



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA
BYLAWS AND REGULATION**

INTERPRETATION

In these Bylaws (where not repugnant to the context) the following words and expressions have the meanings hereinafter assigned to respectively:

The “College” shall mean College of Otorhinolaryngologists - Head and Neck Surgeons of the Academy of Medicine of Malaysia.

The “Society” shall mean The Malaysian Society of Otorhinolaryngologists - Head and Neck Surgeons

The “Council” shall mean the Council of the College.

The “Register” shall mean and include the rules in force for the management or conduct of the College or of any of its activities.

The “Office” shall mean the Registered Office of the College.

I. NAMES AND ADDRESS

1. The College of Otorhinolaryngologists - Head and Neck Surgeons, Academy of Medicine of Malaysia (CORLMM), shall be called in Bahasa Malaysia *“Kolej Pakar Otorinolarologi Surgeri Kepala dan Leher, Akademi Perubatan Malaysia”*
2. The College shall have a registered place of business and shall not be changed except by a resolution of the Council.

Present Address:

Unit 1.6, Level 1

Enterprise 3B

Technology Park Malaysia (TPM)

Jalan Inovasi 1,

Lebuhraya Puchong – Sungai Besi

Bukit Jalil

57000 Kuala Lumpur

II. GOVERNING CONSTITUTION

The College shall be governed by the constitution of the Academy of Medicine of Malaysia and the Bylaws of the College of Otorhinolaryngologists - Head and Neck Surgeons

III. CREST AND MOTTO

1. The Motto of the College is “Kesatuan dalam Otorinolarologi”.
2. The Crest of the College shall be a graphic drawing of ear, nose, throat, head and neck, which symbolizes the field of ear, nose, throat and head & neck surgery. This is the field of interest of our members. The colour green symbolizes sincerity and purity in our service to the public



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA**

IV. AIMS AND OBJECTIVES

1. To promote the art and science of Otorhinolaryngology and Head and Neck Surgery
2. To coordinate the activities of Otorhinolaryngologists - Head and Neck Surgeons.
3. To represent Otorhinolaryngologists - Head and Neck Surgeons and protect their interests.
4. To promote fellowship among Otorhinolaryngologists - Head and Neck Surgeons
5. To highlight specific Otorhinolaryngology - Head and Neck issues in the country and contribute towards the solution of these matters.

V. MEMBERSHIP

1. Membership of the College is only through the membership of the Academy of Medicine of Malaysia with the recommendation of the Council of the College.
2. The final decision on the election to membership of the College will be made by the Council of the Academy of Medicine of Malaysia.
3. All applications for Membership shall be made on such application forms as prescribe by the Academy of Medicine of Malaysia.
4. The membership shall not be unlimited in number and it will consist of the following categories:
 - i. Ordinary Members
 - ii. Fellowship
 - iii. Associate Members
 - iv. Candidate Members
 - v. Honorary Fellow

Below are the descriptions of the membership:

i. Ordinary Members

Applications into the Academy are via the recommendations of the College. Applicants shall be registered with the National Specialist Register (NSR) with a post-graduate qualification in Otorhinolaryngology and who are engaged in the practice of Otorhinolaryngology- They must be a citizen of Malaysia at the time of joining the College



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA**

ii. Fellowship

Fellowship shall be open to those Ordinary Members of the Academy of Medicine who:

- a. have been Ordinary Members for at least ten years and are in good standing and have contributed significantly to the advancement of the practice of medicine.
 - b. may not have been Ordinary Members for ten years but have contributed significantly to the improvement of specialist practice in the country in the last ten years and have at least ten credited publications.
- Fellows are entitled to use the honorific FAMM after their names.

iii. Associate Members

Associate Membership shall be open to members of the Medical and Allied Professions who have interest in Otorhinolaryngology or other allied Medical and Scientific fields.

iv. Candidate Member

Candidate Members are fully registered medical practitioners who are undergoing a recognised training programme and have passed the first part of a recognised professional graduate or postgraduate diploma examination.

v. Honorary Fellow

Honorary Fellow shall be elected at Annual General Meeting of the College upon the recommendations of the Council of the College

VI. PRIVILEGES OF MEMBERSHIP

1. Ordinary Members and Fellows shall be entitled to participate in all activities of the College, to attend its Annual General Meeting, to serve as Representatives and be in Committees of the College, to vote and hold office. They have voting rights.
2. Associate Members shall be entitled to participate in activities of the College, to serve as Representatives and be in Committees of the College and to attend its Annual General Meeting BUT have no voting right.
3. Benefits accorded are dependent on the type of membership in Table 1.
4. The College shall charge a 5% administrative fee to facilitate any overseas sponsorship of its Members/Fellows.



