



MALTESE ASSOCIATION OF PSYCHIATRY

Statute

Last Amended on 14 June 2019

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ARTICLE 1: Name, Status and Nature

- (i) The official name of the association shall be:
“The Maltese Association of Psychiatry” (hereafter referred to as the MAP).
- (ii) The official address is:
The Maltese Association of Psychiatry, Mount Carmel Hospital, Attard.
- (iii) The MAP shall be an independent association from the State of Malta.
- (iv) The MAP shall be a non-profit making organisation as defined in the Voluntary Organisation Act (Chapter 492 of the laws of Malta).
- (v) The financial resources of the MAP may not be available, directly or indirectly, to any promoter, founder, member, administrator, donor, or any other private interest, but may be used exclusively for the specific objectives outlined in Article 2 below.
- (vi) The MAP may obtain pecuniary gain from its activities when such gain is not received or credited to any private interest, but is utilised exclusively for the objectives outlined in Article 2.
- (vii) The MAP shall operate within the parameters of Article 38(1) and Article (2) of the Voluntary Organisations Act (see Appendix 4).
- (viii) The financial year for MAP starts on the first day of January and ends on the last day of December of the same year.
- (ix) The MAP shall not be limited in duration, unless dissolved.
- (x) The language of the MAP for the purpose of official business, minutes and communications is English and Maltese.

ARTICLE 2: Objectives

The objectives of the MAP shall be:

- (i) To unite and represent psychiatrists in Malta.
- (ii) To set standards, guidelines and promote the highest quality of psychiatric care for individuals suffering from mental disorders.

- (iii) To promote the continuous professional development and the highest level of professional competence of psychiatrists in Malta.
- (iv) To promote collaboration with professional and patient associations on both national and international levels in order to further its objectives.
- (v) To serve as a public voice in issues related to mental health.

ARTICLE 3: Membership

- (i) The membership of the MAP shall consist of full members, honorary members and associate members:
 - (a) Full members shall be limited to doctors recognised as specialists in psychiatry by the Specialist Accreditation Committee (hereafter referred to as SAC) of Malta.
 - (b) Honorary members shall be nominated by three members of the Executive Council (hereafter referred to as the EC). Full members over the age of retirement may opt to become Honorary members. Honorary Membership will be approved by a majority vote at the Statutory Annual General Meeting (AGM). Honorary members shall be eligible to attend all meetings but shall not be eligible to vote or hold office.
 - (c) Associate members shall include doctors pursuing a course of studies leading to a post-graduate psychiatric qualification; and medical doctors with a special interest in psychiatry. Associate members shall be eligible to attend all meetings but shall not be eligible to vote or hold office, except for the incumbent president of the Maltese Association of Psychiatry Trainees (MAPT) as specified in Article 5(iii).
- (ii) Following the founding meeting, prospective members shall apply to join the MAP by completing the designated application form, and pay an enrolment fee and an annual subscription fee as specified in Appendix 1.

- (iii) Approval of Full and Associate membership status will be determined by endorsement of the application by the EC.
- (iv) Members may resign fourteen days after notifying the Secretary in writing of their intention.

ARTICLE 4: Policy and Management

The policy and management of the MAP shall be directed by the EC but the EC must adhere to the statute of the MAP and to the decisions taken at General Meetings (hereafter referred to as GM).

ARTICLE 5: The Executive Council

- (i) The EC shall be made up of the following officials and members:
 - (a) President
 - (b) Vice-President
 - (c) Treasurer
 - (d) Secretary
 - (e) Member
 - (f) Member
 - (g) Member
- (ii) Officials and members of the Executive Council shall not hold office with a political party; or hold the chair of the Department of Psychiatry within the Department of Health; or hold the chair of the Department of Psychiatry within the University of Malta.

- (iii) The role of the Member in Article 5(i)(f) will be automatically taken up by the incumbent president of the Maltese Association of Psychiatric Trainees (MAPT) and will therefore not be subject to election as outlined in Article 7. This member will be a non-voting member of the EC. This member cannot represent the EC on the SAC. This member cannot be present and/or participate in any discussions relating to applicants for approval of inclusion on the Specialist Register. This member will be asked not to participate in meetings or discussions where conflict of interest could arise.

