



RULES

PERSATUAN PEKILANG PLASTIK MALAYSIA
(MALAYSIAN PLASTICS MANUFACTURERS ASSOCIATION)

Approved by the Registrar of Society on 26 February 2025

Rule 1: Name

- 1.1 The name of the Association is “**PERSATUAN PEKILANG PLASTIK MALAYSIA (MALAYSIAN PLASTICS MANUFACTURERS ASSOCIATION)**” (hereinafter referred to as “the Association”).

Rule 2: Registered Office and Correspondence Address**2.1 Registered Office**

The registered office of the Association shall be at:

37, Jalan 20/14
Paramount Garden
46300 Petaling Jaya, Selangor

2.2 Correspondence Address

The correspondence address of the Association shall be at:

37, 1st Floor, Jalan 20/14
Paramount Garden
46300 Petaling Jaya, Selangor

or at such other place as may be determined from time to time by the Central Committee subject to prior approval by the Registrar of Societies.

Rule 3: Vision Statement, Mission Statement and Objectives

The Vision and Mission Statements as well as Objectives are as follows:

Vision Statement

To be a progressive trade association providing leadership to the plastics industry.

Mission Statements

- a) We provide direction and leadership to grow the plastics industry through effective government liaison, strategic alliances, specialised training and industry studies.
- b) We promote the usage of plastics with due care to the environment and the community.

Objectives

- a) To promote the use, manufacture and processing of plastics.
- b) To protect, assist and enhance the interest of manufacturers of plastics products.
- c) To organise and provide various means of training to help upgrade the technological level of the plastics industry.
- d) To encourage co-operation among manufacturers of plastics products both within and outside Malaysia.
- e) To gather, analyse and provide statistical and technical data as well as other information of interests.
- f) To provide a platform for members to interact and to foster closer rapport among members.
- g) To co-operate with other trade associations, non-governmental organisations and other bodies of common interest to ensure the healthy growth of the plastics industry.

- h) To collaborate with the Government in the promotion of the plastics industry towards achieving the country's vision of becoming a developed nation.
- i) To promote the growth of the plastics industry and transform it into a global player taking into cognisance its social responsibility towards the environment and community.

Rule 4: Membership

There shall be three (3) classes of members, namely:

4.1 Ordinary Members

- a) Any body corporate registered in Malaysia involved in downstream plastics mechanical conversion activities and related secondary processes shall be eligible as an ordinary member. Plastics mechanical conversion is defined as a process that transforms raw or semi-finished polymeric materials into semi-finished or finished plastics products. Such processes include:
 - i. all extrusion and intrusion processes including compounding, recycling, profile-making, pipes, tubes, sheets and others;
 - ii. all blow moulding processes;
 - iii. all injection and compression moulding processes;
 - iv. all blown and cast film processes;
 - v. all vacuum and thermo-forming processes;
 - vi. all printing processes;
 - vii. all lamination processes;
 - viii. all other secondary processes to further enhance the value of the finished or semi-finished plastics products.
- b) Ordinary members shall have voting rights and shall be eligible for election to any office of the Association provided that the Ordinary members are not in arrears of any annual subscription and have paid the current year subscription on or before 28th February of the year.

4.2 Associate Members

- a) Any body corporate (registered in Malaysia or Overseas) engaged in the supply of machinery or goods or services to or in the sale of products of any plastics manufacturer may become an ASSOCIATE member of the Association.
- b) Associate members shall have no voting rights and shall be ineligible for election to any office of the Association.

4.3 Affiliate Members

- a) Industry associations or industry groups based in Malaysia.
- b) Affiliate members shall have no voting rights and shall be ineligible for election to any office of the Association.

4.4 Ordinary, Associate and Affiliate members shall enjoy equal benefits and shall be bound by these Rules and Regulations of the Association.

4.5 Application for Membership

- a) Any body corporate may apply to be a member of the Association by submitting its application directly to the Association or the Association's branch office in the state in which the body corporate is carrying its business.

- b) A candidate applying for membership of the Association shall be proposed by a member of the Association and seconded by another member, and shall complete and sign an Application Form giving all requisite particulars and undertaking to abide by the Rules and Regulations of the Association.

4.6 Approval of Membership

- a) The power to approve application for membership of all classes shall be vested in the Central Committee or the Steering Committee. The Central Committee have granted the Steering Committee the power to deal with the application for membership.
- b) In areas where there are Branches, application for membership from such areas must be submitted to the respective Branch Committee, which will recommend acceptance or rejection to the Central Committee and Steering Committee.
- c) The Central Committee or the Steering Committee may, at its discretion, reject any application without assigning any reason therefore.

