



**JUNIOR CHAMBER INTERNATIONAL KUALA LUMPUR WEST**  
**CONSTITUTION AND BY-LAWS**

Version 3.1  
Revised on 12 January 2023  
By 2022 Immediate Past President Jacky Loong

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# **CONSTITUTION**

## **PREAMBLE**

We, young people of Kuala Lumpur, conscious of the fact that adequate civic training of young people will enable them to exercise decisive influence in the just solution of the problems of this Country and humanity.

And determined to promote the well-being and progress of Malaysians, in particular, and of mankind, in general, decide to unite our efforts to constitute a Junior Chamber International Organization.

And for this purpose do hereby promulgate the following Constitution and By-Laws.

## **ARTICLE I      NAME AND OFFICE**

This organization shall be known as **“Junior Chamber International Kuala Lumpur West”** or by its abbreviation **“JCI KL West”** hereinafter referred to as this Association, with its address and place of meeting 21 & 21A, Jalan Hujan Emas Lapan, Taman Overseas Union Garden, Off Jalan Klang Lama, 58200 Kuala Lumpur.

The registered address and place of meeting of the Association may be changed by Board of Directors from time to time with the prior approval of the Registrar of Youth.

## **ARTICLE II      CREED, MISSION, VISION, AND OBJECTIVES**

### **SECTION 1      CREED**

The following Creed of this Association 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 man 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.

### **SECTION 2      MISSION AND VISION**

The mission and vision of this Association, shall be:

JCI Mission: "To be the leadership development opportunities that empower young people to create positive change"

JCI Vision: "To be the foremost global network of young active citizens"

### **SECTION 3      OBJECTIVES**

The objectives of this Association, inspired by the Creed shall be:

To develop the individual abilities and stimulate the joint efforts of the young people 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 for the development of individual and the community;
- (4) Promotion of economic development;
- (5) Furtherance of understanding, goodwill and co-operation among all people.

### **ARTICLE III      AFFILIATION**

This association shall be and is hereby affiliated with “Junior Chamber International Malaysia” and it shall not have any affiliation or connection outside Malaysia except with countries that have diplomatic ties with Malaysia.

### **ARTICLE IV      MEMBERSHIP**

This association shall consist of ordinary members who shall be residents of Kuala Lumpur.

### **ARTICLE V      MANAGEMENT**

The management of this association shall be vested in a Board of Directors, the membership of which be the President; the Executive Vice President, the Vice President - LOM, the Vice President – Individual, the Vice President – Community, the Vice President – Business, Vice President – International, the Honorary Secretary, the Honorary Treasurer, Immediate Past President and the General Legal Council.

### **ARTICLE VI      BY-LAW**

The business of this association, the duties of officers, the determination and collection of dues, the formation of committee and all other matters not dealt with in detail in this Constitution shall be conducted in accordance with procedures stated in the By-Laws of this Association.

### **ARTICLE VII      AMENDMENTS**

This Constitution and any rules made pursuant thereto may be added to, repealed or amended by resolution at any Annual General Meeting or at an Extraordinary General Meeting called for such purpose. Provided that no such resolution shall be deemed to have passed unless it be carried by majority of at least two-thirds of the members voting thereon. Such amendments shall not be enforced without the prior approval of the Registrar of Youth. No waiver shall be granted to any articles of this Constitution at any times.

## **ARTICLE VIII EMBLEM**

Colour is blue; shape of the emblem is similar to a shield. The emblem bears the map of the world and below is the abbreviations of JCI (Junior Chamber International Incorporated).

## **ARTICLE IX PROHIBITIONS**

### **SECTION 1 POLITICS**

This Association 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.

### **SECTION 2 RELIGION**

- (a) This Association shall refrain from sectarian or religious activities. This shall not be construed as a prohibition upon any member organization from engaging in religious activities, which are acceptable to its own membership.
- (b) 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.

