



# Rules and Regulations

# Methodist Boys' School Kuala Lumpur Alumni Association (MBSalumni) Rules & Regulations

P.P.M. 637/49 (85)  
PPP / Sel: 317/49  
Amended on 13 August 2009

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# **RULES AND REGULATIONS (1968)**

## **1. NAME**

The name of the Association shall be the Methodist Boys' School Kuala Lumpur, Alumni Association.

## **2. ADDRESS**

The registered address of the Association shall be at No. 4A, Lorong Hang Jebat, Kuala Lumpur, Malaysia.

## **3. COLOURS**

The colours of the Association shall be Gold and Navy Blue and the School crest shall have the words "MBSKL Alumni Association" added to it.

## **4. OBJECTS**

The objects of the Association shall be:-

- a. To support the School, and to uphold its good name.
- b. To promote closer unity and harmony among its members.
- c. To afford facilities for the advancement of physical, moral, social, intellectual and cultural activities of its members.

- d. To render assistance to charitable causes and institutions and to raise funds for such purposes.
- e. To do such things as the Association may think expedient.

## **5. DEFINITIONS**

In these Rules, unless the context otherwise requires the following words and expressions, shall have the following meaning:-

“The Association” shall mean the Methodist Boys’ School Kuala Lumpur, Alumni Association.

“The Committee” shall mean the Committee of Management duly constituted under these Rules.

“Member” shall mean the member of the Association.

“Month” shall mean a calendar month.

“The Rules” shall mean these Rules and/or any other rules of the Association for the time being in force.

“The School” shall mean the Methodist Boys’ Secondary and the Methodist Boys’ Primary School, Kuala Lumpur.

Words importing the masculine gender shall include females and vice versa except where otherwise stated.

Words importing singular shall include plural, and vice versa, except where otherwise stated.

## **6. MEMBERS**

The membership shall be open to:-

- i. Ordinary Members. All ex-pupils of the School, who have attained the age of 18 years.
- ii. Junior Members. All ex-pupils of the School, who have not attained the age of 18 years.

All Ordinary Members who have duly paid annual subscriptions up-to-date shall have the privileges and benefits of the Association including the rights to hold office and to vote at any Annual General Meeting or Extraordinary General Meeting.

Subject to these Rules, any member who donates a sum of RM500/- or more in one (1) payment to the Association shall become a Life Member and be exempt from payment of any further subscriptions.

## **7. ADMISSION OF MEMBERS**

All applications for membership shall be made in writing on the prescribed form provided for the purpose.

Applicants may be elected as members at any meeting of the Committee (hereinafter provided for) by a simple majority of votes of the members present.

Elected applicants shall be entitled to all the privileges of membership on payment of their entrance fees and the subscriptions.

Every applicant shall be proposed by one and seconded by another Ordinary Member to both of whom he shall be personally known.

Applicants may be admitted as members at any meeting of the Committee (hereinafter provided for) by a simple majority of votes of the members present.

Admitted applicants shall be entitled to all the privileges of membership on payment of their entrance fees and the subscriptions.

## **8. HONORARY MEMBERS**

Any person who is and has been a Principal of the School, or any person who has rendered meritorious services to the School or the Association may become an Honorary Member on the invitation of the Committee.

## **9. ENTRANCE FEE AND SUBSCRIPTION**

Ordinary Members shall pay an entrance fee of RM10.00.

Ordinary Members shall pay an annual subscription of RM20.00.

Honorary and Junior Members shall not be required to pay entrance fee or subscription.

## **10. ARREARS OF SUBSCRIPTION**

A member whose subscription is in arrears for two (2) months shall be served a written notice by the Hon. Treasurer and such arrears shall be paid within one (1) month from the date of the said written notice. Should any arrears remain unpaid for one (1) month after such notice then the name of the member may be removed provided the Committee may at its discretion suspend the operation of this rule.

## **11. RESIGNATION**

A member shall give one (1) month's written notice to the Hon. Secretary of his intention to resign and shall pay up any arrears of subscriptions and/ or dues prior to resignation. But he shall not be entitled to claim from the Association any of the subscription he has paid in advance.

## **12. EXPULSION**

Any member whose conduct is in the opinion of the Committee prejudicial to the general interest of the Association shall be called upon by the Committee to show cause in person why he should not be expelled from the Association.

Where such member does not satisfy the Committee, then an Extraordinary General Meeting shall be called and at which meeting it shall be competent for the votes of two-thirds of those present to expel such member from the Association.

