

MBHA

PERSATUAN HOTEL BUDGET MALAYSIA
(Malaysia Budget Hotel Association)

PERATURAN-PERATURAN
PERTUBUHAN
Rules & Regulation



MALAYSIA
AKTA PERTUBUHAN 1966

PERATURAN-PERATURAN PERTUBUHAN 1984

BORANG 3
(Peraturan 5)

PERAKUAN PENDAFTARAN

Adalah dengan ini diperakui bahawa PERSATUAN HOTEL BUDGET
MALAYSIA (MALAYSIA .BUDGET .HOTEL..ASSOCIATION)...

C/O.Ministry of Culture, Arts And Tourism .Malaysia.(Tourismpivision)
33rdFloor, MenaraDato' Onn, PWTC.45.Jalan.TunIsmail, 50694.Kuala
Lumpur

telah pada hari ini didaftarkan sebagai suatu pertubuhan di bawah Seksyen 7
Akta Pertubuhan 1966 dan bahawa nombor pendaftarannya ialah

Diperbuat dengan ditandatangani oleh saya pada haribulan
.....Ogos..... 99. ♡


(MOHAMADINE CHE' JAN)
Pendaftar Pertubuhan,
Malaysia

MALAYSIA

AK TA PERTUBUHAN 1966

PERATURAN-PERATURAN PERTUBUHAN 1984
(Peraturan 7)

KEBENARAN MENUKAR ALAMAT

Adalah dengan ini diperakui bahawa alamat bagi:

PERSATUAN HOTEL BUDGET MALAYSIA
(MALAYSIA BUDGET HOTEL ASSOCIATION)

Nombor Pendaftaran :967

telah ditukarkan daripada:

C/O MINISTRY OF CULTURE, ARTS AND TOURISM MALAYSIA
(TOURISM DIVISION),
33RD FLOOR, MENARA DATO' ONN, PWTC,
45, JALAN TUN ISMAIL,
50694 KUALA LUMPUR.

Kepada:

NO:52, TENGGAT TONG SHIN,
50200 KUALA LUMPUR.

dan bahawa penukaran itu telah didaftarkan pada tarikh 14 haribulan April 2006


(CHEW SHEONG YIN)
b.p. Pendaftar Pertubuhan, Malaysia

RULES OF
Persatuan Hotel Budget Malaysia
(Malaysia Budget Hotel Association)

1. Name and Registered Address

- (a) The society shall be known as Persatuan Hotel Budget, Malaysia (Malaysia Budget Hotel Association) hereinafter known as "the Association".
- (b) The Association's registered address shall be at:

No 52, Tingkat Tong Shin,
50200, Kuala Lumpur

This address cannot be changed without the prior approval of at least two-thirds (2/3) of the members voting in an annual general meeting, as well as the prior approval of the Registrar of Societies (hereinafter known as the Registrar)

2. Objectives of the Association

The objectives of the Association are as follows:

- (a) To represent the common interest of all the budget hotels in Malaysia and specifically the members of the Association;
 - (b) Foster goodwill and cooperation among budget hotels in Malaysia;
 - (c) To promote good relations between the Association and the Government and the public in general;
 - (d) To make representation to the relevant Government Agencies, authorities and parties on behalf of the members;
 - (e) To cooperate with other organizations, parties or individuals, if such cooperation is deemed to further assist in the attainment of the objectives of the Association;
-

- (f) To promote good business ethics and standards among members;
- (g) To foster a culture of interactive sharing of information among members for the long term benefits of the members;
- (h) To promote excellent services and skills among employees of the members for the long term benefits of the members;
- (i) To deal, directly and indirectly, with matters pertaining to the administration of the Association such as the purchase or disposal of assets, prior of approval of the Registrar of Societies and the relevant authorities and other acts requiring the attention of the Association .

