Members will only benefit from facilities provided by the Association without the rights to vote and hold office.

- (c) **Certified Members:** A member as described herein admitted to the grade of Certified Member. He shall be a person who :

- i. is not less than twenty-five (25) years of age;
- ii. possesses a baccalaureate or global equivalent university degree from a recognised university/college with at least four (4) years asset or project management experience; and
- iii. has been certified by the Association as a Professional Asset Manager or Professional Project Manager.

Certified Members shall be eligible to the full benefit of the facilities, voting rights and rights to hold office in the Association.

- (d) **Ordinary Members:** A member as described herein admitted to the grade of the Ordinary Member. He shall be a person who:

- i. is not less than twenty (20) years of age; and
- ii. possesses a baccalaureate or global equivalent university degree from a recognised university/college with at least two (2) years asset and project management experience; or possesses a diploma from a recognized institution with at least four (4) years asset or project management experience.

Ordinary Members shall be eligible for voting rights and the facilities **and** rights to hold office.

- (e) **Affiliate Members:** A member as described herein admitted to the grade of Affiliate Member. A service provider to the profession such as project management companies or any firms, corporations, registered associations, registered societies, departments in the government agencies, an institution or a statutory authority that is interested in improving the asset or project management profession eligible to become an Affiliate Member.

Members will only benefit from facilities provided by the Association without the rights to vote and hold office.

- (f) **Associate Members:** The Council may at its discretion admitted to the grade of Associate Members those individuals who are members of other registered institutions, societies and associations in Malaysia and overseas, with similar and/or compatible mission to the Association, recognized as such by the Council. The Associate Member's organizations must be incorporated bodies and functioning under the laws of their respective countries.

Members will only benefit from facilities provided by the Association without the rights to vote and hold office.

- (g) **Student Members:** A member as described herein admitted to the grade of Student Member. He shall be a person who:

- i. is not less than eighteen (18) years of age; and
- ii. is studying for Diploma or Degree from a recognized institution. No member shall be permitted to retain this grade of membership for more than six (6) years; and

Members will only benefit from facilities provided by the Association without the rights to vote and hold office.

## 7. Admission to Membership

### 7.1

- (a) Any person desirous of joining as a member under this Rule shall be proposes and seconded in the prescribed forms from personal knowledge by **two (2) Ordinary Members** of the Association. The proposal from duly filled shall be delivered to the Secretary of the Association along with photocopies of the certificates supporting the qualifications. All applications shall be remitted along with cash or cheque or demand draft in line with the membership Rules.
- (b) For student membership, application must be verified by the Dean or Head of Department of the recognized institution.

7.2 Upon receipt of each proposal from an applicant, the Secretary shall check and then submit recommendation to the Council for approval.

7.3 The Secretary shall upon receipt of the decision from the Council communicate the same to the applicant directly. The Council may at its discretion reject any application without assigning any reason therefore.

7.4 Every applicant whose application has been approved shall, upon payment of the prescribed entrance fee and subscription, be admitted as a member of the Association for specific periods.

## 8. Application Fees, Subscriptions and other dues.

8.1 The Application fee and Annual Subscription payable shall be as follows:-

<b>Grades of Membership</b>	<b>Entrance Fees (Once Only)(RM)</b>	<b>Subscription (Annually)(RM)</b>
Fellow	-	250
Certified	100	150
Ordinary	100	100
Student	25	-
Associate	250	100
Honorary	No entrance fee and subscription required	
Affiliate	10,000	1,000

### 8.3 Payment of Fees and Annual Subscription

- (a) The admission of any member shall not be effective until the annual subscription and entrance fee, payable by him for such admission have been paid.
- (b) Every member on admission shall pay the full fee and/or **subscription before or on 31<sup>st</sup> January** for the current year in the new grade.
- (c) Every member shall be liable for the payment of his annual subscription until he has signified to the Association in writing his desire to resign, having paid all arrears, including the subscription for the year current at the date of his notice.

### 8.4 Arrears and Penalties

- (a) Any member whose annual subscription is more than one (1) month in arrears from the due date shall be so notified in writing by the Association. A member whose annual subscription becomes two (2) months in arrears from the due date shall be denied the privileges of membership and shall lose the right to vote until he settles his account. The Association shall mail a final notice to the last known

address of any member whose annual subscription becomes two (2) months in arrears from the due date.

- (b) The name of any member whose annual subscription falls in arrears for more than ten (10) months from the due date shall be removed from the Roll of the Association unless the Council shall otherwise decide. The Council may direct that legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.