- (iv) The role of the Member in Article 5(i)(g) will be reserved specifically for an early career psychiatrist (this shall be limited to doctors recognised as specialists by the Specialist Accreditation Committee of Malta or equivalent who have been registered for no more than 5 years).

ARTICLE 6: Duties of the Executive Council and its Officials

- (i) The EC shall be responsible for the management of affairs of the MAP.
The duties and powers of the EC shall include:
 - (a) To promote the objectives outlined in Article 2;
 - (b) The enrolment of members;
 - (c) Convening the statutory AGM and other GMs;
 - (d) Bringing before the GM any matter considered necessary;
 - (e) Holding EC meetings as required;
 - (f) Managing the funds of the MAP;
 - (g) Appointing sub-committees for any specific activity or responsibility, each sub-committee shall be chaired by an EC member who shall report to the EC;
 - (h) Co-opting:
 - 1) One or more full members to fill temporarily any vacancy on the EC until such time as the vacancy is filled in accordance with the

provisions of the statute. Such co-opted members shall enjoy the same rights and duties as the other members of the EC;

2) One or more members to assist in the activities of the EC. Such members shall have the same rights and duties as the other members but shall not be allowed to vote.

(i) The interpretation of the Statute and ruling of any matter not regulated by the Statute.

(ii) Duties of the President. It shall be the duty of the President:

- (a) To convene and adjourn all GM and EC meetings and to preside over the same;
- (b) To prepare matters for submission and deliberation at the above meetings;
- (c) To address the statutory AGM and to report on the activities of the MAP during the previous year;
- (d) To maintain discipline within the MAP and a strict observance of the Statute.

(iii) Duties of the Vice-President

In the absence of the President, the Vice-President shall take over the functions of the President.

(iv) Duties of the Treasurer: The Treasurer shall be responsible for:

- (a) all monies and funds of the MAP;
- (b) receiving all subscriptions and payments due to the MAP, and effecting such payments of debts incurred by the MAP on authorization of the EC;
- (c) depositing in the name of the MAP into a local bank, such monies as are not required for immediate use;
- (d) keeping an accurate record of financial transactions undertaken on behalf of the MAP;
- (e) rendering to the statutory AGM an account of financial transactions undertaken during his term of office;
- (f) manage the MAP's electronic payment accounts (Refer to Appendix 5) in order to carry out the duties outlined in Article 6 (iv); (a) to (e).

- (g) Making available the books of the MAP for inspection by every person having an interest in the funds of the Association.

- (v) Duties of the Secretary. The Secretary shall:
 - (a) notify members of all GMs and EC meetings convened at the request of the President;
 - (b) keep a record of all business transacted at GM and meetings of the EC;
 - (c) preserve and file all letters received and a copy of all letters sent by him or on his behalf by any other official;
 - (d) keep a nominal role of all members and their titles, qualifications, addresses and appointments;
 - (e) make provision for the inspection of the names of members of the MAP by every person having an interest in the Association.

- (vi) Duties of the Member:
To support the work of the EC in matters arising, as necessary.

- (vii) Duties of the Member (MAPT president):
 - (a) To directly represent the MAPT on the EC subject to the exceptions outlined in Article 5(iii).
 - (b) To support the work of the EC in matters arising, as necessary, subject to the exceptions outlined in Article 5(iv).

- (viii) Duties of the Member (Early Career Psychiatrist):
To support the work of the EC in matters arising, as necessary.

- (ix) IT Related Roles: One of the elected members of the EC shall also be assigned the role of managing IT related matters. Refer to Appendix 5 for more information about the MAP's IT accounts. IT related matters include the following:
 - (a) To maintain the MAP website and take up the role of website administrator.
 - (b) To maintain the MAP's IT accounts (See Appendix 5) up to date.

- (c) To keep up to date with payments related to website and IT accounts, and relay to treasurer when such payments are needed.

ARTICLE 7: Election of the Executive Council

- (i) The first EC shall be elected during the founding meeting of the MAP, as indicated in Appendix 3.
- (ii) The EC shall be elected for a maximum period of two years, but shall remain responsible for all MAP activities until the succeeding EC is established. Vacancies on the EC occurring during this period shall be filled by one or more by-elections within two months of the occurrence of such vacancies.
- (iii) The methods of election and representation within the EC for all elections subsequent to the first EC shall be indicated in Appendix 2.