Rule 5: Termination and Dismissal of Members

5.1 Termination

- a) Any member may terminate its membership by giving the Association or the Association's Branch Office notice in writing to that effect provided that such member shall pay all outstanding sum due and payable by member to the Association including the subscription fee due for the month in which such notice is given.
- b) Any terminated member may reapply as member by submitting its application to the Association or the Association's branch office provided that there are no arrears in the subscription fees and/or any outstanding sum due by the such member to the Association.

5.2 Dismissal

- a) The Central Committee may at any time terminate, expel its member or suspend their membership on the following grounds of:
 - i. misconduct on the member; or
 - ii. in the opinion of the Central Committee, the act of the member is injurious to the interest of the Association or not in keeping with the status of a member of the Association; or
 - iii. member have contravened any of the Rule and Regulations of the Association; or
 - iv. member's fails to pay their annual subscription fee within the stipulated period

provided that notice in writing has been given to the member to rectify the situation within fourteen (14) days from the date of the notice, failing which the Central Committee shall proceed to execute any termination or expulsion or suspension of the member without further reference to the member.

- b) Any affected member shall have the right to appeal against the decision made by the Central Committee in regard to Rule 5.2 (a) hereof by giving a notice in writing of seven (7) days to the Central Committee to discuss the expulsion/termination/suspension of the affected member, and if need be, hold an inquiry/meeting and have the affected member present together Central Committee to provide for the affected member a platform for a fair hearing before the Central Committee Members. Any decision or verdict made by the Central Committee shall be final and binding on the affected member and there is no further appeal to be made by the affected member.

- 5.3 Any member has ceased to be a member of the Association shall not be entitled to claim for any refund of subscription or other payments made by the member to the Association.

Rule 6: Annual Subscription and Funds

6.1 Entrance Fee

Every application for membership shall be charged with a one-time Entrance Fee of Ringgit Malaysia Two Hundred Fifty (RM250) only and to be paid to the Head Office. The Entrance Fee paid shall not be refundable.

6.2 Annual Subscription Fee

- a) The annual subscription payable by each ORDINARY member shall be according to the number of employees of each member as follows:

Number of Employees	Subscription Fee Ringgit Malaysia (RM)
20 employees & below	RM375.00 annually
21 to 50 employees	RM500.00 annually
51 to 100 employees	RM750.00 annually
101 to 150 employees	RM1,000.00 annually
151 employees & above	RM1,250.00 annually

- b) The annual subscription payable by each ASSOCIATE member shall be Ringgit Malaysia One Thousand Five Hundred (RM1,500.00) only.
- c) The annual subscription payable by each AFFILIATE member shall be Ringgit Malaysia Three Thousand (RM3,000.00) only.

6.3 Payment of Membership Fees

- a) All Subscription Fee shall be paid annually in advance and shall become due and payable on 1st January each year.

6.4 Prorated Membership Fees

- a) For new member, the first year's subscription shall become due and payable on the date of receipt of the Association's approval and notice of admission as member by the new member. The new member's first year subscription shall be prorated if the member joins after 1st January each year. The new member shall pay the Entrance Fee in full and no proration shall be applicable for the Entrance Fee.

6.5 Revision of Membership Fees

- a) At the General Meeting, on the recommendation of the Central Committee shall determine from time to time to revise the rate of the annual subscriptions payable by all categories of members.
- b) The Central Committee may, by way of circularisation to all members no later than 30 days before 1st January of each calendar year, notify the members of the Association of any changes or revision to the annual subscriptions rate.

6.6 Contributions

- a) To generate funds, the Association accepts contributions from its members and will undertake activities such as training, annual dinner, sport events for the benefit of its members.
- b) Funds
 - i. The Association may establish a special fund for promoting the objectives of the Association and shall reserve the right to implement projects for raising the respective fund from the members, stakeholders or the public, subject to approval of the relevant authorities if required. The management and regulations governing the funds, including the building fund, shall be the prerogative of the Central Committee.
 - ii. Subject to the approval of the Central Committee, a Branch Committee may establish a special fund for promoting the objectives of the Association, provided that these are liquid funds without any borrowing, and shall reserve the right to implement projects for raising the respective fund from the members, stakeholders and the public, subject to approval of the relevant authorities, if required. The management and regulations governing the funds, including the building fund, shall be vested with the Branch Committee.
 - iii. All funds accumulated at the Head Office or the Branches of the Association shall be the common asset of the Association.

