

**PERLEMBAGAAN BAGI**

**PERTUBUHAN INDUK**

**INSTITUT JURUTERA ELEKTRIK DAN ELEKTRONIK (USA), CAWANGAN MALAYSIA  
(INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (USA), MALAYSIA SECTION)**

(PPM-001-10-25111987)

**KLAUSA 1 NAME**

The organization shall be known as Institut Jurutera Elektrik dan Elektronik Cawangan Malaysia (The Institute of Electrical and Electronics Engineers, Malaysia Section).

In these rules unless there be something in the subject of context inconsistent therewith:

"Section" means the Institut Jurutera Elektrik dan Elektronik, Cawangan Malaysia [Institute of Electrical and Electronics Engineers, Malaysia Section].

"IEEE" means the Institute of Electrical and Electronics Engineers Inc, 445 Hoes Lane, Piscataway, New Jersey, 08855 USA.

"Institute" means the IEEE.

"President" means the President of IEEE.

Status: National organization with branches.

**KLAUSA 2 PLACE OF BUSINESS**

Its place of business shall be at the Faculty of Electrical Engineering, Universiti Teknologi MARA (UiTM), 40450 Shah Alam, Selangor or at such other place to be determined by the Section Executive Committee from time to time subject to the approval of the Registrar of Societies.

**KLAUSA 3 PURPOSES/OBJECTIVES**

Its purposes are:

(a) Scientific and educational, directed towards the advancement of the theory and practice of electrical engineering, electronics, radio and allied branches of engineering and the related arts and sciences; means to these ends include, but are not limited to, the holding of meetings for the reading and discussion of professional papers, and the publication and circulation of works of literature, science and art pertaining thereto;

(b) Professional, directed towards the advancement of the standing of the members of the professions it serves; means to this end include, but are not limited to, the

conduct and publication of surveys and reports on matters of professional concern to the members of such profession, collaboration with public bodies and with other societies for the benefit of the engineering professions as a whole, and the establishment of standards of qualification and ethical conduct.

(c) In fulfilling these purposes, the Section shall be divided into:

- i. Sub-Sections - to promote networking and closer interaction.
- ii. Chapters or Affinity Groups – to promote professional development.
- iii. Student Branches or Student Branch Chapters – to promote educational development.
- iv. Conference Secretariat – to promote scientific development.

#### **KLAUSA 4 MEMBERSHIP**

(a) The Section has its membership IEEE members who are for the time being residing in Malaysia.

(b) The IEEE membership consists of the following grades in descending order of rank:

- i. Honorary Member
- ii. Fellow
- iii. Senior Member
- iv. Member
- v. Graduate Student Member
- vi. Associate
- vii. Student
- viii. Exchange

All admission and transfer between the grades is administered by IEEE in accordance with the By-Laws of IEEE. Admission to membership in IEEE in any grade shall not be affected by the race, religion, nationality or sex of the applicant.

The membership of different classes of as above shall be registered with IEEE Malaysia Section on submission of the prescribed application forms (subject to their status of current membership with IEEE).

A person who is currently undergoing studies of training in the field of electrical engineering is eligible to become a Student member of the IEEE. A person who is normally a graduate in the field of electrical engineering or areas related to it and has shown adequate ability in a professional capacity as an engineer is eligible to be a Member of the IEEE. A person who is not a Student Member and who has not adequately met the requirements for the grade of Member of IEEE may be eligible for the grade of Associate Member of IEEE.

Exchange members are members in good standing of a technical or scientific society recognized by IEEE Executive Committee for Exchange Membership privileges provided such privileges are reciprocally offered to IEEE members the society recognized. An exchange member shall be for over a period not exceeding

3 years and shall have the rights and privileges of members except the right to vote and hold office.

A Graduate Student member must carry at least 50% of a normal full-time academic program as a registered graduate student in a regular course of study in IEEE designated fields. The total cumulative period for a member to hold the Student member grade and/or the Graduate Student member grade is limited to eight years.

Graduate Student members, upon graduation or upon reaching the total cumulative eight-year limit as a Graduate Student member (whichever occurs first), will be transferred automatically to member grade.

