

**CONSTITUTION & RULES OF  
MALAYSIAN FOOTWEAR MANUFACTURERS' ASSOCIATION  
(PERSATUAN PENGILANG-PENGILANG KASUT MALAYSIA)**

**1. Name**

The Association shall be known as the Malaysian Footwear Manufacturers' Association (Persatuan Pengilang-Pengilang Kasut Malaysia) hereinafter referred as "The Association".

**2. Place of Business**

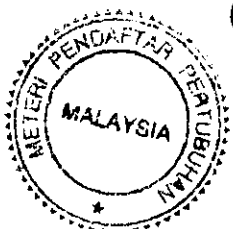
Its registered place of business shall be No 63, 1<sup>st</sup> Floor & 2<sup>nd</sup> Floor Jalan 2/90, Taman Pertama, Km6 Jalan Cheras, 56100 Kuala Lumpur or at such other place as may from time to time be decided by the Committee. The registered place of business of the Association shall not be changed without the prior approval of the Registrar of Societies.

**3. Flags, Symbols, Badges or Other Insignia.**

The Association's logo is a combination of a light blue ladies shoe and dark blue men shoe with The Association's name in English on the circumference, and in Bahasa Malaysia and Chinese at the bottom. Logo design is displayed in Appendix I

**4. Objectives**

- (1) To promote friendly relation and to cultivate the spirit of mutual help among the members of the Association.
- (2) To promote the welfare of the members of the Association
- (3) To accept all donations to the Association in cash or kind



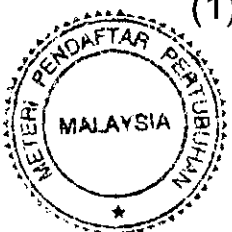
- (4) To invest and deal with the property of the Association in such manner as may be authorized by law
- (5) To lease, buy or accept by way of gift and land of buildings which may be required for the purpose of carrying on the activities of the Association and to erect if necessary any suitable building thereon
- (6) To borrow monies on the security of the assets of the Association and to use the same for the purposes of the Association
- ~~(7) To promote the welfare of the members of the Association~~

## 5. Membership

- (1) Membership shall be opened to all persons irrespective of age, race and religion shall be eligible to be made members and all persons who attended the inaugural meeting of the Association held on 23<sup>rd</sup> September 1978.
- (2) Every application for membership shall be applied by filling in the Membership Application Form with proposed and seconded by existing members and required documents shall be forwarded to the Honorary Secretary General 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 applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee, be admitted as a member of the Association and shall be entitled to all the privileges of membership.

## 6. Type of Membership

- (1) Ordinary Member  
Corporate who carries on the business of manufacturing shoes or slippers, shoe moulds or other manufacturing related to



shoes industry and whose usual place of residence is within Malaysia

(2) Associate Member

Person or corporate other than those carrying on the business of manufacturing shoes or slippers and whose usual place of residence is within Malaysia

## 7. Privileges of Membership

(1) Ordinary Members shall be eligible to participate in any activities of the Association, have the right to vote and eligible to serve in management committee of the Association

(2) Association members shall have all the privilege of Ordinary Members except the right to vote at any annual general meeting or to hold office in the management committee

## 8. Entrance Fees, Subscriptions and Other Dues

(1) The entrance fee payable shall be as follows:-

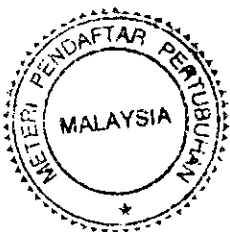
Ordinary Member - RM500.00 (Ringgit Malaysia Five Hundred only)

Associate Member - RM2,000.00(Ringgit Malaysia Two Thousand only)

(2) The Management Committee may implement project for fund-raising for the Association's object from time to time as thought fit and no donation or fund shall be sought without the express sanction in writing of the Management Committee.

## 9. Resignation & Termination

(1) Any member who wishes to resign from the Association shall give two months' notice in writing to the Secretary and shall pay up all dues.

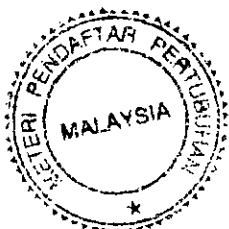


- (2) Any member who fails to comply with the rules of the Association or has acted in a manner to bring disrepute upon the Association may be expelled or suspended for a period of time as the Committee deems fit. Before the Committee expels or suspends the member, the member shall be informed of the 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.