ARTICLE 8: Regulations for the Conduct of Meetings

- (i) The EC shall have the right, subject to the approval of the GM, to make regulations for the conduct of meetings and other matters, provided they conform to the MAP statute.
- (ii) The President shall have the right to vote and shall also have a casting vote.

ARTICLE 9: Dissolution

- (i) The MAP shall be dissolved if three-fourths or more of its members vote for such action at a GM called for this sole and specific purpose, or if less than seven members remain on the register at any time.
- (ii) Upon dissolution all assets belonging to the MAP shall be applied in favour of another non-profit organisation with similar purposes as the MAP, which will be selected by the MAP executive council.

ARTICLE 10: Change in Statute

A change in Statute shall require the consent of sixty-six per cent (two thirds) of full members at a GM.

ARTICLE 11: General Meetings

- (i) (a) A General Meeting shall be held at least twice a year, one of which will be the Statutory Annual General Meeting (AGM).
(b) The Statutory Annual General Meeting (AGM) shall be held annually, by the end of the month of February.

- (ii) An Extraordinary GM (EGM) shall be called:
 - (a) when the EC shall deem it necessary;
 - (b) when a request is made by no less than twenty per cent (20%) of its members. Such a request must be sent to the President in writing together with the objective of the desired meeting. Such a meeting shall be convened within two weeks of the request.

- (iii) Quorum:

Thirty per cent (30%) of the paid up full members constitute a quorum at a GM. If this requirement is not met, the GM shall not take place. A new GM will be called within four weeks and the members present at the subsequent GM twenty minutes after the identified time of commencement will be considered to constitute a quorum.

- (iv) Notification of members:

Members shall be notified in writing of any GM and of the business to be transacted thereat, at least one week prior to the date of such a GM. If the

President and/or the EC consider that there is an emergency, a GM may be called at any time by other means of communication.

(v) Chairing of General Meetings:

The President shall preside over all GMs. In his/her absence, the Vice-President followed by any other member of the EC shall take up his duties.

(vi) Reading of Minutes and Reports:

The minutes and the report shall be read, discussed and approved at the beginning of the GM.

(vii) Matters for Discussion:

- (a) Should any member desire to propose any motion and/or any resolution/s for discussion at a GM, he /she is to forward it in writing to the Secretary in sufficient time before the start of the GM in order that it may be introduced in the agenda.
- (b) Amendments may be presented to any such motion or resolution without prior notice provided that a written statement thereof duly proposed and seconded is handed to the President immediately upon such an amendment being seconded.
- (c) No person may address the assembly more than once on the same matter except with the permission of the President. The mover of the original motion shall, however, conclude the debate. The mover of an amendment shall have the right to do so before the amendment is put to the vote.
- (d) No motion or amendment which has been moved shall be withdrawn without the consent of the proposer.

(viii) Methods of Voting:

- (a) Voting shall take place by a show of hands. If one member is in favour of a secret ballot, this procedure shall be followed.
- (b) The President shall have a vote, and also a casting vote.

(ix) Procedural Motion:

(a) Procedural motions shall take precedence over all terms of address to the President apart from points of order, but shall not carry the right of interrupting the current speaker.

(b) In the event of a procedural motion being proposed, the President shall ask for a seconder and in the event of the motion being seconded, shall, after a brief introduction by the proposer, immediately put the procedural motion to the vote.

(c) In the event of a procedural motion being carried, it shall be put into effect immediately.

(d) The following shall constitute the procedural motions:

- 1) No confidence in the President;
- 2) Agenda to be suspended or resumed;
- 3) The debate on a motion to be re-opened;
- 4) The GM to be adjourned;
- 5) The GM to proceed immediately to the vote;
- 6) The GM to proceed to the next business;
- 7) Consideration of the motion on table to be postponed;
- 8) The GM to take an unofficial vote;
- 9) Discussion to be recorded in the minutes;
- 10) Voting by ballot

(e) Procedural motions in Article 11(ix)(d); (1), (2) and (3) require a two-thirds majority to be carried. Procedural motions in Article 11 (ix)(d); (4) to (10) require a simple majority.

(x) Points of Order:

(a) A point of order shall be concerned with the enforcement or interpretation of the aims, bye-laws, statute or regulations of the MAP.

(b) A point of order shall take precedence over all other terms of address to the Chairperson and shall require the President immediately to allow the member to make his/her point of order.

