



# RULES

PERSATUAN PEKILANG PLASTIK MALAYSIA  
(MALAYSIAN PLASTICS MANUFACTURERS ASSOCIATION)

03.12.2020 EDITION

**Rule 1: Name**

The name of the Association is “PERSATUAN PEKILANG PLASTIK MALAYSIA (MALAYSIAN PLASTICS MANUFACTURERS ASSOCIATION)”.

**Rule 2: Registered Office**

The registered office of the Association shall be at 37, Jalan 20/14, Paramount Garden, 46300 Petaling Jaya, Selangor, or at such other place as may be determined from time to time by the Central Committee with the prior approval of the Registrar of Societies.

**Rule 3: Vision Statement, Mission Statement and Objectives**

The Vision and Mission Statements as well as Objectives are as follows:

**Vision Statement**

To be a progressive trade association providing leadership to the plastics industry.

**Mission Statements**

- (a) We provide direction and leadership to upgrade the plastics industry through effective government liaison, strategic alliances, specialised training and industry studies.
- (b) We promote the usage of plastics with due care to the environmental and the community.

**Objectives**

- (a) To promote the use, manufacture and processing of plastics.
- (b) To protect, assist and enhance the interest of manufacturers of plastics products.
- (c) To organise and provide various means of training to help upgrade the technological level of the plastics industry.
- (d) To encourage co-operation among manufacturers of plastics products both within and outside Malaysia.
- (e) To gather, analyse and provide statistical and technical data as well as other information of interests.
- (f) To provide a platform for members to interact and to foster closer rapport among members.
- (g) To co-operate with other trade associations, non-governmental organisations and other bodies of common interest to ensure the healthy growth of the plastics industry.
- (h) To collaborate with the Government in the promotion of the plastics industry towards achieving the country's vision of becoming a developed nation.
- (i) To promote the growth of the plastics industry and transform it into a global player taking into cognisance its social responsibility towards the environment and community.

**Rule 4: Interpretation**

In these Rules and Regulations, unless there be something repugnant in the subject matter or context:

- (a) "The Association" means PERSATUAN PEKILANG PLASTIK MALAYSIA (MALAYSIAN PLASTICS MANUFACTURERS ASSOCIATION).
- (b) "The Central Committee" means the Management Committee appointed under these Rules and Regulations.
- (c) "In writing" means written or printed or partly written or printed.
- (d) "Month" means Calendar Month and for purpose of subscriptions shall be the period from the first day of the month to the last day of the same month.
- (e) Words importing the singular number include the plural number and vice versa and words importing the masculine gender include (where the context admits) the feminine gender.
- (f) The Central Committee is the sole authority for the interpretation of these Rules and Regulations and the decision thereon of the Central Committee for the time being shall be binding on all members unless or until countermanded by a resolution of a General Meeting.

**Rule 5: Membership**

There shall be two classes of members, namely:

- (a) ORDINARY members
- (b) ASSOCIATE members

**Rule 6: Ordinary Members**

- (a) Any person, firm or company carrying on business in Malaysia as a manufacturer of plastics products shall be eligible for election as an ORDINARY member.
- (b) Any firm or company eligible for election as an ORDINARY member may become an Ordinary member under its conventional or corporate name.
- (c) Any person, firm or company applying to become a member of the Association shall submit its application to the branch in the state in which he/it is carrying on business, if there is existent in the State a Branch of the Association.
- (d) All Ordinary members who are not in arrears of any annual subscription and have paid the current year subscription before 30th April of the year shall have voting rights at Meetings and shall be eligible for election to any office of the Association.

**Rule 7: Associate Members**

- (a) Any person, firm or company engaged in the supply of machinery or goods or services to or in the sale of products of any plastics manufacturer may become an ASSOCIATE member of the Association.
- (b) Any firm or company eligible for election as an ASSOCIATE member may become an Associate member under its conventional or corporate name.

- (c) All Associate members shall have no voting rights and shall be ineligible for election to any office of the Association but save as aforesaid. All Associate members shall enjoy equal benefits as Ordinary members and shall be bound by these Rules and Regulations as Ordinary members.

