

# **CONSTITUTION OF THE MALAYSIAN ASSOCIATION OF MODERN LANGUAGES**

## **1. NAME AND ADDRESS OF ASSOCIATION**

- (i) The association will be known as the Malaysian Association of Modern Languages, and will henceforth be referred to as the Association.
- (ii) The official address for the secretariat of the Association is: Faculty of Languages and Linguistics, University of Malaya, 50603 Kuala Lumpur or any other address determined by the committee from time to time. The official address cannot be changed without prior approval from the Registrar of Societies.

## **2. AIMS**

The Association aims to encourage research into Modern languages as scientific languages, lingua francas and cultural languages of modern societies. The Association also aims to strengthen networking among researchers of Modern languages.

## **3. ACTIVITIES OF THE ASSOCIATION WILL INCLUDE:**

- (i) Research,
- (ii) The dissemination of knowledge in relation to the fields mentioned above via talks, publications, seminars and other media considered appropriate by the Association with the prior approval of the authorities concerned.
- (iii) Initiate networking with other bodies that have similar aims.
- (iv) Foster strong cooperation with experts in fields related to the teaching and learning of Modern languages such as applied linguistics, literature and culture.

## **4. MEMBERSHIP**

The membership of the Association is open to individuals from Schools, Institutions, Associations, who are Malaysians as well as foreign nationals, aged 18 years and above, and who are interested in the aims of the Association, conditional to the approval of the Committee. Membership is divided into six categories:

- (i) Ordinary Member
- (ii) Life Member

- (iii) Honorary Member
- (iv) Associate Member
- (v) Institutional Member
- (vi) Affiliated Member

**(i) Ordinary Member**

- (a) Application for Ordinary membership are to be submitted to the Honorary Secretary, nominated and seconded by other Ordinary members of the Association.
- (b) Ordinary members are to be approved by the Committee.
- (c) Withdrawal from Ordinary membership is to be submitted in writing to the Honorary Secretary **two (2) weeks** in advance, however, joining fees or annual fees paid are not refundable.
- (d) Any member who fails to pay the fees for **two (2) consecutive years** shall have his or her membership suspended. Such members can be reinstated into the Association when all due fees are paid to the Association.
- (e) Any member whose membership has been suspended is prohibited from participating in the activities of the Association.
- (f) Ordinary members shall have voting rights at the General Assembly and are eligible to compete for any of the positions of the Association.

**(ii) Life Member**

- (a) Life membership will be awarded to Ordinary members who have paid up a lump sum of RM300 in fees to the Honorary Treasurer.
- (b) A Life member may withdraw his or her life membership, however, his/her life membership fees are not refundable except with the approval of the Committee.
- (c) Life members shall have voting rights at the General Assembly and are eligible to compete for any of the positions of the Association.

**(iii) Honorary Member**

- (a) Honorary membership can be awarded to any individual who has made an outstanding contribution to the field of Modern languages by the Association with the approval of the Committee.
- (b) Honorary members are exempted from the payment of fees but are entitled to all the rights of Ordinary members except for the right to vote or to compete for positions in the Association.

**(iv) Associate Member**

- (a) Associate membership is open to individuals who are not Malaysians, but who are, at the time of applying for membership, residing in Malaysia.
- (b) Associate members comprise of individuals who are currently in service at Institutions of Higher Learning, Teachers' Training Colleges, government agencies, Statutory Bodies and the private sector and that are involved in the research, teaching and learning of Modern languages.
- (c) Associate members do not have the right to vote or to hold any position in the Association.

**(v) Institutional Member**

- (a) Institutional membership is open to all Institutions of Higher Learning, Teachers Training Colleges, Government agencies, Statutory Bodies and the private sector in Malaysia.
- (b) Each Institutional member can register at least **three (3)** Malaysian citizens, who will have the same rights as the Ordinary members.

**(vi) Affiliated Member**

- (a) Affiliated membership is open to all associations that are engaged in the study, teaching and learning of Modern languages.
- (b) Every Affiliated member can register at least **three (3)** Malaysian citizens, who will have the same rights as the Ordinary members.

