

ARTICLE I

(a) Name of the Association

The Name of the Association is called the Persatuan Pelancongan Cina, Malaysia (Malaysian Chinese Tourism Association) and shall be referred to as "The Association" or "MCTA".

(b) Registered Place of Business

The registered place of business of the Association shall be at 2-3A, Jalan Pandan 2/1, Pandan Jaya, 55100 Kuala Lumpur. Tel : 03-9200 5228

Its postal address is as above.

The registered place of business and its postal address of the Association may be changed from time to time by the Executive Committee with the prior approval of the Registrar of Societies.

ARTICLE II

Objects

The objects of the Association are :-

- (a) To provide a liaison between the members of the Association and to provide an instrument of close collaboration amongst its members.
- (b) To promote the image of professional Chinese Company or organization related to tourism industry.
- (c) To promote professional and ethical conduct in the travel agency industry.
- (d) To Sponsor and conduct educational programs for members on subjects related to the travel industry.

ARTICLE III

SECTION 1 Eligibility

- (a) Membership of the Association shall comprise of the Chinese firms of tour operators, travel agents, hotel, restaurants, handicraft centers and organizations connected with the travel industry which operated in Malaysia.

SECTION 2 Application and Election of Membership

- (a) Application for admission of the Association shall be made in writing to the Hon. Secretary with the appropriated form approved by the Executive Committee.
- (b) Application for membership must be proposed by one member and seconded by another member.
- (c) The Application shall be considered and approved by the Executive Committee. No reason need be given by the Executive Committee for refusal of membership.
- (d) Association membership shall consist of no fewer than ten (10).

SECTION 3 Rights of Members

Members whose subscriptions have been paid, have the right :-

- (a) To nominate a representative to vote at the Annual General Meeting and Extraordinary General Meetings.
- (b) To take part in all meetings and events arranged by the Association under conditions fixed by the Executive Committee.

SECTION 4 Cessation of Membership

- (a) Any member who wishes to resign from the Association shall give two weeks' notice in writing to the Hon. Secretary and shall pay up all dues.
- (b) Cessation of membership shall be automatic upon the member firm resigning from or being dropped from the rolls of the Association.
- (c) Any member shall not in arrears of any levies or fees to this Association.
- (d) Annual subscription shall be paid before 30 of June each year. Any member who failed to pay its annual subscription , shall not be entitled to attend any meetings and do not have right of vote, propose or second nominees, or being proposed or elected in any meeting or election.

Reinstatement of membership shall be subject to the discretion of the Executive Committee.

ARTICLE IV

Levies and Finances

SECTION 1 Levies

- (a) Ordinary membership
Entrance Fee - RM200.00
Annual Subscription - RM150.00
- (b) Every member shall, on or before the 30 day of June in each year, pay fully to the Association for such year' s Annual Subscription, the amount of which shall be fixed by the members in the General Meeting.
- (c) Life membership

A member who contributes one lump sum of subscription to the Association in the sum of not less than RM2,000.00 shall become a life member. No annual subscription is payable by a life member.

SECTION 2 Finances

- (a) The funds of the Association shall be under the control of the Executive Committee who shall cause account/accounts to be opened with any Bank in Kuala Lumpur in the name of the Association into which all monies belonging to the Association shall be paid and all cheques drawn on the said account shall be signed by the President or Hon.Treasurer and counter signed by the Deputy President or Hon.Secretary.
- (b) The financial year of the Association shall end on 31st December in each year.
- (c) An annual budget for the year shall be submitted by Hon.Treasurer and reviewed and approved by Annual General Meeting of each year.

The president together with Hon.Secretary and Hon.Treasurer can approved any expenditure less than RM10, 000 which not be included in the annual budget.

The Executive Committee can approve any expenditure less than RM50, 000 which not be included in the annual budget.

The expenditure exceeding RM50,000 which not be included in the annual budget must be approved by Annual General Meeting.

