



## EXTRACT FROM KLTGA CONSTITUTION

### CLAUSE 5: SUBSCRIPTION & MEMBERSHIP RENEWAL/UPDATE

- A)** Every member shall pay a subscription to the Association, the amount of which shall be fixed by the members in the General Meeting.
- B)** Unless otherwise revised and determined by the members at a General Meeting, the subscription shall be as follows:

#### I. ORDINARY MEMBER

- a. Annual Membership fee:** RM60.00
- b. Entrance fee:** RM30.00  
(Payable for the first year of joining/rejoining the Association)
- c. Orientation Programme fee:** RM30.00  
(Payable for the first year of joining/rejoining the Association)
- d. Per Capita Dues (PCD)**
  - In addition to Annual Membership fee, each Ordinary member shall pay an annual amount of RM50.00 'Per Capita Dues' (hereinafter referred to as Per Capita Dues) to the Association for onward submission to the Council for such year.
  - This annual Per Capita Dues 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.
  - The Association will strive to give members sufficient advanced notice of the revised Per Capita Dues payable for the next membership renewal.

#### II. INDIVIDUAL ASSOCIATE MEMBER

- a. Annual Membership fee:** RM60.00
- b. Entrance fee:** RM50.00  
(Payable for the first year of joining/rejoining the Association)

#### III. TRADE ASSOCIATE MEMBER

- a. Annual Membership fee:** RM250.00
- b. Entrance fee:** RM100.00  
(Payable for the first year of joining/rejoining the Association)

#### IV. LIFE MEMBER

- a. One-time payment fee:** RM5,000.00

#### **C) Eligibility of Member:**

Any Ordinary Member who has not paid his/her Annual Membership Subscription and Per Capita Dues as at the expiry date of the preceding year's Financial Year of Account as defined herein, shall not have the right to vote nor where applicable, offer to stand for office at the Annual or Extraordinary General Meeting. The preceding rule is equally applicable to those who joined/rejoined the Association in the current year.

#### **D) Membership Renewal:**

1. It shall be the duty of each member to see that his/her Annual Membership fees and, where applicable, Per Capita Dues is paid up-to-date and that an official receipt for such payments is obtained from the Association.
2. The due date for the Annual Membership renewal and, where applicable payment of Per Capita Dues, shall be on 31st December of the year.
3. A one month grace period is allowed for Annual Membership renewal and, where applicable Per Capita Dues payment, after the **31st December** of the year.
4. Any non-renewal of Annual Membership, and where applicable non-payment of Per Capita Dues, after 31st 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.



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#### E) Membership Renewal: (contd)

5. The responsibility for keeping payments of the Annual Membership and/or any dues up-to-date shall rest with the member and not with the Association.
6. Lapsed membership is subject to the same terms as a new application for membership and payments of an Entrance fee, Annual Membership Fee and Per Capita Dues due, including Orientation Fee is required.
7. All 'Ordinary Member' applicants must attend the Association's Orientation Programme within one year of joining the Association.
8. An Ordinary Member who fails to attend the Orientation Programme within this period will not be allowed to renew his/her membership.

#### F) Membership Update:

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 change of his/her postal/mailling address, contact details, place of employment, where necessary, and his/her beneficiary (ies)

### CLAUSE 16: ELECTION PROCEDURE

- a. During an election year, the Honorary Secretary shall call for five (5) candidates approved by the Executive Committee to form the Nomination Clearance Committee ("NCC").
- b. The above candidates shall not stand for election in that particular year.
- c. The Chairman of the NCC shall be appointed from amongst the candidates who shall report to the Executive Committee.
- d. **Powers of Nomination Clearance Committee:**
  - i. to ensure that any members standing for nomination shall have complied with the provisions of this Constitution;
  - ii. to ensure all offers to stand for election must be proposed in writing by one (1) member and is seconded in writing by one (1) other member, each of whom should have at least one (1) year's membership in the Association at the time of nomination. For those members intending to contest the post of Hon. Chairman, the NCC must ensure that these candidate submits his/her nomination papers together with a compulsory written "**Statement of Mission & Vision**" by the potential candidate of his/her plans on how to benefit the Association and its members.
  - iii. to ensure that the candidacy criteria, nomination forms and rules are made available to all eligible members interested to contest in the election of the Association;
  - iv. to check and announce the final list of eligible candidates for nomination within forty five (45) days from date of their appointment of NCC;
  - v. to ensure that each of the eligible member for nomination submits the following to be considered by the members for their ballot :
    - passport sized photograph and
    - curriculum vitae.
  - vi. The duly completed Nomination Form is to reach the Association not later than **12 noon** of a date to be announced by the Committee via a notice of nomination of candidates, which shall be posted on the Association website or the Association's premises for fourteen (14) days.
  - vii. The Association shall together with the notice calling for the Annual 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 of the Association's premises.