

Constitution for

MALAYSIAN MUSIC THERAPY ASSOCIATION

Clause 1 Name

- 1.1 This organization is known as **MALAYSIAN MUSIC THERAPY ASSOCIATION** and shall be referred to herein as the “Association”.

Clause 2 Location of Association

- 2.1 The business address of the Association is **Malaysian Music Therapy Association (MMTA)** c/o Music Therapy Department, Absolute Music Performing Arts Centre (AMPAC), No D-2-23, 23, Jalan 1A/20B, Dataran Ara Damansara, 47301 Petaling Jaya, Selangor.
- 2.2 The address for any correspondence is **Malaysian Music Therapy Association (MMTA)** c/o Music Therapy Department, Absolute Music Performing Arts Centre (AMPAC), No D-2-23, 23, Jalan 1A/20B, Dataran Ara Damansara, 47301 Petaling Jaya, Selangor.

Clause 3 Objectives

- 3.1 The objectives of this Association are as stated below:
- 3.1.1 To periodically update, maintain professional standards, and advance the use of music and music therapy in all its related settings in Malaysia by:
- 3.1.1.1 establishing, implementing, and improving standards of practice and ethical conducts for music therapists in Malaysia in accordance to expected international standards within the field of Allied Health.
 - 3.1.1.2 establishing, reviewing, and improving standards for the education and training of music therapists in Malaysia.
 - 3.1.1.3 defining, enforcing, and regulating the accreditation for music therapists in Malaysia.
 - 3.1.1.4 training, developing, and promoting research in music therapy in Malaysia, as well as collaborating with other related disciplines and professions.
- 3.1.2 To serve as the primary organizational body for music therapy professionals in Malaysia by:
- 3.1.2.1 raising public and professional awareness of music therapy in Malaysia.
 - 3.1.2.2 raising the profile of music therapy.
 - 3.1.2.3 interpreting and advocating for services of the profession to other professional disciplines .

- 3.1.2.4 building and maintaining channels of communication, integrative support in services, and collaboration with other allied health professions and related professionals both locally and internationally.
- 3.1.2.5 representing the field of music therapy in Malaysia at national, regional, and international levels.
- 3.1.2.6 advocating for the discipline of music therapy to be established as an allied health discipline within the allied health division of the Ministry of Health in Malaysia.

Clause 4 Membership

- 4.1 There are three (3) different types of membership:
 - 4.1.1 Professional Membership is open for music therapists who obtain the qualification of a music therapist .
 - 4.1.2 Student Membership is open for students who are actively enrolled in a recognized university or college pursuing music therapy program.
 - 4.1.3 Associate Membership is open for individuals who are non-music therapist who show interest and support the field of music therapy.
- 4.2 The membership fees are as follow:
 - 4.2.1 Professional Annual Membership Fee RM150.00 (One Hundred and Fifty Ringgit Malaysia only).
 - 4.2.2 Student Annual Membership Fee RM50.00 (Fifty Ringgit Malaysia only).
 - 4.2.3 Associate Annual Membership Fee RM100.00 (One Hundred Ringgit Malaysia only).
- 4.3 Payment of membership fee must be made to the treasurer within 30 days of the start of the year.
- 4.4 Members who have unpaid fees for more than 3 months will be charged for a late fee of RM50.00 (Fifty Ringgit Malaysia only) and will lose their rights to vote.
- 4.5 Members who have unpaid fees for more than 1 year will be automatically removed from the membership and must settle all fees including late fee for re-entry to the Association.
- 4.6 The committee has the rights to revise the membership categories and the respective fees.

Clause 5 Resignation and Termination of Members

- 5.1 A member must provide a written resignation letter to the secretary prior to the resignation and must settle any outstanding fees prior to the acceptance of the member's resignation.
- 5.2 Members who fail to adhere to the Constitution of the Association or that damage the good name of the Association shall be dismissed or suspended as a member for a period of time as set by the committee.

Clause 6 Source of Income

- 6.1 The sources of income of the Association are as follows:

- Membership Fees
- Funding from government/private sector
- Surplus of conferences/workshops/events
- Sponsorship
- Donations

Clause 7 General Meeting

- 7.1 The general meeting of members is the authorizing body of the Association. In order for a meeting to be valid a quorum must be achieved of at least half of the total members of the Association, that are entitled to vote, or twice the amount of members in the committee must be present.
- 7.2 The general meeting for this Association is to be held once a year but no later than 31st March at the date, time, and venue stated by the committee. The purposes of the annual general meeting are to:
 - 7.2.1 Receive the report from the committee with regards to the Association's activities throughout the past year.
 - 7.2.2 Receive the financial report from the treasurer including the audited financial statements for the previous year.
 - 7.2.3 Address any Association's relevant matters.
 - 7.2.4 Elect the new committee members and auditors if applicable.
- 7.3 An agenda for the annual general meeting must be sent by the secretary to every member of the Association at least 14 days prior to the commencement of the annual general meeting, and is to include the audited financial statements for the past year.
- 7.4 Extraordinary general meetings for this Association can be held:
 - 7.4.1 When more than half of the committee members think there is an urgent need,
or;

- 7.4.2 Upon joint written request from no less than one fifth of the total number of eligible voting members with an explanation of the reason and purpose for the meeting. The request must be submitted to the secretary of the Association.
- 7.5 Extraordinary general meetings requested by members must be held within one month from the date of acceptance of the request.
- 7.6 The secretary must send the announcement and agenda of the extraordinary general meeting to every member at least 14 days prior to the date that has been fixed for the meeting.
- 7.7 Clause 7.1 in this Constitution related to the quorum may be applied to the extraordinary general meetings.