## 10. General Meeting

- (1) The supreme authority of the Association as vested in a general meeting of the members. At least one-half of the ordinary members or twice the total number of Management Committee, 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 members present shall have the power to proceed with the business of the day but shall not have the power to alter the rules of the Association or make any decision affecting the whole membership or resolve to dispose any immovable property belonging to the Association.
- (3) An annual general meeting of the Association shall be held as soon as possible after the close of each financial year but not later than April 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 receive the Honorary Secretary General's report on the working of the Association during the previous year;
  - (c) To receive the Treasurers' report and the audited accounts of the Association for the previous year;

- (d) To elect of the office bearers and the appointment of two internal Auditors once every three years;
  - (e) To deal with such other matters as may be put before it.
- (4) Additional items other than amendments to the constitution of the Association may only discussed at the Annual General Meeting provided two weeks prior notice of the same in writing has be given to the Honorary Secretary General and with the approval of a majority of the members present.
- (5) The Secretary shall send to all members at least 21 days (3 weeks) before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Association for the previous year. Copies of these documents will also be made available at the registered place of business of the Association for the perusal of members.
- (6) An extraordinary general meeting of the Association shall be convened:-
- (a) Whenever the Committee deems it desirable; or
  - (b) At the joint request in writing of not less than twice the number of committee members, stating the objects and reasons for such meeting.
- (7) An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- (8) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least 21 days (3 weeks) before the date fixed for the meeting. No other agenda shall be discussed.
- (9) The quorum referred to Paragraphs 10 (1). If half an hour after the time appointed for the meeting a quorum is not present, an extraordinary general 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 be have the



power to proceed with the business of the day but shall not have the power to alter the rules of Association or make any decision affecting the whole membership.

- (10) 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.

## **11. Management Committee**

- (1) A management committee consisting of the following, who shall be termed the office-bearers of the Association, shall be elected by ballots at the annual general meeting:-

A President

A Deputy-President

Four (4) Vice-President

A Honorary Secretary General

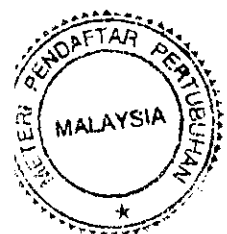
A Honorary Deputy Secretary General

A Honorary Treasurer General

A Honorary Deputy Treasurer General

Eleven (11) Ordinary Committee Members

- (2) All office-bearers of the Association and every officer performing executive functions in the Association 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) All the office-bearers shall be eligible for re-election every three (3) years. The President shall hold office for a maximum of three (3) terms.



- (5) The function of the Committee is to organize and supervise the day-to-day activities of the Association 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.
- (6) The Committee shall have the power to plan and carry out all activities in accordance with objectives of the Association and to take disciplinary action against any member or committee who has acted in any manner detrimental to the good name or general interest of the Association.
- (7) The Committee shall meet at least once every three months, a Seven (7) days notice of each meeting shall be given to the members. The President acting alone or not less than three of its members acting together may call for a meeting of the Committee to be held at any time. At least one half of the Committee members must be present for its proceedings to be valid and to constitute a quorum.
- (8) Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Honorary Secretary General 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.

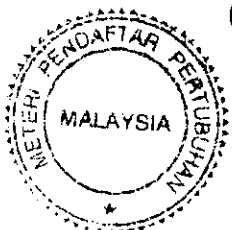
Any decision obtained by circular letter shall be reported by the Honorary Secretary General to the next Committee meeting and recorded in the minutes thereof.



- (9) 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.
- (10) 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 Association to fill the vacancy until the next election of office-bearers.
- (11) The Committee shall give instructions to the Honorary Secretary General and other officers for the conduct of the affairs of the Association. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or member 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 Association.
- (12) 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 this sub-committee.

## **12. Duties of Office-Bearers**

- (1) The President shall during his term of office ~~preside~~ at all general meetings, all meetings of the committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Honorary Secretary General or Honorary Treasurer General sign all cheques on behalf of the Association.
- (2) The Deputy President shall assist the President in the execution of his duties and in the absence of the President, assume the duties and power of the President.
- (3) The Vice President shall assist the Deputy President in the execution of his duties and in the absence of both the President





and Deputy President, any one of them shall assume the duties and power of the President.

