

**PERLEMBAGAAN BAGI
PERSATUAN CINA MUSLIM MALAYSIA (THE MALAYSIAN CHINESE MUSLIM
ASSOCIATION)**

ARTICLE 1 NAME, REGISTERED OFFICE AND OFFICIAL LOGO

Section 1 Name

The name of the Association shall be:
Persatuan Cina Muslim Malaysia
The Malaysian Chinese Muslim Association (MACMA)
Herein after called the "Association"

Section 2 Registered Office

The registered place of business shall be at Unit 1003, Block A, No.9, Phileo Damansara 1, Jalan 16/11, 46350 Petaling Jaya, Selangor, Malaysia. Or other place as may from time to time be decided on by the Committee. The registered place of business shall not be changed unless prior approval is obtained from the Registrar of Societies.

2.2 The registered office of the Association shall not be changed without the prior approval of the Registrar of Societies.

Section 3 Official Logo

3.1 Consistent with the objectives of the Association, the grid design reflects unity and close cooperation, with constant contact and harmonious association with the Islamic brotherhood.

3.2 The six outer dome units represent the mosques where Muslims pray reflecting the vital importance of prayer as one of the main pillars of faith in Islam.

3.3 The round shaped emblem signifies the constant movement of MACMA's activities in working toward the realization of its objectives.

3.4 The six green smaller circles linked with the grid forming a flower pattern signifies the blossoming of the Malaysian Chinese Muslim community working together in the true spirit of Islamic co-operation for the better advancement of Muslims.

3.5 The hexagonal number reflects the six tenets of the Islamic faith and the design point towards the centre signifying that the beginning is infinite and beyond comprehension.

ARTICLE 2 THE OBJECTIVES OF THE ASSOCIATION

The objectives of the Association are:

Section 1 Development of the Malaysian Chinese Muslim Ummah

- 1.1 To establish a Malaysian Chinese Muslim Ummah in Malaysia.
- 1.2 To represent the members who are Malaysian Chinese Muslims Community in Malaysia in all matters pertaining to their wellbeing.
- 1.3 To strengthen the brotherhood ties between Malaysian Chinese Muslims with Muslims of other races in the country.

Section 2 Da'wah and Education

- 2.1 To propagate Islamic teachings and knowledge through publications and also audio visuals, with the prior approval of the authorities concerned.
- 2.2 To set up and administer an information centre on Malaysian Chinese Muslims in the country.
- 2.3 To conduct studies, seminars, forums and in service training and to pursue the advancement of Islamic knowledge by Malaysian Chinese Muslims in the country with the goals of promoting a closer brotherhood, understanding and cordial relationships amongst them.
- 2.4 To formulate a permanent set-up for Da'wah amongst the Malaysian Chinese Muslims and also towards the Malaysian Chinese community in the country.
- 2.5 To assist, if requested in writing, in the administration of Malaysian Chinese Islamic centers and mosques once built.
- 2.6 To coordinate Islamic work with other da'wah organizations in and outside Malaysia.
- 2.7 To work with Malaysian Chinese Muslims in the country on the coordination and implementation of da'wah activities and the development of the Malaysian Chinese Muslim Ummah.

Section 3. Social Development

- 3.1 To promote Islamic brotherhood, goodwill and cordial relations between Malaysian Chinese Muslims with the Muslim Ummah throughout Malaysia in particular and with the outside world in general.
- 3.2 To promote research into various social problems affecting the Malaysian Chinese Muslim Community with the goal of taking appropriate remedial actions/measures where necessary.

Section 4. Economic Development

- 4.1 To plan, coordinate and execute Islamic economic activities endeavor to promote the development of the Malaysian Chinese Muslim Ummah in the country.
- 4.2 To establish financial or charitable trusts for the purpose of collecting, investing, allocating and distributing of funds in order to support Islamic activities in Malaysia.

