



Persatuan Setiausaha Profesional Dan Pentadbir Malaysia
Malaysian Association Of Professional Secretaries & Administrators (MAPSA)

(formerly known as Secretaries Society Malaysia)

Rumah MAPSA, 15, Lorong Tempinis Kiri Satu,
Lucky Garden, Bangsar, 59100 Kuala Lumpur.
(P.O. Box 12118, 50768 Kuala Lumpur)
Tel: (603) 2282 8308 Fax: (603) 2282 5884
E-mail: mapsa@streamyx.com.my

MEMBERSHIP APPLICATION FORM

WHAT IS MAPSA?

The Malaysian Association of Professional Secretaries & Administrators (MAPSA) (formerly known as Secretaries Society of Malaysia (SSM)) is the professional organization for all secretaries and administrators in Malaysia. It was registered with the Registrar of Societies on 7 May 1968.

AFFILIATION

- Member of the Association of Secretaries and Administrative Professionals in Asia Pasific (ASAPAP)
- Affiliated to the International Association of Administrative Professionals (IAAP) USA
- Affiliated to the National Council Womens' Organisation (NCWO)
- The Secretaries' Society Sarawak (SSS), Sabah Association of Secretaries (SAS) and Secretaries' Society Johor (SSJ) are affiliated to MAPSA.

VISION AND MISSION

MAPSA's vision is to be a National Body providing Leadership and Direction for Professional Secretaries and Administrators in Malaysia. It's mission is to be the Professional Body for Secretaries and Administrators by ensuring that:

- * Practising secretaries and administrators are members of MAPSA
- * All members are certified as Professional Secretaries and Administrators
- * The level of secretarial and administrative education upgraded to a Degree
- * It functions as a Resource Centre to serve members and the community
- * The code of Professional Ethics be upheld

AIMS AND OBJECTIVES

The Association shall be strictly non-political, non-sectarian, non-racial and non-profit making.

It's objectives are:

- 1) To uphold and maintain the professional standard of its members.
- 2) To promote, protect and defend the interests of its members.
- 3) To secure mutual support and co-operation from employers of its members on all matters affecting the general or common interest of members.
- 4) To foster mutual goodwill, better understanding and friendship among its members through networking and recreational activities.
- 5) To promote and encourage any form of education or research for the improvement and development of secretaries and administrators through seminars, conferences, workshops and meetings.
- 6) To collect, collate and disseminate reliable information and responsible opinion on matters of interest to its members.
- 7) To rent, acquire or build suitable premises and such items as may be incidental thereto to enable the Association to establish an office and to carry out the functions enunciated in the objects of the Association.
- 8) To communicate with similar associations in other countries for the exchange of ideas and improvement of knowledge in the secretarial and administrative profession and be affiliated to:
 - 8.1 Association of Secretaries and Administrative Professionals in Asia Pacific;
 - 8.2 International Association of Administrative Professionals, USA.
- 9) To raise funds and levies on its members to carry out the objects of the Association.
- 10) To give educational grants or other contributions to needy and deserving causes in furtherance of the objects of the Association.

TYPES OF MEMBERSHIP

1) There are seven categories of membership:

- a) Ordinary Members (OM)
- b) Associate Members (AM)
- c) Life Members (LM)
- d) Affiliate Members (AFM) - (i) Individual (IAFM); (ii) Group (GAFM)
- e) Junior Members (JM)
- f) Corporate Members (CM)
- g) Fellow Members (FM)

a) Ordinary Members (OM)

- i) They shall be practicing stenographers, secretaries, administrative assistants, personal assistants or executive assistants with a minimum of two years' working experience.
- ii) They can be administrators or office managers with a minimum of two years' secretarial experience.

They shall possess the following minimum qualification:

- i) Sijil Pelajaran Malaysia (SPM) or its equivalent; and
- ii) A Certified Professional Secretary (CPS) rating or a secretarial/administrative management certificate from recognised institutions.

Ordinary Members shall enjoy all the privileges and facilities of the Association.

b) Associate Members (AM)

- i) OMs who have moved out of secretarial and administrative professions;
- ii) self-employed;
- iii) no longer working;
- iv) residing overseas.

Associate Members shall enjoy all the privileges and facilities of Ordinary Members. Subject to Rule 10(1)*.

c) Life Members (LM)

This category will consist of Ordinary Members and Associate Members who have been with the Association for 30 years consecutively. They will be invited to become either Life Ordinary Members or Life Associate Members.

All Life Members shall make a one-time payment of RM300.00.