Rule 7: General Meetings

- a) An Annual General Meeting of the Association shall be held in each year not later than 30th June for the following purposes:
 - i. To receive and if thought fit to adopt the Report of the Central Committee and the accounts of the preceding year.
 - ii. To elect Central Committee Members (every alternate year).
 - iii. To elect an external Auditor.
 - iv. To consider any other matters raised by the Ordinary Member provided that at least seven (7) days' notice in writing before the day of the appointed meeting have been given to the Association.
- b) The first General Meeting of the Association shall be held as soon as possible after the Registration of the Association but in any case not later than three (3) months from the date of registration.
- c) Special or Extraordinary General Meetings shall be called by the Secretary-General upon the written requisition of not less than twenty-five percent (25%) of the number of Ordinary members of the Association or at the discretion of the Central Committee.
- d) At all General Meetings of the Association, 42 Ordinary members present in person or by proxy shall form a quorum. In the event of there being no quorum, the meeting shall be adjourned to the same day and time in the following week and should the number then present be insufficient to form a quorum, those present shall be considered a quorum.

- e) At all General Meetings of the Association, only ORDINARY Members shall be entitled to vote, by a show of hand or by ballot. Each ORDINARY Member shall be entitled to one (1) vote. A resolution may be carried unanimously or by a majority of votes and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number of proportions of the votes recorded in favour of or against that resolution.
- f) Notice of every General Meeting specifying the business to be dealt with as well as the date, time and place shall not be less than fourteen (14) days before the day of the appointed meeting to all members of the Association.
- g) In case of any Annual General Meeting, a copy of the audited accounts of the preceding year together with a Report of the Central Committee shall accompany such notice.
- h) The accidental omission to give notice of any meeting to or the non-receipt of such notice by an ORDINARY member shall not invalidate any resolution passed or things done at any such meeting.
- i) The Central Committee shall cause to be included in each notice calling for an Annual General Meeting a FORM containing the names of ORDINARY members who have consented in writing to act as honorary office-bearers of the Association for the coming year, if so elected. The Central Committee shall also provide BALLOT BOXES at the premises of the Association at least ten (10) days before the date of the Annual General Meeting wherein such Forms may be deposited by the Ordinary members of the Association and such Ballot Boxes shall only be opened at the Annual General Meeting. In the event where an Ordinary member elects to submit the said Form by post or email, he shall clearly mark on the envelope or email the words "ELECTION FORM". Such envelopes shall not be opened but shall be deposited or printed immediately upon receipt into the Ballot Boxes provided for that purpose. The seventeen (17) candidates who receives the most votes shall form the Central Committee.
- j) The seventeen (17) elected Central Committee Members shall hold a meeting within two (2) weeks from the date of election to form and elect among themselves the office-bearers and may appoint additional member(s) not exceeding four (4) Ordinary members to assist in the functioning of the Central Committee.
- k) No resolution shall be passed at any General Meeting unless the terms thereof have been previously notified to the Secretary-General in writing not less than seven (7) working days before the date of the meeting. Any such notice received by the Secretary-General shall, if it has been received sufficient time, be included in the Notice convening the General Meeting. For purpose of this Rule, the Central Committee shall decide what is sufficient time and its decision shall be final.
- l) At any General Meeting, the President or in his absence one of the Vice-Presidents assigned by the President shall preside and shall have a second or casting vote.

Rule 8: Management

- a) The Association shall be managed by a Central Committee consisting of seventeen (17) members elected at every alternate Annual General Meeting.
- b) The Central Committee shall comprise the following:
 - i. President (1)
 - ii. Vice-Presidents (3)
 - iii. Secretary-General (1)
 - iv. Assistant Secretary-General (1)
 - v. Treasurer (1)
 - vi. Internal Auditor (1)

