

**RULES AND REGULATIONS
OF
PERSATUAN HII (KHO) BAHAGIAN BINTULU, SARAWAK**

RULE 1 NAME

The name of the Association shall be known as PERSAUAN HII (KHO) BAHAGIAN BINTULU, SARAWAK, hereinafter referred to as the Association.

RULE 2 REGISTERED / POSTAL ADDRESS

- (a) The registered address of the Association shall be at Lot 66, Commerce Square, Bintulu Parkcity, 97000 Bintulu, Sarawak.
- (b) The Postal Address of the Association shall be P.O.Box 795, 97008 Bintulu, Sarawak.
- (c) The registered / postal address of the Association shall not be changed without the prior approval of the Registrar of Societies.

RULE 3 OBJECTS

The objects of the Association shall be;

- (a) To foster friendship and goodwill among all members of the Association.
- (b) To promote, safeguard and secure the welfare and interest of its members.
- (c) To establish such liaison with Government Ministries, Departments, Organisations or persons as may be benefits to the members of the Association.
- (d) To encourage the exchange of views, closer co-operation and understanding among members.
- (e) To encourage scholarship fund for the benefit of members provided such fun shall be operated in the name of the Association.
- (f) To hold movable or immovable property by purchase, lease or hire for the purpose of the Association or as an investment of its fund;
- (g) To borrow money within such limits as the Committee shall fix from time to time for the purpose of the Association with the so-action of the General Meeting of the members; and
- (h) To accept donations from members and well-wishers for the furtherance of any of or all of the above objects.

RULE 4 MEMBERSHIP QUALIFICATION

Any person whose surname is HII (KHO) irrespective of creed, religion, occupation and sex, whose conduct and character is good and who is a Malaysian residing in Bintulu and has attained the age of eighteen years by English reckoning and is willing to abide by the rules and regulations of the Association may become a member.

RULE 5 APPLICATION FOR MEMBERSHIP

- (a) Every application for membership of the Association 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.
- (b) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee, be admitted as a member of the Association and shall be entitled to all the privileges of membership.

RULE 6 MEMBERSHIP REGISTRAR

The Secretary shall keep a membership registrar containing the following particular;

- (a) Serial No
- (b) Date of Admission
- (c) Name
- (d) Date and place of birth
- (e) Identity card No.
- (f) Nationality
- (g) Occupation and Office address
- (h) Home address

RULE 7 ENTRANCE FEE, SUBSCRIPTION AND OTHER DUES

- (a) An entrance fee in the sum of RM10.00 shall be payable.
- (b) The monthly subscription shall be RM1.00 payable to the Treasurer in advance.
- (c) Any member who pay one lump sum payment of RM100.00 (One Hundred Ringgit) shall become a life member of the Association and shall be entitled to all the privileges of the membership.
- (d) Any member who allows his arrear to exceed two months' subscription shall receive a written notification signed by or on behalf of the Secretary and shall be denied the privileges of membership until he settles his account.

- (e) Any member who allows his arrears to exceed three months' subscription shall automatically cease to be a member of the Association and the Committee may direct that legal action be taken against him, provided that it is satisfied that he has received due notice of his debts.
- (f) The Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.
- (g) Special subscription or levies for particular purpose may be raised from members by resolution of the general meeting of the Association. 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 monthly subscription.

RULE 8 COMMITTEE

- (a) A committee consisting of the following who shall be termed as the office-bearers of the Association, shall be elected biennially at the annual general meeting:-

One President;
Three Vice-Presidents;
One Secretary;
Two Assistant Secretaries;
One Treasurer;
Two Assistant Treasurers;
One Public Relation Officer;
One Welfare Officer;
One Assistant Officer;
One Education Officer;
One Assistant Officer;
One General Affairs Officer;
One Assistant General Affairs Officer;
One Supervisor;
Five Committee Members

- (b) Names for the above offices shall be proposed and seconded and biennial election will be by simple majority vote of the members present at the annual general meeting. All the office-bearers shall hold for a term of 2 years and shall be eligible for re-election.
- (c) The function of the Committee is to organize and supervise the day-to-day activities of the Association 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 reference to it. It shall furnish a report to each annual general meeting on its activities during the previous year.

- (d) The Committee shall meet at least once three months and fourteen days' notice of each meeting be given to its committee members. In case of urgency, the Committee may meet at any time. The President acting alone, or not less than three of the Executive Committee members acting together may call for a meeting of the Committee to be held at any time. At least one half be valid and to constitute a quorum.
- (e) Where any urgent matter requiring the approval of the Committee arises and it is impossible to convene a meeting, the Secretary may obtain such approval by means of a Circular letter. The following conditions must be complied with before a decision of the Committee is deemed to have obtained :-
 - (1) The issue must be clearly set out in the Circular and forwarded to all member of the Committee,
 - (2) The decision must be by a majority vote.
- (f) 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.
- (g) 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 the office so vacated, the Committee shall have power to co-opt any member of the Association to fill the vacancy until the next annual general meeting.
- (h) 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 Association unless and until countermanded by a resolution of the general meeting.