### **SECTION 3 TRADE UNIONS**

This Association shall not engage in any Trade Union activities as defined in the Trade Union Act, 1959.

### **SECTION 4 GAMBLING**

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

### **SECTION 5 LOTTERY**

No lottery shall be carried out by the Association nor its members without the prior approval of authorities concerned.

## **BY-LAWS**

### **BY-LAW 1 MEMBERSHIP**

#### **SECTION 1 MEMBERS**

The members of this association shall consist of:

- (a) Ordinary members
- (b) Associate members
- (c) Honorary members

#### **SECTION 2 ORDINARY MEMBERS**

Only young people of good moral character between the ages of eighteen (18) and forty (40) shall be eligible for membership.

#### **SECTION 3 ASSOCIATE MEMBERS**

Any Ordinary Member upon attaining the age of forty (40) years shall become an Associate Member of this association.

#### **SECTION 4 HONORARY MEMBERS**

The Board of Directors may invite as Honorary persons distinguished in promoting the principles of this association. Ordinary Members may send to the Honorary Secretary names suggested for invitation. Honorary Members shall not be required to pay any subscription.

#### **SECTION 5 PRIVILEGES**

Honorary Members and associate members shall be entitled to all the benefits and privileges of membership except that they shall not be entitled to be officers or members of the Board of Directors or to vote as members, or to claim any share of the property of this association upon dissolution.

#### **SECTION 6 MEMBERSHIP APPLICATION, APPROVAL & REJECTION**

- (a) Applications shall be in writing and made on the form prescribed for that purpose and accompanied by the prescribed entrance fees and dues for the first year's subscription.



- (b) All applications must be nominated by two Ordinary Members in good standing and must be accepted by majority vote of Board of Directors.
- (c) Immediately upon the approval of a member, notice thereof shall be given to him/her and the new member shall be furnished with a copy of the rules of this Association.
- (d) If an application is rejected, the applicant shall be informed accordingly and his/her application fee refund.

## **BY-LAW 2            SUBSCRIPTIONS**

- (a) The prescribed entrance fees shall be Ringgit Malaysia Thirty (RM30.00) only for an Ordinary Member.
- (b) The subscription of an Ordinary Member shall be Ringgit Malaysia Two Hundred (RM200.00) per calendar year and shall be made in one payment.
- (c) All subscriptions shall be paid to current Honorary Treasurer of this Association.
- (d) If any member shall fail to pay his/her subscription after it has become due for 14 days, notice shall be sent to such member calling his/her attention thereto, and if he/she does not pay the amount within fourteen (14) days from the posting of such notice, the membership of such member shall be suspended and such member shall not be entitled to pay of the benefits and privileges of the membership until the outstanding account paid.
- (e) If any member shall fail to pay his/her subscription after posting of such notice as aforesaid for thirty (30) days, such defaulting member shall be expelled from membership of this Association without further notice.

## **BY-LAW 3            RESIGNATIONS**

- (a) Any member may resign his/her membership by giving notice to the Honorary Secretary in writing to that effect.
- (b) Every notice shall, unless otherwise expressed, be deemed to take effect as from the 1<sup>st</sup> January next following the receipt thereof.

## **BY-LAW 4 MEETING**

### **SECTION 1 ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting of this Association shall be held in September of each year, anyway not later than the 15<sup>th</sup> day of that month, as such place or places as the Board of Directors may determine and notice of such meeting shall be sent by post to each member at his/her last known address at least 30 days prior thereto.
- (b) The purpose and business of the Annual General Meeting shall be:
- (i) To receive the Annual Reports of the Board of Directors and the audited Accounts for the preceding financial year.
  - (ii) To elect officers for the ensuing year and to appoint an Honorary Auditor who shall not be a member of the Board of Directors.
  - (iii) To decide on any resolution no matter which may duly be submitted to meeting as provided by these rules herein.
- (c) Any member desirous of moving any resolution at the Annual General Meeting shall have given notice thereof in writing to the Honorary Secretary not less than twenty- one (21) days before the date of such meeting.
- (d) Fourteen (14) days at least before the Annual General Meeting, a notice of the business to be transacted thereat shall be sent to every member, and no business other than of which notice has been so given shall be brought forward at such meeting. The report and the audited accounts shall be sent to every member seven (7) days at least before the date of the Annual General Meeting.
- (e) At the Annual General Meeting, each voting member present shall entitle to one vote. Voting shall be determined by a show of hands unless a poll is demanded by at least one-third of the members present.
- (f) The quorum at the Annual General Meeting shall be fifteen (15) members or thirty (30) per cent of the total number of voting members, whichever is the lesser.

