

PERLEMBAGAAN BAGI
PERTUBUHAN INDUK
PERSATUAN JUNIOR CHAMBER ANTARABANGSA SIBU (JUNIOR CHAMBER
INTERNATIONAL SIBU)
(PPM-001-13-21091958)

CHAPTER 1 NAME AND REGISTERED / POSTAL ADDRESS

Article 1-1 This organisation shall be known as the “PERSATUAN JUNIOR CHAMBER ANTARABANGSA SIBU MALAYSIA” JUNIOR CHAMBER INTERNATIONAL SIBU (hereinafter referred to as the Local Organization), with its registered address at No.34, 3rd Floor, Pusat Pedada, Jalan Pedada, 96000 Sibu, Sarawak.

Article 1-2 The postal address of the Local Organization (hereinafter known as LO), shall be, P. O. Box 385, 96007 SIBU.

Article 1-3 The registered and postal address of the LO may be changed by the Board of Directors with the prior approval of the Registrar of Societies, Malaysia.

CHAPTER 2 CREED AND PURPOSE

Article 2-1 JCI MISSION

To provide development opportunities that empower young people to create positive change.

Article 2-2 JCI VISION

To be the leading global network of young active citizens.

Article 2-3 “Creed” or “Declaration of Principles”:

The Official Creed or Declaration of Principles of the LO shall be as follows:-

WE BELIEVE

That faith in God gives meaning and purpose to human life;

That the brotherhood of man transcends the sovereignty of nations;

That economic justice can best be won by free men through free enterprise;

That government should be of laws rather than of men;

That earth’s great treasure lies in human personality;

And that service to humanity is the best work of life.

Article 2-4 Purpose Of Junior Chamber International

The objects of Junior Chamber International inspired by the Creed of Declaration of Principles shall be:-

To develop the individual abilities and stimulate the joint efforts of young persons for the purpose of improving the economic, social and spiritual well-being of mankind, by:

(1) Development of an awareness and acceptance of the responsibilities of

citizenship;

(2) Individual participation in internal training programs to develop leadership potential;

(3) Active participation in planning and executing programs to the development of individual and the community;

(4) Promotion of economic development;

(5) Furtherance of understanding, goodwill and co-operation among all people.

Article 2-5 Purpose of The LO:

The purpose of the LO, inspired by the Creed or Declaration of Principles, shall be:

(1) to develop and advance the purpose of Junior Chamber International;

(2) to co-ordinate the activities of its members to achieve these; and

(3) to promote the extension of membership to all young persons.

CHAPTER 3 **PROHIBITIONS**

Article 3-1 Politics

The LO shall refrain from any partisan political activity and shall not undertake the promotion of any one local interest over another within or without its membership.

Article 3-2 Religion

Section 1. The LO shall refrain from sectarian or religious activities. This shall not be construed as a prohibition upon any member from engaging in religious activities which are acceptable to him/her.

Section 2. The concept of "GOD" in the context of the Creed or Declaration of Principles is to be interpreted according to one's own religious belief.

Article 3-3 Trade Unions

The LO shall be not engage in any Trade Union Activities as defined in the Trade Union Ordinance, 1959.

Article 3-4 Gambling

Gambling in any form is strictly prohibited in the premises of the LO.

Article 3-5 Lottery

No lottery shall be carried out by the LO without the prior approval of authorities concerned.

CHAPTER 4 **AFFILIATION**

Article 4-1 The LO shall be and is hereby affiliated to "JUNIOR CHAMBER INTERNATIONAL MALAYSIA".

Article 4-2 The LO shall not have affiliation or connection with any society established outside Malaysia without the approval of the Registrar of Societies, Malaysia except JCI.

CHAPTER 5 **MEMBERSHIP**

Article 5-1 Age Limit

Membership and the full privileges thereof shall consist of young persons of good character, irrespective of nationality, colour, religion, political belief, between the ages of eighteen (18) and forty (40), both inclusive, who subscribe to the Creed and purposes of the LO provided that membership shall continue to the end of the calendar year in which the person reaches the age of forty (40) years.

Article 5-2 Student

Any student of University or Institution of higher learning shall not be admitted as a member of this LO unless he has obtained prior written permission from the vice-chancellor of the University or Institution of higher learning concerned.

Article 5-3 Resignation

Any member may resign this membership by giving notice to the Secretary General in writing to that effect. Such member shall be liable for the payment of all arrears of subscription to the date of resignation.

Article 5-4 Provisional Membership

An applicant who subscribes to the Creed and purposes of the LO and whose application has been duly received, approved and notified shall become a provisional member of the LO and shall enjoy the rights and privileges accorded to a full member except voting right and the right to hold office.

Article 5-5 Full Membership

A provisional member of the LO shall become a full member upon his fulfillment of the requirement needed of a full member and shall enjoy all rights and privileges.