RULE 9 DUTIES OF OFFICE BEARERS

- (a) The President shall, during his term of office, preside at all general meeting 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 sign the minutes of each meeting at the time they are approved.

- (b) The Vice-Presidents shall assist the President and one of them shall be appointed to act the President in the latter's absence.
- (c) The Secretary shall conduct the business of the Association in accordance with its rules, and shall carry out the instructions of the general meeting and 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 attend all meetings and record all the proceedings.
- (d) The Assistant Secretaries shall assist the Secretary in carrying out his duties and one of them shall act for him in his absence.
- (e) The Treasurer shall be responsible for the finance of the Association. He shall keep accounts of all its financial transactions and shall be responsible for their correctness.
- (f) The Assistant Treasurer shall assist the Treasurer in carrying out his duties and one of them shall act in his absence of the Treasurer.
- (g) The Public Relation Officer shall be responsible for the promotion of goodwill and establishment of friendliness among members of the Association and among members of other organizations. In addition, he shall be responsible for the arrangement of any social activities.
- (h) The Welfare Officer shall be responsible for the promotion of the welfare and charity work of the Association.
- (i) The Assistant Welfare Officer shall assist the Welfare Officer in carrying out his duties and shall act for him during his absence.
- (j) The Education Officer or the Assistant Education Officer during the former's absence shall be responsible for the arrangements of all education work of and promotion among the members and their children and other matters related thereto.
- (k) The General Affairs Officer or the Assistant General Affairs Officer during the former's absence shall be responsible for the custody of the common seal of the Association and for all general affairs of the Association not specifically provided for other posts.
- (l) The Supervisor is to supervise and guide the work of other office bearers.
- (m) The Committee Member is to assist in the functions of the Committee generally.

RULES 10 FINANCIAL PROVISION

- (a) The financial year of the Association shall commence on 1st January annually. 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 and audited by the Auditor appointed under Rule 11. The audited account shall be submitted for approval at the next annual general meeting, and copies shall be made available for the perusal of members at the Notice Board of the Association at least seven days before the meeting.

- (b) The income and property of the Association shall be applied solely towards the promotion of the subjects of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise to person or persons who at any time are or have been members of the Association or to any person claiming through them.
- (c) No property of the Association shall be sold or hired out without the resolution of a general meeting.
- (d) The Treasurer may hold a petty cash advance not exceeding two hundred ringgit (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 Association.
- (e) No expenditure exceeding two hundred ringgit (RM200.00) at any time be incurred without the prior sanction of the Committee and no expenditure exceeding two thousand ringgit (RM2,000.00) at any one time shall be incurred without the prior sanction of a general meeting of members.
- (f) All cheques or withdrawal notices on the Association's account shall signed jointly by any two of the following :-
 - (1) The President (or in his absence one of the Vice-President).
 - (2) The Secretary (or in his absence one of the Assistant Secretaries).
 - (3) The Treasurer (or in his absence one of the Assistant Treasurers).

RULE 11 AUDIT

- (a) One or more persons, who shall not be the Office-bearers of the Association, shall be appointed biennially by the annual general meeting as Honorary Auditor(s). He/they shall hold office for Two years and may be reappointed.
- (b) The Auditor shall be required to audit the accounts of the Association for each year, and to prepare a report or certificate for the annual general meeting. He may also be required by the President to audit the accounts of the Association for any period within his tenure of office at any date, and to make a report to the Committee.

RULE 12 ANNUAL GENERAL MEETING

- (a) An annual general meeting of the Association shall be held in the month of January of the current year. The business of the annual general meeting shall be;
 - (1) To receive the Committee's report on the working of the Association during the previous year;
 - (2) To receive the Treasurer's report and the audited accounts of the Association for the previous year;
 - (3) To elect a Committee and to appoint auditors once in every two years;
 - (4) To deal with such other matters may be put before it.
- (b) The Secretary shall send to all members at least twenty-one (21) days before the meeting a notice stating the time and place and calling for motions for discussions and motions for amendment of the rules of the Association.
- (c) Motions for discussions at the meeting shall be sent to reach the Secretary not later than two (2) weeks before the meeting. The Secretary shall send notice of meeting together with the reports and agenda of the meeting at least one (1) week before the meeting.
- (d) Members may vote by proxy at the annual general meeting provided that they had earlier notified the Secretary as to whom they had appointed to vote for them. No general proxies shall be allowed and no member shall become proxy for more than one member who is absent.

RULE 13 EXTRAORDINARY GENERAL MEETING

- (a) An extraordinary general meeting of the Association shall be convened :-
 - (1) Whenever the Committee deems it desirable, or
 - (2) At the joint request in writing of not less than 10% of the total voting membership stating the objects and reasons for such meeting.
- (b) An extraordinary general meeting requisitioned by members shall be convened for a date within thirty (30) days of the receipt of such requisition.
- (c) 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.

