

RULES OF PERSATUAN TEO-CHEW, BATU PAHAT

Chapter I - NAME AND OBJECTS

1.The name of the Association shall be "PERSATUAN TEO-CHEW, BATU PAHAT" (TEO-CHEW ASSOCIATION, BATU PAHAT).

2.The objects of the Association are as follows:-

- (a) To foster friendship and amicability among the Teo-Chews;
- (b) To look after welfare of the members and to mediate any disputes.
- (c) To do whatever things beneficial to the members spiritually or bodily.
- (d) To be loyal to the country and to promote goodwill and unity among all races.

Chapter II - ADDRESS & PLACE OF MEETING

3.The address and place of meeting of the Association shall be at No. 40A & 40B, Jalan Soga, Batu Pahat, Johor and shall not be changed without the prior approval of the Registrar of Societies.

Chapter III - ANNIVERSARY & EMBLEM

4.In order to memorise the predecessor' merits and achievements towards the Association, it is hereby fixed the 27th day of August each year as the Anniversary Day of the Association.

5.The Association shall have a flag of its own together with the emblem of the Association which shall be as follows:-

- (A) The yellow colour of the ground denotes benevolence and kindness.
- (B) The 8 green circles represent the 8 Districts of Teo-Chew.
- (C) The 8 circles joining each other meaning the unity of the eight Districts.
- (D) The size of the flag and emblem shall be 6'x 3'.

The design is as follows:-



(annexed)

Chapter IV - MEMBERSHIP

6. Any Teochew or his lawful wife, Malaysian citizen, residing in the District of Batu Pahat, Johor aged 18 or above, good character with proper occupation, agrees to abide by its Rules and Regulations may apply for admission to become a member of the Association.

Chapter V - ADMISSION PROCEDURE

7. An applicant for membership shall submit an application as proposed by a member and seconded by the other. The application shall be posted by the Secretariate on the Association's Notice Board for two weeks after which it shall be submitted to the committee for consideration, and if approved, he shall be accepted as a member.

Chapter VI - OBLIGATIONS

8. Members shall be obliged to carry out the duties of the Association as follows:-

- (A) To abide by the rules and resolutions of the Association.
- (B) To pay special contributions and help the Association in other financial aspects.
- (C) To assist in the management of the Association's affairs.

Chapter VII - PRIVILEGES

9. Members shall enjoy the rights and privileges of the Association as follows:-

- (A) A member shall have the right to elect or to be elected.
- (B) To make proposals for any reformation of the Association's affairs.
- (C) where a member has any happy occasion or condolatory occasion, the Association shall send representatives to attend the ceremony.
- (D) Any member who has withdrawn his membership because of change of residence to somewhere outside the District of Batu Pahat and is wishing to re-enrol as a member of the Association with a view to re-stay in Batu Pahat may not be required to pay further Life Membership fee.

Chapter VIII - CONSTITUTION

10. The Management Committee of the Association shall consist of 27 persons as follows: 1 President, 2 Vice-Presidents, 1 Secretary, 1 Assistant Secretary, 1 Treasurer, 1 Assistant Treasurer, 1 Chinese Correspondent, 1 English and Malay Correspondent, 1 Liaison Officer, 1 Assistant Liaison Officer, 1 Welfare Officer, 1 Assistant Welfare Officer, 1 Chief and 1 Assistant Officer of the Youth Division and 1 Chief and 1 Assistant Officer of the Women Division and 10 ordinary Committee Members and their terms of office shall be two years. All members of the Management Committee and every officer performing executive functions in the Association shall be Malaysian citizens.

Chapter IX - DUTIES

11. The General Meeting of Members of the Association shall be the highest authority, to be held once in every two years(*) and its duties are follows:-

- (A) To receive the reports of Accounts and managerial affairs of the Management Committee.
- (B) To discuss on any proposals made by the Management Committee and Members. Provided that all such proposals shall be submitted in writing to the Secretariate 1 week before meeting.
- (C) To appoint 2 Auditors who shall be non-office-bearers.
- (D) To nominate Hon. Presidents.
- (E) To elect trustees of the Association's immovable property whenever necessary.
- (F) To make, approve or amend the Rules of the Association whenever necessary.

* already amended as once a year in 2001 in other places.

12. The duties of the Management Committee of the Association are as follows:-

(A) To execute the resolutions passed by the General Meeting of Members.

(B) To discuss and execute the general affairs of the Association.

(C) To fill any casual vacancy occurring amongst the Committee.

(D) To nominate various area representatives within the District whose duties will be to get in touch with the members in their respective area and who shall be honorary.

(E) To employ an Executive Secretary and several other employees to deal with the daily affairs of the Association.

(F) The Management shall have the power to take disciplinary action against any member infringing the Rules of the Association.

(G) Whenever necessary, the Management Committee may in accordance with the objects of the Association, make any regulations in respect of any things not mentioned in the Rules. All members shall abide by such regulations when approved but the regulations can be amended in a general meeting when a majority of members think any amendment be made.

