

PERLEMBAGAAN BAGI

PERTUBUHAN INDUK

PERSATUAN ALUMNI TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY, KUALA LUMPUR (TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY ALUMNI ASSOCIATION, KUALA LUMPUR) (TARCIAN ALUMNI ASSOCIATION)

(PPM-012-14-03022012)

CLAUSE 1 NAME

(1) The Association shall be known as

PERSATUAN ALUMNI TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY, KUALA LUMPUR
(TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY ALUMNI ASSOCIATION, KUALA LUMPUR)
(TARCIAN ALUMNI ASSOCIATION)

Formally known as "PERSATUAN ALUMNI KOLEJ TUNKU ABDUL RAHMAN, KUALA LUMPUR" or "TUNKU ABDUL RAHMAN COLLEGE ALUMNI ASSOCIATION, KUALA LUMPUR".

Hereinafter referred to as "the Association".

(2) Meaning of Name :

1.1 The name of the association shall be called "Persatuan Alumni Tunku Abdul Rahman University of Management and Technology, Kuala Lumpur" or "Tunku Abdul Rahman University of Management and Technology Alumni Association, Kuala Lumpur". Hereinafter referred to as "the association".

1.2 The association shall also be referred to in short as "TARCIan Alumni Association (TAA)" or "TAR UMT Alumni Association" or "Persatuan Alumni TAR UMT". In general the association shall denote as TAA.

1.3 All references for "Kolej Universiti Tunku Abdul Rahman" or "Tunku Abdul Rahman University College" or "KUTAR" or "TAR UC" in this Constitution shall be referred to as "Tunku Abdul Rahman University of Management and Technology" or "TAR UMT".

1.4 Tunku Abdul Rahman University of Management and Technology, Kuala Lumpur and its branches/campuses, wherever situated in Malaysia as well as the words "University of Management and Technology" or "Tunku Abdul Rahman University of Management and Technology" shall hereinafter be referred to as "TARUMT" or "TAR UMT".

(3) Level :

CLAUSE 2 PLACE OF BUSSINESS

(1) The registered address and postal address are

Block E-2-6, Plaza Damas,
60, Jalan Sri Hartamas 1,
50480 Sri Hartamas,
W.P. Kuala Lumpur.

or at such other place as may from time to time be decided by the Committee.

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

CLAUSE 3 OBJECTIVE

AIMS AND OBJECTIVES

3.1.1 To provide a platform or a forum for all members who are the alumni of KUTAR to congregate, unite, and pursue their common interests under the flagship of a singular umbrella organisation duly registered under the provisions of the Societies Act, 1966.

3.1.2 To create and promote a sense of belonging as well as unity, solidarity, integration, fellowship, goodwill and mutual aid amongst ex-students & Staff of KUTAR.

3.1.3 To co-ordinate or promote activities that will involve students, staff and authorities of KUTAR and its members.

3.1.4 To promote friendship and rapport amongst all its members, render any assistance and help to settle disputes or differences affecting the members' interests in a fair and just manner, wherever called upon to do so by the parties concerned.

3.1.5 To stimulate and promote co-operation and networking activities amongst all its members.

3.1.6 To provide opportunities and facilities for and to promote the advancement of education and research in all fields of study and interest amongst members.

3.1.7 To perform and organise educational, cultural, social, sporting, recreational, charitable, humanitarian and mutual aid activities/projects/programmes.

3.1.8 To promote a spirit of unity and pride of citizenship towards the nation as well as good relationship amongst the members of the Association.

3.1.9 To co-operate with KUTAR to promote and safeguard the respective interests and welfare of all its members.

3.1.10 To serve as a recognised means of communication between the Association, its members, KUTAR and other institutions of learning and the general public.

3.1.11 To disseminate information concerning KUTAR and the Association and their activities or projects through press, publications and other media advertisements/broadcasts to members with prior approval of the parties and authorities concerned, where applicable.

3.1.12 To provide opportunities and facilities for education, networking and social functions and interaction between members of the Association.