ARTICLE V

General Meetings

- (a) Annual General Meeting shall be held as soon as possible after the close of the financial year but not later than the month of June.
- (b) All other general meetings of the members shall be called Extraordinary General Meetings.
- (c) An Extraordinary General Meeting of the Association shall be convened :-
 - (i) Whenever the Executive Committee deems it desirable; or
 - (ii) At the joint request in writing of not less than twenty members, stating the objectives and reasons for such meeting.

- (d) An Extraordinary General Meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- (e) Fourteen days' notice of every Annual or Extraordinary General Meeting shall be sent to each member by prepaid post to the address given in the Registrar specifying the time and place of the meeting and the business to be transacted thereat. In the case of Annual General Meeting copies of audited accounts for the previous year should be sent to all members together with the notice meeting.
- (f) The business of Annual General Meeting shall be :-
 - (i) To receive the Committee's Report and Accounts for the previous year together with the Auditors' Report hereon and if approved, to pass them;
 - (ii) To elect an Executive Committee for three years. The position of President, Hon. Secretary and Hon. Treasurer cannot be held for more than two consecutive terms;
 - (iii) To appoint two internal auditors amongst the non Executive Committee members and an external auditor.
 - (iv) To consider any other business of which not less than seven clear days' notice has been deposited in writing with the Hon. Secretary.

ARTICLE VI

Quorum

a) Annual General Meeting (AGM):-

At least 22 members or half of the total member of the Association (whichever is lower) must be present for its proceeding to be valid and to constitute a quorum. If a quorum is not present until the time fixed for the meeting, the meeting will be adjourned for half an hour. If after adjournment and there is still not enough quorum, the meeting shall stand adjourned to the same day in the next week at the same time and place, or at such other place as the Chairman shall appoint and, if at such adjourned meeting a quorum is not present within half an hour of the time appointed for holding the meeting the members present shall have power to proceed with the business of the day but they should not have power to alter the rules of the Association or to make decision that effects the whole membership.

b) Extraordinary General Meeting (EGM):-

The Quorum is the same as AGM. But, if it is convened upon joint request of the members, not only the quorum must conform to article VI-a, Two-Third (2/3) of the members who have so requested for this EGM must be present. If a quorum is not present until the time fixed for the meeting, the meeting will be adjourned for half an hour. If after adjournment there are still not enough quorums, the said meeting will be auto cancelled. If the Extraordinary General Meeting is cancelled due to insufficient quorum, the said meeting shall only be convened at least 6 months after the date of cancellation for similar reason.

ARTICLE VII

Voting

- (a) At all General Meetings of the Association and at all meetings of the Executive Committee each member shall be entitled to one vote and in the case of equality of votes the Chairman shall have a casting vote in addition to his own vote as a member. Voting at all meetings of the Association shall be by a show of hands of those members present but prior to any vote being taken any two members present may demand a ballot and there upon the vote shall be taken by ballot and conducted in such manner as the Chairman shall decide.

ARTICLE VIII

Executive Committee

SECTION 1 Composition and Powers

- (a) The Executive Committee shall consist of the following elected three years term during the Annual General Meeting from among the members presently eligible to vote :-

1 President

- 1 Deputy President
- 2 Vice Presidents
- 1 Hon. Secretary
- 1 Assistant Secretary
- 1 Hon. Treasurer
- 1 Assistant Treasurer
- 5 Ordinary Committee Members

The Chapter Chairman automatically becomes the Executive Committee.

- (b) All members of Executive Committee and every office performing executive functions in the Association must be Malaysian Citizen.
- (c) No nomination for the Executive Committee members shall be made unless the nominee is a member and unless the prior consent of the nominee to stand for office has been obtained.
- (d) Thirteen (13) Executive Committee Members shall be elected at Annual General Meeting. The newly elected Executive Committee shall meet after the adjournment of the Annual General Meeting at which they were elected, to elect a President, a Deputy President, two Vice-Presidents, an Hon. Secretary, an Assistant Secretary, an Hon. Treasurer, an Assistant Treasurer and five Ordinary Committee Members among themselves.
- (e) The Executive Committee shall direct the affairs of the Association during the interval between General Meeting and shall conduct the Annual General Meetings until its adjournment, at which time the newly elected Executive Committee and its officers shall assume office.
- (f) Any member of the Executive Committee absents himself for three (3) meetings consecutively without satisfactory explanation shall be deemed to have resigned from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting.
- (g) When deem necessary the Executive Committee shall have the power to appoint not more than two members to be the Executive Committee Members, whose duties and rights shall be the same as to those elected ones.
- (h) If the President, Deputy President, Hon. Secretary or Hon. Treasurer resigned, was dismissed, deceased or left the relevant company, he shall lose the status of Executive Committee Member. The vacancy shall be filled by the appointment of the Executive Committee.