(c) The grades of Senior Member, Fellow are higher grades than Member of IEEE and are eligible for admission or transfer on the basis of seniority and peer recommendation. Honorary Members are persons of distinction elected to the position.

(d) All members of the grade of Graduate Student Member, Member, Senior Member, Fellow and Honorary Member are eligible to vote and are termed voting members.

(e) The name of every person in the Section together with the grade of membership and address shall be maintained in a Register by the Honorary Secretary of the Section or the Chair of the Membership Development Committee (MDC).

(f) Any voting member of the Section shall be entitled to enjoy the rights and privileges of membership of the Section.

## **KLAUSA 5 TERMINATION OF MEMBERSHIP**

Should dues remain unpaid as of 1 March in any membership year, membership shall be automatically terminated, including all privileges and rights, including the right to receive products and services associated with membership. Notification of membership termination shall be provided to an affected member, along with information as to procedures for reinstatement.

## **KLAUSA 6 DUES AND FEES**

(a) Current IEEE membership annual dues for Malaysia region paid to IEEE are as follows:

- i. Professional Membership: MYR 715 (equivalent to USD 158)- revisable by IEEE
- ii. Student/Graduate Student Membership: MYR 125 (equivalent to USD 27) - revisable by IEEE

(b) All members pay an annual subscription directly to IEEE based on their membership grades specified in Clause 4(b) subject to revision from time to time.

(c) IEEE then provides a rebate payment to Section based on the number of paid membership grades. This shall be recorded in the annual report.

(d) This rebate payment is the sole source of income from dues and fees for the Section.

## **KLAUSA 7 GENERAL MEETINGS**

(a) Annual General Meetings shall be held to:

- i. To receive the Committee's report on the working of the Section during the previous year;
- ii. To receive the Treasurer's report and the audited accounts of the Section for the previous year;
- iii. To elect a Committee and to appoint auditors for the ensuing year;
- iv. To deal with such other matters as may be put before it.

(b) An Annual General Meeting shall be held no later than the 15th of February of each year at such time and place as the Section Executive Committee may determine.

(c) The Notice convening the Meeting shall state the time and place thereof and the business to be transacted thereat together with the duly audited annual accounts of the previous year and shall be posted to members of the Section at least twenty-eight days prior to the date of such meeting.

(d) Special General Meetings may be held at any time for any specific purpose relating to the business of the Section.

(e) A Special General Meeting shall be convened –

- i. pursuant to a resolution of the Section Executive Committee, or
- ii. on a requisition signed by at least fifty voting members of a Section stating the purpose for which the meeting is to be held, which requisition shall be posted or delivered to the Honorary Secretary.

(f) The Honorary Secretary shall, not less than fourteen days prior to the date of any Special General Meeting, send to every member of the Section, by email, and/or any other electronic means as agreed by the Section Executive Committee, notice of the date, time, place and business of such meeting.

(g) A Special General Meeting requisitioned by the members shall be held within 30 days of the receipt of such requisition by the Hon. Secretary.

(h) No resolution upon any matter related to the regulating or governing of the Section shall be deemed to be carried at a Special General Meeting unless carried by at least three-fourths majority of the Section members present in person or by proxy and voting.

(i) The quorum of members of the Section at any General Meeting shall number at

least twice the total number of the Section Executive Committee members. If a quorum be not present within half an hour from the time appointed for such meeting:

- i. if convened upon a requisition, the meeting shall lapse; or
- ii. in any other case, the meeting shall stand adjourned to the same day in the following week at the same place and time, or otherwise as may be decided by the Chair. If at such adjourned meeting a quorum be not present, it shall stand adjourned sine die.

(j) The Chair of the Meeting may, with the consent of any General Meeting, adjourn the same from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than that unfinished at the meeting from which the adjournment took place.

## **KLAUSA 8 SECTION EXECUTIVE COMMITTEE**

(a) The Section Executive Committee shall consist of nine (9) members elected from the said Section.

(b) The Section Executive Committee shall be entitled to co-opt not more than five voting members to become ordinary Committee members if and when required. The committee members to be co-opted shall require the approval of at least 2/3 of the elected Section Executive Committee.