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA**

Table 1 Benefits according to type of membership

BENEFITS	Life	Ordinary	Associate	Candidate
Keep current with the latest scientific information, policy updates, and recommendations through seminars, updates course, and workshops regularly organized by the college as well as the regular information distributed through the emails by the College's secretariat.	✓	✓	✓	✓
Taking pride in College's membership by displaying membership card and certificate of membership.	✓	✓	✓	✓
A platform for members to build up networking with local colleagues, regional and international colleagues.	✓	✓	✓	✓
Access to members-only website content including membership survey results, practice management resources, promotional materials and more.	✓	✓	✓	✓
Eligible to apply for College's research grant	✓	✓		
Discounted fees to College organized events such as the annually organized Malaysian International ORL-HNS congress, etc.	✓	✓		
Eligible to participate in the annual retreat organized by the College.	✓			
Able to apply for travel/sponsors grant to conference, workshops, seminars etc.	✓			

VII. TERMINATION OF MEMBERSHIP

1. Any member who ceases to be a member of the Academy of Medicine of Malaysia shall cease to be a member of the College.
2. The Council of the College may recommend to the Council of the Academy of Medicine of Malaysia termination of membership upon adoption of a resolution of the Council with the agreement of at least ten members of the Council.
3. Any member of the College may resign from the College by giving to the Honorary Secretary of the College notice in writing to that effect, providing that any members giving such notice shall be liable to pay his subscription up to and including the current year in which such notice was given.
4. Any member in arrears of subscription for a period of two years in spite of repeated reminders shall ipso facto cease to be a member.
5. Every member on joining the College impliedly undertakes to comply with the regulation in the College and the Academy of Medicine of Malaysia and any refusal or neglect to do so or misconduct which in the opinion of the Council of the College is unworthy of a member shall render such member liable to expulsion or suspension by the Council of the College. The Honorary Secretary of the College shall provide the member in writing of the complaint made against the member specifying the period within which he/ she is required to answer from such member or upon the expiry of the period specified by the Honorary Secretary of the College



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA**

above referred to, whichever is the later, the Council of the College shall be entitled to take a decision on the complaint against such member.

VIII. MEMBERSHIP FEE

All members shall pay their annual subscription fee to the Academy of Medicine of Malaysia.

The Financial Year shall start on the 1st of January and end on the 31st of December.

The subscription fees are:

- a. The Annual Subscription for Ordinary and Associate Members shall be RM150.00.
- b. The Annual Subscription for Candidate Members shall be RM50.00
- c. Life membership (Ordinary Members) shall be:
 - I. < 50 years old = RM2500
 - II. >50 years old = RM1000

Ordinary Members and Associate Members shall pay an entrance fee of RM500.00.

IX. REGISTER OF MEMBERS

1. A Register shall be kept by the College and therein shall be entered the names, address and year of induction as Ordinary Member and conferment as Fellows.
2. Members have the right to view their particulars and, when possible, shall be given the opportunity do so at each Annual General Meeting.

X. COUNCIL OF THE COLLEGE

1. There shall be a Council of the College to manage its business and affairs.
2. The Council of the College shall consist of a President and twelve committee members.
3. The Council of the College shall be no different from the Executive Committee members in The Society for as long as the Society is registered.
4. The management of the College shall be in the hands of the Council of the College consisting of:
 - i. President
 - ii. President-Elect
 - iii. Honorary Secretary
 - iv. Honorary Treasurer
 - v. Eight Council Members
 - vi. Immediate Past President



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA**

5. All members of the Council of the College and every officer performing executive functions in the College shall be Malaysian citizens or permanent residents.
6. The term of Office of the Council of the College shall be for 2 year term. .
7. The quorum at all Council Meetings shall be seven.
8. The Council of the College shall have the right to fill any vacancy of office that may occur during its term of office.

XI. ELECTION OF COUNCIL

The Council shall be elected at the Annual General Meeting or at an Extraordinary General Meeting if all Members of the Council resign during the year.

XII. POWERS OF THE COUNCIL OF THE COLLEGE

Between general meetings, the Council shall interpret the rules of the College and when necessary, determine any point on which the rules are silent. Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Council shall be binding on all College members unless and until countermanded by a resolution of a general meeting.

XIII. PROCEEDINGS OF MEETINGS

1. *Annual General Meeting*

- i. The Annual General Meeting shall be held any time between the months of April and June every year on a date and at a place to be decided by the Council . The business of the Annual General Meeting shall be:
 1. To confirm the minutes of the previous Annual General Meeting
 2. To receive the Council report on the working of the College during the previous year.
 3. To receive the Honorary Treasurer's report and the audited accounts of the Council for the previous year.
 4. To elect the Council for the ensuing 2 year.
 5. To appoint two Honorary Auditors for the ensuing 2 year.
 6. To deal with such other matters as may be put before it.
- ii. Preliminary Notice of the Annual General Meeting asking for motions for discussions at the meeting, proposed amendments to the Constitution and other matters to be included in the agenda, shall be sent to all members by the Honorary Secretary not less than 30 days before the date for the Annual General Meeting.



