

THE  
CONSTITUTION  
OF



MANIPAL ALUMNI  
ASSOCIATION MALAYSIA

## **Article 1**

### **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, MANIPAL ALUMNI ASSOCIATION, MALAYSIA No 5-1, Jalan USJ 9/5M, Subang Business Centre, 47620, Subang Jaya, Selangor. The place of business shall not be changed without the prior approval of the Registrar of Societies.

## **Article II**

### **OBJECTIVES**

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 and Continuous Professional Development (CPD) amongst the members.

## **Article III**

## **MEMBERSHIP**

1. The membership of this Association consist of the following categories of

- \* Life Membership
- \* Associate Membership
- \* Honorary Membership
- \* Student Membership

### **1.1 LIFE MEMBERSHIP**

Membership shall be opened only to graduates from Manipal University and who are Malaysian citizens. A joining fee of Rm 500 will be levied for this membership.

For Manipal University graduates who were our student members, a joining fee of RM200.00 will be levied and this shall be applicable for ONLY 3 YEARS after their graduation.

### **1.2 ASSOCIATE MEMBERSHIP**

Membership shall be open only to graduates from Manipal University who are NOT residing in Malaysia.

Membership shall be open to all professional graduates from all other Universities

### **1.3 HONORARY MEMBERSHIP**

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

### **1.4 STUDENT MEMBERSHIP**

Student Membership shall be opened only to all Malaysian undergraduates from the colleges of Manipal University. A joining fee of RM 50.00 to be levied from the said student and upon graduating, he or she shall pay RM 450.00 as a joining fee to become a life member of Manipal Alumni Association Malaysia.

## **Article IV**

### **APPLICATION OF MEMBERSHIP**

1. Application of Life, Associate, Honorary and Student membership shall be made through the Association.
2. Every candidate for admission as a Life, Associate and student member shall complete and sign such application forms the Association may from time to time determine. He shall be proposed and seconded by two members, both of whom shall be Life 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 joining fees to the Honorary Treasurer. Upon the payment of his joining fees he shall become a member of the Association, and be bound by this Constitution and rules and be entitled to all benefits and privileges of membership.
4. Honorary member 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 1st and end on December 31st of the year.
2. The joining fee shall be RM 500.00 for Life and Associate Members.
3. A Student Member shall pay RM 50.00; he or she shall pay RM 450.00 as a joining fee to become a Life Member of the Association upon graduation. For Manipal University graduates who were our student members, a joining fee of RM200.00 will be levied and this shall be applicable for ONLY 3 YEARS after their graduation.
4. Honorary Members shall not be required to pay any fees.

5. Any member of the Association can re-apply after being expelled provided his application is approved by the Executive Committee and a rejoining fee of RM500.00 is to be levied.

## **Article VI**

### **PRIVILEGES OF MEMBERSHIP**

1. Honorary, Associate and Student Members shall be entitled to all the benefits and privileges of Life 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.

## **Article VII**

### **TERMINATION OF MEMBERSHIP**

1. The Executive Committee shall have the power to expel from membership of the Association any member:-
  - 1.1 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
  - 1.2 Whose conduct is detrimental to the honour, interests of the Association or calculated to bring the Association into disrepute, or
  - 1.3 Who has wilfully and persistently refused to comply with the Constitution of the Association.
2. Any Member aggrieved by the decision of the Committee shall have the right to appeal.
3. The right to appeal can be made through an Extraordinary General Meeting or the Annual General Meeting whose decision shall be final

provided at least two third of the delegates present and voting shall have voted in favour of the resolution.

## **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 five ordinary Committee Members(one of which is a post for Past President), 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 and shall be eligible for re-election at the end of his term. The President shall serve up to a maximum of two terms.
3. Any Life member of 5 years standing and who has served in any Organizing Committee of the Alumni or held executive posts in any Professional Association shall be eligible to be elected to the post of the President.
4. The Vice President, Hon Secretary, Hon Assistant Secretary, Hon Treasurer and three Ordinary Committee Members shall be elected at the Annual General Meeting and they shall hold office for a period of two years and be eligible for re-election at the end of the term.
5. The office-bearers of the Association shall be Malaysian Citizens.

## **Article IX**

### **POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

1. The Executive Committee of the Association shall meet at least once in every two months by giving at least seven days' notice to all its members.
2. Five members of the Executive Committee shall form the quorum
3. The Executive Committee shall have the power to appoint a Member within the Committee to fill any vacancy in the Executive Committee until the next Annual General Meeting.

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 of this Committee. Vacancy shall be filled by a vote of majority of the Executive Committee 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 X**

### **DUTIES OF THE EXECUTIVE COMMITTEE**

#### **1. DUTIES OF THE PRESIDENT**

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

#### **2. DUTIES OF THE VICE PRESIDENT**

2.1 All duties, powers and responsibilities of the President shall in his absence devote upon the Vice-President.

3. **DUTIES OF THE HON. SECRETARY AND ASSISTANT SECRETARY**

3.1 The Honorary Secretary/Assistant Secretary shall be responsible for summoning all General Meetings of the Association, and all meetings of the Executive Committee.

