



**KUALA LUMPUR TOURIST GUIDES' ASSOCIATION  
EXTRAORDINARY GENERAL MEETING  
1.30PM, 17 APR 2024 (WEDNESDAY)  
PHOENIX 1 & 2, LEVEL 7  
REGAL PARK HOTEL, KUALA LUMPUR**



## EXECUTIVE COMMITTEE OFFICE BEARERS 2022-2024

1	Pan Chen Nam	Hon. Chairman
2	Leong Wai San	Vice Chairman I
3	Anbarasu.S	Hon. Secretary
4	Ooi Oon Kean	Hon. Treasurer
5	Seng Hooi Lee	Deputy Secretary
6	Cheng Wai Hoong	Deputy Treasurer
7	Yong Yoke Ching	Exco Member
8	Henry Lee Sin Fook	Exco Member
9	Wong Fot Jaw	Exco Member
10	Cheong Yee Shing	Exco Member
11	Siew Kah How	Exco Member
12	Mohamad Helmy bin Ahmad	Exco Member
13	Akbar Ali	Exco Member
14	Fong Siew Lan	Exco Member



## EGM AGENDA

TIME	PROGRAMME
1.30 pm	Registration of Participants
2.00 pm	Confirmation of minimum quorum to conduct EGM
2.10 pm	Voting in of EGM Chairman
2.15 pm	Welcome address by KLTGA Chairman, Mr Pan Chen Nam
2.30 pm	❖ Tabling of current and proposed amended KLTGA Constitution ❖ Rationale for each proposed Clause and Sub-Clause and decision by members
5.00 pm	Final voting on proposed amendments tabled and fine-tuned at the EGM
5.10 pm	End of EGM with vote of thanks
5.20 pm	High Tea at Coffee House, Level 6, Regal Park Hotel
6.30 pm	End of Event

<p><b>1. NAME</b></p> <p>The name of the Association shall be the "Kuala Lumpur Tourist Guides' Association" (hereinafter called "the Association".)</p> <p><b>2. REGISTERED OFFICE</b></p> <p>The registered place of business of the Association shall be at No.16-3 (Third Floor), Persiaran Jubilee, Off Jalan Loke Yew, 55200 Kuala Lumpur. The registered place of business of the Association shall not be changed without the prior approval of the Registrar of Societies.</p> <p><b>3. DEFINITION</b></p> <p><b>3.1 Unless otherwise stated, the words stated below shall be interpreted as follows:-</b></p> <p><b>AGM</b> – means the Annual General Meeting of the Association</p> <p><b>Association</b> – means Kuala Lumpur Tourist Guides' Association (KLPGA)</p> <p><b>Association's Communication Channel</b> - means the Association's official, digital or printed broadcast method(s).</p>	<p><b>1 NAME</b></p> <p>The name of the Association shall be the "Kuala Lumpur Tourist Guides' Association" (hereinafter called "the Association".)</p> <p><b>2 REGISTERED OFFICE</b></p> <p><b>2.1</b> The registered place of business of the Association shall be at No.16-3 (Third Floor), Persiaran Jubilee, Off Jalan Loke Yew, 55200 Kuala Lumpur.</p> <p><b>2.2</b> The registered place of business of the Association shall not be changed without the prior approval of the Registrar of Societies.</p>
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PROPOSED AMENDMENTS

CURRENT KLPGA CONSTITUTION

<p><b>By-Laws</b> - means the Rules and Regulations made by the Association to govern the actions and affairs of its members amongst members and with the Association</p> <p><b>Complainant</b> refers to a member who lodges a complaint against any other member or members of the Association with the Discipline &amp; Ethics Committee (DEC)</p> <p><b>Constitution</b> – means this Constitution of the Association which embodies the structural and fundamental principles, rules and bye-laws which regulate the functions of the Association and the rights of members</p> <p><b>Council</b> - means the Malaysian Tourist Guides Council.</p> <p><b>DEC</b> – means Discipline &amp; Ethics Committee elected by the Association at an Annual General Meeting</p> <p><b>EGM</b> - means the Extraordinary General Meeting of the Association.</p> <p><b>EXCO</b> – means the elected or appointed Executive Committee members of the Association.</p> <p><b>General Meeting</b> - means the Annual General Meeting of the Association</p> <p><b>KLPGA Beneficial Scheme (KBS)</b> – includes the members benefits scheme established by the Association funded by the Per Capita Dues decided and fixed from time to time by the members at a General Meeting and paid by members who are eligible to participate in the scheme, the Group Personal Accident Insurance scheme and other welfare programs funded by contributions by the members which are established by the Association or which are established by the Council and which the Association supports and subscribes to for benefit of the members and their beneficiaries.</p>	
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<p><b>Laws</b> - means all/or any statutes, legislation, rules, regulations, by-laws, Ministerial Orders or directives and/or other or subsidiary legislation of Malaysia.</p> <p><b>Member</b> – Means a member in benefit of the Association who has been admitted to any one of the following categories of membership: Ordinary Member, Life Member, Associate Member or Honorary Members.</p> <p><b>Member in benefit</b> – means a member who has paid in full the applicable Annual Membership Fee for the year and contribution to the KLPGA Beneficial Scheme and possesses a valid Tourist Guide License issued by the Ministry of Tourism.</p> <p><b>Ministry of Tourism</b> – means the government ministry established by the federal government in Malaysia and headed by a Cabinet Minister or any other government official whose portfolio covers the all matters related to the domestic and foreign tourism sectors in Malaysia</p> <p><b>NCC</b> – means Nomination Clearance Comm</p> <p><b>Nomination</b> – means the process involved in supporting and selecting eligible candidate(s) /member(s) to contest in an election to hold office in the Association.</p> <p><b>Respondent</b> refers to a member who is the subject of a complaint made by a Complainant to the DEC.</p> <p><b>Senior member</b> means a member of any category of membership who has been a member of the Association for a continuous period of 120 months since admission to membership</p> <p>.</p>	
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4. OBJECTIVES	3. OBJECTS
<p><b>4.1</b> The objectives of the Association are: -</p> <p>4.1.1 To promote, advance and protect the general welfare and interests of themembers.</p> <p>4.1.2 To promote understanding and fellowship amongst all members</p> <p>4.1.3 To provide professional training to ensure members are continuously learningand obtaining latest industry news and developments, and to strengthen the knowledge of tourist guides in Malaysian history and its development, cultural heritage, places of interest and other matters about Malaysia and theworld which would improve the quality and value of service provided by tourist guides</p> <p>4.1.4 To assist Tourist Guides to gather more experience and knowledge in the fieldof guiding by organizing seminar and workshop and providing information on other related courses, seminars, conventions, and conferences organized by other tourism related agencies.</p> <p>4.1.5 To strive to improve the image, quality and reputation of the members as tourist guides and the tourist guiding profession, as well as to promote gender equality in the tourist guiding profession.</p> <p>4.1.6 To assist and collaborate with the Government agencies and the tour operators to promote the growth of domestic and inbound tourism.</p> <p>4.1.7To facilitate and assist legally licensed tour operators and/or any other authorized customers or companies by providing them with legally licensed tourist guides for freelance or full-time assignments.</p>	<p><b>3.1</b> The objects of the Association shall be:</p> <p>3.1.1 To assist the Government to promote Tourist Trade.</p> <p>3.1.2 To facilitate tour operators and/or any customer by providing them with qualified/licensed Tourist Guides for freelance assignments.</p> <p>3.1.3 To collect, from official and other reliable sources, information useful to the Association and its members, and to conduct surveys, enquiries, and keep records calculated to promote directly or indirectly any aspect of the tourist industry and any of the objects of the Association.</p> <p>3.1.4 To provide complimentary guiding services to travel writers, social welfare workers, educationists and university students from overseas on official visits, or any other relevant tourists on a case-by-case basis where the Executive Committee of the Association shall consider as appropriate from time to time.</p> <p>3.1.5 To assist tourists in their requirements during the tour, such as purchase of goods.</p> <p>3.1.6 To arrange for alliance or affiliation and to co-operate with any institution, association or society with objects similar to those of this Association on such terms and conditions as may be in the interest of the Association and its members.</p> <p>3.1.7 To assist in any way possible, and for the benefits of the tourist, the improvement of accommodation, catering, transport, entertainment and other relevant amenities in Malaysia.</p> <p>3.1.8 To promote international understanding, friendship and travel.</p>

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4.1.8	To transmit and disseminate to members useful information collected from official or other reliable and accredited sources related to the members, association or the tourism industry to keep the members posted about the latest development that may have a bearing or related to their profession or the tourism trade.	3.1.9	To assist Tourist Guides to get experience in the field of guiding.
<b>4.1.9</b>	To provide complimentary guiding services to travel writers, social welfare workers, educationists, government agencies, foreign university students on study-visits or any other selected tourists at the discretion of the EXCO.	3.1.10	To work for the improvement of the quality and reputation of the Tourist Guides' profession.
4.1.10	To affiliate and to co-operate with any institution, association or society sharing similar objectives with the Association on such terms and conditions that may be beneficial to the Association and its members	3.1.11	To represent all Tourist Guides of the Association in liaison with the Malaysian Tourist Guides Council (hereinafter referred to as "the Council"), all other governmental departments and non-governmental organizations pertaining to the tourist guiding profession and all aspects of tourism.
4.1.11	To act as a catalyst in promoting tourism by encouraging and influencing members to develop international communication with tourists that may increase tourist arrivals, international understanding and the fostering of friendship.	3.1.12	To assist and coordinate in organizing Tourist Guides' training courses in conjunction with the Ministry of Tourism, Arts & Culture, Malaysia (or its successors- in-title) and/or the Council.
4.1.12	To liaise with the Malaysian Tourist Guides Council or any other governmental or non-governmental body to pursue essential matters pertaining to the tourist guides, tourist guiding profession and all aspects of tourism related matters with the relevant governmental departments and non- governmental organizations	3.1.13	To organize any conference, convention, exposition, seminar, Tourist Guides training course or tourism related educational programme either on its own or in conjunction with the Council, other governmental departments and non- governmental organizations.
4.1.13	To assist and to coordinate in the organization of the Malaysian tourist guides training courses in conjunction with the requirement of the Ministry of Tourism	3.1.14	To coordinate and discuss with the Council, the Ministry of Tourism, Arts & Culture, Malaysia (or its successors-in-title), other governmental departments and non-governmental organizations on the resolutions passed at any conference, convention or seminar.
4.1.14	To discuss, resolve and coordinate with the Council, the Ministry of Tourism (or its successors-in-title), other governmental departments and non- governmental organizations on the resolutions passed at any conference, convention or seminar and on all other relevant matters associated with the tourist guiding profession and the tourism industry.	3.1.15	To discuss and resolve with the Council, the Ministry of Tourism, Arts & Culture, Malaysia (or its successors-in-title), other governmental departments and non-governmental organizations on all aspects of the tourist guiding profession and the tourism industry.
		3.2	The Association shall not in any way engage or attempt to engage in Trade Union activities as defined in the Trade Union Ordinance 1959.

5. MEMBERSHIP	4. MEMBERSHIP
<p><b>5.1</b> The Association shall have four (4) categories of membership as follows:</p> <p><b>5.1.1 Honorary Member: This category of membership is conferred by the Association to those persons who have rendered outstanding services to the Association. Honorary members shall have no voting rights.</b></p> <p><b>5.1.2 Provisional member:</b> This category of membership is open to any person who is referred to and possesses an authorization letter from the Ministry of Tourism, A Provisional member may attend the AGM/EGM but shall have no voting rights</p> <p><b>5.1.3 Ordinary member: This category of membership is open to a Provisional member who possesses a valid Tourist Guide License issued by the Ministry of Tourism, has attended the KLPGA Orientation programme within one (1) year of joining the Association as a Provisional member and who has completed one year of membership as a Provisional member. An ordinary member shall have full membership benefits including voting rights at a General Meeting of the Association</b></p> <p><b>5.1.4 Associate Member:</b></p> <p>a. There shall be 2 sub-categories of Associate member namely:</p> <p>i) "Trade Associate Member" which is a duly registered entity in tourism related businesses OR</p> <p>ii) "Individual Associate Member" who is an individual who subscribes to the objectives of the Association as stated herein.</p> <p>b. An Associate Member shall have no voting rights and may not serve in the EXCO of the Association but shall be entitled to all other privileges of an Ordinary Member</p>	<p><b>4.1</b> The Association shall have four (4) categories of membership as follows:</p> <p><b>4.1.1 Honorary Members</b></p> <p>Conferred by the Members of the Executive Committee to those persons who have rendered outstanding services to the Association. Honorary members shall have no voting rights.</p> <p><b>4.1.2 Ordinary Members</b></p> <p>Those who have undergone a course by any registered training institute licensed by the relevant Malaysian Government Department, and duly issued a valid Tourist Guide license by the Ministry of Tourism, Arts &amp; Culture, Malaysia (or its successors-in-title).</p> <p><b>4.1.3 Associate Members</b></p> <p>a. Those persons or businesses that are EITHER</p> <p>i. "Trade Associate Members" which are duly registered firms/companies in tourism related businesses OR</p> <p>ii. "Individual Associate Members" who are persons who subscribe to the objects of the Association as stated herein.</p> <p>b. Associate Members shall have no voting rights nor can serve in the Executive Committee of the Association but shall enjoy all other privileges as Ordinary Members.</p> <p><b>4.1.4 Life Members</b></p> <p>Ordinary Members having at least TEN (10) years continuous membership in the Association shall be eligible to apply and shall have the same privileges as Ordinary Members.</p>

