

**PERLEMBAGAAN BAGI**

**PERTUBUHAN INDUK**

**DAERAH INNER WHEEL 331, MALAYSIA ( INNER WHEEL DISTRICT 331, MALAYSIA)**

(PPM-017-12-16052012)

**KLAUSA 1 NAME**

The name of the Organisation shall be Daerah Inner Wheel 331 (Inner Wheel District 331) which shall consist of Inner Wheel Clubs in the States of Sabah and Sarawak.

**KLAUSA 2 REGISTERED ADDRESS**

The registered address shall be:

P.O.Box 11079  
888111 Kota Kinabalu  
Sabah.

The meetings of the Organisation shall be held in different towns and places, the venue being decided by the Chairman and the Committee from time to time. The registered place of business of Inner Wheel shall not be changed without the prior approval of the Registrar of Societies.

**KLAUSA 3 EMBLEM**

The emblem of the Organisation shall be the wheel as shown in the diagram. It consists of two gear wheels, one inside the other, with six spokes radiating outwards from the center hub. There are twenty-four teeth or cogs on both inner and outer wheels. The word INNER appears at the top and the word WHEEL at the bottom of the rim of the wheel. The colors of the Emblem when shown in colour, shall be YELLOW (Pantone 108C or 10U,CMYK 1.1.100.0 RGB 255.219.0 or Hex FFDB00) (Pantone 3005C or 3005U) with the Emblem in yellow,the rims of the inner and outer wheels in blue enamel and the words "INNER" and "WHEEL" in yellow lettering.

**KLAUSA 4 AIMS AND OBJECTIVES**

The aims and objectives of the Organisation are:-

- a. Further the aims and objectives of Inner Wheel within the District
- b. Promote the formation of new Inner Wheel Clubs in the District
- c. Promote friendly relationship amongst the Inner Wheel Clubs in the District

- d. Supervise and coordinate the work of the Inner Wheel Clubs in the District
- e. Liaise with International Inner Wheel, through the National Representative

## **KLAUSA 5 QUALIFICATIONS FOR MEMBERSHIP**

- A. Membership of the Organisation is open to all duly registered Inner Wheel Clubs in the District (the Member Clubs). To constitute the Organisation, there shall be not less than four (4) clubs in the District.
- b. Application for membership shall be made on the prescribed forms

## **KLAUSA 6 SUBSCRIPTION AND OTHER DUES**

- A. The Organisation shall obtain funds from member-Clubs of the Organisation at the rate of RM100.00 (Malaysian Ringgit one hundred) for every member of these Clubs per annum. If Inner Wheel members join in the second half of the Inner Wheel Year, half the subscription rate shall be payable to the Organisation. The rate is subject to change and shall be determined by two-thirds of the members of District Committee present at the Annual General Meeting.
- b. Each Club must pay its dues to the District Fund by 30th September for the relevant inner Wheel year.
- c. The funds of the Organisation shall be used for the following purpose:
  - i. Payment of capitation to International Inner Wheel
  - ii. Payment for expenses of running the Organisation
  - iii. Payment for the Organisation's publications
  - iv. Reasonable and most economical travel fares for one visit per annum of the Organisation's Chairman to each club in the Organisation. If home hospitality is not made available, then she may claim a reasonable cost of hotel accommodation which shall be paid for by the Club she is visiting
  - v. Reasonable and most economical travel fares for Extension Chairman/Organiser when she travels to form a new club/s or to revive existing Club/s
  - vi. Reasonable and most economical travel fares for officers and members of the Executive Committee attending meetings
  - vii. Reasonable and most economical travel fares, in the most economical and convenient form of transport, for two (2) delegates plus 3rd delegate for clubs with 51 members and above from each club for the Annual General Meeting provided the club has paid up its dues.

viii. Notwithstanding the provisions under Klausua 6 b and c i to vii herein, the Budget for the ensuing Inner Wheel year shall be presented at the 1st District Committee meeting not later than 1 August of the Inner Wheel relevant year for approval

## **KLAUSA 7 MEETINGS**

a. (i) The District Committee shall meet at least twice a year one of which shall be the Annual General Meeting (AGM) provided always that in the event any District within a country, because of its geographical and climatic conditions is unable to meet twice a year, it is sufficient that one meeting being the AGM is held in that year

(ii) That the District Chairman and the District Committee may, in their reasonable opinion, adopt alternative arrangements with regard to the conduct of the meetings. Such alternative arrangements may include video conferencing, other electronic means and/or such other arrangements deemed appropriate by the District Chairman and the District Committee. In determining the alternative arrangements, the District Chairman and the District Committee shall take into consideration and comply with any applicable laws, regulations, rules, measures or guidelines enforced or issued by the Government or local authorities of the said District from time to time.

b. Notice for the District Committee Meeting shall be sent to the Committee Members at least seven days before the date of the meeting.

c. The General Meeting shall be the supreme authority of the Organisation and shall consist of the District Executive Committee members and voting delegates who shall represent the Member Clubs.

d. The Annual General Meeting of the Organisation shall be held as soon as possible after the close of each financial year on a date and time to be decided by the District Executive Committee, but it shall not be later than 31st March.

