



THE RULES OF
DEWAN PERHIMPUNAN CHINA KUALA LUMPUR DAN SELANGOR
(THE KUALA LUMPUR AND SELANGOR CHINESE ASSEMBLY HALL)

Chapter One NAME REGISTERED ADDRESS AND PLACE OF MEETING

1. The name of the Society is Dewan Perhimpunan China Kuala Lumpur Dan Selangor (The Kuala Lumpur and Selangor Chinese Assembly Hall) (hereinafter called “the Society”).
The registered address and place of meeting of the Society is at No. 1, Jalan Maharajalela, 50150 Kuala Lumpur.
The registered address and place of meeting shall not be changed without the prior approval of the Registrar of Societies.

Chapter Two OBJECTIVES

2. The objectives for which the Society is established are:-
 - 2 (1) To discuss and deal with matters of importance and interest to the members and the community.
 - 2 (2) To promote and participate in cultural, educational and social work.
 - 2 (3) To promote goodwill and unity among the various races in the country.
 - 2 (4) To liaise with other registered societies having similar objectives as those of the Society in furtherance of the above objective.

Chapter Three MEMBERSHIPS

3. 3 (1) Any Chinese guilds, societies and associations which are registered and having their offices in the state of Selangor and the Federal Territory are eligible to become members of the Society.
 - 3 (1) (A) The members of the Society shall comprise of three (3) categories, namely, the Permanent Members, the Life Members and the Ordinary Members. The Permanent Members shall refer to the members as stated in Rule 3 (2) herein and the Life Members shall refer to the members as defined in Rule 4 (2) herein.
- 3 (2) The following twenty-two associations are Permanent Members of the Society: Selangor Hokkien Association; Persatuan Kwong Siew Selangor & Wilayah Persekutuan; Selangor & Kuala Lumpur Fui Chiu Association; Kuala Lumpur & Selangor Kwangsi Association; Selangor & Kuala Lumpur Teo Chew Association; Poon Yu Association Selangor & Kuala Lumpur; Persatuan Daerah Chung San Selangor & Wilayah Persekutuan; Selangor & Wilayah Persekutuan Tong On Vooi Koon; Selangor & Kuala Lumpur Wui Leng Association; Selangor San Shui Association; Selangor & Kuala Lumpur Foochow Association; Kuala Lumpur Eng Choon Association; Selangor and Kuala Lumpur Char Yong Fui Kuan; Persatuan Ka Yin Wilayah Persekutuan & Selangor; Chak Kai Koong Kon K.L.; Persatuan Hainan Selangor & Wilayah Persekutuan; Selangor Ann Koe Association; Persatuan Derama Amator Chui Lok; Selangor Yan Keng Benevolent Dramatic Association; The Federation of Chinese Guilds Associations; The Kuala Lumpur & Selangor Chinese Chamber of Commerce & Industry; The Miners Association of Selangor, Negeri Sembilan and Pahang.

- 3 (3) Any member of the Society shall have at least 70% Chinese members and its representative nominated to the society shall be Chinese. If the Chinese members of an association have subsequently been reduced to less than 70%, its membership in the Society shall automatically cease.

4.
 - 4 (1) An Ordinary Member must pay an entrance fee of Ringgit Malaysia One Hundred (RM 100.00) only and an annual subscription of Ringgit Malaysia One Hundred (RM100.00) only.
 - 4 (2) A Life Member must pay a sum of Ringgit Malaysia Two Thousand (RM2, 000.00) only being the entrance fee and the subscription.
 - 4 (3) Any adjustment in the entrance fee and the annual subscription shall be decided at the Annual General Meeting or Extraordinary General Meeting of the Society and submitted to the Registrar of Societies for approval.
 - 4 (4) The Permanent Members and the Life Members are not required to pay any annual subscription.
 - 4 (5) The Board of Directors reserves the right to revoke the membership of any Ordinary Member who fails to pay its annual subscription for three years consecutively.

5.
 - 5 (1) Any association wishing to become an Ordinary Member or a Life Member of the Society shall submit an application for membership in a prescribed form duly recommended by one member and seconded by another member. The application form shall be submitted to the Secretariat and shall be posted on the notice board for fourteen (14) days. The application shall be approved by the Board of Directors and becomes effective after payment of entrance fee and annual subscription within thirty (30) days from the date of such approval.
 - 5 (2) The Board of Directors reserves the right to decline any application for membership without any reason given.