- vii. Public Relations (1)
 - viii. Welfare (1)
 - ix. Ordinary Committee Members (7)
 - x. Appointed Ordinary Members – up to four (4)
 - xi. One (1) representative nominated by each Branch
- c) The Central Committee shall oversee all matters including finance, audit, establishment and membership for the Association.
 - d) All Central Committee members shall serve the Association gratuitously.
 - e) The Central Committee may meet as often as it deems fit and eleven (11) Committee Members shall constitute a quorum for such Meetings.
 - f) Seven (7) days' notice shall be given for each Central Committee Meeting.
 - g) The President or in his absence one of the Vice-Presidents shall preside at all meetings of the Central Committee.
 - h) At all Central Committee Meetings, each Central Committee member shall have one vote and a motion shall be deemed carried by a majority of votes of those Central Committee members present at that meeting.
 - i) Whenever votes for and against a motion are equal, the Chairman of the meeting shall have a second or casting vote.
 - j) The Central Committee shall be empowered to elect Ordinary members to fill any vacancies during its term of office.
 - k) The Central Committee may form a Steering Committee and delegate to such Steering Committee part of its duty and powers.
 - l) Any Central Committee member failing to attend Central Committee meeting on three (3) consecutive occasions without cause shall be deemed to have vacated his office.
 - m) At every alternate Annual General Meeting all Central Committee members shall resign but shall be eligible for re-election.
 - n) Subject to the requirements of the Registrar and the provisions of the Societies Act 1966 including any modification, amendment or re-enactment thereof, all members of the Central Committee shall be Malaysian Citizens.

Rule 9: Duties of Office-Bearers

The duties of the Office-Bearers are as follows:

- a) The President shall during his term of office preside at all General, Central Committee and Steering Committee Meetings.
- b) One of the Vice-Presidents shall deputise for the President in the absence of the latter.
- c) The Secretary-General shall keep all records (except financial) of the Association including minutes of all General, Central Committee and Steering Committee Meetings.

- d) The Assistant Secretary-General shall assist the Secretary- General and shall deputise for the Secretary-General in his absence.
- e) The Treasurer shall verify all expenditures of the Association and to keep an account of all monetary transactions.
- f) The Internal Auditor shall be required to audit each year's accounts and present a report thereon, he may be required by the President to undertake any interim audit and make a report to the Central Committee.
- g) Public Relations shall be responsible for the promotion of the various activities to be carried out by the Association.
- h) Welfare shall handle all the welfare matters of the Association.
- i) Ordinary Central Committee Members made up of at least seven (7) members not exceeding eleven (11) members shall be responsible and/or assist the other Central Committee members generally or specifically as may be resolved by the Central Committee.

Rule 10: Steering Committee

The role of the Steering Committee is to meet regularly so as to determine on-going issues. The Steering Committee will comprise Office-Bearers.

Rule 11: Bank Account

- a) The financial year of the Association ends on 31st December each year.
- b) The Association shall maintain an Account with any Bank that the Central Committee may determine from time to time and the signatories for such account shall be signed by any two (2) of the following namely:
 - i. President
 - ii. Any of the 3 Vice-Presidents
 - iii. Secretary-General
 - iv. Treasurer
- c) The Central Committee is empowered to spend up to RM100,000 at any one time and any expenditure exceeding amount of RM100,000.00 shall be approved at the Central Committee Meeting.
- d) Whenever the necessity arises, the Central Committee may arrange for overdraft or loan facilities for the Association provided always that such facilities shall be secured by the personal guarantee of the Central Committee members.

Rule 12: Audit

- a) The accounts of the Association in each year shall be submitted to external audit by an Auditor and the said Auditor shall be required to annex his Report on the audited accounts in question.

Rule 13: Properties

- a) All immovable properties of the Association shall be registered in the name of the Association and all instruments relating to all transaction for all the properties belonging to the Association shall be executed by any three (3) of the office-bearers namely:
 - i. President
 - ii. any of the three (3) Vice-Presidents
 - iii. Secretary-General
 - iv. Treasurer
- b) The Association shall not purchase, sell, transfer or dispose of any immovable property of the Association without the consent of a majority of 42 members forming a quorum at the General Meeting.
- c) The Central Committee shall be allowed to deal with any other properties apart from immovable properties of the Association provided that the approval have been obtained or agreed upon at the Central Committee meeting.
- d) The properties of the Association cannot be charged nor be used as any form of security for any loan or facility granted to the Association.
- e) In the case of Branches, all purchases of immovable properties shall be first approved by the Branch Committee and endorsed by the Central Committee of the Association before being tabled at the Branch General Meeting for approval. The decision for such purchases shall be approved by a majority of two-third vote of the members forming a quorum at the Branch General Meeting. All the instruments relating to the properties shall be executed by any three (3) of the office-bearers namely, the Chairman, Vice-Chairmen, Secretary and Treasurer of the Branch, whose appointments are authenticated by the Registrar and authorised by Branch Committee.