13. The duties of the Office-bearers are as follows:

(A) The President shall represent the Association in external affairs, supervises the general affairs of the Association, sign all important correspondences concerning the Association and preside over all meetings.

(B) The Vice-Presidents shall assist the President in all his duties and shall act in place of the President in his absence.

(C) The Secretary shall manage the affairs of the Association. He shall record the proceedings of all meetings and maintain a membership register in which shall be entered the name, identity card number (old and new), occupation, address and date of enrolment of each member.

(D) The Asst. Secretary shall assist the Secretary in all his duties.

(E) The Treasurer shall be responsible for the receipts and payments of the Association. He shall keep proper accounts in respect of all financial transactions.

(F) The Asst. Treasurer shall assist the Treasurer in all his duties.

(G) The Chinese Correspondent shall deal with all the Chinese correspondences of the Association.

(H) The English and Malay Correspondences of the English and Malay correspondences of the Association.

(I) The Liaison Officer and Asst. Liaison Officer shall carry out their duties with regard to liaison work of the Association in accordance with the resolutions of the Association and the directions given by the President and the Secretary.

(J) The Chief Officer and the Asst. Officer of the Youth Section shall be responsible to the Management Committee for proper management of the Youth Section. All activities of the Youth Section shall be approved by the Management Committee before being carried out.

(K) The Welfare Officer and the Asst. Welfare Officer shall carry out their duties with regard to welfare affairs of the Association in accordance with the resolutions of the Association and the directions given by the President and the Secretary.

(L) The Chief and the Assistant Officers of the Women Division shall be responsible to the Management Committee for the proper management of the affairs of the Women Division. All Proposed activities shall be approved by the Management Committee before being carried out.

Chapter X - MEETINGS & QUORUM

14. The Association shall have the following types of meetings:

Annual General meeting of members, Management Committee Meeting and the Extraordinary General Meeting of members.

(A)i. The Annual General Meeting shall be convened by the President not later than February each year. At least one-half(1/2) of the total voting membership of the Association or twice the total number of members of the Management Committee, whichever the lesser must be present at a general meeting for its proceedings to be valid and to constitute a quorum.

ii. If half an hour after the time appointed for the meeting, a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee; and if a quorum is not present halfan hour after the time appointed for the postponed meeting, the members present shall have power to proceed with the business of the day but they shall not have power to alter the rules of the Association or to make decisions affecting the whole membership.

iii. The Secretary shall send to all members at least 14 days before the meeting a notice stating a notice stating the date, time, place of the meeting and agenda including copies of minutes and reports together with the audited accounts of the Association for the previous years. Copies of these documents be made available at the registered address or place of meeting of the Association for the perusal of members.

(B) The Management Committee meeting shall be held once a month on a date not later than 15th each month, discussing on the affairs of the Association. A Management Committee meeting may be called any time as and when the President deems it necessary or upon a written request of 5 Committee Members. Any Committee Member not being able to attend any meeting for any reasons shall ask for leave. The quorum for such meeting shall be at least one-half of the Committee Members.

(C)i. An Extraordinary General Meeting of the Association shall be convened:

a) whenever the Management Committee deems it desirable, or
b) at the joint request in writing of 1/5 of the total voting members, stating the objects and reasons for such meeting.

ii. An Extraordinary General Meeting requisitioned by members shall be convened within 30 days from the date of the receipt of such requisition.

iii. The Secretary shall forward notice and agenda for an Extraordinary General Meeting to all members at least 15 days before the date fixed for the meeting.

iv. Rules 14(a)(ii)above regarding the quorum and the postponement of the annual general meeting shall also apply to an Extraordinary General Meeting but with the proviso that if quorum not present a after half an hour from the time appointed for a postponed Extraordinary General Meeting requisitioned by members, the meeting shall be cancelled and no Extraordinary General Meeting shall be requisitioned for the same purpose until the lapse of at least six months from the date thereof.

Chapter XI - ELECTION OF OFFICE-BEARERS AND TERMS OF OFFICE

15. Any person to be elected as an office-bearer of the Association must be of good character and with proper occupation. No person shall be elected as an office-bearer of the Association if he is of unsound mind, or an undischarged bankrupt or he has been imprisoned for any criminal offence.

16. Election of Committee Members of the Association shall be done by the following steps:-

(A) A Nomination form shall be issued to any member who wishes to contest as a Candidate for Committee member. The Nomination Form shall be proposed and seconded by two members an shall be submitted by the Candidate who shall indicate his acceptance for Nomination.

(B) All Nomination Forms submitted shall be displayed at a prominent place in the Association.

- (C) If more than 27 nominations are received, then a date shall be fixed for casting of votes.
- (D) Members shall collect their ballot papers in person and cast them inside the premises of the Association.
- (E) The elected 27 persons shall elect among themselves the office-bearers to hold the above posts.
- (F) The term of office of the Committee members shall be two years and any Committee member may continue to act if he is re-elected in the next election.