3. Membership

- (a) Rules and Eligibility:
 - (1) Membership of the Association shall be opened to all that meet the following criteria:-
 - 1.1 Ordinary member: a budget hotels having basic accommodation facilities which is registered as a hotel, resort, lodging house, rest house, motel, hostel, chalet, guest house or inn which is generally rated two (2) star or the equivalent and below.
 - 1.2 Associate member: a person or body who or which is involved in the promotion of the tourism industry may be accepted as an associate member who shall not be entitled to vote nor to hold position in the executive committee.
 - 1.3 Honorary Member: may be appointed by the Association at the sole discretion of the Executive Committee of the Association, whether a body or individual, deemed to possess invaluable skills or knowledge which may assist the Association. Honorary member shall not be entitled to vote nor to hold position in the executive committee.
 - (b) All applications for membership shall be sponsored by one voting member and seconded by another voting member. Membership shall be by a simple majority of the Executive Committee. The Executive Committee may at its discretion reject any application without assigning any reason.
 - (c) Every successful applicant, upon payment of the prescribed fees, shall be entitled to all privileges of membership.
-

- (d) Associate and honorary members shall not hold office and shall have no voting rights at any meeting of the Association.
- (e) Every ordinary member shall be entitled to nominate one representative of one vote each regardless of the size of his / her establishment.
- (f) Termination And Suspension Of Membership:
 - (i) any member who wishes to cease to be a member of the Association shall give one (1) month notice in writing to Secretary of the Executive Committee and notice shall be delivered to the registered address of the Association
 - (ii) any member who fails to comply with the Constitution of the Association or acts in manner detrimental to the Association may be terminated as a member for a period of time as the Executive Committee so decides.

4. Fees And Other Subscription

- (a) Each member, upon acceptance shall pay a one-time membership registration fee of RM100 to the Association.
- (b) Both ordinary and associate members shall pay annual subscription according to the following rate:

Ordinary Members	25 rooms and below	RM100
	26 rooms and above*	RM200
Associate members		RM100

* (Those hotels paying the 5% government customs tax)

- (bi) For ordinary and associate members who have not paid their subscription for 2 consecutive years their membership should be deemed to have lapsed and to be removed from the membership list.
- (bii) To receive a lapsed membership, the application shall be decided by the committee and upon approval to pay up the total outstanding membership fees plus another 50% of the total amount due as reinstatement fees.
- (c) The subscription is due on or before 1st April of every calendar year.

- (d) The Executive Committee shall have the discretion to review and amend the annual subscription fees as deemed necessary, subject to the approval of the Association's Annual Assembly and the prior approval of the Registrar of Societies.
- (e) 30% of the Annual Subscription collected from each state will be forwarded to the respective state chapter.
- (f) In addition, the Executive Committee may levy additional special payment for special events or for extraordinary expenses.

5. Executive Committee of the Association

- (a) The governing body of the Association shall be Executive Committee who shall run and manage the affairs of the Association and shall comprise not more than the following:-

One President
One Vice President
One Secretary
Assistant Secretary
One Treasurer
Assistant Treasurer
Sixteen (16) Ordinary Members

(of which 13 shall consist of the State Chapter Chairman and 3 shall be appointed by the Ministry of Tourism Malaysia).

All members of the Committee and every officer performing executive functions in the Association shall be Malaysian citizens

- (b) The Secretary shall inform and invite a maximum of three representatives from the Ministry of Tourism to every Executive Committee meeting of the Association, who shall attend as observers and advisers.
- (c) All members of the Executive Committee and every officer performing executive functions in the Association must be Malaysian citizens.
- (d) The Executive Committee shall be elected once every two (2) years by the members present at an Annual General Meeting. All nominations for the Executive Committee may be submitted to the Secretary fourteen (14) days before an Annual General Meeting. Names of the above offices, in para (a), may be proposed and seconded and election shall be by a simple majority vote of the members present at the Annual General Meeting. Retiring members shall be eligible for re-election.

- (d)(i) However, the President shall not hold office for more than (3) consecutive term.
- (d)(ii) The post of Secretary and Assistant Secretary shall be appointed by the President.
- (e) At the Annual General Meeting, representatives of Ordinary Members are entitled to vote personally or by proxy. Proxy votes are valid provided an instrument in writing to that effect shall be deposited with the Secretary at the registered address of the Association not less than 48 hours before the appointed time for holding the meeting.
- (f) All Executive Committee members shall remain in office until their term expire. Any vacancy arising as a result of resignation or otherwise shall be decided and filled by the Executive Committee
- (g) The functions of the Executive Committee shall be to organise and supervise the day-to-day activities of the Association and to make decisions affecting the administration and management of the Association within the general policy as laid down by the Annual General Meeting. The Executive Committee shall not act contrary to the wishes of the Annual General Meeting.
- (h) The Executive Committee shall meet once every two (2) months and seven days notices shall be given by Secretary to the members. The quorum necessary for the conduct of such meetings shall not be less than one third (1/3) of the total membership of the Executive Committee. The President, or in his absence, the Vice President, shall preside in all meetings of the Executive Committee. In the event of the absence of both the President and Vice President, the Executive Committee members present shall elect a President to preside at that particular meeting.
- (i) Any member of the Executive Committee who fails to attend three (3) consecutive meetings of the Executive Committee without satisfactory explanation shall be deemed to have resigned from the Executive Committee.
- G) The Executive Committee shall have power to interpret the Clauses of this Constitution and rules and regulations made herein-under.
- (k) All decisions by the Executive Committee shall be binding on all members of the Association until such time where it is countermanded by a resolution of an Annual General Meeting.