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA**

- iii. Motions, proposals, proposed amendments to the Constitution and other matter to be included in the agenda must be sent by members to reach the Honorary Secretary not later than 21 days before the date fixed for the meeting.
- iv. The Honorary Secretary shall circulate to all members the agenda, audited Statement of Accounts, Annual Report, motions proposed by members, proposed amendments to the By-Laws and any matters requested by members 14 days before the Annual General Meeting.
- v. Two Honorary Auditors shall be elected at the Annual General Meeting from amongst members of the College.

2. *Extraordinary General Meeting*

An Extraordinary General Meeting shall be convened:

- a. By the Council as deemed necessary or desirable.
- b. At the request in writing of not fewer than half the membership, stating the objects and reasons for such a meeting.

Twenty-one days' notice shall be given to all members specifying the place, date and time of the Extraordinary General Meeting.

3. Council of the College *Meetings*

The Council of the College meetings shall be held at least once every four months or as and when necessary.

4. *Subspecialty Meetings*

The Council of the College shall form working groups or sections of subspecialties within the College based on resolutions passed at the Annual General Meeting. Activities and financial disbursements would be approved and administered by the Council of the College

- 5. Amendments to the Constitution shall be passed if at least two-thirds of the members present at the Annual General Meeting of the College-vote in favour of the amendments.
- 6. Quorum of the Annual and Extraordinary General Meeting:



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA**

- a. The quorum at all Annual and Extraordinary General Meeting shall be one half of the members or twice the total number of the Council, whichever is the lesser.
- b. In the event of a lack of quorum at the Annual General Meeting the meeting shall be postponed to a date not less than fourteen days but not more than twenty-eight days later and if at such adjourned meeting a quorum is not present, those members entitled to vote who are present shall constitute a quorum. The members present shall not have the power to alter the By-Laws of the College or to make decisions affecting the whole membership.
- c. In the event of a lack of quorum at the Extraordinary General Meeting, the meeting will be cancelled. The subject for resolution of the cancelled meeting may again be raised at another Extraordinary General Meeting, provided that Article XIII, 2(a), 2(b) is complied with.

XIV. DUTIES

- i. **President**
 - a. Shall preside at all business meeting of the College.
 - b. Shall have a casting vote in addition to his normal vote.
 - c. In the event of absence of the President, the President-Elect shall preside at the meeting. In the absence of both the President and President-Elect, the Council shall elect one of its members to preside at the meeting.
- ii. **Honorary Secretary**
 - a. Shall be responsible for the management of the College.
 - b. Shall keep a Register of Fellows, and Members of the College.
 - c. Shall convene all meeting of the College.
 - d. Shall prepare the Annual Report which shall be circulated to members two weeks before the Annual General Meeting of the College.
 - e. Shall keep minutes of all the business meetings of the College.
- iii. **Honorary Treasurer**
 - a. Shall sign all cheques which will have to be countersigned by the President or Honorary Secretary.
 - b. Shall keep an account of all business transactions by the College.
 - c. Shall prepare the audited Statement of Accounts which shall be circulated to members two weeks before the Annual General Meeting of the College.



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA**

XV. FINANCIAL PROVISIONS

1. The Honorary Treasurer may hold a petty cash advance not exceeding RM1,000.00 at any one time. All money in excess of this sum shall within 7 days of receipts be deposited in a bank approved by the Council . The bank account shall be in the name of the College.
2. No expenditure exceeding RM10,000.00 at any one time shall be incurred without the prior sanction of the Council.
3. Travelling Allowance:
 - I. The Council shall be paid traveling allowances when they attend–Council meetings. Council Members traveling by car shall be paid mileage of RM1.00 per kilometer. Toll charges shall be paid according to the published and prevailing rates.
 - II. In the event the Council Member travels by flight, he / she will be reimbursed a sum equivalent to an economy class ticket upon submitting his / her flight ticket to the Honorary Treasurer. The Council Member will also be allowed to claim “budget taxi” charges only to the venue of the proposed meeting upon submitting his / her receipts to the Honorary Treasurer
 - III. Any outstation Council Member shall be eligible to claim hotel accommodation not exceeding RM 400 per night while attending Council Meeting upon submitting the hotel receipt to the Honorary Treasurer.

XVI. PROHIBITION

The College shall not have any affiliation or connection outside Malaysia provided prior written approval from the authority concerned is obtained.

XVII. DISSOLUTION

The College shall be dissolved only with the consent of at least two-third of its registered members present at an Annual General Meeting or an Extraordinary General Meeting convened for the purpose.

In the event of dissolution, the balance of the funds shall be disposed of in such manner as may be determined by a majority vote at a General Meeting convened for this purpose.



**COLLEGE OF OTORHINOLARYNGOLOGISTS-HEAD AND NECK SURGEONS,
ACADEMY OF MEDICINE OF MALAYSIA**

Prepared by:

Assoc. Prof. Dr. Ramiza Ramza Ramli
MSOHNS EXCO 2018/2019

Updated by:

Dr Ahmad Nordin
A/Prof Dr Revadi Govindaraju
DrCarren Teh
MSOHNS EXCO 2021/2022
Date: 18th April 2022

Dr Pathma Letchumanan

Secretary 2022-24, last updated 07/05/2024