

**CONSTITUTION OF THE PERSATUAN ALUMNI MANIPAL MALAYSIA  
(MANIPAL ALUMNI ASSOCIATION, MALAYSIA)**

Article I

1. NAME

The name of the Association shall be the PERSATUAN ALUMNI MANIPAL MALAYSIA (MANIPAL ALUMNI ASSOCIATION, MALAYSIA) hereinafter referred to as 'The Association'.

2. PLACE OF BUSINESS

The place of business of the Association shall be at Surey Plastic & Cosmetic Surgery Sdn. Bhd., Suite 1.04, 4<sup>th</sup> Floor, Menara Promet, Jalan Sultan Ismail, 50250 Kuala Lumpur. The place of business shall not be changed without the prior approval of the Registrar of Societies.

Article II

OBJECTS

1. To represent graduates from Manipal area and protect their interests.
2. To achieve liaison with similar bodies in Malaysia and in other countries.
3. To promote social activities amongst the members.

Article III

MEMBERSHIP

1. The Association shall consist of the following categories of Membership:

Ordinary Membership  
Associate Membership  
Honorary Membership  
Life Membership

2. ORDINARY MEMBERSHIP

Ordinary Membership shall be opened only to graduates from colleges in the Manipal area, residing in Malaysia.

3. ASSOCIATE MEMBERSHIP

This category of membership shall be opened to:

Parents whose children are presently studying in colleges in the Manipal area.

4. HONORARY MEMBERSHIP

Honorary Membership shall be conferred on a person who has contributed to, and one who has given distinguished service to the Association, in addition to being a respected person in his own sphere of activity.

5. LIFE MEMBERSHIP

May be conferred upon Ordinary Member after payment of a sum of \$200.00.

Article IV

ELECTION OF MEMBERS

1. Election of Ordinary, Associate, Honorary and Life Membership shall be made by the Association.
2. Every candidate for admission as an Ordinary and Associate Member shall complete and sign such application form as the Association may from time to time determine. He shall be proposed and seconded by two members, both of whom shall be Ordinary Members of the Association. The application shall be vetted by the Executive Committee. The Executive Committee may withhold approval without giving any reason or reasons.
3. Upon the election of a member, notice in writing thereof shall be given to him and he shall be furnished with a copy of this Constitution, and a request to remit the amount of his first subscription to the Honorary Treasurer within fourteen days of such request. Upon the payment of his first subscription but not before, he shall become a member of the Association, and be bound by this Constitution and Rules and be entitled to all the benefits and privileges of membership.
4. Honorary and Life Members shall be elected at a General Meeting on the recommendation of the Executive Committee.

## Article V

### SUBSCRIPTIONS

1. The financial year shall start on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the year.
2. The annual subscription shall be \$100.00 for both Ordinary and Associate Members.
3. Honorary Members shall not be required to pay any annual subscription.
4. The Association shall have the power to delete the names from the membership list of those who have either died or who have persistently refused to pay their subscription for more than two years.
5. Any Members of the Association who desires to give a subscription over and above the annual subscription shall be permitted to do so. A person can re-apply for membership after having been expelled, provided he pays up all his arrears and his application is approved by the Executive Committee.

## Article VI

### PRIVILEGES OF MEMBERSHIP

1. Honorary and Associate Members shall be entitled to all the benefits and privileges of Ordinary Members, except that they shall not be eligible to hold office or to vote.
2. Any member of the Association may resign by giving to the Honorary Secretary of the Association notice in writing to that effect, providing that any member giving such notice shall be liable to pay his subscription up to and including the current year in which such notice was given.

## Article VII

### TERMINATION OF MEMBERSHIP

1. The Association shall have the power to terminate the membership of any Ordinary or Associate Member if he has not paid his subscription for two years.
2. The Executive Committee shall have the power to expel from membership of the Association any member:-
  - a) Who has been convicted in a court of law and sentenced to imprisonment for a period of over one year without the option of a fine, or

- b) Whose conduct is detrimental to the honour, interests of the Association or calculated to bring the Association into disrepute, or
  - c) Who has wilfully and persistently refused to comply with the Constitution of the Association.
3. Any Member aggrieved by the decision of the Committee shall have the right to appeal at the General Meeting.