### **SECTION 2 EXTRAORDINARY GENERAL MEETING**

- (a) Extraordinary General Meetings may be called at any time by the

President or Board of Directors or at the request in writing of the (10) Ordinary Members or 25% of the total number of members, whichever is the lesser. The objective of such a meeting must be stated at the time of requisition, and not less than 14 days' notice of such a meeting must be given to all Ordinary Members of this association.

- (b) The quorum of an Extraordinary General Meeting shall be fifteen (15) members or thirty (30) per cent of the total number of voting members, whichever is the lesser. Provided the said ten (10) signatories to the requisition notice shall attend such special meeting.
- (c) Each voting member present shall be entitled to one vote and voting shall be determined by a show of hands unless a poll is demanded by at least one-third of the members present.

### **SECTION 3 MEETING OF THE BOD OF DIRECTORS**

- (a) Meetings of the Board of Directors shall be held each month unless otherwise notified by the Honorary Secretary five (5) days in advance.
- (b) Special meetings of the Board of Directors may be called by the President or the Honorary Secretary at the request of at least one-third of the Board of Directors.
- (c) At all meetings of the Board of Directors, each member of the Board of Directors actually present shall be entitled to one vote. Voting shall be determined by a show of hands
- (d) Five (5) persons present at any meeting of the Board of Directors or fifty (50) percent of the board members shall constitute a quorum.

### **SECTION 4 VOTING**

- (a) Entitlement:  
All members of the Board of Directors shall have one (1) vote except the General Legal Council who shall serve without any right to vote. The Chairman shall have the casting vote in the case of equality of votes. Proxy votes are not permitted.
- (b) In the event of an equality of votes cast, the Chairman at the General Assembly shall have a casting vote.

## **SECTION 5 PROCEDURES**

At the Annual General Meeting or the Extraordinary General Meeting or the meeting of the Board of Directors, the President and in his/ her absent, the Executive Vice President, or the absence of both, the Vice President LOM or in the absent of three, the Vice President Individual shall take the chair. Every member shall be entitled to one vote upon every motion, and in the case of any equality of votes, the President or the Chairman as the case may be shall have a casting vote.

## **BY-LAW 5 GENERAL MEETINGS**

(a) The management of this association shall be vested in a committee known as the Board of Directors, consisting of eleven (11) members, namely:

- (i) President
- (ii) Executive Vice President
- (iii) Vice President LOM
- (iv) Vice President Individual
- (v) Vice President Community
- (vi) Vice President Business
- (vii) Vice President International
- (viii) Honorary Secretary
- (ix) Honorary Treasurer
- (x) Immediate Past President
- (xi) General Legal Council

(b) The Board of Directors may at their sole and absolute discretion appoint among their members such committees or sub-committees as they may deem necessary or expedient, and may depute or refer to them such of the powers and duties of the Board of Directors a Board of Directors may determine. Such committees or sub-committees shall periodically report their proceedings to the Board of Directors and shall conduct their business in accordance with the directions of the Board of Directors.

(c) The Board of Directors shall have power to appoint, pay and dismiss any paid administrative officers or employee as they may deem necessary.