3.1.13 To undertake and execute any trust which may seem to the Association to be beneficial or conducive to any of its objects and to collect, receive and hold funds and other property, voluntary contributions, subscriptions, special donations, gifts and legacies for pursuing the objectives of the Association or any of them as the donor may direct.

3.1.14 To determine, revise, collect and receive such entrance fees, subscriptions and contributions of and to raise any money that may be required for the purpose of the Association and to secure payment of money raised on such terms and on such security as may be deemed advisable.

3.1.15 To sell, improve, manage, develop, lease, mortgage, dispose or turn to account, or otherwise deal with all or any part of the property of the Association.

3.1.16 To invest the moneys of the Association not immediately required for the purposes of the Association in securities or properties (movable or immovable) as may be thought fit and proper.

3.1.17 Generally, to do all such lawful acts and things not enumerated in the preceding Sub-Articles for the interest and well-being of the Association and/or its members.

3.2 FUNCTIONS, VISION & MISSION STATEMENTS

3.2.1 The Association shall primarily be the main representative body of all former students of KUTAR who are eligible to become its member and shall take all appropriate action with the expressed consent of all its members.

3.2.2 The Vision Statement of the Association shall be: "Solidarity in the service of our community".

3.2.3 The Mission Statement of the Association shall be: "Propagating the ideals,

tradition and good name of our Alma Mater through the unity, excellence and devotion of her alumna”.

CLAUSE 4 MEMBERSHIP

4.1 Membership of the Association shall be of the following categories:-

4.1.1 Ordinary Members:

Ordinary members who shall be all former students of the KUTAR whose names officially appear in the enrolment register of TAR UC and who have completed at least Two (2) semesters of continuous study at TAR UC.

4.1.2 Honorary Members:

Such membership shall be conferred on persons who have been of service to the College or the Association. Such conferment shall be subject to the approval and a resolution passed in general meeting by a simple majority of the members present and voting. Honorary members shall have the same privileges and benefits of ordinary members except the right to vote at all meeting or to hold office in the Association. Honorary members are exempted from any payment of fees.

4.2 All alumni of KUTAR who wish to join as members of the association shall submit an application in the prescribed form (hardcopy or softcopy) or web based medium to the Secretary General, who shall, at the first convenient opportunity, submit it to The Executive Council for approval. The Executive Council may at its discretion reject any application without assigning reason thereof.

4.3 The Secretary General shall inform every successful applicant and that his or her membership has been duly approved and request for the requisite payments, including all relevant subscriptions and entrance fees. The notification could be via telephone call, SMS (Short Message Services), electronic mail, broadcast in the web page or be published in the print media.

4.4 Upon receipt by the Association of the requisite payments, subscriptions and entrance fees, each applicant shall be admitted as a member of the Association, and shall thereafter be entitled to enjoy such privileges of membership accorded to them by the Association pursuant to the terms and conditions contained herein.

4.5 Privileges for Ordinary members shall:

(a) Have the right to stand, nominate or second candidates for election and to vote in the elections subject to the relevant Articles;

(b) Have the right to speak and vote at all meetings of the Association;

(c) Have the right to participate in the activities of the Association and use the facilities provided;

(d) Have the right to inspect the Association's records subject to one week's written

notice of such request being given to the Secretary General;

(e) Any other privileges and benefits as the Executive Council may direct from time to time.

CLAUSE 5 RESIGNATION AND TERMINATION

5.1 CESSATION

5.1.1 A member shall automatically cease to be a member of the Association if the member:

(a) becomes bankrupt or mentally insane or dies; or

(b) is found to be criminally convicted within the last five years; or

(c) resigns in accordance with Clause 5.2; or

(d) subscription or membership period has expired.

5.1.2 The cessation of honorary membership shall be in accordance with Clause 5.1 or Clause 5.2 or by a resolution passed in general meeting by a two-third majority of the members present and voting.

5.2 RESIGNATION

5.2.1 Any individual member who wishes to resign from the Association shall give Two (2) weeks prior notice in writing or via e-mail, electronic medium, post or facsimile to the Secretary General.

