



PERSATUAN SENIFOTO PETALING JAYA

The Photographic Society of Petaling Jaya

CONSTITUTION

This is a translated version of the official rules in Bahasa Malaysia and is to be read in conjunction with the "Undang-undang bagi Pertubuhan - Persatuan Senifoto Petaling Jaya"

Rules of Persatuan Senifoto Petaling Jaya or the Photographic Society of Petaling Jaya

1. NAME AND ADDRESS

- 1.1 The Society shall be known as Persatuan Senifoto Petaling Jaya or the Photographic Society of Petaling Jaya, hereinafter referred as "the Society".
- 1.2 The registered place of business address shall be 11 Jalan USJ 2/2G, UEP Subang Jaya, 47600 Selangor Darul Ehsan or at such other place as may from time to time be decided by the Committee; and the registered postal address shall be at P.O. Box 8739, Kelana Jaya Post Office, 46790 Petaling Jaya, Selangor Darul Ehsan.

The registered place of business and postal address shall not be changed without the prior approval of the Registrar of Societies.

2. OBJECTIVES

The objectives of the Society are as follows:

- 2.1 Promote interest in photography.
- 2.2 Raise the quality and standard of photography in the country.
- 2.3 Develop photographic activities as an art and a science.
- 2.4 Foster understanding and harmony among races in Malaysia and from overseas in terms of culture and philosophy through photography.

3. MEMBERSHIP

3.1 Eligibility

- a) All Malaysian citizens and residents who are 18 years of age and above are eligible to become ordinary members.
- b) Students below 18 years of age may become ordinary members on condition that the application is with the consent of their parents.
- c) Foreign nationals above 18 years of age may also become ordinary members.

- d) The Committee may at its discretion reject any application without assigning any reason whatsoever.
- e) Any applicant who has paid the prescribed entrance fee and annual subscription shall be admitted as a member and shall be entitled to all the privileges of membership.

3.2 Fellow

The Society may appoint an ordinary member who has contributed in an outstanding manner in the photography field for at least three (3) years to become a Fellow.

3.3 Honorary Fellow

The Society may also appoint an individual who has contributed significantly in whatever form to the Society or the field of photography in general to be an Honorary Fellow.

4. ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

4.1 The prescribed entrance fees and subscriptions are as follows:

Membership Category	Entrance Fee (RM)	Annual Subscription (RM)
Ordinary Member	10.00	50.00
Fellow	10.00	50.00
Honorary Fellow	Free	Free
Advisor/Patron	Free	Free

- 4.2 Renewal of annual subscriptions should be paid to the Treasurer before the end of January or July every year.
- 4.3 Any member who fails to pay his annual subscription within one (1) month after the membership has lapsed and after a reminder shall automatically cease to become a member.
- 4.4 The Committee has the authority to re-impose the entrance fee on anyone who has allowed his membership to lapse.
- 4.5 Special subscriptions or collection of money from members for specific purposes may be conducted with the passing of a resolution at the general meeting of the Society. If any member fails to pay such subscriptions within the specified time, the amount due shall be treated as arrears of the annual subscription.

5. RESIGNATION AND TERMINATION

- 5.1 Any member who wishes to resign from the Society shall give two (2) weeks' notice in writing to the Secretary and settle all his dues.
- 5.2 Any member who violates the rules or acts in a manner that is detrimental to the good name of the Society may be expelled or suspended for a period of time as deemed appropriate by the Committee. Before the Committee expels or suspends the member, the member must be informed in writing. The member must also be allowed to explain and defend themselves. The expulsion or suspension shall be carried out unless the general meeting of the Society revises or revokes the order upon an appeal by the member concerned.

6. GENERAL MEETING

- 6.1 The supreme authority is vested in the general meeting of the members. At least one half (1/2) of the total voting membership of the Society or twice the total number of Committee members, whichever is less, constitutes a quorum for the meeting to take place.
- 6.2 Should the quorum be insufficient after half an hour into the appointed time, the Committee shall postpone the meeting to another date (not exceeding 30 days) as decided by the Committee; and if the quorum is still insufficient after half an hour into the postponed date, the members present shall have the authority to conduct the meeting but shall not be authorised to alter any rules or make any decisions that may affect all members.
- 6.3 The Annual General Meeting of the Society should be held as soon as possible after the close of the financial year but not later than 31 March on a date, time and place to be decided by the Committee. The business of the general meeting shall be:
 - a) To accept the Committee's report on the business of the Society for the previous year
 - b) To receive and adopt the Treasurer's report and the audited accounts for the previous year
 - c) To elect a Committee and appoint auditors for the following year
 - d) To deal with any other business on the agenda
- 6.4 The Secretary shall notify all members at least 21 days before the appointed date of the general meeting. The notice of the general meeting shall include an announcement of the date, time and place of the meeting, an agenda including the proposals for the amendments to the rules of the Society and the nominations for the election of the Committee. The notification shall also be displayed in a conspicuous place for the information of the members at the registered place of business or at the Society's meeting place.
- 6.5 Nomination of Committee members and proposals for discussion at the general meeting should reach the Secretary not later than 7 days after the receipt of the notice of the general meeting.
- 6.6 The Secretary should send to every ordinary member not later than 7 days before the scheduled Annual General Meeting, copies of the agenda, annual report, proposals and nominations of Committee members, audited accounts of the previous year including minutes of the meeting. Copies of these documents should be displayed at the registered place of business or the Society's meeting place for the information of the members.
- 6.7 An Extraordinary General Meeting (EGM) may be held:
 - a) If the Committee deems it necessary, and
 - b) Upon the written specific request of not less than one fifth (1/5) of the voting membership and including the purpose of the EGM. The request shall be conveyed to the Secretary.
- 6.8 The Extraordinary General Meeting should be convened within one month upon receipt of the written request of the members.
- 6.9 The announcement and agenda of the EGM should be forwarded to all members by the Secretary not later than 14 days before the appointed meeting.

