

**CONSTITUTION
NEGERI SEMBILAN WONG'S CLAN ASSOCIATION**

CLAUSE 1 NAME

1. The Association shall be known as
NEGERI SEMBILAN WONG'S CLAN ASSOCIATION
Hereinafter referred to as "the Association".
2. Meaning of name :
3. Level : **Negeri**

CLAUSE 2 ADDRESS

1. The registered address is
**NO.46 BUKIT DAWN,
JALAN TUN DR.ISMAIL,
70200 SEREMBAN
NEGERI SEMBILAN**
or at such other place as may from time to time be decided by the Committee; and
the postal address is
**NO 46, BUKIT DAWN,
JALAN TUN DR.ISMAIL,
70200 SEREMBAN
NEGERI SEMBILAN**
2. The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

CLAUSE 3 OBJECTIVE

1. To commemorate the virtues and merits of our ancestors;
2. To promote friendly feelings, spirit of co-operation and welfare amongst clan's members.
3. To promote member's needs and member's children education.

CLAUSE 4 MEMBERSHIP

1. Membership shall be opened to any Malaysian citizen of Wong' clan, residing within or at the border of Negeri Sembilan who are above 18 years of age, regardless of gender and native place are eligible to become member.
2. Every application for membership shall be proposed and seconded by two existing members and shall be forwarded to the Secretary with the completed prescribed form and 2 recent photos who shall at the first convenient opportunity, submit it to the Committee for approval. The Committee may at its discretion reject any application without assigning any reason thereof.
3. Every member shall have to abide by the rules of association and obey the laws of the Government. No matter under any pretext, should not using the name of the association participate in any political activities. If a member is found to have committed an act detrimental to the interest or to have impaired the reputation of the association, he shall be liable to such reprimand or penalty as many be decided by the association in General Meeting.

CLAUSE 5 RESIGNATION AND TERMINATION

1. Any member who wishes to resign from the Society shall given two weeks' notice

in writing to the Secretary and shall pay up all dues.

2. Any member who fails to comply with the rules of the Society or has acted in a manner to bring disrepute upon the Society may be expelled or suspended for a period of time as the Committee deems fit. Before the Committee expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and clear himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.

CLAUSE 6 SOURCE OF INCOME

1. The admission fee and life membership fee shall be as follows:-
Admission fee RM20.00
Life membership fee RM100.00
2. Any member who allows his arrears to exceed two month's subscriptions shall receive a written notification signed by or on behalf of the Secretary, and shall be denied the privileges of membership until he settles his account.
3. Any member who allows his arrears to exceed three month's subscription shall automatically cease to be a member of the Society, and the Committee may direct legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.
4. The Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.
5. Special subscription or levies for particular purposes may be raised from members by resolution of the general meeting of the Society. If any member fails to pay such subscription within such period as may be resolved, the amount due shall be treated in the same way as arrears of monthly subscription.
6. The fund raising approved by the committee.
7. Property income and rental.
8. Donations from individual and organizations.
9. Special contributions from the activities of New Year gathering, charity, educational, anniversary and other sources of fund.
10. Various of funding for property acquisition which approved by General Meeting.

CLAUSE 7 GENERAL MEETING

1. The supreme authority of the Society is vested in a general meeting of the members. The committee shall execute the affairs of the association. At least one half of the voting membership of the Society or twice the total number of committee members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum.
2. 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 half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have power to alter the rules of the Society or make any decision affecting the whole membership.
3. An annual general meeting of the Society shall be held as soon as possible after the close of each financial year but not later than June on a date and a time and place to be decided by the Committee. The business of the annual general meeting shall be:-
 - a) To receive the minutes of the previous annual general meeting;
 - b) To review the matters arising from the previous annual general meeting;
 - c) To receive the secretarial report for preceding year;