(c) The Executive Committee of the Section shall comprise of officers for:

- i. Chair
- ii. Vice Chair who shall be Chair Elect
- iii. Immediate Past Chair
- iv. Honorary Secretary
- v. Honorary Treasurer
- vi. 4 Ordinary Committee Members

(d) The office bearers of the Section and every officer performing executive functions in the Section can be Malaysians and non-Malaysians. Non-Malaysians can be allowed to hold office with the prior approval of the Registrar of Societies.

(e) The Section Executive Committee shall manage and supervise the property and affairs of the Section in accordance with the rules of the Section.

(f) The Section shall hold Section Executive Committee meetings for the transaction of the regular business of the Section and for the presentation of papers and their discussion, and shall engage in such other activities as necessary, suitable and proper for the fulfillment of its objectives.

(g) Notice for Section, committee meetings shall be at least seven days, and the quorum shall be more than half the Section Executive Committee membership.

(h) The total number of meetings in the Calendar year shall not be less than 5, or as defined by IEEE by laws.

(i) All Section officers shall be elected biennially. The terms of office for all officers shall normally be TWO years, but in any case shall continue until their successors are duly elected and take office. A plurality of the votes cast shall be necessary for election.

(j) No officer may serve in the same position/portfolio for more than two consecutive years.

(k) To the extent permitted by law, the Section shall indemnify any office-bearer and person managing or assisting in the management of the Section, against judgment, fines, legal fee and legal settlement amounts, to which the office bearer and person is made a party by virtue of such service; PROVIDED that such indemnification is not otherwise prohibited by law [refer Societies Act 1966].

(l) Any vacancy on the Section Executive Committee occurring during a year shall be filled by the Committee within two months after such vacancy shall have occurred. A person appointed to fill such vacancy shall hold office only until the conclusion of the Annual Meeting next following his appointment. The Honorary Secretary of the Committee shall, within fourteen days of any change of membership of the Committee, notify the Regional Activities Department of the IEEE.

## **KLAUSA 9 RESPONSIBILITIES OF SECTION EXECUTIVE COMMITTEE**

(a) The Chair shall preside at all General Meetings of the Section at which he/she is present. In his/her absence, the Vice Chair who is the Chair Elect shall preside, but in his/her absence, the meeting shall elect a member of the Committee, or failing him/her, any member of the Executive Committee to be Chair.

(b) The Chair and each member of the Section Executive Committee shall have one deliberative vote. In addition, and where necessary, the Chair shall have one casting vote utilised with great discretion.

(c) The Vice Chair who is the Chair Elect shall take over the functions of the Chair in the absence of the Chair at any meeting of the Section. He/She shall also be a signatory to cheques drawn by the Section as stated under Clause 10(c) on Finance.

(d) The Honorary Secretary shall be responsible for:

- i. the conduct of the business of the Section in accordance with its rules, and shall carry out the instructions of the General Meeting and that of the Section Executive Committee;
- ii. keep all books, documents and papers except the accounts and financial records;
- iii. maintain the membership register;
- iv. attend all meetings and keep minutes of meetings;
- v. submit an annual report of the Section to the Regional Activities Department, IEEE.

(e) The Honorary Treasurer shall be responsible for the finances of the Section. He/She shall keep account of all financial transactions and shall be responsible for their correctness. He/She shall in conjunction with the Chair sign all cheques on behalf of the Section.

(f) The Immediate Past Chair shall function in an advisory capacity to the Section Executive Committee and shall assist in the management of activities of the Section.

(g) The Executive Committee Members shall assist in the management of the activities of the Section. They shall hold one or more of the following portfolios as assigned by the Chair. The portfolios are:

- i. Membership Development;
- ii. Awards and Recognition;
- iii. Newsletter and Multimedia;
- iv. Educational Activities;
- v. Students Activities;
- vi. Professional Activities;
- vii. Industry Relations;
- viii. Humanitarian Activities.

These Committees may also be held by the Chair, Vice Chair who is the Chair Elect, Immediate Past Chair and Honorary Secretary as deem fit.

## **KLAUSA 10 FINANCE**

(a) The Section Executive Committee shall cause banking accounts to be opened and kept in the name of the Section with such banks as it may think proper.