## **9. Resignation and Reinstatements**

- 9.1 Any member of the Association in good standing may resign his membership by submitting a two (2) weeks' notice in writing to the Secretary, who shall then present it to the Council. Acceptance of any resignation shall be by vote of the Council. Any member whose subscriptions are not in arrears and against whom no complaint or charge is pending shall be considered in good standing.
- 9.2 A former member of the Association dropped from the Roll because of non-payment of subscription fees may be reinstated through submission of all a formal application for reinstatement and upon payment of the current year's subscription fees, together with all the arrears due from him as if there has been no lapse of his membership and a processing fee to be determined by the Council.
- 9.3 A former member of the Association separated because of resignation may reapply for readmission and the entrance, subscription, and processing fees for such readmission shall be determined by the Council with regards to the circumstances of his resignation.
- 9.4 Former members of the Association separated by expulsion proceedings following charges of alleged unethical shall not be reinstated to membership except by special approval of the Council.

## **10. Expulsion and Disciplinary Action**

- 10.1 A Member may be expelled or subjected to other disciplinary action for such acts as violation of any of the provisions of the Rules of the Association, or for conduct that in the opinion of the Council is improper and prejudicial to the best interest of the Association.
- 10.2 The Council shall consider proceedings looking towards disciplinary action or expulsion of any member upon the recommendations of Council's ad-hoc Committee. Prior to their consideration of any such case, the Council shall advise the member of the charges against him, shall notify him of the time and place of the meeting of the Council at which this case is to be considered

and shall invite him to present at such time a defense either in person or in writing. In the case of expulsion, the Council shall notify the expelled and shall delete his name forthwith from the Roll of the Association.

- 10.3 After consideration of all evidence presented at the meeting of the Council at which the case is considered, the Council may decide that the chargers against a member of the Association are not sufficient to justify expulsion. In such case, if the chargers be sustained or proven, the Council may take such other disciplinary action as may be deemed appropriate.
- 10.4 The Council, at it discretion, may notify the membership of any expulsion, suspension or other disciplinary action.
- 10.5 For a finding at the chargers against a member to be sustained or proven, shall require the affirmative vote of a majority of the entire Council. If the affirmative vote is less than two-thirds (2/3) of the entire Council, disciplinary action shall be restricted to a letter of admonition. Affirmative votes of not less than eighty (80) percent of the entire Council shall be required for expulsion.
- 10.6 No person who has been expelled from membership, and no member who has been suspended (during the period of the suspension), shall be allowed any of the rights or privileges of membership in the Association. Service for the Association at all level, shall be denied to a person expelled or suspended from the Association during the period of his suspension.

## **11. General Meeting**

- 11.1 The supreme authority of the Association is vested in a general meeting of the members held as the Annual General Meeting. At least one-half (1/2) of Fellows, Certified Members, and Ordinary Members or twice the number of the Council members (whichever is lower) present shall be valid to constitute a quorum.
- 11.2 If within half an hour after the time appointed for the meeting a quorum is not present, it shall stand adjourned to the same day and same time in the next week at the registered office, or to such other day and at such other time and place the Council may determine; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to alter the rules of the Association or make any decision affecting the whole membership.



- 11.3 The Annual General Meeting of the Association shall be held as soon as possible after the close of each financial year but not later than **31<sup>st</sup> July** on a date and a time and place to be decided by the Council. The business of the Annual General Meeting shall be:
- (a) To receive the Council's reports on the working of the Association during the previous year;
  - (b) To receive the Treasurer's report and audited accounts of the Association for the previous year;
  - (c) To elect biennially a Council and to appoint two Auditors;
  - (d) To deal with such other matters as may be put before it.
- 11.4 The Secretary shall send to all members at least twenty eight (28) days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Association for the previous year. Copies of these documents will also be made available at the registered place of business of the Association for the perusal of members.
- 11.5 An extraordinary General Meetings of the Association shall be convened:
- (a) For specific purpose the Council deems it desirable; or
  - (b) At the request in writing of not less than twenty (20) from any categories either of Fellows, Certified Members, or Ordinary Members stating the reason for such meeting.
- 11.6 An Extraordinary General Meeting requisitioned by members shall be convened for a date within thirty (30) days of the receipt of such requisition.
- 11.7 The Secretary shall forward notice and agenda for an Extraordinary General Meeting to all members at least fifteen (15) days before the date fixed for the meeting.
- 11.8 The quorum must not be less than twice the council members of which 10 are from members requesting for the Extraordinary General Meeting.
- 11.9 Clause 11.2 of this Rules regarding the postponement of an Annual General Meeting shall apply also to the 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.