### Article VIII

#### MANAGEMENT OF THE ASSOCIATION

1. The Association shall be managed by an Executive Committee consisting of the President, Vice President, Hon Secretary, Hon Assistant Secretary, Hon Treasurer and three ordinary Committee Members, which shall be elected once in every 2 years.
2. The President shall be elected at the Annual General Meeting and shall hold office for two years but shall be eligible for re-election at the end of his term, up to a maximum of two terms. No members can stand for election to the Presidency unless he has served in previous Executive Committee for at least two years. However, this provision shall not apply to the founder members of the Association.
3. The Vice President, Hon Secretary, Hon Assistant Secretary, Hon Treasurer and three Ordinary Committee Members shall be elected at the Annual General Meeting once in two years and they shall hold office for a period of two years.
4. The office-bearers of the Association and any office-bearer performing executive functions in the Association shall be Malaysian Citizens.

### Article IX

#### 1. THE PRESIDENT

- a) The President shall take the Chair at all General Meetings of the Association and at all meetings of the Executive Committee.
- b) The President shall have the right to call meetings of the Executive Committee.
- c) The President shall have a casting vote in addition to his vote as a member.

2. THE VICE-PRESIDENT

- a) All duties, powers and responsibilities of the President shall, in his absence devolve upon the Vice-President.

3. THE HON SECRETARY and ASSISTANT HON SECRETARY

- a) The Hon Secretary/Assistant Hon Secretary shall be responsible for summoning all General Meetings of the Association, and all meetings of the Executive Committee.
- b) The Hon Secretary/Assistant Hon Secretary shall keep minutes of the General Meetings of the Association and of the Executive Committee. He shall keep all members informed of all the important activities of the Association.
- c) The Hon Secretary/Assistant Hon Secretary shall conduct the correspondence of the Association under the direction of the President and the Executive Committee and shall keep a register of all members of the Association.

4. THE HONORARY TREASURER

- a) The Hon Treasurer shall be responsible for the collection and accounting of all the funds of the Association, and shall issue receipts for all payments made to the Association.
- b) The Hon Treasurer shall open such banking account as the Executive Committee may direct and shall deposit therein all monies received by him on behalf of the Association. All cheques issued by the Association shall be signed by any two members of the existing Executive Committee.
- c) At the end of January each year, the Hon Treasurer shall give notice to all members whose subscription are in arrears.
- d) The Hon Treasurer shall be responsible for the preparation of the audited Statement of Accounts.
- e) The Ordinary Committee Members shall assist the Executive Committee in carrying out his duties.

## Article X

### POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee of the Association shall meet at least once in every six months by giving at least seven days' notice to all its members.
2. 50% of the Executive Committee shall form the quorum.
3. The Executive Committee shall have power to appoint a member to fill any vacancy in the Executive Committee until the next Annual General Meeting, for which election is due.
4. The Executive Committee shall have power, to appoint, pay and dismiss any servants employed by the Association.
5. No voting by proxy shall be allowed in an Executive Committee Meeting.
6. Any member who has been absent for three (3) consecutive meetings of the Executive Committee during a single administrative year without valid reasons shall automatically vacate the seat of membership and vacancy shall be filled by a vote of majority of the Executive Committee then in office.
7. Between annual general meetings the Executive Committee shall interpret the rules of the Association and, when necessary, determine any point on which the rules are silent.
8. Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting the decisions of the Executive Committee shall be binding on all members of the Association unless and until countermanded by a resolution of a general meeting.

## Article XI

### 1. THE ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Association shall be held before 31<sup>st</sup> May of the year for the following purposes:-
  - i) To receive from the Executive Committee and to adopt a report of the activities of the Association during the year preceding.
  - ii) To receive from the Executive Committee and to adopt audited annual Statement of Accounts for the year preceding.
  - iii) To elect the office-bearers when election is due.
  - iv) To appoint two Auditors for the coming year.
  - v) To deal with resolutions proposed by the members.
- b) At least one calendar month before the date fixed for the Annual General Meeting of the Association, the Hon Secretary shall inform all members in writing of the date and time and place fixed for the meeting.
- c) Any member desires of moving any resolution at the Annual General Meeting shall give notice in writing thereof to the Hon Secretary not less than twenty-one days before the date of such meeting.
- d) Two weeks before the date fixed for the Annual General Meeting of the Association, the Hon Secretary shall send to all members of the Association:-
  - i) a report of the Executive Committee on the activities of the Association during the year preceding.
  - ii) a list of the names and addresses of all members of the Association and
  - iii) audited annual Statement of Accounts for the preceding year.
  - iv) any resolution proposed by the members.