6. Functions Of The Executive Committee Members

- (a) The President or his absence the Vice President, shall preside over all Executive Committee and Annual General Meetings and shall ensure the proper conduct of the meetings, as well as the proper and smooth management and operation of the Association. It is the President's duty to do his/her best to promote and achieve the objectives of the Association as Stated in this Constitution. In the event of a hung decision, the President as Chairman shall have the casting vote.
- (b) The Secretary or, in his absence, the Assistant Secretary, shall assist the Executive Committee in the conduct of the affairs of the Association in accordance with its rules and regulations and shall carry out the written instructions of the President or, in his absence, Vice President and the Executive Committee. The Secretary must however obtain the prior sanction of the President or, in his absence, the Vice President, before writing or laising or committing the Association with any outside body or agency or individual, so as to avoid legal, financial or other obligations of an unwanted nature.
- (c) The Treasurer or, in his absence, the Assistant Treasurer, shall be responsible for all financial and accounting matters of the Association, including having the Association 's accounts duly audited at the end of each financial year by the external auditors to be appointed at the Annual General Meeting. The Treasurer shall also supply monthly or periodic financial statements of the Association to the Executive Committee as directed by the President, in his absence, the Vice Presidnt, from time to time.
- (d) The Ordinary Committee Member shall carry out duties in the interest of the Association as directed by the Committee.

7. Annual General Meeting

- (a) The supreme authority of the Association is vested in an Annual General Meeting of the members. At least thirty percent (about 1/3) of the total voting members of the Association or the voting representatives of the members present representing twice the total number of the Executive Committee members or whichever is lower must be present at the Annual General Meeting for its proceedings to be valid and constitute a quorum.
- (b) If after one (1) hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Executive Committee; and if a quorum is not present one hour (1) after the time appointed for the postponed meeting,

the members present shall have power to proceed with the business of the day but they shall not have power to alter the rules and regulations made under the Constitution of the Association.

- (c) An Annual General Meeting of the Association shall be held as soon as possible after the close of each financial year but not later than April on a date and at time and place to be decided by the Executive Committee. The business of the Annual General Meeting. The business of the Annual General Meeting shall be:
 - (a) to receive the Executive Committee's Report, to be presented by the President or, in his absence, the Vice President, on working and management of the Association during the previous year;
 - (b) to receive the Treasurer's report and the audited accounts of the Association for the previous year;
 - (c) to elect biennially an Executive Committee and to appoint auditors for the ensuing years; and
 - (d) to deal with such other matters as may be put before it.
- (d) The Secretary shall send to all members at least thirty days (30) days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Association for the previous year.
- (e) An Extraordinary General Meeting of the Association shall be convened;
 - (a) Whenever the Executive Committee deems it desirable; or
 - (b) At the joint request in writing of not less than thirty percent (30%) of the voting members stating the objects and reasons for such meeting.
- (f) An Extraordinary General Meeting shall be forwarded by the Secretary to all members at least fourteen (14) days before the date fixed for the meeting.
- (g) Notice and agenda for Extraordinary General Meeting shall be forwarded by the Secretary to all members at least fourteen (14) days before the date fixed for the meeting. Clauses 7 (a) and 7 (b) of this Constitution regarding the quorum for the postponement of an Annual General Meeting shall apply also to an Extraordinary General Meeting, but with the proviso that if no quorum is present after one (1) hour from the time appointed for a postponed Extraordinary General Meeting requisitioned by the members the meeting, shall be cancelled, and that no Extraordinary General Meeting

shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date hereof.

- (h) The Secretary shall forward to all members a copy of the draft minutes of each Annual and Extraordinary General meeting as soon as possible after its conclusion.