(d) The Board of Directors shall have power to inquire into any report or

complaint made against an Ordinary Member and to make such recommendations or report to the person complained against or the Annual General Meeting. Provided always and notwithstanding any to the contrary contained herein the Board of Directors may in their absolute discretion suspend the membership of any Ordinary Member until the date of the Annual General Meeting next following.

- (e) The term of office of the Board of Directors shall be for twelve months to commence on the first day of January following his/her election or appointment. During their term of office, they shall have control of the property of this association and the administration funds.
- (f) The Board of Directors is empowered to declare vacant any position in the Board of Directors upon the voluntary absence for two (2) consecutive Board Meetings by any of its members without legitimate reasons.
- (g) Vacancies in the Board of Directors, or in any office, shall be filled by a vote of the Board of Directors and such a member shall hold office to the unexpired portion of the term of office of the original holder.
- (h) All members of the Board of Directors and every officer performing executive functions in the association shall be Malaysian citizen.

## **BY-LAW 6            ELECTIONS**

- (a) (i) Each year, at the Annual General Meeting, the following officers shall be elected for the ensuing year namely, the President, the Executive Vice President, the Vice President LOM, the Vice President Individual, the Vice President Community, Vice President Business and the Vice President International.
  - (ii) Position for Executive Vice President shall be open for election if ordinary members declared with JCI Malaysia had 60 or more.
  - (iii) Position for Vice President LOM shall be open for election if ordinary members declared with JCI Malaysia had 50 or more.
  - (iv) The appointed officers of this association shall be the Honorary Secretary, the Honorary Treasurer, and the General Legal Council.
- (b) All Ordinary Members shall be eligible for election as officers of this association.

- (c) Nominations shall be by means of a ballot paper, stating the name of the nominee, the office for which he/her is standing, and be supported by two members in good standing. The nominee must also deliver to the Honorary Secretary, at least ten (10) days before the Annual General Meeting, his written consent to serve if elected.
- (d) Each post shall be balloted separately unless in cases where candidates are returned unopposed to be declared by the Chairman presiding over the election.
- (e) Proxies will not be recognized and no person shall cast more than one ballot for each position.
- (f) No person may hold the 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 officer during the year and will not have served a full year in such office prior to December 31.
- (g) Qualification for nomination of the President; A member who shall have been at least three (3) years in good standing and had served at least two (2) years consecutively 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 this association. A principal officer herein includes Executive Vice President, Vice President, Honorary Secretary and Honorary Treasurer.
- (h) Qualification for nomination of the Executive Vice President, Vice President; a member who have been in good standing for at least two (2) years.
- (i) Qualification for appointment of the Honorary Secretary, and Honorary Treasurer; a member who have been in good standing for at least two (2) years.

## **BY-LAW 7            DUTIES OF OFFICERS**

### **SECTION 1            PRESIDENT**

- (a) The President shall preside over the Annual General Meeting, any Extraordinary General Meeting. Membership meetings of the Board of Directors and exercise supervision over the affairs of this association and perform such other functions as are incidental to

his/her office.

- (b) The President shall have authority, subject to the ratification of the Board of Directors, to appoint direct suspend or remove such employees, as he/she may deem necessary.
- (c) He/she shall make full reports of the administration of his/her office and of the affairs of this association, to the Board of Directors at every meeting of the said body, and to the general membership at the Annual General Meeting.

## **SECTION 2 EXECUTIVE VICE PRESIDENT**

- (a) The Executive President shall assist in the responsibilities and coordinating functions of the President, formulating and implementing organization development programs.
- (b) He/she shall supervision of and assistance to Vice Presidents assigned to him/her by:-
  - (I) Coordinating and approving their plans,
  - (II) Coordinating, motivating and directing their work in the field of programming and training,
  - (III) Encouraging the development of JCI KL West and programs of the association, and
  - (IV) Planning for the continuous development of the association.
- (c) He/she shall carry out responsibilities as may be delegated to him/her by the President.
- (d) In the absence or other temporary disqualification of the President, he/she shall assume the Presidency and shall exercise the functions of that office.