## 2. EXTRAORDINARY GENERAL MEETING

- a) An Extraordinary General Meeting of the Association shall be convened by the President or by the Executive Committee at any time or by the Hon Secretary upon receipt of a written request on 33% of the Ordinary and Life Members. Such meeting must be held within 30 days after the requisition is received. The business to be transacted at any Extraordinary General Meeting shall be stated in the notice thereof and no other business may be considered.
  - b) Notice summoning an Extraordinary General Meeting shall be sent by the Hon Secretary to all members not less than 10 days before the date fixed for such a meeting and shall state the business of the meeting.
  - c) No business shall be dealt with by an Extraordinary General Meeting other than that for which it is specifically convened.
- 3.
- a) The quorum at all General Meetings of the Association shall be one half (50%) of the voting membership or twice the number of the Executive Committee Members, whichever is the lesser.
  - b) In the event of a lack of quorum on the day fixed for the Annual General Meeting or Extraordinary General Meeting summoned by the President or the Executive Committee, the President shall postpone the Annual General Meeting or the Extraordinary General Meeting to a date decided on by the majority of the Executive Committee Members. At the postponed Meeting, the members present (whatever their numbers) shall constitute a quorum provided that no amendment to the Rules of the Association or decision affecting the whole membership shall be made at the meeting.
  - c) In the event of lack of quorum at an Extraordinary General Meeting summoned at the request in writing by the members, the President shall declare the meeting dissolved and no such Extraordinary General Meeting shall be convened for the same purpose for a period of six months.
  - d) Minutes of all General Meetings shall be circulated to all members within one month and shall be taken and adopted if there are no objections from members who attended the meetings within two weeks of the date of the circular. Any amendments to the minutes shall be circulated and considered at the next General Meeting.

## Article XI

### AUDIT

- a) Two persons who shall not be office-bearers of the Association shall be appointed by the Annual General Meeting as Honorary Auditors. They shall hold office for one year only and shall not be re-appointed.
- 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 Executive Committee.

## Article XII

### FINANCIAL PROVISIONS

- a) Subject to the following provisions of this rule, the fund of the Association may be expended for any purpose necessary for the carrying out of the 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.
- b) The Hon Treasurer may hold a petty cash advance not exceeding \$300/- 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 Executive Committee. The bank account shall be in the name of the Association.
- c) All cheques or withdrawal notices on the Association's account shall be signed jointly by any two members of the existing Executive Committee Members. In the event of the Honorary Treasurer not being a signatory of the cheque, he shall be duly informed.
- d) No expenditure exceeding \$500/- at any one time shall be incurred without the prior sanction of the Executive Committee, and no expenditure exceeding \$5000/- at any one time shall be incurred without the prior approval of the General Meeting. Expenditure below \$500/- may be approved jointly by the President and Honorary Secretary.
- e) As soon as possible after the end of each financial year, i.e. 31<sup>st</sup> December a statement of receipts and payments and a balance sheet shall be prepared and audited by the Auditors. The audited accounts shall be submitted for the approval of the next Annual General Meeting and copies shall be made available at the registered place of business of the Association for the perusal of members.

## Article XIV

### AMENDMENTS TO THE CONSTITUTION

- a) Amendments to the Constitution shall only be made at the General Meeting or Extraordinary General Meeting of the Association.
- b) The proposed amendments to the Constitution shall be made in writing to the Hon Secretary at least 21 days before the date of the Annual General Meeting or Extraordinary General Meeting.
- c) The proposed amendments shall be circulated to all members of the Association at least 14 days before the date of the Annual General Meeting or Extraordinary General Meeting.
- d) Any resolution proposing any amendment of the Constitution of the Association shall be null and void unless at least 2/3 of the membership present vote in favour of such resolution.
- e) Any amendment to the Rules shall be submitted to the Registrar of Societies within 28 days after the decision to make such amendment has been duly passed.
- f) No amendments shall take effect until such amendments have been approved by the Registrar of Societies.

## Article XV

No press release and no communication to any public body, Government or otherwise shall be made in the name of the Association except by the President of the Association or by the Hon Secretary with the approval of the Executive Committee.

## Article XVI

### PROHIBITIONS

- a) 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 Ordinances 1959.
- b) The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, committee or member.

## Article XVII

### DISSOLUTION

- a) The Association shall not be dissolved except with the consent of not less than 3/5 of the voting members of the Association expressed, either in person or by proxy at a General Meeting convened for the purpose or by postal vote.
- b) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds will be either divided equally amongst the members or transferred to a charitable organisation in Malaysia as decided by a postal vote of all the voting members.
- c) Notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.