Article 5-6. ALUMNI Members

Any member above the age of forty (40) shall automatically become an Alumni Member and is entitled to all privileges of a member except voting right and shall not be elected to office.

CHAPTER 6 **GENERAL ASSEMBLY**

Article 6-1 Supreme Authority

The General Assembly shall constitute the Supreme Authority of the LO, shall retain all rights and privileges not specifically assigned to the Board of Directors or the Local President of the LO or any other officer of the LO.

Article 6-2 Proxies

There shall be no proxies.

CHAPTER 7 **GENERAL MEETINGS**

Article 7-1 Annual General Meetings

An Annual General Meeting of the LO shall be in accordance with the provisions of

Chapter III of the By-Laws.

Article 7-2 Extraordinary General Meeting

All general meetings other than the Annual General Meetings which convened in accordance with the provisions of the By-Laws.

CHAPTER 8 **GOVERNMENT**

Article 8-1 Officers

The Government of the LO shall be vested in a Board of Directors, the membership of which shall comprise the following officers:

- (a) Local President
- (b) Immediate Past President
- (c) 1 Executive Vice President for membership of sixty (60) members and above
- (d) Vice President (VPs) of equal rank and number shall be:-
 - (i) 4 VPs for membership of 51 members and above
 - (ii) 3 VPs for membership of 36 to 50 members
 - (iii) 2 VPs for membership of 25 to 35 members
- (e) Local Secretary
- (f) Honorary Treasurer
- (g) General Legal Counsel
- (h) Commission Directors (CDs) of equal rank and the number shall be:-
 - (i) 8 CDs for membership of 51 members and above
 - (ii) 6 CDs for membership of 36 to 50 members
 - (iii) 4 CDs for membership of 25 to 35 members

Article 8-2 Remuneration :

All officers of the LO shall serve without any financial remuneration.

Article 8-3 Section 1. Election:

The officers named in Article 8-1 (a,c,d,f,h) shall be proposed and seconded and the election will be by a simple majority votes of the members at the Annual General Meeting.

Section 2. Appointment:

The officers named in Article 8-1 (b,e,g) shall be appointed by the incoming President subject to the approval of the General Assembly at the Annual General Meeting, except for the position of Immediate Past President (IPP) whose office shall be "ex-officio".

Article 8-4 Term of Office :

The Term of office of each officer shall be for one calendar year to commence on the first day January or appointment.

Article 8-5 Emergency :

In the event of the cancellation or postponement of an Annual General Meeting, the officials may remain in office beyond the term set out in Article 8-7 until elections

can be held as so prescribed in the Chapter VI of the By-Laws.

Article 8-6 Vacancies :

Section 1. Local President :

Upon the death, disability, resignation or other disposition that shall prevent the Local President from serving, the immediate Past President shall assume the presidency for the duration of the term for which the Local President has been elected.

Section 2. Other Officers :

Vacancies in all offices other than that of Local President shall be filled by appointment by the Local President, subject to the approval of the General Assembly.

Article 8-7 Substitute :

In case of temporary incapacity, the functions of the incapacitated officer may be discharged by an alternate to be appointed by the Local President.

Article 8-8 Succession :

No elected officer may hold same office twice. However, an officer shall be permitted to be elected to a full term in the same office, if that officer was appointed to the office after January and will not have served a full year in such office prior to December 31st of the same year.

Article 8-9 Conflicting Office :

No officer of the LO shall hold elected or appointed office of Junior Chamber International, Junior Chamber International Malaysia or another LO while an Officer of the LO. The Auditor shall be required to audit the accounts of the LO for the year and to prepare a report or certificate for the Annual General Meeting. He may also be required by the Local President and Board of Directors to audit the accounts of the LO for any period within his tenure of office at any date and to make a report to the Board of Directors.

Article 8-10 Disqualification Of Office Bearers :

Any person shall not hold office in the LO or become an advisor or employee of the LO if he is disqualified under Section 9A of the Societies Act, 1966.

CHAPTER 9 AUDITOR

Article 9-1: The General Assembly shall appoint an Auditor at Annual General Meeting and he shall be responsible only to General Assembly. He shall not necessarily be a member of the Local Youth Society during the term of his office.

CHAPTER 10 FISCAL YEAR

Article 10-1 The fiscal year of the LO shall be from 1st January to 31st December of

the subsequent year.

CHAPTER 11 AUTHENTICATED OFFICERS

Article 11-1 If the LO shall at any time acquire any immovable property such property shall be vested in the officer appointed under section 9(b) of Societies Act 1966.

Article 11-2 Three Officers who must be office bearers and over 21 years of age, shall be appointed at the annual general meeting for the purpose of Section 9(b) of the Societies Act, 1996.

