

# CONSTITUTION

## PERSATUAN KESUSASTERAAN KANAK-KANAK MALAYSIA

### CLAUSE 1 NAME

1. The Association shall be known as

#### **PERSATUAN KESUSASTERAAN KANAK-KANAK MALAYSIA**

Hereinafter referred to as "the Association".

2. Meaning of name :
3. Level : **Kebangsaan**

### CLAUSE 2 ADDRESS

1. The registered address is

**A7480, LORONG SERI KUANTAN 37,  
25250 KUANTAN  
PAHANG**

or at such other place as may from time to time be decided by the Committee; and the postal address is

**A7480, LORONG SERI KUANTAN 37,  
25250 KUANTAN  
PAHANG**

2. The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

### CLAUSE 3 OBJECTIVE

The objectives of the Association are:-

- (A) To promote children literature throughout the whole Malaysia
- (B) To encourage reading and writing in children literature.
- (C) To promote cultural and educational activities.

### CLAUSE 4 MEMBERSHIP

A) Any person above the age of 18, irrespective of sex and creed and is of good conduct from the whole Malaysia can apply to be a member of the Association.

B) Membership shall be classified as follows :-

- i ) Life Member.
- ii ) Ordinary Member.

C) An intending member shall complete the enrolment form as prescribed by the Association and shall be proposed and seconded by two existing members of the Association. The application form for membership shall be submitted to the Secretary for forwarding to the committee for approval. The committee may at its discretion reject any application without assigning any reason thereof.

D) All applicant whose application has been approved as aforesaid shall upon payment of the prescribed entrance fee and yearly subscription be admitted as a member of the Association and shall be entitled to all the privileges of membership, except that he can only vote or be voted three (3) months after being admitted as a member.

## **CLAUSE 5 RESIGNATION AND TERMINATION**

A) Any member who wishes to resign from the Association shall give two weeks' notice in writing to the Secretary and shall pay up all his dues.

B) Disqualification from membership

i) A member shall be disqualified from membership if :-

- (a) He is addicted to bad habits and yet disregards good council;
- (b) His words and deeds are obviously contrary to the local laws and rules of Association.
- (c) He become lunatic or unsound mind; and
- (d) He takes part in political activities in the name of the Association.

ii) Before the committee disqualifies a member, he must be given a written notice explaining the reason for disqualification. The member should be given opportunity to explain and defend himself within a period of one month upon receipt of notice. The disqualification shall be effective unless the committee reverses the decision upon appeal from the member

## **CLAUSE 6 SOURCE OF INCOME**

A) A life member shall pay an entrance fee of Ringgit Malaysia Two Hundred only (RM200/=) and thereafter will be exempted from paying yearly subscription.

B) An ordinary member shall pay an entrance fee of Ringgit Malaysia Ten only (RM10/=) and yearly subscription of Ringgit Malaysia Twenty only (RM20/=).

C) All yearly subscription shall be payable to the Treasurer on or before 28th February each year.

D) A member who has not paid up his yearly subscription as stated in Rule 4C and who has been duly informed by the Secretary shall not have the privileges to his rights as an ordinary member (including the right to vote and be voted) until one month after he has paid up all his dues.

E) Any member who has not paid up his yearly subscription for a period of two years shall be deemed to have terminated his membership voluntarily. The Secretary shall then inform the member of his dues and termination of membership. If the member can present a satisfactory reason for his failure to pay his dues, he may be reinstated as a member by the committee.

## **CLAUSE 7 GENERAL MEETING**

A) The supreme authority of the Association is vested in a General Meeting of members. The quorum for any General Meeting shall be at least half of the total membership of the Association or twice of the total number of committee members, whichever is less.

B) In any Annual General Meeting, if there are not enough members to make up the quorum, after half an hour of the scheduled time, the meeting shall be postponed. The Annual General Meeting should be called again within thirty (30) days. If there are not enough members to make up the quorum again, the members present shall have power to proceed with the meeting. However, the meeting shall not have power to amend the constitution or to make decision affecting the whole membership.

C) An Annual General Meeting of the Association shall be held as soon as possible after the close of each financial year before 30th June , on a date and place to be decided by the committee. The agenda for the Annual General Meeting shall include :-

i) To appoint chairman for the Annual General Meeting

ii) To receive the committee's report on the working of the Association for the previous year.

iii) To receive the Treasurer's and the audited accounts of the Association for the pervious year.

iv) To elect a committee and to appoint Auditors once in every two years.

v) To deal with such matters as may be put before it.