6.
 - 6 (1) Members of the Society shall be entitled to take part in all activities of the Society, to express opinions, to cast votes, to elect and be elected as directors at the Annual General Meeting.
 - 6 (2) Members of the Society shall abide by the Rules and regulations, and shall be bound by all resolutions passed at all levels of meetings of the Society.
 - 6 (3) When necessary, the Society may appeal to the members and the general public for special donations. Members shall be obliged to respond favorably to such appeal.
 - 6 (4) The Board of Directors shall be entitled to expel any representative of its members who by speech or action contravenes the Rules of the Society or the resolutions of the Annual General Meeting or Board of Directors, or acts in a manner detrimental to the reputation of the Society, and to request its members to nominate another representative.
 - 6 (4) (A) The Board of Directors reserves the right to expel any member who by speech or action contravenes the Rules of the Society or acts in a manner detrimental to the reputation and interest of the Society. Any member aggrieved by such expulsion may appeal to the next General Meeting of members and the decision of the General Meeting shall be binding. No member shall bring the matter to court without first exhausting the internal procedures and avenues available.
 - 6 (4) (B) Any member wishing to withdraw from the Society shall pay any moneys and fees due to the Society and notify its intention to withdraw in writing to the Board of Directors for the Board's acceptance and record. No entrance fee, annual subscription and special subscription paid shall be refunded.
 - 6 (5) The membership of any member in the Society shall automatically cease upon the voluntary dissolution or de-registration of such member.

Chapter Four ORGANISATIONS

7. 7 (1) The Annual General Meeting of members shall be the highest policy-making body of the Society.
- 7 (2) The Board of Directors shall be the highest policy-making and administrative body during the adjournment of the Annual General Meeting of members.
- 7 (3) The Board of Directors shall consist of not more than forty-seven (47) directors, including thirty-nine (39) directors elected triennially at Annual General Meeting of members and persons co-opted as directors in accordance with Rules 7 (5), 7 (6) and 7 (7) herein.
- 7 (4) Members of the Board of Directors shall be as follows:
 - (i) President (One)
 - (ii) Deputy President (One)
 - (iii) Vice-President (Six)
 - (iv) Secretary General and Assistant Secretary General (One each)
 - (v) Treasurer and Assistant Treasurer (One each)
 - (vi) Head of Social-Economic Committee (One)
 - (vii) Head of Cultural and Educational Committee (One)
 - (viii) Head of Welfare Committee (One)
 - (ix) Head of Liaison Committee (One)
 - (x) Head of Civil Rights Committee (One)
 - (xi) Head of Women's affairs Committee (One)
 - (xii) Head of Youths' affairs Committee (One)
 - (xiii) Ordinary Directors (Not more than Twenty-Eight)
- 7 (5) The office bearers of the Board of Directors under clause (4) (i) - (xii) above shall form the Executive Committee.
- 7 (6) Thirty-nine (39) elected members of the Board of Directors, the head of Women's Affairs Committee and the head of Youths' Affairs Committee shall be entitled to vote in the election of positions stated in Rules 7 (4) (i) to 7 (4) (x) above. But the head of Women's Affairs Committee and the head of Youths' Affairs Committee shall not be entitled to be voted in the above mentioned election.
- 7 (7) The Board of Directors shall be entitled to co-opt not exceeding six (6) representatives of associations or individual persons as directors.
- 7 (8) Only the directors or representative of the guilds, societies and associations are eligible to be elected as the President of the Society.
- 7 (9) The head of the Women's Affairs Committee shall automatically become a director and a member of the Executive Committee upon her election at the General Meeting of the Women's Affairs Section.
- 7 (10) The head of the Youths' Affairs Committee shall automatically become a director and a member of the Executive Committee upon his election at the General Meeting of the Youths' Affairs Section.

Chapter Five ANNUAL GENERAL MEETING

8. 8 (1) The Annual General Meeting of the Society shall be held once a year before the end of June to transact the following business:
 - (a) To receive the annual report and the audited annual accounts.
 - (b) To elect directors (triennially).
 - (c) To appoint trustees (if necessary).
 - (d) To appoint a qualified auditor (triennially).