- 11.10 The Secretary shall forward to all members a copy of the draft minutes of each Annual and Extraordinary General Meeting as soon as possible after its conclusion.
- 11.11 A notice may be served by the Council upon any member either personally or by sending it by post or electronic mail addressed to such member at his place as registered on the Roll.

## **12. The Council**

- 12.1 The Council Members shall comprise of the following; shall be elected at the biannually general meeting
- (a) President
  - (b) Deputy President
  - (c) One (1) Vice President
  - (d) Secretary
  - (e) Assistant Secretary
  - (f) Treasurer
  - (g) Assistant Treasurer
  - (h) Five (5) Ordinary Council members
- 12.2 The terms of office of the Council Members shall be as follows:
- (a) The President, Deputy President, Secretary, Assistant Secretary and Treasurer shall hold office for a term of two years and can be reelected for the consecutive terms.
  - (b) Ordinary Council Members can be reelected as office-bearers of the Council for the consecutive terms.
- 12.3 Each session of the Council shall commence at the conclusion of the election year in Annual General Meeting and the Council shall remain in office till the commencement of the next session.
- 12.4 An office of the Council is rendered vacant forthwith, if the holder:
- (a) Ceases to be a member of the Association
  - (b) Resigns his office by notice;
  - (c) Has his membership terminated.

- (d) Ceased or prohibited to be a Council Member by virtue, reason or order under the Societies Act 1966;
  - (e) Becomes bankrupt;
  - (f) Becomes unsound mind;
  - (g) For more than six months is absent without permission of the Council from meetings of the Council Members held during that period.
- 12.5 All Council Members of the Association and every officer performing executive functions in the Association shall be Malaysian citizens or non-Malaysian citizens, who shall be subjected to the prior approval being obtained from the Registrar of Societies.
- 12.6 Names for the Council Members shall be proposed and seconded and election will be biennially by a simple majority vote of the members at the Annual General Meeting.
- 12.7 The function of the Council is to organize and supervise the day to day activities of the Association and to make decisions on matters affecting its running within the general policy laid down by the General Meeting. The Council may not act contrary to the expressed 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.
- 12.8 The Council shall meet at least once in every quarter of a year; a seven (7) days' notice of each meeting shall be given to the members. The President acting alone or not less than three (3) of its members acting together may call for a meeting of the Council to be held at any time. At least one-half (1/2) of the Council Members must be present for its proceedings to be valid and to constitute a quorum. If within half an hour after the time appointed for the meeting a quorum is not present, it shall stand adjourned to the same day and same time in the next week at the registered office; or to such other day and at such other time and place the President in consultation with the Secretary may determine; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the Council Members present shall have the power to proceed with the business of the day but shall not have the power to consider the alteration of the rules of the Association or make any decision affecting the whole membership.
- 12.9 Where any urgent matter requiring the approval of the Council 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 Council is deemed to have been obtained:

- (a) The issue must be clearly set out in the circular and forwarded to all Council Members.
  - (b) At least one-half (1/2) of the Council Members must indicate whether they are in favor 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 council members immediately and in the next Council Meeting and recorded in the minutes thereof.
- 12.10 In the event of the death or resignation of the Council Member the candidate who received the next higher number of votes at the previous election for the post affected shall be invited to fill the vacancy. If there is no such candidate or if such candidate declined to accept the post affected, the Council shall have the power to co-opt any other member of the Association to fill the vacancy until the next election in the Annual General Meeting.
- 12.11 The Council shall give instructions to the Secretary and other Council Members for the conduct of the affairs of the Association. It may suspend or dismiss any Council Members for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Council, or for any other reason which it deems good and sufficient in the interest of the Association. The Council may delegate any of its power to committees consisting of such member or members of the Council as they think fit; any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Council.
- 12.12 Between Annual General Meetings the Council shall interpret the Rules of the Association and, when necessary, determine any point on which the Rules are silent.
- 12.13 Except where they are contrary to or inconsistent with the policy previously laid down by the General meeting the decision of the Council shall be binding on all members of the Association unless and until countermanded by a resolution of a General Meeting.

### **13. Duties of the Council Members**

#### **13.1 President**

He shall during his terms of office preside at all General Meetings and all meetings of the Council and shall be responsible for the proper conduct of all such meetings.

13.2 Deputy President

He shall deputise for the President during the latter's absence.

13.3 Vice President

He shall assist the President and Deputy President in carrying out his duties and administration of the Association.

13.4 Secretary

He shall conduct the business of the Association in accordance with the rules, and shall carry out the instructions of the General Meeting and Council Meeting. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall maintain a proper membership register of the members consisting of details, such as name, identity card numbers, date/place of birth, occupation, contact number, name/address of employer, residential address and electronic mail address. He shall file annual returns within 60 days from the date of the Annual general Meeting to the Registrar of Societies.