CLAUSE 6 SOURCE OF INCOME

6.1 To become member, there is a one-off entrance fee of RM2.00 (Ringgit Malaysia Two Ringgit) for ordinary member.

6.2 There shall be RM10.00 (Ringgit Malaysia Ten Ringgit) annual subscription payable by the members of the Association. All fees collected shall be handed over to the Treasurer and relevant official receipts issued at the earliest possible moment but no later than One (1) month after payment is made.

6.3 The Executive Council shall have the power at any time and from time to time to raise the entrance fee and to impose annual subscriptions payable and to fix a penalty and/or re-entrance fee for the reinstatement of any member.

6.4 The Executive Council shall also have absolute power to reduce, waive or dispense with the entrance fee, annual subscriptions payable, penalties and/or re-

entrance fee as it deems fit.

CLAUSE 7 **GENERAL MEETING**

7.1 The supreme authority of the Association is vested in the general meeting of its members.

7.2 The general meeting shall consist of all members of the Association including the Executive Council and delegates duly qualified under the Rules and Constitution of the Association.

7.3 The annual general meeting of the Association shall be held not later than Six (6) months after the close of each financial year on a date and at a time and place to be decided by the Executive Council or its delegated authority.

7.4 The annual general meeting shall be conducted in accordance with the provisions laid down in the Rules and Constitution and the business of the annual general meeting shall be:-

- a) To adopt the record of proceedings of the previous meeting;
- b) To receive and adopt the report of the Executive Council for the previous year;
- c) To receive and adopt the Treasurer's report, statement of accounts and to approve estimates of income and expenditure for the ensuing year;
- d) To elect and/or confirm the composition of the Executive Council for the ensuing term (where appropriate);
- e) To elect trustees and the Disciplinary Committee when necessary;
- f) To consider amendments to the Rules and Constitution of the Association when necessary;
- g) To deal with motions and such other matters as may be put before it;
- h) To appoint Auditors;
- i) To deal with any other business whether or not included in the agenda and also those of which due notice has been given.

7.5 A notice of the annual general meeting stating the date, the time and the place of meeting and an agenda including copies of minutes and reports, nomination forms for the election of officers, together with audited financial statements of the Association for the previous year, shall be sent via e-mail, short telephone messaging, post, facsimile, relayed through newspaper advertisements or broadcast in the web page by the Secretary General to all members not later than Fourteen (14) days before the date fixed for the meeting.

7.6 Nominations for the election of officers and motions for discussion at the general meeting must be sent to reach the Secretary General at the registered office not later than twenty-four (24) hours before the scheduled time of meeting.

7.7 QUORUM FOR GENERAL MEETINGS

7.7.1 At least twenty (20) voting members must be present at a general meeting to constitute a quorum for its proceedings to be valid.

7.7.2 If the above quorum is not obtained half an hour after the time fixed for the meeting, the general meeting shall be postponed to a date [not exceeding Thirty (30) days] to be decided by the Executive Council; and if the same quorum is still not obtained half an hour after the time fixed for the postponed meeting, then the members and delegates present shall have power to proceed with the business of the day but shall not have power to alter the Rules and Constitution of the Association or to make decisions affecting the properties of the Association.

7.8 VOTING AT GENERAL MEETINGS

7.8.1 Voting shall take place at the general meetings if in the opinion of the chairman of the general meeting a vote is required and in any case, where more than half of the members present request that a vote be taken.

7.8.2 The chairman of the general meeting who decides that a vote is required, shall put to the house the question of whether the vote shall be by show of hands or by secret ballot and shall be guided by the majority decision of the house.

7.8.3 Decisions arising from a vote shall be by a simple majority of present and voting and shall be recorded in the minutes of the conference. In the event of a tied vote and the Chairman abstained from exercising his or her casting vote, the motion or issue at hand shall be deemed to be defeated.