- (e) To transact any other matters for which written notice has been given to the Secretariat provided that the same shall not be included in the agenda unless it has been duly approved by the Board of Directors ten (10) days before the Annual General Meeting.
- 8 (2) The notice of Annual General Meeting, together with the annual report and the audited annual accounts shall be given to the members twenty-one (21) days before the meeting.
 - 8 (3) The quorum for the Annual General Meeting shall be one half (1/2) the voting membership or twice the office bearers of the Board of Directors. In the event that there is no quorum within half an hour from the time appointed for holding the meeting, the meeting shall be adjourned for seven (7) days to be held at the same time and place.
 - 8 (4) No quorum is necessary at the adjourned Annual General Meeting. But no amendment to the Rules of the Society nor any resolution affecting the interests of the members shall be passed at such adjourned Annual General Meeting.
9.
 - 9 (1) When necessary, the President or the Board of Directors may call an Extraordinary General Meeting of members provided that notice of such meeting shall be given at least fourteen (14) days before the meeting.
 - 9 (2) The quorum for the Extraordinary General Meeting shall be one half (1/2) the voting membership or twice the office-bearers of the Board of Directors whichever is lesser.
 - 9 (3) The President or Board of Directors, shall on the requisition made in writing by one-third (1/3) of the members stating the objects of the proposed meeting convene an Extraordinary General Meeting within fourteen (14) days from the date of receipt of the requisition. Notice of the meeting must be given to the members seven (7) days before meeting. If no quorum is present after half an hour from the time appointed for holding the meeting, the proposed meeting shall be cancelled and no adjournment shall be made.
 10.
 - 10 (1) Any resolution passed at the Annual General Meeting or Extraordinary General Meeting shall be carried by the majority of votes of those members present at such meeting. But any resolution affecting the Rules or the property of the Society shall be decided in accordance with the provisions contained in Rule 25 (2) of Chapter 13 and Rule 10 (2) herein contained respectively.
 - 10 (2) Any resolution relating to the sale, transfer or mortgage of the property of the Society shall require the consent of at least two-thirds (2/3) of the number of the Board of Directors. Such decisions shall then be put to a vote at the Annual General Meeting or Extraordinary General Meeting and be passed by at least three-quarters (3/4) of the members present at the meeting.

Chapter Six ELECTIONS

11.
 - 11 (1) The Board of Directors of the Society shall be elected once in every three (3) years, on the same day of the Annual General Meeting.
 - 11 (2) A seven-man election committee shall be set up by the Board of Directors to take charge of the election work.
 - 11 (3) Any member intending to attend and vote may appoint a proxy to attend and vote for it at General Meetings. No person can be appointed proxy for more than one member.
12.
 - 12 (1) Voting shall be by way of secret ballots. The rules of election shall be decided by the election committee.
 - 12 (2) Members who are in arrears of the previous year's subscriptions shall not be entitled to vote or be elected.
 - 12 (3) Members whose membership in the Society is less than one (1) year shall not be entitled to vote and be voted.

CHAPTER SEVEN

BOARD OF DIRECTORS

13. 13 (1) The Board of Directors shall convene a meeting within fourteen (14) days after the election to elect office bearers as provided in rule 7(4).
- 13 (2) The Board of Directors shall serve for three years each term and all office-bearers of the Board of Directors may be re-elected after serving two terms in office except the President, the Secretary General and the Treasurer, who shall not serve for more than two terms or six years consecutively, whichever is shorter. In the event that the terms of service for the President have expired but his presidency post in The Federation of Chinese Associations Malaysia is still continuous, then in such event the term of service for the presidency post is permitted to seek for an additional term until the term of service in The Federation of Chinese Associations Malaysia expires.
- 13 (3) The handing over of office by the outgoing office bearers to the incoming office bearers shall take place within one (1) month after the election.
14. 14 (1) The Notice of meeting of the Board of Directors shall be given at least seven (7) days before the meeting. Twenty (20) directors shall constitute a quorum.
- 14 (2) The Board of Directors shall meet at least once in two months. In the event of urgency, the President may call an emergency meeting of the Board of Directors.
- 14 (3) Any director who has been absent for three (3) consecutive meetings of the Board of Directors without due reason shall automatically be relinquished from being a director, and the vacancy thereby created shall be substituted by another representative from the respective association.
15. 15 (1) The employees of the Society shall not be eligible to become a director.
- 15 (2) Any person who has been convicted of a jail sentence by a Court of law or adjudged bankrupt or proved mentally insane shall not be eligible to become a director.
16. The Board of Directors shall have the following powers:-
 - 16 (1) To set up working sub-committees and to appoint advisers when necessary to carry out and promote the activities of the Society.
 - 16 (2) To recommend to the General Meeting of Members persons to be the Permanent Honorary President, Honorary President and Honorary Adviser of the Society.
 - 16 (3) To approve or decline the application of members, to elect new directors for the remainder of the term of office to replace those who retire.
 - 16 (4) To formulate standing orders of meeting of the Society.
 - 16 (5) To set up liaison centers for members at district level in the state.