**Rule 8: Honorary President**

- (a) Any member who has rendered outstanding contribution to the Association may, after being approved by the Central Committee, be invited to be an Honorary President of the Association.

**Rule 9: Annual Subscription**

- (a) The annual subscription payable by each ORDINARY member shall be according to the number of employees of each member as follows:

<u>Number of Employees</u>	<u>Subscription Fee</u>
20 employees & below	RM300.00 annually payable in advance
21 to 50 employees	RM400.00 annually payable in advance
51 to 100 employees	RM600.00 annually payable in advance
101 to 150 employees	RM800.00 annually payable in advance
151 employees & above	RM1,000.00 annually payable in advance

- (b) The annual subscription payable by each ASSOCIATE member shall be RM1,200.00 payable in advance.
- (c) The Central Committee may, by way of circularisation to all members no later than 30 days before 1<sup>st</sup> January of each calendar year, notify the members of the Association of any changes or revision to the annual subscriptions payable by each ORDINARY and ASSOCIATE member as the Central Committee may determine in its sole and absolute discretion in the interest of the Association PROVIDED ALWAYS THAT any such change or revision to the annual subscriptions payable shall have been approved by the Central Committee at a meeting convened for that purpose and attended by not less than 75% of the members of the Central Committee either in person or by proxy of which at least 75% of the members so present in person or by proxy shall have cast their votes in favour of such proposed changes or revision to the annual subscriptions payable. The powers of the Central Committee to revise, impose or change the annual subscriptions payable by the members of the Association shall, subject strictly to the compliance of the aforesaid requirements, not be subject to any challenge by any member of the Association and such changes or revision to the annual subscription payable shall remain valid and binding on all members of the Association until such powers are subsequently revoked by members in a general meeting duly convened for that purpose.

**Rule 10: Approval of Membership**

- (a) The power to approve application for membership of all classes shall be vested in the Central Committee. In areas where there are Branches, application for membership from such areas must be submitted to the respective Branch Committee, which will recommend acceptance or rejection to the Central Committee whose decision to approve or reject the application shall be final.
- (b) A candidate for membership of the Association shall be proposed by a member of the Association and seconded by another member, and shall complete and sign an Application Form giving all requisite particulars and undertaking to abide by the Rules and Regulations of the Association.

- (c) All applications for membership shall be considered by the Central Committee, and no applicant shall become a member until his application is approved by the Central Committee.

**Rule 11: Management**

- (a) The Association shall be managed by a Central Committee consisting of 17 (seventeen) members elected at every alternate Annual General Meeting and 4 (four) appointed by the elected Committee and one (1) representative nominated by every branch of the Association. The Central Committee shall comprise the following:

1. President	1
2. Vice-Presidents	3
3. Secretary-General	1
4. Assistant Secretary-General	1
5. Treasurer	1
6. Internal Auditor	1
7. Public Relations Officer	1
8. Welfare Officer	1
9. Ordinary Committee Members and Appointed Members	11
10. One representative nominated by every branch	

- (b) All Central Committee members shall serve the Association gratuitously.
- (c) The Central Committee may in its absolute discretion employ such servants and experts.
- (d) The Central Committee may meet as often as it deem fit and eleven (11) or more Committee Members shall constitute a quorum for such Meetings.
- (e) Seven (7) days' notice shall be given for each Central Committee Meeting.
- (f) The President or in his absence one of the Vice-Presidents shall preside at all meetings of the Central Committee. In the absence of both the President and the Vice-Presidents, the Central Committee members present shall elect one of their members to preside.
- (g) At all Central Committee Meetings, each Central Committee member shall have one vote and a motion shall be deemed carried by a majority of votes of those Central Committee members present at that meeting.
- (h) Whenever votes for and against a motion are equal, the Chairman of the meeting shall have a second or casting vote.
- (i) The Central Committee shall be empowered to elect Ordinary members to fill any vacancies during its term of office.
- (j) The Central Committee may appoint one or more of its members to be a Sub-Committee and to delegate to such Sub-Committee part of its duty and powers.
- (k) Any Central Committee member failing to attend Central Committee meeting on 3 (three) consecutive occasions without cause shall be deemed to have vacated his office.

