

PERLEMBAGAAN BAGI

PERTUBUHAN INDUK

PERSEKUTUAN PERSATUAN QIONG HAI,MALAYSIA (THE FEDERATION OF QIONG HAI ASSOCIATION,MALAYSIA)

(PPM-011-14-27011988)

CLAUSE 1 NAME

1. The Association shall be known as
PERSEKUTUAN PERSATUAN QIONG HAI MALAYSIA (THE FEDERATION OF QIONG HAI MALAYSIA)

CLAUSE 2 ADDRESS

1. The registered address is
NO.142,TINGKAT 2, JALAN CHANGKAT THAMBI DOLLAH, OFF JALAN PUDU,55100 KUALA LUMPUR, WILAYAH PERSEKUTUAN, MALAYSIA.

Or as such other place as may from time to time be decided by the Committee, and the postal address is

NO.142, TINGKAT 2, JALAN CHANGKAT THAMBI DOLLAH, OFF JALAN PUDU,55100 KUALA LUMPUR, WILAYAH PERSEKUTUAN, MALAYSIA.

2. The registered and postal address shall change without the prior approval of the Registrar of Societies.

CLAUSE 3 OBJECTIVE

3. Objective

The aims and objectives of the Federation shall be as follow

- (1) To promote spirit of unity and mutual assistance and foster friendly relations amongst Qiong Hai Clan and its Affiliates in Malaysia.
- (2) To assist in the development of culture, education, economic, social and welfare of the Affiliates and its members.
- (3) To uphold the fundamental rights of the Affiliates and their members under the Constitution of Malaysia.
- (4) To make proposal and representations on matter and policies that may affect the daily lives of affiliate members.
- (5) To promote goodwill and unity amongst the various communities and races.

CLAUSE 4 MEMBERSHIP

4. Membership

The Federation membership shall be based on Association as unit. Any Qiong Hai Association anywhere approved by the Malaysian Government which subscribes to the Federation's rules and Regulations may apply for membership in the name of the said organisation.

CLAUSE 5 RESIGNATION AND TERMINATION

5. Resignation and Termination of Membership

(1) Any member Association may resign from the Federation Membership by giving two weeks notice in writing to the Secretary of the Federation

Association and shall be liable to pay all dues outstanding.

(2) Any member Association who fails to comply with the Rules and Regulations of the Federation or has acted in a manner which is likely to bring disrepute to the Federation may expelled or suspended for a period of times as the Executives Committee deems fit. Before such an action is taken, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and absolve. Such expulsion or suspension shall be enforced unless otherwise reserved by the Annual Delegates Assembly upon appeal by the said member Association.

CLAUSE 6 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

6. Entrance Fees, Subscriptions and Other Dues

(1) The entrances fee and subscription payable shall be as follows

Entrance fee RM1, 000.00

Annual subscriptions RM 500.00

(2) All annual subscription shall be payable to the Treasurer in advance in the month of January every year.

(3) Any member who allows his arrears to exceed two years' 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.

(4) Any member who allow his arrears to exceed three years' subscription shall automatically cease to be a member of the Association, and the Committee may direct legal action be taken against him, provided that they are satisfied that he was received due notice of his debts.

(5) The Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.

(6) Special subscriptions or levies for particular purposes 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 the annual subscription.

CLAUSE 7 GENERAL MEETING

7 General Meeting

- (1) The Annual Delegate Assembly shall be convened before July 31st each year. Fifteen delegates shall constitute a quorum. Notice with agenda for such meeting shall be circulated one month in advance.
- (2) If there is important business or requisitioned in writing by two members organisations, an Extraordinary Meeting of Delegates shall be called by the President within one month from the dated of receiving the letter.
- (3) The Executive Committee shall meet at least once a year. More than half of the Executive Committee Members present shall constitute a quorum. Notice of meeting shall be sent out 3 weeks in advance.
- (4) A Special Executive Committee Meeting shall be called if the President and Secretary deem it necessary or when requisitioned in writing by six Executive Committee Members. Half the Committee Members present shall constitute a quorum. Notice of meeting shall be sent out 2 weeks in advance.
- (5) Voting at all meetings shall be based on one vote for one member organisation.
- (6) Above all type of notices can be delivered in the form of letter or electronic media.
- (7) The business of the annual general meeting shall be
 - (A) To receive the minutes of the previous annual general meeting;
 - (B) To receive the Committee's report on the working of the Association during the previous year
 - (C) To receive the Treasurers' report and the audited accounts of the Association for the previous year
 - (D) To elect Committee and to appoint auditors for the ensuing year
 - (E) To deal with such other matter as may be put before it.
- (8) 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 8 COMMITTEE

