

PERLEMBAGAAN BAGI

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PERSATUAN ALUMNI SEKOLAH MENENGAH ASSUNTA PETALING JAYA SELANGOR (1999)

(PPM-015-10-02092000)

Clause 1 **1. NAME**

The Society shall be called the PERSATUAN ALUMNI SEKOLAH MENENGAH ASSUNTA. (Hereinafter is referred to as "the Society").

Clause 2 **2. REGISTERED ADDRESS**

The registered address and place of business of the Society shall be c/o SEKOLAH MENENGAH ASSUNTA, Jalan Changgai, 46000 Petaling Jaya or such other place or places from time to time as may be decided-on by the Committee; and its postal address shall be PERSATUAN ALUMNI SEKOLAH MENENGAH ASSUNTA, c/o SEKOLAH

MENENGAH KEBANGSAAN ASSUNTA, Jalan Changgai, 46000 Petaling Jaya, Selangor Darul Ehsan.

Any change of address shall require the prior approval of the Registrar of Societies.

Clause 3 **3. OBJECTS**

The objects of the Society shall be:

1. to carry on activities to aid, support or assist Sekolah Menengah Perempuan Assunta, Petaling Jaya (hereinafter referred to as "the School");
2. to conduct fundraising for and/or make donations to the School; and
3. to subsidise in the areas of education and development of the School so as to directly or indirectly benefit the same.

Clause 4 **4. MEMBERSHIP**

4.1

Membership of the Society is classified as follows:

- a) she is a former student of the School
- b) she is 18 years of age and above
- c) she agrees and undertakes to observe the rules and regulations of then Society
- d) she has paid all fees due and payable as set out in Clause 5 herein.

4.2

Every application for membership shall be supported either by proof of having attended Assunta Secondary or proposed and seconded by two (2) existing and paid up members or ex-

Assuntarians and shall be forwarded to the Secretary who shall submit it to the Committee for approval.

New memberships may be accepted at any time, even during general meetings of the Alumni Association. However, memberships must be subject to a 2 week processing period and these new members may attend and observe the alumni events and/or general meetings but may not participate in the decisions proposed, adopted at such general meetings including election of office bearers until the completion of the processing period.

4.3

Every applicant whose application has been approved as aforesaid shall upon payment of the prescribed:

1) Registration fee; and

2) First annual subscription fee for the calendar year,

be admitted as a member of the Society and shall be entitled to all the privileges of membership.

4.4

All past SMK Assunta teachers are accorded honorary membership.

Clause 5 **5. ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

5.1

The subscriptions payable shall be as follows:-

Registration Fee: RM10.00

Annual Subscription: RM20.00

5.2

All yearly subscription must be paid to the Treasurer in advance on or before the 28 February every year.

5.3

Any member who does not pay her annual subscription fee by the 31st March each year shall receive a written notification signed by or on behalf of the Secretary and shall be denied the rights and privileges of membership until she settled her dues.

Outstanding annual subscription fee paid after 28th February shall be utilised for that calendar year and will not be considered as advance annual subscription fee for the following calendar year.

5.4

If any member allows her arrears to exceed one (1) year, she shall automatically cease to be a member of the Society and the Committee may direct that legal action be taken against her, provided that they are satisfied that she has received due notice of her debts.

5.5

The Committee shall have the power to fix a re-entrance fee for any person who has allowed her

membership to lapse through arrears.

5.6

Special subscriptions or levies for particular purpose 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 fee.

Clause 6 **6. RESIGNATION AND EXPULSION**

6.1

Any member who wishes to resign from the Society shall give a two (2) week notice in writing to the Secretary and shall pay up all dues.

6.2

If any member violates the By-laws or acts in a manner prejudicial to the interest of the Society, the Committee may expel or suspend the member concerned for a certain period of time. However, the Committee shall give a written notification to the member on what ground she is being expelled or suspended. The member shall be given the opportunity to explain and defend herself. The decision of the Committee shall be implemented unless and until the General Meeting reverses or postpones the decision of the Committee after the member has appealed against the decision of the Committee.

Clause 7 **7. GENERAL MEETING**

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. Members who arrive after a General Meeting has commenced will not be allowed to vote at the said General Meeting. For the avoidance of doubt, a General Meeting shall commence upon the President calling the meeting to order.

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.

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 for 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.

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.

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 addressed to the President of the Society.

7.6

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

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.

7.8

Paragraphs 7(1) and 7(2) of this rule regarding the quorum, voting rights 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 Annual General Meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

7.9

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

7.10

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. Voting for office bearers via e-mail shall be presented at the Annual General Meeting.

7.11

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

7.12

Members who wish to stand for election must be physically present, with no exceptions.

7.13

Unless otherwise provided under the Societies Act 1966, any applicable laws and regulations, or these Rules, all matters at a General Meeting of the Society shall be decided by a simple majority of Members present and voting at the meeting.

Clause 8 **8. COMMITTEE**

8.1

A Committee consisting of the following who shall be termed the office bearers of the Society shall be elected at the Annual General Meeting:

- a) A President
- b) A Deputy President
- c) A Secretary
- d) A Treasurer
- e) 6 Ordinary Committee Members

8.1.1

Notwithstanding clause 8.1 above, the following officer bearers of the Society specified below shall have two (2) term limit of two (2) years per term (total of four (4) consecutive years) only for their respective offices:

- a) President;
- b) Deputy President;
- c) Secretary; and
- d) Treasurer.