- (l) At every alternate Annual General Meeting all Central Committee members shall resign but shall be eligible for re-election.
- (m) The Central Committee shall have the power to frame, rescind or alter By-laws and to prescribe, determine, vary and/or alter the annual subscription fees payable by members under Rule 9 herein. Such By-laws, rescission or alterations shall be circularised to all members for fourteen (14) days during which time Ordinary members may, by notice in writing to the Secretary-General, exceeding twenty-five percent (25%) of membership require the opinion of a General Meeting to be taken thereon. If no such notice be given, the By-laws, rescission or alterations shall become binding on all members at the expiration of such fourteen (14) days.
- (n) No By-laws shall come into force without the prior approval of the Registrar of Societies.
- (o) The office-bearers are authorised to expend a sum of RM100,000.00 at any one time and any item of expenditure exceeding RM100,000.00 shall be approved at the Central Committee Meeting.
- (p) Subject to the requirements of the Registrar and the provisions of the Societies Act 1966 including any modification, amendment or re-enactment thereof, all members of the Central Committee and every officer performing executive function in the Association shall be Malaysian Citizens.

**Rule 12: General Meetings**

- (a) An Annual General Meeting of the Association shall be held in each year not later than 30th June for the following purposes:
  - i. To receive and if thought fit to adopt the Report of the Central Committee and the accounts of the preceding year.
  - ii. To elect Central Committee Members (every alternate year).
  - iii. To elect an external Auditor.
  - iv. To transact any other business of which due notice shall have been given in accordance with the Rules herein.
- (b) The first General Meeting of the Association shall be held as soon as possible after the Registration of the Association but in any case not later than three (3) months from the date of registration.
- (c) Special or Extraordinary General Meetings shall be called by the Secretary-General upon the written requisition of not less than twenty-five percent (25%) of the number of Ordinary members of the Association or at the discretion of the Central Committee.
- (d) At all General Meetings of the Association forty-two (42) Ordinary members present in person or by proxy shall form a quorum. In the event of there being no quorum, the meeting shall be adjourned to the same day and time in the following week and should the number then present be insufficient to form a quorum, those present shall be considered a quorum but they shall have no power to alter, amend or make additions to any of the existing Rules and Regulations of the Association.
- (e) Only ORDINARY Members shall be entitled to vote. Voting shall ordinarily be by a show of hand, but a ballot will be taken if demanded by two or more ORDINARY members present at the meeting.

A resolution may be carried unanimously or by a majority of votes and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number of proportion of the votes recorded in favour of or against that resolution.

- (f) Notice of every General Meeting specifying the business to be dealt with as well as the date, time and place shall not be less than fourteen (14) days before the day of the meeting, be dispatched to all ORDINARY members to their last known address.
- (g) In case of any Annual General Meeting, a copy of the audited accounts of the preceding year together with a Report of the Central Committee shall accompany such notice.
- (h) The accidental omission to give notice of any meeting to or the non-receipt of such notice by an ORDINARY member shall not invalidate any resolution passed or thing done at any such meeting.
- (i) The Central Committee shall cause to be included in each notice calling for an Annual General Meeting a FORM containing the names of ORDINARY members who have consented in writing to act as honorary office-bearers of the Association for the coming year, if so elected. The Central Committee shall also provide SEALED BALLOT BOXES at the premises of the Association at least ten (10) days before the date of the Annual General Meeting wherein such Forms may be deposited by the Ordinary members of the Association and such Sealed Ballot Boxes shall only be opened at the Annual General Meeting. In the event where an Ordinary member elects to submit the said Form by post, he shall clearly mark on the envelope the words "ELECTION FORM". Such envelopes shall not be opened but shall be deposited immediately upon receipt into the Sealed Ballot Boxes provided for that purpose. The seventeen (17) candidates who receives the most votes shall form the Central Committee. Where there shall be any tie, the election of the candidates shall be decided by a majority of votes of Ordinary members attending the meeting.
- (j) The seventeen (17) elected Central Committee Members shall meet within two (2) weeks to elect among themselves the office-bearers and to appoint four (4) Central Committee Members specified under Rules 13(a).
- (k) Each ORDINARY member shall have one vote.
- (l) No resolution shall be passed at any General Meeting unless the terms thereof have been previously notified to the Secretary-General in writing not less than ten (10) clear days before the date of the meeting, provided always that any member may address the meeting on any matter concerning the Association at any General Meeting. Any such notice received by the Secretary-General shall, if it has been received sufficient time, be included in the Notice convening the General Meeting. For purpose of this Rule, the Central Committee shall decide what is sufficient time and its decision shall be final.
- (m) At any General Meeting, the President or in his absence one of the Vice-Presidents or in their absence, an ORDINARY member elected by the Meeting to be Chairman thereof shall preside and shall have a second or casting vote.