Article 11-3 They shall hold office until their term expires at the next annual general meeting and shall be eligible for re-election

Article 11-4 The officers appointed under this rule shall deal with the immovable property of the LO in such manner as the general meeting may direct provided that all immovable properties shall be registered in the name of the LO.

Article 11-5 The officers shall not sell, withdraw or transfer any of the property of the LO without the consent and authority of a general meeting of members.

Article 11-6 An officer may be removed from office by a general meeting on the ground that, owing to ill health, unsoundness of mind, absence from the country or for any other reason, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of an officer before the annual general meeting, the vacancy, shall be filled by an appointment by the Local President, subject to the approval of the General Assembly.

CHAPTER 12 EMBLEM & INSIGNIA

Article 12-1 By virtue of its affiliation with Junior Chamber International Malaysia, the LO shall adopt and use the official emblem of the national body.

CHAPTER 13 INTERPRETATION, AMENDMENTS, ETC

Article 13-1 Interpretation:

Between General Meetings, the Board of Directors shall interpret the Constitution and determine any points in which the Articles are silent. The decision of the Board of Directors shall be binding on all members unless and until countermanded by the General Assembly at an Annual or Extraordinary General Meeting.

Article 13-2 Amendments:

The Constitution and By-Laws may be modified, altered and amended or repealed by the affirmative vote of not less than two thirds of the total number of paid-up members present at any Annual or Extraordinary General Meeting called specially for that purposes PROVIDED that written notice of the proposed amendment is

given to the Secretary General not less than thirty (30) days prior to covering of the General Meeting PROVIDED that the General Meeting or the Board of Directors at a prior General Meeting directed consideration of the amendment to a subsequent general meeting. In all events the Secretary General shall within seven (7) days after the deadline forward copies of the proposed amendment to all members of the LO.

Article 13-3 Dissolution :

The LO shall not be dissolved at any time except by a resolution passed by the General Assembly at an Annual or Extraordinary General Meeting where at least seventy-five (75) percent of the total number of paid-up members in favour of the dissolution and subject to the resolution giving instructions for the disposal of any asset held by or in the name of the LO after the settlement of all debts and liabilities of the LO. The Register of Societies shall be informed of the dissolution within fourteen (14) days from the date thereof.

Article 13-4 Effective Date :

This constitution and subsequent amendment there-to shall become effective immediately upon approval and Registration by Registrar of Societies of Malaysia

LAMPIRAN

1. Bendera
-
2. Lambang



3. Lencana
-

JUNIOR CHAMBER INTERNATIONAL SIBU

BY-LAW

CHAPTER I **USE OF NAME AND INSIGNIA**

By-Law 1-1

Use:

The use of the name “JUNIOR CHAMBER [INTERNATIONAL](#) SIBU (MALAYSIA) and the insignia as described under Article 12-1 shall be limited to members whose membership is duly recorded.

CHAPTER II **MEMBERSHIP**

By-Law 2-1

Application:

All application must subscribe to the creed and purposes of the [LO](#) and must be proposed and seconded by two [Board of Directors](#) of the [LO](#).

By-Law 2-2

Application Form:

All applications shall be made on form prescribed in schedule 1 annexed hereto accompanied by the requisite entrance fee and recent passport size photographs

By Law 2-3

Majority:

All application shall be approval for membership by a majority vote of the Board of Directors subject to By-Laws 2-5 and 2-6 hereunder.

By-Law 2-4

Notices :

Immediately upon the approval by the Board of Directors of an application for membership, the [Local Secretary](#) shall notify the applicant accordingly together with a copy of the Constitution and By-Laws of the [LO](#).

By-Law 2-5

Provisional Member :

Upon approval by the Board of Directors the applicant shall enjoy the rights and privileges accorded to a full member except voting right.

By-Laws 2-6

Full Member :

A provisional member of the [LO](#) shall become a full member upon his induction within ninety (90) days from the date of approval of his provisional membership. A provisional member shall not be inducted until he has:

- (a) paid all his subscriptions due and
- (b) attended at least one (1) membership meeting and a Pre-Induction Training course organised by the [LO](#).

By-Law 2-7

Resignation :

Any member desiring to resign from membership shall give notice thereof in writing to the [Local Secretary](#) and such notice shall take effect only after all arrears of subscriptions and other amounts due to the [LO](#) by such member have been fully settled. Such member shall be liable for the payable of all arrears of subscriptions to the date of effective resignation.

By-Law 2-8 Disciplinary proceedings :

Within seven (7) days upon the receipt of a written complaint that a member has ceased to live up to the Creed and Purpose of the LO and whose alleged actions are detrimental to the interest of the LO, the Local President shall in consultation with the Immediate Past President appoint an Investigation Committee comprising the General Legal Counsel as the Chairman and four (4) other senior members of the LO. The Investigation Committee shall within fourteen (14) days from the date of appointment make known its findings in writing to the Board of Directors who may act upon such findings.