ARTICLE 3 MEMBERSHIP

Section 1

Types of Membership

1.1. Ordinary Members and Ordinary Life Members

Must be Malaysian Muslims of Chinese origin aged 18 years and above, where it can be proved through documents (such as National Identity Card/Birth Certificate) or statutory declaration that his/her parents from father/mother (second generation) are from Chinese lineage/descendant (50% DNA chinese or more if from mixed parentage).

1.2 Associate Members

Open to all Malaysian Chinese (not yet muslim) and Muslim Citizen of other races, aged 18 years and above. They cannot vote and shall not hold office (in the committee posts) but can participate in all activities organized by the Association.

Section 2 -Application For Membership, Renewal of Fees and Transfers

2.1 Every application for membership in the Association must be proposed or endorsed by one Ordinary member or a Branch Committee member in the prescribed Membership Form with relevant documents and with payment of fees/subscription. It must be subsequently be send (within 30 days) to the Headquarter for approval by the National Committee. In case of the area/state had no branches, such membership application can be send directly to the Headquarter with relevant fees and documents.

2.2 Renewal of annual fees by Ordinary/Associate members must be made at the State or Area Branch where the members reside. Notifications will be send to members whose annual fees had exceeded 2 years and if there is no reply within 30 days, the members shall lose his/her eligibility to vote or its membership terminated automatically. The National Headquarter will deal directly with members who reside in the areas/state without branches.

2.3 Any member who wish to transfer his existing membership to a new State must inform by writing to the Secretary of the State Branch and to forward such information to the Headquarter for documentation record. A confirmation letter must be issued by the Headquarter to the original branch and new branch involved in this matter for record documentation.

ARTICLE 4 **ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES**

Section 1.

1.1 Entrance Fee RM5.00 (one time payment)

Annual Fee RM5.00

Ordinary Life Members RM20.00 (inclusive of entrance fee).

Associate Member cannot apply to be Associate Life Member.

1.2 All new membership application subscription/fees can be paid to existing Branch at State/Area Level and be issued with official receipts. However, the new Membership Forms must be submitted to National Committee for approval. The National Committee can reject any application without giving any reasons after due deliberation as internal matters. If such application is rejected, the Branch will be informed and shall make a refund. New members who reside in a State where there is no existing Branch must submit their application directly to the Association Headquarter at National level with fees paid in cash or other accepted means.

Section 2

Other Dues

2.1 Any member who allows his arrears to exceed two (2) years subscriptions shall receive a written notification signed by or on behalf of the Secretary, and shall be denied from voting or be elected in the committee until he settles his dues.

2.2 Any member who has paid subscriptions due shall automatically has the right to vote or be elected in the committee.

2.3 The Committee shall have the power to fix a re-entrance fee for any person who has allowed his/her membership to lapse through arrears.

2.4 Special subscriptions or levies for particular purposes may be raised from members by resolutions 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 yearly subscriptions.

ARTICLE 5 RESIGNATION & TERMINATION OF MEMBERSHIP

2.1 Any member who fails to observe the Constitution of the Association or has acted in any way detrimental to the good name and interests of the Association will have his membership terminated or suspended by a period deemed fit by a Disciplinary Committee Panel of 3 members (a chief panel and two panel members) appointed by the National Committee meeting for a term or on case by case basis.

2.2 The Disciplinary Committee can suspend any member found or reported to have been acted detrimentally or wrongly against the Constitution of the Association or against any civil/legal laws of Malaysia that may cause harm and damages to the interest of the Association by issuing him a letter/notice stating his general or specific wrong doings and/or the period of suspension. The said member will be given a chance to explain and defend his case within 2 weeks. The said notice will be posted to his/her address as in the membership form or the current of address record at the branch or national level. The failure of the member to receive this posted notice or to submit a written reply within 2 weeks, will be deemed as it has been delivered. Subsequent action to terminate the membership or to cancel the suspension will be decided by the Disciplinary Committee and a written/final notice will be posted to the member.