- (4) The Honorary Secretary General shall conduct the business of the Association in accordance with the rules, and shall carry out the instructions of the general meeting and of the Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. He shall attend all meetings, and record all proceedings. 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. He shall in conjunction with the President and the Honorary Treasurer General, sign all cheques on behalf of Association. He shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.
- (5) The Honorary Deputy Secretary General shall assist the Honorary Secretary General in carrying out his duties and shall act for him in his absence.
- (6) The Honorary Treasurer General shall be responsible for the finances of the Association. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall in conjunction with the President and the Honorary Secretary General sign all cheques on behalf of the Association.
- (7) The Honorary Deputy Treasurer General shall assist the Honorary Treasurer General in carrying out his duties and shall act for him in his absence.
- (8) The Ordinary Committee Members shall carry out such duty as directed by the President or the Committee.

### **13. Financial Provisions**

- (1) Subject to the following provisions in this rules, the funds of the Association may be expended for the purpose necessary for the carrying out of its objects, including the expenses of its office-bearers and paid staff, and the audit of its accounts, but

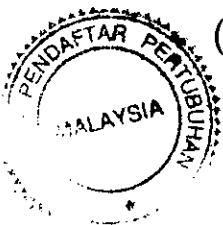


they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

- (2) The Treasurer may hold a petty cash advance not exceeding RM500.00 (Ringgit Malaysia Five Hundred 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 Association.
- (3) All cheques or withdrawal notices on the Association's account shall be signed jointly by the President, the Honorary Secretary General or the Honorary Treasurer General.
- (4) No expenditure exceeding RM5,000.00 (Ringgit Malaysia Five Thousand) at any one time shall be incurred without the prior sanction of the committee. Expenditure less than RM15,000.00 (Ringgit Malaysia Fifteen Thousand) at any one time may be incurred by the President together with the Secretary or the Treasurer. Except project-based expenses.
- (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 rule <sup>17</sup>15. 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 Association for the perusal of members.
- (6) The financial year of the Association shall commence on the 1<sup>st</sup> January and end on the 31<sup>st</sup> December every year.

#### 14. Audit

- (1) Two persons, who shall not be office-bearers of the Association, shall be appointed, by the annual general meeting as Auditors. They shall hold office for three years and may be reappointed.
- (2) The Auditors shall be required to audit the accounts of the Association 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 Association for any period within their tenure of office, at any date, and to make a report to the Committee.

## **15. Administration of Property**

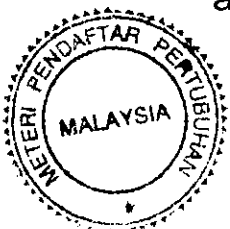
- (1) The immovable properties of the Association shall be registered in the name of the Association and all the instruments relating to the properties shall be as valid and effective as if they had been executed by three office bearers for the time being of the Association, that is the President, the Honorary Secretary General and the Honorary Treasurer General whose appointment are authenticated by certificate of the Registrar and sealed with the seal of the Association
- (2) The property shall not be sold, transferred or changed without the consent and authority of a general meeting of members.

## **16. Interpretation**

- (1) Between annual general meetings the committee shall interpret the rules of the Association 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 Association unless and until countermanded by a resolution of a general meeting.

## **17. Advisor / Patron**

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



## 18. Prohibitions

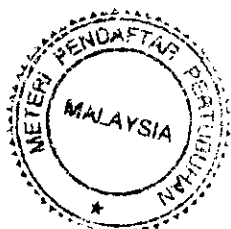
- (1) None of any games of mere chances shall be played in the premises of the Association in accordance to the First and Second Schedule of the Common Gaming Houses Act 1953.
- (2) Neither the Association nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.
- (3) "Benefits" as mentioned under section 2 of the Societies Act 1966 shall not be given by the society to any of its member.

## 19. Amendments of Rules

- (1) These Rules shall not be amended except by resolution of a general meeting.
- (2) Any proposed amendment shall be made in writing to and received by Honorary Secretary General at least 14 days before the general meeting.
- (3) Amendment shall be considered pass if a majority of two-thirds of the ordinary members present shall have voted in favour.
- (4) Such amendments shall take effect from the date of their approval by the Registrar of Societies.
- (5) Any amendment to the rules shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting.