(b) To facilitate the management of banking accounts, the following naming convention shall be used for clarity and standardization:

- i. IEEE Malaysia Section – main Section account.
- ii. IEEE Malaysia [sub-section name] Sub Section - for respective sub-section accounts.
- iii. IEEE Malaysia [Chapter name] – for respective Chapter accounts.
- iv. IEEE Malaysia [University/College name] Student Branch – for respective student branch accounts.
- v. IEEE [Conference name] – for respective conference accounts.

(c) All cheques drawn on such accounts shall be signed by the Honorary Treasurer and any of the following:

- i. Chair
- ii. Vice Chair who is the Chair Elect (in the absence of Chair)

(d) No expenditure exceeding RM 20,000.00 on assets and investment in any one time shall be incurred without prior sanction of a general meeting. No expenditure exceeding RM 2,000.00 in any one time shall be incurred without the prior sanction of the Committee, and Expenditure less than RM 2,000.00 may be authorized by Honorary Treasurer and any of the following:

- i. Chair

ii. Vice Chair who is the Chair

(e) The Honorary Treasurer is authorized to keep no more than RM500.00 as petty cash at any one time. Any money exceeding this amount shall be deposited within 7 working days.

(f) The operating fiscal year of the Section shall be from January 1 to December 31 of every year.

#### **KLAUSA 11    AUDIT**

(a) Two persons not members of the Section Executive Committee will be elected as Hon. Auditors biennially at the Annual General Meeting and will hold office on a two-yearly basis and shall not be re-elected consecutively.

(b) They will be required to audit each year's accounts and approve it to be placed before the Annual General Meeting. They may be required by the Chair to audit the Section's accounts for any period within their tenure of office at any date and make a report to the Section Executive Committee.

#### **KLAUSA 12    ASSET MANAGEMENT**

(a) The non-movable assets of the Section/Branch shall be registered under the name of the Section/Branch. These non-movable assets shall be subject to regular audits and assigned an appointed custodian for upkeep.

(b) The non-movable assets of the Section/Branch shall not be sold, pawned, withdrawn or changed ownership without the approval of the General Meeting.

#### **KLAUSA 13    DISSOLUTION**

(a) The Section shall not be dissolved except with the consent of not less than three-fifths of the voting members of the Section for the time being resident in Malaysia expressed, either in person or by proxy at a general meeting convened for the purpose.

The IEEE Regional Activities Board (RAB) may dissolve any Section for any reason deemed sufficient by RAB.

(b) In the event of the Section being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Section shall be fully discharged, and the remaining funds and assets in the custody of the Section shall be disposed of in such manner governed by IEEE by laws.

(c) Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies in Malaysia.



## **KLAUSA 14 ESTABLISHMENT AND DISSOLUTION OF BRANCHES**

(a) The Section Executive Committee may authorize the establishment of organizational units (subsection/chapter/ affinity group/student branch/student branch chapters), also referred to as branches, following a petition signed by the required number of eligible IEEE members as outlined in the IEEE Geographic Unit Formation Policies and Petitions. The establishment of branches to represent these organizational units shall be authorized in writing by the Registrar of Societies in advance.

(b) The Section Executive Committee may dissolve branches:

- i. If the branch has not reported any meetings for a minimum of three consecutive years, in which it will be put on probation to be dissolved,
- ii. If the branch does not comply with the Constitution of the Society or the decision of the Chapter Chairs Meeting or the Section Executive Committee or if the Section Executive Committee finds it guilty of defaming the Society.

(c) The decision to dissolve a branch shall be by a majority vote in the Section Executive Committee Meeting, provided that before the decision to dissolve a branch is made for the reasons mentioned in Clause 14(b)(ii) above, the branch concerned shall be given a notice for 30 days in advance and given the opportunity to answer those allegations.

(d) The dissolution order shall be signed by the Section Chair. Branches may not function from the date of receipt of the order except for settlement matters. Any branch that is in doubt as to the dissolution order may, with a written statement to the Section Chair within 30 days from the date of receipt of the order, submit an appeal to the Section Executive Committee. Although the appeal has been made, the dissolution order is still in force until revoked but in such circumstances the Section Executive Committee may appoint a committee of guardians from the members to manage the affairs of the branch while the appeal is considered.