SECTION 1 (B) Nomination

Nomination forms for the election of Executive Committee members must be sent by ordinary post to all members by the Secretary General at least fourteen (14) days before the date fixed for Annual General Meeting. Each nomination must be proposed by one member and seconded by another member. The candidate must sign the nomination form to signify his consent for being nominated and submit to Secretariat Office seven (7) days before AGM.

An Election Committee, with minimum three (3) maximum seven (7) valid members established by the Executive Committee shall have full power to deal with matters related to election. Those who stand for Executive Committee election cannot be involved in the election committees.

Date(s) and time of election shall be decided by the Executive Committee.

At Election day, AGM will have to elect a Chair person. If there is more than one nomination, then it shall be decided by voting.

Each member shall be entitled to one vote. Voting by proxy is permitted. A member may appoint another member as proxy to attend and vote in his place, and the instrument appointing the proxy shall be in writing under the hand of the appointor or his attorney and shall be deposited with the Hon. Secretary 72 hours before the meeting. . No member shall hold more than one proxy at any one time.

Once the nomination is verified by the Election Committee, candidates shall not withdraw at the Election Day.

The 13 candidates who received the highest votes are officially elected members of the Executive Committee for a term of three (3) years.

SECTION 2 Duties of Office-bearers

1) The President

- (i) The President shall preside at all General Meetings and at all meetings of the Executive Committee, and he shall represent the Association on all occasions and in all such places as may be necessary. As Chief Officer of the Association, he shall supervise the activities of the Executive Committee and perform such other duties as usually pertain to his office.
- (ii) The President may delegate all or any part of his duties to the Vice President. However, all documents legally binding the Association must bear the signature of the President jointly with that of one of the Office-bearers.

2) The Deputy President and Vice President

- (i) The Deputy President shall assist the President in the execution of his duties and deputize for him whenever the necessity may arise.
The Vice President shall assist the Deputy President in the execution of his duties and deputize for him whenever the necessity may arise.

3) The Hon. Secretary

The Hon. Secretary is responsible for :-

- (i) preparing the minutes of the Executive Committee Meeting and of the Annual and Extraordinary General Meetings
- (ii) preparing and dispatching notices of meetings
- (iii) receiving, preparing and dispatching all correspondences
- (iv) presenting applications from candidates for membership
- (v) preparing the agenda of all meetings
- (vi) assisting the President in producing an Annual Report of the Association activities, which shall be approved by the Executive Committee and submitted to the Annual General Meeting
- (vii) preparing and publishing a periodical Newsletter
- (viii) keeping a Register of members and their addresses and business affiliations
- (ix) Causing a copy of the Rules of the Association to be sent to all members

4) The Hon. Treasurer

- (a) The Hon. Treasurer is empowered to receive or pay on behalf to the Association all income arising from :-
 - (i) subscription of members;
 - (ii) revenue from organized events and functions;
 - (iii) donations, etc
- (b) The Hon. Treasurer shall keep proper members' subscription book and books of accounts of the Association. He shall receive and deposit all the funds of the Association in a bank account authorized by the Executive Committee.
- (c) All payments on account of the Association shall be approved by the Executive Committee. He shall present an annual report and balance sheet to the Executive Committee who shall approve it and submit it to the Annual General Meeting.
- (d) All cheques or payment vouchers below RM3,000.00 from the Association are to be signed jointly by one from either President or Hon. Treasurer and one from either Deputy President or Hon. Secretary. All cheques or payment vouchers above RM3,000.00 shall include an additional signature from any of the Vice Presidents from the Association are to be signed jointly by President and Hon Treasurer or Hon Secretary.
- (e) The Hon. Treasurer may hold a petty cash advance not exceeding RM500.00 at any one time. All money in excess off this sum shall within seven days of receipt be deposited in a bank approved by the Executive Committee.

