

CONSTITUTION

PERSATUAN BEKAS PENUNTUT TSHUNG TSIN SABAH (SABAH TSHUNG TSIN ALUMNI ASSOCIATION)

CLAUSE 1 NAME

1. The Association shall be known as

PERSATUAN BEKAS PENUNTUT TSHUNG TSIN SABAH (SABAH TSHUNG TSIN ALUMNI ASSOCIATION)

Hereinafter referred to as "the Association".

2. Meaning of name : **Not Applicable**
3. Level : **Negeri**

CLAUSE 2 ADDRESS

1. The registered address is

**MILE 2 3/4 JALAN TUARAN, P.O.BOX 11135,
88812 KOTA KINABALU
SABAH**

or at such other place as may from time to time be decided by the Committee; and the postal address is

**MILE 2 3/4 JALAN TUARAN, P.O.BOX 11135,
88812 KOTA KINABALU
SABAH**

2. The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

CLAUSE 3 OBJECTIVE

- 3.1 To foster better relationship among ex-students;
- 3.2 To render services and assistance for the development of the alma mater;
- 3.3 To participate in social, cultural and educational activities for the benefits of its members, society and the nation;

3.4 To promote proper and healthy cultural recreational activities for the goodwill and benefits of its members;

3.5 To work closely with other voluntary organizations of similar objectives for the betterment of social, cultural and educational development;

3.6 The Association shall be non political in nature.

CLAUSE 4 MEMBERSHIP

4.1 There shall be two (2) categories of members, namely: (a) Ordinary Member, and (b) Life Member.

4.2 Ordinary Membership and Life Membership of the Association shall be open to all sound and competent person age 18 and above who have studied in Sabah Tshung Tsin Secondary School for at least one year.

4.3 Every application for membership shall be proposed by one existing member and shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the Executive Committee for approval. The Executive Committee may at its discretion reject any application without assigning any reason therefore.

4.4 Every applicant whose application has been approved as aforesaid shall, upon payment of Entrance Fee and Annual Subscription of the year, be admitted as Ordinary Member or upon payment of Entrance fee and One Time Lump Sum Subscription, be admitted as Life member of the Association and shall be entitled to all privileges of membership.

CLAUSE 5 RESIGNATION AND TERMINATION

5.1 Any member who wishes to resign from the Association shall give two (2) weeks notice in writing to the Secretary and shall pay up all dues.

5.2 Membership of any member may be suspended or expelled from the Association by a two-thirds majority vote of the Executive Committee due to his or her malicious misconduct as a result of defaming the reputation of the Association.

5.3 Any member whose membership has been suspended or expelled from the Association may appear at the Executive Committee Meeting for explanation. In the event that the member wishes to dispute the decision by the Executive Committee, he or she may then appeal to the General Meeting and the decision of the General Meeting shall be final and conclusive.

5.4 Any member who voluntarily resigns from membership or whose membership is suspended or is expelled shall return his Membership Card, if issued, to the Association. All fees including subscriptions paid shall not be refundable, but all

arrears or dues must be settled.

CLAUSE 6 SOURCE OF INCOME

6.1 The Entrance Fee and Annual Subscription payable by Ordinary Members shall be:

Entrance Fee : RM10.00

Annual Subscription : RM12.00

6.2 The Entrance Fee and one time Lump Sum Subscription payable by Life Member shall be:

Entrance Fee : RM 10.00

One Time Lump Sum Subscription: RM90.00

6.3 Ordinary Member is required to pay only the One Time Lump Sum Subscription if he or she wishes to convert to Life Member.

6.4 Annual Subscription for the Financial Year must be paid to the Treasurer before 31st of March of the year.

6.5 Any member who fails to settle his Annual Subscription for more than three (3) months after 31st of March shall receive a written Notification signed by or on behalf of the Secretary that he shall be denied the privileges of membership until he settles his account.

6.6 Any member who allows his Annual Subscription to be in arrears for two (2) financial years shall automatically lose his rights and privileges and cease to be a member of the Association.

6.7 The Executive Committee shall have the power to fix an Entrance Fee for any person who has allowed his membership to lapse through arrears.

6.8 There shall be no pro rata payment of subscription fee.

6.9 Special Subscriptions or Levies for particular purposes may be raised from members by resolution of the General Meeting of the Association. 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 Annual Subscription.

