

Persatuan Alumni Sekolah Menengah Assunta, Petaling Jaya, Selangor (1999)

MINUTES OF EIGHTEEN (18th) ANNUAL GENERAL MEETING of the Society duly convened and held at a Classroom at the Mutiara Block, Assunta Secondary School, Jalan Changgai, Petaling Jaya on Saturday, 24th March 2018 at 3.15pm.

1. Present

As per Attendance list attached.

2. Chairperson

Ms Christina Chan was the Chairperson of the Meeting. A note of thanks was mentioned to Puan Teresa Chan, the school headmistress for allowing the use of the class room to hold the AGM.

The Peace Prayer was said before commencing the meeting.

3. Quorum

Having established a quorum, the Chairperson commenced the meeting at 3.15 pm.

4. Minutes of the 17th Annual General Meeting

There being no amendment to the minutes of the previous AGM, it was proposed by Audrey Pittam and seconded by Noremilia Izma Zaidun.

5. Financial Statements for the year ending 31st December 2017

The audited accounts for the year ended 31st December 2017 were tabled for discussion. After a short discussion, it was resolved that the Audited Accounts for the year ended 31st December 2017 as tabled be received and noted.

Total income earned in 2017 was RM41,106.60. Total expenses was RM13,817.60. Cash in bank was RM25,634.33.

6. Financial Statements for Sr Enda's Biography for the year ending 31st December 2017

Total income earned in 2017 was RM11,475.00. Total expenses was RM9,173.40. Cash in bank was RM34,369.38.

Both sets of Financial Statements were proposed by Shobana Sivalingam and seconded by Chrisshanne Sebastiampillai.

Note of thanks was recorded to Yap Suet Huan for auditing the accounts by the treasurer, Marianne Rozario.

7. Past Year's Activities

Christina Chan gave a short briefing of the activities that the Alumni organized or was invited to for the past year.

The school officially launched the Diamond Jubilee year's celebrations on 9 March at the school lawn. The school will be organizing activities throughout the year for the celebrations include a Walking Down Memory Lane. No confirmed date yet so far.

ELDS will be held on 6 Apr 2018 and Sports Day will be held on 20 Apr 2018.

8. Election of 1 committee member

Christina informed all present that Mirosha has tendered her resignation due to work commitment and as such there was a vacant position for committee member. Volunteers must be present at the meeting. Kimmie Goh and Maghrib volunteered. As there were two volunteers, Kimmie & Maghrib were requested to step out of the meeting and there was a vote of hands by the other members of the floor. Maghrib was voted in as a committee member. A note of thanks was recorded to Kimmie for volunteering.

9. Any Other Matters

There was a query from Chan Kok Kum on whether the Alumni is a registered charity organization whereby any donations to the Alumni will be tax exempted. She was informed that it is not a registered charity organization.

Christina informed that a total of RM38,240 was raised for the Mrs George History Fund which will be used by the school to hold programs to get students to pass history which is a compulsory subject for SPM.

9. Resolutions passed to Amend the Assunta Alumni Rules & Regulations

At the last Annual General Meeting, Clauses 7.10 & 7.4 were approved. However, due to technical error on the Registrar of Society (ROS) portal, the clauses need to be passed again for resubmission.

Original Clause 7.10

Registered and paid-up members who are unable to attend the Annual General Meeting be allowed to vote for office bears via e-mail.

Proposed amendment

Registered and paid-up members residing outside of Selangor, Wilayah Persekutuan and Putrajaya who are unable to attend the Annual General Meeting be allowed to vote for office bearers via e-mail. Members' location of residence will be verified against their registered address in Alumni records prior to acceptance of vote.

All present except 1 approved the proposed amendment.

Original Clause 7.4

The Secretary shall send a notice of meeting to all members at least 14 days before the meeting, an agenda including copies of minutes and reports, motions and nominations for the election of officers, 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.

It was agreed by all present that there will be no change to the clause.

Clause 4.4

It was proposed to remove Clause 4.4 which reads as follows:

No University or College – University student shall be admitted as a member of the Society unless she has obtained a prior written permission from the Vice Chancellor of the University concerned.

It was unanimously approved by all present to remove Clause 4.4.

Original Clause 8.2

All office bearers of the Society and every officer performing executive functions with the Society shall be Malaysian citizens.

Proposed amendment

All office bearers of the Society and every officer performing executive functions with the Society shall be an Assuntarian regardless of citizenship.

It was unanimously approved by all present on the proposed amendment to Clause 8.2.

Original Clause 10.3

All cheques or withdrawal notices on the Society's account shall be signed jointly by the President, and either the Secretary or the Treasurer. In the absence of the President, the Secretary and the Treasurer, the Committee shall appoint one of its members to sign in her place.

Proposed amendment

All cheques or withdrawal notices on the Society's account shall be signed jointly by the President, the Secretary and the Treasurer.

It was unanimously approved by all present on the proposed amendment to Clause 10.3.

To reinstate the following Clauses that went missing upon uploading to ROS portal.

Clause 7.1

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 the Committee whichever is lesser must be present at a General Meeting for its proceedings to be valid and to constitute a quorum.

Clause 7.2

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 the power to alter the rules of the Society or to make decisions affecting the whole membership.

Clause 7.3

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 31st 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 or the previous year
- c) To elect a Committee and to appoint Auditors for the two years
- d) To deal with such other matters as may be put before it

Clause 7.5

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 not less than one fifth (1/5) of the total members who are eligible for voting, stating the objectives and reasons for such meeting. The request shall be

Clause 7.6

An Extraordinary General Meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.

Clause 7.7

Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Secretary to all members at least fourteen (14) days before the date fixed for the meeting.

Clause 7.8

Paragraphs (71) and 7 (2) of this rule 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 o Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date hereof.

Clause 7.9

The Secretary shall forward to all members a copy of the draft minutes of each Annual and Extraordinary General Meeting as soon as possible after its conclusion.

Clause 7.11

Proxy forms may only be used for the passing of resolutions and adoption of financial statements and/or accounts.

10.0 Sr Enda's Feast Day Celebration

Sr Enda joined the meeting at the end and thanked all present for attending the meeting. All present celebrated Sr Enda's Feast Day which falls on 21st March with a cake at the school canteen and followed with light refreshments.

11.0 Conclusion

There being no other matters arising discussed the meeting was adjourned at 5.15 pm with a vote of thanks to the Chair.

Confirmed and Signed as a correct record,

Chairperson
Dated: 24 March 2018

Secretary

Attendance List – AGM 24 March 2018

1. Chrishanne Sebastiampillai (1994)
2. Deborah Fiona Nonis (1982)
3. Shobana Sivalingam (1983)
4. Kimmie Goh Keng Kim (1985)
5. Carmel Dharamaraj (1979)
6. Teresa Chan Kok Chow (1964)
7. Christina Chan Phaik May (1977)
8. Audrey Pittam (1964)
9. Jennifer Liu Poi Yee (1977)
10. Noremilia Izama Mohd Zaidun (1991)
11. Maghrib Chwee Abdullah (1978)
12. Vivian Wan (1983)
13. Marianne Rozario (1976)
14. Chan Kok Kum O'Mullan (1966)
15. Loke Yuen Kuan (1977)
16. Angeline Koit Cheng Ee (1987)
17. Celine Pereira (1968)
18. Vivienne Ong (1988)
19. Yap Suet Huan (1978)
20. Yap Su Lin (1984)
21. Tanya Ding (2011)
22. Chong Mei Leng (1977)