13.5 Assistant Secretary

He shall assist the Secretary in carrying out his duties and shall act for him in his absence.

13.6 Treasurer

He shall be responsible for the finances of the Association. He shall keep accounts of all its financial transactions and shall be responsible for its correctness.

13.7 Assistant Treasurer

He shall assist the treasurer in carrying out his duties and shall act for him in his absence.

13.8 Ordinary Council Members

The Ordinary Council Members shall carry out such duty as directed by the President or the Council.

**14. Financial Provisions**

14.1 Subject to the following provisions in this rule, the funds of the association may be expended for any purpose necessary for the carrying out its objects, including the 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.

- 14.2 The Treasurer may hold a petty cash advance not exceeding **RM 2,000.00** at any one time. All money in excess of this sum shall within seven days of receipt deposited in a bank approved by the council. The bank account shall be name of the association.
- 14.3 All cheques or withdrawal notices on the Association's account shall be signed jointly by the Treasurer, alternately the Assistant Treasurer, AND another Council Member as the Council may determine.
- 14.4 No expenditure other than fixed overheads exceeding **RM 10,000.00** at any one month shall be incurred without the prior sanction of the Council. Expenditure less than **RM 10,000.00** at any one time may be incurred by the President or Deputy President together with the Secretary or the Treasurer.
- 14.5 As soon as possible after the end of each financial year, 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 under the Rules 15. 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 Association for the perusal of members.
- 14.6 The financial year of the Association shall commence on the 1<sup>st</sup> January and end on the 31<sup>st</sup> December every year.

## **15. Audit**

- 15.1 Two (2) persons from ordinary member, who shall not be the Council Members of the Association, shall be appointed biennially, by the Annual General Meeting as Honorary Auditors.
- 15.2 The Auditors shall be required to audit the accounts of the Association for the year, 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 Association for any period within their tenure of office, at any date, and to make a report to the Council.

## **16. Administration of Property**

- 16.1 The immovable property of the Association shall be registered in the name of the Association shall appoint three officers of the President, the Secretary and the Treasurer as the Properties Administrator Officer pursuant to Section 9 (b) of the Societies Act 1966, whose appointment are authenticated by the certificate of the Registrar of Societies. They will serve in this capacity for the duration of their term of office in the committee. They will automatically cease to hold that position when their term of office ends.

- 16.2 They are not empowered to sell, mortgage or transfer the property of the Association unless given the authority to do so by the General Meeting.
- 16.3 In the event that a post fails vacant, the Committee shall have the power to co-opt any other member of the Committee to fill the vacancy until the next Annual General Meeting.

## **17. Prohibitions**

- 17.1 All forms of gambling, video games, and games of mere chance shall be prohibited to be played in the premises of the Association.
- 17.2 Neither the Association nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.
- 17.3 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association, its office-bearers or members without prior approval from the authorities concerned.
- 17.4 No University/College student can be allowed to be a member of the Association without the prior written approval from the Dean or Head of Department of the university concerned.
- 17.5 "Benefits" as mentioned under Section 2 of the Societies Act 1966 shall not be given by the Association to any of its member.

## **18. Amendments of Rules**

- 18.1 The Rules of the Association shall be amended only at the Annual General Meeting. Amendment of the Rules shall be proposed by the Council or by not less than 20 members from any categories of either Fellow Members, Certified Members or Ordinary Members signing a written petition to the Secretary. Petitions for a proposed amendment shall be presented to the Secretary not less than twenty-one (21) days in advance of the date of the date of the Annual General Meeting. A proposed amendment in accordance with the intent of the petition shall be drafted by the Secretary and sent by letter or electronic mail to all members of the Association at least fourteen (14) days in advance at which the proposed amendments shall be tabled.
- 18.2 The proposed amendments as drafted by the Secretary shall be for discussion at the Annual General Meeting and it may be amended in any manner pertinent to the petitions by a majority vote at the said Annual General Meeting.
- 18.3 Any amendment to the rules shall be forwarded to the Registrar of Societies within 60 days of being passed by the Annual General Meeting. An

amendment that has been adopted shall become effective upon approval of the Registrar of Societies.

## **19. Dissolution**

- 19.1 The Association may be voluntarily dissolved by a resolution of not less than three-fifth (3/5) of the total voting membership present in a General Meeting.
- 19.2 In the event of the Association being dissolved as provided in above, all debts and liabilities legally incurred on its behalf shall be disposed in such manner as may be decided upon by a General Meeting.
- 19.3 Notice of dissolution shall be forwarded to the Registrar of Societies within fourteen (14) days of its dissolution.

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