**Rule 13: Duties of Office-Bearers**

- (a) The President shall preside at all General and Central Committee Meetings of the Association and shall also represent the Association in its dealings with outside persons.
- (b) One of the Vice-Presidents shall deputise for the President in the absence of the latter.

- (c) The Secretary-General shall keep all records (except financial) of the Association including minutes of all General and Central Committee Meetings and shall be responsible for their correctness.
- (d) The Assistant Secretary-General shall assist the Secretary- General and shall deputise for the Secretary-General in his absence.
- (e) The Treasurer shall collect and disburse all money on behalf of the Association, shall keep an account of all monetary transactions and shall be responsible for the correctness thereof.
- (f) The Internal Auditor shall be required to audit each year's accounts and present a report thereon, he may be required by the President to undertake any interim audit and make a report to the Central Committee.
- (g) The Public Relations Officer shall be responsible for the promotion of the various activities to be carried out by the Association and shall represent the Association in dealing with external affairs on the instruction of the Central Committee.
- (h) The Welfare Officer shall handle all the welfare matters and shall also deal with all matters pertaining to or requiring arbitration.
- (i) Twelve (12) Ordinary Central Committee Members shall assist the other Central Committee members generally or specifically as may be resolved by the Central Committee.

**Rule 14: Landed Properties and Trustees**

- (a) All immovable properties of the Association shall be registered in the name of the Association and all instruments relating to the properties shall be executed by any of the principal office-bearers, the President, Secretary-General, and Treasurer of the Association, whose appointments are authenticated by the Registrar. The above said officers cannot sell or transfer the properties of the Association without the prior approval of the General Meeting.
- (b) The Association shall not purchase, sell, transfer or dispose of any immovable property without the consent of a majority of two-third votes of the members forming a quorum at the General Meeting.
- (c) The immovable properties of the Association cannot be charged nor be used as any form of security for any loan or facility granted to the Association.
- (d) In the case of Branches, all purchases of immovable properties shall be first approved by the Branch Committee and endorsed by the Central Committee of the Association before being tabled at the Branch General Meeting for approval. The decision for such purchases shall be approved by a majority of two-third vote of the members forming a quorum at the Branch General Meeting. All the instruments relating to the properties shall be executed by three office-bearers namely, the Chairman, Secretary and Treasurer of the Branch, whose appointments are authenticated by the Registrar and authorized by Branch Committee.
- (e) The provisions of paragraphs (a), (b) and (c) of this Rule shall similarly apply to any purchase, sale, transfer or other disposal of the immovable properties of the Branches where approval shall be by a majority of two-third votes of the members forming a quorum at the Branch General Meeting.



**Rule 15: Special Funds**

- (a) The Association may establish a building fund, funds for promoting the objectives of the Association and shall reserve the right to implement projects for raising the respective fund from the public, subject to approval of the relevant authorities if required. The management and regulations governing the funds, including the building fund, shall be the prerogative of the Central Committee.
- (b) Subject to the approval of the Central Committee, a Branch Committee may establish a building fund, funds for promoting the objectives of the Association, provided that these are liquid funds without any borrowing, and shall reserve the right to implement projects for raising the respective fund from the public, subject to approval of the relevant authorities, if required. The management and regulations governing the funds, including the building fund, shall be vested with the Branch Committee.