7.8.4 The chairman of a general meeting shall have the casting vote. Nothing in these Rules shall prevent or restrict or deny any member from exercising his or her right to vote at any general meeting.

7.9 EXTRAORDINARY GENERAL MEETING

7.9.1 An extraordinary general meeting of the Association shall be convened

(a) Wherever the Executive Council deems it desirable, or

(b) Upon the joint request in writing of not less than one-tenth or Fifty (50) members or seventy percentage (70%) of members of Executive Council whichever is lesser, stating the objects and reasons for such meetings.

7.9.2 An extraordinary general meeting requisitioned by members pursuant to Clause 7.9.1 (b) shall be convened within Thirty (30) days of the receipt of such requisition.

7.9.3 Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary General via e-mail, short telephone messaging, post, facsimile, relayed through newspaper advertisements or broadcast in the web page to all members at least Fourteen (14) days before the date fixed for the meeting.

7.9.4 Clause 7.7.1 and 7.7.2 hereof regarding the quorum and the postponement of an annual general meeting shall also apply to an extraordinary general meeting but with the provision that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by members, the meeting shall be cancelled and no extraordinary general meeting shall be requisitioned for the same purpose until after lapse of at least six months from the date thereof.

CLAUSE 8 COMMITTEE

8.1 EXECUTIVE COUNCIL (EXCO)

8.1.1 The management of the Association and the conduct of its business, between annual general meetings shall be vested in the Executive Council.

8.1.2 At the Annual General Meeting, the members shall elect a minimum of Twelve (12) but not exceeding Twenty (20) Council Members with no specific positions for a term of Two (2) years. The Twelve (12) to Twenty (20) elected council members shall subsequently elect among themselves into the following positions:-

President (1)

Deputy President (Min 1, Max 2)

Secretary-General (1)

Deputy Secretary-General (1, Optional)

Treasurer (1)

Vice President (Min 4, Max 5)

Ordinary Executive Council Members (Min 4, Max 10)

The numbers in brackets denote the number of members to be appointed to hold that particular position. A number of One (1) indicates that only one member shall be appointed in that position. For positions marked with 'Min' and 'Max', this indicates the minimum and maximum number of members allowed to be appointed in that position. For positions marked as 'Optional', it is at the discretion of the

President whether or not a member shall hold that position.

8.1.3 The President shall preferably be an elected Executive Council member from the last term. Any individual who holds a key position at national level in any political party shall not be eligible to hold the post of President or Deputy President of the Association.

8.1.4 The Council has the right to co-opt up to Five (5) Council Members whose term of office shall be the same as the Executive Council that co-opted them. The Council has the right to place co-opt council members in any positions of the Executive Council except the President post.

8.1.5 The names for the above officials shall be proposed and seconded and election shall be by a simple majority vote of the members present at the annual general meeting.

8.1.6 All members of the Executive Council and every other officer performing executive function in the association shall be resident in Malaysia

8.1.7 In the event of the death or resignation or disqualification of any member of the Executive Council, the Executive Council shall have the power to appoint any other member to fill the vacancy for the remaining period of that particular term of office.

8.1.8 Any members of the Executive Council who ceases to be a member of the Association by removal, resignation or otherwise shall ipso facto relinquish his or her position in the Executive Council.

8.1.9 Subject to Clause 8.1.3 above, any individual shall be eligible to serve in the capacity as President of the Association for a maximum of Two (2) consecutive terms, i.e. Four (4) years.

8.1.10 The Immediate Past President shall be the honorary advisor to new council during its term of office.

8.1.11 The Executive Council, at any time and from time to time, shall have power to appoint Conveners or constitute Sub-Committees for the purpose of carrying out special functions and to remove such Convener or Conveners or dissolve such Sub-Committee or Sub-Committees as it deems fit and proper.

8.1.12 The term of service of any Convener or member of a Sub-Committee appointed by the Executive Council shall not exceed the term of office of that particular Executive Council and any Convener or member of a Sub-Committee shall cease to be such upon the submission of a written resignation to the Secretary General.