2.3 Appeal against the termination or suspension on the member status after the final decision by the Disciplinary Committee may only be forwarded for consideration of the national Committee Meeting, shall be supported by at least 10 ordinary members written petition and justification.

ARTICLE 6 GENERAL MEETING

Section 1 Supreme Authority and Delegates Voting System

The supreme authority of the Association is vested in a General Meeting of chosen delegates members from all Branches and existing National Committee members (each with one vote only) in the prescribed voting rights as below:

1.1 Each State and Branch are allocated 10 votes given to the delegates selected by each Branch through a special meeting. Area or District level Branches are not allocated any votes but can seek representation at the special meeting.

1.2 However each State Branch that had more than 100 ordinary members, will be allocated one extra vote/delegate for every extra 50 ordinary members registered and accumulated up to maximum of 15 votes (eg. achieving 350 ordinary members or more as per formula) . Formula =100 or less (10 votes). 150 member = 11 votes. 200 member = 12 votes and up to =350 members or more =15 votes).

Section 2 Postponement

If half an 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 Committee; and if a quorum is not present half an hour 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 of the Association or make decisions affecting the whole membership.

Section 3 Annual General Meeting (AGM)

An AGM of the Association shall be held as soon as possible after the close of each financial year on a date and at a time and place to be decided by the Committee (not later than Jun 30th) the business of the Annual General Meeting shall be:

3.1 To receive the Committee's report on the activities of the Association during the previous year;

3.2 To receive the Treasurer's financial report and the audited accounts of the Association for the previous financial year;

3.3 To elect a Committee and to appoint auditors once every two years; and,

3.4 To deal with such other matters as may be put before it.

Section 4. Notification of Annual General Meeting

The Secretary shall send to all State Branches at least 14 days before the Meeting, a notice and an agenda of the Meeting. However the complete documents such Minutes of past Annual General Meeting, Annual Activity Reports, Audited Financial Account and Written Resolution/Proposals/Nominations for Posts shall be only distributed on the actual day of Meeting. The National Committee members are to be given the same notice individually for them to attend, vote and stand for posts. Floor/direct nominations on the meeting day are also valid and but must be supported by at least 5 delegates.

Section 5. Extraordinary General Meeting

5.1 An Extraordinary General Meeting of the Association shall be convened whenever the National Committee deemed it desirable and/or requested in writing by at least 5 State Branches or at least 50 ordinary members national wide stating the objects and reasons for such meeting. It shall be convened within 60 days of such request and 14 days notice shall be given to all Branches to select their delegates as in specified in Section 1 above

Section 6. Request by Members for Extraordinary General Meeting

An Extraordinary General Meeting requisitioned by members shall be convened for a date within thirty (30) days of the receipt of such requisition.

Section 7 Agenda of Extraordinary General Meeting

Notice and agenda for the Extraordinary General Meeting shall be forwarded by the Secretary to all members at least fourteen (14) days before the date fixed for the Meeting.

Section 8 Postponement of Extraordinary General Meeting

Sections (1) and (20) of this rule regarding 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 half an hour from the time appointed for a postponed Extraordinary General Meeting requisitioned by the meeting shall be cancelled, and no extra ordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.

Section 9 Minutes of General Meeting

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 the conclusion.

ARTICLE 7 **NATIONAL COMMITTEE**

Section 1. Composition and term of office of office bearers

A National Committee shall be elected at the Annual General Meeting for a term of 2 years as consisted by the following posts:

- A President
- A Deputy Presidents
- 2 Vice Presidents
- 5 Ordinary National Committee Members

However the National Committee are empowered to appoint others and additional members as follows:

- A Secretary General

An Assistant Secretary General
A Treasurer
An Assistant Treasurer
3 Ordinary National Committee Members

The total National Committee Members are 16 and hence the minimum quorum of its meeting are 8. The appointed Secretary General and Treasurer and its Assistants cannot hold any post at State/Area Branches to avoid conflict of interests.