## 5. FINANCES

- (i) The finances of the Association shall comprise of monies collected from the following sources: fees, grants, donations and other resources deemed appropriate by the Association from time to time.
- |     |                              |                   |    |        |
|-----|------------------------------|-------------------|----|--------|
| (a) | New Member Registration Fees | (One-off payment) | RM | 10.00  |
| (b) | Annual Fees                  |                   |    |        |
|     | (i) Ordinary Member          | (Annually)        | RM | 50.00  |
|     | (ii) Life Member             | (One-off payment) | RM | 400.00 |
|     | (iii) Associate Member       | (Annually)        | RM | 50.00  |
|     | (iv) Institutional Member    | (Annually)        | RM | 150.00 |
|     | (iv) Affiliated Member       | (Annually)        | RM | 150.00 |
|     | (vi) Honorary Member         |                   |    | (None) |
- (ii) The financial year of the Association is from 1 September till 31 August of the following year.
- (iii) Subject to the following provisions of this Constitution, the monies of the Association can be utilised for purposes in realizing the aims of the Association, including administrative expenses, payment of salaries, fundings and expenses of officials and salaried staff, and wages for the auditors of the accounts of the Association. However, the finances of the Association shall not be used for the payment of fines imposed on members who have been convicted in court.
- (iv) The Treasurer will be permitted to keep petty cash amounting to not more than RM700.00 at any one time. Any amount exceeding this sum must be deposited, within seven (7) days, into the bank account agreed upon by the Committee. The account must be in the name of the Association.
- (v) All cheques or withdrawal statements from the accounts of the Association should be signed jointly by the President (or in his/her absence, the Vice President); in the absence of the Honorable Secretary or Honorable Treasurer, the Committee may appoint anyone among them as the alternative signatory.
- (vi) Expenses exceeding RM1000.00 at any one time shall not be paid out without the prior approval of the Committee, and monthly expenses exceeding RM1,500.00 shall not be permitted without the prior approval of the General Assembly. Expenses below the sum of RM1000.00 can be authorised with the joint approval of the President, the Honorary Secretary and the Honorary Treasurer.

- (vii) Financial statements as well as the balancing of accounts for the year must be prepared and checked by the auditors at the soonest after the end of a financial year, according to Article 10 (ii). Statements of the accounts which have been audited must be tabled for approval of the following General Assembly, and copies of the statements can be obtained and made available at the secretariat for all the members of the Association.

## 6. ANNUAL GENERAL ASSEMBLY

- (i) A General Assembly shall be held in September every year, **at least two (2) weeks** after the notice for the Assembly has been sent out to all Ordinary, Life, Institutional and Affiliated members.
- (ii) Half of the total number of members who have the right to vote or **twice (2) the total number** of Committee members shall make up the quorum at the Annual General Assembly. If the quorum is still insufficient half an hour after the stipulated time of the meeting, the Annual General Assembly shall be postponed to a later date (not later than 90 days) determined by the Committee. If the quorum is insufficient half an hour after the stipulated time of the postponed meeting, the members who are present shall have the right to conduct the meeting but are not authorized to amend the Constitution of the Association or to decide on any matter that should involve all members.
- (iii) The Annual General Assembly will approve reports from Committee members. The purposes of the Annual General Assembly are to:
  - (a) Approve the Committee report on the activities of the Association over the past year.
  - (b) Approve the report of the Honorable Treasurer and the audited financial statement for the past year.
  - (c) Appoint Committee members and auditors for the following two years.
  - (d) Discuss any other matters tabled at the meeting.
- (iv) **The Honorable Secretary** shall send out the notice of the meeting to every member **at least 14 days before the Annual General Assembly** is to be held; the notice shall contain the date, time, and venue as well as the agenda for the meeting and copies of the minutes of the meeting and reports together with the audited financial statements of the Association for the previous year. Copies of these documents shall be made available for members to peruse at the registered address of the Association.