<p>5.1-5 <b>Life Member:</b> An Ordinary Member who has maintained TEN (10) years continuous membership with the Association is eligible to apply to be a Life Member and upon acceptance as a Life Member shall have the same privileges as an Ordinary Member.</p> <p><b>5.2 MEMBERSHIP APPLICATION</b></p> <p>5.2.1 An application for membership shall be made on the Association's official membership application form. The application form shall be, duly completed and signed by the individual applying for membership (for Provisional/Ordinary, Individual Associate and Life membership) or the representative of the entity applying (for Trade Associate membership); and the application shall be supported by two members as proposers who are not provisional members whose names, membership numbers and signatures shall appear on the application form</p> <p>5.2.2 All supporting documents either in the form of hard or soft copy as required for each category of membership must also be submitted together with the application form.</p> <p><b>5.3 DECISION ON MEMBERSHIP APPLICATIONS</b></p> <p>5.3.1 The EXCO of the Association may accept or reject any application for membership with the Association and is not obliged to provide any reason for any such decision.</p> <p>5.3.2 When an application is rejected, all monies paid at the time of membership application by the applicant will be duly refunded <b>upon</b> return of the original receipt(s) issued by the Association by the applicant</p> <p>5.3.3 In the case of rejection or non-acceptance of the application for Ordinary or Life membership, the Association shall inform the Ministry of Tourism the decision(s) made on such membership application(s).</p>	<p><b>4.2 MEMBERSHIP APPLICATION</b></p> <p>4.2.1 All applications must be on the Association's official forms, duly completed and signed by the individual (for Ordinary, Individual Associate and Life membership) or the representative of the organization concerned (for Trade Associate membership).</p> <p>4.2.2 All supporting documents required for each category of membership must also be submitted together with the application forms.</p> <p><b>4.3 DECISION ON MEMBERSHIP APPLICATIONS</b></p> <p>4.3.1 The Executive Committee of the Association shall be entitled to refuse to accept or reject any application to become a member and is not obliged to provide any reason for such decision.</p> <p>4.3.2 When such decision is made, all monies paid at the time of membership application by the applicant will be duly refunded on return of the original receipt(s) issued by the Association.</p> <p>4.3.3 Concurrently, in the case of Ordinary and Active Life memberships not approved, the Association will inform the Ministry of Tourism, Arts &amp; Culture, Malaysia (or its successors-in-title) the decision(s) made on such membership application(s).</p>
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<p><b>5.4 MEMBERSHIP UPDATE</b></p> <p>It shall be the duty of each member to notify in writing to the Hon. Secretary of the Association as soon as possible of any changes of his/her status, postal/mailling address(es), contact details, and his/her beneficiary(ies).</p>	<p><b>4.4 MEMBERSHIP UPDATE</b></p> <p>It shall be the duty of each member, where applicable, to notify in writing to the Hon. Secretary of the Association as soon as possible of any change of his/her status, postal/mailling address(es), contact details, place of employment (where relevant) and his/her beneficiary(ies).</p>
<p><b>6. SUBSCRIPTION</b></p> <p><b>6.1</b> Every applicant for membership for Ordinary or Associate Member as the case may be shall pay the applicable Subscription prescribed in this constitution (which comprises of Entrance Fee, Annual Membership Fee or OneTime Life Member Fee, as well as Orientation Fee) to the Association, the amount of which shall be decided by the members during a General Meeting and as approved by the Registrar of Societies.</p> <p><b>6.2</b> Unless otherwise revised and determined by the members at a General Meeting, and duly amended in this Constitution the Subscription fees shall be as follows:</p> <p><b>6.2.1 Ordinary Member</b></p> <ul style="list-style-type: none"> <li>i. Entrance Fee: RM30.00</li> <li>ii. Annual Membership Fee: RM60.00</li> <li>iii. Orientation Fee: RM30.00</li> </ul> <p><b>6.2.2 Individual Associate Member</b></p> <ul style="list-style-type: none"> <li>i. Entrance Fee: RM50.00</li> <li>ii. Annual Membership Fee: RM60.00</li> </ul> <p><b>6.2.3 Trade Associate Member</b></p> <ul style="list-style-type: none"> <li>i. Entrance Fee: RM100.00</li> <li>ii. Annual Membership Fee: RM250.00</li> </ul> <p><b>6.2.4 Life Member</b></p> <p>One Time Life Member Fee: RM5,000.00</p>	<p><b>5 SUBSCRIPTION, MEMBERSHIP RENEWAL, PER CAPITA DUE &amp; ORIENTATION PROGRAMME</b></p> <p><b>5.1</b> Every Ordinary and Associate member shall pay a subscription to the Association, the amount of which shall be fixed by the members in a General Meeting.</p> <p><b>5.2</b> Unless otherwise revised and determined by the members at a General Meeting, the subscription shall be as follows:</p> <p><b>5.2.1 Ordinary Member</b></p> <ul style="list-style-type: none"> <li>a. Annual Membership fee: RM60.00</li> <li>b. Entrance Fee: RM30.00*</li> <li>c. Orientation Fee: RM30.00* (* Payable for the first year of applying to join/re-join the Association)</li> <li>d. Per Capita Dues</li> </ul> <ul style="list-style-type: none"> <li>i. In addition to Annual Membership fee, each Ordinary member shall pay an annual amount of RM50.00 'Per Capita Dues' (hereinafter referred to as 'PCD') to the Association for onward submission to the Council for such year.</li> <li>ii. This annual PCD amount is subject to revision by the Council and the revised amount, if any, will only apply for the membership renewal from the subsequent year.</li> </ul>

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<p><b>6.3</b> All applications for re-joining as a member of the Association will be treated as a new application and the applicant will have to pay the required membership and entrance fee accordingly.</p> <p><b>6.4</b> All applicable fees shall be paid by or on behalf of the applicant for membership together with the submission of the application form for any category of membership or for renewal of membership.</p> <p><b>7. KLPGA BENEFICIAL SCHEME (KBS)</b></p> <p><b>7.1</b> In addition to the applicable Annual Membership fee, each Ordinary member and Life Member shall contribute an annual amount of RM50.00 'Per Capita Dues' (collectively hereinafter referred to as <b>KLPGA Beneficial Scheme</b>) to the Association.</p> <p><b>7.2</b> This annual KLPGA Beneficial Scheme contribution amount is subject to revision by the Council.</p> <p><b>7.3</b> The Association will give members reasonable advance notice on the revised payable amount towards the KLPGA Beneficial Scheme.</p> <p><b>7.4</b> The contribution towards the KLPGA Beneficial Scheme will cumulate as the total payable amount of a member towards the Annual Membership fee.</p> <p><b>8</b> Besides the One Time Life Member Fee of Ringgit Malaysia Five Thousand (RM5,000.00) as Subscription as stated in Clause 6.2.4, a Life member in possession of a valid Tourist Guide License shall contribute annually to towards the KLPGA Beneficial Scheme the amount fixed by the Council as the "Per Capita Dues"</p>	<p>iii. The Association will give members sufficient advanced notice of the revised PCD payable for the next membership renewal.</p> <p>iv. Due to the Covid19 Pandemic which impacted the global Tourism industry and resulted in severe loss of employment opportunities for Tourist Guides, annual membership fee is revised to RM50.00 for the years 2021 and 2022 only.</p> <p><b>5.2.2 Individual Associate Member</b></p> <p>a. Annual Membership Fee: RM60.00</p> <p>b. Entrance Fee: RM50.00*</p> <p>(* Payable for the first year of applying to join/re-join the Association)</p> <p><b>5.2.3 Trade Associate Member</b></p> <p>a. Annual Membership Fee: RM250.00</p> <p>b. Entrance Fee: RM100.00*</p> <p>(* Payable for the first year of applying to join/re-join the Association)</p> <p><b>5.2.4 Life Member</b></p> <p>One-time payment: RM5,000.00</p> <p><b>5.3 PCD FOR ACTIVE LIFE MEMBERS</b></p> <p><b>5.3.1</b> Apart from the one-time payment of Ringgit Malaysia Five Thousand (RM5,000.00) as stated in Clause 5.2.4 above, every ACTIVE LIFE member (in possession of a valid Tourist Guide License) shall pay to the Association the stipulated amount for the annual Group Personal Accident Insurance coverage arranged by the Association, where applicable, as well as prevailing PCD amount for onward submission to the Council for such year.</p>

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9. MEMBERSHIP RENEWAL	
<p>9.1 Every member regardless of category shall to ensure that his/her stipulated Annual Membership Fee and/or KLPGA Beneficial Scheme contribution are paid as mentioned under sub-Clauses 6 and 7 and that an official receipt for such payments is obtained from the Association</p> <p>9.2 The due date for the payment of an Annual Membership Fee and/or contribution to the KLPGA Beneficial Scheme shall be on 31st December of the preceding year.</p> <p>9.3 Members shall be given a grace period of seven (7) days after 31st December of previous year to settle payment of the Annual Membership Fee and/or KLPGA Beneficial Scheme contribution.</p> <p>9.4 Any delay or non-payment of Annual Membership Fee and/or the KLPGA Beneficial Scheme contribution by a member shall cause his or her membership with the Association to be automatically terminated</p> <p>9.5 It will be the absolute duty and responsibility of the member to maintain timely payment of all dues to the Association.</p>	<p>5.3.2 This annual PCD amount is subject to revision by the Council and the revised amount, if any, will only apply for the subsequent year of Life Membership.</p> <p>5.3.3 The Association shall strive to give members advanced notice of the revised PCD payable for the subsequent year.</p> <p><b>5.4 MEMBERSHIP RENEWAL AND PER CAPITA DUES (PCD)</b></p> <p>5.4.1 It shall be the duty of each Ordinary and Associate member to see that his/her Annual Membership fees and, where applicable, PCD are paid up-to-date and that an official receipt for such payments is obtained from the Association.</p> <p>5.4.2 Likewise, Active Life Members are required to pay the annual PCD and, where applicable, the stipulated amount for the annual Group Personal Accident Insurance coverage arranged by the Association, to continue their membership with the Association.</p> <p>5.4.3 The due date for the Annual Membership renewal and, where applicable, PCD shall be on 31st December of the year.</p> <p>5.4.4 A 7-day grace period after 31st December of the year is allowed for Annual Membership renewal and, where applicable, PCD payment.</p> <p>5.4.5 Any non-renewal of Annual Membership, and where applicable non-payment of PCD after 7th January of the next year would automatically terminate a membership, unless the member or defaulter shall satisfy the Association's Executive Committee that the delay in payment was due to reasonable cause.</p> <p>5.4.6 The responsibility for keeping payments of the Annual Membership and/or any other dues up-to-date shall rest with the member and not with the Association.</p>

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<b><u>10. ORIENTATION PROGRAMME</u></b>	<b><u>5.5 ORIENTATION PROGRAMME</u></b>
10.1 A new Ordinary Member shall attend the Association's Orientation Programme within 12 months from the date of joining the Association.	5.5.1 All 'Ordinary Member' applicants must attend the Association's Orientation Programme within 12 months of joining the Association.
10.2 An Ordinary Member who fails to attend the Association's Orientation Programme within the period as stipulated in Clause 10.1 shall be liable for his/her membership to be revoked forthwith.	5.5.2 An Ordinary Member who fails to attend the Association's Orientation Programme within this period will not be allowed to renew his/her membership.
10.3 A person who is readmitted to any category of membership with the Association shall attend the Orientation Programme.	5.6.1 An application to renew lapsed Ordinary, Associate and Life membership is subject to the same terms as a new application for membership. Payments of an Entrance fee, Annual Membership Fee and where applicable, the PCD, and Orientation Fee is required.
<b><u>11. MEMBERSHIP RE-APPLICATION</u></b>	<b><u>5.6 MEMBERSHIP RE-APPLICATION</u></b>
11.1 An application to renew any category of membership that has lapsed due to failure to renew membership as stipulated in Clause 9 will be treated as a new application for the respective category of membership to the Association.	5.6.2 Active Life Members who fail to pay by 7th January every year the PCD, and where applicable, the stipulated amount for the annual Group Personal Accident Insurance coverage arranged by the Association, will only be allowed to re-apply as Ordinary member, subject to terms and conditions of Ordinary member application.
11.2 A Life Member who fails to pay the stipulated amount of contribution to the KLPGA Beneficial Scheme by 7th January of each year or upon the date determined by the EXCO and does not possess a valid Tourist Guide License issued by the Ministry of Tourism will remain as a Life Member but will not be entitled to hold office or seek election and shall not be entitled to vote at the Annual General Meeting.	5.6.3 The Executive Committee of the Association shall be entitled to refuse to accept or reject any re-application to become a member and is not obliged to provide any reason for such decision. When such decision is made, all monies paid by the applicant will be duly refunded on return of the original receipts issued by the Association. If the original receipts are not returned, these documents will be voided, and in the case of unapproved Ordinary and/or Active Life membership applications, the Association shall officially inform the Tourist Guide License issuing authority regarding the applicant's membership status with the Association.
11.3 Licensed Tourist Guides who were previously members of the Association can rejoin by paying the first year joining fees (comprising entrance fee, membership fee, PCD and Orientation fees) as well as a minimum of two years advanced membership fees.	
11.4 All such applications approved are strictly subject to applicants attending the KLPGA Orientation programme within one (1) month of being accepted as member of the Association.	

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<p>11.5 The Association reserves the right to withdraw membership of such rejoiners for failure to attend the Orientation within the time stipulated and inform the Ministry of Tourism (or its successors in title). This membership withdrawal will also be announced in the Association's internal broadcast channel to all members.</p> <p>11.6 When such membership is withdrawn, the membership paid for the year of re-joining is non-refundable but the applicant will still be covered by the PCD and any other annual benefit scheme of the Association for the remaining part of the first year of joining.</p> <p>11.7 However, the advance membership paid for the period after the current year of re-joining will be refunded to such applicants provided, they return to the Association, the original receipts of advance membership they paid.</p> <p>11.8 Such Tourist Guides who fail to observe the above and whose membership is withdrawn shall not be readmitted anymore in the Association.</p> <p>11.9 The EXCO shall be entitled to either accept or reject any application for renewal of membership and is not obliged to provide any explanation for the decision. All monies paid by the applicant for the renewal will only be duly refunded upon return of the original receipts issued by the Association. The Association shall officially notify the Tourist Guide Licensing department of the Ministry of Tourism regarding the applicant's membership status with the Association.</p>	
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12. SUSPENSION, TERMINATION AND RESIGNATION OF MEMBERS	6 REFUSAL, SUSPENSION, TERMINATION OR RESIGNATION OF MEMBERS
<p>12.1 The EXCO may suspend or revoke the membership of any member who, in its opinion, has breached the provision of the by-laws or has done or conducted an act that is injurious to the Association or its reputation. Such act of suspension or revocation of the membership shall be first dealt with in accordance with the provisions of Clause 16 hereunder.</p> <p>12.2 Any member whose membership has been revoked or otherwise remains suspended shall be barred from taking part in any event (except training courses) conducted by the Association and shall be suspended from any office the said members hold in the Association or in the Council.</p> <p>12.3 Any member may resign as a member with the Association at any time by giving one (1) month's official notice in writing. The resigning member shall not be entitled for any refunds of any Subscriptions or any other payments or contributions made by him or her to the Association for the year for which the subscription or payment or contribution was made</p> <p><b>13. FINANCE</b></p> <p>13.1 The Financial Year of the Association shall be from 1st January to 31st December of each year.</p> <p>13.2 The funds of the Association shall be derived from:</p> <p>13.2.1 Membership Subscriptions</p> <p><b>13.2.2</b> Donations and grants.</p> <p>13.2.3 Income from training courses, events and activities.</p> <p>13.2.4 Income from sales of souvenirs, books and other members' essentials.</p> <p><b>13.3 Expenditure:</b></p> <p>13.3.1 All non-operational expenditure to be incurred above Ringgit Malaysia Five Thousand (RM5,000.00) and not exceeding Ringgit Malaysia Thirty Thousand (RM30,000.00) should first have the approval of the Executive Committee.</p>	<p>6.1 The Executive Committee shall suspend or terminate any membership with reasonable ground; provided such suspension or termination of the membership shall be first dealt with in accordance with the provisions of Clause 11 hereunder.</p> <p>6.2 Any member being suspended shall be barred from taking part in any event under the control of the Association or the Council during the period of suspension.</p> <p>6.3 Any member may resign from the Association at any time by giving one (1) month's official notice in writing. For this purpose, official notice is defined as letters or e-mails only. There shall be no refunds to the member of any subscriptions or other payments made for the balance of the year when the notice of resignation was issued to the Association.</p> <p><b>7 FINANCE</b></p> <p>7.1 The Financial Year of the Association shall be from 1st January to 31st December of each year.</p> <p>7.2 The funds of the Association shall be derived from:</p> <p>7.2.1 Membership subscriptions.</p> <p>7.2.2 Donations and grants.</p> <p>7.2.3 Organizing training courses, events and activities.</p> <p>7.2.4 Miscellaneous collections.</p> <p><b>7.3 EXPENDITURE:</b></p> <p>7.3.1 Any expenditure to be incurred above Ringgit Malaysia Five Thousand (RM5,000.00) and not exceeding Ringgit Malaysia Thirty Thousand (RM30,000.00) should first have the approval of the Executive Committee.</p>