8.2 DUTIES AND FUNCTIONS OF EXECUTIVE COUNCIL

8.2.1 The duties of Executive Council shall be:-

(a) To manage the affairs of the Association and to exercise all and any such powers and perform all such acts, duties and obligations as may be necessary to attain or are incidental to or conducive to the attainment of the objects and general interest of the Association. In so managing such affairs it shall have due regard to all directives given by the general meeting;

(b) To discuss and advise on all questions which may be submitted by any member; and

(c) When necessary appoint sub-committees or deputations to visit parties involved in any difference or negotiate the settlement thereof with a view to avoiding or settling a dispute.

8.2.2 The Executive Council shall give instructions to the Secretary General and other officers for the conduct of the affairs of the Association. It may, suspend or dismiss any employee (or any such other person engaged (whether it is paid or volunteer person, full time or part time staff) for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Executive Council or for any other reason which it deems good and sufficient in the interest of the Association.

8.2.3 Between annual general meetings the Executive Council shall interpret the Rules and the constitution and, when necessary, determine any point on which the Rules are silent.

8.2.4 Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Executive Council shall be binding on all members of the Association unless and until countermanded by a resolution of a general meeting.

8.2.5 All questions raised at meeting of the Executive Council (unless otherwise provided) shall be decided by a show of hands and in the event of equality of votes the President, or in his absence, the Deputy President shall have a casting vote.

8.3 EXECUTIVE COUNCIL MEETING

8.3.1 The Council shall meet at least Four (4) times in a year or more often as the occasion requires and seven days' notice of each meeting shall be given to the members via e-mail, post, facsimile, SMS (Short Message Services) or other electronic means. Notice may be waived by all the members present at the meeting. The President acting alone or not less than three of its members acting together may call for a meeting of the council to be held at any time. At least one-third of the Council members must be present for its proceedings to be valid.

8.3.2 Where any urgent matter requiring approval or immediate decision of the Executive Council arises and it is not possible or convenient to convene an

emergency meeting, the Secretary General shall in consultation with the President, obtain a decision by means of a circular letter. Any decision obtained by circular shall be reported by the Secretary General at the next Council meeting and be recorded in the minutes thereof.

8.3.3 Any member of the council who fails to attend Three (3) consecutive meetings of the Council without satisfactory explanation shall be deemed to have resigned from the Council.

8.3.4 Quorum for the meeting should not less than one-third (1/3).

CLAUSE 9 DUTIES OF OFFICE BEARERS

9.1 The President shall preside over all meetings of the Association and the Executive Council. He or she shall have a casting vote at all meeting and shall sign the minutes of each meeting at the time they are approved.

9.2 The Deputy President shall in the absent of the President act for and has the powers vested in the President.

9.3 The Secretary General shall conduct the business of the Association in accordance with these Rules and shall carry out the instructions of the general meeting and the Executive Council.

(a) He or she shall be responsible for conducting all correspondence and keeping all books including membership registers, documents and papers (except the accounts and financial records) in such form and manner as the Executive Council may direct. He or she shall prepare or cause to be prepared, the Report to the Annual General Meeting.

(b) He or she shall prepare or cause to be prepared, the Annual Returns and all other documents required by the Registrar or Societies and shall forward these to him by the prescribed dates.

(c) The Council shall provide the Secretary General with such Clerical Assistant or Executive Assistant as may be appointed by the Association or the Executive Council. Such employees shall be under the supervision of Secretary General.

(d) The Secretary General shall serve the members in the general meeting and the Executive Council. He or she shall be responsible for the preparation of minutes, reports and memorandum arising out of or incidental to the business and affairs of the Association for correspondence and for good order and discipline of the staff of the Association. He or she shall also on invitation, render whatever personal service is possible to members. He or she shall conduct the affairs of the Association in accordance with the decisions of the members in the general meeting and the Executive Council.