## 20. Dissolution

- (1) The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the membership present in a general meeting.



- (2) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by a general meeting.
- (3) Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.



.....  
Name: Ting Ching Min  
Position: President



.....  
Name: Chan Hung Kar  
Position: Hon. Secretary General



**PERSATUAN PENGILANG-PENGILANG KASUT MALAYSIA  
(MALAYSIAN FOOTWEAR MANUFACTURERS' ASSOCIATION)**

Bil. PPP : WKL000005/79(96)

Bil. PPM: WKL000014/79

Appendix I



**Persatuan Pengilang-Pengilang  
Kasut Malaysia**

**馬來西亞鞋業廠商公會**



# 马来西亚鞋业厂商公会 章程

注：此中文版章程是翻自英文版，因此任何条文翻译上的争论，则以英文版为准。

## 1. 名称

本会定名为”马来西亚鞋业厂商公会”。以下简称「本会」。

## 2. 注册地址及会议地点

本会的注册营业地址為吉隆坡第一花园第 2 / 90 路門牌六十三号二楼三楼。（NO 63, 1F & 2F JALAN 2 / 90, TAMAM PERTAMA, 56100 KUALA LUMPUR）注册营业地址如未事先获得社团注册局批准不更换。

## 3. 旗帜、符号、徽章或其他徽章

本会的标志是浅蓝色女鞋和深蓝色男鞋的组合，圈周上有本会的英文名称，底部是马来语和中文。标志设计如附录 1

## 4. 宗旨

- (1) 促进及培养会员间之间的友谊及互助精神。
- (2) 促进会员之福利。
- (3) 接受所有献捐予本會之金錢及物品。
- (4) 在法律許可下进行投资及处理本会之财产。
- (5) 为继续会务活动而租賃、购置或接受作为礼物之地皮或建筑物，並於必要時在该地上建築屋宇。
- (6) 抵押本会资产以贷款共开展会务。

## 5. 會員籍

- (1) 本会的会员籍开放给任何人不论年龄，种族或宗教信仰，均可申请为会员。所有曾参加一九七八年九月廿三日所举行之创立会议者，得自动成为普通会员。
- (2) 申请本会会员需填写会员申请表格，由兩名本会会员提议及附议再付上相关文件，呈交給总务。总务尽早将申请呈交理事会考虑。理事会全权在无需言明理由下酌情拒绝或通过之。
- (3) 会员申请通过。在缴交入會基金后，方能正式成为会员，享受会员的权力。

## 6. 會員籍

- (1) 普通会员  
普通会员为从事鞋子或拖鞋、皮袋、鞋模制造或其他相关制造设在马来西亚的企业组织。

(2) 附属会员：

附属会员為非从事鞋制造而平日居住在马来西亚的人士或企业。

7. 会员权力

- (1) 普通会员有权参加本会的任何活动，有权投票并有资格当选理事会各职。
- (2) 附属会员享受普通会员各项权力，惟无权在会员大会投票或担任理事会各职。

8. 入会基金

(1) 入会基金如下：

普通会员 - 500 零吉

附属会员 - 2000 零吉

- (2) 理事会可为促进本会宗旨而在认为适当时发起筹款。此类筹款必须先行理事会之书面同意方可进行。

9. 退會&终止会籍

- (1) 任何會員如欲退會，須以书信提出兩個月之通知，並微付所拖欠之全部款項。
- (2) 任何不遵守本会规则或损害本会声誉的的会员，可能会被开除或停职一段时间由理事会决定认为合适。在理事会开除会员或终止会员籍之前，应以书面通知该会员开除或终止的理由，并给予其解释和澄清的机会。除非该会员提出上诉后，会员大会另有撤销，否则应执行开除或终止会籍。

10. 会议

- (1) 本会的最高权力属于会员大会。至少二分之一的普通会员或理事会总数的两倍（以较少者为准）必须出席会员大会，其程序方可有效并构成法定人数。
- (2) 如果在指定的会议时间后半小时仍未达到法定人数，出席的会员有权继续进行当天的事务，但无权改本会的章程或做出任何影响会员籍的决定或决定处置属于本会的任何不动产业。
- (3) 本会的年度常年会员大会应尽可能在每个财政年度结束后举行，但不迟于 4 月，日期和时和 地点由理事会决定。会员大会的事务是：
  - a) 复准 前期大会会议记录
  - b) 接纳总务会务报告
  - c) 核准经审核之 前期财政收支报告
  - d) 每 3 年理事选举及委任 2 名内部查账员
  - e) 讨论大会提案（如有）
- (4) 除修改本会章程外，其他事项必须提前两周以书面通知总务，并获得出席会议的大多数会员同意，方能提出讨论。



