

CONSTITUTION

PERTUBUHAN BEKAS PENUNTUT-PENUNTUT SEKOLAH VICTORIA (VICTORIA INSTITUTION OLD BOY'S ASSOCIATION)

CLAUSE 1 NAME

1. The Association shall be known as

PERTUBUHAN BEKAS PENUNTUT-PENUNTUT SEKOLAH VICTORIA (VICTORIA INSTITUTION OLD BOY'S ASSOCIATION)

Hereinafter referred to as "the Association".

2. Meaning of name : -

3. Level : **Lain-lain**

CLAUSE 2 ADDRESS

1. The registered address is

**NO. 71, JALAN HANG TUAH,
55200 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR**

or at such other place as may from time to time be decided by the Committee; and the postal address is

**NO. 71, JALAN HANG TUAH,
55200 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR**

2. The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

CLAUSE 3 OBJECTIVE

- 1.

The objects of the Association shall be:

- (a)

To promote sports, cultural and social activities amongst its members and with

associations or alumnus of schools within and outside Malaysia.

(b)

To acquire property both movable and immovable for the promotion of the objectives of the Association.

(c)

To render the Victoria Institution such assistance as may be necessary to maintain and enhance its reputation and also to promote the education of its students.

(d)

To raise funds for the abovementioned objects.

CLAUSE 4 MEMBERSHIP

1.

There shall be four (4) classes of members as follows:

(a)

Honorary Member:

The Management Committee may invite prominent past students or persons it considers fit to become Honorary Members of the Association. The maximum number of Honorary Members shall be twenty five (25) at any given time.

(b)

Life Member:

A past student of the Victoria Institution may become a Life Member upon making full payment of the requisite subscription.

(c)

Student Member:

A past student of the Victoria Institution who is receiving education in any school or place of higher learning, or within two (2) years of him completing his studies at the Victoria Institution, whichever is later, may become a Student Member. Eligibility for Student Membership will automatically expire upon attaining the age of twenty-five (25) years. The Student Member may then convert his membership to Life Membership in the normal manner.

(d)

Staff Member:

A past or present teacher of the Victoria Institution who is not a past student of the Victoria Institution may become a Staff Member of the Association.

2.

A prospective Life Member and fully paid Life Member of the Association shall be eligible to the full benefits and privileges of the Association and will be entitled to vote at meetings and be eligible to hold office.

3.

An Honorary, Student or Staff Member shall be eligible to all the privileges of the Association except that he shall not be entitled to vote or to hold office.

4.

(a)

A person desiring to become a member of the Association shall submit his application in writing to the Honorary Secretary on a form of application as may be prescribed from time to time together with the subscription. The application for all classes of Membership must be duly proposed and seconded by a Life Member.

(b)

The Honorary Secretary shall submit the application for consideration at the ensuing meeting of the Management Committee which shall by a majority of votes decide to approve or reject the application without assigning any reasons.

(c)

The applicant who is rejected shall not be eligible to reapply till after the lapse of six (6) months from the date of rejection.

(d)

On the election of each new member the Honorary Secretary shall notify the newly approved member and forward to him a copy of the rules and by-laws of the Association by using means of communication deemed fit by the Management Committee.

5.

Subscriptions will be payable as follows:

(a)

Life Members:

A one time sum of RM300.00 (Ringgit Malaysia Three Hundred only) payable in one lump sum together with the membership application form or by way of three (3) annual installments.

Until full payment is made, the Prospective Life Member shall pay the additional normal subscription of RM50.00 (Ringgit Malaysia Fifty only) as an interim membership fee for every calendar year.

(b)

Student Members:

Free for a period of 2 years after becoming a member.

6.

Honorary members will be exempted from paying any subscription.

7.

All subscriptions must be paid in advance up to 31st December of the year concerned.

8.

Members shall pay their subscription to the Honorary Treasurer or the Honorary Secretary.

9.