## **SECTION 3 VICE PRESIDENT LOM**

- (a) The Vice President LOM shall be responsible for the LOM (Local Organization Member) area of opportunity and the commission namely, the Public Relations Commission and the Membership Extension Commission.
- (b) He/she shall also carry out such responsibilities as may be delegated to him/her by the President.

- (c) In the absence or other temporary disqualification of the President and the Executive Vice President, he/she shall assume the Presidency and shall exercise the functions of that office.

#### **SECTION 4 VICE PRESIDENT INDIVIDUAL**

- (a) The Vice President Individual shall be responsible for the Individual Area of Opportunity and the Commission namely, the Leadership Development Commission.
- (b) He/she shall be responsible to organize JCI Official Courses, JCIM Recommended Courses or other courses and workshops for the current member needs.
- (c) He/she shall coordinate and encourage members to participating in Train the Trainers courses, Speech Contests, and/or Debate Competitions.
- (d) He/she shall also carry out such responsibilities as may be delegated to him/her by the President.
- (e) In the absence or other temporary disqualification of the President, and the Executive Vice President, and the Vice President LOM, he/she shall assume the Presidency and shall exercise the functions of that office.

#### **SECTION 5 VICE PRESIDENT COMMUNITY**

- (a) The Vice President Community shall be responsible for the community Area of Opportunity and the Commissions namely, the Community Involvement Commission and the Youth Activities Commission.
- (b) He/she shall also carry out such responsibilities as may be delegated to him/her by the President.
- (c) In the absence or other temporary disqualification of the President, the Executive Vice President, and the Vice President LOM, and the Vice President Individual, he/she shall assume the Presidency and shall exercise the functions of that office.



## **SECTION 6 VICE PRESIDENT BUSINESS**

- (a) The Vice President Business shall be responsible for the Business Area of Opportunity and the commission namely the Business Projects Commission and the Economic Affairs Commission.
- (b) He/she shall also carry out such responsibilities as may be delegated to him/her by the President.
- (c) In the absence or other temporary disqualification of the President, the Executive Vice President, the Vice President LOM, the Vice President Individual, and the Vice President Community, he/she shall assume the Presidency and shall exercise the functions of that office.

## **SECTION 7 VICE PRESIDENT INTERNATIONAL**

- (a) The Vice President International shall be responsible for all national and international related activities such as National and International Conference/ Congress, JCIM Officers visitation, brotherhood and sisterhood chapter members visitation, the LOM (Local Organization Member) area of opportunity and the commission namely, the Public Relations Commission and the Membership Extension Commission.
- (b) He/she shall also carry out such responsibilities as may be delegated to him/her by the President.
- (c) In the absence or other temporary disqualification of the President and the Executive Vice President, the Vice President LOM, the Vice President Individual, and the Vice President Community, the Vice President Business, he/she shall assume the Presidency and shall exercise the functions of that office.

## **SECTION 8 HONORARY SECRETARY**

- (a) The Honorary Secretary shall cause to be recorded the proceedings of the Annual General Meeting, any extraordinary Meeting, meetings of the Board of Directors and membership meetings.
- (b) He/she shall have charge of the preserve the books, records, files, documents and effects of this association.
- (c) He/she shall be the administrative officer of the association, responsible directly for the operation of the secretariat and

implementation policies according to the direction of the Board of Directors.

- (d) He/she shall also carry out such responsibilities as may be delegated to him/her by the President.