CLAUSE 7 GENERAL MEETING

7.1 The highest authority of the Association shall be vested in the General Meeting.

7.2 The quorum for a General Meeting shall be one-half of the total Ordinary and Life membership or twice the number of the Executive Committee members, whichever is lesser.

7.3 To satisfy the required quorum, only those physically present members in the meeting shall be counted. The proxy shall not be considered as meeting the required quorum.

7.4 When a quorum is not met after half an hour of the appointed time for meeting, the General Meeting shall be postponed. The Executive Committee shall decide within 21 days on a date, time and place to reconvene the meeting. If a quorum is not met after half an hour of a postponed General Meeting, the President may proceed with the business of the meeting, but such meeting shall not have the power to amend or alter the Constitution.

CLAUSE 8 COMMITTEE

8.1 The administration of the Association shall be entrusted to the Executive Committee to be elected for at Annual General Meeting or an Extraordinary General Meeting every two years.

8.2 The Executive Committee shall consist of the following office bearers:

A President

A Deputy President

Three Vice Presidents

A Secretary

A Treasurer

An Assistant Secretary

An Assistant Treasurer

Eight Committee Members

Four additional Committee Members shall be appointed by the Executive Committee.

8.3 The term of office for the Executive Committee shall be Two (2) years.

8.4 The Executive Committee meeting must be held at least every two months after given seven days notice to the Executive Committee members.

8.5 The President acting alone, or upon written request of at least five (5) Executive Committee Members, may call an Executive Committee meeting at any time by giving a seven days notice.

8.6 At least half of the Executive Committee members must be present for its proceedings to be valid.

8.7 Any members of the Executive Committee absenting himself/herself from three meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Executive Committee and a successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting.

CLAUSE 9 DUTIES OF OFFICE BEARERS

9.1 The President shall act to represent the Association for external functions and to be the Chairman of General Meetings and Executive Committee Meetings. He shall be responsible for the proper proceedings of the Meetings and to confirm all minutes concerned. In conjunction with the Treasurer, he shall sign cheque for the Association.

9.2 The Deputy President shall assist the President in running the business of the Association and shall act for the Chairman when the later is absent.

9.3 The Vice Presidents shall assist the President in business of the Association. One of them shall act for the Deputy President when the later is absent.

9.4 The Secretary shall be responsible for all correspondences and shall keep documents (except for accounts) of the Association. He shall keep a record of the proceedings of all meetings and carry out such resolutions accordingly. In conjunction with the Treasurer, he shall sign cheque for the Association.

9.5 The Assistant Secretary shall assist the Secretary and act for him when the Secretary is absent.

9.6 The Treasurer shall be responsible for the safe keeping of moneys of the Association. He shall prepare an audited statement of accounts for presentation to the Annual General Meeting. In conjunction with the President or the Secretary to sign cheque for the Association.

9.7 The Assistant Treasurer shall assist the Treasurer and act for him when the Treasurer is absent.

CLAUSE 10 FINANCIAL PROVISION

10.1 The Treasurer may hold a petty cash advance not exceeding Ringgit Malaysia One Thousand Only (RM1000) at any one time. All money in excess of this sum shall within seven (7) days of receipt be deposited in a Bank approved by the Executive Committee. The Bank Account shall be in the name of the Association.

10.2 No expenditures exceeding Ringgit Malaysia One Thousand Only (RM1,000.00) at any one time shall be incurred without the prior sanction of the Executive Committee, and no expenditure exceeding Ringgit Malaysia Ten Thousand Only (RM10,000.00) in any one (1) month shall be incurred without the prior sanction of a General Meeting. Expenditure of Ringgit Malaysia One Thousand Only (RM1,000.00) or any amount below that at any one time may be approved by the President together with the Secretary and Treasurer.

10.3 The date of the commencement of the Financial Year of the Association shall be from the 1st of January and shall be ended on 31st December annually.

CLAUSE 11 AUDITORS

11.1 An Internal Auditor shall be elected from among the members at a General Meeting for a term of two years and he must not be a Executive Committee member.

11.2 He is responsible to audit the statement of accounts prepared by the Treasurer and report to the Secretary 7 days in advance of the General Meeting. He shall check the accounts of the Association and report to the President when he is asked for by the President at any time.