Chapter XII - REVENUE

17. The Life Membership fee payable by a member upon admission is RM 100.00 and is not refundable upon his withdrawal of membership or in the event of being expelled out of the Association.
18. Any existing member who has already paid his monthly subscriptions for a period exceeding 10 years may become a Life Member. Any existing member who has paid his monthly subscriptions for less than 10 years may also become a Life Member by paying a lump sum amount to make up the difference between the amount he has paid and the amount equivalent to 10 years' monthly subscriptions.
19. Special Donations-where the Association is especially in need of money, the Association may call for special donations from the members provided such special collection has been approved by the Management Committee.

Rule 20 shall be deleted.

Chapter XIII - DISCIPLINE

21. Members shall abide by the following rules:-
- (A) Observe the Rules of the Association and its resolutions.
 - (B) To observe and comply with the Laws of the Country.
 - (C) Not slandering the reputation of the Association or its office-bearers.
 - (D) Not carrying out political activities in the premises of the Association or misuse the name of the Association.

Chapter XIV-AWARDS & PUNISHMENT

22. Any person who was once president or vice-president or a committee member of the Management Committee and has contributed outstanding merits or rendered meritorious achievements towards the Association, or any member of the Association who has contributed to the Association a sum of \$5,000/- or above, may be nominated as an Honourary President in a General Meeting and his photo be exhibited in the Ceremony Hall of the Association. Any person who was once a committee member of the Management Committee and has contributed outstanding merits or rendered meritorious achievements towards the Association, may be nominated as an Honourary Committee Member.

Rule 23 shall be deleted.

24. Any member who commits an offence against any provisions of Chapter XIII of the Rules will be liable to the following punishments:-
- (A) A warning, or
 - (B) Temporarily suspension of enjoying the privileges, or
 - (C) Any other appropriate punishment or
 - (D) Striking his name off the Register of Members,

whereupon the Management Committee shall notice the member in writing and the member if aggrieved may appeal to the General Meeting of members, whose decision shall be final.

Chapter XV - EXPENDITURE

25. The funds of the Association may be expended for any purpose necessary for the carrying out of its objects including the administrative expenses but no fund shall be used to pay any fine of any member imposed by the Count.

26. The Treasurer may hold a petty cash of not exceeding \$500/-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 Management Committee.

27. All cheques for withdrawal shall be signed by the Treasurer and counter-signed by any one of the 5 persons as approved by the Management Committee namely the President, the Vice-Presidents, the Hon. Secretary and the Asst. Secretary.

28. Besides the monthly normal expenses, the President or Vice-Presidents shall have the right of approving any expenditure of not exceeding RM1,000/-at any one time and the Secretary or Assistant Secretary may approve an expenditure of not exceeding RM500.00 at any one time. No expenditure exceeding RM1,000/-at any one time shall be incurred without the approval of the Management Committee and no expenditure exceeding RM 10,000 at any one time shall be incurred without the prior sanction of the General Meeting. Monthly accounts shall be audited by the Auditors and submitted to the Management Committee for information.

Chapter XVI - PROHIBITIONS

29. Opium smoking on the premises and the introduction of prostitutes and bad characters into the premises are strictly prohibited.

30. No gambling of any nature or form shall be allowed in the premises of the Association.

31. Neither the Association nor its members shall attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade union activities as defined in the Trade union Ordinance, 1959.

Rule 32 is hereby deleted.

Chapter XVII - TRUSTEES

33. The Trustees of the Association Shall be the President, Secretary and the Treasurer for the time being.

34. The Trustees shall not sell, withdraw or transfer any of the Association's immovable property unless it is approved in an Extraordinary General Meeting of members attended by members of exceeding 51% of its membership.

35. A Trustee may be removed from office in a general meeting of members on the grounds of ill health, unsound mind, absence from the country or for any other reasons he is unable to perform his duties satisfactorily. In the event of death, resignation or removal as such the vacancy so occurred be filled by a new trustee appointed in a general meeting of members.

Chapter XVIII - AUDIT

36. The auditors shall hold office for two years and shall not be reappointed on retirement.

37. The auditors shall audit the monthly accounts of the Association.

They may also be required by the President to audit the accounts of the Association for any period and to make a report to the Management Committee.

38. The audited accounts for the two years* shall be published and tabled for adoption at the Bi-ennial* General Meeting and copies thereof shall be made available to members for perusal.

*already amended to annual basis in 2001.

Chapter XIX - DISSOLUTION

39. The Association shall not be dissolved except with the consent of at least 3/5th of the total number of members expressed either in person at a General Meeting convened for the purpose or by postal vote.

40. In the event of the Association being dissolved as above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and any remaining funds shall be disposed in the manner as may be decided by the General Meeting.

41. Notice of dissolution signed by the Management Committee shall be given to the Registrar of Societies within 14 days of the date of dissolution.

Chapter XX - RULES & BYE-LAWS

42. These Rules shall not be altered or amended except by resolution of a General Meeting. Such alterations or amendments shall take effect from the date of approval by the Registrar of Societies.

President [Signed]

Secretary [Signed]

Treasurer [Signed]

Updated on 18 October, 2001.

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