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<p>13.3.2 The EXCO must seek approval from the members at the General Meeting for any non-operational expenditure above RM30,000.00 (Ringgit Malaysia Thirty Thousand).</p>	<p>7.3.2 For any expenditure above Ringgit Malaysia Thirty Thousand (RM30,000.00), the Executive Committee shall get the approval of its members at a General Meeting.</p>
<p>13.4 The EXCO must at all times maintain proper accounts of all sums of money received and expended on behalf of the Association and keep proper record of all such receipts and expenditures.</p>	<p>7.4 The Executive Committee shall cause accounts to be kept of all sums of money received and expended by the Association and the matters in respect of which such receipt and expenditure take place.</p>
<p>13.5 The EXCO shall keep proper accounts as stipulated in clause 12.4 above and shall lay before the members at the General Meeting the audited Balance Sheet, Income and Expenditure Account together with statement of receipts and payments made up to the 31st December in the preceding year.</p>	<p>7.5 At the Annual General Meeting held in each year, the Executive Committee shall table before the members the Association's Annual Finance Report comprising a Balance Sheet and Income &amp; Expenditure Account for the Financial Year from 1 January to the 31st December of the preceding year.</p>
<p>13.6 At the Annual General Meeting held each year, the EXCO must table before them members, the following:-</p>	<p>7.6 The Association's Annual Finance Report shall be signed by the Hon. Chairman, Hon. Secretary and Hon. Treasurer.</p>
<p>13.6.1 Association's Annual Finance Report comprising a Balance Sheet and Income &amp; Expenditure Account for the Financial Year from 1 January to the 31<sup>st</sup> December of the preceding year as follows:</p>	<p>7.7 Every such Annual Finance Report shall be audited by a licensed Auditor or Firm of Auditors appointed by the members in the General Meeting and the Auditor's report shall be annexed to every Annual Finance Report.</p>
<p>i. Annual Finance Report which has been audited by a licensed Auditor or Firm of Auditors appointed by the members at the Annual General Meeting and the Auditor's report must be annexed to every Annual Finance Report.</p>	<p>7.8 Every such Annual Finance Report shall be accompanied by a report of the Hon. Treasurer as to the financial state and condition of the Association.</p>
<p>ii. A report of the Hon. Treasurer as to the financial status of the Association.</p>	<p>7.9 In addition to the Annual Finance Report, the Executive Committee shall prepare the Association's Annual Income and Expenditure forecast for the current year and table it at the General Meeting.</p>
<p>13.6.2 Association's Annual Budget consisting of the proposed income &amp; expenditure for the coming year.</p>	<p>7.10 The books of accounts shall be kept at the Registered Office of the Association or the office of any agent who undertakes the making-up.</p> <p>7.11 The funds of the Association shall be under the control of the Executive Committee who shall cause an account to be opened with a Bank in Kuala Lumpur into which all monies belonging to the Association shall be paid.</p>

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<p>13.7 Both items 13.6.1 (Annual Financial Report) &amp; 13.6.2 (Annual Budget) must be approved by the EXCO and be signed by the Hon. Chairman, Hon. Secretary and Hon. Treasurer.</p> <p>13.8 The books of accounts are to be kept at the Registered Office of the Association</p> <p>13.9 The funds of the Association will be under the control of the EXCO who will cause account/accounts to be opened with one or more licensed Bank/s in Kuala Lumpur into which all monies belonging to the Association shall be deposited.</p>	<p><b>7.12 CHEQUE SIGNATORIES</b></p> <p>All cheques drawn on the said account in Clause 7.11 above shall be signed by the following:</p> <p>7.12.1 Any cheque up to Ringgit Malaysia Twenty Thousand (RM20,000.00) - to be signed by the Hon. Treasurer and countersigned by either the Hon. Chairman or Hon. Secretary.</p> <p>7.12.2 Any cheque above Ringgit Malaysia Twenty Thousand (RM20,000.00) - to be signed by three signatories namely, Hon. Chairman, Hon. Treasurer and Hon. Secretary.</p>
<p><b>13.10 Cheque signatories</b></p> <p>All cheques drawn on any of the Association's bank account in Clause 13.9. above must be signed by the following:</p> <p>a. Any cheque up to Ringgit Malaysia Twenty Thousand (RM20,000.00) shall be signed by the Hon. Treasurer and countersigned by either the Hon. Chairman or Hon. Secretary.</p> <p>b. Any cheque above Ringgit Malaysia Twenty Thousand (RM20,000.00) shall be signed by three signatories namely, Hon. Chairman, Hon. Treasurer and Hon. Secretary</p>	<p><b>8 PATRONS</b></p> <p>On the recommendation of the Executive Committee Members, the Association may appoint as Patrons, persons who are not members of the Association but who are in support of the objects of the Association and desire to support it financially or otherwise.</p>
<p><b>14. PATRONS</b></p> <p>On the recommendation of the EXCO, the members of the Annual General Meeting may appoint any influential person(s) from the Tourism Industry as Patron(s), who is not a member of the Association but who supports the objectives of the Association and desire(s) to provide creditable support for the growth and development of the Association.</p>	<p><b>9 ADVISORY BOARD</b></p> <p>9.1 The General Meeting may propose advisors to the Association that shall consist of the immediate Past Chairman of the Association AND a minimum of two (2) or up to a maximum of four (4) other senior member Tourist Guides of good character, continuous membership in the Association and good reputation to be advisors to the Association. Member guides proposed to serve on this Advisory Board must be physically present at the General Meeting to accept/decline this position offered.</p>
<p><b>15 ADVISORY BOARD</b></p> <p>15.1 The Annual General Meeting shall propose members to the Association's Advisors Board made up of the Immediate Past Chairman, a Former Chairman or other <b>senior</b> members of the Association of good character and reputation.</p>	<p>9.2 This appointment shall be for a tenure of three (3) years from the General Meeting or until the election of the next Executive Committee, whichever period comes first, and it does not include a monthly stipend. Subsequently if a vacancy arises during the said period, then such a vacancy shall be filled at its next General Meeting.</p>

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<p>15.2 The Advisory Board shall comprise of a minimum of three persons or a maximum of five persons</p> <p>15.3 Members who are proposed to serve on this Advisory Board shall be physically present at the Annual General Meeting to accept/decline the proposed and offered position to the Advisory Board</p> <p>15.4 Members of the Advisory Board shall serve as Advisors to the EXCO concurrently with the tenure of the elected EXCO.</p> <p>15.5 If a vacancy in the Advisory Board arises during the period in office of an EXCO such a vacancy may only be filled at the next Annual General Meeting.</p> <p>15.6 <b>The meeting quorum</b> for the Advisory Board shall be at least three members and the Advisory Board may meet to deliberate on matters under Clause 11 and forward their recommendation/s in writing to the EXCO within seven days of any meeting of the Advisory Board.</p>	<p>9.3 The Advisory Board shall support the Association and members in deliberating and providing its recommendations for the Executive Committee to decide on all appeals from members as stated in Clause 11.10 below. Such deliberation shall be by either three (3) or five (5) members of the Advisory Board for majority decision and recommendation to the Executive Committee.</p>
<p><b>16 GENERAL MEETING CHAIRMAN</b></p> <p>16.1 The General Meeting will elect as the Chairman for the General Meeting a member from the floor who is neither holding an office in the EXCO nor serving as an Auditor nor intending to seek office into the EXCO.</p> <p>16.2 Any member attending the General Meeting shall propose anyone eligible to be appointed as Chairman for the General Meeting and each proposal shall be seconded by another member at the General Meeting</p> <p>16.3 An election for the Chairman for the General Meeting shall be conducted by a show of hands will be conducted if more than one member is proposed and seconded to be the Chairman for the General Meeting</p> <p>16.4 The Chairman for the General Meeting shall have the power to conduct the General Meeting in an orderly manner in accordance with the set agenda for the General Meeting and in compliance with the provision of the Association's Constitution and by-laws</p>	

17. EXECUTIVE COMMITTEE	10 EXECUTIVE COMMITTEE
<p>17.1 Composition - The EXCO will be composed of a minimum of 13 and a maximum of 15 members duly elected to be members of the EXCO at a General Meeting and shall comprise of the following:</p> <p>17.1.1 Principal Office Bearers (POB)</p> <ul style="list-style-type: none"> <li>a. One (1) Hon. Chairman</li> <li>b. One (1) Hon. Vice Chairman I</li> <li>c. One (1) Hon. Vice Chairman II</li> <li>d. One (1) Hon. Secretary</li> <li>e. One (1) Hon. Treasurer</li> </ul> <p>17.1.2 Other Committee Members</p> <ul style="list-style-type: none"> <li>a. One (1) Hon. Assistant Secretary</li> <li>b. One (1) Hon. Assistant Treasurer</li> <li>c. Six (6) or Eight (8) Ordinary EXCO members</li> </ul> <p>17.1.3 Tenure - The term of office of the EXCO and the DEC and each member of the EXCO and DEC elected at the General Meeting shall be three (3) years and each EXCO and DEC member shall be eligible for re-election into the EXCO at the General Meeting held after the expiry of the term of office of the EXCO or the DEC.</p> <p>17.2 A member who is a Principal Office Bearer shall not be eligible for re-election into the same office after holding office for two (2) consecutive terms.</p> <p>17.3 A member of the DEC shall not be eligible for re-election into the DEC after serving in the DEC for two (2) consecutive terms but is eligible for re-election into the DEC after an interval of one term of office of the DEC.</p>	<p>10.1 STRUCTURE</p> <p>The Executive Committee shall consist of fifteen (15) elected members made up of:</p> <p>One (1) Hon. Chairman (Principal Office Bearer)</p> <p>One (1) Vice Chairman I (Principal Office Bearer)</p> <p>One (1) Vice Chairman II (Principal Office Bearer)</p> <p>One (1) Hon. Secretary (Principal Office Bearer)</p> <p>One (1) Hon. Treasurer (Principal Office Bearer)</p> <p>One (1) Deputy Secretary</p> <p>One (1) Deputy Treasurer</p> <p>Eight (8) other Committee Members.</p> <p><b>10.2 TENURE</b></p> <p>All Executive Committee members are to be elected once in every three (3) years at the General Meeting of the Association.</p>

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17.4 EXECUTIVE POWERS	10.3 EXECUTIVE POWERS
<p>17.4.1 The affairs of the Association shall be managed and conducted by the EXCO subject to such rules and bye-laws set out in this Constitution and decisions and resolutions made by the Association at the General Meeting.</p> <p>17.4.2 The EXCO will have the authority to regulate, manage and control all the affairs of the Association in accordance with the provisions in this Constitution and decisions and resolutions made at the General Meeting.</p> <p>17.4.3 In carrying out the objectives of the Association, the EXCO shall exercise all such powers and actions ultimately or the benefit of the Association.</p> <p>17.4.4 The EXCO shall communicate with the members of the Association by Newsletter and/or electronic means to keep them informed of activities in the Association and matters relevant to members as and when required.</p> <p>17.4.5 Any matter that has to be acted upon on behalf of the Association shall first be tabled at its EXCO Meeting and such decisions will only be executed with a majority vote taken by the EXCO.</p> <p>17.4.6 The EXCO at its first meeting will appoint a member to be an administrator for:</p> <ul style="list-style-type: none"> <li>i. Orientation Course</li> <li>ii. Confirmation Course</li> <li>iii. CTRE Programmes &amp; Training Programmes</li> </ul> <p>17.4.7 The EXCO from time to time may create sub-committees to undertake specific tasks that are essential for the effective management and operation of the Association.</p>	<p>10.3.1 The affairs of the Association shall be conducted by the Executive Committee subject to such regulations as may from time to time as determined by the Association at the General Meeting.</p> <p>10.3.2 The Executive Committee shall have discretionary powers to issue a written caution to any member based on the findings of the Discipline &amp; Ethics Committee empowered under Clause 11 of this Constitution.</p> <p>10.3.3 The Executive Committee shall have absolute power to regulate, manage and control all the affairs of the Association and to carry out its Objects and may exercise all such powers and do all such acts and things if they are for the benefit of the Association.</p> <p>10.3.4 The Executive Committee shall communicate with the members of the Association by Newsletter and/or electronic means to keep them informed of activities in the Association and in the Tourism industry.</p> <p>10.3.5 The Executive Committee may consider and pass a resolution by circulation to its Executive Committee members (Proposed and Seconded) via electronic means provided that seven (7) days' notice has been given for discussion, and a majority vote taken.</p>