Section 2 Office Bearers

2.1 Eligibility to hold office

All office bearers of the Association and every officer performing executive functions must be Malaysian Chinese Muslims.

2.2 Nominations for Office Bearers

Names for the above offices shall be by a simple majority vote of the members at the Annual General Meeting. All the office bearers shall be eligible for reelection after their term expires.

Section 3 Functions of the National Committee

The function of the National Committee is to organize and supervise the day to day activities of the Association and to make decisions on matters affecting its running within the general policy laid down by the General Meeting. The National Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meeting. It shall furnish a report to each Annual General Meeting on its activities during the previous year.

Section 4 National Committee Meetings

The Committee shall meet at least once every three (3) months, and seven (7) day notice shall be given to the members. The President acting alone, or not less than three of its members acting together may call for a meeting of the Committee to be held at any time. At least one half of the National Committee members must be present for its proceedings to be valid and to constitute a quorum.

Section 5

Approval of Urgent Matters when a National Committee Meeting is not possible
Where any urgent matters requiring the approval of the National Committee members arises and it is not possible to convene a meeting, the Secretary General may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision is deemed to have been obtained:

5.1 The issue must be clearly set out in the circular and forwarded to all members of the National Committee;

5.2 At least one half of the members of the National Committee must indicate

whether they are in favour or against the proposal; and

5.3 The decision must be by a majority vote

Any decision obtained by circular letter shall be reported by the Secretary General to the next National Committee meeting and be recorded in the minutes thereof.

Section 6 Resignation of a Committee Member by Default

Any member of the National Committee who fails to attend three (3) consecutive meetings of the National Committee without satisfactory explanation shall be deemed to have resigned from the National Committee.

Section 7 Filling Up of Vacancies in the event of Death or Resignation of a Committee Member

In the event of the death or resignation of a member of the National/branch Committee, the candidate who received the next highest number of votes at the previous election of the post affected shall be invited to fill the vacancy. If there is no such candidate or if such candidate declined to accept office, the National/branch Committee shall have the power to co-opt any other member of the Association to fill the vacancy until the next Annual General Meeting.

Section 8 Association Affairs

The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Association. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officer or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Committee, or for any other reasons which it deems good and sufficient in the interests of the Association.

Section 9 Interpretation of Constitutional Rules and Regulations

Between Annual General Meetings, the Committee shall interpret the rules and constitution of the Association, and when necessary, determine any points on which the rules are silent.

Section 10 Decisions of the Committee

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

Section 11 Formation of Sub Committee

The Committee can establish any Sub Committees dealing with specific matters of the Association by appointing members to perform such functions as deemed necessary. The Sub-Committee shall be headed by one of the Ordinary Committee Members and shall report to the Committee.

Section 12 Formation of Youth Wing

The Committee can establish Youth Wing for members aged 40 and below. The Youth Wing shall be headed by one of the ordinary Committee Members and shall report to the committee.

ARTICLE 8 DUTIES OF OFFICE BEARERS

Section 1 The President

The President shall during his term of office preside at all general meetings and at all meetings of the Committee and shall be responsible for proper conduct in all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Secretary and Treasurer, sign all cheques on behalf of the Association.

Section 2 The Deputy President

The Deputy President shall be deputized as the Acting President during the latter's absence.

Section 3 The Two (2) Vice Presidents

Two (2) Vice Presidents shall be elected, one from the Male Members and one from the Women Members.

They shall assist the President and Deputy President in the carrying out the objectives and strategies planned for the Association. The first Vice President will assume the Deputy President's appointment should the latter be deputized as the President in event of his absence/death until being formally elected in the annual general meeting.

Section 4 The Secretary General

The Secretary shall conduct the business of the Association in accordance with the rules, and shall carry out the instructions of the general meeting and of the Committee. He/She shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He/She shall attend all meetings, and record all proceedings. He/She shall maintain a proper membership register of the members consisting of details such as names, identity card numbers, date/place of birth, occupations, names/addresses of employers and residential addresses. In conjunction with the President and the Treasurer, he shall sign all cheques on behalf of the Association.