By-Law 2-9 Disciplinary actions :

The board of Directors acting on the findings of the Investigation Committee may, by a resolution passed by two-thirds (2/3) majority of the members present, reprimand, suspend or remove any member from membership without prejudice to the right of the member so reprimanded, suspended or removed to appeal to the General Assembly.

By-Law 2-10 Termination :

A provisional member who fails to pay his subscription and dues within the time stipulated in this By-Law shall have his provisional membership terminated automatically without notice. A member whose subscription is overdue for a period of three months or who fails, without giving any reasonable excuse in writing to the Local Secretary to attend three successive membership meetings of the LO will be subject to a decision by the Board of Directors to terminate his membership without prejudice to his rights to appeal to the General Assembly.

By-Law 2-11 Prohibition :

1. Approval of provisional membership is prohibited during the last Board of Directors meeting before the Annual General Meeting.
2. No member of the LO shall be a member, Executive Vice President, Vice Presidents, Secretary General and such other reports as may be brought forward.
3. To elect office bearers for the ensuing year.
4. To approve the appointment of the General Legal Counsel, Local Secretary and Honorary Treasurer.
5. Subject to his Constitution and By-Laws, to consider and take such action as may be deemed necessary with reference to any business or motion of which notice has been given including amendments to the Constitution and By-Laws of the LO.
6. To receive and consider the annual audited accounts and the auditors report thereon, and the interim financial report from Honorary Treasurer.
7. To approve the budget for ensuing year.
8. To appoint an Auditor of the LO for the ensuing year and fix his remuneration.

CHAPTER III ANNUAL GENERAL MEETING

By-Law 3-1 Date & Place:

The Annual General Meeting shall be held within November of each year and written notice of such meeting shall be given to each member at his last known address at least fourteen (14) days prior thereto.

By-Law 3-2 The Business of the Annual General Meeting shall be:-

1. To confirm the minutes of the previous Annual General Meeting.
2. To receive the report of the Local President, Executive Vice President, Vice Presidents, Secretary and such other reports as may be brought forward.
3. To receive the interim financial report from the Honorary Treasurer.
4. To elect office bearers for the ensuing year.
5. To appoint an honorary auditor of this Local Youth Society for the ensuing year.
6. To approve the appointment of a General Legal Counsel and Local Secretary.

7. Subject to this Constitution and By-Laws, to consider and take such action as may be deemed necessary with reference to any business or motion of which notice has been given including amendments to the Constitution and By-Laws of this Local Youth Society.
8. To approve the budget for the [ensuing](#) year.

By-Law 3-3 **Financial Report :**

1. The Annual Audited Accounts and Budget and Performance Report must be sent to the members at least fourteen (14) days before the date of the Annual General Meeting.
2. An Interim report of the financial period from 1st January of the Previous year to a date not more than one month prior to the Annual General Meeting must be sent to the members at least fourteen (14) days before the date of the Annual General Meeting.

By-Law 3-4 **Voting Rights :**

Each member other than a Provisional member and Alumni Member, shall be entitled to one (1) vote and voting shall be by show of hands except otherwise demanded by the General Assembly.

By-Law 3-5 **Quorum :**

Twice the number of the members of the Board of Director or half of the total voting membership whichever is the lesser shall constitute a quorum.

By-Law 3-6 **Postponement :**

If one half (1/2) hour after the time appointed a quorum is not present, the meeting shall be postponed to a date not exceeding thirty (30) days to be decided by the Board of Directors: and if a quorum is not present half (1/2) an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but they shall not have the power to alter the Constitution of the [LO](#) or to make decision affecting the whole membership on business which had not been tabled in the notice convening the Meeting for which postponement is necessary by reason of the insufficiency of quorum for the meeting to proceed to business.

CHAPTER IV **EXTRAORDINARY GENERAL MEETING**

By-Law 4-1 **How Convened :**

An Extraordinary General Meeting shall be held not later [than](#) last day of **MARCH** each year to receive and consider the [audited financial statement](#) of the previous year. Any [other](#) Extraordinary General Meeting shall be held by the requisition of any member.

By-Law 4-2 **Notice And Business :**

The [Local](#) Secretary shall within ten (10) days upon the receipt of the requisition by members, as provided for in By-Law 4-1 give fourteen (14) days notice at least (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which is given) to all members entitled to receive the same to their last known address specifying the place, the day and the hour of the meeting. The notice for an Extraordinary General Meeting must include a Statement clearly stating the particulars of the bushiness or businesses to be considered at such Extraordinary General Meeting and no other business shall be transacted at such Extraordinary General Meeting.

By-Law 4-3 **Quorum :**

No business shall be transacted at any Extraordinary General Meeting unless a quorum of member is present at the time when the meeting proceeds to business. Twice the number of the member of the Board of Directors or half of the total voting membership whichever is the lesser shall constitute a quorum.

