

CONSTITUTION

PERTUBUHAN TERAPI MUZIK MALAYSIA (MALAYSIAN MUSIC THERAPY ASSOCIATION)

CLAUSE 1 NAME

1. The Association shall be known as

PERTUBUHAN TERAPI MUZIK MALAYSIA (MALAYSIAN MUSIC THERAPY ASSOCIATION)

Hereinafter referred to as "the Association".

2. Meaning of name : **PERTUBUHAN TERAPI MUZIK MALAYSIA (Malaysian Music Therapy Association) is a professional organization body for music therapy professionals practicing in Malaysia to advance the use of music and music therapy in all its related settings in Malaysia.**

PERTUBUHAN TERAPI MUZIK MALAYSIA (Malaysian Music Therapy Association) is committed to the advancement of education, training, professional standards, credentials, and research in support of the music therapy profession.

3. Level : **Kebangsaan**

CLAUSE 2 ADDRESS

1. The registered address is

**MALAYSIAN MUSIC THERAPY ASSOCIATION (MMTA) PO BOX SUITE 220,
MAIL BOXES ETC (MBE) @ THE GARDENS MALL, P2-K01, LEVEL P2 THE
GARDENS MALL, LINGKARAN SYED PUTRA, MID VALLEY CITY, 59200
KUALA LUMPUR.
59200**

or at such other place as may from time to time be decided by the Committee; and the postal address is

**MALAYSIAN MUSIC THERAPY ASSOCIATION (MMTA) PO BOX SUITE 220,
MAIL BOXES ETC (MBE) @ THE GARDENS MALL, P2-K01, LEVEL P2 THE
GARDENS MALL, LINGKARAN SYED PUTRA, MID VALLEY CITY, 59200
KUALA LUMPUR.
59200**

2. The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

CLAUSE 3 OBJECTIVE

The objectives of this Association are as stated below:

3.1 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 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.

3.1.2 establishing, reviewing, and improving standards for the education and training of music therapists in Malaysia.

3.1.3 defining, enforcing, and regulating the accreditation for music therapists in Malaysia.

3.1.4 training, developing, and promoting research in music therapy in Malaysia, as well as collaborating with other related disciplines and professions.

3.2 To serve as the primary organizational body for music therapy professionals in Malaysia by:

3.2.1 raising public and professional awareness of music therapy in Malaysia.

3.2.2 raising the profile of music therapy.

3.2.3 interpreting and advocating for services of the profession to other professional disciplines.

3.2.4 building and maintaining channels of communication, integrative support in services, and collaboration with other allied health professions and related professionals both locally and internationally.

3.2.5 representing the field of music therapy in Malaysia at national, regional, and international levels.

3.2.6 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

Membership is open to individuals who support the objectives of the Association and agree to abide by its rules and regulations.

4.1 There are three (3) types of membership and its membership fees are as follow:

4.1.1 Professional Membership is open for music therapists who obtain the qualification and credentials, including practicing license of a music therapist. Professional Annual Membership Fee RM150.00 (One Hundred and Fifty Ringgit Malaysia only).

4.1.2 Student Membership is open for students who are actively enrolled in a recognized university or college pursuing music therapy program. Student Annual Membership Fee RM50.00 (Fifty Ringgit Malaysia only).

4.1.3 Associate Membership is open for non-music therapist who show interest and support towards the field of music therapy. Associate Annual Membership Fee RM100.00 (One Hundred Ringgit Malaysia only).

4.2 The membership starts from 1st January to 31st December each year.

Members must renew their membership each year by paying the respective annual membership fee.

4.3 The 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).

4.5 Members who have unpaid fees for more than 1 year will be automatically removed from the membership for the year, and must settle all fees including late fee for re-entry to the Association.

4.6 The committee reserves the right to revise the membership categories, the respective fees, and the terms of the fees charged.

CLAUSE 5 RESIGNATION AND TERMINATION

5.1 A member must provide a written resignation letter to the secretary 14 days prior to the resignation and must settle any outstanding fees prior to the acceptance of the resignation of a member.

5.2 Members who fail to adhere to the Constitution of the Association or who 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. Before the Committee dismisses or suspends the membership of a member, he/she shall be informed of the reasons for dismissal or suspension in writing. The member will be given an opportunity to defend him/herself. Dismissal or suspension shall be implemented unless a general meeting is held to postpone or cancel the decision on appeal by the member.

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 Secretary with regards to the activities of the Association 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 Elect the new Committee members and auditors for the ensuing 2 years.

7.2.4 Address any relevant matters of the Association.

7.3 An agenda for the annual general meeting must be sent by the secretary to every member of the Association at least 3 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 the joint written request from no less than one-fifth (1/5) of the total number of eligible voting members with an explanation of the reasons and purpose for such 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 all members at least 3 days prior to the date fixed for the meeting.

7.7 Clause 7.1 in this Constitution pertaining to the quorum or the adjournment of the general meeting must 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. The name of the positions are to be proposed, seconded, and elected. Elections shall be carried out via simple majority vote of the

eligible members at a 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 daily business of the Association 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. The Committee must submit a report about its activities in the previous year at each annual 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 3 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.