Section 5 The Assistant Secretary General.

The Assistant Secretary General shall assist the Secretary General in carrying out his duties and shall act for him in his absence.

Section 6 The Treasurer General

The Treasurer General shall be responsible for the finance of the Association. He shall keep account of all its financial transactions and shall be responsible for their correctness. He shall in conjunction with either the President or Secretary sign all cheques on behalf of the Association.

Section 7 The Assistance Treasurer General

The Assistant Treasurer General shall assist the Treasurer General in carrying out his duties and shall act on behalf of him in his absence.

Section 8 The Ordinary Committee Members

The Ordinary Committee Members shall carry out such duties as directed by the President or the Committee.

ARTICLE 9 **FINANCIAL PROVISIONS**

Section 1 Use of Association Funds

Subject to the following provisions in these rules, the funds of the Association may be expended for any purposes necessary for the carrying out of its objectives, including the expenses of its administration, the payment of salaries, allowance and expenses of its office bearers and paid staff, and the audit of its accounts, but they shall on no account be used to pay the fines of any member who may be convicted in a court of law.

Section 2 Petty Cash

The Treasurer may hold a petty cash not exceeding RM1000 at any one time. All money in excess of this sum shall within 7 days be deposited in a bank approved by the National Committee in the name of the Association.

Section 3 Signing of Cheques/Withdrawal Notices

All cheques and withdrawals from the Association's account shall be signed jointly by the Treasurer and either the President (if in his absence, the Deputy President), or the Secretary (if in his absence the Assistant Secretary).

Section 4 Expenditure Ceiling

All expenditure exceeding RM5,000 shall be approved by the National Committee meeting. All expenditure exceeding RM50,000 shall be approved by a General Meeting. Expenditure below RM 5,000 can be jointly approved by the President/Deputy President and the Secretary.

Section 5 Statement of Accounts

As soon as possible after the end of each financial year i.e. December 31st, a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by the Auditors appointed under rule 10. The audited accounts shall be submitted for the approval of the next Annual General Meeting, and copies shall be made available at the registered place of business of the Association for the perusal of members.

ARTICLE 10 **AUDIT**

Section 1 Appointment of Auditors

Two persons, who shall not be office-bearers of the Association, shall be appointed by the annual general meeting as Honorary Auditors. They shall hold office for two years only and shall not be reappointed.

Section 2 Audit Report

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 Meeting. They may also be required by the President to audit the accounts of the Association for any period within their tenure of office at any date, and to make a report to the Committee.

ARTICLE 11 **TRUSTEES**

Section 1 Appointment of Trustees

1(a) Three (3) Trustees, who possess the following qualities shall be elected at the Annual General Meeting and shall hold office at the pleasure of the Association:

- (i) Muslim
- (ii) Attained the age of at least 21 years
- (iii) Sound of mind
- (iv) Trustworthy

1(b) The Trustees shall hold the movable and/or im-movable property for the benefit of the Association as specifically mentioned in the Deed of Trust upon execution of the same.

Section 3 Removal from Office/Replacement of Trustees

A Trustee may be removed from office at a General Meeting on the grounds that, owing to ill health, un-soundness of mind, absence from the country or for any other reasons, he is unable to perform his duties or un-able 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 by a General Meeting.

ARTICLE 12 **PROHIBITIONS**

The following are prohibited:

12.1 Drug taking and the introduction of bad characters on Association premises are strictly prohibited.

12.2 None of the following games shall be played on the premises of the Association: Roulette, Lotto, Fan Tan, Poh Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, Ten and a half, all games of dice, bankers games and all games of mere chance.

12.3 Neither the Association nor its members shall at-tempt to restrict or in any other manner interfere with the trade or engage in any Trade Union activities as

defined in the Trade Union Ordinance, 1959.

12.4 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office bearers, Committee or member.