- d) To receive the treasurers' report and the audited accounts of the Society for the previous year;
 - e) To elect 27 new members and to appoint 2 Internal Auditors for each term;
 - f) To discuss the motions;
 - g) To deal with such other matters as may be put before it.
4. The secretary shall send to all members at least 14 days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members.
 5. The Extra-ordinary General Meeting shall be held upon requisition as following:-
 - i) Made by the President within seven days issue notice of meeting to all members;
 - ii) Made by the Committee
 - iii) Made by more than five Committee Members or more than twenty members jointly stating their reasons in written form.
 6. An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipts of such requisition.
 7. Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least fifteen days before the date fixed for the meeting.
 8. Paragraphs 7(1) and 7(2) of this rules regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the provision that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by the members, the meeting shall be cancelled, and no extraordinary general meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.
 9. The Secretary shall forward to all members a copy of the draft minutes of each annual and extraordinary general meeting as soon as possible after its conclusion.
 10. The minutes of the previous meeting shall be read out at the next subsequent meeting. If considered to be correct, the minutes shall be signed by the President and the General Secretary with no dispute will be entertained.

CLAUSE 8 COMMITTEE

1. A committee consisting of the following, who shall be termed the office-bearers of the Society, shall consist of 27 members elected among each other, as follows:-
 - 1 President
 - 1 Deputy President
 - 2 Vice President
 - 1 Treasurer
 - 1 General Secretary
 - 1 Assistant Secretary General
 - 1 Welfare Officer
 - 1 Assistant Welfare Officer
 - 1 Educational Officer
 - 1 Assistant Educational Officer
 - 1 Social Officer
 - 1 Youth Committee Chairman
 - 1 Youth Committee Vice Chairman
 - 1 Women Committee Chairman
 - 1 Women Committee Vice Chairman
 - 1 Recreation Officer
 - 10 Committee Members
2. All office-bearers of the Society and every officer performing executive functions in the

Society shall be Malaysian citizens.

3. Names for the above offices in paragraph (1) shall be proposed and seconded and election will be by a simple majority vote of the members at the annual general meeting.
4. The function of the Committee is to organize and supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by the general meeting. The Committee shall not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous year.
5. The Committee meeting shall be held once in every three months. The notice of meeting should be served to the committee members not less than seven days before the date of meeting. Whenever necessary, the meeting shall be convened at anytime called by the President with jointly consent by at least 4 or above committee members. The meeting shall be deemed valid only if there is a one-half of the total members of the committee present.
6. Where any urgent matter requiring the approval of the committee arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained:-
 - (a) The issue must be clearly set out in the circular and forwarded to all members of the committee;
 - (b) At least one-half of the members of the Committee must indicate whether they are in favour or against the proposal; and
 - (c) The decision must be by a majority vote.Any decision obtained by circular letter shall be reported by the Secretary to the next Committee meeting and recorded in the minutes thereof.
7. Any member of the Committee who fails to attend three consecutive meetings of the committee without satisfactory explanation shall be deemed to have resigned from the Committee.
8. In the event of the death or resignation of a member of the Committee, the Committee shall have the power to co-opt any other member of the Society to fill the vacancy until the next election of office-bearers.
9. The Committee shall give constitutions to the Secretary and other officers for the conduct of the affairs of the Society. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or members of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Committee, or for any other reason which it deems good and sufficient in the interest of the Society.
10. The Committee may appoint any sub-committee for any purpose arising out of or connected with any of the duties, functions and aims laid down under the rules. Any members can become members of these sub-committee.
11. All the meeting resolutions shall be depends on majority favor in support or oppose. In the event of a tie in the vote, the President shall have the casting vote.
12. While the General Meeting stands adjourned, the Committee shall manage the affairs of the association and implement the resolutions passed in the General Meeting abide by the objectives and constitution of the association.
13. The President shall not hold office for more than two consecutive terms (six years), gave way after the expiration and select elite.
14. The Treasurer shall not hold office for more than two consecutive terms (six years), gave way after the expiration and select elite.
15. To appoint delegate to take part in the activities held by other organizations which have

close relationship with the association.