(c) In the event of any member using the point of order to make statements, which are not directly related to the defined concern, he/she shall earn the warning of the Chairperson. In the event of a member being so warned on three occasions during a meeting, he/she shall personally forfeit the right to use the point of order for the rest of the meeting.

(xi) Point of personal privilege:

A member may raise a point of personal privilege during discussion and this shall take precedence over all other terms of address to the Chairperson and shall require the President immediately to allow the member to make his/her point of personal privilege.

(xii) Points of Information:

(a) A point of information to somebody shall be a brief communication of fact, which is of value and relevance to the meeting at large. It can, in no case, be abused to express a personal point of view.

(b) A point of information from someone serves to put a brief question to the current speaker or assembly at large, which is relevant to the particular debate.

(c) When a point of information is indicated to the Chairperson while a speaker is exercising his right of speech, the Chairperson shall ask the speaker whether he/she will accept the point of information. In the event of the speaker refusing it, the Chairperson must take it as soon as the speaker is finished.

(d) In the event of any member abusing the point of information to make statements which are not directly related to the defined concern of it, the Chairperson shall proceed in the same way as mentioned under Article 11 (x) (c).

(xiii) Powers of the Chairperson:

(a) The Chairperson's ruling shall be final.

(b) The Chairperson shall have the power to suspend temporarily or permanently for the duration of the meeting, any person who behaves inappropriately. The person so suspended shall leave the meeting and will not take further part in the discussion and voting of that meeting during his absence.

(c) In the event of disorder, the Chairperson shall have the power to suspend the assembly for such time as he/she shall deem fit, or to adjourn the assembly.

(xiv) Suspension of GM Regulations:

Suspension, in exceptional circumstances, of MAP regulations governing GM (namely Article 11) shall require the consent of a simple majority.

ARTICLE 12: Executive Council Meetings

(i) Executive Council (EC) meetings shall take place whenever the President deems it necessary and not less than once every two months, or if a request in writing for the holding of a meeting is made by two EC members. In the latter case, the President shall convene a meeting within two weeks of the request.

(ii) The Secretary shall notify the EC members of the date, time, place and agenda of the meeting.

(iii) The EC meeting shall be chaired by the President. In his/her absence, it shall be chaired by the Vice-President.

(iv) Procedure at EC Meetings:

(a) At all EC meetings, three members shall constitute a quorum, one of whom must be President or Vice-President, and none of whom shall be the Trainee Representative described in Article 5(i)(f).

(b) Suspension of the rules shall be allowed provided that the consent of the majority of those present is obtained.

- (c) In the event of a half an hour from the time fixed for the meeting elapsing without there being a quorum, the meeting shall be adjourned. All items on the agenda of the day shall take precedence at the next meeting.
- (d) At the beginning of a meeting, the minutes of the previous meeting shall be read. In the event of any error being found, it shall be set right by means of a marginal note which shall be signed by the President and Secretary.
- (e) After the reading of minutes, all correspondence shall be read and discussed.
- (f) Only items on the agenda will be dealt with at the meetings and shall be discussed according to the order fixed.
- (g) Further procedures shall be as laid for GM as in Article 11 (vii) to (xiii).
- (h) A simple majority shall be sufficient for a vote to be approved.
- (i) The EC can pass a vote of no confidence on any sub-committee. Such a decision shall entail the immediate dissolution of such sub-committee.

ARTICLE 13: Sub-Committee Meetings

- (i) All sub-committees shall be constituted as set in Article 6(i)(g) by the EC, which will also decide on its powers and duties.
- (ii) Sub-committees shall follow all procedures as for EC meetings.

ARTICLE 14: Discipline and Expulsion

- (i) The EC shall be responsible for the administration of discipline of members. It shall decide upon any case presented to it by not later than two months after an alleged occurrence.
- (ii) Disciplinary Sub-Committee:
 - (a) The disciplinary sub-committee will be convened following the suspension of a member due to misconduct.

- (b) The disciplinary sub-committee shall consist of 3 members, two full MAP members and an external medical professional.
- (c) Procedures during disciplinary sub-committee hearing/s, will be setup and agreed upon, by all the 3 members, and communicated to the suspended member, prior to the hearing.
- (d) The suspended member may be assisted by any person he/she deems fit and has at least ten days within which to prepare his argument.
- (e) The disciplinary sub-committee will be also responsible to ascertain whether the case presented to it, may be in breach of Medical Council regulations.
- (f) The outcome of the disciplinary hearing/s will be presented by a member of the disciplinary sub-committee, during an EC meeting, which shall be held not later than 7 days following the last hearing.