Chapter Eight

EXECUTIVE COMMITTEE

17. Executive Committee shall meet at least once in two (2) months. The notices of meeting shall be given at least seven (7) days before the meeting. Nine (9) persons shall constitute a quorum.
18. Executive Committee shall have the following powers:-
 - 18 (1) To recommend to the Board of Directors plans of activities and the estimated expenditure.
 - 18 (2) To suggest to the President the holding of special meetings of Directors, or Extraordinary General Meeting in order to transact urgent business.
 - 18 (3) To employ and terminate employment of staff of the Secretariat.

- 18 (4) Any member of the Executive Committee who has been absent for three (3) consecutive meetings of the Executive committee without due reason, shall automatically be relinquished from being a member of the Executive Committee, and the vacancy shall be substituted by another director thereby elected by the Board of Directors.

Chapter Nine POWERS AND DUTIES

19. 19 (1) The President:-
To supervise the affairs of the Society, to represent the Society in dealing with external affairs, to chair the meetings of the Board of Directors and of the Executive Committee, to authorize special expenditure of not more than RM10,000.00 at any one time.
- 19 (2) The Deputy President:-
To assist the President in attending to the affairs of the Society, to carry out the instructions of the President, to act for the President during his absence or while he is on leave.
- 19 (3) The Vice President:-
To assist the President in attending to the affairs of the Society, to carry out the instructions of the President. One of the Vice-Presidents shall act for the President and Deputy President during their absence.
- 19 (4) The Secretary General:-
To carry out the resolutions of the Board of Directors, to supervise the staff of the Secretariat, to keep all documents, records and the register of members of the Society, to report to the Annual General Meeting, the Board of Directors and the Executive Committee the affairs of the Society and to recommend plans of activities, to authorize special expenditure of not more than RM5,000.00 at any one time.
- 19 (5) The Assistant Secretary General:-
To assist the Secretary General and to act for him during his absence or while he is on leave.
- 19 (6) The Treasurer:-
To take charge of the finance, title deeds and accounts of the Society, to report to Annual General Meetings, the Board of Directors and Executive Committee on Financial matters, to hold a sum not exceeding RM2000.00 for petty expenses.
- 19 (7) The Assistant Treasurer:-
To assist the Treasurer in the carrying out his duties, to act for the Treasurer during his absence or while he is on leave.
- 19 (8) Heads of Various Committees:-
To lead, plan and supervise the activities of the various committees, to authorize expenditure of not more than RM500.00 at any one time, to report to the Executive Committee and the Board of Directors plans of activities and recommendations.
- 19 (9) The Vice-chairmen of Various Committees:-
To assist their respective Chairman and to act for their respective chairman during their absence or while they are on leave.
20. No director or trustee shall enter into any agreement on behalf of the Society with any individual or organization affecting the property or interests of all members without the prior approval of the Annual General Meeting or Extraordinary General Meeting.

Chapter Ten ESTABLISH OF FUNDS

21. The Board of Directors may set up Charity Foundation or any other funds for the purpose of achieving objectives in Chapter 2.

Chapter Eleven BOARD OF TRUSTEES

22. 22 (1) Four Trustees of the Society who are above 21 years of age shall be appointed at the Annual General Meeting and to hold office at the pleasure of the Society or until such time being terminated by the General Meeting.
- 22 (2) Any Trustee who is dead, missing for a year or is insane, convicted by a Court of law, adjudged bankrupt, or is out of Malaysia for a year without leave or has permanently migrated to other countries or has failed to carry out the resolutions of Annual General Meetings or Extraordinary General Meeting of Members shall automatically be removed from trusteeship.
- 22 (3) Any vacancy or vacancies created by the death, resignation or removal of any of the Trustees shall be filled by the appointment of other members at an Annual General Meeting or Extraordinary General Meeting.
- 22 (4) All immovable properties of the Society, shall be registered in the name of the Society. The incumbent President, Secretary General and Treasurer shall execute on behalf of the Society any deeds and documents relating to the properties of the Society.