9.4 The Deputy Secretary General shall assist the Secretary General in carrying out

his or her duties and shall act for him or her in his or her absence. The office was created to handle many of the administrative responsibilities of the Secretary General, help manage secretariat operations, and ensure coherence of activities and programmes. Responsibilities generally delegated by the Secretary General to the Deputy Secretary General include:

- (a) To assist the Secretary General in managing the operations of the Association;
- (b) To act for the Secretary General at United Nations Headquarters in the absence of the Secretary-General and in other cases as may be decided by the Secretary-General;
- (c) To support the Secretary General in ensuring coherence of activities and programmes of the Association
- (d) To represent the Secretary General at conferences, official functions and ceremonial and other occasions as may be decided by the Secretary General;
- (e) To undertake such assignments as may be determined by the Secretary General;

9.5 The Treasurer shall be responsible for all monies received and paid by him or her on behalf of the Council and for the proper keeping and posting of books of accounts including subscription books. He or she shall issue official receipt for each and every sum of money received by him or her and no other officers or employee of the Association at the Office shall receive money or issue receipt without the specific authority of the President or the Executive Council given in writing on each and every occasion. He or she shall be responsible for the safe custody and correctness of all books and accounts and subsidiary documents at the Secretariat and shall not remove them from the official place of business without the specific authority of the President or the Executive Council and for the Annual General Meeting.

9.6 The Treasurer is authorised to manage & upkeep the accounts of the Association as follows;

(a) The Treasurer shall enter or cause to be entered in the accounts of the Association a record of all receipts by and payment out of funds of the Association and shall upon resigning and vacating his or her office and on or before six (6) months after the year end and at any time at which he or she may be required to do so by the Association or by a resolution of the members of the Association at a general meeting or by the Registrar of Societies, render the Association or to do the Registrar of Societies as the case may be a just and true account of all moneys received and paid by him or her during the period.

(b) The auditing of account and books of the Association could be carried out by the auditors at least once a year and also as and when required by the Executive Council. The auditors' report shall be sent by e-mail, post, facsimile, publish in the web page or media and be presented to all members at their last known addresses or contacts before the Annual General Meeting.

9.7 The Assistance Treasurer or designee shall assist the Treasurer in carrying out his or her duties and shall act for him or her in his or her absence.

9.8 The Vice President post is the representative person of alumni from respective faculty or centre of the College and/or is also could be the representative person of their areas of interest by function/program/activities. The duties of the vice president may include the following:

9.8.1 Plans, coordinates, and recruits committees to manage a series of meetings and programs related to their areas of expertise;

9.8.2 Coordinates programs with the Secretary General and the executive committee;

9.8.3 Provides or coordinates information on forthcoming events to the Secretary General for inclusion in meeting notices, or electronic distribution lists.

9.9 The Executive Council Members shall act in accordance to the instruction delegated to them by the President and they shall assist in all affairs of the Council and to uphold their responsibilities.

CLAUSE 10 FINANCIAL PROVISION

10.1 Subject to the following provisions in this article, the funds of the Association may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries, allowances and expenses to its office bearers but they shall on account be used to pay the fine of any member who may be convicted in the court of law.

10.2 The Association may raise, manage, allocate and disburse its finance and funds in accordance with the decisions of the members at a general meeting or the Executive Council and the provisions of this Constitution and bye laws under it.

10.3 The Treasurer may hold a petty cash advance not exceeding RM1,000.00 at any one time. All money in excess of this sum shall within seven (7) days of its receipt be deposited in a bank or such financial institution approved by the Executive Council. The bank account shall be in the name of the Association.

10.4 The income, property and assets of the Association shall be held and applied solely towards the business of the Association in keeping with the provisions of the Rules and Constitution and the prevailing laws and bye-laws as well as the decisions of the Executive Council meeting in session.

10.5 Expenditure not exceeding RM50,000.00 (Ringgit Malaysia Fifty Thousand) may be approved by the President together with the Secretary General or Treasurer without the prior approval of the Council.