## **SECTION 9 HONORARY TREASURER**

- (a) The Honorary Treasurer shall be responsible for the financial affairs of this association.
- (b) He/she shall issue notices of dues payable, be responsible for their collection and keep books of account of this association.
- (c) He/she shall prepare the annual statements of accounts of this association for the preceding financial year for audit and subsequent presentation to the Annual General Meeting and such statements from time to time as shall be required of him/her by the Board of Directors.
- (d) He/she shall be the custodians of the funds of this association and shall make disbursements in accordance with such rules and regulations as may be prescribed by the Board of Directors.
- (e) He/she shall prepare the accounts for the Fiscal year last concluded for auditing to the Internal Auditor of this association. The Audited Financial Statement of Account from 1<sup>st</sup> Jul to 30<sup>th</sup> June of the previous fiscal year, must be sent to financial members 7 days prior to the Annual General Meeting or an Extraordinary General Meeting.

## **SECTION 10 IMMEDIATE PAST PRESIDENT**

- (a) The Immediate Past President, if a JCI Senator, shall be the Chairman of Junior Chamber Kuala Lumpur West Senate.
- (b) He/she shall advise the current Board of Directors.
- (c) He/she shall be fully responsible for the Records and Recognition Commission (R&C).

## **SECTION 11 GENERAL LEGAL COUNCIL**

- (a) The General Legal Counsel shall serve as Parliamentarian to the

Board of Directors and the General Assembly.

- (b) He/she shall rule on matters of parliamentary procedure at the request of the Presiding Officer.
- (c) He/she shall make sure that the Constitution of JCI, the National Organization and Local Organization is respected at all times.
- (d) He/she shall propose amendments to the Local Organization Constitution and Policy Manual if necessary.
- (e) Qualification for the General Legal Council must be a member who have been in good standing for at least two (2) years which one (1) year must have been as a principal officer on the current or preceding Board of Directors of this association with the knowledge of the provision of the Constitution of JCI KL West.
- (f) In the absence of the General Legal Counsel, the President — with the concurrence of the meeting — shall appoint a Parliamentarian who shall serve for the period of the meeting.

## **BY-LAW 8           SUSPENSION OF OFFICERS**

Any officer of this association may be suspended from officer for cause by at least seventy-five (75) per cent of the affirmative votes of the members of the Board of Directors subject to appeal to the Annual General Meeting or an Extraordinary General Meeting.

## **BY-LAW 9           VACANCIES**

- (a) In the event of a vacancy caused in the office of the President by death, resignation or otherwise, the Executive Vice President shall assume the Presidency for the remainder of the term for which the President has been elected.
- (b) In the event of a vacancy in any of the other offices caused by death, resignation or otherwise, the Board of Directors by a majority vote shall determine the successor who shall serve during the unexpired term.

## **BY-LAW 10       FINANCES**

- (a) The fiscal year of this association shall be twelve months, beginning

on July of each year and ending on June 30<sup>th</sup> of each year.

- (b) Every bond, bill, note, cheque or other security given on account of this association shall be signed, endorsed, accepted or executed by the Honorary Treasurer and either the President or the Honorary Secretary. Any bond, bill, note, cheque or other security to which any member or officer shall be party to a breach of this provision shall be deemed to be given on the separate account of such member or officer, who shall pay and discharge the same out of his own monies and indemnify this association against the payment thereof and against all actions, proceedings, costs, claims and demands in respect thereof.
- (c) All funds and other property shall be held in the same name of the Junior Chamber International Kuala Lumpur West.
- (d) All the expenditures from the funds of the association not exceeding Ringgit Malaysia Five Thousand (RM5, 000.00) at any one time shall have the approval of the Board of Directors. All expenditures exceeding Ringgit Malaysia Five Thousand (RM5, 000.00) at any one time shall have the prior approval of a General Meeting.

## **BY-LAW 11 TRUSTEES**

- (a) If this association at any time acquires any immovable property; such property shall be vested in trustees subject to a declaration of trust.
- (b) Such trustee shall not be less than two in number and shall not be ordinary members of this association. They shall be appointed by Annual General Meeting or an Extraordinary General Meeting.
- (c) Any trustees may at any time resign his/her trusteeship. If a trustee dies or become lunatic of unsound mind or is absent from Kuala Lumpur for a period of one year, he/she shall be deemed to have resigned his/her trusteeship.
- (d) If the trustee is guilty of misconduct of such kind as to render it undesirable that he/she continues as a trustee, a General Assembly may remove him/her from his/her trusteeship.
- (e) Vacancies in the trusteeship may be filled at an Annual General Meeting or an Extraordinary General Meeting.