**Rule 16: Accounts and Audit**

- (a) The financial year of the Association ends on 31st December each year.
- (b) The accounts of the Association in each year shall be submitted to external audit by an Auditor and the said Auditor shall be required to annex his Report on the audited accounts in question.

**Rule 17: Bank Account**

- (a) The Association shall maintain a checking Account with any Bank or Banks that the Central Committee may determine and all Cheques drawn shall be signed by any two of the six office-bearers under-mentioned namely:
  - i. The President
  - ii. Three Vice-Presidents
  - iii. The Secretary-General
  - iv. The Treasurer
- (b) Whenever the necessity arises, it shall be lawful for the Central Committee members to arrange for overdraft or loan facilities for the Association provided always that such facilities shall be secured by the personal guarantee of the Central Committee member or members only.

**Rule 18: Resignation and Expulsion of Members**

- (a) Any member may resign his membership by giving to the Secretary-General notice in writing to that effect but such member shall pay all debts due by him to the Association including the subscription due for the month in which such notice is given. Any member who has discharged all his liabilities to the Association and wished to re-join may be re-elected.
- (b) The Central Committee may at any time suspend and may, after due notice to the member and enquiry into the circumstances, expel any member of the Association on the ground of any conduct in or out of the Association which in the opinion of the Central Committee is injurious to the interest of the Association or not in keeping with the status of a member of the Association or shall contravene any of the Rules and Regulations of the Association. Any member so expelled shall have the right within seven (7) days of the date of such notice to require the Central Committee to discuss the expulsion of the member, and if need be have the member present at the a Central Committee Meeting. The member shall be provided the platform for a fair hearing

before the Central Committee Members vote on the expulsion. The Central Committee may however exclude such member from the premises of the Association until such a meeting has been held and the only business at such meeting shall be to approve or disapprove the action of the Central Committee in expelling such member. If such action be disapproved, such expulsion shall be rescinded and have no effect.

- (c) If any member's subscription is in arrears for three (3) months or more, the Secretary-General shall send him a notice with a request for immediate payment and if his subscription is not paid within fourteen (14) days from the time when such notice would be received in the ordinary course of post, the Central Committee may remove his name from the Register of Members and he shall thereupon cease to be a member and forfeit all rights of membership. Provided that the Central Committee may at any time in its discretion restore such a member to membership upon payment of all arrears of subscription then due.
- (d) Any member ceasing to be a member shall forfeit all his rights to the property and funds of the Association and shall be ineligible to claim for any refund of subscription or other payments made by him to the Association.

**Rule 19: Establishment and Dissolution of Branches**

- (a) The Central Committee may by a majority vote taken at a meeting approve the formation of a Branch in any state and/or any region made up of more than one state wherein there are at least fifteen (15) Ordinary members of the Association.
- (b) The Central Committee may dissolve a Branch:
  - i. If for a consecutive period of six months the number of Branch Ordinary member is below ten (10); or
  - ii. If the branch refuses to abide by the rules of the Association on the decisions of the Annual General Meeting or the Central Committee or if the Central Committee has sufficient evidence of misconduct or mismanagement of the Branch which is detrimental to the Association.
- (c) A decision to dissolve a Branch shall be by a majority of at least two-third (2/3) votes of the members present at a meeting of the Central Committee, which will then recommend to the General Meeting of the Association for adoption, provided that before the matter is submitted to the General Meeting to dissolve the Branch on the ground stated in paragraph (b) ii above, the Branch concerned shall be given thirty (30) days notice and an opportunity to explain why it should not be dissolved.
- (d) The order of dissolution shall be signed by the Secretary-General on receipt of such order the Branch shall cease to function except for the purpose of winding-up. Any Branch aggrieved by an order of dissolution may, by notice in writing to the Secretary-General within thirty-two (32) days of its receipt, lodge an appeal to the Annual General Meeting. Notwithstanding such appeal, the order of dissolution shall be operative until set aside, but in such circumstances the Central Committee may appoint from among its members a caretaker committee to deal with the affairs of the Branch pending the hearing of the appeal.