By-Law 4-4

Postponement :

If one half (1/2) hour after the time appointed a quorum is not present, the meeting shall be postponed to a date not exceeding thirty (30) days to be decided by the Board of Directors; and if a quorum is not present half (1/2) an hour after the time appointed for the postponed meeting requisitioned by members the meeting shall be canceled and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

CHAPTER V

MEMBERSHIP MEETINGS

By-Law 5-1

Place And Date :

The LO shall hold regular membership meetings, at least once in every **Three** months at a place and date to be determined by the Board of directors.

By-Law 5-2

Attendance :

Any member who fails to attend three (3) consecutive meetings without justified cause may have his membership terminated by a two-third (2/3) majority vote of the Board of Directors without prejudice to his rights to appeal to the General Assembly.

CHAPTER VI

OFFICERS

By-Law 6-1

Qualifications:

- (a) **Malaysian Citizens:** .
Officers in the LO shall be restricted to Malaysian Citizens.
- (b) **Age :**
No person who will reach his fortieth (40) birthday **in the election year** prior to assuming office shall be elected or appointed as an officer of the LO.
- (c) **Member :**

Every nominee for election and every appointed officer shall be a member of the LO and shall have been so for a minimum of one (1) year.
- (d) **Prohibition :**

Any person disqualified under Section 9B of the Societies Act 1966 shall not be elected/appointed officer of the LO.
- (e) **Specific Qualifications :**

In addition to the fore-going qualifications, each nominee shall the qualification for the particular office for which he is nominated as stipulated in this Constitution.

By-Law 6-2

Nominations :

Section 1. **Deadlines:**

All nominations for elective officers shall be supported by at least two (2) members of good standing and must be forwarded to the Local Secretary **thirty (30)** days prior to the convening of the Annual General Meeting. The Local Secretary shall within two (2) days after the deadline date for nomination forward copies of the list of nominees to all members.

Section 2. **Extension of Deadline:**

In the event that less than the minimum number of nominations stated below have been received for any office, the General Assembly may extend the time to allow nominations for that office from the floor at the scheduled time of the election. For the purpose of this section, the minimum number of nominations shall be:

- (a) One (1) for **Local** President and Executive Vice President and Honorary Treasurer.
- (b) Four (4) for Vice-Presidents.
- (c) Eight (8) for Directors.

Section 3. **Eligibility & Qualification:**

The **Local** President shall appoint subject to the approval of the General Assembly, a Nominations Committee which shall examine the eligibility and qualifications of all nominees for the particular officers sought and certify its findings to the General Assembly.

Section 4. **Attendance:**

Every nominee for election shall be in attendance at the Annual General Meeting at which he is a nominee.

By-Law 6-3 **Majority :**

A Majority of the votes cast must be obtained by each officer to be elected whether contested or uncontested.

By-Law 6-4 **Non-Cumulative:**

The Vice-Presidents shall be elected on separate group ballots on a noncumulative basis. To be elected, a majority of votes which were cast in the particular election shall be required.

By-Law 6-5 **Voting :**

- (a) In any ballot for Vice-Presidents, and Directors, member shall cast a vote for the total number of officers to be elected at that ballot.
- (b) Commencing with the third and after each subsequent ballot in any election, it shall be mandatory for the lowest polling candidate not elected to withdraw his candidacy. This provision will not apply if there is equality amongst two or more candidates polling the lowest number of votes.
- (c) The number of votes received by each candidate shall be announced to General Assembly after each ballot.

CHAPTER VII **LOCAL PRESIDENT**

By-Law 7-1 **Duties:**

The **Local** President shall serve as Chief Executive Officer of the **LO**. He shall preside at all meetings of the General Assembly and Board of Directors. He shall supervise the overall operations of the **LO** and shall travel on behalf of the **LO**. He shall report to the General Assembly and the Board of Directors.

By-Law 7-2 **Specific Qualifications:**

The **Local** President shall have been at least three (3) years a member and served at least two (2) years on the Board of directors of which one (1) year should be as a Principal Officer on the current or preceding Board of Directors of the **LO**. A Principal Officer herein includes Executive Vice-Presidents, Vice Presidents, **Local** Secretary and Honorary Treasurer.

CHAPTER VIII **EXECUTIVE VICE PRESIDENT**

By-Law 8-1 Board of Directors of which one (1) year shall be as a Principal Officer on the current or preceding Board of Directors of the LO. A Principal Officer herein includes Vice Presidents, Local Secretary and Honorary Treasurer.