RULE 14 QUORUM AND POSTPONEMENT OF GENERAL MEETINGS

- (a) The quorum for any general meeting shall be at least twice the number of the Committee Members or one half (1/2) of the total voting membership, whichever is the lesser.

- (b) In the absence of a quorum, the meeting shall be postponed to the same day in the following week, at the same time and place.
- (c) Where no quorum is present at the subsequent date,
 - (1) An annual general meeting shall proceed to business provided that such meeting shall not amend these rules or make decisions affecting the whole membership.
 - (2) An extraordinary general meeting requisitioned by members shall be cancelled and no extraordinary general meeting shall be requisitioned for the same purpose until after a lapse of six months from thereof.

RULE 15 RESIGNATION

Any member may resign his membership by giving the Secretary a notice in writing to that effect.

RULE 16 EXPULSION OF MEMBERS

- (a) The Committee may, if at any time it shall be of the opinion that the interests of the Association so require, by letter invite any member to withdraw from the Association within such time as is specified in such letter, and in default of such withdraw to submit the question of his expulsion to an extraordinary meeting. Not less than four weeks' notice of the meeting shall be given to the members. It shall be the duty of the Secretary to inform the member in question of the time and place of the meeting and of the nature of the complaints against him in sufficient time in order to afford him a proper opportunity of offering his explanations. At such meeting, the member shall be allowed to offer an explanation of his conduct verbally or in writing, and if thereupon, two-thirds of the members present shall vote for his expulsion, he shall thereupon cease to be a member of the Association.
- (b) No person who has been expelled from the Association under paragraph (a) above shall at any time be readmitted as a member.

RULE 17 EFFECT OF CEASING TO BE A MEMBER

Any person shall, upon ceasing to be a member of the Association, whether on account of resignation or expulsion, forfeit all rights and claim upon the Association and its property and funds.

RULE 18 APPOINTMENT OF OFFICER UNDER SECTION 9 (b) OF SOCIETIES ACT 1966

- (a) Three officers who must be office-bearers and over 21 years of age, shall be appointed biennially at the annual general meeting for the purpose of Section 9 (b) of the Societies Act 1966.
- (b) They shall hold office for a term of two years and shall be eligible for re-election.
- (c) The officers appointed under this rule shall deal with the immovable property of the Association in such manner as the general meeting may direct provided that all immovable properties shall be registered in the name of the Association.
- (d) The officer shall not sell, withdraw or transfer any of the property the Association without the consent and authority of a general meeting of members.
- (e) An officer may be removed from office by a general meeting on the ground that, owing to ill health, unsoundness of mind, absence from country or for any other reason, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of an officer before the annual general meeting, the vacancy shall be filled by an extraordinary general meeting convened for the purpose.

RULE 19 SUB-COMMITTEES

The Executive Committee shall have power to appoint Sub-Committees for the furtherance of the objects of the Association as it may deem fit and to delegate to sub-committees such power as it may consider necessary and expedient, and to withdraw from sub-committees all or any of the powers so delegated and revoke all such appointments. Any sub-committee so appointed shall, in exercising the power so delegated, conform to any of the regulations that may from time to time be imposed upon it by the Committee. On each and every sub-committee so appointed, there shall always be a member of the Committee who shall act as Chairman of the Sub-Committee.

RULE 20 ADDITIONS OR ALTERATION TO EXISTING RULES

The rules of the Association may be altered, amended or repealed by a special resolution passed by two-thirds of the members of the Association at general meeting with fourteen days' notice to members. Such alterations or amendments shall take effect from the date of their approval by the Registrar of Societies.

RULE 21 DISSOLUTION

- (a) The Association may be voluntarily dissolved if three-quarters of the total voting membership present at an extraordinary general meeting convened for the purpose shall vote in favour of such dissolution. Two calendar months' notice of the intention to propose such dissolution shall be given to the Secretary who shall send a notice to every member at least one calendar month before the meeting.
- (b) In event of the Association being dissolved as provided as 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.
- (c) Notice of the dissolution shall be given to the Registrar of Societies within fourteen (14) days of such dissolution.

RULE 22 ANNUAL RETURN

The Secretary shall within 28 days after the holding of the annual general meeting of the Association, forward the Registrar of Societies an annual return in the prescribed forms.

RULE 23 SPECIAL PROVISIONS

- (a) All members of the Committee and every Officer performing executive functions in the Association shall be Malaysian citizen.
- (b) The Association shall not have any affiliation or connection within any society established outside Malaysia.
- (c) Any student of University or University College shall not be admitted as a member of the Association unless he has obtained written consent permission from the Vice-Chancellor of the university concerned.
- (d) No benefit as defined under Section 2 of the Societies Act 1966 shall be given by the Association to any of its members.
- (e) Any person shall not hold office in the Association or become any adviser or employee of the Association if he is disqualified under Section 9A of the Societies Act 1966.
- (f) No gambling may be allowed at the Association's premises.