Any member expelled from the Association shall forfeit his entrance fee and subscriptions and if re-admitted by the Committee shall be liable to pay afresh the entrance fee and current year subscription.

## **13. RE-ADMISSION**

The Committee may in their discretion re-admit any member who has been removed from the list of members under the Rules of the Association, subject to Rule 12.

## **14. MANAGEMENT**

The Management of the affairs of the Association shall be vested in the hands of the Committee consisting of:-

- a. A President,
- b. A Vice President,
- c. An Honorary Secretary,
- d. An Honorary Assistant Secretary,
- e. An Honorary Treasurer,
- f. An Honorary Assistant Treasurer,
- g. Five (5) members of the Committee.

The Committee shall be elected by a simple majority of members present at the Annual General Meeting and shall hold office, for a term of two (2) years.

No person shall hold two (2) offices at the same time in the Committee. No President shall hold office for a period of more than two (2) consecutive terms.

Only Ordinary Members who are present in person at the Annual General Meeting or who have given their prior consent in writing are eligible for election to hold office.

The Principals of the Secondary and Primary Schools shall be ex-officio members of the Committee.

The elected Committee shall be entitled to co-opt up to four (4) additional committee members.

## **15. POWER OF THE COMMITTEE**

The Committee shall have powers:-

- a. To admit new members, to approve or reject applications for membership and to accept resignations or re-admission of members.
- b. To fill any vacancy in their body during the term of office.
- c. To co-opt any member of the Association to be member of any special committee or sub-committee.
- d. To propose addition to, alteration or repeal of these Rules.
- e. To frame, pass, rescind or alter Bye-Laws for the proper management of the Association.
- f. To expend all subscriptions or donations in the best interest of the Association.
- g. To take cognisance of any infringement of the Rules and Bye-Laws on the part of any member, and to take such action as they think fit.
- h. To deal with complaints other than those against the Committee.
- i. To appoint Hon. Auditors.
- j. To appoint Sub-Committees for any purpose.
- k. To appoint or dismiss any servant of the Association and to determine his remuneration.

- I. To expend all subscriptions, donations or available funds of the Association in the manner which can be regarded as serving the best interest of the Association's members or the Secondary and Primary Schools provided always that any capital expenditure RM50,000 or more (whether by lump sum or multiple sum) for a single or continuous purpose or object must be sanctioned by General Meeting of the Association.

## **16. CHANGES IN THE COMMITTEE**

Any changes in the Committee shall be posted up on the notice board and website of the Association for a period of fourteen (14) days immediately following such changes.

## **17. POWERS AND DUTIES**

### **a. President**

The President shall take the Chair at all General and Committee meetings.

He or any person officiating as Chairman of any meeting shall have a casting vote.

He shall have the right to call meetings of the Committee.

Upon the election of a new President, within two (2) weeks, the immediate past President shall ensure all relevant records, including historical records of meeting committee of management are handed over to the newly-elected President.

**b. Vice-President**

All duties, powers and responsibilities of the President shall in his absence devolve upon the Vice-President or in the absence of the Vice-President, upon any member elected by the Committee.

**c. Honorary Secretary**

The Hon. Secretary shall be responsible for calling all General Meetings and all Meetings of the Association and for notifying the members concerned of such Meetings.

He shall keep minutes of all General Meetings and of all meetings of the Committee.

He shall conduct all correspondence of the Association subject to the directions from time to time of the Committee.

He shall keep a register of all members of the Association and their addresses.

He shall have charge of all movable properties of the Association.

He may ex-officio attend any meetings of any Sub-Committee duly appointed by the Committee.

Upon the election of a new Honorary Secretary, within two (2) weeks, the immediate past Hon. Secretary shall hand over all minutes of previous committee meeting, membership records and correspondences to the newly-elected Hon. Secretary.

#### **d. Honorary Treasurer**

The Hon. Treasurer shall keep proper accounts of the Association.

He shall collect all subscriptions and donations and shall issue receipts for all payments made to the Association.

He shall give written notice to all members whose subscriptions are in arrears.

He shall deposit all moneys received by him on behalf of the Association into the banking account of the Association, except such amount as may be decided by the Committee to be held by him as petty cash.

He shall submit a statement of receipt and payments of the previous month, a statement of arrears of subscriptions and a statement of commitments of the current month at each meeting of the Committee.

He shall submit to the Annual General Meeting an audited Statement of Accounts for the past year.

Upon the election of a new Honorary Treasurer, within two (2) weeks, the immediate past Hon. Treasurer shall ensure all relevant cheque books, bank account details and all relevant accounting documents are handed over to the newly-elected Hon. Treasurer.