12.5 No university or university-college students will be allowed membership in the Association without prior written approval from the Vice Chancellor of the university concerned.

12.6 All members of the Committee and every officer performing executive functions in the Association shall be Malaysian Chinese Muslim Citizens.

ARTICLE 13 AMENDMENT OF RULES

These rules may 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 rules shall be forwarded to the Registrar of Societies within 28 days of being passed by the General Meeting.

ARTICLE 14 APPOINTMENT OF ADVISERS

The Committee can from time to time appoint advisers into the Association as and when deemed necessary.

ARTICLE 15 DISSOLUTION

1.1 The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the total membership.

1.2 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.

1.3 Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution

ARTICLE 16 FORMATION AND DISSOLUTION OF BRANCHES

Section 1.1 - The National Committee can authorize the formation of a Branch in an area/district which has at least 12 ordinary members by forwarding the application for Registrar of Society approval. The formation of any area or district level branches must be supported by the State Branch in writing to the Headquarter consideration. The district branch committee shall consist of Chairman, Deputy Chairman, Secretary, Treasurer and 2 Ordinary Committee members.

Section 1.2 - The National Committee can suspend or dissolve any branch when:

A. Its members had decreased to below 12 members.

Section 1.3 The dissolved branch must be given 30 day notice to appeal against the decision or answering any charges.

Section 1.4 The order to dissolve the branch must be signed by the Honorary Secretary. It cannot hold any activity from the date of order except for settlement purposes. The National Committee can appoint a caretaker branch Committee to settle its internal matter pending the decision on its appeal.

Section 1.5 All the records, documents, property, monies of the dissolved branch must be handed over to the National Committee.

Section 1.6 The National Committee can order the handing over or inspection of Branch documents to designated members/officers for purpose of audit ,management evaluation and problem solving for a designated period. Failure of the Branch officials to comply with such order are deemed to be contravention or breach of trust that can be subjected to further internal and legal action for the recovery and protection of Association/Branch assets and documents.

ARTICLE 17 BRANCH GENERAL MEETING

Section 1.1

All Branches must hold their Annual General Meeting (AGM) before 31 March. At least 10 days written notice must be given to the members. However the documents such as Minute of Previous AGM, Activity Report and Financial Account are only given to Ordinary Members during the meeting day itself.

Section 1.2 The agenda of the branch General Meeting are:

- A. To receive the financial accounts/report from its Treasurer/Secretary.
- B. To elect the Branch Committee and 2 Auditors every 2 years.
- C. To discuss/adopt other resolutions and matters.

Section 1.3 To consider and select the 10 or more eligible Branch delegates to attend the National level AGM or EGM (Extraordinary General Meeting) from among the state and area branch members.

Section 1.4 Special Branch General Meeting can be called by the Branch Committee or by at least 30% of existing ordinary branch members on specific subjects that affect the rights or had financial implication to its members.

ARTICLE 18 BRANCH COMMITTEE

1.1 A Branch Committee or Office Bearers shall be elected every 2 years at the Branch Annual General Meeting as below:

- 1 Branch Chairman
- 1 Branch Vice Chairman
- 1 Branch Secretary
- 1 Assistant Branch Secretary

1 Branch Treasurer; and

5 Branch Ordinary Committee Members

All Branch Office Bearers and every Officer performing executive functions must be Malaysian Citizens. The Branch Chairman, under the discretion of the Committee, can appoint another additional 2 branch ordinary committee members after the branch General Meeting.

1.2 The function of the Branch Committee is to oversee the Branch activity according to the Association rules and directives of the National Committee.

The Branch Committee must meet at least once in 3 months and its quorum is one half of the total Committee Members. Notice of the meeting must be given to its members 7 days in advance.

1.3 Since all Branch Members are also direct members of the Association and as there are no delegate system to attend the Association Annual General Meetings, they can vote and hold posts at the branch level if they reside in the branch area.