If a member falls into three (3) months arrears with his subscription or other dues he shall be notified in writing by the Honorary Treasurer. If he fails to settle the arrears within one (1) month of the notice from the Honorary Treasurer, the Management Committee shall post his name on the Association's Notice Board and he shall be denied the privileges of Membership until his outstanding amount is settled in full. When a member falls into arrears for more than six (6) months he shall automatically cease to be a member and the Management Committee or its nominee or nominees may take legal action against him to recover all the outstanding dues. The Management Committee however, shall have the power to reinstate such a member upon the member giving a satisfactory explanation of his default acceptable to the Management Committee and also upon payment of a non-refundable application fee of RM30.00 (Ringgit Malaysia Thirty only) to be levied at the discretion of the Management Committee and all subscriptions or other monies due by him.

CLAUSE 5 RESIGNATION AND TERMINATION

1.

(a)

Any member may resign from his Membership by giving the Management Committee one calendar month's notice in writing. A member who resigns from his Membership and has not paid his subscription or other dues, shall be a debtor to the Association and such sums due shall be a debt recoverable by the Association. A member who resigns shall not be entitled to any refund of subscription paid in advance.

(b)

A member who has resigned and wishes to reapply for Membership must along with his application pay a non-refundable application fee of RM30.00 (Ringgit Malaysia Thirty only).

2.

(a)

If the conduct of any member in the opinion of the Management Committee or of any five (5) members is injurious to the character and interest of the Association, the Management Committee shall refer this matter to the Disciplinary Sub-Committee which shall comprise of:

(i)

The President;

(ii)

The Honorary Secretary; and

(iii)

Three members who are not members of the Management Committee.

(b)

The complaint of the five (5) members shall be expressed in writing giving a full account of the alleged misconduct, signed by all of them and delivered to the Honorary Secretary.

(c)

The Management Committee shall within fourteen (14) days of receipt of the complaint by the Honorary Secretary refer it to the Disciplinary Sub-Committee.

(d)

The Disciplinary Sub-Committee shall be convened within fourteen (14) days of the receipt of the complaint, and shall within one (1) month deliberate over and give its decision in writing to the Management Committee.

(e)

The Disciplinary Sub-Committee shall request the complainants to give evidence and the member against whom disciplinary action is being taken shall be given a fair opportunity to cross-examine the complainants and present his case.

(f)

The decision of the Disciplinary Sub-Committee shall be final.

3.

(a)

All members of the Disciplinary Sub-Committee shall form a quorum.

(b)

In the event that any member of the Disciplinary Sub-Committee is not available then his vacancy shall be filled by any member selected by the Management Committee.

(c)

A Member of the Disciplinary Sub-Committee against whom disciplinary action is being taken shall be suspended from the Disciplinary Sub-Committee until it has decided on the proceedings against him. His vacancy shall be filled by another member selected by the Management Committee.

4.

Any member so expelled shall not be eligible for membership for a period of five (5) years from the date of expulsion.

CLAUSE 6 SOURCE OF INCOME

1.

All donations shall upon acceptance by the Management Committee be acknowledged by the Honorary Treasurer on an official receipt serially numbered, the duplicate of which should be initialed by the President upon entry of the

donation in the Register of Donations.

2.

The Management Committee reserves the right to accept or reject a donation and its decision shall be final.

3.

No member or employee of the Association not authorised in writing by the Honorary Secretary or Treasurer shall solicit or accept any donations on behalf of the Association.

CLAUSE 7 GENERAL MEETING

1.

The Annual General Meeting shall be held not later than the 30th day of June, to transact the following business:

(a)

to table and confirm the minutes of the previous meeting;

(b)

to receive and adopt the annual reports and audited accounts of the preceding year;

(c)

in any election year, to elect office bearers and members to the Management Committee for a period of two (2) years;

(d)

to elect three (3) members to the Disciplinary Sub-Committee;

(e)

to elect two (2) Honorary Auditors; and

(f)

to transact any business of which notice has been given.