CLAUSE 12 PROPERTY ADMINISTRATOR / TRUSTEES

12.1 Three (3) Trustees shall be elected among members at the General Meeting of the association. They shall have vested in them all immovable property whatsoever belonging to the Association upon the execution of a Deed of Trust.

12.2 The Trustee shall not sell, withdraw or transfer any of the property of the Association without the consent and authority of a General Meeting of members.

12.3 A Trustee may be removed from office by the General Meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reason, he is unable to perform his duties or unable to do so satisfactory. In the event of the death, resignation or removal of a Trustee the vacancy shall be filled by a new Trustee appointed by a General Meeting.

CLAUSE 13 INTERPRETATION

In case of any dispute as to be the interpretation, constitution or meaning of all or any word or words contained in any rule, the interpretation, constitution and meaning determined and fixed by the Executive Committee shall be final provided it is not inconsistent to the decision of a General Meeting.

CLAUSE 14 ADVISOR / PATRON

Not Applicable.

CLAUSE 15 PROHIBITION

Not Applicable.

CLAUSE 16 AMENDMENT OF CONSTITUTION

16.1 This Constitution shall not be amended or altered without a resolution passed by a majority of two-thirds of the Ordinary and Life members present at a General Meeting. Any amended or altered rules shall only come in force the day it is

approved by the Registrar of Societies.

16.2 The Members may, at a General Meeting called for such purpose, make, rescind, modify, or redefine any interpretation of the Association's Constitution with the consent of two thirds of the voting members present at the General Meeting.

CLAUSE 17 DISSOLUTION

17.1 The Association may be dissolved by a resolution passed by a majority of three-fourths of members present at an Extraordinary General Meeting.

17.2 When the Association is being dissolved, the Association shall pay all debts and the rest of the money and properties shall be donated to the School - Sabah Tshung Tsin Secondary School.

CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag

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Description

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2. Logo



沙巴崇正校友會
SABAH TSHUNG TSIN ALUMNI ASSOCIATION

Description

The Logo consists of a round shape in yellow colour with three sails in blue/grey/blue colours spreading out at the top. The name of the Association in Chinese and English appear at the lower part.

Explanation

a. The Grey and Blue Colours represent the school from where members studied and graduated.

b. The Yellow Colour represents friendship and unity.

c. The Three Sails represent advancement through generations.

3. Badge

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Description

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CLAUSE 19 GENERAL MEETING ADDITIONAL CLAUSE

19.1 An Annual General Meeting (AGM) of the Association shall be held as soon as possible after the close of each Financial Year but not later than 31st of March of the ensuing year, on a date and at time and place to be decided by the Executive Committee.

19.2 In the event that the Annual General meeting cannot be held by the end of March, the Executive Committee shall have no governance authority except for the announcement of the Annual general Meeting and the nomination process.

19.3 The secretary of the Association shall give a written notice to all members stating the date, time, place and agenda of the meeting at least 21 days in advance of the date of the meeting. Such notice shall be considered as served upon publication of the same in local Chinese and English Newspapers of one (1) insertion each.

19.4 Any proposal for discussion shall be made in writing to the Secretary of the Association one week in advance of the General Meeting.

19.5 Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meeting.

CLAUSE 20 EXTRA-ORDINARY GENERAL MEETING ADDITIONAL CLAUSE A

20.1 At other times, an Extraordinary General Meeting (EGM) must be called by the President at the request in writing by: (a) not less than one-fifth of total voting members; Or (b) by a requisition of 42 (Forty-two) voting members; Or (c) by order of the Executive Committee.

20.2 The notice in writing shall be given to the Secretary setting forth the business to be transacted. The EGM shall be convened within 60 days from receiving such a notice of request to convene the EGM.

20.3 If the Executive Committee does not within 60 days after the date of receipt of the written notice proceed to convene an EGM, the Members who requested for the EGM shall convene the EGM by giving 14 days notice to voting members setting forth the business to be transacted and the agenda.

CLAUSE 21 EXTRA-ORDINARY GENERAL MEETING ADDITIONAL CLAUSE B

21.1 Notice and Agenda for an Extraordinary General Meeting shall be forwarded by the Secretary or the requesting members as defined in Clause 20.3, to all members Or upon publication of the same in local Chinese and English Newspapers of one (1) insertion each at least fifteen (14) days before the date fixed for the meeting.