(e) Although a branch is closed for the reasons mentioned in Clause 14(b), the members will continue to be members of IEEE and IEEE Malaysia Section, provided they continue to pay the annual IEEE subscription fee.

(f) It is the duty of the Chairman, Secretary and Treasurer of a branch to hand over to the Section Chair all books, records, and money together with the financial statements of the branch from the last date of submission of the financial statements until the date of the dissolution.

(g) If the members of a branch decide to leave the Section, then the officers of the branch must immediately submit to the Section Chair all books, records, and money and then prepare and submit financial statements to the Section Chair as in Clause 14(f) above.

## **KLAUSA 15 BRANCH GENERAL MEETINGS**

(a) The Branch General Meeting will be held after receiving the advance notice of the Section Executive Committee and before the Section AGM, in order that the notice of time, date and place of the Branch General Meeting will be announced or notified accordingly.

(b) The purpose of the Branch General Meeting is:

- i. To receive the report of the Branch Treasurer and the audited financial statements of the Branch;
- ii. To elect Branch Executive Committees and Branch Auditors;
- iii. To discuss other matters that will be presented.

(c) The Branch Honorary Secretary shall send to each member at least 21 days before the date set for the Branch General Meeting a notice stating the date, time and place of the meeting, call to submit proposals for discussion and nomination for election of branch officers.

(d) Nominations for the election of officers and proposals for discussion in the Branch General Meeting shall be submitted to the Branch Honorary Secretary.

(e) The Branch Honorary Secretary shall send to each member at least 7 days before the Branch General Meeting an agenda including a copy of the meeting minutes and the annual activity report together with the previous year audited financial statements.

(f) At least one-half (1/2) of the total number of branch members entitled to vote or twice the number of Branch Executive Committee members, whichever is less, shall be present at the Branch General Meeting to confirm the progress of the meeting and sufficient quorum for meetings.

(g) If the quorum is not sufficient after half an hour from the time fixed for the meeting, then the meeting shall be adjourned to a date (not more than 7 days) set by the Branch Executive Committee, and if the quorum is not sufficient after half an hour from the time set for the adjourned meeting, then the members have the authority to conduct the meeting but not the authority to make decisions involving all members.

(h) A Branch Special General Meeting shall be held:

- i. on the instructions of the Section Executive Committee; or
- ii. when the Branch Executive Committee thinks it is important;
- iii. at the written request of not less than 12 members of the branch who are entitled to vote by stating the purpose and reasons for holding the meeting.

(i) Branch Special General Meeting at the request of the members shall be held within 15 days from the date of receipt of the meeting request.

(j) Clauses 15(f) and 15(g) of this Constitution concerning the quorum and adjournment of the Annual General Meeting of the Branch may apply to the Branch Special General Meeting, provided that if the quorum is not sufficient after half an hour from the time appointed for the Branch Special General Meeting at the request

of the members, then the meeting shall be cancelled and within 6 months from this date the Branch Special General Meeting at the request of the members with the same purpose.

#### **KLAUSA 16 BRANCH EXECUTIVE COMMITTEE**

(a) The Branch Executive Committee shall comprise of the following elected officers:

- i. Branch Chair.
- ii. Branch Vice Chair.
- iii. Branch Honorary Secretary.
- iv. Branch Honorary Treasurer.
- v. Branch Immediate Past Chair.
- vi. not more than eight (8) Ordinary Committee Members.

(b) The Branch Executive Committee shall be entitled to co-opt not more than five voting members to become ordinary Committee members if and when required. The committee members to be co-opted shall require the approval of at least 2/3 of the elected Branch Executive Committee.

(c) The office bearers of the Branch and every officer performing executive functions in the Branch can be Malaysians and non-Malaysians.

(d) The officers in the Branch Executive Committee should be nominated and supported. Elections will be conducted through voting by branch members in the Branch General Meeting. All officers can be re-elected.

(e) The Branch Executive Committee shall manage and supervise the property and affairs of the Branch in accordance with the rules of the Section.