Any Ordinary/Associate Member who has been with the Association for a minimum of 15 years consecutively may apply to be a Life Member by making a one-time payment of RM1,500.00.

Life Members shall enjoy all the privileges and facilities of Ordinary or Associate Members.

d) Affiliate Members (AF)

- i) Registered secretarial/administrative associations or institutions established within Malaysia may apply to become group Affiliate Members by submitting their constitution to the Governing Council for review and determination that its purposes and goals are in conformity with those of the Association.
- ii) Lecturers in secretarial science may also apply to become individual Affiliate Members.
- iii) Rule 6(4)* on acceptance and rejection of application for membership and Rule 8* on termination of membership or resignation shall also apply to Affiliate Members.
- iv) Affiliate Members shall enjoy all the privileges and facilities of Ordinary Members except that they shall not vote at any General Meetings or serve on the Governing Council.

e) Junior Members (JM)

- i) This category will comprise of students who are undergoing full-time secretarial/administrative studies. Upon certification under Rule 6(1a), they will be eligible to apply for Ordinary Membership and pay the difference of the entrance fee at the prevailing rate.
- ii) The duration of Junior Membership is limited to a maximum of five (5) years.
- iii) Student Members shall enjoy all the privileges and facilities of Ordinary Members except that they shall not vote at any General Meetings or serve on the Governing Council.

f) Corporate Members (CM)

- i) This category of membership shall be open to any organization registered in Malaysia and who are interested in or concerned with the objectives of the Association. They may apply to become a Corporate Member by submitting a certified true copy of their Certificate of Incorporation and/or any relevant documents or certificates as required by the Governing Council.
- ii) Corporate Member shall be divided into
 - small organization with less than fifty (50) employees;
 - medium organization with more than fifty (50) but less than hundred (100) employees; and
 - large organization with more than one hundred (100) employees.
- iii) The Corporate Member shall nominate one (1) representative and an alternate who is working as a secretary or administrator in the organization.
- iv) The Corporate Member representative shall enjoy all the privileges and facilities of Ordinary Members and shall not vote in any General Meetings.

g) Fellow Member (FM)

- i) This category will comprise of any person who is not a member of the Association, but who has contributed to the progress of the Association and who has made major contributions to the secretarial and administrative profession.
- ii) This is an honorary membership to be conferred to any person approved by the Governing Council.
- iii) There shall be no more than eight (8) fellow members at any one time.
- iv) The Fellow Member shall enjoy all the privileges and facilities of Ordinary Members and shall not vote in any General Meetings and shall be exempted from paying subscription.

- 2) A member must notify the Association in writing when the category of membership has changed. Such member shall acquire the appropriate new category of membership on the first day of the following month. Upon approval of the Governing Council, the member will be charged the subscription applicable at the next calendar year.
- 3) All applications for membership shall be made on such form as may from time to time be prescribed together with their bona fide professional qualifications to the Governing Council.
- 4) The Governing Council may at its discretion accept or reject any application and shall not be required to disclose its reasons for the rejection of any application.
- 5) There shall be no limit on the number of members for all categories except for Fellow Membership.
- 6) Members, on joining the Association, shall undertake to observe all Rules and Regulations including the Code of Professional Ethics.

PAYMENTS

- 1) Entrance Fees and Annual Subscriptions shall be such sum as may from time to time be fixed by members at a General Meeting of the Association. Until otherwise determined, the Entrance Fees and Annual Subscriptions shall be:

<u>Category</u>	<u>Entrance Fee (RM)</u>	<u>Annual Subscription (RM)</u>
Ordinary Member	120.00	100.00
Associate Member	Nil	100.00
Corporate Member		
<50 employees	200.00 (Small)	200.00 (Small)
50 - 100 employees	300.00 (Medium)	300.00 (Medium)
> 100 employees	400.00 (Large)	400.00 (Large)
Affiliate Member		
- Individual	120.00	100.00
- Group	350.00	350.00
Junior Member	40.00	40.00

- 2) Entrance Fee and the first Annual Subscription shall be paid in advance together with the application for membership. In the event of the application not being accepted, the amount shall be refunded.
- 3) Subscription shall be payable to the Association annually by 31st January, after which the member shall cease to be entitled to any of the privileges of a member. If the subscription is not paid by 31st January a penalty of 1% per month shall be imposed. If subscription is not paid by 31st December in that year, the member shall cease to be a member of the Association.
- 4) Should any application for new membership be received after 30th June of that year, the subscription payable shall be half of the prescribed rate.

* Rule of MAPSA's Constitution