## **BY-LAW 12      AUDITORS**

- (a) There shall be an auditor and shall be appointed at the Annual General Meeting.
- (b) The auditor shall not be a member of the Board of Directors and shall not occupy any other position in this association during his/her term of office.
- (c) The Auditor shall provide for the regular audit of the books and accounts of this association and in the exercise of his/her functions; he/she shall be responsible only to the Annual General Meeting.

## **BY-LAW 13      DELEGATES**

- (a) The Board of Directors may appoint any member or members to represent this association at any convention, meeting or assembly.
- (b) The delegates appointed to represent this association shall exercise only such powers as are specifically conferred upon them.

## **BY-LAW 14      AMENDMENTS**

- (a) This By-Laws any rules may be amended or repealed by the affirmative vote of at least two-thirds of the total votes cast at a regular Annual General Meeting or at an Extraordinary General meeting called for the purpose.
- (b) All additions or amendments to the By-Laws of this association shall have the prior sanction of the Registrar of Youth.
- (c) Any By-Laws of the Association may be waived by two-thirds majority vote at Annual General Meeting or Extraordinary General Meeting provided that 14 days' notice stating clearly the reasons for such waiver has been duly complied with.
- (d) This By-Law and subsequent amendment thereto shall become effective immediately upon approval by the Annual General Meeting or Extraordinary General Meeting.

## **BY-LAW 15      STANDING ORDERS**

### **SECTION 1      LOCAL ORGANISATION (LO) POLICY MANUAL**

The conduct of any meetings and administration of this association shall be governed by this LO Policy Manual.

### **SECTION 2      AMENDMENT**

#### **(a) WITH NOTICE:**

Policy Manual may be amended by the affirmative vote of not less than two thirds (2/3) of the total possible votes constituting this Organisation's General Assembly, PROVIDED THAT, such notice has been sent to every member, fourteen (14) days prior to the convening of the General Assembly. This Policy Manual and subsequent amendments thereto shall become effective immediately upon approval by this Organisation's General Assembly.

#### **(b) WITHOUT NOTICE:**

Policy Manual may be amended by a two-third (2/3) majority vote of the Board of Directors.

### **SECTION 3      WAIVER**

Any policy may be waived, modified, amended or repealed by simple majority votes at Annual General Meeting or Extraordinary General Meeting.

## **BY-LAW 16      CLAUSES OF EFFECTIVITY**

The Constitution and the By-Laws shall become effective immediately upon approval and registration by the Registrar of Youth.

## **BY-LAW 17      INTERPRETATION**

Between Annual General Meetings, the General Legal Council or Immediate Past President shall interpret the rules, By-Laws and other standing orders of the association and when necessary to determine any point which the rules are silent.

Except where there are contrary to or inconsistent with the policy previously laid down by the General Meeting that decisions of the Board of Directors shall be binding on all members of the association unless and until counter-manded by a General Meeting.

## **BY-LAW 18      DISSOLUTION**

- (a) The association may be voluntarily dissolved by a resolution of not less than 4/5 of the total-voting members.
- (b) In the event of the association 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 desired upon by the General Meeting.
- (c) Notice of dissolution shall be given to Registrar of Youth within twenty-eight (28) days from the date of dissolution.

# **APPENDIX**

## **APPENDIX I DOCUMENTS HISTORY**

Version 1: September 2011

Version 2: 17 September 2017, by 2018 President Jay Chow Der Sien

Version 3: 21 December 2022, by 2022 IPP Jacky Loong Yew Wai

Version 3.1: 12 January 2023, by 2022 IPP Jacky Loong Yew Wai