CHAPTER IX **VICE-PRESIDENTS**

By-Law 9-1 **Duties:**

The Vice-Presidents shall be responsible for the following areas of opportunities of the LO as assigned by the Local President which shall cover:-

Vice President – Individual:

- (a) Leadership Development
- (b) Membership and Extension
- (c) Records and Recognition

Vice President –Business:

- (a) Economic Affairs
- (b) Entrepreneurship Development

Vice President – Community:

- (a) Community Development
- (b) Youth Activities

Vice President – International:

- (a) International Affairs
- (b) Public Relations

and shall appoint such project chairman as they may deem necessary and proper for the efficient management of the affairs under their jurisdiction with the concurrence of the Board of Directors. They shall also carry out such other responsibilities as may be delegated by the Local President.

By-Law 9-2 **Special Qualifications:**

Each of the Vice-Presidents shall have been a member for at least two (2) years and served for at least one (1) year as member in one of the last two preceding Board of Directors.

CHAPTER X **LOCAL SECRETARY**

By-Law 10-1 **Duties :**

Section 1. **Administrator:**

The Secretary General shall be the Chief Administrative Officer of the LO, responsible directly for the operation of the Secretariat and implementation of policies according to the direction of the Board of Directors.

Section 2. **Records:**

The Local Secretary shall cause to be recorded the proceedings of the General Membership Meetings and meetings of the Board of Directors. He shall also have charge of and preserve the books, the Membership register, Files, document and effects of the LO.

By-Law 10-2

Specific Qualifications:

The [Local](#) Secretary shall have been a member for two (2) years and served a minimum of one (1) year as a member in one of the last two preceding Board of Directors.

CHAPTER XI

HONORARY TREASURER

By-Law 11-1

Duties:

Section 1. **Responsibilities:**

The Honorary Treasurer shall chair the Finance Committee comprising the [Local](#) President, the Immediate Past President, Executive Vice President, [Local](#) Secretary, Vice-Presidents and the General Legal Counsel and shall be responsible for the Financial affairs of the [LO](#).

Section 2. **Book-Keeping:**

The Honorary Treasurer shall maintain the cash book, ledger and other bookkeeping records of the [LO](#).

Section 3. **Accounts:**

The Honorary Treasurer shall prepare updated [Financial](#) Statements to be tabled at each scheduled meeting of the Board of Directors.

Section 4. **Budget:**

The Honorary Treasurer shall be responsible for the submission of the annual budget to the Finance Committee and to the General Assembly at Annual General Meeting.

Section 5. **Budget Performance:**

The Honorary Treasurer shall each year cause to be prepared and presented to the general Assembly at the Annual General Meeting a Budget Performance Reports.

Section 6. **Audit:**

The Honorary Treasurer shall cause to be prepared accounts for the financial year last concluded for certification by an Auditor in pursuance to Article 9-1 of the Constitution. The certified copies of these accounts shall be forwarded to all members at least fourteen (14) days prior to the Annual General Meeting as prescribed in By-Law 3-1.

Section 7. **Fiscal Policies:**

The Honorary Treasurer shall have been a member for a minimum of two (2) years and he should have a general knowledge of book-keeping and Principles of Accounting.

CHAPTER XII **DIRECTORS**

By-Law 12-1 **Duties:**

The duties of the Directors shall include:

- (a) Promotion of acceptance and implementation of the area of opportunities structure in all classification of activities assigned to him.
- (b) Promotion of Junior Chamber International and National Programs.
- (c) Planning of the continuous development of the LO.
- (d) Selection, instruction and co-ordination of development teams.
- (e) Ensuring continued implementation of extension plans.
- (f) Reporting to his Vice-President of the activities of his assigned classification of activities

By-Law 12-2 **Assignments:**

The Local President in consultation with the Vice-President shall assign to each Director, one of the nine (9) classification of activities. In addition to the duties of the Directors herein before mentioned.

- (a) The Director assigned the activity of "Record and Recognition shall be the Secretary of the Awards Committee.
- (b) The Director assigned the activity of Public Relations shall be the Press Secretary of the Local President.

CHAPTER XIII **GENERAL LEGAL COUNSEL**

By-Law 13-1 **Appointment:**

Subject to the approval of the General Assembly the Local President shall appoint a member to be a General Legal Counsel who shall serve as an appointed officer and member of the Board of Directors of the LO.

By-Law 13-2 **Duties:**

Section 1. **Legal:**

The General Legal Counsel shall be the advisor on legal matters pertaining to the LO.

Section 2. **Parliamentarian:**

The General Legal Counsel shall serve as Parliamentarian to the General Assembly and shall rule on matters of Parliamentary Procedure and legal interpretation at the request of the Presiding Officer.

Section 3. **Investigation Committee:**

The General Legal Counsel shall serve as the Chairman of the Investigation Committee.

Section 4. **Consultative:**

The General Legal Counsel shall give advice and suggestions to the LO and to members on the development of Constitution and By-Laws which will ensure a clear guide for activities.