(f) The Branch Executive Committee shall hold meetings not less than 4 times per year or as defined by IEEE bylaws. Notice for the Branch Executive Committee meetings shall be at least seven days. The quorum shall be more than half of the Branch Executive Committee.

#### **KLAUSA 17 RESPONSIBILITIES OF BRANCH EXECUTIVE COMMITTEE**

(a) The Branch Chair shall preside at all Branch General Meetings at which he/she is present. In his/her absence, the Vice Chair shall preside, but in his/her absence, the meeting shall elect a member of the Committee, or failing him/her, any member of the Executive Committee to be Chair.

(b) The Branch Chair and each member of the Branch Executive Committee shall have one deliberative vote. In addition, and where necessary, the Branch Chair shall have one casting vote utilised with great discretion.

(c) The Branch Vice Chair shall take over the functions of the Chair in the absence of the Chair at any meeting of the Branch. He or She shall also be a signatory to

cheques drawn by the Branch as stated under Clause 18.

(d) The Branch Honorary Secretary shall be responsible for:

- i. the conduct of the business of the Branch in accordance with its rules, and shall carry out the instructions of the Branch General Meeting and that of the Branch Executive Committee;
- ii. keep all books, documents and papers except the accounts and financial records;
- iii. maintain the membership register;
- iv. attend all meetings and keep minutes of meetings;
- v. submit an annual report of the Branch via an approved platform by IEEE.

(e) The Branch Honorary Treasurer shall be responsible for the finances of the Branch. He or She shall keep account of all financial transactions and shall be responsible for their correctness. Financial reporting shall be submitted using an approved platform by IEEE. He or She shall in conjunction with the Chair sign all cheques on behalf of the Branch.

(f) The Branch Immediate Past Chair shall function in an advisory capacity to the Branch Executive Committee and shall assist in the management of activities of the Branch.

(g) The Branch Executive Committee Members shall assist in the management of the activities of the Branch.

## **KLAUSA 18 BRANCH FINANCES**

(a) The Branch Executive Committee shall cause banking accounts to be opened and kept in the name of the Section with such banks as it may think proper.

(b) To facilitate the management of banking accounts, the following naming convention shall be used for clarity and standardization:

- i. IEEE Malaysia [Chapter name] – for respective Chapter accounts.
- ii. IEEE [Conference name] – for respective conference accounts.

(c) All cheques drawn on such accounts shall be signed by the Branch Honorary Treasurer and any of the following:

- i. Branch Chair
- ii. Branch Vice Chair (in the absence of Branch Chair)

(d) No expenditure exceeding RM 20,000.00 on assets and investment in any one time shall be incurred without prior sanction of a general meeting. No expenditure exceeding RM 2,000.00 in any one time shall be incurred without the prior sanction of the Committee, and Expenditure less than RM 2,000.00 may be authorized by Branch Honorary Treasurer and any of the following:

- i. Branch Chair
- ii. Branch Vice Chair (in the absence of Branch Chair)

(e) The Branch Honorary Treasurer is authorized to keep no more than RM500.00

as petty cash at any one time. Any money exceeding this amount shall be deposited within 7 working days.

(f) The operating fiscal year of the Branch shall be from January 1 to December 31 of every year.

#### **KLAUSA 19 GENERAL PROVISION FOR BRANCHES**

In the absence of clauses to execute the branch activities and duties, a written instruction from the Section Executive Committee shall be obtained.

#### **KLAUSA 20 AMENDMENTS AND INTERPRETATION**

(a) Any motion or amendment to the Rules proposed and seconded at a General Meeting shall be put by the Chair and decided by a majority of the members of the Section present. These rules may not be amended except by resolution of a general meeting. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendments to the rules shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting.

(b) Within the two General Meetings, the Section Executive Committee may give its interpretation to the constitution. The Section Executive Committee, if necessary, can decide the matters that are not contained in the constitution.

(c) For the issues that are contradicted or inconsistent with the policy that was made in the general meeting, the decision made by the Section Executive Committee to the members will be considered as the final decision if there is no objection in the General Meeting.