- (5) 秘书处应在召开常年会员大会前至少 21 天（3 周）向会员发送大会通知书，包括大会会议记录，总务报告，以及已审查之收支表。这些文件的副本也将在本会的注册地点提供会员阅读。
- (6) 召开特别会员大会：
  - a) 当理事会认为有必要；或
  - b) 不少于两倍理事会会员人数的书面请求，说明举行会议的目的和理由。
- (7) 由会员请求的特别会员大会应在收到该要求后三十天内召开。
- (8) 召开特别会员大会通知书，須於开会日期前至少 21 天（3 周）发给会员，通知书須说明大会欲讨论之事項。其他事項一概不能在特别会员大会上讨论。
- (9) 法定人数如第 10（1）条如果在指定的会议时间后半小时仍未达到法定人数，特别会员大会应延迟至理事会决定的日期（不超过 30 天）；如在指定延期会议的时间后半小时仍未达到法定人数，出席会议的理事有权继续进行当日的事务，但无权改本会的章程或做出任何影响会员籍的决定或决定处置属于本会的任何不动产业。
- (10) 秘书处应在常年会员大会或特别会员大会结束后，尽快向会员发会议记录草案。

## 11. 理事会

- (1) 本会之会务由理事会全权管理。理事会成员由交替的常年会员大会上选出。理事会的组成如下：
  - 会长一名
  - 署理会长一名
  - 副会长四名
  - 义务总务一名
  - 副义务总务一名
  - 义务财政一名
  - 副义务财政一名
  - 普通理事十一名
- (2) 所有职员以及担任执行任务之职员須为马来西亚公民。
- (3) 上述职位如第 11（1）应由提名和附议，在会员大会由会员的多数选出。
- (4) 所有理事任期为三年一届，可连选连任。会长任期限期最多三届。

- (5) 理事会的职权是策划和监督本会的日常活动，在会员大会制定的一般政策范围内运作的事项做出决定。理事会不违背会员大会所表达的意愿，并在会员大会上报告一年度的活动。
- (6) 理事会有权根据本会的目的和宗旨并开展所有活动。并采取纪律行动对付任何有损害本会良好声誉或整体利益的方式行事的会员。
- (7) 理事会至少每三个月举行一次会议，每次会议应提前七天通知理事。会长单独或不少于三名理事可随时要求召开理事会会议。理事会必须至少有半数理事出席会议为法定人数，其会议程序才能有效。
- (8) 如出现紧急事项需要理事会批准，而且无法召开会议，总务可以通函方式获得批准。在被视为已获得理事会的决定之前，必须满足以下条件。
  - a) 该问题必须在通函中明确列出，并转交理事会所有成员。
  - b) 理事会至少有一半的成员必须表明他们是赞成还是反对该提案；
  - c) 并且必须以多数票做出决定。通过通函获得的任何决定应由总务向下一次理事会会议报告，并记录在会议记录中。
- (9) 理事会成员如连续三次未能出席理事会会议而无法解释的理由，将被视为辞去理事会职务。
- (10) 如果理事会成员死亡或辞职，理事会有权委任本会任何会员填补空缺，直到下一次选举。
- (11) 理事会指示总务和其他执行员处理本会的事务。如有失职、不诚实、不称职、拒绝执行理事会的决定，出于本会利益和充分的理由而暂停或解雇任何执行员或工作人员。
- (12) 理事会可委任任何小组，处理规则范围的任务、活动和目标相关的提案。任何会员均可成为该小组的成员。

