

**PERLEMBAGAAN BAGI  
PERTUBUHAN INDUK  
PERSATUAN PELANCONGAN CINA, MALAYSIA ( MALAYSIAN CHINESE TOURISM  
ASSOCIATION )**

(PPM-011-14-14091992)

**FASAL 1 NAMA**

(1) Pertubuhan ini dikenali dengan nama

PERSATUAN PELANCONGAN CINA, MALAYSIA ( MALAYSIAN CHINESE  
TOURISM ASSOCIATION ) ( )

selepas ini disebut Pertubuhan.

(3) Takrif Nama :

(4) Bertaraf : Lain-lain

SALINAN YANG BENAR BAGI DOKUMEN  
ASAL/SEPAHAGIANNYA

*Nora Binti Sulaiman*  
PENOLONG PENDAFTAR PERTUBUHAN  
WILAYAH PERSEKUTUAN KUALA LUMPUR

TARIKH: 16/2/2022

**FASAL 2 TEMPAT URUSAN**

(1) Alamat dan tempat urusan pertubuhan ialah

2-3A, JALAN PANDAN 2/1, PANDAN JAYA  
55100 KUALA LUMPUR  
WILAYAH PERSEKUTUAN KUALA LUMPUR

atau di tempat lain atau tempat-tempat yang akan ditetapkan dari semasa ke  
semasa oleh Jawatankuasa Pusat; dan alamat untuk surat-menyurat adalah

2-3A, JALAN PANDAN 2/1, PANDAN JAYA  
55100 KUALA LUMPUR  
WILAYAH PERSEKUTUAN KUALA LUMPUR

(2) Tempat urusan berdaftar dan alamat surat-menyurat Pertubuhan tidak boleh  
diubah tanpa kebenaran Pendaftar Pertubuhan terlebih dahulu.

**FASAL 3 AIMS AND OBJECTIVES**

(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.

#### FASAL 4 **MEMBERSHIP**

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.

##### Section 3 Rights of Members

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

(a) To nominate one official representative and one alternate representative to represent the company to vote at Annual General meeting and Extraordinary General Meeting

(b) To take part in all meetings and events arranged by the Association under conditions fixed by the Executive Committee.

##### Section 4 Obligation of Members

(a) All members have inter alia, an obligation:

- to abide by the constitution of the Association
- to attend as frequently as possible all events organised by the Association.
- to uphold and protect the objectives and the name of the Association.
- to fulfill all financial obligations to the Association.

##### Section 5 Conformity of the Constitution





- (a) Members are required to abide by the Constitution of the association.
- (b) Members represented by individuals who have been duly authorized to such representation, and shall be held liable for any breach of any clauses as stipulated in the Constitution. As such, any disciplinary action served as the member shall also be deemed to have served on its representative, or vice versa.
- (c) A member or its representative shall not take legal action against the Association until all the avenues under the Constitution have been exhausted.
- (d) If the Executive Committee finds that a member has failed to abide by the Constitution or who for any reason tarnishes the good will and name of the Association or caused material damage to the Association, that member may be censured, suspended or expelled from membership by the Executive Committee.
- (e) The member shall have the right to be heard in oral proceedings before suspended or expelled from membership by the Executive Committee. The member is required to be present in person to oral hearing. The Executive Committee can examine the case in the absent of the member.
- (f) Such decision shall require a two-thirds majority of the Executive Committee by secret ballot.
- (g) A member or members of the Executive Committee who may be involved in the case shall have no vote in the decision.

## **FASAL 5 RESIGNATION & TERMINATION**

- (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 resigned from or being deleted from the rolls of the Association.
- (c) Annual subscription shall be paid on or before 31 December each year. Membership will be terminated automatically if member fail to pay subscription fee on the due date.
- (d) 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.
- (e) Reinstatement of membership shall be subjected to the discretion of the Executive Committee.



## FASAL 6 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

(a) Ordinary membership

Entrance Fee - RM200.00

Annual subscription - RM150.00

(b) Every member shall, on or before the 31 day of December in each year, pay fully to the association for such year an 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.

## FASAL 7 DELEGATES MEETING

### Section 1 General Meetings

(a) Annual General Meeting shall be held as soon as possible after the close of the financial year but no later than 30 June of each year or at a later date as appropriately deemed by the Executive Committee and approved by the relevant authorities e.g. Registrar of Societies.