8. COMMITTEE

The organisations of the Federation shall adopt the Executive Committee system, the formation of which shall be as follow

- (1) The Annual Delegate Assembly to be attended by seven delegates from each member organisations and members of the previous Executive Committee.
- (2) Executive Committee shall comprise 1 President, 1 Deputy President, 2 Vice-Presidents, 1 Secretary, 1 Assistant Secretary, 1 Treasurer, 1 Assistant Treasurer, 1 Culture and Education, 1 Assistant Culture and Education, 1 Welfare, 1 Assistant Welfare, 1 Public Relation, 1 Assistant Public Relation, 14 Committee Members, a total of 28 persons.
- (3) The President, Secretary and Treasurer shall be appointed by member organisations by rotation, while Deputy President, Vice-President, Culture and Education, Welfare and Public Relation Officers shall not be appointed by member organisations already on duty by rotation. The others shall be elected freely.
- (4) All officer-bearers of the Association and every officer performing executive functions in the Association shall be Malaysian citizens.
- (5) Name of the above officers in paragraph (1) shall be proposed and seconded and election will be by a simple majority vote of the members at the annual general

meeting. However, the President, Secretary, Treasurer and Culture and Education cannot seek re-election.

(6) All the office-bearers shall be eligible for re-election every three years.

(7) 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 shall 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.

(8) The Committee shall meet at least once every three months, a 21 days notice of each meeting shall be given to the members. The President acting alone, or not less than three 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.

(9) 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 decisions obtained by circular letter shall be reported by the Secretary to the next Committee meeting and recorded in the minutes thereof.

(10) 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.

(11) In the event of the death or resignation of a member of the Committee, the Committee shall have the power to co-opt any other member of the association to fill the vacancy until the next election of office-bearers.

(12) The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Association. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers 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 Association.

(13) The Committee may appoint any sub-committee for any purpose arising out of or connected with any of the duties, functions and aims laid down under the rules. Any members can become members of these sub-committee.

CLAUSE 9 DUTIES OF OFFICE BEARERS

9. Duties of Office Bearers

(1) The Federation's Annual Delegates Assembly shall be the highest authority. When the Delegates Meeting is adjourned, the Executive Committee shall act on its behalf.

(2) The duties Executive Committee shall be as follow

- (A) To implement the Federation's Rules & Regulations and to carry out the day-to-day business and all the resolutions of the Annual Delegate Assembly.
- (B) To elect sub-committee or to send delegates.
- (C) To deposit cash that is not needed in the bank or licensed financial institutions.
- (D) To approved any payment under RM20,000.00.
- (3) (A)The President shall have overall authority in the Federation's affairs. He shall represent the Federation in dealing with the outside world and preside at all meetings of the Federation. He shall sign all important documents and shall have the casting vote. The Deputy and Vice-President shall assist the President in his duties.
- (B) The Secretary shall be in charge of all day-to-day business and implement these Rules & Regulations and the items contained in the minutes. He shall convene meetings in conjunction with the President, keep the Federation's seal, sign the ordinary documents and payments of all bills.
- (C) The Treasurer shall be responsible for all the Federation's monies received and paid out. He shall keep the property deeds and account books. He shall also report to the Executive Committee and the Annual Delegate Assembly the accounts prepared and audited by the Auditor.
- (D) The Culture and Education shall be responsible for the culture and education matter and for the recording of minutes.
- (E) The Public Relation Officer shall be responsible for all liaison with the outside world.
- (F) The Executive Committee shall assist in all the Federation's business.