Rule 14: Interpretation

In these Rules and Regulations, unless there is something in the subject or context inconsistent with such construction or unless it is otherwise expressly provided:

- a) "The Association" means PERSATUAN PEKILANG PLASTIK MALAYSIA (MALAYSIAN PLASTICS MANUFACTURERS ASSOCIATION).
- b) "The Central Committee" means the Management Committee appointed under these Rules and Regulations.
- c) "In writing" mean written, printed, typed, visibly expressed or retrieved in all or any of these modes of representing or reproducing words in the English language including but not limited to the electronic media.
- d) "Month" means Calendar Month and for purpose of subscriptions shall be the period from the first day of the month to the last day of the same month.
- e) Words importing the singular number include the plural number and vice versa and words importing the masculine gender include (where the context admits) the feminine gender.
- f) The Central Committee is the sole authority for the interpretation of these Rules and Regulations and the decision thereon of the Central Committee shall be binding on all members.

Rule 15: Honorary President

- a) Any member who has served as President and rendered outstanding contribution to the Association may, after being approved by the Central Committee, be invited to be an Honorary President of the Association.

Rule 16: Prohibitions

- a) Any illegal activities are strictly prohibited in the premises of the Association.
- b) The Association shall not attempt to restrict or in any manner interfere with trade or prices or engage in any Trade Union activity.
- c) The Association shall not indulge in any political activity or allow its funds and premises to be used for political purposes.
- d) The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.

Rule 17: Variations of Rules and Regulations

- a) No amendments or variation to these Rules and Regulations including any changes or revision to the annual subscription rate payable by all categories of members shall be made except with the approval of the Central Committee. The Central Committee shall have the absolute discretion to amend or vary these Rules and Regulation of the Association or revise the annual subscription fee in the interest of the Association from time to time as deemed fit and necessary for the Association.
- b) Any amendments or variation of the Rules and Regulation shall have been approved by the Central Committee at Central Committee meeting convened for that purpose and attended by not less than 75% of the members of the Central Committee either in person or by proxy of which at least 75% of the members so present in person or by proxy shall have cast their votes in favour of such amendments or variation. All amendments or variation of the Rules and Regulation made by the Central Committee shall be binding on all members of the Association.
- c) The powers of the Central Committee to revise, impose or change the annual subscriptions payable by all category of members of the Association shall, subject strictly to the compliance of the requirements as stated in Rule 17 (b) hereof, not be subject to any challenge by any member of the Association and such changes or revision to the annual subscription payable shall remain valid and binding on all members of the Association until such powers are subsequently revoked by members in a general meeting duly convened for that purpose.
- d) All amendment or variation of the Rules and Regulation or revision of the annual subscription rate must be adopted at a General Meeting or Extraordinary General Meeting, as the case may be.
- e) Any amendments to the Rules and Regulations of the Association shall be submitted to the Registrar of Societies within sixty (60) days of being passed by a General Meeting and shall be in enforce upon approval by the Registrar of Societies.

Rule 18: Dissolution

- a) The Association shall not be dissolved except with a majority decision of the General Meeting convened for that purpose and attended by not less than three-fifth (3/5) of the Ordinary members of the Association expressed either in person or by proxy.

- 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 shall be distributed to charity or charitable institutions.
- c) Notice of dissolution shall be given within fourteen (14) days of the dissolution to the Registrar of Societies.

Rule 19: Flag, Logo and Badge

- a) The Association's logo is designed to project the plastics industry as a modern, high technology and value-added industry whilst appreciating the environment.
- b) The logo, created from the recycling concept, focused on the alphabet 'P'. The 'P' in the center of the two spinning shapes (simplified form of the recycling arrows) portrays that plastics can be recycled. The recycling concept is further enhanced by the two (2) colours of the spinning shapes which are green and orange. Green represents environment while orange represents recycling. Spinning from small to large symbolise that the plastics industry is growing and can adopt new technologies to become a global player.
- c) The clean, simple and sleek typeface further enhances the modern and futuristic direction of Association. The dark blue colour of the typeface portrays a confident, caring, equitable and progressive trade association providing the necessary leadership to the plastics industry and quality service to members.