3.2 The Hon. Secretary/Assistant Secretary shall keep minutes of the General Meetings of the Association and of all the important activities of the Association.

3.3 The Hon. Secretary/Assistant 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. **DUTIES OF THE HON. TREASURER**

4.1 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.

4.2 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 the Treasurer and the President or Vice-President.

**Article XI**

**FINANCIAL PROVISIONS**

1) Subject to the following provisions in 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.



- 2) The Hon Treasurer may hold a petty cash advance not exceeding RM 500/- at any one time. All money in excess of this sum shall within fourteen days of receipt be deposited in a bank approved by the Executive Committee. The bank account shall be in the name of the Association.
- 3) All cheques or withdrawal notices on the Association's account shall be signed jointly by Hon Treasurer and President or Vice-President.
- 4) Any expenditure below RM 2,000.00 must be approved jointly by the President and Hon. Secretary. Any expenditure exceeding RM 2,000.00 at any one time must be approved by the Executive Committee, and all expenditure exceeding RM 50,000.00 at any one time shall not be incurred without prior approval of the General meeting.
- 5) At the end of each financial year i.e. 31<sup>st</sup> December a statement of receipts and payments and a balance sheet be prepared by certified accountants and audited by the Internal Auditors. The audited accounts shall be submitted for approval at 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 XII**

### **AUDIT**

- 1.1 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.
- 1.2 The Auditors shall be required to audit the accounts of the Association for the year and to produce 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 XIII**

### **PRESS RELEASE**

No press release or 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 XIV**

### **THE ANNUAL GENERAL MEETING**

- 1) The Annual General Meeting of the Association shall be held in Kuala Lumpur, Wilayah Persekutuan during the year when election of office bearers is held and the succeeding year, the AGM shall be held in any other state in Malaysia at the prerogative of the Executive Committee.
- 2) The AGM of the Association shall be held before 31<sup>st</sup> December of the year for the following purposes:
  - 2.1 To receive from the Executive Committee and to adopt a report of the activities of the Association during the year preceding.
  - 2.2 To receive from the Executive Committee and to adopt audited annual Statement of Accounts for the year preceding.
  - 2.3 To elect the office-bearers when election is due.
  - 2.4 To appoint two Auditors for the coming year.
  - 2.5 To deal with resolutions proposed by the members.
- 3) At least one calendar month before the date fixed for the Annual General Meeting of the Association, the Hon Secretary shall inform all members by email of the date and time and place fixed for the meeting.
- 4) Any member desirous of moving any resolution at the Annual General Meeting shall give notice in writing by email, thereof to the Hon Secretary not less than twenty-one days before the date of such meeting.
- 5) 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 by email:-
  - 5.1 A report of the Executive Committee on the activities of the Association during the year preceding.

- 5.2 A list of the names and addresses of all members of the Association and
- 5.3 Audited annual Statement of Accounts for the preceding year.
- 5.4 Any resolution proposed by the members.
- 6) The quorum at all General Meetings of the Association shall be presence of twenty Life Members.
- 7) In the event of a quorum on that day fixed for the Annual General meting, summoned by the President or the Executive Committee, President shall postpone the Annual General Meeting to a date decided on by the majority of the Executive Committee Members. At the postponed meeting, the members present (whatever their number) shall constitute a quorum provided that no amendments to the Rules of the Association or decisions affecting the whole membership shall be made at that meeting.
- 8) **EXTRAORDINARY GENERAL MEETING**
- 8.1 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 from fifty 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 in the notice. A Proposer and a Seconder of the EOGM should be stated.
- 8.2 Notice of summoning an Extraordinary General Meeting shall be sent by the Honorary Secretary to all Members not less than fourteen (14) days before the date fixed for such meeting and shall state the business of the meeting, date and place fixed for the meeting.
- 8.3 No business shall be dealt with by an Extraordinary General meeting other than that for which it is specifically convened.
- 8.4 In the event of a 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.

## **Article XV**

### **AMENDMENTS TO THE CONSTITUTION**

1. Amendments to the Constitution shall only be made at the General Meeting or Extraordinary General Meeting of the Association.

2. 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.
3. 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.
4. Any resolution proposing any amendment of the Constitution of the Association shall be null and void unless at least 2/3 of the membership are present voting in favour of such a resolution.
5. Honorary General Secretary to inform Registrar of Societies within 28 days after the decision to make such amendment has been duly passed.
6. No amendments shall take effect until such amendments have been approved by the Registrar of Societies.

## **Article XVI**

### **PROHIBITIONS**

1. 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.
2. 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 member.

## **Article XVII**

### **DISSOLUTION**

1. The Association shall not be dissolved except with the consent of not less than  $\frac{3}{4}$  of the voting members of the Association expressed, either in person, by proxy or by postal vote at a General meeting convened for the purpose.

2. 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.
3. Notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.

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