2.

(a)

An Extraordinary General Meeting must be called by the Honorary Secretary upon the request in writing of not less than fifteen (15) members of the Association who are not in arrears with their subscriptions stating clearly the matter or matters to be considered at the meeting. Any matters so raised and voted against cannot be raised again for at least six (6) months from the General Meeting at which it was last considered.

(b)

An Extraordinary General Meeting may also be called by the Honorary Secretary upon order of the Management Committee.

3.

(a)

At all General Meetings one-half of the voting membership or twice the committee members, whichever is the lesser, shall form a quorum.

(b)

If a General Meeting cannot be held for want of a quorum it shall be postponed to a date not less than thirty (30) days and not more than sixty (60) days from the date of the original Meeting. Proceedings at the postponed Meeting shall be valid whether or not there is a quorum PROVIDED that the provisions of this rule shall not apply to Extraordinary General Meetings called by fifteen (15) or more members under Rule 7.2 above.

4.

At least fourteen (14) days notice must be given to members of a General Meeting. In case of notice calling for an Annual General Meeting, a copy of audited accounts for the previous year shall be attached thereto. Particulars of the agenda shall be posted on the Association's notice board at the time the notice is given to the General Meeting. Any notice of each Meeting shall be served by way of electronic means only and shall be deemed to have been so served if sent to the last known electronic address of a Member and the same shall be recorded electronically as a matter of record and be subject to audit. Any member who wishes to be served by way of postal service shall serve onto the Honorary Secretary his written request of the same.

5.

Any member who wishes to place an item on the agenda of a General Meeting under any other matters may do so provided he gives notice in writing to the Honorary Secretary at least seven (7) days before the Meeting.

6.

(a)

The Chairman of a General Meeting shall have a casting vote, whether on matters to be decided by a show of hands or by secret ballot.

(b)

Voting on all issues shall be by a show of hands except in the case of election of the Management Committee in the Annual General Meeting which shall be by secret ballot.

(c)

Each member shall be entitled to one (1) vote only.

(d)

Voting by proxies shall not be permitted.

CLAUSE 8 **COMMITTEE**

1.

The management of the Association shall be vested in the Management Committee comprising of thirteen (13) members:

(a)

a President;

(b)

a Vice-President;

(c)

(i)

a Honorary Secretary;

(ii)

an Assistant Honorary Secretary;

(d)

(i)

a Honorary Treasurer;

(ii)

an Assistant Honorary Treasurer;

(e)

seven (7) ordinary committee members;

who shall be elected at the Annual General Meeting.

2.

The Management Committee shall meet at least once a month after at least seven (7) days due notice is given to its members. The President may at his discretion call an emergency meeting at any time by giving at least two (2) days notice. A quorum of seven (7) members must be present for the proceedings of the Management Committee to be valid.

3.

The powers and duties of the Management Committee shall be:

(a)

to generally manage the affairs of the Association and to exercise all such powers and to carry out all such duties as may be exercised or done by the Association save such as by these rules or any other rules for the time being in force are to be exercised or to be done by the Association in a General Meeting;

(b)

to frame by-laws consistent with the rules of the Association as it considers fit for the proper conduct of the activities of the Association;

(c)

to appoint sub-committees when necessary and to prescribe their duties;

(d)

to make payments not exceeding RM15,000.00 (Ringgit Malaysia Fifteen Thousand) only at any one time unless approved by the majority of members of the Management Committee, provided always that details of all payments made exceeding the sum of RM15,000.00 (Ringgit Fifteen Thousand) must be tabled to the members at the next General Meeting;

(e)

to engage or dismiss employees, to define their duties and fix their remuneration;

(f)

to collect donations, subscriptions or such other monies as may be due;

(g)

to fill in vacancies in the Management Committee;

(h)

to invest surplus funds of the Association in fixed deposits or other forms of deposits in banks or financial institution.