8. Financial Provision

- (a) Subject to the following provisions, the funds of the Association may be expended for any purpose necessary for the carrying out of its objectives including the expenses of its administration, the payment of salaries, allowances and expenses of its office-bearers and paid staff,
- (b) The Treasurer may hold a petty cash advance not exceeding Five Hundred Ringgits (RM500.00) 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 Executive Committee.
- (c) All cheques or withdrawal notices on the Association's account shall be signed jointly by the Treasurer with either the President or the Secretary. In the absence of the Treasurer the Executive Committee shall appoint the Assistant Treasurer to sign in his place.
- (d) No expenditure exceeding One Thousand Ringgits (RM 1,000.00) at any one time shall be incurred without the prior sanction of the Executive Committee, and no expenditure exceeding Twenty Thousand Ringgits (RM20,000.00) in any one month shall be incurred without the prior sanction of an Annual General Meeting.
- (e) Expenditure less than one thousand ringgit (RM1,000) may be incurred by the President together with the Secretary or the Treasurer.
- (f) The sources of the Association's funds may come from member's subscription fees, gifts, donations, receipts from approved fund-raising activities, Government grants and interests.

9. Audit

- (a) One (1) External Auditor shall be appointed by the Annual General meeting for a term of two years to audit the accounts of the Association.
- (b) The auditors shall be required to audit the accounts of the Association for the year, and to prepare a report or certificate for the Annual General

Manager. The may also be required by the Executive Committee to audit the accounts of the Association for any period within their tenure of office at any date and make a report to the Executive Committee.

10. Assets

- (a) The assets of the Association, other than cash at the bank, shall be vested in three (3) members acting as Trustees for the Association. They shall deal with the assets in such a manner as directed by or with the consent of the General Meeting including selling, withdrawing or transferring of any or the property of the Association.
- (b) The Trustees shall be elected by the General Meeting of the Association and shall hold office unless removed, resigned or for any reason unable to perform such duties satisfactorily.
- (c) The Trustees shall be entitled to an indemnity for all expenses and liabilities in the discharge of their duties.

11. Amendments of Rules and Regulations

- (a) The Clauses of this Constitution and the rules and regulations made herein shall not be altered or amended except by resolution of a General Meeting. Such alterations or amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the Clauses and rules and regulations shall be forwarded to the Registrar of Societies within sixty (60) days of being passed by the General Meeting.

12. Dissolution

- (a) The Association may be voluntarily dissolved by a resolution of not less than three quarters (3/4) of the total voting members in a general meeting.
- (b) 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 at the General Meeting.

13. Interpretation

- (a) Between Annual General Meetings the Executive Committee shall interpret the Constitution of the Association and when necessary, determine any point on which the rules are silent.

- (b) Except where there are contrary to or inconsistent with the policy previously made by the Annual General Meeting the decisions of the executive Committee shall be binding on all members of the Association unless and until countermanded by a resolution of a General Meeting.

14. State Chapters (including Federal Territory Chapters)

(a) Formation

- (i) The Executive Committee of the Association may by a majority vote taken at any Executive Committee meeting approve the formation of a Chapter in all the States and Federal Territories in Malaysia.
- (ii) The application to form the said Chapter can either be made by request from any ordinary member in such States or Federal Territories or by the initiative of the Executive Committee itself.
- (iii) There must be only one (1) Chapter for each State and Federal Territory

(b) Dissolution Of State Chapters

- (i) The Executive Committee may dissolve any State or Federal Territory Chapter if the said Chapter repeatedly refuses to abide by the Association's Constitution or the rules and regulations made under the Constitution of the Association or directives of the Executive Committee.
- (ii) The Executive Committee may dissolve any State or Federal Territory Chapter if, in its opinion, the said Chapter has made any decision at any of the Chapter's meeting which is detrimental to the Association.
- (iii) The Executive Committee shall notify any Chapter which may be dissolved pursuant to Clause 14(b) (i) and (ii) above and the said Chapter shall in fourteen (14) days from the said notification show cause and explain why it should not be dissolved by the Executive Committee.
- (iv) The Executive Committee upon receiving the show cause and explanation from the said State or Federal Territory Chapter or upon the expiry of the fourteen (14) days abovesaid, shall appoint and name a Tribunal to hear and consider the dissolution of the said Chapter.