## 7. EXTRAORDINARY GENERAL MEETING

- (i) An Extraordinary General Meeting can be called by the Honorable Secretary for the following reasons:
  - (a) In response to a request made by the Committee; or
  - (b) In response to a written application from at least 1/5 of the total number of Ordinary members or Life members, for the purpose of tabling specific resolutions to the meeting.
- (ii) **The Secretary** shall notify all the Ordinary and Life members of the date of the EGM at least two (2) weeks before the EGM is to be held. The agenda of the EGM shall include only those matters submitted as the reason for requesting for the meeting to be held.
- (iii) The quorum for such a meeting is as stated under Article 6 (ii) of the Constitution. If the quorum is insufficient half an hour after the stipulated time of the EGM, the EGM shall be postponed to a later date (not exceeding seven (7) days) as determined by the Committee, and if the quorum is still insufficient half an hour after the stipulated time of the postponed meeting, the EGM shall be cancelled, and for at least 6 months from the postponed date, no EGM upon request from members for the same purpose can be called.

## 8. THE COMMITTEE

- (i) The officers of the Association shall be selected at the Annual General Assembly to serve for **two (2) years** and shall hold their positions until a new committee is selected. The Association Committee members and the officers serving the Association on behalf of the President shall be Malaysian citizens.
- (ii) The officers of the Association consist of:
  - a. President
  - b. Deputy President
  - c. Honorable Secretary
  - d. Assistant Honorable Secretary
  - e. Honorable Treasurer
  - f. Committee Members (6 persons)
  - g. Committee members appointed by the President (3 persons)
- (iii) The names of all the above positions shall be nominated, seconded and determined by a vote of majority at the Annual General Assembly. All officers can be re-elected.
- (iv) The Committee is responsible for managing and organizing the daily workings of the Association, and for making decisions on matters related to the daily process of the Association based on the general policy determined by the

Assembly. The Committee may not make decisions contrary to the decisions made at the General Assembly without communicating with it first and shall remain at all times subordinate to the decisions of the General Assembly. The Committee shall present the relevant reports of its activities in the past year at every Annual General Assembly.

- (v) The Committee shall meet at least **twice (2) a year**, and the notice for every meeting should be sent out to all Committee members at least **seven (7) days in advance**. The President, individually, or at least 3 Committee members, can call for a meeting. **At least half** of the total number of Committee members should be present at such meetings to endorse the meeting process and to complete the quorum.
- (vi) The Committee has the authority to co-opt any Ordinary or Life members, as officers of the Association, to replace officers who have relinquished their position due to self withdrawal or illness.
- (vii) If there is any important matter that needs the approval of the Committee and it is not possible to have a Committee meeting, then the Honorable Secretary may obtain the consensus of the Committee via a circular. The following conditions should be fulfilled before the decision of the Committee can be considered as accepted.
  - (a) The issues raised should be clearly stated in the circular that is to be sent to all the Committee members.
  - (b) At least half of the members of the Committee should state their approval or objection to the proposal and
  - (c) Any decision shall be made based on a majority vote.
- (viii) The Committee may instruct the Honorable Secretary and other officers to run the affairs of the Association. It can appoint managers and staff it deems necessary. It can dismiss any manager or staff for negligence in carrying out their responsibilities, dishonesty, incompetence, refusal to carry out the decisions of the Committee or for any other reasons deemed damaging to the Association.
- (ix) Should a Committee member pass away or resigns, the Committee has the authority to appoint another member of the Association to replace the missing member until the next Annual General Assembly is held.

