

## RULES AND CONSTITUTION OF

### PERSATUAN BEKAS PELAJAR SEKOLAH TINGGI CHUNG LING, JOHOR BAHRU, JOHOR

#### Rule 1 NAME AND REGISTERED ADDRESS

- (i) The Society shall be known as the PERSATUAN BEKAS PELAJAR SEKOLAH TINGGI CHUNG LING, JOHOR, hereafter referred to as “the Society”.
- (ii) Its registered address shall be at No. 67, JALAN KUNING DUA, TAMAN PELANGI, 80400 JOHOR BAHRU or at such other place or places as may be decided from time to time by the Committee. The registered address of the Society shall not be changed without the prior approval of the Registrar of Societies.

#### Rule 2 AIMS AND OBJECTS

- (i) To foster harmonious relationship between members;
- (ii) To promote national unity through social, sports and recreational activities of the Society;
- (iii) To protect jointly the prestige and interest of the Society.

#### Rule 3 MEMBERSHIP

- (i) Membership of the Society is divided into 4 categories:-
  - (a) Ordinary Member  
Any ex-student of Chung Ling High School, Penang who is 18 years and above residing in Johor may apply to become ordinary member.
  - (b) Associate Member  
Any ex-student of Chung Ling High School, Penang who is 18 years and above who resides outside Johor and any ex-teacher of Chung Ling High School, Penang may apply to become associate member.
  - (c) Life Member  
Any ordinary member who pays RM100.00 in one lump sum shall become life member. Life member enjoys the same right and privileges as ordinary member but is exempted from paying further annual subscription.
  - (d) Honorary Member  
Any members of the public who have rendered meritorious services to the Association may be invited to become Honorary Members on approval of the Executive Committee of the Association.

Associate Members and Honorary Members shall enjoy the same privileges as ordinary members, but shall have no right to vote and to hold office in the Committee.

- (ii) No University or University College student shall be admitted as a member of the Society unless he or she has obtained a prior written permission from the Vice Chancellor of the University concerned.
- (iii) Every application for membership shall be proposed and seconded by two existing members and shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the Committee for approval. The Committee may at its discretion reject any application without assigning any reason therefore.
- (iv) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first annual subscription, be admitted as a member of the Society and shall be entitled to all the privileges of the membership.

#### Rule 4 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

- (i) The entrance fee and subscription payable shall be as follows:

	<u>Ordinary Member</u>	<u>Associate Member</u>
Entrance Fee ...	RM 10.00	RM 10.00
Annual Subscription ...	RM 10.00	RM 2.00

- (ii) All annual subscriptions shall be payable to the Treasurer in advance before the end of March of each year.
- (iii) Any member who allows his arrears to exceed two years' subscriptions shall receive a written notification signed by or on behalf of the Secretary and shall be denied the privileges of membership until he settled his account.
- (iv) Any member who allows his arrears to exceed three years' subscriptions shall automatically cease to be a member of the Society and the Committee may direct that legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.
- (v) The Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.
- (vi) Special subscriptions or levies for particular purposes may be raised from members by resolution of the General Meeting of the Society. If any member fails to pay such subscription within such period as may be resolved the amount due shall be treated in the same way as arrears of annual subscription.

Rule 5 GENERAL MEETING

- (i) The supreme authority of the Society is vested in a General Meeting of the members. At least one-half of the total voting membership of the Society or twice the total number of members of the Committee, whichever is the less, must be present at a General Meeting for its proceedings to be valid and to constitute a quorum.
- (ii) If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have power to proceed with the business of the day but they shall not have power to alter the rules of the Society or to make decisions affecting the whole membership.
- (iii) An Annual General Meeting of the Society shall be held as soon as possible after the close of each financial year but not later than 31<sup>st</sup> of March on a date and at a time and place to be decided by the Committee. The business of the Annual General Meeting shall be:-
  - (a) To receive the Committee's report on the working of the Society during the previous year;
  - (b) To receive the Treasurer's report and the audited accounts of the Society for the previous year;
  - (c) To elect a Committee and to appoint auditors (Once in every two years);
  - (d) To deal with such other matters as may be deemed fit by the General Meeting
- (iv) The Secretary shall send to all members at least 7 days before the meeting a notice stating the date, time, place of meeting and an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered address or place of meeting of the Society for the perusal of members.
- (v) An Extraordinary General Meeting of the Society shall be convened:-
  - (a) Whenever the Committee deems it desirable, or
  - (b) At the joint request in writing of 1/5 of the total voting members, stating the objects and reasons for such meeting.
- (vi) An Extraordinary General Meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- (vii) Paragraphs (i) and (ii) of Rule 6 regarding the quorum and the postponement of an Annual General Meeting shall apply also to an Extraordinary General Meeting, but with the proviso that if no quorum is present after half an hour from the time appointed for a postponed Extraordinary General Meeting requisitioned by members the meeting shall be cancelled, and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

