

CONSTITUTION

1. NAME:

The name of this organisation shall be "**Persatuan Perikatan MyDance, Kuala Lumpur**" (**MyDance Alliance Society, Kuala Lumpur**) hereinafter referred to as the society.

2. THE REGISTERED PLACE OF BUSINESS:

The Registered Place of Business of the Society is:

P.O. Box 12409
50776 Kuala Lumpur

The registered place of business shall not be changed without the prior approval of the Registrar of Society.

3. NATURE:

The society shall be an independent, non-profit, non-political, non-religious organisation.

4. OBJECTIVES:

It is a network organisation to link dance enthusiasts locally and internationally. The primary aim of the Society is to promote and support dance of any kind in Malaysia via some of the following:

- Education and training
- Performance
- Dance related publications
- Research and documentation of dance
- Organising dance related conferences
- Engaging in international exchange programmes.

5. EMBLEM:

The emblem of the society shall be the dancing figure in black and white, accompanied by the words 'MyDance Alliance' in white against a black background.

6. PATRONS:

The committee may invite any distinguished person to become patron of the society. The society may have more than one (1) patron.

7. MEMBERSHIP:

A) *Individual Membership*

Membership in the society shall be open to all individuals above 18 years of age

There shall be four (4) categories of individual membership:

- i) Life membership
 - ii) Ordinary membership
 - iii) Student membership
 - iv) Associate membership
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- i) Life members are those ordinary members who make a one thousand ringgit (RM1000) contribution outlined under "Life Subscription".
 - ii) Ordinary members are those members who are actively engaged in dance activities, residing or working in Kuala Lumpur and its vicinity, and who contribute fifty ringgit (RM.50) annually under "subscription".
 - iii) Student members are those members who are currently registered as full-time students of dance with an annual fee of twenty ringgit (RM20).
 - iv) Associate membership is open to those who do not fit into category i), ii) or iii) with an annual fee of twenty ringgit (RM20).

Members under category i) and ii) are entitled to one (1) membership status, one (1) vote, one(1) copy of any publication and one (1) membership card. Members under category iii) and iv) shall not have the right to vote or to hold office.

B) *Organisational Membership*

Membership in the society shall also be open to all legally constituted dance organisations in Kuala Lumpur and its vicinity, willing to promote dance and which contribute an annual fee of one hundred ringgit (RM 100).

On admission each organisational member is entitled to one (1) membership status, one (1) vote, one (1) copy of any publication and five (5) representative membership cards to be dispensed at the discretion of the organisation.

8. RESIGNATION OF MEMBERSHIP:

Any member at any time may resign his/her membership by giving notice in writing sent to the registered place of the society, to be acknowledged by the secretary.

9. APPLICATION OF MEMBERSHIP:

Application of membership shall be made by submitting the completed registration form and approved by the committee.

10. REFUSAL OF ADMISSION TO MEMBERSHIP:

The committee may in its absolute discretion, by resolution passed by two-third's (2/3's) majority vote of the committee and without assigning any reason for their refusal, refuse to admit any applicant the membership.

11. EXPULSION:

The committee shall have the power for good and sufficient cause to remove from the list of members the name of any member provided that such member be given thirty (30) days notice in writing of the intention of the committee to do so, and provided that such member shall have the right to appear before the committee and be heard in his/her defense. Before any such removal is effective, the committee shall vote by balloting. If two-third's (2/3's) of the committee members vote for the removal of a member from the list, the name shall be removed from the list of members.

12. RE-ADMISSION TO MEMBERSHIP:

If any member resigns and would like to be re-admitted as a member of the society, the said member has to pay the full amount of a new subscription.

13. INCOME:

The income of the society whence-so-ever derived shall be applied solely towards the promotion of the objectives of the society and no portion thereof shall be paid out by way of profits to members.

14. SUBSCRIPTION:

Annual subscriptions shall be payable in advance by the 1st of June in any year. Members shall pay the annual subscription for the current fiscal year. Subscriptions paid are not refundable. The annual subscription shall be:

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|------|------------------------|---|
| i) | Life members | RM1000.00 (one thousand ringgit) |
| ii) | Ordinary members | RM50.00 (fifty ringgit) per annum |
| iii) | Student members | RM20.00 (twenty ringgit) per annum |
| iv) | Associate members | RM20.00 (twenty ringgit) per annum |
| v) | Organisational members | RM 100.00 (one hundred ringgit) per annum |

15. PENALTY FOR NON-PAYMENT:

Members whose annual subscription is not renewed shall not be entitled to take part in the meetings of the society, receive publications of the society or be entitled to vote until the member has paid such arrears in full.

