

RULES OF PERSEKUTUAN PERSATUAN PEMILIK BENGKEL KERETA, MALAYSIA

1) NAME :

The name of the Association shall be PERSEKUTUAN PERSATUAN PEMILIK BENGKEL KERETA, MALAYSIA. (Federation of Automobile Workshop Owners' Association of Malaysia)

2) PLACE OF BUSINESS :

The place of business of the Association shall be at No. 19-1, Jalan 4/89B, Kawasan Perindustrian Trisegi, Batu 3½ Jalan Sungei Besi, 57100 Kuala Lumpur.

It cannot be changed except with prior approval of the Registrar of Societies.

3) OBJECTIVES :

- a) To foster friendship between the automobile workshop Associations in Malaysia, to promote the business and trade of automobile repairers, and to safe-guard the legitimate rights and benefits for the members.
- b) To promote the education and social welfare activities to the nation.

4) MEMBERSHIP :

All the registered Automobile Workshop Associations in Malaysia shall be eligible to apply for membership. Every application for membership shall have to fill in a printed application form of the Association and forwarded to the Secretary of the Association, who shall, at the first convenient opportunity, submit it to the Committee for approval. The Committee may reject any application without assigning any reason therefore and the decision shall be final.

5) ENTRANCE FEES AND SUBSCRIPTIONS :

Every applicant whose application has been approved as aforesaid shall upon payment of the entrance fee of RM 200.00 and yearly subscription of RM 500.00, be admitted as an affiliate member of the Association and shall be entitled to all the privileges of membership.

6) DUTIES AND RESPONSIBILITY OF AFFILIATE MEMBERS :

- a) Declare their willingness to abide by the Rules and Regulations of the Association.
- b) To assist the Association in carrying its duties.
- c) To pay up their yearly subscription within the first three (3) months of every year. Affiliate who failed to pay annual fees more than 2 years shall cease be a member.
- d) In the event of necessity, to provide special donation in the process to raise funds for the Association.

7) PRIVILEGES OF MEMBERSHIP :

All members who has paid up their yearly subscription will be entitled to the following privileges :-

- a) To take part in the General Election of the Association.
- b) To have the right to speak and vote in the Delegates' Conference.
- c) To have the right propose any amendments or matters to be discussed in the Delegates' Conference.
- d) Each Affiliate member can send 4 representatives to the General Meeting with voting rights and eligibility to hold post.

8) ORGANISATION : COMMITTEE :

The decision of the Annual Delegates' Conference shall be final and all resolutions approved by Annual Delegates' Conference will be executed by the Committee.

- a) 15 delegates will be elected by ballots in the Annual Delegates' Conference and 6 delegates will be appointed in the Committee Meeting to form the Committee.
- b) Office bearer shall comprise the followings:-
 - i. 1 Chairman
 - ii. 1 Deputy Chairman
 - iii. 3 Vice Chairman
 - iv. 1 General-Secretary

- v. 1 Assistant General-Secretary
 - vi. 1 Treasurer
 - vii. 1 Assistant Treasurer
 - viii. 1 Auditor
 - ix. 5 Ordinary Committee Members
 - x. 6 Appointed Committee Members (to be appointed by the Working Committees from the delegates)
- c) All members of the Committee and every officer performing executive function in the Association shall be Malaysian citizens.
- d) The Committee can approve the formation of any sub-committee if required to assist the Association in performing the day-to-day activities.

9) APPOINTMENT OF HONORARY MEMBER :

Any person giving special donation or devote to the Association shall be invited by the Committee to be an Honorary member of the Association but without any voting rights.

10) MEETINGS :

- a) The Annual Delegates' Conference of the Association shall be held by April of each year. All affiliate members shall appoint any number of delegates to attend the conference, but the right to speak or vote will confine to only 4 appointed delegates who can also be elected if the Annual Delegates' Conference coincides with the election year of the Association. The Annual Delegates' Conference shall have the following agenda :
- i. To receive the Committee's report on the working of the Association during the previous year.
 - ii. To receive the Treasurer's report and the audited accounts of the Association for the previous year.
 - iii. To elect a Committee and to appoint auditors for the ensuing year.
 - iv. To deal with such other matters as may be put before it.
- b) A Quorum shall be considered as having been formed if the delegates present is more than one half of the total affiliate members present. 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 14 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 to make decisions affecting the whole membership.

- c) The venue of each Annual Delegates' Conference shall be rotated from time to time to hold at each affiliate member's Association premises.
- d) An Extraordinary Delegates' Conference shall be convened, whenever the Committee deems it desirable, or at the joint request in writing by three (3) or more of the affiliate members, stating the objects and reasons for such conference, paragraph (b) of this rule regarding the quorum shall apply also to an Extraordinary Delegates' Conference.
- e) The Committee shall meet at least once a year, at least eight (8) of the Committee Members must be present for its proceedings to be valid.
- f) Notice and agenda for an Annual Delegates' Conference shall be initial by both the Chairman and the General-Secretary and forwarded to all the affiliate members at least thirty (30) days before the date fixed for the meeting. A copy of audited annual account for previous year shall also be attached to the notice.
- g) Notice and agenda for an Extraordinary Delegates' Conference shall be forwarded by the General Secretary to all the affiliate members at least fourteen (14) days before the date fixed for the meeting.
- h) Notice and agenda for Committee meeting shall be forwarded to all Committee Members at least fourteen (14) days before the date fixed for the meeting.
- i) The venue of the Committee meeting shall be decided by the Working Committee to hold at any affiliate member's Association premises.