(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 eighty (80) members, stating the objective (s) and reason (s) for the meeting. A requisition must be signed by all the eighty (80) members making the requisition and it shall be deposited with the Honorary Secretary

(d) An Extraordinary General Meeting requisitioned by members shall be convened at Kuala Lumpur only 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 Executive Committee's Report and the Audited Accounts for the previous financial year together with the Auditor's 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 among 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.

## Section 2 Meeting Quorum

### (a) Annual General Meeting (AGM):-

At least 22 members or half of the membership of the Association (whichever is the lower) must be present for its proceeding to be valid and to constitute a quorum. If there is insufficient members present to form a quorum within half an hour later, the meeting shall be continue, but no amendment of the constitution and no sale, charge and transfer of the association's properties shall be made.

### (b) Extraordinary General Meeting (EGM):-

If the Extraordinary General Meeting is called by the Executive Committee, the Quorum is the same as AGM. However if the EGM is convened upon the joint request of the members, the Quorum shall be eighty (80) members comprising of at least fifty-four (54) members of those members who have so requested for this EGM. If a quorum is not present within half an hour of the time appointed for holding the meeting the said meeting shall be dissolved and not stand adjourned to another date. It shall be convened only upon receipt of a new requisition made pursuant to Clause (7) (c) (ii) and if the requisition for the EGM is for the same reason (s) and objective (s), a new requisition can only be made at least six (6) months after the date of the said meeting.

## Section 3 Voting

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.

## Section4 Nomination

Nomination forms fro the election of Executive Committee members must be sent by ordinary post to all members by the Honorary Secretary 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.

#### Section 4 Procedure of election

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, the rights of vote shall only be exercised personally and there is no proxy vote is permitted.

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.

### FASAL 8 CENTRAL 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 :-

- A President
- A Deputy President
- 2 Vice Presidents
- An Hon. Secretary
- An Assistant Secretary
- An Hon. Treasurer
- An 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 Associate 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 it's adjournment, at which time the newly elected Executive Committee and its officers shall assume office.

(f) Any member of the Executive Committee absenting 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) When deem necessary the President 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.

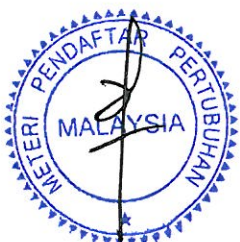
(i) If the president, deputy president, vice president, hon.secretary, assistant secretary, hon. treasurer, assistant treasurer and executive committee resigned, was dismissed, deceased or left the relevant company, he shall lose the status of executive committee member, the vacancy shall be filled by the appointment of the executive committee.

## Section 2 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.

## Section 3 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.

## **FASAL 9 DUTIES OF OFFICE - BEARERS**

### **Section 1**

#### **a) 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.

#### **b) 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.

#### **c) 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

The register shall contain the following particulars:-

-The name, address and occupation of each Member





- The date of admission and the date on which any Member ceased to be a Member
- The name and address of every representative appointed
- Such particulars as the Executive Committee may from time to time direct.
- 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.
- (ix) Causing a copy of the Rules of the Association to be sent to all members

d) The Hon. Treasurer

i) The Hon. Treasurer is empowered to receive or pay on behalf to the Association all income arising from :-

- subscription of members;
- revenue from organized events and functions;
- donations, etc

ii) 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.

(iii) 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.

(iv) 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.

(v) 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.

e) Assistant Secretary

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

f) Assistant Treasurer

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

g) Ordinary Committee Member

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

## SECTION 2 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 Honorary Secretary 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 Honorary Secretary at the next Committee Meeting for verification and be recorded in the minutes of the meeting thereof.

### SECTION 3 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 4 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.

### SECTION 5 Life Honorary President

The Executive Committee may invite and honour any person who has made special contribution, tendered meritorious services and served the association as National President consecutively for two full terms (6 years) as the Life Honorary President. The Life Honorary President may attend all meeting convened by the Executive Committee but no voting right shall be conferred in the aforesaid meetings.





## FASAL 10 FINANCIAL PROVISIONS

(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 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.

## FASAL 11 AUDIT

### 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.

## **FASAL 12 PROPERTY ADMINISTRATORS**

(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.