- (e) In the event of a Branch being dissolved for the reason stated in paragraph (b) i of this Rule, the remaining members shall stay as the members of the Association and in the event of a Branch being dissolved for reason stated in paragraph (b) ii of this Rule, the members automatically become members of the Head Office.
- (f) It shall be the responsibility of the Chairman, the Secretary and the Treasurer of such branch to deliver to the Secretary-General all books, records, money and other property in the possession of the Branch, together with a statement of the accounts of the Branch from the date of the last submission of accounts to the date of the order of dissolution.
- (g) In the event of a Branch being dissolved, the movable and immovable properties of the Branch shall be taken charge of by the Association until a new Branch is established whereupon all the movable and immovable properties of the Branch shall be handed back to the new Branch; in the event a new Branch cannot be set up, then such movable and immovable properties shall vest in the Association and after expiry of five (5) years after such vesting, the Association shall by decision of the Association made at a General Meeting in which three-fifths (3/5) of the Ordinary members are present either in person or by proxy, deal with such properties of the Branch.

**Rule 20: Branch General Meetings**

- (a) Every member of a Branch of the Association shall have the right to attend, speak and vote at any general meeting of the Branch.
- (b) The Branch Annual General Meeting shall be held before 31st May each year, notice of the time, date and place shall be given and copies of the agenda and statement of accounts shall be sent to members not less than fourteen (14) days before the meeting.
- (c) The business of the Branch Annual General Meeting shall be:
  - i. To receive the Branch Chairmen's report and the audited accounts of the Branch for the previous year.
  - ii. To elect Branch Committee (every alternate year).
  - iii. To appoint Branch auditors.
  - iv. To deal with any other matters that may be put before it.
- (d) A Branch Extraordinary General Meeting shall be convened:
  - i. On the instructions of the Central Committee; or
  - ii. Whenever the branch Committee deems it desirable;
  - iii. At the request in writing of at least twenty-five percentage (25%) Ordinary members of the branch, stating the objects and reasons for such meeting.
- (e) A Branch Extraordinary General Meeting requisitioned by members shall take place not later than fourteen (14) days from the receipt of such requisition.
- (f) At least half ( $\frac{1}{2}$ ) of the Ordinary members of the Branch or not less than twice the total number of the Branch Committee members, must be present at any Branch General Meeting for the proceeding to be valid.

**Rule 21: Branch Committee**

(a) A Branch Committee, made up of at least nine (9) members and not more than fifteen (15) members consisting of the following, shall be elected at every alternate Branch General Meeting:

Chairman	1
Vice-Chairmen	2
Secretary	1
Assistant Secretary	1
Treasurer	1
Internal Auditor	1
Public Relations Officer	1
Welfare Officer	1
Ordinary Committee members	not more than 4
Nominated Members	2

(b) The thirteen (13) elected Branch Committee Members shall meet within two (2) weeks to elect among themselves the office-bearers and to second two (2) Branch Committee Members specified under Rules 21(a).

(c) The duties of the branch Committee shall be to manage the affairs of the Branch in accordance with the Rules of the Association and the instructions of the Central Committee and the Branch General Meeting. It shall meet at least four (4) times a year, and half (1/2) of its number shall form a quorum. The Branch Secretary shall forward a copy of the Minutes of each meeting to the Secretary-General of Central Committee not later than fourteen (14) days after the meeting.

**Rule 22: Duties of Branch Office-Bearers**

(a) The Chairman shall during his term of office chair at all general and Committee meetings and shall be responsible for their proper conduct. He shall have a casting vote and shall sign the minutes of each meeting at the time they are approved.

(b) One of the Vice-Chairmen shall deputise for the Chairman during the latter's absence.

(c) The Secretary shall conduct the business of the Branch in accordance with the rules of the Association, and shall carry out the instruction of the general meeting and of the Central Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall attend all meetings and record the proceedings.

(d) The Assistant Secretary shall assist the Secretary in all the administrative work of the Branch and shall act for him in his absence.

(e) The Treasurer shall be responsible for the finances of the Branch. He shall keep accounts of all its financial transactions and shall be responsible for their correctness.

