

**MINUTES OF
EXTRAORDINARY GENERAL MEETING
INSTITUTION OF CHEMICAL ENGINEERS MALAYSIA BRANCH**

Date : 17 August 2019 (Saturday)
Time : 9.20am – 12.05pm
Venue : Monash University Malaysia Campus
Meeting Room 5-4-59
Engineering & Information Technology
Monash University Malaysia
Building 5, Level 4, Jalan Lagoon Selatan
47500 Bandar Sunway
Selangor Darul Ehsan
Chair : Ir Dr Christina Phang CEng FIChemE
Chair, IChemE Board in Malaysia
Attendance : Appendix 1

NO.	MATTERS DISCUSSED / DECISION	FOLLOW UP ACTIONS
1.	<p><u>OPENING REMARKS BY THE CHAIR</u></p> <p>1.1 The meeting started with a safety briefing by Mr. Balaram Nair of Monash University Malaysia Campus.</p> <p>1.2 Quorum – a total of 35 members (25 being chartered members) attended the EGM. Having exceeded attendance of 15 chartered members, a quorum for the meeting was established. The detailed list of attendance is appended with these minutes.</p> <p>1.3 The Chair of the Board of IChemE Malaysia branch thanked and welcomed all members to the Extraordinary General Meeting for the year 2019. There are some questions raised by members who could not attend. The Board of the Branch met earlier today to address the issues and will respond to them accordingly.</p> <p>1.4 As a result of the post AGM, members identified the existing constitution needs to review. As such, a sub-committee was formed. This committee represented by an independent Legal Advisor, Nalina Nadaraja, Hong Wai Onn, Honorary Secretary for Board of the Branch, Professor Michael Cloke, recently as Board Member and prior to this as Interim Director SE Asia for IChemE, Peter Slane, Regions Director for IChemE and Tharshinye Soomaran, Office Manager of the Branch.</p>	Hon. Secretary
2.	<p><u>EXTRAORDINARY GENERAL MEETING (E.G.M.) GUIDELINES</u></p> <p>The legal advisor presented guidelines and by-laws to the meeting covering all legal aspect to convene the EGM. Salient points to note as follows:</p> <p>a. 15 chartered members shall constitute a quorum and is established this morning;</p> <p>b. All members of the branch shall be entitled to attend but only those chartered members shall be entitled to vote as spelt in clause 7.5 of the existing constitution;</p> <p>c. Any member who wishes to place an item on the agenda of a general meeting may do so provided they give written notice to the Honorary Secretary seven (7) days before the meeting is due to be held;</p> <p>d. No provision for proxy in this constitution; and</p>	

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	e. IChemE office to ensure all voting members' dues are paid.	
3.	<u>ADOPTION OF AGENDA</u>	
3.1	The agenda was adopted without any amendments (attached as per Appendix 2).	
4.	<u>PROPOSED CHANGES TO THE CONSTITUTION</u>	
4.1	The proposed constitutional changes were tabled (as appended with these minutes). There were few proposed corrections/alterations by the members as follows:	
4.1.1	Clause 4.5	
	Brief description: It was proposed that the word <u>residing in Malaysia</u> to be included as follows:	
	a) Amended Clause: Chartered membership shall be Fellows and Members of the Institution whose residential addresses are in Malaysia <u>and residing in Malaysia</u> .	
	b) Non-chartered membership for other grades of membership includes Honorary Fellows, Associate Fellows, Associate Members, Technician Members and Affiliates (including Students) of the Institution, whose residential addresses are in Malaysia <u>and residing in Malaysia</u> .	
4.1.2	Clause 9.4	
	Brief description: It was proposed that the word <u>Honorary</u> Secretary applies across the board.	
4.1.3	Clause 9.5	
	Brief description: It was proposed that the word <u>Honorary</u> Treasurer applies across the board.	
4.1.4	Clause 10.3	
	Brief description: It was proposed that the word <u>or</u> to be included as follows:	
	All cheques or withdrawal notices on the Branch's account shall be authorised jointly by any two of the following: the Chair <u>or</u> the Honorary Secretary <u>or</u> the Honorary Treasurer.	
4.1.5	Clause 10.4	
	Brief description: It was proposed that the word <u>or</u> to be included:	
	No expenditure exceeding RM 50,000 at any one time shall be incurred without the prior sanction of the Chair <u>or</u> the Honorary Secretary <u>or</u> the Honorary Treasurer of the Board of IChemE Malaysia Branch and no expenditure exceeding RM 250,000 in any one month shall be incurred without the prior sanction of Board of IChemE Malaysia Branch.	
4.1.6	Clause 14	
	Brief description: It was proposed that the word "person" to be changed as "persons" as spelt below:	
	The Board of IChemE Malaysia Branch shall, if it deems fit and necessary, appoint, with the consent of the Board of Trustees of the Institution, qualified persons to be the Advisor or Patron of the Society. The <u>persons</u> appointed must give their consent inwriting.	
4.1.7	Clause 18	
	Brief description: It was proposed to add the word <u>none</u> to item no.2 description	