- 6.10 Article 6.1 and 6.2 of the rules regarding quorum and postponement of the Annual General Meeting shall also apply to the EGM but with the provision that if the quorum is insufficient after half an hour into the appointed time of the EGM requested by members, then the EGM shall be cancelled. No EGM requested for the same purpose shall be convened until after a lapse of six (6) months.
- 6.11 The Secretary shall send copies of the draft minutes of each AGM and EGM to all members as soon as possible after its conclusion.

7. COMMITTEE

- 7.1 The Society is led by a Committee and three (3) Sub-committees.
- 7.2 A Committee and three (3) Sub-committees, who shall be termed office-bearers of the Society, shall be elected at the Annual General Meeting (AGM).
- 7.3 The Committee shall consist of the following:
- A President
 - A Vice President
 - A Secretary
 - An Assistant Secretary
 - A Treasurer
 - An Assistant Treasurer
 - Six (6) Ordinary Committee Members
- 7.4 The three Sub-committees are as follows:
- Event and Publicity Sub-committee
 - Outings Sub-committee
 - Membership Sub-committee
- 7.5 Each Sub-committee consists of five (5) members as follows:
- Two (2) Ordinary Committee Members whose duty is to lead the Sub-committee
 - Three (3) Sub-committee members who are elected at the AGM
- 7.6 The names of the office-bearers in Article 7.1 and 7.4 above shall be proposed and seconded and elected will be by a simple majority vote of the members at the AGM. All office-bearers shall be eligible for re-election each year. The President shall not be re-elected for three (3) consecutive years.
- 7.7 The function of the Committee is to organise and supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by of the general meeting. The Committee shall not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the general meeting. The Committee shall furnish a report to each annual general meeting on its activities during the previous year.

- 7.8 The Committee shall meet at least once every six (6) weeks. Notice of each meeting shall be given to the members seven (7) days before each meeting. The President acting alone or not less than 4 Committee members acting together may call for a Committee meeting to be held at any time. A least one half of the Committee members must be present for its proceedings to be valid and to constitute a quorum.
- 7.9 When an urgent matter 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 a circular letter. The following conditions should be fulfilled before approval is deemed to have been obtained:
- a) The issue must be clearly set out in the circular and forwarded to all Committee members
 - b) At least one half (1/2) of the Committee members must indicate their decision in favour for or against the proposal, and
 - c) The decision must be by a majority vote
- Any decision obtained by circular letter shall be reported by the Secretary to the Committee at its next meeting and recorded in the minutes thereof.
- 7.10 Any Committee member who fails to attend three (3) consecutive Committee meetings without satisfactory explanation shall be deemed to have resigned from the Committee.
- 7.11 In the event of a death or resignation of a Committee member, the candidate who obtained the next highest number of votes at the previous election for that particular post shall be invited to fill the vacancy. If there is no such candidate or if the candidate refuses to accept office, the Committee then shall have the authority to appoint any other member to fill the vacancy until the AGM can be convened.
- 7.12 The Committee shall instruct the Secretary and other office-bearers to conduct the affairs of the Society and appoint officials and staff as it deems necessary. Any official or staff may be suspended or dismissed by the Committee for neglect of duty, dishonestly, incompetence, refusal to carry out the decisions of the Committee, or for any other reason that may undermine the good name of the Society.
- 7.13 The Committee may appoint Sub-committees if it deems necessary and delegate specific responsibilities to any of the Committee members.

8. DUTIES OF OFFICE-BEARERS

- 8.1 The President shall, during his term of office, preside at all general meetings and all Committee meetings and shall be responsible for the proper conduct of all such meetings. He shall have the deciding vote and shall sign the approved minutes of each meeting. He shall jointly sign all cheques with the Secretary and Treasurer on behalf of the Society.
- 8.2 The Vice President shall deputise for the President in his absence.
- 8.3 The Secretary shall conduct the business of the Society in accordance with the rules. He shall carry out the instructions of the general meeting and of the Committee. He is responsible for conducting all correspondence and keeping of all books, documents and papers except the accounts and financial records. The Secretary shall maintain a membership register consisting of details such as the names, age, identity card number, occupation and address of each member. He shall attend all meetings and record all minutes. He shall jointly sign all cheques together with the President and the Treasurer on behalf of the Society. The Secretary shall send the statement of accounts to the

Registrar of Society within 28 days of the AGM as required under section 14(1) of the Societies Act 1966.