## **18. GENERAL MEETINGS**

### **a. Annual General Meetings**

The Annual General Meeting of the Association shall be held not later than the month of June each year upon a date and time to be fixed by the Committee for the following purposes:-

- i. To receive from the Committee a report of the activities of the Association and the audited Statement of Accounts for the past year.
- ii. To elect a Committee of Management for the coming term under Rule 14, which shall take place once every two (2) years.
- iii. To decide on any motion which may be duly submitted to the meeting of which notice shall have been given thereof in writing to the Hon. Secretary not less than seven (7) clear days before the date of such meeting, subject to Rule 25.

### **b. Extraordinary General Meeting**

The Committee may at any time for any special reason call an Extraordinary General Meeting of the Association and they shall also do so upon the requisition in writing of at least twenty (20) Ordinary Members stating the purpose for which such meeting is required.

## **19. COMMITTEE MEETING**

A Committee meeting shall be held at least once in two (2) months to consider the affairs of the Association.

The Hon. Secretary shall call a meeting of the Committee at any time at the written request of at least five (5) members of the Committee or at any time he considers necessary.

Any member of the Committee absenting himself from three (3) consecutive meetings without satisfactory explanation in writing to the Committee shall cease to be a member of the Committee upon resolution to that effect by the Committee.

## **20. NOTICES**

Notices of all Committee, Annual or Extraordinary General Meetings shall be five (5) and fourteen (14) clear days, respectively.

Notices convening the Annual General Meeting specifying the Agenda together with copies of the Committee's Report and an audited Statement of Accounts of the year under review shall be posted on the notice board fourteen (14) clear days before the date of the meeting.

All notices posted to the address given by the member on his application form, or such other address as he shall give from time to time to the Hon. Secretary in writing as his address, shall be deemed to have been duly given on the second day following the day of posting.

## **21. QUORUM**

Five (5) members at each Committee Meeting or twenty (20) at each Annual General Meeting or Extraordinary General Meeting shall form a quorum.

If, at any Annual or Extraordinary General Meeting, there is no quorum, the meeting shall be adjourned for half an hour and at the adjourned meeting those present shall form a quorum.

## **22. VOTING**

At all meetings all questions shall be decided by a simple majority except as provided for under Rules 12, 25 and 27.

At any Annual or Extraordinary General Meeting a motion put to the vote of the meeting shall be decided by a show of hands unless a ballot is requested by two (2) Ordinary Members.

A member who is unable to attend the Annual or Extraordinary General Meeting may appoint a proxy and to be valid must comply substantially with the specimen Proxy Form set out below.

## **23. ACCOUNTS**

All moneys shall be deposited in any Bank approved by the Committee in the name of the Association.

All withdrawals from such accounts shall be authorized by the Committee.

All cheques drawn shall be signed by the Hon. Treasurer and counter-signed either by the President or the Hon. Secretary.

## **24. FINANCIAL YEAR**

The Financial Year of the Association shall begin on the 1st day of January and end on the 31st day of December each year.

## **25. AMENDMENTS OF RULES**

Amendments to these Rules shall be made only at an Annual or at an Extraordinary General Meeting convened for that purpose.

Any amendment proposed by an Ordinary Member shall be made in writing to the Hon. Secretary at least twenty-one (21) days before such meeting.

Any motion involving the repeal of, addition to or amendment of these Rules shall be null and void unless at least two-thirds of the Ordinary Members present vote in favour of such motion; and subject to the approval by the Registrar of Societies.

## **26. TRUSTEES**

If the Association at any time acquires any immovable property, such property shall be vested in trustees appointed by the Association in a General Meeting and subject to a Declaration of Trust.

Any trustee may at any time resign his trusteeship.

If a trustee dies or becomes a lunatic or of unsound mind or is absent from Malaysia for a period of one (1) year, he shall be deemed to have resigned his trusteeship.

If a trustee is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee, a General Meeting may deprive him of his trusteeship.

## **27. DISSOLUTION**

The Association shall not be dissolved unless at least two-thirds of its members vote in favour by referendum.

In the event of dissolution, any property and assets owned by the Association shall be disposed off, and should there remain after payment of all debts and liabilities any property whatsoever, this shall not be paid to or distributed among members but shall be given or transferred to the School or in default thereof to any registered public charitable organisation or institution in Malaysia.

## **28. GENERAL**

No press release in the name of the Association shall be made by any member except with the approval of the Committee. The Hon. Secretary may, in case of urgency, release a Statement to the press in the name of the Association provided he has first obtained the approval and consent of the President to do so.



