

## **CHAPTER 1. GENERAL :**

### **RULE 1. NAME :**

The name of the Association shall be “The Negeri Sembilan Nam Ann Association”.

### **RULE 2. ADDRESS :**

The Association shall be situated at 1st floor, 174, Rahang Road, Seremban.

### **RULE 3. OBJECTS :**

The objects of the Association shall be :

- (a) To foster friendship and to promote the spirit of co-operation among the members.
- (b) To promote education and welfare for the members; to assist in any social charitable work.

## **CHAPTER 2. MEMBERSHIP :**

### **RULE 4. QUALIFICATION OF MEMBERS :**

All fellow-villagers of the Nam Ann District of Hokkien Province, irrespective of sex, must be of good character, be over the age of 18 years and living in the state of Negeri Sembilan are eligible to apply for membership.

### **RULE 5. THE METHOD OF ELECTION OF MEMBERS :**

Any person having the above-mentioned qualification, agreeing with the objects and abiding by the rules and all resolutions of the Association may join as a member. An application form must be duly completed, proposed by a member and seconded by another and submitted for the approval of the Committee of Management which could also reject an application without stating its reasons. On approval and after making payment of the required Entrance Fee, the applicant becomes a member.

### **RULE 6. ENTRANCE FEE :**

Every member shall pay an entrance fee of \$2/- on admission.

### **RULE 7. SUBSCRIPTION :**

Ordinary member shall pay an annual subscription of \$6/-. Life member shall pay an entrance fee of \$50/- but exempted from payment of subscription. Members shall pay the subscription voluntarily and any member who has not paid subscription for more than two years shall automatically cease to be a member and shall not be eligible to all privileges provided by the Association.

### **RULE 8. DUTIES OF MEMBERS :**

All members of the Association shall abide by the rules and all resolutions of the Association, assist the Association in the general progress of its affairs, assist the Association financially and raise money for its maintenance.

### **RULE 9. THE RIGHTS AND PRIVILEGES OF MEMBERS :**

All members of the Association shall have the right to vote and to be elected and the right to enjoy all facilities provided by the Association.

### **RULE 10. ACTS AGAINST THE RULES :**

- (a) Any member who acts against the rules of the Association or is found to have defamed the Association after investigation by the Committee of Management may be given a warning or struck off from the membership roll of the Association.
- (b) All subscriptions previously paid by such members shall not be refunded to them.
- (c) The member if dissatisfied with the findings of the Committee of Management to revoke membership, could request convening an emergency general meeting where the complainant must be present and any decision thus made shall be final, to be abided by both parties.

### **RULE 11. RESIGNATION :**

Any member desiring to resign from membership shall give reasons in writing to the Committee of Management, and after discussion at a meeting the Committee of Management may decide to accept the resignation or to persuade the member concerned to remain.

## **CHAPTER 3. CONSTITUTION :**

### **RULE 12. ELECTION :**

The general meeting of members shall be the highest authority of the Association under which a Committee of Management shall be formed by 31 members elected by ballot at the general meeting. Fifteen members of the Committee of Management shall be elected to form a standing committee.

The standing committee shall consist of the following:-

- (a) a President
- (b) a Vice President
- (c) a General Secretary
- (d) an Asst. General Secretary
- (e) a Treasurer
- (f) two Correspondence Secretaries
- (g) two Auditors
- (h) a Liaison Officer
- (i) an Officer-in-Charge of Youth Section
- (j) an Officer-in-Charge and an Asst. Officer-in Charge of Welfare
- (k) an Officer-in-Charge and an Asst. Officer-in-Charge of Education and Culture.

### **RULE 13. TERM OF OFFICE :**

The term of office of members of Committee of Management and Standing Committee shall be two years but they may continue office if re-elected.