16. COMMITTEE:

The committee shall consist of:

- A) A president
- B) A vice-president
- C) A secretary
- D) A treasurer
- E) A publication & media officer
- F) Five (5) ordinary committee members

All of who shall be nominated and elected by voting members at the annual general meeting. All members of the committee and every officer performing executive function in the society shall be Malaysian citizens. Non-citizens may hold office with the prior approval of the registrar of societies. Student members shall not be eligible to be nominated or elected to the committee.

17. DUTIES OF OFFICERS:

The duties of the office-bearers of the society shall be:

A) The **President** shall:

- i) Liaise with constituents of the World Dance Alliance regional centers.
- ii) Make proposals for consideration by the regional assembly.
- iii) Develop links to other national, regional and international dance organisations.
- iv) Coordinate official projects of the society.
- v) Prepare an annual budget and funding plan for the society.
- vi) Act as chairman at all meetings unless otherwise provided in these rules.
- vii) Represent the society in all its dealings with third parties and shall have general supervision of each meeting at the time they are approved.
- viii) Sign cheques for the society.

B) The **Vice-President** shall:

- i) Deputise for the president when the president is absent.

C) The **Secretary** shall:

- i) Conduct general administrative work for the society.
- ii) Conduct the business of the society in accordance with its rules and shall carry out the instructions of the general meeting and the committee.

- ii) Be responsible for conducting all correspondence and keep all records and books, documents, and papers except the accounts and financial records of the proceedings.
- iii) Send out all notices of meetings, newsletters and reminders to the committee members.
- iv) Maintain minute books and other records up to date.
- v) Provide reports on membership to the committee every three (3) months.
- vi) Maintain files of official correspondence and copies of financial records for the society.
- vii) Assist in the maintaining of the website.

D) The **Treasurer** shall:

- i) Be responsible for the finances of the society.
- ii) Keep an account of all its financial transactions and be responsible for their corrections.
- iii) Submit copies of a statement of accounts every three (3) months to the president and secretary.
- iv) Maintain membership records, and provide a list of members whose accounts are in arrears for more than two months to the honorary secretary every three (3) months.

E) The **Publication & Media Officer** shall:

- i) Be responsible for the production of newsletters to members, containing details of forthcoming meetings and activities and other items of interests to the members.
- i) Maintain the society's web site.
- ii) The publication of newsletters shall be approved by the authority concerned.

F) The **Ordinary Committee Members** shall:

- i) Carry out such duties as decided by the committee.

18. VACANCIES:

The committee shall fill any casual vacancies among the members of the committee by co-opting another member.

19. TERM OF OFFICE:

The committee shall remain in office until the elections held at the subsequent annual general meeting.

20. VACATION OF OFFICE:

The office of a member of the committee shall be vacated:

- i) By notice in writing to the president or secretary
- ii) If the member ceases to be a member of the society
- iii) If the member fails to attend three successive meetings of the committee without first obtaining leave of absence from the president or unless the member is able to satisfy the committee with adequate reasons for such non-attendance.

21. MEETINGS:

- i) The committee may meet for the dispatch of business or otherwise regulate its meetings once in a month.
- i) Quorum At least one-half of the total number of the committee members present shall constitute a quorum.

22. VOTES:

At any meeting of the committee, decisions shall be made by a majority of votes, except as otherwise provided in these rules.

23. NOTICE OF COMMITTEE MEETINGS:

The secretary shall call meetings of the committee at the request of the president or at the request of three (3) members of the committee. The committee shall meet at least once per month by giving at least seven (7) days notice to each and every member of the committee. The president may call special committee meetings in order to transact urgent business, by notifying each and every committee member twenty-four (24) hours in advance.

24. CHAIRMAN OF THE COMMITTEE:

The president shall preside at all meetings of the committee. If at any meeting the president is not present within fifteen (15) minutes, and in the absence of the vice-president, the committee members present shall choose one of their numbers to be acting chairman providing a quorum is present.

25. POWERS OF THE COMMITTEE:

A meeting of the committee at which a quorum is present shall be competent to exercise all the authorities, powers and discretion under the rules of the society for the time being vested in the committee generally. The committee may make by-laws for the purpose of carrying out these rules.

26. SUB-COMMITTEE:

The committee may appoint a sub-committee from amongst themselves or members of the society and subject to the provisions of these rules, the committee may delegate any of its powers to the sub-committee, as it considers fit.

27. VALIDITY OF ACTS OF THE COMMITTEE OR SUB-COMMITTEE:

All acts, bona fide, done by any meeting of the committee or of any sub-committee, or by any person acting as a member of the committee, notwithstanding that it shall be afterwards discovered that there was some defect in the appointment of such committee, sub-committee, or any such person or member of the committee acting as afore said, or that they or any of them were not qualified at the time of their appointment, or had become disqualified, shall be as valid as if such committee, sub-committee or person or members of the committee had been duly appointed and was qualified to act.