## 9. RESPONSIBILITIES OF OFFICERS

- (i) **The President** during his/her term, shall chair the General Assembly and all Council meetings and shall be responsible for the smooth course of all meetings.
  - a. Shall have the casting vote and shall sign all the minutes of the meetings when passed.
  - b. Shall sign all cheques of the Association with the Secretary and Treasurer.
- (ii) **The Vice President** shall be the Acting President during absence of the President.
- (iii) **The Honorable Secretary** shall carry out the duties of the Association as per the Constitution and shall carry out the directives of the General Assembly and Committee meetings.
  - a. Responsible for managing the correspondence and safekeeping of all books, letters, and papers related to the Association except for the books of accounts and finances.
  - b. Shall attend and take notes for all meetings.
  - c. Shall sign all the cheques of the Association with the President/Vice President and Honorable Treasurer.
  - d. Shall keep the complete register of members, listing their names, Identity Card number, date and place of birth, vocation, name and address of employer and home address.
  - e. Shall, within **28 days before the set date of the Annual General Meeting**, send out the Yearly Statement of the Association to the Registrar of Societies as required under Section 14 (1) Societies Act, 1966.
- (iv) **The Honourable Assistant Secretary** shall assist the Honourable Secretary to carry out her/his duties as stated above and shall assume the position of the Honorable Secretary in her/his absence.
- (v) **The Honourable Treasurer** is responsible for all matters related to the finances of the Association.
  - a. Shall handle and keep accounts related to all financial matters and shall be responsible for their accuracy.



- b. Shall sign the Association's cheques with the President/ Vice- President and the Honorable Secretary.

## **10. AUDITORS OF ACCOUNTS**

- (i) **Two (2)** members who are not Officers of the Committee can be appointed in the Annual General Assembly as Honorable Auditors. They will hold the position **for a year** and can be reappointed.
- (ii) Auditors shall audit the yearly accounts of the Association and write a report or validate it for the General Assembly. They may be instructed to audit the accounts of the Association at any time during their term and write a report as instructed by the President.

## **11. INTERPRETATION OF THE CONSTITUTION**

- (i) In between the AGMs, the Committee may provide its interpretation of this Constitution and when necessary decide on matters that are not covered in this Constitution.
- (ii) Except for matters that are contrary to or inconsistent with the policy agreed upon at the General Assembly, the decision of the Committee concerning its members is final unless changed by the decision of the General Assembly.

## **12. PROHIBITIONS**

- (i) A University student or a University College student will not be accepted as a member of the Association unless he/she is given prior permission in writing by the Vice Chancellor of the University or University College concerned.
- (ii) **Gambling:** Games listed below cannot be played in the premises of the Association: *Roulette, Lotto, Fan Tan, Poh, Beh Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, Ten and Half, all dice games, Banker's Game and all games of chance.*
- (iii) **Workers' Union:** The Association or its members cannot restrict or in any way interfere with business or the price of goods or take part in any activity of a Workers' Union as stated in the Workers' Union Ordinance, 1959.
- (iv) **Lottery:** The Association cannot carry out lottery-related activities whether it is restricted to its members or not in the name of the Association or its officers and its Committee or its members without the permission of the relevant authority.

### 13. AMENDEMENT OF THE CONSTITUTION

The Constitution cannot be changed or amended except by the decision made at the Annual General Assembly. Application to change or amend the Constitution should be made to the Registrar of Societies within 28 days from the date the decision to change or amend the Constitution was made. Changes or amendments will come into effect from the date the changes or amendments were approved by the the Registrar of Societies.

### 14. DISSOLUTION

- (i) The Association can be dissolved voluntarily with the approval of no less than **two-thirds** of the total number of members who are eligible to vote.
- (ii) If the Association is to be dissolved as stated above, all outstanding debts of the Association deemed valid as per the Constitution, must be settled and any leftover monies be distributed as decided at the Annual General Assembly.
- (iii) The Registrar of Societies should be informed of the decision to dissolve the Association within 14 days from the date the Association is dissolved.

### 15. OFFICIAL LOGO OF THE ASSOCIATION



**PERSATUAN BAHASA MODEN  
BAHASA JENDELA ALAM**

- (i) **Overlapping Circles:** denotes a world of diverse interrelated cultures and languages while the circle at centre denotes Malaysia.
- (ii) **Arrow:** refers to the meeting in Malaysia of diverse languages originating from the West and East.
- (iii) **Colour:** blue signifies unrestricted reasoning.
- (iv) **Slogan:** *Bahasa Jemdela Alam* (Language as a Window to the World) signifies understanding of the world through language.

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