## **CHAPTER 4. MEETINGS :**

### **RULE 14. GENERAL MEETING :**

- (a) The Annual General Meeting shall be held once a year but the General Election Meeting shall be held once in every two years. A notice to this effect together with list of members and ballot paper shall be given by the President or the General Secretary two weeks before the meetings which must be held in the month of March each year. Members who are absent from the meeting shall agree to all resolutions passed at the meeting.
- (b) Extraordinary General Meeting may be convened by the President or the General Secretary within 30 days to deal with any important matter or matters or upon the requisition made in writing by any 25 members or any 8 members of the Committee of Management.

### **RULE 15. MEETINGS OF THE COMMITTEE OF MANAGEMENT AND STANDING COMMITTEE :**

The meetings of the Committee of Management and the Standing Committee shall be convened with notice in writing to be given by the President or the General Secretary seven days before such meeting.

### **RULE 16. QUORUM :**

- (a) 17 members shall form a quorum at any General Meeting of members. In the event when a quorum is not formed the meeting shall be adjourned and 9 members shall form a quorum at the adjourned meeting. The Extraordinary General Meeting convened at the request of members shall be called off if a quorum is not formed.
- (b) Over fifty per cent attendance shall form a quorum at a meeting of Committee of Management or Standing Committee. In the event when a quorum is not formed the meeting shall be adjourned. At the adjourned meeting any number of members attending shall form the quorum. Special meeting of Committee of Management convened at the request of members of Committee of Management shall be called off if a quorum is not formed.
- (c) Any meeting convened at the request of members shall be called off if the members concerned are not present at the meeting.

## **CHAPTER 5. POWERS AND DUTIES :**

### **RULE 17. THE POWERS OF THE GENERAL MEETING :**

- (a) To pass and amend the rules of the Association.
- (b) To receive and adopt the reports of the Committee of Management and to scrutinize and to adopt the annual statement of account and balance sheet.
- (c) To elect members of Committee of Management and Trustees.
- (d) To decide on all expenditure beyond the power of the Committee of Management and make plans for the proper management of the Association.
- (e) To authorise the Committee of Management to purchase properties; to mortgage or to sell the existing properties for the purpose of acquiring new properties.

### **RULE 18. THE POWERS OF THE COMMITTEE OF MANAGEMENT :**

- (a) To carry out all resolutions passed at the General Meeting and to work out plans for the management of the Association.
- (b) To control the finance of the Association, properties and all the affairs of the Association.
- (c) To make arrangement for the next General Election and to engage or to dismiss salaried staff.
- (d) To make decision at its discretion on any question or matter arising out of any point which is not expressly provided in the Rules.

### **RULE 19. THE POWER OF THE STANDING COMMITTEE :**

The Standing Committee shall deal with the routine affairs of the Association with power to decide on any single item of expenditure not exceeding \$1,000/-.

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

- (a) The President shall represent the Association in all external transactions and shall supervise all the internal affairs of the Association, to sign all important documents and cheques, and to sign all minutes in which all resolutions are recorded. The President shall preside over all meetings and shall have an additional or casting vote in the event when the pros and cons have obtained the same number of votes. The President shall have the power to authorise any single item of expenditure not exceeding \$500/-.
- (b) The Vice President shall assist the President, and in the absence of the President shall exercise his power and perform his duties.
- (c) The General Secretary shall carry out all resolutions passed by the Committee of Management and shall be responsible for the daily affairs of the Association; to sign all documents, vouchers and cheques and to keep the records of all meetings. The General Secretary shall have the power to decide on any single item of expenditure not exceeding \$200/- and to engage or dismiss salaried staff after consultation with the President. The Asst. General Secretary shall assist the General Secretary in carrying out his duties and to deputise for him in his absence.
- (d) The Treasurer shall be responsible for the safekeeping all collections and disbursements of funds of the Association and to keep proper accounts of the income and expenditure. He shall not keep more than \$200/- in cash and money in excess of this amount must be deposited under the name of the Association in a bank appointed by the Committee of Management. Withdrawal from the bank shall be made under the joint signature of the President, the General Secretary and the Treasurer together with the seal of the Association affixed thereon.
- (e) The Correspondence Secretaries shall be responsible for all the correspondence of the Association.
- (f) The Auditors shall be responsible for the audit of all accounts of the Association and the relative receipts and to report to the General Meeting concerning the accounts.
- (g) The Liaison Officer shall be responsible for the liaison of the Association and to represent the Association to participate in all social functions externally.
- (h) The Officer-in-charge of Youth Section shall be responsible to lead the youth members to participate in all activities that will benefit the nation and the society.
- (i) The Officer-in-Charge of Welfare shall be responsible for dealing with the welfare of members, fellow-villagers and the public. The Asst. Officer-in-Charge shall assist the Officer-in-Charge in carrying out his duties and to deputise for him in his absence.
- (j) The Officer-in-Charge of Education and Culture shall be responsible for promoting activities concerning education and culture. The Asst. Officer-in-Charge shall assist the Officer-in-Charge in carrying out his duties and to deputise for him in his absence.