## 12. 职權

- (1) 会长应在其任期内出席所有会员大会和理事会的所有会议，并负责所有会议的正常进行。他拥有决定性投票权，并在通过的会议记录签署。应与总务或财务一起代表公会签署所有支票。
- (2) 署理会长协助会长履行其任务，在会长缺席时，代行会长的任务和权力。
- (3) 副会长应协助署理长履行其任务，在会长和署理长均缺席时，他们中的任何一人应承担会长的任务和权力。
- (4) 总务须根据规条处理本会事务，並執行会员大会及理事会的指示。总务須負責处理所有书信往來，並保存所有簿册、文件及文据（帳目及財務記錄除外）。他应出席所有会议，并记录所有会议记录。他须保存一份会员登记册，其中包括姓名、身份证号码、出生日期和

地点、职业、雇主姓名和地址以及住址等详细信息。他须与会长或财政代表总本会签署所有支票。他须在大会后 60 天内向社团注册局提交年度财务报告。

- (5) 副秘总务应协助总务履行其任务，并在总务缺席时代行其职务。
- (6) 财政负责本会的财务。他须保存所有财务事项的账目，并对账目的正确性负责。他应与会长或总务一起代表本会签署所有支票。
- (7) 副财政协助财政履行其职责，并在财政缺席时代行其职务。
- (8) 理事会成员应履行主席或理事会指示的任务。

### 13. 经费开支之权限

- (1) 在遵守本规则以下条款的前提下，本会的资金可用于实现其目标所需的用途，包括本会办公人员和受薪工作人员的开支，以及本会账目的审计，但不得用于支付任何可能被法庭定罪的会员的罚款。
- (2) 财政每次可预支不超过 5 百令吉的零用开销。所有超过此金额的款项应在收到后七天内存入本会银行账户。银行账户应以本会的名义开立。
- (3) 所有支票或提款通知均须由总会长、总务或财政共同签署。
- (4) 未经理事会批准，任何开支不得超过 5 千令吉。任何一次的开支少于 1 万 5 千令吉，可由会长与总务或财政共同承担。项目开支除外。
- (5) 在每个财政年度结束后，财长应尽快编制该年度的收支报表和资产负债表，并根据第 13 条指定的审计员进行审计。经审计的账目应提交下一届大会批准。并在本会注册营业地点提供副本供会员阅览。
- (6) 财政年度由每年一月一日开始，至十二月三十一日结束。

### 14. 查账

- (1) 在会员大会委任两名非本会理事会员为查账。任期三年，并可连任。
- (2) 查账负责审核本会年度的账目，并为会员大会提呈财政审核报告。会长亦可要查账任期内任何时间审核本会的账目，并向理事会提交报告。

### 15. 财产管理

(1) 本会不动产业須以本会名义登记，所有与该等财产有关的文件，均須由本会当时的三名執行理事（即会长、总务及财政）簽署，由注册局发出证明书认证及加盖本会印章，方为有效。

(2) 未经会员大会同意及授权，不得出售、转让或改变财产。

#### 16. 理解

(1) 在会员大会及章程之间，必要时理事会决定理解规则中未提及的任何问题。

(2) 除非与会员大会先前制定的政策相抵触或不一致，否则理事会的决定对本会所有成员均具有约束力，除非被会员大会的决议所推翻。

#### 17. 顾问/赞助人

理事会如认为合适及有需要，可委任合格资格人士为本会的顾问或赞助人。被委任者必须以书面形式表示同意。

#### 18. 禁例

(1) 根据 1953 年《普通赌场法》附表一和附表二的规定，不得在本会所内进行任何赌博游戏。

(2) 本会或会员不得试图限制或以任何其他方式干涉贸易或价格，或从事 1959 年《工会法》所定义的任何工会活动。

(3) 本会不得向其任何会员提供 1966 年《社团法》第 2 条所述的 "福利"。

#### 19. 修改章程

(1) 除非通过大会决议，否则不得修订本章程。

(2) 任何修改建议須在会员大会召开至少 14 天前以书面形式向总务提出，并由总务接收。

(3) 如出席会议的普通会员三分之二多数票赞成，修正案即被视为通过。

(4) 有关修改由社社团注册批准之日起生效。

(5) 修改章程会员大会通過後 60 天内呈交社团注册从。

#### 20. 解散

(1) 本会可在会员大会上由不少于五分之三的出席会员通过决议自愿解散。

(2) 如本会按上述規定解散，所有合法债务及负债須全数數偿还，而餘下的资金須按会员大会决定的方式处理。

(3) 解散通知須在解散后 14 天内呈交社团注册处。