- (v) The said Tribunal shall consist of five (5) members appointed by the Executive Committee as follows:-
 - (a) One (1) representative from the Association's Auditors who shall chair the Tribunal;
 - (b) Two (2) representatives from any of the Executive Committee; and
 - (c) Two (2) representatives from any of the State or Federal Territory Chapters not being dissolved.
- (vi) The Tribunal shall then convene a hearing, whereby a notice to convene the said hearing must be given to the said Chapter not less than forty eight (48) hours from the appointed hearing, stating the date, time, venue and the business of the day.
- (vii) After hearing and considering all available facts, evidence and representation from the said Chapter, if any, the Tribunal shall make recommendation to Executive Committee on its finding whether to dissolve the said Chapter in question or otherwise.
- (viii) In the event that the said Chapter fails, refuses or neglects to show cause, explain or attend the hearing, the Tribunal may still make recommendation forwarded by the said Tribunal and thereafter shall vote on the dissolution of the said Chapter or otherwise.
- (ix) The dissolution shall take effect if a two third (2/3) majority vote is obtained from the quorum agreeing to dissolve the said Chapter.
- (x) The order to dissolve the said Chapter shall be signed by the Secretary. The said order shall be served on the said Chapter vide registered post and it shall be deemed to be received by the Chapter once posted.
- (xi) The said Chapter must then cease to operate and function, save for the purpose of winding-up.
- (xii) The Chairman, Secretary and Treasurer of the said Chapter are responsible to deliver and surrender to the Secretary of the Association all books, records monies, assets and other properties of the Chapter including the Statement of Accounts of the said Chapter as at the date of dissolution.

(xiii) The Executive Committee may appoint a caretaker committee to deal with the affairs of the said Chapter during the cessation of the said Chapter.

(xiv) The decision of the Executive Committee herein is final.

(c) Objectives Of The State Chapter.

The objectives of the State and Federal Territory Chapters shall be the same and identical to the objectives of the Association as outlined under Clause 2 of this Constitution, except that the focus of the State Chapters is at the State or Federal Territory level.

(d) State and Federal Territory Chapters Executive Committee.

The State and Federal Territory Chapters Executive Committee members shall be elected at the Chapters' Annual General Meeting and are as follows:-

(i) Chairman

The Chairman or, in his absence, the Vice Chairman, shall during his term of office chair all general and Chapter Executive Committee meetings and shall be responsible for the conduct of the said meeting, as well as the proper management and operation of the Chapter.

The Chairman shall be together with the Chapter Treasurer made as the signatory of all cheques issued by and on behalf of the Chapter.

(ii) Vice Chairman

The Vice Chairman shall deputize for the Chairman in his absence. The Vice Chairman shall also be made a signatory of cheques issued by and on behalf of the Chapter save that he may sign the cheques when the Chairman is absent and off duty only.

(iii) Secretary

The Secretary or, in his absence, the Assistant Secretary shall be responsible for the running and administration of the Chapter in accordance with the Rules and Regulations of the Association.

The Secretary is under the duty to carry but all instructions or directives made by the Executive Committee of the Association or Chapter itself;

The Secretary shall be responsible for all correspondences, liaison, and record-keeping whatsoever of the Chapter.

(iv) Assistant Secretary

The Assistant Secretary shall assist the Secretary when and where required.

(v) Treasurer

The Treasurer or, in his absence, the Assistant Treasurer, is responsible for the financial affairs of the Chapter;

The Treasurer shall be responsible for its correctness;

The Treasurer must regularly, as may be determined by the Association's Executive Committee on the State Chapter account of income and expenditures;

The Treasurer shall together with the Chapter's Chairman made as the signatory of all cheques issued by and on behalf of the Chapter.

(vi) Assistant Treasurer

The Assistant Treasurer shall assist the treasurer when and where required.

(v) Four (4) Committee Members

The Committee Members shall assist the Chapter Executive Committee in the running of the Chapter;

The State Chapter Executive Committee shall meet at least four (4) times in a year where the minimum quorum of the said meeting shall be one third (1/3) members of the Chapter's Executive Committee.

The State Chapter Executive Committee meeting must be chaired by the Chairman or his absence, the Vice Chairman. In the event that both the Chairman and Vice Chairman are absent, the meeting shall be chaired by any one nominated and approved by the Chapter's Executive Committee.

The Chapter Executive Committee shall nominate and appoint the Chairman to represent that Chapter to sit in the Executive Committee of the Association.

(e) State Chapter's Annual General Meeting.

The Chapter Annual General Meeting must be held at least thirty days (30 days) prior to the Annual General Meeting of the Association.

The Chapter Secretary shall issues a notice of the said Annual General Meeting of the Association at least two (2) weeks before the said meeting stating the date, time, venue and agenda of the said meeting.