## **FASAL 13 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, and in the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be first fully discharged and after having paid the costs of its winding up, the remaining funds, if any, shall be distributed among the Active members whose names appear in the Register of Members. Notice of dissolution shall be forwarded to the Registrar of Societies within fourteen (14) days of its dissolution.

## **FASAL 14 ESTABLISHMENT AND DISSOLUTION OF BRANCHS**

### **Section 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 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.

(a) The Executive Committee may dissolve a Chapter :

(i) If the number of Chapter Membership is below five for a consecutive period of six





months;

or

(ii) 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.

(b) 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.

(c) The order of dissolution shall be duly signed by the Honorary Secretary. 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 Honorary Secretary 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.

(d) It shall be the responsibility of the Chairman, the Hon. Secretary and the Hon. Treasurer of such Chapter to deliver to the Hon. Secretary of the Association 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.

## Section 2 Purposes, Objects and Limitations of Chapters

a) 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.

b) 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.

## FASAL 15 GENERAL MEETING OF BRANCHS

(a) 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.

(b) The Chapter Annual General Meeting shall be held not later than 30th April. The notice of the Chapter Annual General Meeting (which shall include the time, date and place as well as agenda of the meeting), audited accounts, reports and agenda details shall be dispatched two (2) weeks prior to the date of the Annual General Meeting.



- (c) The Chapter Annual General Meeting shall conduct the following business :
- i) Election and relief from office of the members of the Chapter Committee in every three years.
  - ii) Election and relief from office of honorary auditors in every three years.
  - iii) Approval of the audited receipts and payments accounts and balance sheet of the previous year of the Chapter.
  - iv) To deal with any matter that may be put before which has been forwarded in writing to the Chapter Committee.
- (d) The Extraordinary General Meeting of the Chapter shall be convened if :
- i) instructed to do so by the Executive Committee of the Association.
  - ii) deemed necessary by the Chapter committee.
  - iii) requested by two-third (2/3) of the Chapter members in writing.
- (e) The Chapter Committee shall fix a date for the meeting within two (2) weeks of such instruction or request.
- (f) 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 (if present). If within half an hour of the time appointed a quorum is not reach, the meeting shall be continue, but no amendment of the constitution and no sale, charge and transfer of the association's properties shall be made.
- (g) 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 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.
- (h) Chapter must follow headquarter AGM / EGM and election rules if the rules not covered under Clause 15.

## FASAL 16 COMMITTEE OF BRANCHS

- (a) A Chapter Committee consisting of the following who shall be termed office bearers of the chapters, shall be elected at the Chapter General Meeting.
- (b) The members of the Chapter Committee and every officer performing executive functions in the Association shall be Malaysian citizens.
- (i) 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.
- (ii) Vice Chairman - deputize the Chairman whenever the necessity may arise or in





his/her absence.

(iii) 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.

(iv) 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.

(v) Maximum five (5) Committee Member

(vi) Life Honorary Chairman

The Chapter Committee may invite and honour any person who has made special contribution and rendered meritorious services to the association and served as the Chapter Chairman for two full terms (6 years) consecutively as Life Honorary Chairman. The proposal and nomination for Chapter Life Honorary Chairman shall be submitted to the Association's Executive Committee for endorsement and approval before appointment. The Life Honorary Chairman may attend all meeting convened by the Executive Committee but no voting right shall be conferred in the aforesaid meetings.

(c) 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.

(d) All 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.

(e) 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.

## **FASAL 17 DUTIES OF BRANCH OFFICE**

(a) 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.



(b) 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.

#### **FASAL 18 BRANCHS FINANCIAL**

(a) Each Chapter shall be allocated with such amount of funds for its activities at the discretion of the Executive Committee.

(b) All funds accumulated at the Chapters of the Association shall be the common asset of the Association.

(c) 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.

(d) 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.

#### **FASAL 19 GENERAL PROVISIONS REGARDING BRANCHS**

(a) 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.

(b) 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.

#### **FASAL 20 AMENDMENTS 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.

## **FASAL 21 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.

## **FASAL 22 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.

## **FASAL 23 BENDERA, LAMBANG DAN LENCANA**

a) 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.

b) 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.



## LAMPIRAN

1. Bendera
  - 
  - Keterangan
  -
2. Lambang
  - 
  - Keterangan
  -
3. Lencana
  - 
  - Keterangan
  -