10.6 All cheques or withdrawals notices on the Association's account shall be signed jointly by either one authorized signatory from each group:-

Group A Group B

1. President 1. Secretary General

2. Deputy President 2. Treasurer

10.7 In the event the above signatories are not available to effect the operation of the bank or financial account, the Executive Council shall appoint other Council member to operate such account until the next general meeting.

10.8 The financial year of the Association shall commence on the 1st January and end on the 31st December every year.

CLAUSE 11 AUDITORS

11.1 A firm of Certified Public Accountant (who shall not be office-bearers of the Association), shall be appointed by the Executive Council during Annual General Meeting as the Association's independent auditors. They shall hold office for one year and shall eligible for reappointment.

11.2 The Auditors shall audit the Association's accounts for One (1) year and prepare a report for Treasurer to be presented at the Annual General Meeting. The Auditors may be instructed by the President to be in attendance in the Annual General Meeting for financial report matters. They shall also audit the Association's accounts and shall prepare a report for the committee at any given time if requested to do so by the President.

YL Chee & Co

12-2, Jalan PJU 8/5C, Perdana Business Centre, Bandar Damansara Perdana, 47820 Petaling Jaya, Selangor Darul Ehsan

CLAUSE 12 PROPERTY ADMINISTRATOR

12.1 Three (3) trustees, who must be over Twenty One (21) years of age shall be appointed at the Annual General Meeting and shall hold office at the pleasure of Association. They shall have vested in them all immovable property whatsoever belonging to the Association upon execution of a Deed of Trust.

12.2 The qualification for appointment to the office of trustee shall be that at the time of appointment and the person proposed must be a member of the Association.

12.3 A trustee may be removed from office by a general meeting on the grounds that he or she ceases to be a member of the Association, becomes a bankrupts, or owing to ill health, unsoundness of mind, indefinite absence from the country or for any other reason he or she is unable to perform his or her duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a trustee, the vacancy shall be filled by a new trustee appointed at a general meeting as soon as possible.

12.4 A trustee upon ceasing to hold office shall hand over all property whatsoever in his or her hand or under his or her control and shall execute all documents and do all acts necessary for the transferring such property into the names of the continuing trustee and any new trustees appointed by the general meeting.

12.5 The Executive Council shall have power to purchase, acquire or to take upon lease for its purposes in the names of the trustee any property (movable or immovable), land or any building and, subject to any written law which may be applicable, sell, mortgage, exchange, charge or lease any such property (movable or immovable), land or building which may be so purchased.

12.6 The trustee shall not sell, withdraw or transfer or otherwise dispose off the property of the Association without the consent and authority of a general meeting.

CLAUSE 13 INTERPRETATION

13.1 INTERPRETATION

Throughout this Rules & Constitution the following shall apply: The words “shall”, “is” and “are” are mandatory, the words “may” and “should” are permissive. The terminology “mail”, “mailing” will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

13.2 DEFINITIONS

As used in the Rules & Constitution of the Association, unless the context otherwise clearly requires, the word in this clause shall have the following meanings;

1. EXCO – The Executive Council of the Association

CLAUSE 14 ADVISOR/PATRON

14.1 Honorary Advisors shall be nominated by the Executive Council and their term of office shall be for a period of Five (5) years only. The immediate Past President of Association shall automatically be the honorary advisor to new council for a period of Two (2) years from its date of retirement.

14.2 Honorary Advisors shall be distinguished and respected personalities who are also members or eligible members of the Association or in some way associated with KUTAR.

14.3 The maximum number of Honorary Advisors shall be limited to Ten (10). An Honorary Advisors vacates office when that person’s term of service expires or upon the submission of a written resignation to the Secretary General.

14.4 Honorary Advisors shall serve in an ex-officio and non-executive capacity unless otherwise appointed as Executive capacity by the Executive Council. Their main function shall be to give guidance and advice whenever consulted by the Association or the Executive Council.

14.5 Honorary Advisors are not obliged to hold meetings amongst themselves but may nevertheless do so if they wish. They may be invited by the Executive Council

or any Convener or Sub-Committee to attend any meeting including General Meetings of members of the Association.