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17.5 Duties of Principal Office Bearers (POB)	10.4 DUTIES OF PRINCIPAL OFFICE BEARERS (POB)
<p>17.5.1 Hon. Chairman:</p> <ol style="list-style-type: none"> <li>a. The Hon. Chairman shall act as chairman at all general and committee meetings. He shall also represent the Association in its dealings with outside persons</li> <li>b. The principal responsibility of the Hon. Chairman is to ensure that all actions taken for the Association are in consistent with the Association's Constitution, goals and mission. The other responsibilities of the Hon. Chairman, include:-               <ol style="list-style-type: none"> <li>i. To serve as a primary point of contact for the Association.</li> <li>ii. To fulfil all commitments during his/her term of office as stated in his/her "Vision and Mission statement" that were listed in his/her election manifesto for the position of Hon. Chairman.</li> <li>iii. To propose, drive and execute timely activities, campaigns or programmes which will raise the image of the Association in the tourism industry and which are beneficial to Association members.</li> <li>iv. To report on the overall performance of the EXCO and the affairs of the Association at the Annual General Meeting.</li> <li>v. To report on the Association's coming year plans for the Association at the Annual General Meeting.</li> <li>vi. To preside over all monthly EXCO meetings.</li> <li>vii. To supervise the affairs of the Association and ensure progress on the performance of the EXCO for members' benefit.</li> <li>viii. To fill positions in various subcommittees from among EXCO members for the duration of the EXCO's term.</li> <li>ix. To assign or remove and/or replace any EXCO member of the portfolio of which he/she may be already assigned with valid reasons.</li> </ol> </li> </ol>	<p>10.4.1 Hon. Chairman</p> <ol style="list-style-type: none"> <li>a. The Hon. Chairman shall preside over:               <ol style="list-style-type: none"> <li>i. All General Meeting agenda up to and before the Election of Office Bearers, Internal Auditor and Hon. Advisors of the Association</li> <li>ii. Meetings of the Executive Committee.</li> </ol> </li> <li>b. Exercise supervision over the affairs of the Association and perform such other functions as are incidental to his/her office.</li> <li>c. The Hon. Chairman shall decide specific portfolios related to the Objects of the Association stated in Clause 3 above and appoint any Executive Committee member to manage such portfolios for any specific duration of the Executive Committee's term.</li> <li>d. The Hon. Chairman shall have authority, subject to the ratification of the Executive Committee, to appoint, direct, suspend or remove any employee of the Association as he/she may deem necessary.</li> <li>e. The Hon. Chairman shall make full reports of the administration of his/her office and of the affairs of the Association to the Executive Committee at every meeting of the said body, and to the members at the Annual General Meeting.</li> <li>f. The Hon. Chairman, with the consent of the Executive Committee members, is authorized to assign or withdraw any member/members to represent the Association at any meeting, conference, invitation, and/or individual portfolio that assists in the operation of the Association</li> </ol>

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<p>x. To assign or remove and/or replace any member who is representing the Association at any meeting, conference and invitation.</p> <p>xi. To adhere to all the stipulated by-laws relating to Hon. Chairman's position.</p>	
<p><b>17.5.2 Hon. Vice-Chairman I (VCI)</b></p> <p>a. The principal duties of the VC I are on membership matters, members' welfare and benefits due to members. These include-</p> <p>i. Membership affairs including Honorary Member, Life Member, Ordinary Member, Individual Associate Member and Trade Associate Member.</p> <p>ii. Members' welfare including members Bereavement &amp; Hospitalization.</p> <p>iii. Members' benefits including KLPGA Personal Accident (P.A.), KLPGA Medical Welfare Fund, MTGC Personal Accident (P.A.), MTGC Benevolent Fund and MTGC Medical Assistance, where applicable.</p> <p>iv. Reporting on the progress and performance of VC I's responsibilities at the EXCO meeting and the Annual General Meeting.</p> <p>v. Reporting on the VCI's plans for the coming year under the scope of the VCI's responsibility at the Annual General Meeting.</p> <p>vi. Assuming the Chairman's duties and role and responsibilities as stipulated in Clause 17.6 in the absence of the Hon. Chairman, for whatever reasons.</p> <p>vii. Adhering to all the stipulated by-laws relating to Hon. Vice Chairman's position.</p> <p>b. Carrying out such responsibilities as may be delegated by the Hon. Chairman.</p>	<p><b>10.4.2 Vice-Chairman I (VC I)</b></p> <p>a. The Vice-Chairman I shall be responsible for the internal administration of the Association and shall have administrative control over such Officers and all other salaried staff of the Association.</p> <p>b. In the absence of or temporary disqualification of the Hon. Chairman, the Vice-Chairman I shall assume the Chairmanship and is authorized to execute full functions of that office.</p> <p>c. The Vice-Chairman I shall also carry out such responsibilities as may be delegated by the Hon. Chairman</p>

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17.5.3 Hon. Vice-Chairman II (VC II)	10.4.3 Vice-Chairman II (VC II)
<p>a. The principal duties of the VC II cover the management of the office administration of the Association. These include: -</p> <ul style="list-style-type: none"> <li>i. Performing human resources function on all employees of the Association.</li> <li>ii. Managing the Information Technology (IT) of the Association including social media platforms operated by the Association.</li> <li>iii. Ensuring all office procedures for staff are clearly detailed.</li> <li>iv. Ensuring all office equipment, stationery hard ware and software and security equipment are sufficient and usable and/or in proper working condition.</li> <li>v. Ensuring that the office of the Association and all assets of the Association kept in the office and the Association building are secure at all times.</li> <li>vi. Reporting on the progress and performance of VC II's responsibilities at the EXCO meeting and the Annual General Meeting.</li> <li>vii. At the General Meeting reporting on the VC II's future plans for the coming year coming year plans.</li> <li>viii. Adhering to all the stipulated by-laws relating to VC II's position.</li> <li>b. Carrying out such responsibilities as may be delegated by the Hon. Chairman</li> </ul>	<p>a. The Vice-Chairman II is responsible for:</p> <ul style="list-style-type: none"> <li>i. The welfare of the members,</li> <li>ii. Maintaining good external relations amongst the Association, the Ministry of Tourism, Arts &amp; Culture Malaysia (or its successor-in-title), the Council and other governmental bodies/NGO.</li> <li>iii. Conducting outreach programmes and public relations between the Association and members of the Association, other Tourist Guides' Associations, members of travel trade organisations and the members of public.</li> </ul> <p>b. The Vice-Chairman II, with the consent of the Executive Committee, shall plan, create, prepare and execute timely activities, campaign or programmes of such nature that will benefit the members of the Association and/or is able to raise the image of the Association in the tourism industry.</p> <p>c. The Vice-Chairman II shall be responsible for giving tourist information, replying enquiries concerning travel and shall also carry out such responsibilities, as may be delegated by the Hon. Chairman or the Executive Committee.</p> <p>d. The Vice-Chairman II shall always obtain prior consent of the Executive Committee before issuing any press release or public statement or granting interview in any printed media or social media in the capacity of representing the Association.</p>

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17.5.4 Hon. Secretary	10.4.4 Hon. Secretary
<p>a. The Hon. Secretary shall undertake all secretarial duties for the Association <del>including</del> the following:</p> <ul style="list-style-type: none"> <li>i. Recording the proceedings of all General Meetings (AGM), Extraordinary General Meetings (EGM) and meetings of the EXCO.</li> <li>ii. Preserving the books, records, files, the membership register and all official communications of the Association.</li> <li>iii. Preparing and consolidating the reports of the EXCO for the Association's AGM.</li> <li>iv. Preparing the agenda &amp; notices of the Association's AGM, EGM and EXCO meetings</li> <li>v. Acting as communication liaison with third parties on all Association matters</li> <li>vi. Undertaking public relations function on behalf of the Association including issuing any press releases, announcements or granting of interviews in any printed media or social media.</li> <li>vii. All press releases or public statements or granting interviews in any print media or social media must be acted upon only with the approval of the EXCO.</li> <li>viii. Ensuring the Hon. Assistant Secretary carries out his/her responsibilities efficiently, promptly &amp; diligently.</li> <li>b. Carrying out any other responsibilities as may be delegated by the Hon. Chairman</li> </ul>	<ul style="list-style-type: none"> <li>a. The Hon. Secretary shall cause to be recorded the proceedings of all General Meetings and meetings of the Executive Committee.</li> <li>b. The Hon. Secretary shall have charge of and preserve the books, records, files, documents and effects of the Association.</li> <li>c. The Hon. Secretary shall also carry out such responsibilities as delegated by the Hon. Chairman or the Executive Committee.</li> </ul>

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17.5.5 Hon. Treasurer	10.4.5 Hon. Treasurer
<p>a. The Hon. Treasurer shall be responsible for the keeping of correct financial records and transactions of the Association and his/her duties include:</p> <ol style="list-style-type: none"> <li>Issuing notices of dues payable, responsible for accounts payable and to keep proper accounting records based of the Association common accounting practices.</li> <li>Preparing the Association's Annual Finance Report comprising a Balance Sheet and Income &amp; Expenditure Account for the preceding Financial Year.</li> <li>Preparing the Association's Annual Budget for the coming year consisting of proposed income &amp; expenditure for the approval of the General Meeting.</li> <li>Reporting on the financial state and condition of the Association for the Annual General Meeting.</li> <li>Reporting on the monthly expenditure and profit and loss statement for the Exco meeting.</li> <li>Ensuring the Hon. Assistant Treasurer carries out his/her responsibilities efficiently, promptly &amp; diligently.</li> <li>Carrying out any other responsibilities as may be delegated by the Hon. Chairman.</li> <li>The Hon. Treasurer may be allowed a petty cash float of Ringgit Malaysia One Thousand (RM1,000.00) only at any time.</li> </ol>	<ol style="list-style-type: none"> <li>The Hon. Treasurer shall be responsible for the financial affairs of the Association.</li> <li>The Hon. Treasurer shall issue notices of dues payable, be responsible for their collection and keep books of account of the Association.</li> <li>The Hon. Treasurer shall prepare: <ol style="list-style-type: none"> <li>The Association's Annual Finance Report comprising a Balance Sheet and Income &amp; Expenditure Account as well as the Report as to the financial state and condition of the Association for the preceding financial year, to be presented at the General Meeting.</li> <li>The quarterly Statement of Accounts for presentation in the Executive Committee Meeting.</li> </ol> </li> <li>The Hon. Treasurer shall be the custodian of the funds of the Association as prescribed in Clause 7 above and shall make disbursements in accordance with such rules as well as by-laws as may be prescribed by the Executive Committee</li> <li>The Hon. Treasurer shall initiate, co-ordinate and complete by 31 December of the current financial year, the Association's tentative Annual Income and Expenditure forecast for the next financial year to be approved by the Executive Committee for subsequent presentation at the General Meeting.</li> <li>The Hon. Treasurer may be allowed a petty cash advance of Ringgit Malaysia One Thousand (RM1,000.00) only at any time.</li> <li>The Hon. Treasurer shall also carry out such responsibilities as may be delegated by the Hon. Chairman, or the Executive Committee.</li> </ol>

<p><b>17.5.6 Duties of Hon. Assistant Secretary</b></p> <ul style="list-style-type: none"> <li>i. To assist the Hon. Secretary in the discharge of his/her duties effectively.</li> <li>ii. To ensure that the standard operations procedure manual for the Association is updated and kept at the Association's office for reference by Association staff, EXCO and members at all times.</li> <li>iii. To carry out such responsibilities as may be delegated by the Hon. Chairman and Hon. Secretary.</li> </ul>	<p><b>10.5 DUTIES OF DEPUTIES</b></p> <p>10.5.1 Deputy Secretary</p> <ul style="list-style-type: none"> <li>a. The Deputy Secretary shall assist the Hon. Secretary in the discharge of his/her duties effectively.</li> <li>b. The Deputy Secretary shall cause a written manual of "Standard Operations Procedures" to be maintained for the Association and to update the same from time to time and ensure compliance with all decisions made by the Executive Committee.</li> <li>c. The Deputy Secretary shall also carry out such responsibilities as may be delegated by the Hon. Chairman, Hon. Secretary or the Executive Committee.</li> </ul>
<p><b>17.5.7 Duties of Hon. Assistant Treasurer</b></p> <ul style="list-style-type: none"> <li>i. To assist the Hon. Treasurer in the discharge of his/her duties effectively.</li> <li>ii. To maintain proper written records of payments of membership and other fees and any remittances by members and member's contributions to the KLTGA scheme.</li> <li>iii. To monitor and keep records of remittances of Personal Accident (P.A) Insurance premiums to the designated organization approved by the EXCO as well as all related claims and their settlement/closure.</li> <li>iv. To keep a record of remittance of PCD payments to the Council.</li> <li>v. To carry out such responsibilities as may be delegated by the Hon. Chairman and Hon. Treasurer.</li> </ul>	<p>10.5.2 Deputy Treasurer</p> <ul style="list-style-type: none"> <li>a. The Deputy Treasurer shall assist the Hon. Treasurer in the discharge of his/her duties effectively.</li> <li>b. The Deputy Treasurer shall maintain proper written records of the correspondence and remittance of KLTGA members'.</li> <li>c. Personal Accident (P.A) Insurance premiums to the designated organization approved by the Executive Committee as well as all related claims and their settlement/closure.</li> <li>d. PCD payments to the Council, as well as all related claims to the Council and their settlement/closure.</li> <li>e. The Deputy Treasurer shall also carry out such responsibilities as may be delegated by the Hon. Chairman, Hon. Treasurer or the Executive Committee.</li> </ul>