Section 5. **Supervision:**

The General Legal Counsel shall ensure that the Board of Directors work in accordance and within the ambits of the provisions of the Constitution and By-Laws of the LO.

By-Law 13-3 **Specific Qualifications:**

The General Legal Counsel should be a past principal officer with a sound knowledge of the provisions of the Constitution and By-Laws.

By-Law 13-4 **Substitute:**

In the absence of the General Legal Counsel at General Meetings, the Local President with the concurrence of the General Assembly, appoint a Parliamentarian who shall serve for the period of the Annual General Meeting.

CHAPTER XIV IMMEDIATE PAST PRESIDENT

By-Law 14-1 Immediate Past President shall be next most senior officer after the Local President of the LO and he shall also be Chairman of the Awards Committee.

CHAPTER XV BOARD OF DIRECTORS

By-Law 15-1 **Voting:**

Section 1. **Entitlement:**

Each member of the Board of Directors shall have one (1) vote. The Chairman shall be entitled to one (1) casting vote. Proxy votes are not permitted.

Section 2. **Effective Date:**

The Board of Directors elected at an Annual General Meeting shall have the right to act only on January 1st following the Annual General Meeting.

By-Law 15-2 **Quorum:**

A quorum of the Board of Directors at any meeting shall be a simple majority of its members present.

By-Law 15-3 **Meeting:**

The Board of Directors shall meet at least once a month and at least seven (7) days notice of each meeting shall be given to the Board Members. A special meeting of the Board may be called by the Local President or at the request of at least one-third (1/3) of the Board members.

By-Law 15-4 **Removal:**

Any officer of the LO who, without just cause, fails to attend three (3) consecutive meetings of the Board of Directors or consistently fails to discharge his duties as an elected or appointed officer of the LO or is guilty of behaviour detrimental to the interest of the LO may be removed from office by a two-third (2/3) vote of the Board of Directors without prejudice to the right of the officer so removed to appeal to the General Assembly.

By-Law 15-5 The Board of Directors shall appoint members with a minimum of six months membership to be commission directors.

CHAPTER XVI PROGRAMMEE OF ACTIVITIES

By-Law 16-1

Section 1. Area of Opportunities:

To facilitate the achievement of the purposes of the LO, its program activities shall apply to any or all of the following four (4) areas of opportunities:-

- (a) Individual
- (b) Community
- (c) International
- (d) Business

Section 2. Activities Classifications:

To facilitate the classification of its activities for the benefit of members, its activities shall be divided into **nine (9)** classifications as follows:

- (a) Leadership Development
- (b) Economic Affairs
- (c) Entrepreneurship Development
- (d) Membership and Extension
- (e) Records and Recognition
- (f) Community Development
- (g) Youth Activities
- (h) International Affairs
- (i) Public Relations

By-Law 16-2

Terms of Reference

The terms of reference for each area of opportunities classification shall be as hereinafter stated.

Section 1. Areas of Opportunities

The term of reference for the four (4) areas of opportunities shall be as follows:

(a) Individual Opportunities:

To provide the opportunity for the individual member to develop the managerial skills through managerial training and the chance to gain experience through being a leader at various levels in the organization

(b) Community Opportunities:

To provide the opportunity for the individual member to develop a sensitivity to the problems of the society and the chance to solve these problems through actual experience with the aim to promote economic, social, cultural and spiritual development within the Community.

(c) International Opportunities:

To provide the opportunity for the individual member to contribute to the development of goodwill, understanding and co-operations among all peoples in our international community. This also allows for direct experience with different customs and cultures and helps the members understand fellow members and fellow human beings throughout the world by creating friendship across country and towards world peace.

(d) **Business Opportunities:**

To provide the business opportunities give Junior Chamber International the chance to enhance the economics of the community by conducting projects to increase the productivity and effectiveness of businesses. Also, contributes to this goal are visits to successful companies to learn how they conduct their businesses, having successful entrepreneurs speak at monthly meeting, and conducting training sessions on how to enhance one's company or work. These opportunities are also for exchanging ideas, socializing making worthwhile business contacts and working along side people of different backgrounds.

Section 2. Activities Classifications:

The Terms of Reference for each of the **nine (9)** activities classifications shall be as follows:

(a) **Leadership Development:**

Executes activities of individual development through training in leadership techniques, practices of good citizenship and effective **membership** management.

(b) **Economic Affairs:**

Works to raise general living standards, particularly through activities aimed at study and promotion of trade, tourism and economic development.

(c) **Entrepreneurship Development:**

Provide the opportunity for the Individual Member to contribute to the development and enhancement of the economic infrastructure, prosperity and well-being in the nation.

(d) **Membership and Extensions:**

Promotes and executes activities to recruit, activate and retain members within existing **LO** and promotes the extension and establishment of new **LO** to bring the Junior Chamber **International** to all young people throughout the Nation.