5) Assistant Secretary

- (a) The Asst. Secretary shall assist the Hon. Secretary in carrying out its duties and shall act for him in his absence.

6) Assistant Treasurer

- (a) The Asst. Treasurer shall assist the Hon. Treasurer in carrying out its duties and shall act for him in his absence.

7) Ordinary Committee Member

- (a) The ordinary committee members shall carry out such duties as directed by the President or Executive Committee.

SECTION 3 Committee Meetings & Quorum

- (a) At all meetings the President, or in his absence the Deputy President shall take the chair.
- (b) The Executive Committee shall have a meeting at least once in two months. Notice not less than seven days shall be given for these meetings.
- (c) At all meetings of the Executive Committee a quorum shall consist of one half of the members of the Executive Committee.
- (d) Any member of the Executive Committee absenting himself for three (3) meetings consecutively without satisfactory explanation shall be deemed to have resigned from the Executive Committee and a successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting.

- (e) Where any urgent matter requiring the approval of the Executive Committee arises and if it is not possible to convene a meeting, the Secretary General may obtain such approval by means of circular. The following conditions must be fulfilled before a decision of the Executive Committee is deemed to have been obtained:-

The issue must be clearly set out in the circular and forwarded to all members of the Executive Committee.

At least one half (1/2) of the members of the executive committee must indicate whether they are in favour of the proposal.

The decision obtained through circular resolutions shall be determined by a majority vote. Any decision made must be reported by the Secretary General at the next Committee Meeting for verification and be recorded in the minutes of the meeting thereof.

SECTION 4 Sub-Committee

The Executive Committee shall have power to appoint any one or more of its members or such members of the Association as may be co-opted by the Committee in their discretion to Sub-Committee for any purpose or purposes, general or specific, to be specified in the resolution appointing such sub-committee. Any decision made by any sub-committee shall be reported to the Hon. Secretary within 7 days and the decision shall be valid and binding unless over-ruled by a decision of the Executive Committee. Each sub-committee should be headed by a member of the Executive Committee.

SECTION 5 Honorary Presidents and Advisors

- (a) The Executive Committee may invite those who have made special contribution or rendered meritorious services to the Association to become Honorary Presidents or Advisors for such terms as the Executive Committee shall deem fit. The Honorary Presidents and Advisors may attend all meetings convened by the Executive Committee but no voting right shall be conferred in the aforesaid meetings.
- (b) The immediate past President shall be automatically appointed as Advisor to the newly elected Committee. His term of office shall be same as to the newly elected Committee. The advisor may attend all meeting convened by the Executive Committee but no voting right shall be conferred in the aforesaid meetings.

ARTICLE IX

Auditors

SECTION 1 Appointment and Responsibilities

- (a) Two internal and one external Public Auditors will be appointed by the Annual General Meeting in accordance with the rules.
- (b) They shall be responsible to the General Meeting and report to it on the financial management by the Executive Committee.
- (c) They do not form part of the Executive Committee.

SECTION 2 Duties

The duties of the Auditors are :-

- (a) examination and verification of the accounts of the Association for which purpose they may require the production of any all documents relative to the accounts to be verified.
- (b) Verification of the state of funds of the Association.
- (c) examination, as necessary to their duties, of the minute of the Executive Committee, for which purpose they shall be provided currently with copies of such items in the minutes of the Executive Committee as may have a bearing on the accounts and funds of the Association.
- (d) Presentation of a written report to the Association on the conduct of the finance of the Association. This report shall be read to the Annual General Meeting by either one or both the Auditors if present, otherwise by a person specially designated for the task. A copy of the written report shall be addressed by the Auditors to each member of the Executive Committee at least 15 days before the date of the Annual General Meeting. The report may not be amended in any respect by the Executive Committee or by anyone of its members.