D) A notice of the Annual General Meeting stating the date, time, venue and agenda shall be sent by the Secretary to all members at least fourteen (14) days before the meeting. The notice shall state that motions for discussion at the meeting must be sent to reach the Secretary not later than seven (7) days before the General Meeting. This notice shall be prominently displayed at the registered office or place of meeting of the Association. The Secretary shall email copies of minutes and reports together with audited accounts of the Association for the previous year seven (7) days before the General Meeting. Copies of these documents will also be made available at the registered address or place of meeting of the Association for the perusal of members.

E) An Extraordinary General Meeting shall be convened under the following manner:-

i) The committee deems it necessary; or

ii) At the joint request in writing of not less than 1/5 of the total eligible to vote members, stating the objects and reasons for such meeting.

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

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

(H) Paragraph (A) and (B) of this Rule regarding the quorum and the postponement of an Annual General Meeting shall apply also to an Extraordinary General Meeting, but with the provisions that if no quorum is present after half an hour from the scheduled time for postponed Extraordinary General Meeting requisitioned by members, the meeting shall be cancelled and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.

## CLAUSE 8 COMMITTEE

A) Fifteen (15) members of the committee shall be elected by secret ballot at the Annual General Meeting once in every two (2) years. 01) A President

02) A Vice-President

03) A Secretary

04) An Assistant Secretary

05) A Treasurer

06) Ten (10) ordinary committee members.

B) The office-bearers of the Association and every officer performing executive function in the Association shall be Malaysian citizens.

C) Names for the above offices shall be proposed and seconded and election will be by a simple majority vote of the member once in every two years at the Annual General Meeting. All the office-bearers shall be eligible for re-election every two years.

D) The function of the committee is to organize and supervise the day-to-day business of the Association and shall discharge all resolutions adopted at the Annual General Meeting. The committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it. The committee shall present a report of the activities during the previous year at the Annual General Meeting.

E) The committee shall meet at least once in every three months and the notice of meeting shall be sent at least seven (7) days before the meeting. A committee meeting may be called by the President acting alone or not less than three of its members acting together. The quorum of committee shall at least half of the total number of committee members.

F) Where any urgency requiring the approval of the committee arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of circular letter. The following conditions must be fulfilled before a decision of the committee is deemed to have been obtained :-

i) The issue must be clearly set out in the circular and forwarded to all members of

the committee.

ii) At least one-half of the members of the committee must indicate whether they are in favour or against the proposal;

iii) The decision must be by majority vote; and

iv) Any decision obtained by circular letter shall be reported by the Secretary to the next committee meeting and recorded in the minutes thereof.

G) Any committee member who has absent himself for three (3) consecutive meetings without satisfactory explanation shall be deemed to have resigned from the committee automatically.

H) In the event of death or resignation of any committee member, the committee shall have power to appoint any member of the Association to fill the vacancy until the next election.

I) The committee may employ staff or appoint members as it deems necessary to conduct of the affairs of the Association. It may suspend or dismiss any organizer or member of the staff for neglect of duty, refusal to carry out the decision of the committee, or for any other reason which it deems good and sufficient in the interest of the Association.

J) The committee must submit to the Registrar of Societies Annual Returns in accordance with Article fourteen (14) of the Societies Act within Sixty (60) days after the Annual General Meeting.

## **CLAUSE 9 DUTIES OF OFFICE BEARERS**

A) The president shall be the chairman of all General Meetings and all committee meetings, and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He can, in conjunction with the Treasurer, sign all cheques on behalf of the Association.

B) The Vice-President shall deputise for the President during the latter's absence.

C) The Secretary shall conduct the business of the Association in accordance with its rules and shall discharge all resolutions adopted at the General Meeting and decision of the Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. The Secretary shall maintain a membership register which contains the names, age, identity card number, occupation, name of employer and address of each member. He shall attend all meetings and record the proceedings. In conjunction with the President and the Treasurer, he shall sign all cheques on behalf of the Association. The Secretary shall within 60 days after the holding of its Annual General Meeting submit the annual returns of the Association to the Registrar of Societies as required under Section 14 (1) of the Societies Act, 1966.

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

E) The Treasurer shall be responsible for the finance of the Association. He shall keep accounts of all its financial transaction and shall be responsible for their correctness. He shall in conjunction with the president or the secretary sign all cheques on behalf of the Association.

F) The Ordinary Committee Members shall assist the committee in carrying out its responsibilities.