CLAUSE 9 DUTIES OF OFFICE BEARERS

1. President

- 1.1 He shall be authorized to convene all meetings and to act as Chairman in all meeting;
- 1.2 He shall preside various meetings of the association, not vote for resolution in the meeting and sign for the minutes of the meeting;
- 1.3 He shall represent the association in all external dealings; act as the Advisor for all internal division and to ensure the smooth running of the association's affairs;
- 1.4 He shall sign the documents on behalf of the association and shall be the joint signatory of cheques and payment voucher with either the Treasurer or General Secretary;
- 1.5 He is entitled to seek for re-election for not more than 2 consecutive terms (6 years).

2. Deputy President

He shall assist the President in carrying out the duties of the association and attending to the matters of the association in the absence of the President.

3. Vice President

One of them shall be appointed to carry out the duties of the association and assist the President and Deputy President in attending to the matters of the association in the absence of both the President and Deputy President.

4. Treasurer

- 4.1 He shall responsible for association's accounts and financial.
- 4.2 He shall safe-keep all the accounts and ensure the accuracy of the accounts.
- 4.3 He shall manage in the transaction of payment collection, remittance and safe keeping.
- 4.4 Joint signatory of cheques and payment vouchers with either the President or General Secretary.
- 4.5 He shall prepare the audited annual financial reports of the association and send to the members fourteen days before the date of General Meeting.
- 4.6 He shall not keep more than RM2,000 as cash in hand at any one time. Any sum exceeding that amount should be deposited in a local bank under the name of the association.
- 4.7 He is entitled to seek for re-election for not more than 2 consecutive terms (6 years).

5. General Secretary

- 5.1 He shall carry out the activities of the association in accordance with the general objects of constitution, resolutions passed at General Meeting and Standing Committee Meeting; manage and supervise the daily work and smooth running of the secretariat;
- 5.2 He shall manage all the documents of associations other than financial accounts.
- 5.3 He shall attend all the various meeting and record the meeting minutes.
- 5.4 He shall send and circulate the notice of all meeting to members.
- 5.5 He shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name and address of employer and residential address.
- 5.6 Joint signatory of cheques and payment vouchers with either the President or Treasurer.
- 5.7 He shall prepare and circulate the agenda of the meeting.
- 5.8 He shall safe-keep all the minutes of meeting.
- 5.9 He shall report the secretarial report tabled in General Meeting.
- 5.10 He shall submit the annual return to the Registrar of Society within sixty days from the date of annual general meeting according to the Societies Acts 1966.

6. The Assistant General Secretary

He shall assist the General Secretary in carrying out his duties and shall deputize him in his absence.

7. Welfare officer

- 7.1 He shall deal with matters pertaining to welfare, member's benefits, charity and

coordination.

- 7.2 The association shall assist in fund raising for those members clan who live in hardship, poverty or unfortunate death, burial's unaffordable or elderly and lonely for best mutual aid and moral.
- 7.3 The association shall attend to member's celebration and funeral event for fostering the relationship if the association is invited.
8. Assistant Welfare Officer
He shall assist the Welfare Officer in carrying out his duties.
9. Educational Officer
He shall promote the culture and education related activities.
10. Assistant Educational Officer
He shall assist the Educational Officer in carrying out his duties.
11. Social Officer
He shall represent the Association in dealing with external affairs on the instructions of the president or the executive committee.
12. Youth Committee (Chairman)
He shall promote the legitimate activities of the youth members of the association.
13. Youth Committee (Vice Chairman)
He shall assist the Chairman in carrying out his duties.
14. Women Committee (Chairman)
She shall encourage the participation of female members and promote women's recreation and entertainment activities.
15. Women Committee (Vice Chairman)
She shall assist the Chairman in carrying out his duties.
16. Recreation Officer
He shall promote and plan for healthy recreational activities for association.
17. Committee Members
He shall assist Executive Committee to carry out the duties, to assist the working committee in promoting their activities, to collect the payments and all designated special task.