Chapter Twelve FINANCE

23. Financial Provisions
- 23 (1) Subject to the following provisions in this Rule, the funds of the Society 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 to its office-bearers and paid staff and the audit of its accounts.
- 23 (2) The Treasurer may hold a petty cash advance not exceeding RM2000.00 at any one time. All money in excess of this sum within three (3) working days of receipt be deposited in a bank, where the Bank Account shall be in the name of the Society.
- 23 (3) All cheques or withdrawal notices on the Society's account shall be signed jointly by the President (or in his absence the Deputy President), the Secretary General (or in his absence the Assistant Secretary General) and the Treasurer (or in his absence the Assistant Treasurer).
- 23 (4) No expenditure exceeding RM10,000.00 at any one time shall be incurred without the prior sanction of the Board of Directors.
- 23 (5) As soon as possible after the end of each financial year, a statement of income and expenditure and a balance sheet for the year shall be prepared and audited by the Auditor appointed. The audited accounts 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 Society for the perusal of members.
- 23 (6) The financial year of the Society commences on the 1st of January.
24. 24 (1) One person who shall not be an office-bearer of the Society shall be appointed at the Annual General Meeting as Honorary Auditor. He shall hold the office for three years.
- 24 (2) The Auditor shall be required to audit the accounts of the society and to prepare a report for the Annual General Meeting. He may also be required by the President to audit the accounts

of the Society for any period within their tenure of office at any date, and to make a report to the Board of Directors.

- 24 (3) The Annual General Meeting may appoint a qualified accountant (or firms of accountants) as paid Auditor. The Auditor thus appointed shall hold his appointment until he resigns or until his appointment is otherwise terminated by the Annual General Meeting or Extraordinary General Meeting.

Chapter Thirteen AMENDMENTS TO RULES

25. 25 (1) Any amendments to the Rules may be made by the Board of Directors and submitted to the Annual General Meeting or Extraordinary General Meeting for its approval. Such amendments shall come into effect upon the approval of the Registrar of Societies.
- 25 (2) Any amendment to the Rules shall be approved by a two-third (2/3) majority of the members present at the Annual General Meeting or Extraordinary General Meeting of members.
- 25 (3) Upon receipt of request jointly submitted by one-third (1/3) of the members proposing certain amendments to the Rules, the Board of Directors shall convene an Extraordinary General Meeting within one month to discuss the proposed amendments.

Chapter Fourteen PROHIBITIONS

26. 26 (1) The Society shall not accept non-citizens as representatives of its members.
- 26 (2) The Society shall not appoint non-citizens as personal Directors.
- 26 (3) Without the prior approval of the Registrar of Societies, the Society shall not directly or indirectly request, procure, obtain or accept, or attempt to request, procure, obtain or accept any cash, movable or immovable property or any monetary benefits or facilities from any organization or government or its agency, any governmental or other bodies not incorporated under the written law of Malaysia from any country, territory or place outside Malaysia or from any individual normally resident outside Malaysia.
- 26 (4) The Society shall not have any affiliation or connection outside Malaysia.

Chapter Fifteen DISSOLUTION

27. 27 (1) The decision to dissolve the Society shall be passed by a two-third (2/3) majority present at the Extraordinary General Meeting attended by at least three quarters (3/4) of the total number of members.
- 27 (2) The winding up affairs of the Society after dissolution shall be managed by a committee appointed by Extraordinary General Meeting. The notice of dissolution shall be submitted to the Registrar of Societies within fourteen (14) days of the dissolution.

Note:-

The First Amendment to the Rules was approved on 22-9-1983 by the Registrar of Societies, Malaysia.
The Second Amendment to the Rules was approved on 25-8-1989 by the Registrar of Societies, Malaysia.
The Third Amendment to the Rules was approved on 06-09-2005 by the Registrar of Societies, Malaysia.
The Fourth Amendment to the Rules was approved on 20-02-2006 by the Registrar of Societies, Malaysia.
The Fifth Amendment to the Rules was approved on 19-01-2009 by the Registrar of Societies, Malaysia.