(e) **Records and Recognition:**

Maintains records, recognises and honours outstanding achievements in the fulfillment of the purpose of the **LO** by the individual member or group of members.

(f) **Community Development:**

Studies, develops and executes activities whereby members may promote economic, social, cultural and spiritual development within the appropriate combined efforts with their fellow citizens to achieve these ends.

(g) **Youth Activities:**

Executes activities for the benefit of youth, particularly in the areas of health, education, welfare and recreation and promotes understanding of the ideals of Junior Chamber **International** among young people.

(h) **International Affairs:**

Executes activities designed to create an awareness of international developments and world problems and fosters goodwill, understanding and co-operation among all peoples.

(i) **Public Relations:**

Develops effective understanding of Junior Chamber [International](#) purposes and activities by the general public.

CHAPTER XVII **DUES**

By-Law 17-1 **Entrance Fee:**

The Entrance fee for all members shall be [Fifty Ringgit \(RM50.00\)](#). This fee will have to be submitted together with the membership entry form at the time of application and is non refundable.

By-Law 17-2 **Annual Subscription:**

The Annual subscription of [One Hundred Eighty Ringgit \(RM 180.00\)](#) shall be paid by each member by the first quarter of the fiscal year.

By-Law 17-3 **National Due:**

The National due shall be [One Hundred Thirty Ringgit \(RM 130.00\)](#) per year and shall be paid by all members within the first quarter of the fiscal year. New members shall have to pay the amount stipulated under By-Law 17-2 on approval of membership.

CHAPTER XVII **FINANCES**

By-Law 18-1 **Financial Year:**

The financial year of the [LO](#) shall be from 1st January to 31st December of the subsequent year.

By-Law 18-2 **Assets:**

All funds and other assets shall be held in the name of Junior Chamber International SibU.

By-Law 18-3 **Audit:**

Subject to By-Law [11-1](#) (6), the Honorary Treasurer shall prepare accounts for the Financial year last concluded for certification by the Auditor of the [LO](#). The certified copies of this Account shall be forwarded to all members at least fourteen (14) days prior to the Annual General Meeting.

By-Law 18-4 **Expenditure:**

All expenditure shall be authorised by the Board of Directors, and shall be paid for in the form of cheques which shall be signed by the Treasurer and countersigned by the [Local](#) President or [Local](#) Secretary.

By-Law 18-5 **Budget:**

The Honorary Treasurer shall be responsible for the submission of the annual budget to the Finance Committee and to the General Assembly at the Annual General Meeting.

By-Law 18-6 **Book-Keeping:**

The Honorary treasurer shall maintain the cash book, ledger and other bookkeeping records of the [LO](#).

By-Law 18-7 **Petty Cash and Bank Account:**

The Honorary Treasurer shall keep a petty cash sum of RM200.00 and money in excess of the amount shall be deposited in a Bank approved by the Board of Directors. The Bank Account shall be in the name of the LO.

By-Law 18-8

Accounts:

The Honorary Treasurer shall prepare updated accounts to be tabled at each scheduled meeting of the Board of Directors.

CHAPTER XIX **RULES OF PROCEDURES**

By-Law 19-1

Conduct of Business:

The business of the LO shall be conducted according to this Constitution and By-Laws.

By-Law 19-2

Mail Ballots:

Section 1. **Permission:**

On matters within the scope of the General Assembly and the Board of Directors and not directed to be done at General Meeting a mail ballot among their members shall be valid.

Section 2. **How Mailed:**

Such votes by mail ballot shall be forwarded by e-mail.

Section 3. **Replies:**

Fourteen (14) days from the date of mailing shall be allowed for receipt of replies.

Section 4. **Majority:**

A majority of two-third (2/3) of the votes received is necessary for adoption of a proposal submitted by mail ballot.

Section 5. **Minimum Votes:**

A minimum of forty (40) percent of total membership of the LO as appearing in the Register of Members must received to validate the ballot.

By-Law 19-3

Rules & Regulations:

The General Assembly shall from time to time prescribe rules and regulations that shall govern the conduct of the business of the LO. Such rules and regulations shall be binding upon all members of the LO and may only be modified, altered, amended or repealed by the General Assembly.

CHAPTER XX **AMENDMENT TO BY-LAWS**

By-Law 20-1

How Amended:

These By-Laws may be modified, altered, amended or repealed in the same manner as prescribed by Article 13-2 of the Constitution.

By-Law 20-2

Waiver:

Section 1. **Notice:**

Any By-Laws of the LO may be waived provided that twenty one (21) days notice stating clearly the reasons for such waiver has been complied with.

Section 2. **Majority:**

Any By-Law of the LO may be waived by a two-third (2/3) majority vote of the members present at a General Meeting.

REVISED IN DECEMBER 2020