CLAUSE 10 FINANCIAL PROVISION

1. Subject to the following provisions in this rules, the funds of the association shall be used for the following purpose:-
 - i) Administration fees, employee's wages/ salaries, accountancy fee, taxes, insurance fess, bill for utilities and telephone, stationery and printing fee, etc.
 - ii) Educational, charities, welfare, association affairs, contribution, entertainment fee, etc.
 - iii) Anniversary and sacrifices event with expenses shall not exceed the income.
 - iv) They shall no account be used pay the fine of any member who may be convicted in a court of law.
2. The Treasurer may hold a petty cash advance not exceeding RM2,000.00(Ringgit Malaysia Two Thousand Only) 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 Committee. The bank account shall be in the name of the Society.
3. All cheques or withdrawal notices on the Society's account shall be signed jointly by the President, the Secretary or the Treasurer.
4. Terms of reference to make payment of association:-
 - i) The Committee has the power to authorize expenditure of not exceeding RM10,000.00 at any one time.
 - ii) The General Meeting shall has the power to authorize expenditure exceed of

- RM10,000.00 at any one time.
- iii) The President, General Secretary or Treasurer shall has the power to authorize expenditure of not exceeding RM5,000.00 at any one time.
5. As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under the Clause 11. The audited accounts shall be submitted for the approval of the next annual general meeting, and copies shall be made available at the registered place of business of the Society for the perusal of members.
6. The financial year of the Society shall commerce on the 1st January and end on the 31st December every year.

CLAUSE 11 AUDITORS

1. Two persons, who shall not be office-bearers of the Society, shall be appointed, by the annual general meeting as Honorary Auditors. They shall hold office for one year and may be reappointed.
2. The Auditors shall be required to audit the accounts of the Society for the year, and to prepare a report or certificate for the annual general meeting. They may also be required by the President to audit the accounts of the Society for any period within their tenure of office, at any date, and to make a report to the Committee.
3. Whenever necessary, the General Meeting may resolve to appoint a certified accountant to audit the accounts of the association which will be tabled at General Meeting for approval.

CLAUSE 12 PROPERTY ADMINISTRATOR / TRUSTEES

1. The immovable property of the Association shall be vested in the name of the Association. All instruments relating to that property shall be executed by the President, Secretary and Treasurer for the time being of the Association. Their appointment shall be authenticated by a certificate of the Registrar of Societies and sealed with the seal of the Association.
2. The immovable property of the Association shall not be sold, leased, charged, transferred or dealt with in such manner so as to divest any interest in the property without the prior concern and authority of the General Meeting.

CLAUSE 13 INTERPRETATION

1. Between annual general meetings the committee shall interpret the rules of the Society and when necessary ,determine any point on which the rules are silent.
2. Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Committee shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.

CLAUSE 14 ADVISOR / PATRON

The Committee shall if it deems fit and necessary appoint qualified persons to be the Advisor or Patron of the Society. The person appointed must give his consent in writing.

CLAUSE 15 PROHIBITION

1. All forms of gambling are strictly prohibited in the Association.
2. The lottery shall not be sold/ given to the member or the public unless getting approval from the authorities concerned.
3. According to Rules A2 of Societies Act 1966, all the activity of benefits shall not be transferred through association to any of the members.

4. Neither the Society nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.

CLAUSE 16 AMENDMENT OF CONSTITUTION

1. Any amendments to this Constitution could only be made if unanimously adopted in General Meeting and such amendments shall take effect only after they are duly approved by the Registrar of Societies.
2. Any amendment to this Constitution shall be forwarded to the Registrar of Societies for approval within sixty (60) days of the passing of the said resolution in the General Meeting.
3. Only those members who attended General Meeting are eligible to approve the drafted amendments of constitution.
4. The agenda of constitution amendments shall provide to the General Secretary 7 days before the date of General Meeting.