#### **KLAUSA 21 BALLOT FOR SECTION EXECUTIVE COMMITTEE ELECTION**

(a) All Section Executive Committee officers shall be elected biennially at an Annual General Meeting of the Section with exception of the Chair who shall be occupied by the Chair Elect when the position is vacant.

(b) The Section shall, not later than 28 days prior to the date of the proposed Annual General Meeting, invite the said Section members to nominate as candidates for election to hold office in the Section Executive Committee in the ensuing twenty four months.

(c) Nominations shall be required to be in writing and shall be signed by one voting member of the Section as proposer; and shall contain an endorsement signed by the candidate that he or she accepts nomination.

(d) Nominations shall be posted or delivered to the Honorary Secretary of the

Section prior to the commencement of the Annual General Meeting.

(e) If the said nominations are equal to the number of those to be elected to the Committee, then the persons so nominated shall be deemed to be elected.

(f) If the said nominations fall short of the number of those to be elected to the Committee, then nominations may be invited at the Annual General Meeting. If there is still a shortfall of nominations then:

Provided that there shall be at least half in number of the total nominations who are members of the Section, then no ballot shall be conducted and the candidates nominated shall be declared to be elected and shall constitute the Committee, and all vacancies in consequence thereof shall be deemed casual vacancies to be filled as hereinafter provided.

If the nomination of members received be less than half in number of the total nominations, then all nominations shall be deemed invalid and no ballot shall be held and in lieu thereof the retiring member of the Committee shall be deemed to have been nominated exclusively and shall be declared elected and shall constitute the Committee for the ensuing year or until such time as a supplementary election conducted so far as possible in the manner herein before set out shall be required and held prior to the next ensuing Annual General Meeting on the requisition in writing of not less than twelve voting members of the Section.

(g) If the said nominations exceed the number to be elected, then an election shall be conducted at the Annual General Meeting, either by a show of hands, or by ballot, as directed by the Chair for the time being of the said Meeting. Any member entitled to vote, who cannot attend the meeting in person, may appoint ONE proxy to vote on his or her behalf.

(h) In the event of a ballot being conducted, the Chair for the time being shall call for the election of a returning officer for the purpose of the ballot, and shall have delivered to him or her all ballot papers received. The returning officer shall determine the validity of same and count the votes therein recorded, and report the results in writing to the Chair of the Annual General Meeting.

(i) The appropriate number of candidates obtaining the highest proportion of votes shall be elected, but in the event of any deadlock arising because of equality of votes as between any candidates, a revote shall be conducted whether by show of hands or ballot.

(j) The Section Executive Committee may decide to conduct electronic balloting (e-ballot) for Section Executive Committee election, in which the following timeline shall be adhered to:

i. All nominations, complete with signature to be submitted twenty- eight [28] days prior to the Annual General Meeting.

ii. E-ballot will be conducted fourteen [14] days prior to the Annual General Meeting.

iii. Results of e-ballot will be announced during the Annual General Meeting.

(a) Gambling of any kind whether for stakes or not, is forbidden on the Section's premises. The introduction of materials for gambling or opium smoking and of bad characters into premises is prohibited.

(b) The funds of the Section shall not be used to pay the fines of members who have been convicted in court.

(c) The Section shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Malaysia.

(d) The Section shall not hold any lottery, whether confined to its members or not, in the name of the Section or its office-bearers, Section Executive Committee or members.

(e) The Section shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

(f) No university or university college student shall be admitted as a member of this Section without the prior written approval of the relevant officers of the university or college concerned.

#### **KLAUSA 23 FLAG, LOGO AND BADGES**

##### **(a) Description**

A vertical arrow surrounded by a circular arrow, both these are framed by a convex curvilinear rhombus which in turn is enclosed by a concave curvilinear rhombus.

The colour of these shapes are in one tone (white) and set in a background colour of another tone (blue).

##### **(b) Interpretation**

The vertical arrow represents an electric current and the circular arrow, the corresponding magnetic field. Both these entities are the essential quantities in Electrical Engineering.

## LAMPIRAN

1. Bendera
  - 
  - Keterangan
  -
2. Lambang
  - 
  - Keterangan
  -
3. Lencana
  - 
  - Keterangan
  -