Rule 7 COMMITTEE

- (i) (a) A Committee consisting of the following, who shall termed the office-bearers of the Society, shall be elected once in two years at the Annual General Meeting:-
  - A President
  - A Vice President
  - A Secretary
  - A Treasurer
  - Three (3) Ordinary Committee Members
- (a) The elected Committee may appoint up to five (5) additional ordinary committee members.
- (ii) The Office-bearers of the Society and every officer performing executive functions in the Society shall be Malaysian Citizens.
- (iii) Names of the offices mentioned in Rule 7 (i) (a) shall be proposed and seconded and election will be by a simple majority vote of the members at every alternate Annual General Meeting. All the office-bearers shall hold office for two years and shall be eligible for re-election.
- (iv) The function of the Committee is to organize and supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by the General Annual Meeting. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meeting. It shall furnish a report to each Annual General Meeting on its activities during the previous year.
- (v) The Committee shall meet at least once every three months, and 7 days notice of each meeting shall be given to the members. The President acting alone, or not less than four of its members acting together may call for a meeting of the Committee to be held at any time. At least one half of the Committee Members must be present for its proceedings to be valid and to constitute a quorum.
- (vi) Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained:-
  - (a) The issue must be clearly set out in the circular and forwarded to all members of the Committee;
  - (b) At least one-half of the members of the Committee must indicate whether they are in favour or against the proposal, and

- (c) The decision must be by a majority vote.  
Any decision obtained by circular letter shall be reported by the Secretary to the next Committee Meeting and recorded in the minutes thereof.
- (vii) Any member of the Committee who fails to attend three consecutive meetings of the Committee without satisfactory explanation shall be deemed to have resigned from the Committee.
- (viii) In the event of the death or resignation of a member of the Committee the candidate who received the next highest number of votes at the previous election for the post affected shall be invited to fill the vacancy. If there is no such candidate or if such candidate declines to accept office, the Committee shall have the power to co-opt any other member of the Society to fill the vacancy until the next Annual General Meeting.
- (ix) The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Society. It may appoint such organizers and such staff as it deems necessary. It may suspend or dismiss any organizer or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Committee, or for any other reason which it deems good and sufficient in the interest of the Society.
- (x) The Committee shall have power to appoint sub-committee for the furtherance of the objects of the Society as it may deem fit and to delegate to sub-committee such powers as it may consider necessary and expedient and to withdraw from such sub-Committee all or any of the powers so delegated and revoke all such appointments.

Rule 8 DUTIES OF OFFICE-BEARERS

- (i) The President shall during his term of office, preside at all General Meetings and all meetings of the Committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Secretary or Treasurer, sign all cheques on behalf of the Society.
- (ii) The Vice President shall deputise for the President during the latter's absence. He shall during the absence of the President sign all cheques on behalf of the Society in conjunction with the Secretary or Treasurer.
- (iii) The Secretary shall conduct the business of the Society in accordance with its rules, and shall carry out the instructions of the General Meeting and of the Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall maintain a membership register with particulars of name, age, identity card number, occupation and address of every member. He shall attend all meetings and record the proceedings. In conjunction with the President or Vice President during the absence of the President, he shall sign all cheques on behalf of the Society. He shall within 28 days after the holding of the Annual General Meeting of the Society, submit the Annual Returns of the Society to the Registrar of Societies as required under Section 14(1) of the Societies Act, 1966.
- (iv) The Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall, in conjunction with the President or Vice President during the absence of the President, sign all cheques on behalf of the Society.
- (v) The Ordinary Committee Members shall attend all meetings and assist the above officers in carrying out their duties.