- 8.4 The Assistant Secretary shall assist the Secretary in carrying out his duties and act in his absence.
- 8.5 The Treasurer shall be responsible for all the finances of the Society. He shall be responsible for all the financial transactions and its correctness. He shall jointly sign all cheques together with the President and Secretary on behalf of the Society.
- 8.6 The Ordinary Committee Members shall attend all Committee meetings and carry out duties as delegated by the Committee from time to time. Only the President or upon his direction, the Secretary shall give press releases pertaining to the Society. Other Committee members are not authorised to do likewise unless special permission is granted by the Committee.

9. FINANCE

- 9.1 Subject to the following provisions in these rules, the funds of the Society may be expended for any purpose necessary to achieve its objectives including administration expenses, payment of salary, reimbursement of expenses and allowances of office-bearers and paid staff and the audit of accounts but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.
- 9.2 The Treasurer may hold a petty cash advance not exceeding RM500.00 at any one time. All money in excess of this sum shall be deposited in a bank approved by the Committee. The bank account shall be in the name of the Society.
- 9.3 All cheques or withdrawal notices on the Society's account shall be signed jointly by the President, the Treasurer and the Secretary. In the absence of the President, the Treasurer or the Secretary, the Committee shall appoint one of its members to sign on his behalf.
- 9.4 Any expenditure in excess of RM500.00 at any one time shall require the prior approval of the Committee, and any expenditure exceeding RM3,000.00 a month shall require the prior approval of a general meeting. Expenditure of less than RM500.00 at any one time may be approved by the President together with the Secretary and the Treasurer.
- 9.5 A statement of receipts and payments together with the balance sheet for the year shall be prepared by the Treasurer and audited by the appointed auditors under Article 10, as soon as possible after the end of the financial year. The audited accounts shall be submitted for the approval of the next AGM, and shall be made available at the registered place of business of the Society for the perusal of members.
- 9.6 The financial year of the Society shall commence on 1st January and end on the 31st December every year.

10. AUDIT

- 10.1 One or more persons who are not office-bearers shall be appointed as Honorary Auditors at the AGM. They shall hold office for one year and shall not be re-appointed.
- 10.2 The auditors shall be required to audit the accounts of the Society for the year and to prepare a report or certificate for the AGM. They 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 Committee.

11. TRUSTEE

- 11.1 Three Trustees, who must be over 21 years of age, shall be appointed at the AGM to hold office at the requirement of the Society. Upon the execution of a Deed of Trust, they shall have the vested authority over all the immovable property belonging to the Society.
- 11.2 The trustees shall not sell, withdraw or transfer any property belonging to the Society without the consent and authority of a general meeting.
- 11.3 A Trustee may be removed from office by a general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for 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 the vacancy shall be filled by a new Trustee appointed by a general meeting.

12. INTERPRETATION OF THE LAW

- 12.1 Between AGMs the Committee shall interpret the rules of the Society and when necessary, determine any point on which the rules are silent.
- 12.2 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 Society unless and until revoked by a resolution of a general meeting.

13. ADVISOR / PATRON

- 13.1 The Committee, if deemed necessary, may appoint one or more qualified persons to be Advisors or Patrons of the Society. The Society may have more than one Advisor.

14. PROHIBITIONS

- 14.1 None of the following games shall be played in the premises of the Society: Roulette, Lotto, Fan Tan, Poh Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, Ten and a half, all dice games, banker's game and all games of mere chance.
- 14.2 The Society and its members shall not attempt to restrict or interfere in any manner with the trade or prices or engage in any Trade Union activities as defined under Trade Union Ordinance, 1959.
- 14.3 The Society shall not hold any lottery in the name of the Society, office-bearers, Committee or members whether confined to its members or not.
- 14.4 The benefits spelled out in Section 2 of the Society Act 1966 shall not be given by the Society to any of its members.

15. AMENDMENTS OF RULES

- 15.1 These rules may not be altered or amended except by resolution of a general meeting. The approval of the Registrar of Societies shall be sought in writing within 28 days of its resolution being passed at the general meeting. Such amendments or alterations shall become effective upon the date of approval given by the Registrar of Societies.

16. DISSOLUTION

- 16.1 The Society may be voluntarily dissolved by a resolution of not less than three-fifths (3/5) of the membership present in a general meeting which is convened specifically for the said purpose.
- 16.2 In the event of the Society 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 of in such manner as may be decided upon by a general meeting.
- 16.3 The notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

Note: Latest amendments as of 2011