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<p><b>17.6 ALTERNATE CHAIRMAN</b></p> <p>17.6.1 In the absence of the Hon. Chairman, the Hon. Vice Chairman I will automatically depu tise as Hon. Chairman.</p> <p>17.6.2 In the absence of the Hon. Chairman and the Hon. Vice Chairman I, the EXCO shall elect any members of the EXCO as a Chairperson to carry out the duties of the Hon. Chairman</p> <p><b>17.7 MEETING</b></p> <p>17.7.1 The EXCO shall meet once a month and shall as far as it may be practical fix in advance a fixed day of the month and time and the venue for the meeting for its entire term</p> <p>17.7.2 At least seven (7) days' notice in writing of each meeting by electronic means shall be given by the Hon. Secretary to each member of the EXCO.</p> <p>17.7.3 The notice of EXCO meeting shall be accompanied by an Agenda for the meeting and the minutes of the previous EXCO meeting as per clause 17.5.4. i above</p> <p>17.7.4 Members of the Association may also attend all EXCO meetings by giving seven (7) days prior written notice to the EXCO. Members attending any EXCO meeting will remain as observers only.</p> <p><b>17.8 QUORUM</b></p> <p>The quorum for EXCO meetings shall be one third (1/3) of the total members in the EXCO.</p> <p><b>17.9 VOTING AT EXCO MEETINGS</b></p> <p>17.9.1 Only an elected EXCO Member and present at the EXCO meeting may vote and each elected member shall be entitled to one (1) vote in any EXCO meeting.</p> <p>17.9.2 Any motion at an EXCO meeting shall only be deemed passed if voted in favor by the majority of those present who are eligible to vote in person at the meeting.</p>	<p><b>10.6 ALTERNATE CHAIRMAN</b></p> <p>In the absence of the Hon. Chairman, the Vice Chairman I will deputize and in his/her absence, the Executive Committee shall elect another Chairman from amongst themselves who shall conduct the affairs of the Association temporarily</p> <p><b>10.7 MEETINGS</b></p> <p>The Executive Committee shall meet once a month and shall fix the time and place of meeting. At least seven (7) days' notice in writing or by electronic means or telephone call shall be given to each member of the Executive Committee.</p> <p><b>10.8 QUORUM</b></p> <p>The quorum for its meetings shall be one third (1/3) of the Executive Committee.</p> <p><b>10.9 VOTING</b></p> <p>10.9.1 Each elected Executive Committee Member shall be entitled to one (1) vote in any Executive Committee meeting but the Hon. Chairman at such meeting shall have an original as well as a casting vote.</p> <p>10.9.2 Motions before the Executive Committee at an Executive Committee meeting shall be deemed passed if voted in favour by the majority of those present in person at such meeting and eligible to vote</p>
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17.10 MINUTES TO BE RECORDED	10.10 MINUTES TO BE RECORDED
<p>17.10.1 The Hon. Secretary shall cause to record and keep a proper and correct record of the proceedings at every EXCO meeting.</p>	<p>10.10.1 The Executive Committee shall cause proper minutes to be made of proceedings of all meetings of the Association and of the Executive Committee and all business transacted at such meeting.</p>
<p>17.10.2 The minutes of any EXCO meeting ( “the said minutes”) must be signed by the Hon. Chairman and the Hon. Secretary and may only be confirmed at the following EXCO meeting by unanimous or majority vote at the EXCO meeting upon a motion made by a proposer and supported by a seconder and upon confirmation, the said minutes shall be deemed to be the correct record of the proceedings of the EXCO meeting which the said minutes have recorded without the requirement of any further proof of the facts stated in the minutes</p>	<p>10.10.2 Any such minutes of any meeting if purported to be signed by the Chairman of the meeting, shall be conclusive evidence without any further proof of the facts stated therein.</p> <p>10.10.3 The minutes shall be of public record and will be made available to the members to view upon a reasonable written request to the Executive Committee for access to the Minutes.</p>
<p>17.10.3 The confirmed minutes shall be shall be made available to the membersto view, upon a reasonable written request to the Hon. Secretary for access to the minutes.</p>	<p>10.11 CESSATION TO BE EXECUTIVE COMMITTEE MEMBER</p> <p>10.11.1 The office of a member of the Executive Committee shall be vacated:</p>
<p>17.11 CESSATION AS EXCO MEMBER</p> <p>A member of the EXCO shall cease to be a member of the EXCO upon the occurrence of any one of the following events</p> <ul style="list-style-type: none"> <li>i. the member serves notice in writing to the Hon, Chairman or the Hon. Secretary of his resignation from the EXCO;</li> <li>ii. the member ceases to be a member of the Association.</li> <li>iii. the member fails to attend three (3) successive meetings of the EXCO, without first having obtained written consent to be absent by letter, email or text message from the Hon. Chairman of the Association</li> <li>iv. the member is declared a bankrupt</li> </ul>	<ul style="list-style-type: none"> <li>a. by notice in writing from the Executive Committee member to the Hon. Chairman or the Hon. Secretary of the Association.</li> <li>b. if the person ceases to be a member of the Association.</li> <li>c. if the member fails to attend three (3) successive meetings of the Executive Committee, without first having obtained the permission of the Hon. Chairman of the Association in writing or by email/electronic communication.</li> </ul> <p>10.11.2 In the event of Clause 10.11.1.c above, then it shall be lawful for the Hon. Chairman to issue a letter terminating the tenure of such member with immediate effect.</p>

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<p>v. the member has been found to have breached/violated any Clause of the Association's Constitution or Code of Ethics as stipulated in the Akta Industri Pelancongan 1992 (Act 482) by the Discipline and Ethics Committee and this finding by the DEC is affirmed by the EXCO which has met without the presence of the said EXCO member and any subsequent appeal by the said member has been considered under the procedures stipulated in this Constitution and the appeal has been dismissed.</p>	<p><b>10.12 VACANCY</b></p> <p>10.12.1 The Executive Committee may invite an Ordinary or Life member with valid Tourist Guide license to fill a casual vacancy in the Executive Committee, but the person so appointed shall hold office only for the remaining term of the Executive Committee and will not have eligibility to vote at Executive Committee meetings.</p> <p>10.12.1 The invited candidate to fill such vacancy must also meet all the criteria stipulated in Clause 16.1.5 hereunder.</p>
<p><b>17.12 VACANCY</b></p> <p>17.12.1 In the event a vacancy arises in the EXCO, the EXCO, may decide to invite any registered Tourist Guide who is either an Ordinary or Life member of the Association and who meets all the criteria of a member in benefit to fill the vacancy in the EXCO by way of co-option.</p> <p>17.12.2 The member who accepts the invitation by the EXCO to be co-opted into the EXCO may participate in all discussions of the EXCO but shall not have any voting rights.</p>	<p><b>10.13 CO-OPTED POST</b></p> <p>10.13.1 The Executive Committee may from time to time, for a particular purpose or duration, co-opt such other Ordinary or Life member(s) with valid Tourist Guide license into the Executive Committee but who will not have eligibility to vote at Executive Committee meetings.</p>
<p>17.12.3 The member co-opted to the EXCO to fill a vacancy which arises during the term of office of the EXCO shall hold office only for the remaining term of office of the EXCO</p>	<p>10.13.2 The co-opted member to fill such vacancy must also meet all the criteria stipulated in Clause 16.1.5 hereunder.</p>
<p><b>18. DISCIPLINE &amp; ETHICS COMMITTEE (DEC)</b></p> <p>18.1 There shall be a Discipline &amp; Ethics Committee (DEC) established at an AGM for a term of office of three (3) years consisting five (5) Senior members three (3) of whom shall be elected at an AGM and 2 senior members nominated by the EXCO as follows:</p> <p>18.2 The AGM shall elect the following members of the DEC:</p> <ul style="list-style-type: none"> <li>i. One Chairman</li> <li>ii. One Vice-Chairman</li> <li>iii. One Secretary</li> </ul>	<p><b>11. DISCIPLINE &amp; ETHICS COMMITTEE</b></p> <p>11.1 There shall be a Discipline &amp; Ethics Committee (DEC) consisting of:</p> <ul style="list-style-type: none"> <li>11.1.1 Hon. Chairman</li> <li>11.1.2 Vice-Chairman</li> <li>11.1.3 Hon. Secretary</li> <li>11.1.4 Two (2) Executive Committee members to be appointed by the Executive Committee.</li> </ul>

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<p>18.3 Within a week after the AGM in which the members in Clause 18.2 above were elected, the EXCO shall nominate 2 senior members to sit in the DEC</p> <p>18.4 Should any member of the DEC for any reason be ineligible or unable to serve at any time giving rise to a vacancy in the DEC, the EXCO shall nominate any senior member to sit in the DEC to fill the vacancy.</p> <p>18.5 Members who have been elected into the EXCO or who are current and serving members of the EXCO shall not be eligible for election into the DEC.</p>	<p>11.2 The duties of this Discipline &amp; Ethics Committee are to:</p> <p>11.2.1 Determine if a KLPGA member has breached/violated any Clause of the Association's Constitution or Code of Ethics of the Council as stipulated in the Malaysian Akta 482 (Akta Industri Pelancongan 1992)</p> <p>11.2.2 Discipline the KLPGA member who has violated any Clause of the Association's Constitution or Code of Ethics of the Council.</p>
<p><b>DISCIPLINARY PROCEDURE</b></p> <p>18.6 Any member may lodge a formal written complaint as a Complainant to the DEC over the alleged misconduct of any other member or breach of any clause in this Constitution by another member in the form of a formal written complaint</p> <p>18.7 Any complaint lodged by a member with the DEC shall include the following:</p> <ul style="list-style-type: none"> <li>i. specific particulars of the matter complained of</li> <li>ii. the name, membership number, contact address, telephone number and date and signature of the complainant.</li> <li>iii. copies of any documents in support of the Complaint;</li> <li>iv. names of witnesses who are able to attend and testify of the matter complained of</li> </ul>	<p><b>11.3 NOTICE TO MEMBERS</b></p> <p>11.3.1 At least ten (10) working days' notice by the Hon. Chairman to the member involved in the alleged offence shall be sent to his/her last recorded address with the Association and as well as to all Discipline &amp; Ethics Committee members prior to the actual proceeding.</p> <p>11.3.2 The notice must mention the particulars of the complaint and provide copies of the relevant documents or lists of witness and specify the time and place of investigative proceeding.</p> <p>11.3.3 The said notice shall also inform the member of consequences of non-appearance and the right of appeal against any decision.</p>
<p>18.8 Within seven (7) days of the receipt of the complaint, the Hon. Secretary to the DEC shall notify in writing the person against whom the complaint is lodged who shall be referred to as "the Respondent" particulars of the complaint annexed with a copy of the complaint and supporting documents and list of witnesses lodged by the Complainant and request the Respondent to submit to the DEC within seven (7) days, a written explanation over the complaint made against him or her.</p>	<p>11.4 The quorum of such investigative proceeding shall be three (3) members present. Minutes of the investigative proceedings shall be taken.</p> <p>11.5 A member is compelled to appear before the Discipline &amp; Ethics Committee on the date of the investigative proceeding. In the absence of the said member without any reasonable excuse given to the Discipline &amp; Ethics Committee, the Discipline &amp; Ethics Committee may in its absolute discretion deliberate and decide based on the facts/witnesses appearing before it.</p>

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<p>18.9 Within twenty-one (21) days from the receipt of the complaint the Hon. Secretary of the DEC shall issue a notice of the date, time and venue for an Inquiry into the complaint to be conducted by the DEC to which the Complainant and the Respondent will be invited to attend. The date, time and venue for the Inquiry shall be fixed by the Hon. Secretary of the DEC in consultation with the Hon. Chairman and members of the DEC and the Inquiry shall be held within 30 days of the receipt of the complaint. This notice shall be annexed with a written response to the complaint if any response has been received from the Respondent by the DEC by the date of issuance of the notice of inquiry.</p> <p>18.10 The DEC shall hold the Inquiry into the complaint within forty-five (45) days of receipt of the complaint with at least three (3) members of the DEC forming sufficient quorum. The Inquiry shall be chaired by the Hon. Chairman or in his absence by the Hon. Vice Chairman.</p> <p>18.11 Both the Complainant and the Respondent shall be issued with fourteen (14) day's written notice of the date time and venue of the inquiry notified and requested to attend the inquiry into the complaint.</p> <p>18.12 Both the complainant and the Respondent shall be allowed to bring witnesses to the inquiry by the DEC and both the Complainant and the Respondent and their respective witnesses shall be allowed to give oral evidence and adduce documentary evidence at the inquiry.</p> <p>18.13 The inquiry shall proceed with or without the attendance of the complainant or the Respondent on the day fixed for the inquiry and shall be based on the written complaint and the written response (if any). If the Complainant or the Respondent is absent at the inquiry their respective witnesses shall not be heard at the inquiry by the DEC.</p>	<p>11.6 After the investigative proceedings, the Discipline &amp; Ethics Committee shall report its findings and recommendation in writing to the Executive Committee within 7 working days of the investigative proceedings.</p> <p><b>11.7 EXECUTIVE COMMITTEE REVIEW</b></p> <p>11.7.1 The Executive Committee will decide on the matter after a review of the findings and recommendations of the investigative proceedings submitted by the Discipline &amp; Ethics Committee.</p> <p>11.7.2 Such decision will be conveyed to the Discipline &amp; Ethics Committee within 7 working days of receiving the findings and recommendations.</p> <p>11.8 Based on the Executive Committee decision as in Clause 11.7 above, the Hon. Secretary, on behalf of the Discipline &amp; Ethics Committee, shall write to the member to inform of the decision on the alleged offence by the member.</p> <p><b>11.9 RIGHT OF APPEAL</b></p> <p>11.9.1 Where the member wishes to Appeal against any decision of the Discipline &amp; Ethics Committee, the member must send a notice in writing to the Association, stating the grounds of appeal.</p> <p>11.9.2 This Appeal shall be lodged with the Hon. Secretary not later than seven (7) working days from the date of receipt of the Hon. Secretary's notice of the Discipline &amp; Ethics Committee decision.</p>
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<p>18.14 All proceedings of the Inquiry shall be minuted in writing by a recording secretary appointed by the Inquiry panel at the commencement of the Inquiry proceedings</p> <p>18.15 The DEC shall be by consensus adjourn the inquiry from time to time with due notice served on both the complainant and the Respondent but the DEC shall complete the inquiry within two (2) months from the date of receipt of the complaint.</p> <p>18.16 After the completion of the inquiry the DEC shall</p> <p>i. Deliberate and determine if a KLPGA member has breached any Clause of the Association's Constitution or Code of Ethics as stipulated in the Malaysian Akta 482 (Akta Industri Pelancongan 1992) and if the DEC determines that no such breach has occurred the DEC shall record this determination and notify the EXCO accordingly in writing annexed with a copy of the complaint and response (if any) and the record of the inquiry proceedings</p> <p>ii. In the event the DEC determines that there is merit in the complaint and that the Respondent has breached any Clause of the Association's Constitution or Code of Ethics as stipulated in the Malaysian Akta 482 (Akta Industri Pelancongan 1992), the DEC shall recommend in writing to the EXCO accordingly in writing annexed with a copy of the complaint and response (if any) and the record of the inquiry proceedings the form of disciplinary action to be taken against the Respondent which may be any one or a combination of the following:</p> <p>a. A reprimand</p> <p>b. A suspension of benefits of membership for a term not exceeding three (3) months or six (6) months depending on the gravity of the breach;</p> <p>c. A termination of membership</p>	<p><b>11.10 ACTION &amp; DECISION ON THE APPEAL</b></p> <p>11.10.1 All such appeals will be forwarded to the Association's Advisory Board for deliberation and recommendations to the Executive Committee.</p> <p>11.10.2 Where further clarification is needed, the Advisory Board shall, within seven (7) working days from date of receipt of the appeal, convene in the Association's registered address or any other venue to meet,</p> <p>a. The member who appealed</p> <p>b. The Discipline and Ethics Committee for further clarification before concluding and deciding on the appeal.</p> <p>11.10.3 The Executive Committee's decision on the Advisory Board's recommendation of an Appeal shall be final and binding on both the member(s) and the Association.</p> <p>11.10.4 The Hon. Secretary shall, within seven (7) working days from the Executive Committee's decision on the recommendations of the Advisory Board:</p> <p>a. Write to the member(s) on the decision.</p> <p>b. Write to inform the Council and/or the Ministry of Tourism, Arts &amp; Culture, Malaysia (or its successor-in-title), where required/necessary.</p>
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<p>iii. Upon receipt of the decision and recommendation of the DEC, the EXCO shall decide to either affirm or vary the decision of the DEC over the form of disciplinary action only and shall not overrule the decision of the DEC on the merits of the complaint.</p> <p>18.17 The form of disciplinary action determined against the Respondent shall be communicated to the Respondent by the Hon. Secretary of the EXCO within fourteen (14) days of the receipt of the decision by the DEC after an inquiry.</p>	
<p><b>APPEAL</b></p>	
<p>18.18 A Respondent may appeal against any decision of the DEC, by serving a Notice in writing within seven (7) days from the date of receipt of the decision to the Hon. Secretary together with the grounds of the Appeal.</p>	
<p>18.19 The Hon. Secretary shall within two (2) days from the date of receipt of an appeal by a Respondent shall forward the appeal with the grounds of appeal and the minutes of the Inquiry proceedings to the Association's Advisory Board for decision on the Appeal</p>	
<p>18.20 The Advisory Board shall convene a meeting within 14 days of the receipt of an Appeal to deliberate on the Appeal and the Advisory Board may invite the Respondent to attend the meeting to provide any clarification which the Advisory Board may seek before the Advisory Board decides by consensus its decision and the recommendations to make to the EXCO on the Appeal.</p>	
<p>18.21 The Advisory Board shall communicate its decision and recommendations on the Appeal to the EXCO within 30 days of the receipt of the Notice of Appeal.</p>	
<p>18.22 The EXCO shall abide by the decision of the Advisory Board</p>	
<p>18.23 The EXCO's decision on the Advisory Board recommendations on the Appeal will be final and binding on both the members and the Association and no further deliberation / review will be entertained by either party</p>	