Clause 8 Committee

- 8.1 An organizing committee as mentioned below, to be termed as Office Bearers of the Association, must be volunteered or elected during the annual general meeting:

One President
One Vice President
One Secretary
One Treasurer
Five Committee Members

- 8.2 Members with voting eligibility may volunteer the above positions or elect any eligible nominated members. Elections shall be carried out via voting by eligible members during the annual general meeting. All committee members will serve the Association for two years and may be re-elected every two years.
- 8.3 The function of the committee is to organize and execute the Association's daily business and to make decisions on issues related to the management of the Association. The committee shall not undertake any action that contradicts decisions of the general meeting without prior consultation with it and should always comply with decisions of the general meeting.
- 8.4 The committee must meet at least once every 4 months. The announcement for each meeting must be sent to the members of the committee at least 7 days prior to the meeting. The President and/or any group of at least 4 committee members can call for a committee meeting at any time. At least half of the total number of the committee must be present in order to achieve a quorum and so validate the meeting.

Clause 9 Duties of an Officer

- 9.1 The President shall be the Chairperson for every general meeting and committee meeting and is responsible for the smooth running of each meeting. He/She shall have the deciding vote and must sign the minutes of the meeting once approved. He/She shall sign every Association cheque together with the Secretary and the Treasurer.
- 9.2 The Vice President shall act as President during the absence of the President.
- 9.3 The Secretary shall carry out the administrative work of the committee according to the Constitution and according to the directions of the general meeting and committee meeting. The Secretary is responsible for managing all Association correspondence, except accounts and financial ledgers. He/She shall keep the records of all members' details. He/She shall attend all meetings and write the minutes for each meeting. Together with the President and the treasurer, the Secretary shall sign every Association cheque. The Secretary shall be responsible for sending the Association's annual statement to the Registrar of Societies, within 60 days from the date of annual general meeting as stated under Section 14(1) Organization Act, 1966.
- 9.5 The Treasurer is responsible for all financial matters related to the Association. He/She shall record and keep account for all finances and shall be responsible for the accuracy. He/She shall sign all Association cheque together with the President and the Secretary.
- 9.6 The committee members shall assist the committee in carrying out its tasks.

Clause 10 Finance

- 10.1 Subject to allocation stipulated within this Constitution, the Association's funds can be used in order to carry out the purposes of the Association including the expenses for administration and the salary of auditors.
- 10.2 The Treasurer may keep petty cash funds of no more than RM500.00 (Five Hundred Ringgit Malaysia only) at any given time. Any additional funds should be paid into a bank approved by the committee. The name of the account at said bank should be that of the Association.
- 10.3 Any cheque of other types of withdrawal must be signed by the President, the Secretary, and the Treasurer.
- 10.4 Expenditure exceeding RM500.00 (Five Hundred Ringgit Malaysia only) at any one time cannot be made without prior consent of the committee, and expenditure exceeding RM5,000.00 (Five Thousand Ringgit Malaysia only) at any one time cannot be made without approval of a general meeting.
- 10.5 At the end of the financial year, statements of income and expenses and an account balance sheet for the financial year must be prepared by the Treasurer and checked by

the auditor as soon as the financial year has ended. Account statements that have being audited shall be presented at the next annual general meeting for approval.

10.6 The financial year for this Association begins 1st January and ends 31st December.

Clause 11 Auditing of Accounts

11.1 Two individuals that are not office bearers can be elected during the annual general meeting as Auditors. They will hold the post for two years and can be re-elected

11.2 The Auditors shall audit the Association's accounts for two years and prepare a report of confirmation to be presented at the annual general meeting. They shall also audit the Association's accounts and prepare a report for the committee at any given time if requested to do so by the President.

Clause 12 Interpretation of the Constitution

12.1 In the period between general meetings, the Committee may give their interpretation of the Constitution and if deemed necessary decide on matters that are not covered herein.

Clause 13 Prohibitions

13.1 This Association cannot run a lottery whether it is specially for the members or not, upon the name of the Association or the officers or the committee or the members.

Clause 14 Amendments of the Constitution

14.1 This Constitution cannot be changed or amended except via decision from a general meeting. The application to change or amend the Constitution must be made to the Registrar of Societies within 60 days from the date of approval of the change or amendment at the general meeting and any changes or amendments thereof shall only be enforceable from the date of approval of the change or amendments by the Registrar of Societies.

Clause 15 Dissolution

15.1 This Association can be dissolved voluntarily by vote where the vote count is not less than three fifths (3/5) of the total eligible members that are present in general meeting called specially for this purpose.

15.2 If it is agreed to dissolve the Association as stated above, all debts and liability of the Association that are legitimate according to the law must be settled and any balance of monies be disposed in a manner agreed upon at the said general meeting.

15.3 The statement of dissolution must be delivered to the Registrar of Societies within 14 days from the date of dissolution.

Clause 16 **Logo**

17.1 The Association has a logo that upholds the purposes as stated below:



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President: Dr. Indra V. Selvarajah

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Secretary: Cheryl Mow Yin Mei