21.2 Clause 7.2 through 7.4 regarding the quorum and the postponement of an AGM shall apply also to an EGM, but with the proviso that if no quorum is present after one half of an hour (1/2) from the time appointed for the postponed EGM there

shall be no requisition for the same a purpose until after a lapse of at least six (6) months from the date thereof.

CLAUSE 22 NOMINATION COMMITTEE AND NOMINATION FORM

22.1 A Nomination Committee consisting of at least two members and a maximum of four members shall be appointed by the Executive Committee in accordance with the provisions set out in the Constitution before the announcement of the date for the Annual General Meeting. The Nomination Committee should be current members in good standing and shall not include those members who shall be filing nomination for election for Executive Committee position or the Auditor.

22.2 The Nomination Committee members shall not be present members of the Executive Committee.

22.3 The members of the Nomination Committee shall be notified formally that they have been appointed as members of the Nomination Committee. The members of the Nomination Committee shall formally accept/reject this invitation. The Nomination Committee will then decide who would be the Chair and shall communicate this formally to the Association members. This communication shall be handled by the Secretary. This process should be completed one month prior to the date of the Election.

22.4 The Nomination Form shall be made available for collection at the registered office of the Association, or digital copy available for download from the Association website.

22.5 A Member standing for election as President, Deputy President, Secretary and Treasurer must have previously served at least one complete term as a member of the Executive Committee. The term may have occurred at any time prior to the Member's standing for election.

22.6 The President may be re-elected for a maximum of two (2) consecutive terms only.

22.7 The Treasurer may be re-elected for a maximum of two (2) consecutive terms only.

22.8 Nomination forms shall be made by filling a form prescribed by the Executive Committee or by resolution at General Meeting, duly signed by a proposer and a seconder, by the date prescribed by the Executive Committee or by resolution at General Meeting.

22.9 Each Nomination shall be individually submitted to the Nomination Committee.

22.10 The Nomination Committee shall submit the verified Nomination Forms to the Election Committee who shall then hold the Election.

22.11 Any nominee who is disqualified for any reason cannot stand for any post. A written communication should be sent by nomination committee chairman stating the reason for disqualification.

22.12 The decision of the Nomination Committee should be final and is binding on all nominee.

CLAUSE 23 ELECTION COMMITTEE AND ELECTION

23.1 A Election Committee consisting of at least two members and a maximum of four members shall be appointed by the Executive Committee in accordance with the provisions set out in the Constitution before the announcement of the date for the Annual General Meeting. The Election Committee should be current members in good standing and shall not include those members who shall be filing nomination for election for Executive Committee position or the Auditor. No member of the Nomination Committee shall be part of the Election Committee. The formation of the Election Committee shall be concurrent with the formation of the Nomination Committee, following the same guidelines as per Clause 22.2 through 22.3.

23.2 Election of Officers, Executive Committees and auditor shall occur bi-annually at the General Meeting.

23.3 The Chair of the Election Committee shall address the members informing them of the candidates who have been declared unopposed. This shall occur only at the meeting.

23.4 The Chair of the Election Committee shall then address the members informing them of the contested posts.

23.5 Election of the Executive Committee shall be by a simple majority vote of the Members. The candidate with the most votes wins, or in the case of positions with multiple posts, the candidates with the most votes win.

23.6 In the event of a tie, a re-vote shall be taken and if it still result in a tie, a lot shall be drawn to determine who shall win unless the contesting candidates withdraws in favor of one of themselves.

23.7 Voting by proxy is not allowed on election of Executive Committee.

23.8 The decision of the Election Committee should be final and is binding on all nominee.

CLAUSE 24 DEFINITION OF TERMS

24.1 The Association - Sabah Tshung Tsin Alumni Association.

24.2 The School - Sabah Tshung Tsin Secondary School

24.3 Executive Committee - The governing body of the Association.

24.4 Constitution - The governing policies of the Association set forth in this document

24.5 Officer - A Member who is part of the Executive Committee and includes President, Deputy President, Vice President, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer.

24.6 Committee Member - A Member who is part of the Executive Committee and is not one of the named Officers.

24.7 General Meeting - Annual General Meeting or Extraordinary General Meeting.

24.8 Auditor - A member of the Association, elected at a General Meeting.