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<p><b>19. SUB-COMMITTEES</b></p> <p>19.1 The EXCO may appoint Sub-Committee(s) comprising of existing EXCO members and other Association members to focus in undertaking specific task(s) which are administratively relevant, essential and necessary for the proper operation of the Association.</p> <p>19.2 Any decision made by a Sub-Committee shall be reported to the Hon. Secretary within seven (7) days and the decision shall be valid and binding unless overruled by a decision of the Exco</p> <p>19.3 The Sub-Committee will need to fulfil the requirements as stipulated by the EXCO namely Action Plan, Budget, Time-line and whatever necessary tasks that need to be done for the endorsement and approval by the Exco</p>	<p><b>12. SPECIAL SUB-COMMITTEE(S)</b></p> <p>12.1 The Executive Committee shall have power to appoint, any one or more of its members or such member of the Association as may be co-opted by the Executive Committee, at their discretion to be in a Sub-Committee for any purpose or purposes, general or specific, to be specified in the resolution appointing such Sub-Committee.</p> <p>12.2 Any decision made by such Sub-Committee shall be reported to the Hon. Secretary within seven (7) days and the decision shall be valid and binding unless overruled by a decision of the Executive Committee</p>
<p><b>20. REPRESENTATION OF THE ASSOCIATION</b></p> <p>20.1 The Association may be represented at the meetings of Council and organizations/agencies of relevance with the Association.</p> <p>20.2 The Association shall nominate and delegate the required number of representative(s), as stipulated by the Council / Organization, to take part in the activities / meeting of the Council / organization and such representative(s) may deliberate and vote as directed by the EXCO on matters that are beneficial for the Association &amp; its members</p> <p>20.3 The Association has the absolute discretion to replace any person nominated to represent the Association at Council/ Organization meetings or activities</p>	<p><b>13. REPRESENTATION OF THE ASSOCIATION</b></p> <p>13.1 It shall be the duty of the Association to be represented at all Meetings called upon by the Council.</p> <p>13.2 The Association shall be entitled to send the required number of representative(s), as stipulated by the Council, to take part in the activities of the Council and such representative(s) shall have the mandate to vote on any such proposal submitted for decision.</p> <p>13.3 Nomination of the representative(s) shall be submitted to the Council in meeting.</p> <p>13.4 The Association has the absolute discretion to nominate and to replace the representative so nominated to attend in the activities of the Council.</p> <p>13.5 The nomination and replacement of the representative shall be made by the Association by giving notification in writing to the Council prior to any relevant meeting.</p>

21. REGISTER OF ASSOCIATION MEMBERS	14. REGISTER OF ASSOCIATION MEMBERS
<p>21.1 The Hon. Secretary shall maintain at the Registered Office in physical or electronic form a membership register of the Association which shall be referred to as "The Register of Members of Kuala Lumpur Tourist Guides' Association" ("The Register")</p> <p>21.2 The Register shall contain the following particulars of members:</p> <p>21.2.1 The name, identity card number/passport number, valid licensed TG badge number(s) (with expiry date), address, contact details such as mobile number and e-mail address of each member as well as details of emergency contacts and beneficiaries.</p> <p>21.2.2. A record will be kept on the date a person is registered as a member of the Association and the date on which the person ceased to be a member of the association.</p> <p>21.2.3. Such other particulars which the EXCO may from time to time direct.</p> <p>21.3 The Register shall be available for inspection, within the terms as specified by the EXCO, by any member of the Association during normal business hours at the Registered Office</p> <p>21.4 All information of members in the Register are covered by the relevant Personal Data Protection Act. Any misuse of the information in the Register will be dealt with according to the relevant provisions in the current Personal Data Protection Act.</p>	<p>14.1 The Hon. Secretary shall keep at the Registered Office a physical or electronic record to be called "The Register of Members of Kuala Lumpur Tourist Guides' Association", (hereinafter called 'the Register'). The Register shall contain the following particulars of members:</p> <p>14.1.1 The name, identity card number, valid licensed TG badge number(s), address, contact details such as mobile number and e-mail address, including other occupation of each member as well as details of emergency contacts and beneficiaries.</p> <p>14.1.2 The date on which the name of any member was inscribed in the Register as such, and the date on which such person ceased to be a member, shall be duly recorded.</p> <p>14.1.3 Such other particulars which the Executive Committee may from time to time direct.</p> <p>14.2 All entries in the Register and all amendments to entries thereon shall be subject to the approval of the Executive Committee. The Register shall be open to inspection by office bearers of the Association during normal hours of business at the Registered Office.</p> <p>14.3 All information of members in the Register are covered by the Personal Data Protection Act 2010 (Act 709). Any misuse of the information in the Register will be dealt with according to the relevant provisions in this Constitution and/or the provisions in the Personal Data Protection Act 2010 (Act 709).</p>

<p><b>22 ASSOCIATION STAFF</b></p> <p>22.1 The EXCO may appoint an Executive /Administrative Officer or such other paid employees for such period on such terms and conditions as may from time to time to be determined by the EXCO.</p> <p>22.2 These Executive / Administrative Officers and employees of the Association shall act under the general direction of the Hon. Chairman or in his/her absence of the Hon. Vice-Chairman II and shall be responsible only to the EXCO and save as herein provided, shall not be obliged to carry out the wishes and instructions of individual <del>members</del></p> <p>22.3 The EXCO at its discretion, shall remove or suspend any Executive/Administrative Officer or paid employees of the Association in accordance with the Relevant law governing employment in Malaysia. The employees of the Association shall attend all EXCO meetings as required by the EXCO</p>	<p><b>15.ASSOCIATION'S STAFF</b></p> <p>15.1 The Executive Committee shall have power to appoint an Administrative Officer or such other paid employees for such period on such terms and conditions as may from time to time to be determined by the Executive Committee.</p> <p>15.2 These Officers and employees of the Association shall act under the general direction of the Hon. Chairman or in his/her absence the Vice-Chairman I and shall be responsible only to the Executive Committee and save as herein provided, shall not be obliged to carry out the wishes and instructions of individual members.</p> <p>15.3 These Officers and employees shall observe the provisions in the Personal Data Protection Act 2010 (Act 709) when managing members' personal particulars. Any misuse of members' personal particulars by the Officers and/or employees of the Association shall be dealt with by the Executive Committee according to the relevant provisions in this Constitution and/or the provisions in the Personal Data Protection Act 2010 (Act 709).</p> <p>15.4 The Executive Committee, at its discretion, shall remove or suspend any <del>Administrative</del> Officer or paid employees of the Association in accordance with the Malaysian Employment Act 1955.</p> <p>15.5 The Administrative Officer shall, and the other employees, may attend all Executive Committee and General Meetings as required by the Executive Committee</p>
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<b>23 ELECTION OF OFFICE BEARERS</b>	<b>16 ELECTION OF OFFICE BEARERS</b>
<p>23.1 Only an Ordinary and Life member with valid Tourist Guide's licenses issued by the relevant government authority or state licensing authority and who is a Member-in-Benefit and who is physically present during voting at the General Meeting shall be eligible to be elected to the EXCO.</p>	<p><b>16.1 ELIGIBILITY TO CONTEST</b></p> <p>16.1.1 Only those Ordinary and Life members with valid Tourist Guide's licenses issued by the Ministry of Tourism, Arts &amp; Culture, Malaysia (or its successor-in-title) who are physically present during voting at the General Meeting shall be eligible for election to the Executive Committee.</p>
<p>23.2 Any member-in-benefit who wishes to contest for the position as an Ordinary EXCO member must have completed a minimum of one (1) year membership with KLPGA and shall not be a Provisional Tourist Guiding License holder.</p>	<p>16.1.2 Members who offer to contest for the position of Hon. Chairman must have first been an ordinary member consecutively for five (5) years.</p>
<p>23.3 Any Member who offers to contest for the position of Hon. Chairman must have served as a member of the EXCO for a minimum of one term and must have been an ordinary member of KLPGA for a minimum period of five (5) consecutively years.</p>	<p>16.1.3 The five (5) Principal Office Bearers of the Executive Committee shall hold tenure of that same designated post for a maximum of consecutive two (2) terms of service only, while there is no limit to the tenure for the ordinary Executive Committee posts.</p>
<p>23.4 The five (5) Principal Office Bearers of the EXCO shall only hold office for a maximum period of two (2) consecutive terms in the same position.</p>	<p>16.1.4 On completing a continuous two-term tenure as Hon Chairman or Hon. Treasurer, a member can offer himself/herself again for election to any Principal Office Bearer only after a one-term interval.</p>
<p>23.5 On the completion of two (2) consecutive terms in a particular position as Principal Office Bearer, a member can only offer himself/herself for election to any other principal office in the EXCO.</p>	<p>16.1.5 Candidates must also comply the following: a. Ordinary members must have completed a minimum of one (1) year membership in the Association and have also fully paid their Annual Membership Subscription and PCD up to the year during which the Office Bearers' elections is held.</p>
<p>23.6 There is no limit to the tenure in office for the position of ordinary EXCO member</p>	<p>b. Active Life members must have fully paid their PCD and, where applicable, the stipulated amount for the annual Group Personal Accident Insurance coverage arranged by the Association up to the year during which Office Bearers' elections is held.</p>

24. NOMINATION FORM	16.2 NOMINATION FORM
<p>24.1 Nominations for positions in the EXCO shall be made in an official Nomination Form issued by the Association which shall be signed by one Proposer and one Second.</p> <p>24.2 The proposer and second of a nomination must be a member in benefit of the Association.</p> <p>24.3 A nominee for election into the EXCO shall only be nominated for one position in the EXCO.</p> <p>24.4 Each Nomination Form must be supported with the following:</p> <ul style="list-style-type: none"> <li>i. Copy of Valid Tourist Guide License (front side)</li> <li>ii. Copy of Valid National Registration Identity Card (front side)</li> <li>iii. Completed A4 sized CV (English/Bahasa Malaysia)</li> <li>iv. Malaysian Passport-sized coloured photograph</li> <li>v. Confirmation from the Malaysian Insolvency Department that the nominee is not a bankrupt.</li> </ul> <p>24.4.1 For nominees intending to contest the post of Hon. Chairman a "Vision and Mission Statement" on the nominee's plan on how to benefit the Association and its members</p> <p>24.4.2 Nomination for the various positions in the EXCO will be open to members fourteen (14) days from the date of official announcement of the call for nominations for election into the EXCO</p> <p>24.4.3 Any withdrawal from election should be made by the nominee in writing within seven (7) days after the preliminary announcement of nominations received by the NCC.</p> <p>24.4.4 The finalized list of contesting nominees will be announced by the NCC to members 14 days before election.</p>	<p>16.2.1 A candidate can contest for only one position and (1) Nomination Form shall be used for the position contested.</p> <p>16.2.2 Each Nomination Form must be supported by the candidate's:</p> <ul style="list-style-type: none"> <li>a. Copy of Valid Tourist Guide License (front side)</li> <li>b. Copy of Valid National Registration Identity Card (front side)</li> <li>c. Completed A4 sized CV template</li> <li>d. Malaysian Passport-sized coloured photograph (on original photograph paper)</li> <li>e. Latest eligibility status confirmation from the Malaysian Insolvency Department</li> <li>f. "Vision and Mission Statement" on his/her plans on how to benefit the Association and its members, for nominees intending to contest the post of Hon. Chairman.</li> </ul> <p>16.2.3 Proposer and Second of each nomination must also meet the criteria as in Clause 17.8.1 below</p> <p>16.2.4 All information of members in the Nomination Form are covered by the Personal Data Protection Act 2010 ((Act 709). Any misuse of the information in the Nomination Form will be dealt with according to the relevant provisions in this Constitution and/or the provisions in the Personal Data Protection Act 2010 (Act 709).</p>

24.5 NOMINATIONS CLEARANCE COMMITTEE	16.3 NOMINATIONS CLEARANCE COMMITTEE
<p>24.5.1 The Hon. Secretary shall propose five (5) members as candidates to be approved and appointed by the EXCO, to form the Nomination Clearance Committee (hereinafter known as "NCC").</p> <p>24.5.2 Any member appointed to serve in the NCC shall fulfil the following criteria:</p> <ul style="list-style-type: none"> <li>i. He/She shall not contest in the elections</li> <li>ii. His/Her spouse, sibling, child or parent(s) are not contesting in the elections.</li> <li>iii. He/She must be a member-in-benefit of the Association throughout the duration of the nomination till the completion of the election.</li> <li>iv. He/She must maintain confidentiality while performing their task as NCC.</li> <li>v. He/She shall not be a proposer or second for a candidate standing for election to the EXCO.</li> </ul> <p>24.5.3 A chairman of the NCC shall be elected by the EXCO from amongst the five NCC members.</p> <p>24.5.4 The EXCO shall officially announce the NCC team to the Association members.... days before the opening of nominations for election to the EXCO</p> <p>24.5.5 The appointed NCC members shall be briefed by the Hon. Secretary on the nomination process, the scrutinization of nomination form(s), the handling of disqualification and appeals.</p> <p>24.5.6 The NCC will finalize and make official announcement on the date for nominations, closing of nominations and the names of candidates seeking election for the various positions in the EXCO.</p>	<p>16.3.1 During an election year, the Honorary Secretary shall call for five (5) members as candidates to be approved by the Executive Committee, to form the Nomination Clearance Committee (hereinafter known as "NCC").</p> <p>16.3.2 All members appointed to serve in the NCC shall fulfil the following criteria:</p> <ul style="list-style-type: none"> <li>a. Shall not contest in the elections.</li> <li>b. Free of any existing/outstanding Malaysian Insolvency Department record.</li> <li>c. Spouse, siblings, children or parent(s) are not contesting in the elections.</li> <li>d. Possess a valid Tourist Guide License at the time of nomination up to the completion of the Office Bearers election.</li> <li>e. Current member in benefit of the Association and have fully paid up all dues to Association and the Council at the time of taking up the position of NCC member.</li> </ul> <p>16.3.3 Once selected after meeting the above criteria, the NCC members shall be invited by the Hon. Secretary of the Association for a preliminary briefing by the Executive Committee at the Association's office. At this briefing:</p> <ul style="list-style-type: none"> <li>a. The Executive Committee shall explain and clarify, among others: <ul style="list-style-type: none"> <li>i. The need for NCC.</li> <li>ii. Updated Nomination Forms and supporting documents required.</li> <li>iii. Eligibility requirements of members to contest.</li> <li>iv. Guidelines/checklist for NCC to process Nomination Forms.</li> <li>v. Guidelines for witnesses to observe Nominations Forms processing.</li> </ul> </li> </ul>