(f) The Internal Auditor shall be required to audit each year's account and present a report thereon, he may be required by the Chairman to undertake any interim audit and make a report to the Committee.

- (g) The Public Relations Officer shall be responsible for the promotion of the various activities to be carried out by the Association and shall represent the Association in dealing with external affairs on the instruction of the Committee.
- (h) The Welfare Officer shall handle all the welfare matters and shall also deal with all matters pertaining to or requiring arbitration.
- (i) The Ordinary Committee Member(s) shall assist the other Committee Members generally or specifically as may be resolved by the committee.

**Rule 23: Branch Funds and Accounts**

- (a) All funds accumulated at the Head Office or the Branches of the Association shall be the common asset of the Association.
- (b) The Branch shall be allocated seventy percent (70%) of the subscription to be held by the Branch as branch funds.
- (c) The Branch Committee is empowered to spend up to RM50,000 at any one time and any expenditure exceeding that amount shall be approved at the Branch Committee Meeting.
- (d) The Branch Treasurer shall forward to the Central Committee Treasurer before the 20th of July and January respectively a statement of income and expenditure of the Branch of the preceding six months.
- (e) All Branch funds shall be deposited in the name of Branch in a bank to be approved by the Branch Committee and the account shall be operated jointly by the Branch Chairman, the Branch Secretary, and the Branch Treasurer. The Branch Treasurer may hold a petty cash advance not exceeding RM2,000 at any time. No expenditure exceeding RM2,000 at any time shall be incurred by a Branch Treasurer without the prior sanction of the Branch Committee.
- (f) All monies, books and other property of the Association held by any Branch on being dissolved shall be sent without delay by the branch Secretary to the Secretary-General together with a statement of account as stated in paras (f) of Rule 20.
- (g) All cheques drawn by the branch shall be signed by any two (2) of the three (3) office-bearers undermentioned, namely:
  - i. The Chairman
  - ii. The Secretary
  - iii. The Treasurer

**Rule 24: General provisions relating to Branches**

- (a) Where no special provision has been made in these Rules for any matter relating to the management of the affairs of the Branches of the Association, the relevant rule relating to the management of the Association shall apply.
- (b) The General Meeting and the Central Committee may give instructions to the General Meeting or Committee of any Branch regarding the management of its affairs.

**Rule 25: Prohibitions**

- (a) Any illegal activities are strictly prohibited in the premises of the Association.
- (b) The Association shall not attempt to restrict or in any manner interfere with trade or prices or engage in any Trade Union activity.
- (c) The Association shall not indulge in any political activity or allow its funds and premises to be used for political purposes.
- (d) The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.
- (e) The Association shall not hold any lottery whether confined to its members or not in the name of the Association or its office-bearers, Central Committee or Members.

**Rule 26: Alterations of Rules and Regulations**

- (a) No alteration to these Rules and Regulations shall be made except at a General Meeting and with the approval of a majority of two-third (2/3) vote of 150 Ordinary members present in person or by proxy.

**Rule 27: Miscellaneous**

- (a) The Association shall not be liable in respect of the death or personal injuries of any member or his guest or guests arising in any way through his or their use or enjoyment of the Association, its amenities, privileges or facilities or otherwise howsoever arising.
- (b) The Association shall not be liable for the loss or the damage to any articles or property whatsoever brought upon the premises of the Association by members or guests or entrusted thereby to any servant of the Association.
- (c) Each member shall furnish to the Secretary-General an address to which notice may be sent to him and shall notify the Secretary- General of all changes of address.
- (d) Any notice of accounts or forms required to be sent to any member may be sent through any media or communication, such as post, email, etc. addressed to the last known details given to the Secretary-General and shall, if so sent, be deemed to have been received by such member in due course.

**Rule 28: Dissolution**

- (a) The Association shall not be dissolved except with a majority decision of the General Meeting convened for that purpose and attended by not less than three-fifth (3/5) of the Ordinary members of the Association expressed either in person or by proxy or by postal vote.
- (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 the remaining funds shall be distributed to charity or charitable institutions.
- (c) Notice of dissolution shall be given within fourteen (14) days of the dissolution to the Registrar of Societies.