Rule 9 FINANCIAL PROVISIONS

- (i) Subject to the following provisions in this rule, the funds of the Society may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries, allowances and expenses to its office-bearers and paid staff and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.
- (ii) The Treasurer may hold a petty cash advance not exceeding RM200.00 at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Committee. The bank account shall be in the name of the Society.
- (iii) All cheques or withdrawal notices on the Society's account shall be signed jointly by the President or the Vice President as the 1<sup>st</sup> part of the signatories and the Secretary or the Treasurer as the 2<sup>nd</sup> part of the signatories.
- (iv) No expenditure exceeding RM500.00 at any one time shall be incurred without the prior sanction of the Committee and no expenditure exceeding RM5,000.00 in any one month shall be incurred without the prior sanction of a General Meeting. Expenditure of less than RM500.00 at any one time may be approved by the President together with the Secretary and Treasurer.
- (v) As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under Rule 10(i). The audited accounts shall be submitted for the approval of the next General Meeting and copies shall be made available at the registered address or place of meeting of the Society for the perusal of members.
- (vi) The date of the commencement of the financial year of the Society shall be from the 1<sup>st</sup> of January and shall end on 31<sup>st</sup> of December annually.

Rule 10 AUDITORS

- (i.) Two persons, who shall not be office-bearers of the Society, shall be appointed by every alternate Annual General Meeting as Honorary Auditors. They shall hold office for two years and may be re-appointed.

- (ii.) The Auditors shall be required to audit the accounts of the Society for the year and to prepare a report or certificate for the Annual General Meeting. They may also be required by the President to audit the accounts of the Society for any period within their tenure of office at any date and to make a report to the Committee.

Rule 11 PROPERTY

- (i.) The immovable property of the Society shall be required in the name of the Society and all instruments relating to the property shall be valid and effective as if they had been executed by a registered proprietor provided that they are executed by three office-bearers for the time being of the Society, whose appointments are authenticated by a certificate of the Registrar, and sealed with the seal of the Society.
- (ii.) All immovable properties of the Society shall not be transferred, sold, charged, pledged or otherwise disposed off without the prior consent and authority of the General Meeting of members.

Rule 12 UINTERPRETATION OF RULES

- (i.) Between Annual General Meetings, the Committee shall interpret the rules of the Society and when necessary, determine any point on which the rules are silent.
- (ii.) Except where they are contrary to or inconsistent with the policy previously laid down by the General Meeting, the decisions of the Committee shall be binding on all members of the Society unless and until countermanded by a resolution of a General Meeting.

Rule 13 ADVISER/PATRON/HONORARY PRESIDENT

The Committee shall if it deems fit and necessary appoint qualified persons to be the Adviser / Patron / Honorary President of the Society.

Rule 14 PROHIBITIONS

- (i.) None of the following games shall be played in the premise of the Society:- Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty-One, Thirty-One, Ten and a half, all games of dice, banker's games all games of mere chance. All video / computer / games and games of snooker and billiard shall be strictly prohibited in the premises of the Society.
- (ii.) Neither the Society nor its members shall attempt to restrict or in any other manner interfere with the trade or engage in any trade union activities as defined in the Trade Union Act, 1959.
- (iii.) The Society shall not hold any lottery without licence from the proper authority whether confined to its members or not, in the name of the Society or its office-bearers, Committee or member.
- (iv.) No benefits as defined under Section 2 of the Societies Act, 1966 shall be given by the Society to any of its members.

Rule 15 AMENDMENT OF RULES

These rules may not be altered or amended except by resolution of a General Meeting. Application for any such alterations or amendments shall be made to the Registrar within 28 days from the date of the decision to make the change or the amendment and shall take effect from the date of their approval by the Registrar of Societies.

Rule 16 DISSOLUTION

- (i.) The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the total voting membership at a General Meeting convened for such purpose.
- (ii.) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by the General Meeting.
- (iii.) Notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.