28. MINUTES OF PROCEEDINGS:

The committee shall cause proper minutes to be made of proceedings of all meetings of the society, of the committee and of sub-committees and all business transacted at such meetings and any minutes of any meeting, if purporting to be signed by the president of the next succeeding meeting, shall be conclusive evidence without any further proof of the facts therein stated.

29. FINANCIAL RESOURCES:

The financial resources of the society shall be from membership fees and proceeds from activities

Use of funds

Funds of the society shall be applied solely to meet its recurrent expenditures and for the activities approved by the committee and shall not be used for any other purposes.

30. CHEQUES:

Cheques on the society's bankers, until otherwise from time to time resolved by the annual general meeting shall be signed by any two of the following:

i) president, ii) vice-president, iii) secretary or iv) treasurer

The society's bank account shall be kept with such bank, as the committee shall from time to time determine. The account shall be in the name of the society.

31. ACCOUNTS:

The committee shall cause proper and sufficient accounts to be kept with respect to:

- i) Assets, credits and liabilities of the society
- ii) The sums of money received and expended by the society and the matters in respect of which such receipts and expenditure took place. The books and records shall be kept by the treasurer with copies provided to the secretary, vice-president and president
- iii) The secretary or treasurer on receipt of membership fees shall within seven days deposit them in the bank approved by the committee.
- iv) The treasurer shall keep a petty cash fund of one hundred ringgit (RM100.00); all other money in excess of this sum shall within seven (7) days of receipt be deposited in the bank approved by the committee.
- v) Any item of expenditure below five hundred ringgit (RM500.00) at any one time may be approved jointly by the president together with the secretary and the treasurer. Expenditure of more than five hundred ringgit (RM500.00) at any one time shall be approved by the committee.

32. ANNUAL ACCOUNTS AND REPORT:

The financial year of the society shall end on the last day of each year, and receipts & payment accounts made up each year to that date, together with a balance sheet shall be presented to members at the annual general meeting. A copy of every such account and balance sheet duly audited as herein provided together with the committee's report shall, not less than seven (7) days before the annual general meeting of the society be sent to all members entitled to receive notices of such meeting on the manner in which notices are herein after directed to be served.

33. DESCRIPTION OF MEETINGS:

The general meetings of the society shall be as follows

- i) Annual General Meeting
- ii) Extraordinary General Meeting

34. ANNUAL GENERAL MEETING:

The Annual General Meeting shall be held before 1st of June every two years, or as soon thereafter as practicable. Provided that every such meeting shall be held not more than twenty-seven (27) months after the holding of the preceding annual general meeting. The ordinary business of the Annual General Meeting shall be as follows:

- i) To receive and, if approved, to pass the accounts for the two years ending on the 31st Dec last preceding and to receive the report of the committee.
- ii) To elect a president
- iii) To elect a vice-president
- iv) To elect a secretary
- v) To elect a treasurer
- vi) To elect a publication & media officer
- vii) To elect an auditor

viii) To elect ordinary committee members

35. EXTRAORDINARY GENERAL MEETING:

Any Extraordinary General Meeting may be called at any time by the committee whenever it deems it expedient, and it shall also do so upon receipt of a written requisition signed on that behalf by not less than twenty (20) voting members of the society, stating the reason for covering such meeting. If within twenty-one (21) days of receipt of such requisition the committee does not proceed to cause a meeting to be held the requisitions may themselves convene the meeting.

36. NOTICE OF GENERAL MEETING:

Not less than fourteen (14) days' notice of a general meeting specifying the place, date and time of meeting, and in the case of special business, the general nature of such business, shall be given to members of the society with addresses within Malaysia, who are entitled to receive notices from the society. A copy of the audited annual accounts shall also be attached to this notice calling for an Annual General Meeting. The accidental omission to give notices of a meeting to, or the non-receipt of such notice by, any member shall not invalidate any resolution passed, or proceeding had at any meeting.

37. QUORUM OF GENERAL MEETING:

No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business. For all purposes the quorum at a general meeting shall be set at twenty (20) voting members whose annual subscriptions and any other dues are paid up to date, and who are personally present.

38. ADJOURNMENT OR DISSOLUTION:

If within half (1/2) an hour from the appointed time for the holding of a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. If in any other case, it shall stand adjourned for the same place, time and date of the week following, or at such other place as the chairman shall appoint and if at such adjourned meeting a quorum is not present within half an hour of the time appointed for holding the meeting the members present shall be a quorum.