4.

Any member of the Management Committee absenting himself from three (3) consecutive meetings of the Management Committee without satisfactory explanation shall be deemed to have withdrawn from the Management Committee and a substitute may be co-opted by the Management Committee to serve until the next Annual General Meeting.

5.

The Management Committee shall cause the following books and registers to be kept:-

(a)

a Minute Book;

(b)

a Register of Members;

(c)

a Register of all movables and immovables;

(d)

a Debtors Register;

(e)

a Register of Donations;

(f)

a Guest Book; and

(g)

cash book, ledger, journal, and any other books that may be necessary to keep a proper record of the financial transactions of the Association.

CLAUSE 9 DUTIES OF OFFICE BEARERS

1.

The duties of the office bearers shall be as follows:-

(a)

The President shall act as the Chairman at all General Meetings and Management Committee Meetings and he shall represent the Association in its dealings with outside persons;

(b)

The Vice-President shall deputise the President in the President's absence;

(c)

The Honorary Secretary shall keep all records other than financial records of the Association and shall be responsible for the correctness of all such records. He shall keep minutes of all General Meetings and Management Committee Meetings and shall conduct correspondence on behalf of the Association and perform all such functions and duties as decided by the Management Committee.

(d)

The Assistant Honorary Secretary shall assist the Honorary Secretary and shall deputise him in his absence.

(e)

The Honorary Treasurer shall be responsible for all funds and collect and disburse all monies on behalf of the Association. He shall keep correct records and accounts of all monetary transactions and shall be responsible for their correctness. He may keep up to RM200.00 (Ringgit Malaysia Two Hundred) only in form of cash for petty cash expenses and all monies in excess of this sum shall be deposited in a bank as decided by the Management Committee. All payments in excess of RM1,000.00 (Ringgit Malaysia One Thousand) only shall be made by cheque. Cheques and other documents for withdrawal of monies from the bank or financial institution shall bear two (2) signatures signed by the President, Vice-President or Honorary

Secretary in addition to the Honorary Treasurer or Assistant Honorary Treasurer.

(f)

The Assistant Honorary Treasurer shall assist the Honorary Treasurer and shall deputise him in his absence.

CLAUSE 10 FINANCIAL PROVISION

1.

The Management Committee has the power to make payments not exceeding RM15,000.00 (Ringgit Malaysia Fifteen Thousand) only at any one time unless approved by the majority of members of the Management Committee, provided always that details of the all payments made exceeding the sum of RM15,000.00 (Ringgit Malaysia Fifteen Thousand) must be tabled to the members at the next General Meeting.

2.

The Management Committee has the power to collect donations, subscriptions or such other monies that may be due.

3.

The Management Committee has the power to invest surplus funds of the Association in fixed deposits or other forms of deposits in banks or financial institutions.

4.

The Honorary Treasurer shall be responsible for all funds and collect and disburse all monies on behalf of the Association. He shall keep correct records and accounts of all monetary transactions and shall be responsible for their correctness. He may keep up to RM200.00 (Ringgit Malaysia Two Hundred) only in form of cash for petty cash expenses and all monies in excess of this sum shall be deposited in a bank as decided by the Management Committee. All payments in excess of RM1,000.00 (Ringgit Malaysia One Thousand) only shall be made by cheque. Cheques and other documents for withdrawal of monies from the bank or financial institution shall bear two (2) signatures signed by the President, Vice-President or Honorary Secretary in addition to the Honorary Treasurer or Assistant Honorary Treasurer.

CLAUSE 11 AUDITORS

1.

Two (2) Honorary Auditors who are not members of the Management Committee

shall be elected at the Annual General Meeting.

2.

The Honorary Auditors shall audit the annual accounts of the Association and present a report to the members of the Association. They may be requested at any time by the President to audit the Association's accounts for any period within tenure of office and to make a report thereof to the Management Committee.

CLAUSE 12 PROPERTY ADMINISTRATOR / TRUSTEES

1.