Rule 20: General Provisions Relating to Branches

- a) Each of Association's Branch shall be in the name of Association with the name of the particular Branch expressed after the name of the Association.
- b) Where no special provision has been made in these Rules for any matter relating to the management of the affairs of the Branches of the Association, the relevant rule relating to the management of the Association shall apply.
- c) The General Meeting and the Central Committee may give instructions to the General Meeting or Committee of any Branch regarding the management of its affairs.

Rule 21: Establishment and Dissolution of Branches

- a) The Central Committee may by a majority vote taken at a meeting approve the formation of a Branch in any state and/or any region made up of more than one state wherein there are at least fifteen (15) Ordinary members of the Association.
- b) The Central Committee may dissolve a Branch:
 - i. If for a consecutive period of six months the number of Branch Ordinary member is below ten (10); or
 - ii. If the branch refuses to abide by the rules of the Association on the decisions of the Annual General Meeting or the Central Committee or if the Central Committee has sufficient evidence of misconduct or mismanagement of the Branch which is detrimental to the Association.
 - iii. A decision to dissolve a Branch shall be by a majority of at least two-third (2/3) votes of the members present at a meeting of the Central Committee, which will then recommend to the General Meeting of the Association for adoption, provided that before the matter is submitted to the General Meeting to dissolve the Branch on the ground stated in paragraph (b) ii above, the Branch concerned shall be given thirty (30) days notice and an opportunity

- to explain why it should not be dissolved.
- iv. The order of dissolution shall be signed by the Secretary-General on receipt of such order the Branch shall cease to function except for the purpose of winding-up. Any Branch aggrieved by an order of dissolution may, by notice in writing to the Secretary-General within thirty-two (32) days of its receipt, lodge an appeal to the Annual General Meeting. Notwithstanding such appeal, the order of dissolution shall be operative until set aside, but in such circumstances the Central Committee may appoint from among its members a caretaker committee to deal with the affairs of the Branch pending the hearing of the appeal.
 - v. In the event of a Branch being dissolved for the reason stated in paragraph (b) i of this Rule, the remaining members shall stay as the members of the Association and in the event of a Branch being dissolved for reason stated in paragraph (b) ii of this Rule, the members automatically become members of the Head Office.
 - vi. It shall be the responsibility of the Chairman, the Secretary and the Treasurer of such branch to deliver to the Secretary-General all books, records, money and other property in the possession of the Branch, together with a statement of the accounts of the Branch from the date of the last submission of accounts to the date of the order of dissolution.
 - vii. In the event of a Branch being dissolved, the movable and immovable properties of the Branch shall be taken charge of by the Association until a new Branch is established whereupon all the movable and immovable properties of the Branch shall be handed back to the new Branch; in the event a new Branch cannot be set up, then such immovable properties shall vest in the Association and after expiry of five (5) years after such vesting, the Association shall by decision of the Association made at a General Meeting in which three-fifths (3/5) of the Ordinary members are present either in person or by proxy, deal with such properties of the Branch.

Rule 22: Branch General Meetings

- a) Every member of a Branch of the Association shall have the right to attend the General Meeting.
- b) Only Ordinary members are allowed to vote at any General Meeting of the Branch.
- c) The Branch Annual General Meeting shall be held before 31st May each year, notice of the time, date and place shall be given and copies of the agenda and statement of accounts shall be sent to members not less than fourteen (14) days before the meeting.
- d) The business of the Branch Annual General Meeting shall be:
 - i. To receive the Branch Chairman's report and the audited accounts of the Branch for the previous year.
 - ii. To elect Branch Committee (every alternate year).
 - iii. To appoint Branch auditors.
 - iv. To deal with any other matters that may be put before it.
- e) A Branch Extraordinary General Meeting shall be convened:
 - i. On the instructions of the Central Committee; or
 - ii. Whenever the Branch Committee deems it desirable; or
 - iii. At the request in writing of at least twenty-five percentage (25%) Ordinary members of the branch, stating the objects and reasons for such meeting.
- f) A Branch Extraordinary General Meeting requisitioned by members shall take place not later than fourteen (14) days from the receipt of such requisition.
- g) At least half (1/2) of the Ordinary members of the Branch or not less than twice the total number of the Branch Committee members, must be present or by proxy at any Branch General Meeting for the proceeding to be valid.