39. NOTICE OF ADJOURNMENT:

The chairman may, with the consent of any meeting at which a quorum is present, adjourn a meeting from time to time, and from place to place, as the meeting shall determine. Whenever a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given in the same manner as notice of an original meeting. Save as foresaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting. No business shall be transacted at an adjourned meeting other than the business that might have been transacted at the meeting from which the adjournment took place.

40. CHAIRMAN'S POSITION AT A GENERAL MEETING:

The president of the society shall preside at every general meeting. If at any meeting the president is not present within fifteen (15) minutes of the time appointed for the meeting, and in the absence of the vice-president, a member of the committee chosen by the members present shall preside. If no members of the committee are present, or if all the members of the committee decline to take the chair, the members present shall choose one of their numbers to be chairman.

41. MODE OF DECIDING RESOLUTION:

At all meetings a resolution put to the vote of the meeting shall, except as herein otherwise provided, be decided by show of hands, or by voice. Voting in all elections to office on the committee shall be by secret ballot. All outstation members and members who will be absent on the day can send their nominations by registered post and must reach the secretary at the registered address one week before nomination day. The nomination unit has a proposer and a seconder. A declaration by the chairman of the meeting, that a resolution has been carried by a particular majority or lost, or not carried by a particular majority, shall be conclusive, and entry to that effect in the minute book of the society shall be conclusive evidence thereof, without proof of the number or proportion of votes recorded in favour of, or against, such resolution.

42. MODE OF TAKING SECRET BALLOT:

A secret ballot shall be taken as follows:

The ballot papers shall have the list of candidates and the office for which they have been nominated entered thereon. Members shall not enter their own names or any identifying marks on the ballot papers. Ballot papers shall be distributed to members who are qualified to vote. A record of members receiving ballot papers shall be kept by the secretary, and the financial eligibility of the member to vote shall be verified by the treasurer prior to any vote being taken. The chairman shall appoint two (2) or more members of the society to act as scrutineers. The scrutineers shall satisfy themselves that ballot papers have been distributed to qualified and eligible members only. After the vote, the scrutineers shall collect the ballot papers and count the votes. The chairman shall ask for the result of the ballot, and one of the scrutineers shall announce the results to the meeting and declare the election of those deemed to be the resolution of the meeting at which the poll has taken.

43. CASTING VOTE:

In the case of an equality of votes either on a show of hands, or by poll, the chairman of the meeting shall have a further or casting vote.

44. VOTE OF MEMBERS:

Every life and ordinary member shall, whether on a show of hands or upon a poll be entitled to one (1) vote - except when precluded by these rules.

Only one (1) representative of an organisational member shall, by a show of hands or upon a poll be entitled to one (1) vote - except when precluded by these rules.

45. ALTERATION TO RULES:

No addition or amendments shall be made to these rules for the time being in force, unless the same shall have been approved by a majority vote of not less than two third's (2/3's) of the members present at a general meeting after due notice given; provided that such rules shall not come into effect until approved in writing by the registrar of societies. Any amendment to the rules shall be forwarded to the registrar of societies within sixty (60) days of it being passed by the general meeting.

46. NOTICE TO MEMBERS:

The society may serve a notice upon any member, either personally or by sending it prepaid through the post, addressed to the last known address of the member as entered in the society's register of members.

47. SERVICE OF NOTICE:

Any notice, served by post, shall be deemed to have been served the day following that on which the same was posted, and in proving such service it shall be sufficient to prove that the notice was properly addressed and posted.

48. REGISTER OF MEMBERS:

A register of members shall be kept and maintained by the secretary. Such register shall show the date of election to membership of every member, the date of election to other grades of membership, the date of election to committee or sub-committee office, date of change of office, and vacating office, marital details, identity card numbers, date and place of birth, telephone numbers (if any) and home and work address.

49. DISSOLUTION:

- i) The society shall not be dissolved except with the consent of which not less than 60% (sixty per cent) of the voting members of the society, expressed either in person at the general meeting convened for the purpose, or by postal vote.
- ii) In the event of the society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the society shall be discharged and the remaining funds will be disposed of as decided by the above meeting.

- iii) Notice of dissolution will be given within fourteen days (14) of the dissolution at the registrar of societies.

50. PROHIBITION:

- i) The society shall not hold any lottery, whether confined to its members or not, in the name of the society or its office-bearers, committee or members.
- ii) A university or university-college student shall not be eligible for membership unless prior approval is obtained from the vice-chancellor of the university concerned.

51. INTERPRETATION:

In the matter of interpretation of these rules, the decision of the committee shall be final, subject always to ratification by general meeting of the members.