"IMMOVABLE PROPERTY"

All immovable property belonging to the Association shall be registered in the name of the Association, to be dealt with by three office-bearers in such manner as the Association may direct. The appointments of the said three office-bearers shall be authenticated by a certificate of the Registrar of Societies.

2.

The said office-bearers shall not sell, transfer, lease, charge or in any way deal with or create any encumbrance over any immovable property of the Association without the consent and authority of the Association whose consent and authority shall be conveyed in writing under the joint signatures of the President and the Honorary Secretary.

3.

All instruments relating to any authorised dealings with any immovable property of the Association shall be executed by the said three office-bearers and sealed with the Association seal.

4.

"SEAL"

The seal of the Association shall be such seal as may be approved by the Management Committee and such seal may in like manner from time to time be broken, changed, altered or made anew.

5.

The Management Committee shall provide for the safe custody of the seal, which shall not be used except by the authority of the Management Committee previously given, and in the presence of the President and the Honorary Secretary.

6.

A Trustee may be removed from office at the General Meeting if he is absent from West Malaysia for a period of more than twelve (12) months.

CLAUSE 13 INTERPRETATION

1.

In all rules and all by-laws unless there is something in the subject or context inconsistent with such construction or unless it is expressly stated:

(a)

reference to 'the Association' shall refer to the Victoria Institution Old Boys' Association.

(b)

reference to 'old boys' shall include old girls of the Victoria Institution.

(c)

reference to 'member' shall refer to a member of the Victoria Institution Old Boys' Association.

(d)

reference to 'election year' shall refer to a year commencing from 2013 in which an election shall be held to elect the members of the Management Committee.

(e)

words importing the masculine gender shall include the female and neuter genders.

(f)

words in the singular shall include the plural and words in the plural shall include the singular.

2.

In the event of any question or doubt arising out of any point which is not expressly provided for in these rules, the Management Committee shall have the power to interpret them and the decision so made shall be binding on all members until set aside by a General Meeting.

CLAUSE 14 ADVISOR / PATRON

1.

The Management Committee shall have the power to invite any person or persons to become patrons of the Association subject to the approval of members at a General Meeting.

2.

The person shall cease to be a patron for the following reasons:

(a)

he is of unsound mind;

(b)

he has been convicted of a crime;

(c)

any other reason approved by a simple majority of the members at a General Meeting.

CLAUSE 15 PROHIBITION

1.

The office bearers of the Association and every officer performing executive functions in the Association shall be Malaysian residents and citizens.

CLAUSE 16 AMENDMENT OF CONSTITUTION

1.

No alterations or additions to these Rules shall be made except at a General Meeting and they shall come into force upon the approval of the Registrar of Societies.

CLAUSE 17 DISSOLUTION

1.

In this rule 'member' means any one who in accordance with the rules of the Association is entitled to vote. This Association may be dissolved with the consent of not less than three fifths (3/5) of the Association present in person at a General

Meeting convened for that purpose.

2.

In the event of the Association be dissolved as provided above all debts and liabilities legally incurred by the Association shall be fully discharged and the remaining funds if any shall be donated to the Victoria Institution.

3.

Notice of Dissolution shall be given within (14) days of the dissolution to the Registrar of Societies.

CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag

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Description

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2. Logo



Description

The colours of the Association shall be navy blue and sky blue.

3. Badge

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Description

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CLAUSE 19 GUESTS

1.

A Guest Book shall be kept in which the name, address and the date of the visit of the guest shall be filled together with the name, Membership number and the signature of the host member.

CLAUSE 20 BY-LAWS

1.

(a)

The Management Committee shall have the power to frame and pass by-laws for the proper management of the Association. Such by-laws shall be posted on the notice board for a period of not less than fifteen (15) days from the date of passing;

(b)

The by-laws shall be binding on members;

(c)

A copy of the by-laws shall be posted to each member.