## **CHAPTER 6. FINANCE :**

### **RULE 20. CURRENT EXPENSES :**

The current expenses of the Association shall be derived from entrance fees, subscriptions, special contributions from members and revenue from properties.

### **RULE 21. SPECIAL EXPENDITURE :**

When it is necessary or a special expenditure is to be made the members may be approached for voluntary donations.

## **CHAPTER 7. TRUSTEES AND PATRONS :**

### **RULE 22. TRUSTEES :**

All the immovable properties of the Association shall subject to a declaration of trust be vested in Trustees who shall be not more than three in number, to be elected from among the suitable and appropriately qualified members of the Association at a General Meeting. Any trustee who is guilty of any one of the following shall vacate his trusteeship and the vacancy shall be filled by election at a General Meeting

- (a) declared a bankrupt by a court of law;
- (b) convicted of a crime by a court of law;
- (c) becomes a lunatic or unsound of mind;
- (d) reported missing for over a year;
- (e) moved out of the state permanently or absent from Malaysia for a period of over a year without leave;
- (f) found guilty of misconduct of such a kind as to render him undesirable if he continues as a trustee at a general meeting or extraordinary general meeting.

### **RULE 23. PATRONS :**

Members who have given meritorious services or have contributed big sum of money to the Association shall be eligible for election as Patrons of the Association with recommendation by the Committee of Management and confirmation by the General Meeting.

## **CHAPTER 8. PROHIBITIONS :**

### **RULE 24.**

The membership of the Association consist of fellow-villagers who have proper occupations and thus no member will be allowed to use the premises of the Association for opium-smoking, gambling, prostitution and any other improper activities or to bring into the premises of the Association anything contravening the law. All undesirable persons will be rejected from the premises of the Association.

### **RULE 25.**

The Association shall not participate in any political activity nor shall the premises or any fund of the Association be used for political or illegal activity.

### **RULE 26.**

No member of the Association will be allowed to use the premises of the Association for any activity which is contradictory to the Rules of the Association.

## **CHAPTER 9. APPENDIXES :**

### **RULE 27.**

None of the following games shall be played in the premises of the Association :—

Ace of Hearts, Roulette, Lotto, Fan Tan, Poh, Pek Bin, Belankai, Pai Kau, Tau Ngau, Tin Kow, Chap Ji Kee, Sam Cheong, Twenty-one, Thirty-one, Ten and a Half, all games of dice, banker's games and all games of mere chance.

### **RULE 28.**

Visitors shall not be allowed to take part in any card games in the Association.

### **RULE 29.**

The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or of its office bearers, committee or members.

### **RULE 30. AMENDMENTS :**

Alteration and amendment to these Rules shall be made only at a General Meeting and shall come into force after the approval of the Registrar of Societies.

### **RULE 31. DISSOLUTION :**

- (a) The Association shall not be dissolved except with the consent of not less than 3/5 of the members of the Association at a General Meeting convened for the purpose.
- (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 any fund remaining shall be disposed of in such manner as may be decided upon by a general meeting of members.
- (c) Notice of dissolution duly signed by the three principal office-bearers shall be given within fourteen days of the dissolution to the Registrar of Societies.