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4.1.8	<p>Clause 20.1 The proposed annual subscription shall be whatever is laid out by the branch per the annual dues. The proposed subscription payable shall be as follows:</p> <p>Annual subscription:</p> <table border="1" data-bbox="256 472 738 1406"> <thead> <tr> <th>Membership</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>Fellow</td> <td>RM760</td> </tr> <tr> <td>Associate Fellow</td> <td>RM760</td> </tr> <tr> <td>Member</td> <td>RM510</td> </tr> <tr> <td>Senior Associate</td> <td>RM460</td> </tr> <tr> <td>Associate</td> <td>RM360</td> </tr> <tr> <td>Affiliate</td> <td>RM210</td> </tr> <tr> <td>Student</td> <td>RM80</td> </tr> <tr> <td colspan="2">Professional Process Safety Engineer:</td> </tr> <tr> <td>Fellow (Process Safety)</td> <td>RM760</td> </tr> <tr> <td>Member (Process Safety)</td> <td>RM510</td> </tr> <tr> <td>Associate (Process Safety)</td> <td>RM360</td> </tr> <tr> <td colspan="2">Technician Member EngTech</td> </tr> <tr> <td></td> <td>RM 210</td> </tr> <tr> <td colspan="2">Affiliate/Associate Postgraduate Students</td> </tr> <tr> <td></td> <td>RM 90</td> </tr> </tbody> </table>	Membership	Fee	Fellow	RM760	Associate Fellow	RM760	Member	RM510	Senior Associate	RM460	Associate	RM360	Affiliate	RM210	Student	RM80	Professional Process Safety Engineer:		Fellow (Process Safety)	RM760	Member (Process Safety)	RM510	Associate (Process Safety)	RM360	Technician Member EngTech			RM 210	Affiliate/Associate Postgraduate Students			RM 90	
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4.1.9	<p>It was proposed that the word Board of IChemE Malaysia Branch to change to Board of the Branch across the document.</p> <p>Outcome: The motion was carried unanimously.</p>																																	
4.2	The constitution to be reviewed prior ROS submission.	IChemE																																
5.	<p>ADJOURNMENT OF MEETING The Chair then proceeded with her closing remarks. She thanked the members again for making the time and informed that there will be more events organised by IChemE in the near future.</p> <p>The meeting was adjourned at 12.05pm.</p>																																	

Reviewed by:

Approved by:

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Hong Wai Onn CEng FICHEM
Honorary Secretary
Board of IChemE Malaysia Branch 2018/2019

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Ir Dr Christina Phang CEng FICHEM
Chair
Board of IChemE Malaysia Branch 2018/2019

**NOTICE is hereby given of an
EXTRAORDINARY GENERAL MEETING (EGM) as follows**

Date: Saturday, 17 August 2019

Time: 08.30 am – Registration
09.00 am – Refreshments/Breakfast & Networking
09.30 am – EGM commences
12.30 pm – End of EGM

Venue: Meeting room 5459, Engineering & Information Technology
Building 5, Monash University, Bandar Sunway, Malaysia

Agenda: **Introduction by Chair of IChemE Malaysia**
Ir. Dr. Christina Phang CEng FIChemE

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Adoption of proposed changes to IChemE Malaysia Branch constitution

To review and accept the proposed changes to the IChemE Malaysia constitution and agree to any changes that may be imposed by ROS following submission of the amended constitution.

Any other matters properly brought forward.

We take this opportunity to remind Members that under clause 7.5 of the current Constitution of the IChemE Malaysia Branch, if any Member desires to propose any motion to be considered at the EGM, the Member shall, "not less than seven (7) days before the date of the meeting serve upon the Honorary Secretary of the IChemE Malaysia Branch notice of such motion in writing".

In accordance with clause 7.6 of the current Constitution of the IChemE Malaysia Branch, the quorum shall be fifteen (15) Chartered Members of the IChemE Malaysia Branch, and the EGM shall be adjourned for half an hour should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.

We would like to draw your attention to clause 7.5 of the current Constitution of the IChemE Malaysia Branch, which reads as follows:

Clause 7.5 All members of the Branch are entitled to attend, but only those who are Chartered Members shall be entitled to vote.

Please note that you will be required to produce your National Registration Identity Card ("NRIC") / Passport or driver's licence in order to register your attendance for the EGM.

We look forward to your presence and participation at the EGM on 17 August 2019 (Saturday).

Dated this 15 day of July 2019
By Order of the Board Members
The Institution of Chemical Engineers Malaysia Branch

Thank you.

Hong Wai Onn
Honorary Secretary 2018/2019
IChemE Malaysia Branch

Notes

- (1) Members are kindly requested to make every effort to attend the meeting punctually to ensure a quorum of fifteen (15) Chartered Members.
- (2) Registration counters will open from 8:30 am. Light refreshments will be served.