(iii) Suspension:

- (a) Members may be suspended if they fail to comply with Article 3(ii) and Appendix 1. It shall be the duty of the Treasurer to notify members in default of payment. A suspended member may be re-instated by the EC upon complying with the above.
- (b) Members may be suspended if through serious misconduct or dishonesty, they disrupt MAP's objectives as per Article 2. It shall be the duty of the President to notify members of their suspension. A suspended member may be re-instated by the EC, if their position is restored to good standing, following a recommendation by the disciplinary sub-committee.

(iv) Expulsion:

- (a) Any member who, in the opinion of the EC, and if deemed so by the disciplinary sub-committee, shall no longer be fit and proper to continue to be a member of the MAP, shall be recommended for expulsion.
- (b) Expulsion shall be confirmed at a GM, and shall require a 66% majority vote, after which the expelled member shall be removed from the list of members.
- (c) An expelled member may, after a year of his/her expulsion, re-apply for membership to the Secretary. In order that he/she may be considered by the

EC, his/her application must be sponsored by at least three full members. Re-admission to the MAP must be approved by the GM and shall require a simple majority vote.

APPENDIX 1

Membership Fees

1. Full members shall pay an annual subscription fee of fifty (50) Euro due upon joining, or subsequently by the AGM of each year.
2. Associate members shall pay an annual subscription fee of ten (10) Euro.
3. Honorary members shall be exempt from payment.

APPENDIX 2

Methods of election of candidates and their eligibility to the Executive Council:

1. The EC shall be made up of a President and six other members.
2. The elections for the EC shall be held every two years or on the event of resignation of the EC, whenever such an event takes place.
3. The role of the Member in Article 5(i)(f) will be automatically taken up by the incumbent president of the MAPT, and will therefore not be subject to election.
4. Vacancies on the EC occurring during the term of office shall be filled by co-option within two months of their occurrence.
5. Should there be more than six nominated candidates (one President and five members), an election shall be held. Election shall be by secret ballot at the relevant biennial AGM including a postal ballot for those members unable to attend, and the election shall be completed within one month of the AGM.
6. Only full members who are fully paid up shall be eligible to vote and contest elections.
7. Two Electoral Commissioners shall be nominated from amongst members who are not standing for election.
8. The Electoral Commissioners shall receive nominations of candidates with proposer and seconder.
9. There shall be separate candidate nominations and election for President and other members within the same ballot. The elected members may reach a natural agreement regarding what official role to fulfil; should the elected members not manage to reach an agreement, the elected President shall select his/her officials from amongst those elected within one week of the election.
10. No member shall be eligible to hold office as President for more than two consecutive two-year terms.

APPENDIX 3

The founding membership of the MAP:

1. The MAP shall be formally founded at a meeting called for that specific purpose on the 31st October 2013 at 1300 at the Malta Medical School
2. During this meeting, a vote shall be taken by show of hands to formally approve this statute, and founding members shall hereby sign below.
3. Upon signing of this statute, the Association shall be actuated.
4. Following the actuation of the MAP, the first EC shall be elected.

APPENDIX 4

1. Article 38(1) of the Voluntary Organisations Act states:

“Voluntary organisations shall not be established for trading purposes nor to promote the interest of a commercial enterprise nor shall they principally engage in trade.”

2. Article 38(2) of Voluntary Organisations Act states:

“When a voluntary organisation wishes to carry out a trading activity in order to raise funds to achieve its purposes, such organisation shall establish an appropriate legal entity and the administrators of the voluntary organisation shall ensure that such activity shall not burden the human and financial resources of such organisation beyond its means.”

APPENDIX 5

MAP's IT Accounts:

1. The MAP's official website domain name is www.map.org.mt
2. The MAP's official e-mail is info@map.org.mt
3. The MAP's official Facebook Page is 'Maltese Association of Psychiatry'
4. The MAP's official Twitter Account Name is 'MALTESEassociationPSYCHIATRY' and the Twitter handle is @MaltPsychiatry
5. The MAP currently uses the following electronic payment account: Paypal.