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<p>24.5.7 All communication and announcements to members will be disseminated through the Association's website, existing electronic broadcast channel and also displayed at the Association's premises</p> <p>24.5.8 A minimum quorum of three (3) members of the NCC must be present at all time while the NCC discharges its function</p> <p>24.5.9 At the close of the nomination submission deadline, the NCC shall within one (1) working day, scrutinize all the nominations and submit a comprehensive report to the EXCO on</p> <ol style="list-style-type: none"> <li>i. Total numbers of nominations received and the positions contested.</li> <li>ii. List of successful nominations.</li> <li>iii. List of disqualified nominations.</li> </ol> <p>24.5.10 In the event any irregularity appears on the nomination form, the nomination shall be disqualified and the NCC Chairman shall notify in writing to the proposer, secondor and the nominee with documentary evidence for the reason(s) for the disqualification.</p> <p>24.5.11 The NCC Chairman shall publish a preliminary announcement on the list of contestants within three days after close of nominations.</p> <p><b>24.5.12</b> The Hon. Secretary will notify the NCC on candidates who meet the timeline in withdrawing from contesting as specified in clause <b>24.4.3</b></p> <p>24.5.13 The NCC will announce to the members the finalized list of contestants within fourteen (14) days after receiving the notification of withdrawal of nominees from the Hon. Secretary.</p> <p>24.5.14 A Nominee for election for a position in the EXCO, the proposer and the secondor and any Member-in-Benefit shall be permitted to witness the Nominations Forms Clearance processing by the NCC.</p>	<ol style="list-style-type: none"> <li>vi. Handling and decision by NCC on appeals regarding disqualified nominations.</li> <li>vii. Timelines to observe till FINAL nominations cleared by NCC are announced.</li> <li>viii. Level of support from the Association's office staff.</li> <li>ix. Report by NCC to the Executive Committee.</li> <li>x. Communication guidelines for NCC to members till the final nominations areannounced.</li> <li>xi. The importance of confining NCC discussions strictly amongst NCC members only.</li> <li>b. The Chairman of the NCC shall be appointed from amongst the five NCCmembers.</li> </ol> <p>16.3.4 All NCC members shall sign a 'non-disclosure' form which commits them to ensure confidentiality of all NCC tasks performed till the election of the Association's office bearers</p> <p>16.3.5 The Executive Committee shall officially announce the NCC team to the Association members through the Association's website, existing electronic broadcast channel of the Association and the Association's premises</p> <p><b>16.3.6 Role of NCC</b></p> <ol style="list-style-type: none"> <li>a. Announce the details of the Association's office bearers' elections and the related timelines via a notice of nomination for candidates, which shall be posted on the Association website, electronic broadcast channel and the Association's premisesfor fourteen (14) days</li> <li>b. The NCC members shall ensure on the day of the announcement that the candidacy criteria, nomination forms and rules are made available to all eligible members interested to contest in the election of the Association.</li> <li>c. Ensure full quorum of NCC members in the Association's office on the day, date and time for processing the nominations.</li> </ol>

	<p>d. When processing Nomination Forms:</p> <ul style="list-style-type: none"> <li>i. Verify if a candidate nominated to contest meets all related provisions of this Constitution and complies to ALL rules stated in the Nomination Form.</li> <li>ii. Ensure every nomination complies to the following: <ul style="list-style-type: none"> <li>1) Completed in the prescribed original Nomination Form, proposed in writing by one (1) member and seconded in writing by one (1) other member who both meet the eligibility criteria stated in Clause 17.8.1 below.</li> <li>2) All mandatory supporting documents and photograph are attached to the Nomination Form(s).</li> </ul> </li> </ul> <p>e. Report Submission</p> <p>Immediately after processing the Nomination Forms, the NCC Chairman shall prepare and submit an official report to the Executive Committee of the Association within 1 day after the Nominations Clearance processing. The report shall include:</p> <ul style="list-style-type: none"> <li>i. Total nominations received, with breakdown by positions.</li> <li>ii. List of successful nominations.</li> <li>iii. List of disqualified nominations and reasons.</li> </ul> <p>f. Once cleared by the Executive Committee, the NCC Chairman shall officially announce the final list of eligible contestants within forty-five (45) days from date of the NCC formation</p> <p>g. The NCC Chairman shall also receive from the Association's Hon. Secretary, all official notifications of withdrawals of contesting candidates received within the timeline specified in Clause 16.3.8 below</p>
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	<p>h. Within three (3) days of receiving the details as in Clause 16.3.8 below, the NCC will issue an official announcement of the revised list of contestants within three (3) days after the candidate(s) withdrawal(s). This announcement must be first cleared by the Executive Committee</p> <p><b>16.3.7 Observers During Nominations Clearance Process</b></p> <p>a. Candidates nominated for elections and Association members who comply the requirements stated in Clause 17.8.1 below shall witness the Nominations Forms Clearance processing by the NCC.</p> <p>b. Candidates and Observers shall always allow the NCC to execute its duties independently and maintain confidentiality of the entire proceedings during the Nominations Clearance till the outcome is officially announced to members by the NCC.</p> <p>c. Photography, video calls, voice calls and video recordings of the Nominations Clearance proceedings is strictly not allowed.</p> <p>d. All Observers shall sign a 'Non-Disclosure' form which commits them to ensure confidentiality of the tasks performed during the Nominations Clearance Process.</p> <p><b>16.3.8 Withdrawal of Nominations</b></p> <p>a. Any candidate whose nomination has been cleared by the NCC can reconsider and withdraw his/her nomination within 7 days after the official announcement of the contesting candidates.</p> <p>b. Withdrawal of nominations is only allowed after the official announcement of the successful nominations to contest in the election.</p>
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	<p>c. This shall be done in writing by the candidate, addressed to the Hon. Secretary, either by e-mail to the Association's official e-mail address or hard copy of the letter submitted to the Association's office at the registered address.</p> <p>d. The Hon. Secretary shall immediately inform the Executive Committee of such withdrawals and channel these decisions to the NCC Chairman who will then formally update the NCC on the withdrawals.</p> <p><b>16.3.9 Disqualification of Nominations</b></p> <p>a. On the day of Nominations Forms processing, the NCC shall verify if all Nomination Forms received meet all the requirements stated in this Constitution and the guidelines stated in the Nomination Forms.</p> <p>b. If any Nomination Form does not meet the requirements, the NCC shall deliberate to confirm the disqualification, state the reasons in writing and attach to the disqualified Nomination Form.</p> <p>c. After the processing of the Nomination Forms, the NCC Chairman shall officially write to the nominee(s) on the reasons for the disqualification and provide the nominee(s) a copy of the disqualified nomination form as evidence.</p> <p>d. The original copy of the disqualified Nomination Form shall be kept in file by the NCC for reference</p>
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<p><b>25 GENERAL MEETING</b></p>	<p><b>17 GENERAL MEETING</b></p>
<p>25.1 The supreme authority of the Association is vested in the General Meeting of the members and the exercise of powers and authority at the General Meeting shall be in compliance it the Constitution and By-Laws of the Association.</p> <p>25.2 An Annual General Meeting of the Association shall be held in each calendar year and not later than 30th April of each year on a date, time and place to be decided by the EXCO or on such later date as allowed in writing by the Registrar of Societies.</p> <p>25.3 The Hon. Secretary shall send the notice for the General Meeting at least fourteen (14) days prior to the date of the meeting to all members either by post or electronically to the address provided for by the members together with the following</p> <p>25.3.1 Agenda for the AGM</p> <p>25.3.2 Minutes of the last General Meeting</p> <p>25.3.3 Annual Financial Report</p> <p>25.3.4 Annual Report of the Association's activities</p> <p>25.3.5 The current KLTGA Constitution</p> <p>25.4 Copies of these documents will also be made available at the registered place of business of the Association for the perusal of members.</p> <p>25.5 The quorum at the General Meeting shall be either:</p> <p>25.5.1 Ten percent (10%) of the total Ordinary and Life Memberships as at 31st December of the previous year OR</p> <p>25.5.2 Three (3) times the number of Executive Committee members allowed in Clause 17.1 above, whichever is lesser.</p>	<p>17.1 Once in every calendar year and not later than 30th April of each year, the Executive Committee shall call a General Meeting of the members at such time and place as may be expedient. Such meetings shall be called Annual General Meetings.</p> <p>17.2 All other General Meetings of the members shall be called Extraordinary/General Meetings.</p> <p>17.3 Should the Executive Committee fail to call an Annual General Meeting, on the requisition in writing of any ten (10) members duly lodged with the Hon. Secretary, the Hon. Secretary shall forthwith call an Extraordinary General Meeting, with the consent of the Executive Committee.</p> <p>17.4 If within twenty-one (21) days of receipt of such requisition, the Executive Committee does not proceed to cause a meeting to be held, the persons presenting the requisition may themselves convene the meeting.</p> <p>17.5 Fourteen (14) days' notice of every Annual or Extraordinary General Meeting shall be sent to each member by prepaid post or electronic means to the address given in the Register of Association Members specifying the time and place of the meeting and the business to be transacted thereat.</p> <p>17.6 During the General Meeting for election of office bearers the Association shall, together with the notice calling for the General Meeting, send particulars of each candidate so nominated to each member and shall simultaneously post the particulars of such candidates on the Association's website and the Notice Board at the Association's premises.</p> <p>17.7 The accidental omission to give notice of a General Meeting to, or the non- receipt of such notice by any person entitled to receive such notice, shall not invalidate any motion or business transacted at that meeting.</p>