The business of the Annual General Meeting shall be:

i. To receive the District Committee's report of the working of the Organisation during the previous year.

ii. To receive the Treasurer's report and the audited accounts of the Organisation during the previous year.

iii. To elect a new District Executive Committee and to appoint Auditors for the ensuing year.

iv. To deal with such other matters as may be put before it provided not less than fourteen (14) days' notice of the same is given to Member Clubs.

e. The Secretary shall send to all members at least 14 days before the meeting the notice of meeting, the minutes of the last AGM, the audited accounts, the annual report and the agenda of the meeting. Copies of these documents will also be made available at the registered office of the Organisation for the perusal of members.

f. An Extraordinary General Meeting of the Organisation shall be convened:

i. whenever the District Executive Committee deems it necessary or

ii. At the joint request in writing of not less than 50 percent of the membership, stating the objects and the reasons for such meeting

g. An Extraordinary General Meeting requisitioned by members of the District Committee be held for a date within 30 days of the receipt of such requisition.

h. Notice and Agenda for an Extraordinary General Meeting shall be forwarded by the Secretary to all members at least 14 days before the date fixed for the meeting.

## **KLAUSA 8 VOTING**

a. Unless otherwise requested by a majority of Voting Delegates, for voting by ballot, voting at any General Meeting shall be by show of hands except in the case of elections of the District Committee which shall be by ballot, including proxy votes.

b. In the event of the votes being equal the Chairman shall have a casting vote.

c. Voting by post or other electronic means may be permitted if the District Committee approves the same. The District Committee shall set out the rules and conditions for the conduct of voting by post or such other electronic means Provided always that all ballot voting papers must reach the District Secretary not later than 48 hours before the date and time fixed for the meeting at which the ballot voting is to be considered.

d. Member Clubs whose District dues are in arrears or outstanding shall not be entitled to vote.

e. A team of not less than 3 members; none of whom should be the members of the District Committee, shall be appointed as scrutineers for the conduct of elections of the District Executive Committee

## **KLAUSA 9 QUORUM**

A. Fifty percent (50%) of the members of the District Committee present shall constitute a quorum for any general meeting.

OR

b. Fifty percent (50%) of the Committee members present shall form a quorum for

any committee meeting, including District Executive Committee and District Committee meetings.

## **KLAUSA 10 DISTRICT COMMITTEE MEMBERS**

### **a. The District Committee**

The Governing Body of the Organisation shall be the District Committee. The District Committee shall consist of the District Committee. The District Committee shall consist of the District Executive Committee and the Voting Delegates from the Clubs.

### **b. The District Executive Committee**

The District Executive Committee shall be elected at the Annual General Meeting for a term of one (1) Inner Wheel and whose members shall consist of the following:

#### **OFFICERS**

A Chairman  
A Vice Chairman  
An Immediate Past Chairman  
A Secretary  
A Treasurer

Ex-officio members (With power to vote)

An Extension Chairman/Organiser  
An International Service Chairman/Organiser  
An Editor  
A Webmaster (Provided she is a member of a Club in the Organisation)

### **c. Club Voting Delegates**

Club Voting delegates by the Member Clubs by Clause 11b, herein, shall be members of the District Committee.

Voting Delegates shall represent the Member Clubs and each delegate shall have one vote each and shall be entitled to vote and participate in the proceedings of the AGM and General meetings.

## **KLAUSA 10 DISTRICT COMMITTEE MEMBERS**

### **a, Qualifications for office bearers**

Qualifications for office bearers of District Committees

(i) CHAIRMAN & VICE CHAIRMAN

Must have served on the District Executive Committee for at least one year at the time of nomination, and have been an officer of the Club in the Organisation. They shall not be members of the same club.

For the avoidance of doubt, all reference to "Organisation's Chairman" of "Chairman" and "Vice-Chairman" shall mean the "District Chairman", "District Vice-Chairman" respectively and as may be appropriate.

(ii) SECRETARY & TREASURER

Must have served on the District Committee for at least one year at the time of nomination. (The secretary should preferably be from the same club or town as the District Chairman).