CLAUSE 10 FINANCIAL PROVISION

10. Financial Provision

- (1) Any receipt issued by the Federation shall not be valid unless jointly signed by the President and Treasurer and stamped with the Federations seal.
- (2) The Treasurer shall not have in his hand more than five hundred on any day. Any excess shall be paid into a bank or licensed financial institution named by the Federation and in the Federations name. Withdrawal shall not be valid unless signed by any two of the incumbent President, Secretary and Treasurer and stamp with the Federation's seal.
- (3) The Federations current expenditure and miscellaneous fees not exceeding one thousand shall not be paid without the Secretary's approval.
- (4) The President and Secretary shall each have the power to pay special expenses of five hundred.

CLAUSE 11 AUDITORS

11. Auditors

- (A) Two persons, who shall not be office-bearers of the Association, shall be appointed, by the annual general meeting as Auditors. They shall hold office for three year(s) and may be reappointed.
- (B) The Auditors shall be required to audit the accounts of the Association 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 Association for any period within their tenure of office, at any date, and to make a report to the Committee.

CLAUSE 12 PROPERTY ADMINISTRATOR

12. Property Administrators

(A) All the immovable Federation's properties (such as land whether or not be same shall include building/s and hereinafter referred to as the property) of the Federation shall be registered in the name of Federation. The property shall not be sold or encumbered (by way of a charge, mortgage or any form of encumbrance) unless the consent of the Members present and voting shall first be had obtained at an Annual Delegate Assembly by way of a majority of NOT LESS THAN TWO THIRD (2/3) of such Members.

(B) Upon the approval of the Members at Annual Delegate Assembly where the property is to be sold or encumbrance, three (3) Executive Committee.

(C) Members, namely the President, the General Secretary and the Treasurer for the time being, (ACTING JOINTLY) hereinafter referred to as the Attorney shall be entitled to execute all agreements, documents of transfer and/or any other documents to effect the transfer of the property to the purchaser or the chargor or mortgagor (as the case may be). The appointment of the Attorneys shall be authenticated by a certificate of the Registrar and sealed with the seal of the Federation.

CLAUSE 13 INTERPRETATION

13. Interpretation of Rules

(1) When the Annual Delegate Assembly is not in session, the Executive Committee shall interpret the Rules of The Federation and when necessary, determine any point on which the Rules are silent.

(2) Except where they are contrary to or inconsistent with the policy previously laid down by the Annual Delegate Assembly, the decisions of the Executive Committee shall be binding on all members Association unless and until countermanded by a resolution of the Annual Delegate Assembly.

CLAUSE 14 ADVISOR/PATRON

14. Advisor/Honorary President

(1) The Executive Committee may appoint any persons who have rendered remarkable contributions to The Federation to be Advisors or Honorary President. The Executive Committee shall acquire a written consent from the person appointed.

(2) The Advisors and Honorary President of The Federation shall hold office as long as the tenure of office of the Executive Committee that makes the appointment.

CLAUSE 15 PROHIBITION

15. Prohibition

- (1) The Federation's funds or premises shall not be used for political purposes.
- (2) The Federation's funds or premises shall not be used to pay fines imposed on member organisations by the law courts.
- (3) The Federation shall not merge or affiliate with any organisation outside the country.

CLAUSE 16 **AMENDMENT OF CONSITUTION**

16 Amendment of Constitution

The shortcomings of these Rules and Regulations may be amended by the Executive Committee, but only after a resolution to this effect is passed by two-thirds of the member organisations present at Annual Assembly, and shall not take effect unless approved by the Registrar of Societies.

CLAUSE 17 **DISSOLUTION**

17 Dissolution

- (1) The Federation shall not be dissolved unless approved by two-third of the delegates present at Annual Delegate Assembly called for this purpose.
- (2) When the Federation is dissolved pursuant to (A) above, all debts legitimately incurred by the Federation shall be settled. The remainder, if any, shall be decided upon at the Annual Delegate Assembly Meeting. The Registrar of Societies shall be informed in writing within one month of the dissolution.

LAMPIRAN

1. Bendera
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 - Keterangan
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2. Lambang
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 - Keterangan
 -
3. Lencana
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 - Keterangan
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