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<p>25.6 If half an hour after the time appointed for the General Meeting a quorum is not present, the meeting shall be postponed to commence one hour after the time the General Meeting was scheduled to begin in the Notice of the General Meeting and time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to amend the Constitution or By-Laws of the Association or make any decision affecting the whole membership.</p>	<p>17.8 MEMBERS' RIGHTS</p> <p>17.8.1 Candidate(s) Nomination(s)</p> <p>The following members shall have the right to nominate candidates for election of the Association's Office Bearers, Internal Auditor(s) and Hon. Advisors:</p> <p>a. Ordinary members who have completed one-year membership with the Association and fully paid their Annual Membership Subscription, PCD and where applicable the stipulated amount for the annual Group Personal Accident Insurance coverage arranged by the Association up to the year during which the General Meeting is held.</p> <p>b. Active Life members who have fully paid their PCD up to the year during which the General Meeting is held.</p> <p>17.8.2 Participation in General Meeting</p> <p>The following members shall have the right to participate in General Meetings:</p> <p>a. Ordinary Members who have fully paid their membership subscription and PCD up to the year during which the General Meeting is held.</p> <p>b. Active Life members who have fully paid their PCD and where applicable the stipulated amount for the annual Group Personal Accident Insurance coverage arranged by the Association up to the year of during which the General Meeting is held.</p> <p>c. Trade and Individual Associate members who have fully paid their membership subscription for the year during which the General Meeting is held.</p>
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	<p>17.8.3 Right to Vote</p> <p>The following members shall have the right to vote in any General Meeting:</p> <p>a. Ordinary Members who have completed at least one-year membership with the Association and fully paid their Annual Membership Subscription and PCD and have also paid similar dues within the deadlines as per Clauses 5.2.1 and 5.4 above for the year of the General Meeting.</p> <p>b. Active Life members who have fully paid their PCD and where applicable the stipulated amount for the annual Group Personal Accident Insurance coverage arranged by the Association within the deadlines as per Clauses 5.3 and 5.4 above for the year of the General Meeting.</p> <p>c. Non-active Life members</p> <p>17.8.4 The following members are NOT ALLOWED to vote in any General Meeting:</p> <p>a. Ordinary Members who have not fully paid their Annual Membership Subscription and PCD as at the expiry date of the preceding year's Financial Year of Account as defined herein.</p> <p>b. Active Life members who have not fully paid all their PCD and where applicable the stipulated amount for the annual Group Personal Accident Insurance coverage arranged by the Association as at the expiry date of the preceding year's Financial Year of Accounts as defined herein.</p> <p>c. Ordinary and Life members who joined/rejoined the Association in the current year of the General Meeting.</p> <p>d. All Trade and Individual Associate members.</p>
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	<p><b>17.9 QUORUM AND GENERAL MEETING ADJOURNMENT</b></p> <p>17.9.1 The quorum at any General Meeting shall be either:</p> <p>a. Ten percent (10%) of the total Ordinary &amp; Life Memberships as at 31st December of the previous year OR</p> <p>b. Three (3) times the number of Executive Committee members allowed in Clause 10.1 above, whichever is lesser</p> <p>17.9.2 If there is no minimum quorum to hold the planned General Meeting within 30 minutes after the time stipulated in the Notice of General Meeting, the Association shall hold the same meeting on the following week, preferably at the same time and venue regardless of the minimum quorum and without amending the Constitution.</p> <p>17.9.3 The Hon. Chairman shall, with the consent of the meeting at which a quorum is present, adjourn a meeting from time to time and from place to place, as the meeting shall determine.</p> <p>17.9.4 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.</p> <p>17.9.5 Save as aforesaid, the members shall not be entitled to any notice of an adjournment or of the business to be transacted at an adjourned meeting.</p> <p>17.9.6 No business shall be transacted at an adjourned meeting other than the business which might have been transacted at the meeting from which the adjournment took place.</p>
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<p>25.7 The business of an Annual General Meeting shall be:</p> <p>25.7.1 To receive the Minutes of the previous year's General Meeting, EXCO's Reports and Annual Finance Report for the previous year together with the Auditor's Report.</p> <p>25.7.2 During an election year, to elect five (5) Principal Office Bearers (Hon. Chairman, Vice-Chairman I, Vice- Chairman II, Hon. Secretary and Hon.Treasurer).</p> <p>i. To elect eight (8) or ten (10) members to form the EXCO members.</p> <p>ii. To elect two (2) Internal auditors.</p> <p>iii. To appoint an External Auditor</p> <p>iv. To elect 3 senior members to serve on the Discipline &amp; Ethics Committee (DEC)</p> <p>v. To appoint the Hon. Legal Advisors.</p> <p>vi. To consider any other business of which not less than seven (7) clear days' notice has been given in writing to the Hon. Secretary.</p> <p>25.8 Any accidental or unintended omission to give notice of a General Meeting to, or the non - receipt of such notice by any person entitled to receive such notice, shall not invalidate any motion or business at that meeting.</p>	<p><b>17.10 GENERAL MEETING PROCEEDINGS</b></p> <p>17.10.1 The business of a General Meeting, amongst others, shall be:</p> <p>a. To receive the Minutes of the previous year General Meeting(s), Executive Committee's Report and Annual Finance Report for the previous year together with the Auditor's Report thereon and if approved, to pass them.</p> <p>b. Election of Chairman to conduct Office Bearers elections.</p> <p>c. To elect five (5) Principal Office bearers (Hon. Chairman, Vice-Chairman I, Vice- Chairman II, Hon. Secretary and Hon. Treasurer) as well as Deputy Secretary and Deputy Treasurer.</p> <p>d. To elect eight (8) members to form the Executive Committee members.</p> <p>e. To elect an Internal auditor.</p> <p>f. To appoint an External Auditor who must be qualified, licensed and registered with an Auditing Firm.</p> <p>g. To appoint the Hon. Legal Advisors.</p> <p>h. To consider any other business of which not less than seven (7) clear days' notice has been deposited in writing with the Hon. Secretary.</p> <p>17.10.2 All businesses other than that prescribed in Clause 17.10.1 a-h above, shall be conducted at the Extraordinary General Meeting and shall be known as Special Business</p> <p><b>17.11 CHAIRMAN FOR OFFICE BEARERS' ELECTIONS</b></p> <p>17.11.1 Once the Association's Executive Committee's Report, Annual Finance Report comprising a Balance Sheet and Income &amp; Expenditure Account for the previous year together with the Auditor's Report are tabled, discussed and concluded in the General Meeting, the outgoing Hon. Chairman of the Association will invite nominations for this position from members present.</p>
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26 EXTRAORDINARY GENERAL MEETING	
<p>26.1 An Extraordinary General Meeting of the Association shall be convened:-</p>	<p>17.11.2 Once nominations are proposed and seconded, if there is more than one (1) candidate, the Hon. Chairman will call for voting by show of hands that will decide the person selected to Chair the General Meeting.</p>
<p>26.1.1 Whenever the <del>EXCO Association</del> deems it <del>desirable</del> <u>necessary</u>; or</p>	<p>17.11.3 Where there is not more than one (1) nomination, and there is no objection from members present, the person proposed will take charge as Chairman of the Office Bearers' Election and proceed with the business of the day at the General Meeting.</p>
<p>26.1.2 At the joint request in writing by members of not less than twice the number of Executive Committee, stating the objects and reasons for such meeting.</p>	<p><b>17.12 VOTING FOR OFFICE BEARERS</b></p>
<p>26.2 An Extraordinary General Meeting requisitioned by members shall be convened on a date within thirty (30) days of the receipt of such requisition.</p>	<p>17.12.1 Each member eligible to vote as stated in Clause 17.8.3 above and present personally at a General Meeting for election of Office Bearers shall be entitled to one (1) ballot paper for each position to be voted.</p>
<p>26.3 Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Hon. Secretary to all members at least fourteen (14) days before the date fixed for the meeting.</p>	<p>17.12.2 In the event of equality of votes the Chairman of the outgoing or existing Executive Committee shall be entitled to a casting vote in addition to his own votes as a member.</p>
<p>26.4 No other business shall be transacted at the Extraordinary General Meeting other than the object for which the meeting was called for.</p>	<p>17.12.3 A contesting member must be physically present at the election's proceedings.</p>
<p>26.5 Clauses 25.5 and 25.6 herein regarding the quorum and the postponement of an Annual General Meeting shall apply to an Extraordinary General Meeting.</p>	<p><b>17.13 VOTING ON MOTIONS</b></p>
<p>26.6 If no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting, the meeting shall be cancelled, and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.</p>	<p>17.13.1 Any motion received by the Hon. Secretary of the Association at least seven (7) days before the General Meeting, either Annual or Extraordinary, shall be first tabled and discussed at the General Meeting.</p> <p>17.13.2 After discussion, if the motion requires members' decision, it shall be put to a vote and decided by a show of hands, unless a ballot paper poll be demanded by the Chairman of the General Meeting or by at least five (5) members present in person and entitled to vote.</p>

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27 MEMBERS' RIGHTS	17.13.3 A declaration by the Chairman of the General Meeting that a motion has been carried by the majority, or lost, or not carried out by a majority, shall be conclusive.
<p>27.1 All Members in Benefit shall have the right to participate in the General Meeting.</p> <p>27.2 Only Ordinary and Life Members-in-Benefit shall have the right to nominate and vote for members to be elected into the EXCO and to be, Internal Auditor(s) and Hon. Advisors at the General Meeting</p>	<p><b>17.14 MINUTES OF GENERAL MEETINGS</b></p> <p>The proceedings of all General Meetings shall be entered in a Minute Book, which on being signed by the Chairman at the next General Meeting shall be conclusive evidence of the business done and passed at the aforesaid General Meeting(s).</p>
28 ELECTION OF OFFICE BEARERS	18 PROPERTY
<p>28.1 The election of office bearers of the Association for the new term of office will be conducted at the General Meeting by an Election Chairman who will be elected from the floor.</p> <p>28.2 The Chairman must be a member-in-Benefit and must not be a candidate seeking office in the Executive Committee or Internal Auditor.</p> <p>28.3 The election of office bearers of the Association must be conducted by ballot paper</p> <p>28.4 Only members who are physically present at the General Meeting will be entitled to vote the office bearers, Internal Auditors, External Auditor, Hon. Advisors, Hon. Patron and Hon. Legal Advisors of the Association.</p> <p>28.5 In the event of equality of votes for any position in the EXCO, the Chairman of the outgoing EXCO shall be entitled to a casting vote in addition to his/her own vote.</p> <p>28.6 All candidates seeking office into the EXCO must be physically present during the election process.</p> <p>28.7 In the event that any of the above posts in this provision falls vacant, the EXCO shall have the power to co-opt any other members of the Association to fill the vacancy until the next General Meeting is held</p>	<p>18.1 Pursuant to Section 9(b) of the Societies Act 1966, The Association shall appoint three (3) officers from the current Executive Committee members, namely the Hon. Chairman, Hon. Secretary and Hon. Treasurer to administer the property of the Association. They will serve in this capacity for the duration of their term of office in the Executive Committee.</p> <p>18.2 The officers so appointed under this provision are not empowered to sell, mortgage or transfer the property of the Association unless authorized by a special resolution given in an Extraordinary General Meeting or an Annual General Meeting with a two-third (2/3) majority of eligible voting members present. Special notice of fourteen (14) days shall be given for such a resolution.</p> <p>18.3 In the event that any of the above posts in this provision falls vacant, the Executive Committee shall have the power to co-opt any other members of the Association to fill the vacancy until the next General Meeting is held.</p>

<b>29 VOTING ON MOTIONS</b>	
<p>29.1 Any motion/ resolution by members received by the Hon. Secretary in compliance to Clause 25.7.2.vi shall be tabled and discussed at the General Meeting.</p> <p>29.2 Any motion/resolution discussed and resolved at the General Meeting will be final and conclusive and will be acted upon by the Association</p>	
<b>30 PROPERTY</b>	
<p>30.1 Pursuant to Clause 9(b) of the Societies Act 1966, The Association shall appoint three (3) officers from the current EXCO members, namely the Hon. Chairman, Hon. Secretary and Hon. Treasurer to administer the property of the Association. They will serve in this capacity for the duration of their term of office in the EXCO.</p> <p>30.2 The officers so appointed under this provision are not empowered to sell, mortgage or transfer the property of the Association unless authorized by a special resolution approved in an Extraordinary General Meeting or an Annual General Meeting by a two-third (2/3) majority of eligible voting members present</p>	

31. AMENDMENT TO CONSTITUTION	19 ALTERATION TO RULES
<p>31.1 No alteration, addition or amendment to the Constitution and bye laws of the Association shall be made except at an Annual General Meeting or Extraordinary General Meeting specifically called to deliberate on this matter.</p> <p>32.2 The consent of two-thirds (2/3) of the voting members present at the General Meeting is needed to amend the Constitution and bylaws of the Association</p> <p>32.3 The amendments shall not come into force without the approval of the Registry of Societies, Malaysia. Any amendment to the Constitution shall be forwarded to the Registry of Societies within 60 days of being passed by the General Meeting</p> <p>32.4 The amendment to the Constitution could either be tabled by the EXCO or by a resolution at the AGM or upon the request of forty (40) members for an EGM.</p> <p>32.5 The Hon. Secretary will give fourteen (14) days notice of the EGM set to discuss the amendments to members through the Association's Communication channel(s) together with a draft of Constitution(s) and by-law(s) that are proposed to be amended.</p> <p>32.6 The Association shall not adopt any by-laws that are inconsistent with the Society's Act or against the Laws of Malaysia</p>	<p>19.1 Any proposed, alteration, addition or amendment to the Constitution, Rules or any subsequent Rules, which may be adopted hereafter shall be submitted to the Executive Committee in writing. The Hon. Secretary shall thereupon circulate the same to members of the Executive Committee which shall consider the proposal and, if deemed fit, convene an Extraordinary General Meeting to consider and to add such proposal, with or without modification. The notice convening any such meeting shall set forth the proposal and the reasons therefore if such has been given and the recommendations of the Executive Committee in connection therewith. Any proposal which is adopted by resolution passed by a two-thirds (2/3) majority of those present in the Extraordinary General Meeting and entitled to vote thereon shall be valid and binding upon all members forthwith.</p> <p>19.2 The Association shall not adopt any by-laws that are inconsistent with the Constitution of the Council. Any provision in the Association's Rules and by-laws or any condition imposed which conflicts with this section is considered null and void and without effect.</p> <p>19.3 The Association may approve new provisions in its Rules and by-laws proposed to comply with local laws or customs or in the exceptional circumstances but only upon approval by the Council.</p> <p>19.4 To remove any doubt, no alterations or additions to these Rules and by-laws shall be made except at an Annual or Extraordinary General Meeting and they shall not come into force without the prior sanction of the Registrar of Societies</p>

<p><b>32. NOTICES</b></p> <p><b>32.1</b> Any notice or communication to members from the Association is deemed to be duly served if it is forwarded to the mailing address of the members as shown in the membership Register of the Association. Such mailing could either be by letter, email, digital/electronic or other communication channel of the Association</p> <p><b>32.2</b> In the case of notices sent by electronic mail or by telephone, such the notice shall be deemed to have been duly served upon the member at the expiry of forty-eight (48) hours from the time such notice is communicated to the member at the last known electronic mail address or last known telephone number of that member.</p>	<p><b>18. NOTICES</b></p> <p><b>20.1</b> All notices sent or required by these Rules to be sent to members shall be deemed to have been duly served if sent by the Hon. Secretary through the post by pre-paid letter or postcard addressed to the members at their addresses shown in the Register of Association Members. In the case of notices sent by electronic mail or by telephone, then the notice shall be deemed to have been duly served on the member at the expiry of forty-eight (48) hours from the time such notice is communicated to the member at the last known electronic mail address or last known telephone number of that member.</p> <p><b>20.2</b> Where a given number of days' notice or notice extending over any other period is required to be given, neither the day of delivery of the notice nor the day upon which such notice expires shall be included in such number of days or other period.</p>
<p><b>33. INDEMNITY</b></p> <p>If any prosecution, action or suit at law be commenced against any members of the EXCO or any servant or agent of the Association for anything done by him/her/them in the proper and reasonable discharge of their duty of the Association, such person or persons shall be defended and indemnified by and at the cost of the Association from all damages, costs and expenses which may be incidental to or result from such prosecution, action or suit at law and the property and funds of the Association may be applied for such purpose as may be directed by the EXCO from time to time. Provided, however, that none of such funds shall be applied either directly or indirectly in payment of the whole or part of any fine or penalty imposed upon such a person by sentence or order of a Court of Justice</p>	<p><b>19. INDEMNITY</b></p> <p>If any prosecution, action or suit at law be commenced against any member or members of the Executive Committee, The Hon. Secretary, or any servant or agent of the Association for anything done by him/her/them in the proper and reasonable discharge of their duty of the Association, such person or persons shall be defended and indemnified by and at the cost of the Association from all damages, costs and expenses which may be incidental to or result from such prosecution, action or suit at law and the property and funds of the Association may be applied for such purpose as may be directed by the Executive Committee from time to time. Provided, however, that none of such funds shall be applied either directly or indirectly in payment of the whole or part of any fine or penalty imposed upon such person by sentence or order of a Court of Justice.</p>

## PROPOSED AMENDMENTS

## CURRENT KLPGA CONSTITUTION

<p><b>34. DISSOLUTION</b></p> <p>The Association shall not be dissolved with the consent of not less than two- third (2/3) of the membership entitled to vote in an Extraordinary General Meeting called for the purpose of dissolution.</p>	<p><b>20. DISSOLUTION</b></p> <p>The Association shall not be dissolved except with the consent of not less than two- third (2/3) of the membership entitled to vote in an Extraordinary General Meeting held for this purpose solely</p>
<p><b>35 INTERPRETATION OF CONSTITUTION</b></p> <p>35.1 The Constitution and By-Laws of the Association shall at all times be construed in accordance with all written laws of Malaysia both present or future, which govern the Association. In the event of any contradiction or inconsistency between any written laws and the provisions of the Constitution or By-Laws, the said provisions in the Constitution or By-Laws shall be interpreted and/or be amended (if necessary) so as to comply with the written laws of Malaysia</p>	<p><b>21. APPLICABLE LAW &amp; OTHER PROVISIONS</b></p> <p>23.1 The Association will adopt the provisions of the Societies Act 1966 and its regulations applicable from time to time as part of its by-laws should any dispute arises in future.</p>
<p>35.2 In the event of any issue pertaining to the day-to-day administration of the Association which is not expressly provided for in this Constitution, the EXCO shall have the jurisdiction to discuss and act upon the matters. The decision of the EXCO shall be final unless it is reversed at a General Meeting of members.</p> <p>35.3 In the event of any ambiguity or differences in the interpretation of the constitution or any rules and regulations of the Association, the EXCO shall have the ultimate power to interpret the rules of the Association and such interpretation shall be binding on members of the Association.</p>	<p>23.2 The Association shall where applicable or in the absence of specific provisions contained herein shall have reference and be bound by the Council's constitution, rules and regulations as amended from time to time.</p>