G) The committee shall invite those people who have contribution in the children literature (including non-member) to become so-called committee member. Unlimited persons, and their term shall be the same like the committee. The so-called committee member shall be invited to attend the committee meeting to provide their opinion but not to vote for it.

H) The committee shall form standing committee to carry out the duties of the committee. The chairman of the standing committee must be the committee member and shall invite at least four (4) members to become standing committee members. Their term shall be the same like the committee. The standing committee members need not attending the committee meeting and no right to vote except the chairman. The chairman of the standing committee shall make report to the committee and obtain approval for the project/activities carried out.

## **CLAUSE 10 FINANCIAL PROVISION**

A) Subject to the following provisions in this rule, the Funds of the Association may be expended for any purpose necessary for the carrying out of its objects including the expenses of its administration, the payment of salaries, allowances and expenses of its office-bearers and paid staff, and the audit of its accounts but they shall not be used to pay the fine of any convicted members in a court of law.

B) The Treasurer shall have the right to keep a petty cash of not more than Ringgit Malaysia Five Hundred only (RM500/=) at any one time. Any amount exceeding Ringgit Malaysia Five Hundred (RM500/=) shall be deposited in the Bank or Finance Company appointed by the committee within seven (7) days. The account shall be in the name of the Association.

C) All cheques or withdrawal notices on the Association account be signed jointly by the Treasurer with the Secretary or the President. In the absence of the Secretary or the Treasurer the committee shall appoint one of its members to sign on his behalf.

D) The President, the Secretary and the Treasurer may authorise any expenditure less than Ringgit Malaysia One Thousand only (RM1,000/=) at any one time, Any expenditure exceeding Ringgit Malaysia One Thousand (RM1,000/=) shall seek the sanction of the committee. Any expenditure exceeding Ringgit Malaysia Ten Thousand (RM10,000/=) in any one month shall seek the approval of the General Meeting.

E) After the end of each financial year, a statement of Receipts and Payments and a Balance Sheet for the year be prepared and audited by the Auditors appointed under RULE 10. The audited account shall be submitted for the approval of the next Annual General Meeting, and copies shall be made available at the registered office or place of meeting of the Association for the perusal of members.

F) The financial year of the Association shall begin on the 1st of January and shall end on the 31st of December of each year.

## **CLAUSE 11 AUDITORS**

A) Two persons who shall not be office-bearers of the Association shall be elected

at the Annual General Meeting and shall hold office for two years.

B) The Auditors shall be required to audit the accounts of the Association for the year and to prepare report or certificate for the Annual General Meeting. They may also required by the President of the Association 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.

#### **CLAUSE 12 PROPERTY ADMINISTRATOR**

A) All properties shall be registered in the name of Persatuan Kesusasteraan Kanak-Kanak Malaysia. The President, the Secretary, the Treasurer or any other appointed Committee members shall execute the legal documentation.

B) The Committee shall be appointed to protect all the properties of the Association. The Committee shall not sell, transfer any of the properties of the Association without the consent and authority of a general meeting of members.

#### **CLAUSE 13 INTERPRETATION**

A) Between Annual General Meetings, the committee shall interpret the rules of the Association and when necessary, determine any point on which the rules are silent.

B) 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 General Meeting.

#### **CLAUSE 14 ADVISOR / PATRON**

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#### **CLAUSE 15 PROHIBITION**

A) There shall not be any gambling in whatever manager in the Association.

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 member.

C) The Association shall not have any affiliation or connection with any organisation outside Malaysia.

D) The Association shall not engage in any Trade Union Activities as defined in the Trade Union Act 1959.

E) Benefits as described under Section 2, Societies Act 1966 shall not be given to any member of the Association.

#### **CLAUSE 16 AMENDMENT OF CONSTITUTION**

These rules may not be altered or amended except by resolution of a General Meeting. Application for alteration or amendment of the Rules shall be made to Registrar of Societies within Sixty (60) days from the date of the decision made for the alteration or amendment. Such alteration or amendment shall take effect from the date of their approval by the Registrar of Societies.

#### **CLAUSE 17 DISSOLUTION**

A) The Association may be voluntarily dissolved by a resolution of not less than three-fifth of the total membership eligible to vote and attend at a General Meeting specially hold for the purpose of dissolution.

B) In the event of the Association being dissolved provided above, all debt/and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed off in such manner as may be decided upon by the General Meeting.

C) Notice of the dissolution shall be made known to the Registrar of Societies within fourteen (14) days of such dissolution.

#### **CLAUSE 18 FLAG, LOGO AND BADGE**

1. Flag

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Description

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2. Logo

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Description

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3. Badge

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Description

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