11) DUTIES OF OFFICE BEARERS :

- a) The Chairman shall during his term of office preside at all Delegates' Conference and all meetings of Committee and shall be responsible for the proper conduct of all such meetings, sign the minutes of each meeting at the time they are approved, in charge of the day-to-day activities and the employment of the Association. He shall in conjunction with the General-Secretary and Treasurer, sign all cheques on behalf of the Association.
- b) The Deputy Chairman shall deputize for the Chairman during the latter's absence.

- c) The Vice Chairman shall deputize for the Deputy Chairman during the latter's absence.
- d) The General-Secretary shall conduct the business of the Association in accordance with the rules, and shall carry out the instructions of Delegates' Conference and of the Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the account and financial records. Instruct the duties of employees of the Association. In conjunction with the Chairman and the Treasurer he shall sign all cheques on behalf of the Association and keep a membership register.
- e) The Assistant General-Secretary shall assist the Secretary in carrying out his duties and shall act for him in his absence.
- f) The Treasurer shall be responsible for the finances of the Association. He shall keep accounts of all its financial transactions of the Association and shall be responsible for their correctness. He shall, in conjunction with the Chairman and General Secretary sign all cheques on behalf of the Association.
- g) The Assistant Treasurer shall assist the Treasurer in carrying out his duties and shall act for him in his absence.
- h) The Auditor shall be required to audit the accounts of the Association for the year, and to prepare a report for the Annual Delegates' Conference.
- i) Ordinary Committee Members shall be required to assist the above mentioned Office Bearers in dealing with the affairs of the Association. They shall fill in the vacancy of any of the above Office Bearers on the decision of the Committee.

12) FUNDS :

- a) The funds of the Association shall derive from Entrance fees. Yearly, subscriptions and donations from the affiliate members. In the event of necessity, the Committee shall decide on holding fun-fairs, dances and other approved projects to raise funds for the Association.
- b) All cheques of the Association shall be jointly signed by the Chairman, the General-Secretary together with the Treasurer, letters and documents shall be jointly signed by the Chairman and the General-Secretary.
- c) The Chairman shall be empowered to approve payments not exceeding RM 600.00 in a month. The General-Secretary shall be empowered to approve payments not exceeding RM 400.00 in a month. The Treasurer shall keep a sum of not empowered RM 200.00 as petty cash for daily expenses. The Committees shall be empowered to approve one single payment not exceeding RM 5000.00.

The approval of the Delegates' Conference, for all expenditures exceeding RM 5000.00 shall be sought.

d) The financial year of the Association begins on 1st January annually.

13) TERM OF OFFICE :

The term of Office Bearers of the Association shall be three (3) years and they shall be re-elected, except for the post of Chairman where one shall not hold consecutively for more than two (2) terms unless he or she received written request by a two-thirds majority of the existing affiliated Association where he or she will be eligible to stand for the post again. And the Auditor shall hold office for one (1) term only and shall not be re-appointed.

14) LEGAL ADVISERS :

In case of necessity, the Committees shall decide on soliciting lawyers to be Honorary Legal Advisers of the Association.

15) TRUSTEES :

Four (4) Trustees, each from different affiliation, who must be over 21 years of age, shall be appointed at the Annual Delegates' Conference and shall hold office for four (4) years. They shall be re-appointed. They shall have vested in them all immovable properties whatsoever belonging to the Association and shall deal with it in such manner as the Delegates' Conference may direct.

A Trustee may be removed from office by the Delegates' Conference on the grounds that, owing to ill health, unsoundness of mind, absence from the country or any other reasons, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a Trustee, a new Trustee shall have been appointed by a Delegates' Conference.

16) AMENDMENTS TO CONSTITUTION :

Any amendment to the constitution of the Association shall be passed at the Delegates' Conference, by a two-thirds majority of the delegates member present at the Delegates' Conference, and must send to the Registrar of Societies within twenty-eight (28) days and approved by the Registrar of Societies, the amendments to the constitution shall become effective.

17) INTERPRETATION :

The Committees shall have the power to interpret the Rules of the Society and when necessary determine any point on which the Rules are silent, and its decision shall be binding on all affiliate members until otherwise over-ruled by a majority vote at a Delegates' Conference.

18) DISSOLUTION :

- a) In the event of special reasons having been put forward for the dissolution of the Association, Extraordinary Delegates' Conference shall be called to discuss the issue. The Conference shall have three-fifths of the total membership present and the decision on the dissolution of the Association shall be adopted by a two-thirds majority vote of those delegates present at the conference.
- b) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed off in such a manner as may be decided upon by the Delegates' Conference.
- c) Notice of the dissolution shall be given to the Registrar of Societies within fourteen (14) days of the date of dissolution.

19) PROHIBITION :

- a) None of the following games shall be played in the premises of the Association; Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tian Kow, Chap Ji Kee, Sam Cheong, Twenty-One, Thirty-One, Ten and a half, all games of dice, banker's games and all games of mere chance.
- b) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office bearers, Committee or members.

20) LOGO :

The Logo of the Federation is in circle shape where the upper circumference is formed by the Bahasa Malaysia name of the Federation in blue colour, the lower circumference is formed by the Chinese character of the Federation in red colour.

The map of East and West Malaysia in pink colour is situated at the Centre where or top of it is the front view of a car in yellow colour and bottom of the map is one set of the blue screwdriver and spanner crossing each other.