8.1.2

The above-specified office bearers shall hold their respective offices for a period of two years commencing from the date of the Annual General Meeting unless:

- a) such office bearer dies or resigns from office before the expiry of one term;

For the avoidance of doubt, the term for all officers including the subcommittee formed by the Committee shall be valid from the date of such appointment by the members until the next Annual General Meeting.

8.2

All office bearers of the Society and every officer performing executive functions with the Society shall be an Assuntarian regardless of citizenship provided she is residing in Malaysia during her term of office.

8.3

The function of the Committee is to organize and to make decisions on matters affecting its

running within the general policy laid down by the General Meeting. The Committee may not act contrary to the expressed wishes of the General Meeting without prior references 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.

8.4

The Committee shall meet at least once every three months, and seven (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.

8.5

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 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.

8.6

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.

8.7

In the event of the death or resignation of a member of the Committee, the candidate who received the highest number of votes in 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 the office, the Committee shall have power to co-opt any other member of the Society to fill the vacancy until the next Annual General Meeting.

8.8

The Committee shall give instruction 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 decision of the Committee, or for any other reason which it deems fit and sufficient in the interest of the Society.

8.9

The Committee may appoint sub-committees when necessary and its members are entrusted with special responsibility.

Clause 9 **9. DUTIES OF OFFICE-BEARERS**

9.1

The President shall during her 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. She shall have the casting vote and shall sign the minute of each meeting at the time they are approved. She shall, in conjunction with the Secretary and the Treasurer, sign all cheques on behalf of the Society.

9.2

The Vice-President shall deputise for the President during the latter's absence.

9.3

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. She shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. She shall maintain a membership register with particulars of name, age, identity card numbers, occupation and address of every member. She shall attend all meetings and record the proceedings. In conjunction with the President and the The Treasurer she shall sign all cheques on behalf of the Society. Within 60 days after the holding of the annual General Meeting the Secretary shall send the Annual Report to the Registrar of Society in accordance with the requirement of Section 14(1) of the Societies Act 1966.

9.4

The Treasurer shall be responsible for the finances of the Society. She shall keep accounts of all its financial transaction and shall be responsible for their correctness. She shall, in conjunction with the President and the Secretary, sign all cheques on behalf of the Society.

9.5

The Ordinary Committee Members shall assist the other office- bearers in their duties.

Clause 10 **10. FINANCIAL PROVISIONS**

10.1

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 expenses of its administration, the payment of salaries, allowances and expense to its 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.

10.2

The Treasurer may hold a petty cash advance not exceeding RM500.00 (Ringgit Malaysia Five Hundred Only) at any one time. All money in excess of this sum shall be deposited within seven (7) days of receipt in a bank approved by the Committee. The bank account shall be in the name of the Society.

10.3

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

10.4

No expenditure exceeding RM5,000 any one time shall be incurred without the prior sanction of the Committee and no expenditure exceeding RM30,000 at any one time shall be incurred without the prior sanction of a General Meeting. Expenditure of less than RM5,000 at any one time may be approved by the President, together with the Secretary and the Treasurer.

10.5

As soon as possible after the end of each financial year, a statement of income and expenditure and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under rule 11. The audited accounts shall be submitted for the approval of the next Annual General Meeting and copies shall be made available at the registered office or place of meeting of the Society for the perusal of members.

10.6

The financial year will commence on 1st January and close on 31st December every year.

Clause 11 **11. AUDIT**

11.1

Two persons, who shall not be office-bearers of the Society, shall be appointed by the Annual General Meeting as Auditors. They shall hold office for two (2) years and may be re-appointed.

11.2

The Auditors shall be required to audit accounts of the Society for the year, and 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 make a report to the Committee.

Clause 12 **12. TRUSTEES**

12.1

Three Trustees, who must be over 21 years of age, shall be appointed when necessary at the Annual General Meeting and shall hold office during the pleasure of the Society. They shall have vested in them all immovable property belonging to the Society by signing the Deed of Trust and shall deal with it in such a manner as the General Meeting may direct.

12.2

The Trustees shall not sell, withdraw or transfer any of the property of the Society without the consent and authority of a General Meeting of members.

12.3

A Trustee may be removed from office by the General Meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reason, she is unable to perform her duties or unable to do so satisfactorily. In the event of death, resignation or removal of a Trustee the vacancy shall be filled by a new Trustee appointed by a General Meeting.

Clause 13 13. INTERPRETATION

13.1

Between Annual General Meetings, the Committee shall interpret the rule of the Society and when necessary determine any point on which the rules are silent.

13.2

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.

Clause 14 14. PROHIBITIONS

14.1

None of the following games shall be played in the premises 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 game and all games of mere chance.

14.2

Neither the Society nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.

14.3

The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office bearers or Committee members.

14.4

The Society shall not pay out any benefits as defined under Section 2 of the Societies Act, 1966 to any of its members.

Clause 15 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 of Societies within 60 days from the date of the decision or alterations or amendment and shall take effect from the date of their approval by the Registrar of Societies

Clause 16 16. DISSOLUTION

16.1

The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the total membership at a General Meeting specially convened for the purpose.

16.2

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 a General Meeting.

16.3

The notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.

Clause 17 **LAMPIRAN**

1. Bendera

Keterangan :

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2. Lambang



Keterangan:

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3. Lencana

Keterangan Lencana:

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