8.5 Should an urgent matter requiring the approval of the Committee and a Committee meeting could not be held, the Secretary may seek for the approval of the Committee through a circular letter. The conditions below must be fulfilled before a decision is made by the Committee:

8.5.1 The issue must be clearly set out in the circular letter distributed to every member.

8.5.2 At least half of the members must indicate their approval or objection to it; and

8.5.3 The decision must be made by a majority vote. Any decision obtained by the circular letter must be reported by the Secretary to the next Committee meeting and recording in the minutes.

8.6 If any Committee member dies or resigns, the Committee shall have the power to appoint another member to fill the vacancy until the next general meeting.

8.7 The Committee may recommend the suspension or dismissal of any officer with the approval of a majority of voting members—whether for neglect of duty, dishonesty, incompetence, refusal to carry out the Committee's decisions, or any other reason deemed sufficient in the interest of the Association.

8.8 The Committee may establish sub-committees when necessary and special duty given to any Committee member.

8.9 Old Committee shall handover necessary and essential documents & information to new Committee such as cheque book, bank account & financial information, administrative information, other relevant correspondences etc., if applicable.

CLAUSE 9 DUTIES OF OFFICE BEARERS

9.1 The President of during his/her term of office, 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 or 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, the Vice President and the treasurer, the Secretary can be authorised to 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) of the Societies Act 1966 (Seksyen 14 (1) Akta Pertubuhan 1966).

9.4 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.

9.5 The committee members shall assist the committee in carrying out its tasks.

CLAUSE 10 FINANCIAL PROVISION

10.1 Subject to the allocation stipulated within this Constitution, the funds of the Association can be used in order to carry out the purposes of the Association including the expenses for administration.

10.2 The Association must possess a bank account approved by the Committee.

10.3 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 must be deposited into the said bank account approved by the committee. The name of the account at said bank should be that of the Association.

10.4 All cheques notices on the account of the Association must have 2 signatories. Cheques or withdrawal notices must be signed jointly by: the President, the Vice-President, the Secretary or the Treasurer.

10.5 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. Expenditure below RM500.00 (Five Hundred Ringgit Malaysia only) at any one time can be approved by the President, the Secretary, and the Treasurer.

10.6 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. Audited account statements shall be circulated for the information of members and shall be presented at the next annual general meeting for approval.

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

CLAUSE 11 AUDITORS

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 PROPERTY ADMINISTRATOR

12.1 All immovable properties of the Association must be registered under the name of the Association and all instruments of implementation relating to the properties are considered to be valid and effective as if it had been carried out by a registered proprietor, provided they are executed by three office bearers of the Association at the time that where their appointment is confirmed through a certificate issued by the Registrar of Societies and sealed with the seal of the Association.

12.2 All immovable properties cannot be sold, mortgaged, be withdrawn or changed without the approval of the general meeting.

CLAUSE 13 INTERPRETATION

13.1 In the period between general meetings, the Committee shall interpret the constitution and if deemed necessary, decide on matters that are not covered herein.

13.2 Except for the matters that are contrary to or inconsistent with the principles stated by the general meeting, the decision of the Committee is final unless changed by the general meeting.

CLAUSE 14 ADVISOR / PATRON

N/A

CLAUSE 15 PROHIBITION

15.1 Any form of gambling as defined under The Common Gaming Houses Act 1953 (Akta Rumah Judi Terbuka 1953) is prohibited in the premises of the Association.

15.2 Without prior approval from the relevant authorities, the Association does not hold any lottery, whether confined to its members or not, on behalf of the Association or the officers of the Committee.

CLAUSE 16 AMENDMENT OF CONSTITUTION

16.1 This Constitution cannot be changed or amended except by the resolution of the general meeting. An application for a constitutional amendment shall be submitted to the Registrar of Societies within 60 days from the date of the approval of the change or amendment at the general meeting. 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 17 DISSOLUTION

17.1 This Association may be dissolved voluntarily by votes of no less than three-fifths (3/5) of the members entitled to vote that are present at a general meeting called specially for this purpose.

17.2 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.

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

CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag
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 - Description
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2. Logo



Description

The Association has a logo that upholds the purposes stated above as displayed.

Description:

The logo is made up of three elements:

- I. The bass clef, in the colour yellow
- II. The words MUSIC THERAPY, in the colour blue
- III. The connecting line to bind and form the treble clef, in the colour red

These three (3) elements were incorporated to form the TREBLE CLEF symbol. The treble clef was chosen for being the most recognizable symbol of music. Each element is explained below:

I. The bass clef

The bass clef forms the lower part of the treble clef. It reflects the depth of the therapeutic process. The bass clef is yellow, chosen to symbolize the warmth that can radiate from a deepening of self-realisation arising from this depth in the therapeutic process.

II. The words MUSIC THERAPY

The words MUSIC THERAPY form the main curve of the treble clef. The curving of the words is reflective of the creativity, flexibility and uplifting effects of the therapeutic process of music therapy. The words MUSIC THERAPY is blue, chosen to symbolize calmness and tranquillity within the mind and body, thus reflecting the uplifting effects achievable within this therapy.

III. The connecting line

The connecting line binds and connects the above two elements to complete the treble clef. The line is red, chosen to symbolize the delicate nature of managing difficult emotions in order to achieve inner strength.

The colours yellow, blue and red on a white background, are reflective of the Jalur Gemilang, the Malaysian flag, to distinguish this association being representative of Malaysian professional music therapists.

3. Badge

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Description

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