(iii) EXTENSION CHAIRMAN / ORGANISER

Must have served as an officer of the District Committee for at least one year at the time of nomination.

(iv) INTERNATIONAL SERVICE CHAIRMAN / ORGANISER

Must have served on the District Committee and have been a member of the District International Service Committee where such a committee exists, for one year at the time of nomination.

(v) EDITOR

Must have served on the District Committee or served as a Club Correspondent for at least one year at the time of nomination.

(vi) VOTING DELEGATES AND THEIR DEPUTIES

Must have served on a Club Executive Committee for at least one year at the time of nomination.

b. A candidate for an office on a District Executive Committee must not serve at the same time on her club Committee.

c. Where a District divides members of the new District may carry forward into the new District their qualifications held in the old District.

d. The District Executive Committee may appoint any sub committee as and when necessary.

e. Notwithstanding the qualification as provided under paragraph (a) i to vi herein, the statutory disqualification as set out in section 9a of the Malaysian societies Act 1966 shall further apply

Each Inner Wheel Club may nominate, with the consent of the nominee, members qualified for the following:

Chairman – Nominated and elected annually and shall not serve for more than 2 consecutive years.

Vice Chairman - Nominated and elected annually and shall not serve for more than 2 consecutive years.

Secretary - Elected annually and may serve for a maximum period of three consecutive years.

Treasurer - Elected annually and may serve for a maximum period of three consecutive years.

Extension Chairman / Organiser - Elected annually and may serve for a maximum period of three consecutive years.

International Service Chairman / Organiser - Elected annually and may serve for a maximum period of three consecutive years.

Editor - Elected annually and may serve for a maximum period of three consecutive years.

Webmaster

elected annually and may serve for a maximum period of three consecutive years.

#### b. VOTING DELEGATES

Each Member Club shall be entitled to appoint two voting delegates to represent the Club at the Annual general Meeting or such other General Meetings of the Organisation if Clubs with 51 or more members shall be entitled to appoint an additional member as voting delegate. The Club Delegates shall sit in the District Committee.

#### c. NOMINATIONS

i. Nominations shall be made in writing to the Secretary not later than 1st February for the relevant year.

ii. If nominations for any of the positions are received by 1st February, then the nomination shall be at the DAGM.

#### d. VACANCIES

In the event of a vacancy in the office of District Chairman, the Vice Chairman shall succeed to the office. For a vacancy in any of the other

foregoing offices, the District Executive Committee shall appoint a qualified successor to complete the year.

## **KLAUSA 12 DUTIES OF DISTRICT COMMITTEE**

### **a. CHAIRMAN**

i. The Chairman who is also the District Chairman shall preside at all meetings of the District Committee and District Executive Committee and any General Meeting, and as Chief Executive Committee and any General Meeting, and as Chief Executive Officer supervise the work and activities of the Organisation.

ii. Shall sit on all Sub-Committees as an ex-officio member.

### **b. VICE CHAIRMAN**

The Vice-Chairman shall deputise for the Chairman in her absence.

### **c. SECRETARY**

The Secretary shall:

- i. send out notices of meetings and keep all Minutes and records.
- ii. conduct all correspondences.
- iii. send out a list of nominations, together with a short description of the offices held, to Club Secretaries, not later than 14th February.
- iv. Make an annual report to the District Committee.
- v. Be an ex-officio member of all committees.
- vi. Shall comply with all the requirements of the Societies Act 1966 and requests of the Registrar of Societies in the submission of annual returns and such information
- vii. Keep a membership register.

### **d. TREASURER**

The Treasurer shall:

- i. Be the custodian of the funds and the financial records of the district.
- ii. Submit to the District Committee a Report and Statement of Accounts.

### **e. EXTENSION CHAIRMAN / ORGANISER**

The Extension Chairman / Organiser shall:

- i. Be the Chairman of the Extension Committee, if such a sub-committee is elected.
- ii. Promote the extension work of the District



#### f. INTERNATIONAL SERVICE CHAIRMAN / ORGANISER

The International Service Chairman / Organiser shall:

- i. Be the Chairman of the International Service Committee, if such a committee is elected.
- ii. Promote correspondence with link clubs, organize exchange visits and encourage practical service.
- iii. Encourage members to know members of Inner Wheel in other Districts and/or countries.

#### g. EDITOR

The Editor shall be responsible for the publication District Newsletter or magazine or any similar publications either in printed form or by such other electronic means.

#### h. WEBMASTER

The Webmaster shall be responsible for creating and maintaining the Organisation's Website and other electronic media channels and she shall be responsible for ensuring regular and continuous update of the website

#### i. IMMEDIATE PAST CHAIRMAN

The Immediate Past Chairman shall not serve on either the District Executive or the District Committee during the year following her term of office as Immediate Past Chairman unless approved by the DAGM.