ARTICLE X

Register

- (a) The Hon. Secretary shall keep at the Registered Office a book to be called "The Register of Members of The Malaysian Chinese Tourism Association".
The register shall contain the following particulars :-
 - i) The name, address and occupation of each Member;
 - ii) The date of admission and the date on which any Member ceased to be a Member;
 - iii) The name and address of every representative appointed under provisions of the Article V; and
 - iv) Such particulars as the Executive Committee may from time to time direct.
- (b) The Register membership books shall be opened to inspection by Members and Officers of the Association during normal hours of business at the Registered Office.

ARTICLE XI

Suspension & Expulsion

Any member who may fail to conform to the present Rules or which for any reason causes moral or material damage to the Association may be censured, suspended or expelled from membership by the Executive Committee. Such decision shall require a two-thirds majority of the Executive Committee the vote being secret. The person/s concerned shall have the right to be heard before hand by the Executive Committee. A members of members of the Executive Committee who may be involved in the case shall have no vote in decision.

ARTICLE XII

Vacancies

- (a) Any member of the Executive Council who fails to attend three consecutive Executive Council meetings without valid excuse shall be considered to have resigned from the Executive Council.
- (b) Vacancies which may occur in the Executive Council between Annual General Meetings shall be filled until the next Annual General Meeting in the following manner :-
 - (i) In the absence of the President at any time, his duties shall be carried out by the Deputy President who shall assume all the prerogatives and obligations of the President.
 - (ii) Vacancies caused by the resignation or withdrawal of any member of the Executive Council, the Executive Council shall make an appointment to fill the vacancy until the Annual General Meeting. For this purpose it shall have the power to co-opt an individual from a nominated member if it considers this to be necessary.

ARTICLE XIII

Amendment of Rules

- (a) The Rules may be altered, added to, rescinded or otherwise varied or amended by a resolution passed by one half of the members of those present and voting at any General Meeting.
- (b) Such amendment shall be forwarded to the Registrar of Societies within twenty eight (28) days of its being duly passed by the General Meetings.
- (c) Any amendment or alteration to those Rules should take effect from the date of their approval by the Registrar of Societies.

ARTICLE XIV

Indemnity

If any prosecution, action or suit at law be commenced against any member or members of the Executive Committee, the Secretary or Secretaries, or any servant or agent of the Association for anything done by him or them in the proper or reasonable discharge of their duty of the Association, such person or persons shall be defended and indemnified by and at the cost of the Association from all damages, costs and expenses which may be incidental to or resulting from such prosecution, action or suit at law and the property and funds of the Association may be applied for such purpose as may be directed by the Executive Committee from time to time.

ARTICLE XV

Dissolution

The Association shall not be dissolved except with written request of two-third of the active members to call for an Extraordinary General Meeting and there must be agreed by two-third of the members specifically convened for this purpose.

ARTICLE XVI

Interpretation

Any rules of the Association or any matter not covered by these rules shall be interpreted or decided by the Executive Committee whose decision shall be final and binding on each Members of the Association unless countermanded by the decision of a General Meeting.

ARTICLE XVII

Prohibitions

- (a) Neither the Association nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union Articles as defined in the Trade Union Ordinance, 1959.
- (b) The Association does not hold any gambling activities lottery whether confined to its members or not, in the name of Association or its office bearers, Executive Committee or members, unless a license has been obtained from the appropriate authority.
- (c) The Association shall not pay out any benefits as defined under Section 2 of the Societies Act, 1966 to any of its members.

ARTICLE XVIII

Logo Rationale

- (i) The logo has been carefully designed and constructed to projects its strong foundation. This strength flows from the very workforce at MCTA. Curves and lines maintain their bold form as to not compromise the very shape of the logo. Lines have been executed in an above average density to once again signify boldness, straightforwardness and courage. The compact shape of each character in the logo produces an image of togetherness as a family, and unity as an association.
- (iii) Blue and green hues are chosen due to their recognizable strength as corporate colours. These colours are rendered through medium to dark tones to justify their capability as bold forerunners in the tourism industry. The shape of a mountain's peak at the top of the character "M" symbolizes the association's unperturbed ambition, aspirations and imminent growth towards reaching the peak of their every endeavor.