Rule 23: Branch Committee

- a) A Branch Committee, made up of at least nine (9) members and not more than fifteen (15) members consisting of the following, shall be elected at every alternate Branch General Meeting:
 - i. Chairman - 1
 - ii. Vice-Chairmen - 2
 - iii. Secretary - 1
 - iv. Assistant Secretary - 1
 - v. Treasurer - 1
 - vi. Internal Auditor - 1
 - vii. Public Relations - 1
 - viii. Welfare - 1
 - ix. Ordinary Members – up to four (4)
 - x. Appointed Ordinary Members – up to two (2)
- b) The elected Branch Committee Members shall hold a meeting within two (2) weeks from the date of election to form and elect among themselves the office-bearers and may appoint additional member(s) not exceeding two (2) Ordinary members to assist in the functioning of the Branch Committee.
- c) The duties of the Branch Committee shall be to manage the affairs of the Branch in accordance with the Rules of the Association and the instructions of the Central Committee and the Branch General Meeting.
- d) The Branch Committee shall meet at least four (4) times a year, and half (1/2) of its Branch Committee Members present shall form a quorum.
- e) The Branch Secretary shall forward a copy of the Minutes of each meeting to the Secretary-General of Central Committee not later than fourteen (14) days after the meeting.

Rule 24: Duties of Branch Office-Bearers

- a) The Chairman shall during his term of office chair at all General and Committee Meetings and shall be responsible for their proper conduct. He shall have a casting vote.
- b) One (1) of the Vice-Chairmen shall deputise for the Chairman during the latter's absence.
- c) The Secretary shall conduct the business of the Branch in accordance with the rules of the Association, and shall carry out the instruction of the General Meeting and of the Central 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 the proceedings.
- d) The Assistant Secretary shall assist the Secretary in all the administrative work of the Branch and shall act for him in his absence.
- e) The Treasurer shall be responsible for the finances of the Branch. He shall keep accounts of all its financial transactions and shall be responsible for their correctness.
- f) The Internal Auditor shall be required to audit each year's account and present a report thereon, he may be required by the Chairman to undertake any interim audit and make a report to the Committee.

- g) The Public Relations shall be responsible for the promotion of the various activities to be carried out by the Association and shall represent the Association in dealing with external affairs on the instruction of the Committee.
- h) Welfare shall handle all the welfare matters of the Association.
- i) The Ordinary Committee Member(s) shall assist the other Committee Members generally or specifically as may be resolved by the committee.

Rule 25: Branch Accounts

- a) The Branch shall be allocated a percentage of the subscription fee which is determined by the Central Committee as branch funds. The following percentage of the subscription fee to be held by the Branch(es) as branch funds is as follows:
 - i. Johor, Northern and Perak = 60%
 - ii. Sabah & Sarawak = 70%
- b) The Branch Committee is empowered to spend up to RM50,000 at any one time and any expenditure exceeding that amount shall be approved at the Branch Committee Meeting.
- c) The Branch Treasurer shall forward to the Central Committee Treasurer on or before the 20th of July and January respectively a statement of income and expenditure of the Branch of the preceding six months.
- d) All Branch funds shall be deposited in the name of Branch in a bank to be approved by the Branch Committee and the account shall be operated jointly by the Branch Chairman, the Branch Secretary, and the Branch Treasurer. The Branch Treasurer may hold a petty cash advance not exceeding RM2,000 at any time. No expenditure exceeding RM2,000 at any time shall be incurred by a Branch Treasurer without the prior sanction of the Branch Committee.
- e) All monies, books and other property of the Association held by any Branch on being dissolved shall be sent without delay by the Branch Secretary to the Secretary-General together with a statement of account.
- f) All cheques drawn by the branch shall be signed by any two (2) of the following namely:
 - i. Chairman
 - ii. Secretary
 - iii. Treasurer

Rule 26: Miscellaneous

- a) The Association shall not be liable in respect of the death or personal injuries of any member or his guest or guests arising in any way through his or their use or enjoyment of the Association, its amenities, privileges or facilities or otherwise howsoever arising.
- b) The Association shall not be liable for the loss or the damage to any articles or property whatsoever brought upon the premises of the Association by members or guests or entrusted thereby to any servant of the Association.
- c) Each member shall furnish to the Secretary-General an address to which notice may be sent to him and shall notify the Secretary-General of all changes of address.

- d) Any notice of accounts or forms required to be sent to any member may be sent through any media or communication, such as post, email, etc. addressed to the last known address given to the Secretary-General and shall, if so sent, be deemed to have been received by such member in due course.

Appendix

Logo