CLAUSE 17 DISSOLUTION

1. The Association shall be voluntarily dissolved with the consent of more than two third (2/3) of the total number of members voting in favour of dissolution at a General Meeting convened for this specific purpose.
2. In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds shall be disposed of in such a manner as may be decided upon by a General Meeting of the members.
3. Notice of dissolution will be given within 14 days of the dissolution to the Registrar of Societies from the date of General Meeting.

CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag
Description
2. Logo



Description

The LOGO red colour circle with Negeri Sembilan Wong's Clan Association in Chinese character inscribed on top while the bottom is 'NEGERI SEMBILAN WONG'S CLAN ASSOCIATION' in English wordings. There is a map inside the red colour circle in which symbolized the state NS and the name of ancestry of Wong Clan that established in year 1969.

3. Badge

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Description

CLAUSE 19 QUALIFICATIONS

1. Each member shall have the right to nominate, for those members who have joined the association for 1 year are entitled the right to be nominated.
2. To make any proposals and exercised the veto power for the improvements of the association.
3. Upon the death of any parents or spouse of life member, the committee members shall be informed forthwith to assist and attend the funeral of the deceased as an expression of condolence. The association may send a scroll or wreath to the deceased family as an expression of condolence.
4. To request assistance of arbitration by the association in case of dispute arising among members provided such arbitration shall not infringe upon the laws of the government.
5. For member's children who with excellent study results will be awarded by the educational incentives as token of encouragement. (The educational incentive committee will be established if the financial conditions of association is allowed.)
6. To enjoy the rights and privileges acquired by the association for the welfare of members.

CLAUSE 20 DUTIES

1. To protect association's objectives.
2. Abiding by the rules and all regulations.
3. To request special contributions of the development fund, donations, education fund and other fund-raising from members for promoting associations development if the standing committee meeting considers necessary.

CLAUSE 21 ORGANIZATION

1. The number of Honorary President and adviser of the association shall be unlimited. They shall be appointed by the committee according to their merits.
2. The number of Honorary Committee Member of the association shall be unlimited. They shall be appointed by the committee according to their merits or become the committee member of the association for 10 years.
3. The number of Legal Adviser of the association shall be unlimited. The service highly respected in the legal profession can be recommended as the legal adviser by the committee. They are responsible for providing legal advise and documentation and become Pro-temporary Chairman for General Meeting.
4. The tenure of Honorary President, Advisers, Honorary Committee Member and Legal Adviser shall serve for a term with 3 years (one term) or/ and appointed by the new term of committee. The Committee reserves the right to cancel the appointment without specifying the reasons.
5. Unlimited appointment for external coordinators by Committee upon request and
6. demand for correspondence purpose.

CLAUSE 22 ELECTION AND TENURE OF OFFICE

1. The committee shall serve three (3) years for each term. All committee members are entitled to seek for re-election for any posts in the elections. But the President and Treasurer shall not hold office for more than two (2) consecutive terms (6 years).
2. The auditors shall elect from general meeting which they are not the committee member of the association.
3. The association shall, in the preliminary election, elect 27 committee members.

Those who receive the highest number of votes shall be deemed as elected, while 5 others receiving the next highest number of votes shall be deemed as reserves. In the event of a tie in the votes, it shall be decided by a casting vote of the Pro temporary Chairman or by drawing lots.

3. The run-off election shall be called within a period of fourteen days after the preliminary election by the Pro-temporary Chairman or Election Committee Chairman.
4. The out-going office-bearers shall hand over their duties to the in-coming office bearers within a period of fourteen days after run-off election.

CLAUSE 23 ANNIVERSARY & SPRING SACRIFICES

1. The anniversary of the association shall be fixed on 27th day of the eleventh month of Lunar year (Ancestor Chew San Kong's Birthday) or before December every year.
2. The Spring Sacrifices for each year shall be fixed on 18th day of the second month of the Lunar year (Date of death of Ancestor Chew San Kong) or on Sunday which before/ after the 10 days of Ching Ming Festival.