CLAUSE 15 PROHIBITION

15.1 Gambling and immoral activities in any form shall be strictly prohibited in the premises of the Association.

15.2 The Association shall not hold any lottery whether confined only to its members or not, in the name of Association or its Executive Council or the members unless a license has been obtained from the proper authority.

15.3 All members of the Executive Council and every officer performing executive functions in the Association shall be Malaysian citizens.

15.4 No member shall make any press statement without the prior approval of the Executive Council.

15.5 The Association is prohibited from having any political affiliation or connection inside or outside Malaysia.

15.6 The Association shall not support or participate in any activities of any political establishment in and outside Malaysia.

CLAUSE 16 AMENDMENT OF CONSTITUTION

16.1 The Rules and Constitution may be altered or amended except by resolution supported by two-third (2/3) of the members present at the general meeting.

16.2 Any amendments to the Rules and Constitution shall be submitted to the Registrar of Societies within Sixty (60) days after the decision to make such amendment has been duly passed.

16.3 Such alterations or amendments shall take effect from the date of their approval by the Registrar of Societies

CLAUSE 17 DISSOLUTION

17.1 The Association may be voluntarily dissolved by a resolution of not less than three-fifths (3/5) of the membership present in a general meeting.

17.2 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.

17.3 Notice of dissolution shall be forwarded to the Registrar of Societies within Fourteen (14) days of its dissolution.

CLAUSE 18 BENDERA, LAMBANG DAN LENCANA

The TAR UMT Logo Explanation:

- The Book signifies Education & Knowledge.
- The Microscope represents Science & Technology.
- The Abacus represents Business & Finance.
- "HE" stands for Higher Education & the key symbolizes opening the door to knowledge.
- The Gears represent Engineering & Industry.
- The Bunga Raya (Hibiscus) represents Social Science & the Nation.
- The Ribbon represents Solidarity in the service of our community.
- The Colours - Yellow, Red and Blue underline the national status of TAR UMT as reflected in the colours of the Jalur Gemilang.

CLAUSE 19 OBLIGATION OF MEMBERS

19.1 Any member who has changed his or her correspondence and/or e-mail address shall notify the Secretary General within Thirty (30) days of the change, failing which the Association shall not be responsible for the non-receipt of any notices or correspondences which are sent to the last known address.

19.2 Every member shall be bound to and respect the Rules & Constitution of the Association

CLAUSE 20 DISCIPLINARY ACTION

20.1 All members shall be bound by the Rules and Constitution hereof and any standing orders as may be enacted from time to time by the Executive Council.

20.2 Disciplinary action in any one of the following forms can be taken against any member acting in a way derogatory to the Association or in any way violating the Rules and Constitution hereof or the standing orders (if any).

(a) suspension from any or all of the privileges of membership for a period not exceeding one year, and/or

(b) any other form(s) of disciplinary action that is deemed appropriate by the Disciplinary Committee with the approval of the Executive Council.

20.3 Disciplinary Committee shall recommend disciplinary action; the name of any member so fined, suspended or expelled shall appear on the Association's notice board for a period of one week.

20.4 In the event of any suspension, the Secretary General shall post on the Association's notice board or web page, the notice restoring to the member the privileges of which he or she has been deprived after the period of suspension has lapsed and all dues have been paid.

20.5 Disciplinary Committee

- (a) The Disciplinary Committee shall comprise of Five (5) members.
- (b) Three (3) members shall be elected at the annual general meeting and Two (2) members nominated by the Executive Council.
- (c) The members of the Disciplinary Committee shall elect a Chairman from amongst themselves.
- (d) The disciplinary Committee shall have the power to investigate, review and judge all cases of discipline referred to it by the Council or the general meeting.
- (e) The Disciplinary Committee shall report all cases referred to it by the Executive Council or general meeting.
- (f) The decision of the Disciplinary Committee is final.

LAMPIRAN

1. Bendera
 -
 - Keterangan
 -
2. Lambang



Keterangan

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3. Lencana
 -
 - Keterangan
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