ARTICLE XIX

The Trustees

- (a) In accordance with Clause 9(b) of the Societies Act, all properties of the Association shall be registered under the name of the Association which shall authorize its incumbent President, Hon. Secretary and Hon. Treasurer to sign all documents pertaining to the sale, charge and transfer of the said properties.
- (b) No sale, charge and transfer of the Association's properties shall be made unless resolved by a General Meeting and with three-quarters majority from members present in the meeting.
- (c) If the trustee is in poor health, mental problems or emigrating from Malaysia, unable or cannot perform his duty satisfactory, the General Meeting shall dismiss him. The office of a trustee shall become vacant if he dies, resigns or is being dismissed. The Annual General Meeting or Extraordinary General Meeting shall elect a trustee to fill the vacancy.

ARTICLE XX

Chapter

1. Formation and Dissolution of Chapters

The Executive Committee may approve formation of a Chapter in states outside the Federal Territory of Kuala Lumpur by a majority vote taken at a Annual General Meeting. The formation can only be approved with written request of at least five (5) Active Members of the Association who are registered and located in those states. There will be no more than one Chapter for each state.

1.1 The Executive Committee may dissolve a Chapter :

- (a) If the number of Chapter Active Members is below five for a consecutive period of six month;
or
- (b) If the Chapter refuses to abide by the rules of the Association or the decisions of the Chapters meetings are in the opinion of the Executive Committee guilty of conduct detrimental to the Association.

- 1.1.2 A decision to dissolve a Chapter shall be by a majority vote at a meeting of the Executive Committee. The chapter concerned shall be given 30 days notice and an opportunity to answer all contention.
- 1.1.3 The order of dissolution shall be duly signed by the Hon. Secretary General. On receipt of such order, the Chapter shall cease to function except for the purpose of dissolution. Any chapter aggrieved by an order of dissolution may, by notice in writing to the Secretary General within 30 days of its receipt, lodge an appeal to convene an Extraordinary General meeting of the Association. Notwithstanding such appeal the order of dissolution shall be operative until set aside, but in such circumstances, the Executive Committee may appoint from among its members a caretaker committee to deal with the affairs of the Chapter pending the hearing of the appeal at an Extraordinary General meeting of the Association.
- 1.1.4 It shall be the responsibility of the Chairman, the Hon. Secretary and the Hon. Treasurer of such chapter to deliver to the Hon. Secretary General all books, records, money and other property in the possession of the Chapter, together with a statement of the accounts of the Chapter from the date of the last submission of accounts to the date of the order of dissolution.

1.2 Purposes, Objects and Limitations of Chapters

- 1.2.1 The purposes and objects of the Chapter are identical to the purposes and objects of the Association as outlined in Rules of MCTA except that the focus shall be at state level.
- 1.2.2 The activities of Chapters are limited to those of the Association as outlined in Rules of MCTA and Chapters shall not have affiliations or connections with other organisations without the prior consent of the Executive Committee of the Association.

1.3 Chapter Committee

- 1.3.1 A Chapter Committee consisting of the following who shall be termed office bearers of the chapters, shall be elected at the Chapter General Meeting.
- 1.3.2 The members of the Chapter Committee and every officer performing executive functions in the Association shall be Malaysian citizens.
 - (a) A Chairman – who shall, during his term of office, chair all general and chapter committee meetings and shall be responsible for their proper conduct. He shall have the authority to jointly, with the Treasurer, sign all cheques on behalf of the Chapter.
 - (b) Vice Chairman – deputize the Chairman whenever the necessity may arise or in his/her absence.
 - (c) Honorary Secretary – who shall be responsible for the chapter in carrying out its business in accordance with the constitution of the Association and to carry out the instructions of the General Meeting and of the Committee. He shall be responsible for all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall attend all meetings, and record the proceedings. He shall have the authority to jointly with the Treasurer, sign all cheques on behalf of the Chapter. He shall maintain an up-to-date membership register consisting of details like name, address and contact.
 - (d) Honorary Treasurer – shall be responsible for the finances of the Chapter. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall have the authority to, jointly with the Chairman or the Honorary Secretary, sign all cheques on behalf of the Chapter.
 - (e) Maximum five (5) Active Committee Member
- 1.3.3 The Chapter committee shall meet at least four times a year. The quorum for the Chapter committee shall be one half of total Committee Members.
- 1.3.4 All Active, Associate, Affiliate and Branch Members of the Association are eligible to become members of Chapters in the State where their main business/office is located.
- 1.3.5 If the office of one of the Chapter Committee Members should become vacant, the Chapter Committee shall make an appointment to fill the vacancy until the next Annual General Meeting.
For this purpose it shall have the power to co-opt a Chapter Active Member if it considers this to be necessary.