ARTICLE 19 FUNCTION OF THE BRANCH COMMITTEE MEMBERS

1.1 The Branch Chairman/Chairlady must chairs all Branch Committee Meetings. He/She is authorized to sign all Branch cheques together with Branch Treasurer.

1.2 Branch Vice Chairman will perform the functions of the Branch Chairman in the latter's absence.

1.3 Branch Secretary shall carry out the directives of Branch Committee and Branch General Meeting. He/She shall manage all its correspondence, record, minutes of meeting except financial matters.

1.4 Branch Assistant Secretary shall assist the function of the Secretary and to assume its task in the absence of the Secretary.

1.5 Branch Treasurer shall manage all the financial matters of the Branch and to keep a proper accounts.

1.6 The Branch Ordinary Committee Members shall assist the Branch Committee to fulfill the objectives of the Association.

ARTICLE 20 BRANCH FINANCIAL PROVISIONS

Section 1.1 All collected monies/funds at the branch level are common asset of the Association.

Section 1.2 All the membership fees and application forms collected at the branch level must be forwarded to the Honorary Secretary for approval of the National Committee. A monthly allocation will be given to the branch for carrying out its activity. Other monies collected by the branch can be kept in the branch account and for its own use.

Section 1.3 - All expenditure exceeding RM5,000 up to RM25,000 shall be approved by the Committee meeting. Expenditure exceeding RM25,000 shall be forwarded and to be approved by the National Committee Meeting. Expenditure below RM 5,000 can be jointly approved by the Chairman/Deputy Chairman and Secretary. A Petty cash of not more than RM1,000 can be kept by the Treasurer

and all excess monies must be kept in a bank account approved by the Committee. The opening of any secondary or additional bank accounts by any Branch must be approved by the National Committee.

ARTICLE 21 GENERAL PROVISIONS CONCERNING THE BRACH AFFAIRS

1.1 If there are no specific provisions of rules concerning the Management of the Branch, The Constitution/Rules of the Association shall apply to the branch affairs wherever suitable.

1.2 The National Committee can provide internal directive for the branch administration if it is required to resolve matters in doubt.

1.3 All branches must submit their Annual Financial Accounts ending at 31St December and a list of the Office Bearers to the Registrar of Societies in the state that branch is situated and a copy to the Association Honorary Secretary.

1.4 Appointment of Branch Trustees
(Terms to follow Article XI)

1.5 Setting up a cooperative by Branch.

1.6 Setting up of Welfare Funds, Building Funds, Wakaf Fund and funds deemed necessary by the branch committee.

1.7 That the Association can purchase and sell land and to lease any land (included landed property).

ARTICLE 22 ARTICLE XXII

Section 1. Words/Terms

a. To replace all the terms/words of 'Committee' in all clauses dealing with the function and operation of the Association at the national level with -' National Committee'.

b. However the terms/words- 'Committee' in the all clauses related to Branch activity/operation will be retained and or to means - 'Branch Committee'.

c. The terms 'Honorary Secretary/Honorary Assistant Secretary' to be replace with new term-'Secretary General and Assistant Secretary General' in all other clauses.

LAMPIRAN

1. BENDERA



2. LAMBANG

Character	Meaning
念 "Niàn"	Shahada: Faith <i>Shahada</i> is a declaration of faith and trust that professes that there is only one God (<i>Allah</i>) and that Muhammad is God's messenger
礼 "Lǐ"	Solat: Prayer <i>Solat (salāh)</i> is the Islamic prayer.
斋 "Zhāi"	Sawm: Fasting Ritual fasting is an obligatory act during the month of Ramadan
课 "Kè"	Zakāt: Charity Zakat or alms-giving is the practice of charitable giving based on accumulated wealth.
朝 "Cháo"	Hajj: Pilgrimage to Mecca The <i>Hajj</i> is a pilgrimage that occurs during the Islamic month of <i>Dhu al-Hijjah</i> to the holy city of Mecca

3. LENCANA

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