All members of the Chapter are entitled to one (1) vote each.

The conduct of business at the Chapter Annual General Meeting are as follows;

- (i) Election of offices of the Chapter's Executive Committee
- (ii) Election of Honorary Auditors of the Chapter's;
- (iii) Approval of the audited accounts and balance sheet of the previous year of the Chapter;
- (iv) Dealing of any matter forwarded in writing to the Executive Committee forty-eight (48) hours prior to the meeting.

The quorum of this meeting shall be at least one third (1/3) of the Chapter members.

If within an hour of the time appointed for the meeting the quorum is not reached, the meeting shall stand adjourned to the same day in the next week at the same time and place. A notice of the same shall be given to all members accordingly. If no quorum is reached at the postponed meeting, the meeting shall be empowered to carry on the ordinary business of the meeting except decision which shall affect all members.

The minutes and resolutions, if any, of this meeting shall be forwarded by the Secretary to Executive Committee for record and further action within seven (7) days after the said meeting.

(f) State Chapter's Extraordinary General Meeting.

The Chapter may call for an Extraordinary General Meeting if:

- (i) Instructed to do so by the Executive Committee of the Association;

- (ii) Requisitioned by at least half of the Chapter's member in writing;
- (iii) Deemed necessary by the Chapter's Executive Committee.

The Chapter Executive Committee shall convene Extraordinary General Meeting within thirty (30) days from the date of instruction or requisition or from the date deemed necessary and notice of the same must be given two (2) weeks before the said meeting. The quorum of this meeting shall be at least one third (1/3) of the Chapter's members.

If within an hour of the time appointed for the meeting the quorum is not reached, the meeting shall stand adjourned to the same day in the next week at the same time and place, a notice of which shall be issued to all members accordingly. If at the adjourned meeting requisitioned by members, no quorum is reached the meeting shall be cancelled.

The minutes and resolutions, if any, of this meeting shall be forwarded by the Secretary to the Executive Committee for record and further action within (7) days after the said meeting.

(g) State Chapter's Finance.

- (i) All funds, monies, assets and properties whatsoever of the Chapter shall be the common asset of the Association.

The Treasurer is responsible for the Chapter's fund that shall be deposited in an account under the name of the Chapter:

The Chapter aforementioned account must be audited every year. The Treasurer must also present a report of its audited account at the Chapter's Annual General Meeting.

- (ii) The Treasurer may hold a petty cash advance not exceeding RM250.00 at any time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Chapter's Committee. The Bank account shall be in the name of the

Association.

- (iii) All cheques or withdrawal notices of the Association State Chapter account shall be jointly signed by the National Treasurer jointly by the Chairman or the Chapter Secretary or the Chapter Treasurer.

by any two of the 3 appointed signatories namely the National Treasurer, State Chairman, or Treasurer

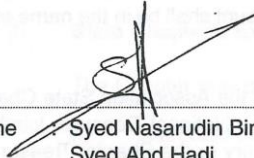
- (iv) No expenditure exceeding RMS00.00 at any one time shall be incurred without the prior sanction of the Chapter Executive Committee and no expenditure exceeding RM10,000.00 in any one month shall be incurred without the prior sanction of a Chapter Annual General Meeting. Expenditure less than RMS00.00 may be incurred by the Chairman together with the Secretary or the treasurer.
- (v) As soon as possible after the end of each financial year i.e. 31st December, a statement of receipts and payments and a balanced stieet for the year shall be prepared and audited by the State Auditors. The audited accounts shall be submitted for the approval of the next annual general meeting and copies shall be made available at registered place of business of the Association for the perusal of the members.

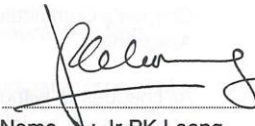
(h) **General Provision.**

Where there is no specific provision made herein in relation to the State Chapter, the rules and regulations practiced or instructed by the Association's Executive Committee must be applied accordingly.

The Association's Executive Committee, the President or, in his absence the Vice President or, and the Association vide its Annual General Meeting may give written instructions or directions to the Chapter on the running and operation of the Chapter.

The Chapter is duty-bound to follow and abide with, at all times, any instruction or directive of the Executive Committee or the President of the Association. Where the word "State Chapter" is used herein, it also refers to and means the "Federal Territory Chapter".


Name : Syed Nasarudin Bin
Syed Abd Hadi
Position : President


Name : Ir PK Leong
Position : Secretary