1.4 Chapter General Meeting

- 1.4.1 All Active Members of MCTA chapters are entitled to one (1) vote per member. The rights of vote shall only be exercised personally and there is no proxy vote.
- 1.4.2 The Chapter Annual General Meeting shall be held not later than 30th April. The notice of the Chapter Annual General Meeting shall be issued at least four (4) weeks before the meeting which shall include the time, date and place as well as agenda of the meeting. The audited accounts, reports and agenda details shall be dispatched two (2) weeks prior to the date of the Annual General Meeting.
- 1.4.3 The Chapter Annual General Meeting shall conduct the following business :
- a) Election and relief from office of the members of the Chapter Committee.
 - b) Election and relief from office of honorary auditors.
 - c) Approval of the audited receipts and payments accounts and balance sheet of the previous year of the Chapter.
 - d) To deal with any matter that may be put before which has been forwarded in writing to the Chapter Committee.
- 1.4.4 The Extraordinary General Meeting of the Chapter shall be convened if :
- a) instructed to do so by the Executive Committee of the Association.
 - b) deemed necessary by the Chapter committee.
 - c) requested by two-third (2/3) of the Chapter members in writing.
- 1.4.5 The Chapter Committee shall fix a date for the meeting within two (2) weeks of such instruction or request.
- 1.4.6 The quorum for any general meeting shall be at least one-half plus one (1) member of the total number of Chapter Active Members or twice the total number of the elected Chapter Committee Members whichever is lesser (is present). If within one hour of the time appointed a quorum is not reached, it shall stand adjourned to the same day in the next week at the same time and place.
- 1.4.7 The term of office of each of the officer of the Chapters shall be three (3) consecutive years of the period covered from an Annual General Meeting to next subsequent Annual General Meeting thereafter. The position of President, Hon.Secretary and Hon.Treasurer cannot be held for more than two (2) consecutive terms (6 years). Election of officer bearer shall be held in conjunction with the election of office bearers to the Executive Committee.

1.5 Chapter Finance

- 1.5.1 Each Chapter shall be allocated with such amount of funds for its activities at the discretion of the Executive Committee.
- 1.5.2 All funds accumulated at the Chapters of the Association shall be the common asset of the Association.
- 1.5.3 The Chapter Honorary Treasurer shall forward to the Honorary Treasurer of the Association a quarterly statement of the subscriptions received, project accounts, payments and receipts and income and expenditure of the chapter.
- 1.5.4 All chapter funds shall be deposited in the name of the Association in a bank approved by the Executive Committee of the Association and such account shall be operated by the Chapter Honorary Treasurer jointly with the Chapter Chairman or the Chapter Honorary Secretary. The Association Honorary Treasurer or The Association President shall be the additional signatory to all chapter bank accounts. The Honorary Treasurer of all chapters shall forward a copy of bank statement monthly to the Honorary. Treasurer of the Association.

1.6 General Provisions

- 1.6.1 Where no special provision has been made in these Rules for any matter relating to the Association, the relevant rule relating to the management of the Association shall be followed in so far as it is applicable.
- 1.6.2 The Annual General Meeting and the Executive Committee may give instructions to the Chapter General Meeting to the Chapter Committee regarding the management of its affairs.