

64th MMA AGM

BRANCHES AND SOCIETIES AGM

SUBMISSION OF ANNUAL REPORT 2023/2024

The **National MMA Convention & Scientific Congress 2024** will be conducted by the MMA Sarawak Branch in **Riverside Majestic Hotel, Kuching, Sarawak** between **5th -7th September 2024**

The Secretariat has set the following target dates and notices will be sent out accordingly.

1. COMPLIANCE OF CLAUSE 7 (1) (ii) (iii) AND (iv): THE ANNUAL GENERAL MEETING

- a. Notice of AGM – by **13th June 2024 (12 weeks before the AGM)**
- b. Last date for submission of resolutions – by **5.00 p.m. on 11th July 2024. (8 weeks before the AGM)**
- c. Members to receive Annual Report 2023/2024 by **5th August 2024 (28 days before the AGM)**

2. PREPARATION OF ANNUAL REPORT

All Branches, Sections, Societies, Committees, Representatives to external organisations should submit their Annual Reports latest by **10th June 2024.**

3. DUTIES OF BRANCHES

In accordance with Clause 15 (1) the Branch AGM should be held two months prior to the National AGM, that is **not later than 5th July 2024.**

Notice of the Branch AGM should be sent out at least **4 weeks** before the date of the AGM.

All resolutions to be tabled by members at the Branch AGM should reach the Branch Secretary at least **21 days** before the Branch AGM.

At least **14 days** before the Branch AGM, the Branch Secretary should notify members of the Agenda and also circulate the following:

- a. Annual Report
- b. Audited Statement of Accounts and Budget of the Branch

- c. Minutes of the previous AGM of the Branch
- d. All Resolutions submitted by members
- e. Annual Reports of the Branch SCHOMOS and PPSMMA sections.

3.1 Post Branch AGM

Minutes of the Branch AGM should be prepared, and after being approved by the Branch Chairman should be circulated to all Branch members.

3.2 Submission to MMA Secretariat within 30 days

The following should be submitted to the MMA Secretariat within 30 days of the MMA Branch AGM:

1. Minutes of the Branch AGM.
2. List of newly elected office bearers.
3. Branch Audited Accounts.

3.3 Election of Delegates

All Branches should submit the list of delegates attending the National AGM to the Honorary General Secretary of the MMA within 14 days of their AGM. This will then be forwarded to the Organising Committee of the MMA AGM. (Please note Clause 15 (5) (i), (ii) & (iii). **Only members of the Branch who are in the Electoral Roll will be eligible for appointment as delegates.**)

4. DUTIES OF SOCIETIES WITHIN MMA

In accordance with the terms of reference of Societies within MMA, all Societies should hold their AGM not less than 1 month before the AGM of the Association.

Societies should adhere to Clause 7 of the MMA Constitution in preparation of the Annual General Meeting of the Society.

Datuk Dr. Thirunavukarasu Rajoo
Honorary General Secretary
Malaysian Medical Association