#### i. CLUB VOTING DELEGATES

Club Voting Delegates shall represent their Club on the District Committee.

#### k. The District Committee shall:

- i. hold office from 1st July to 30th June.
- ii. supervise and co-ordinate the work of the clubs.
- iii. organize new clubs.
- iv. further the purposes of the organization.
- v. promote friendly relations among the clubs of the organization.

k. The District Executive Committee may nominate Officers of International Inner Wheel and may send one voting Delegate to the International Inner Wheel Convention.

l. A candidate for an office on the District Executive Committee must not serve at the same time on her Club Committee. Where a District divides members of the new District may carry forward into the new District their qualifications held in the old District.

m. The out-going District Executive Committee shall hand over the registration certificate of the Organisation, the Rules and Constitution, copies of the Annual Return, all files of correspondence, important documents, title deeds of properties (if any), signed audited accounts, account books, cheques and receipts and list of assets to the in-coming District Executive Committee during the occasion of handing over of office. The out-going District Executive Committee shall still be responsible for the loss, damage or errors in any documents if so found. Provided always that it is sufficient if such documents and records are handed over in electronic or digitalised form.

#### **KLAUSA 13 FINANCE AND AUDIT**

A. The financial year shall be from the 1st July to 30th June.

b. Payment from the funds shall be made by cheque signed by any two of the following: Chairman, Vice-Chairman, Secretary and Treasurer.

c. The Treasurer may hold a petty cash advance not exceeding of RM500 at any one time. All money more than this sum shall within 7 days of receipt be deposited in a bank approved by the District Committee. The bank account shall be in the name of the Organisation.

d. No expenditure exceeding RM1,000.00 at any one time shall be incurred without the prior sanction of the District Executive Committee. Expenditure exceeding RM5,000.00 at any one time shall get approval at the Annual General Meeting. Expenditure of RM1,000.00 or below may be approved jointly by the Chairman and the Secretary.

e. The accounts of the Organisation shall be audited (by appointed Honorary Auditors from a firm of accountants)

f. The audited accounts shall be circulated to all clubs (and members of the District Committee). A copy shall be made available at the Registered address of the Organisation. The appointment of Auditor is made during the DAGM. In the event of resignation, the District Executive Committee is authorized to appoint the Auditor to facilitate the Auditing of the Organisation's accounts.

#### **KLAUSA 14 14. INTERPRETATION**

A. Between annual general meetings the District Committee shall interpret the rules of the Organisation and when necessary, determine any point on which the rules are silent.

b. Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the District Committee shall be binding on all members of the Organisation unless and until countermanded by a

resolution of a general meeting.

## **KLAUSA 15 PROBIHITIONS**

A. None of the following games shall be played in the premises of the Society: Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belankai, Pai Kau, Tau Ngau, Tien Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, Ten and a half, all games of dice, bankers' games, all video games and all games of mere chance.

b. Neither the Organisation nor its Member Clubs shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.

c. The Society shall not hold any lottery, whether confined to its members or not, in the name of the society, its office-bearers or members without prior approval from the authorities concerned.

d. "Benefits" as mentioned under section 2 of the Societies Act 1966 shall not be given by the Organisation to any of its Member Clubs.

e. The office bearers of the Organisation and every officer performing executive functions in the Organisation shall be members of the Organisation and shall be Malaysian citizens. Provided that non-Malaysian citizens may be elected or hold office in the Organisation with approval from Registrar of Societies.

f. No newsletter or magazine shall be published without the approval of the authority concerned. Provided always that the Organisation may publish solely for members only.

## **KLAUSA 16 AMENDMENTS TO THE CONSTITUTION**

The constitution may be amended by two thirds majority of the District Committee and Voting Delegates representing Member Clubs present at the at Annual General Meeting. Application for such amendments shall be submitted to the Registrar of Societies within 60 days from the date of the decision to amend the Constitution. Such amendments shall take effect from the date of approval of the Registrar of Societies.

## **KLAUSA 17 DISSOLUTION**

A. The organization may be voluntarily dissolved by a resolution of not less than two-thirds of the total membership or if less than 4 clubs remain as members.

b. In the event of the Organisation being dissolved the remaining funds will be disposed of in a manner agreed upon by the members at the Extraordinary General Meeting or Annual General Meeting.

c. Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of the date of the decision to dissolve.

## LAMPIRAN

1. Bendera
  - 
  - Keterangan
  -
2. Lambang
  - 
  - Keterangan
  -
3. Lencana
  - 
  - Keterangan
  -