

# RULES AND REGULATIONS FOR

## **PENANG eXpdc CLUB**

### Paragraph 1 NAME

- (1) This Club is known as PENANG eXpdc CLUB.

Thereafter called “Club”

### Paragraph 2 OPERATION ADDRESS

- (1) The Club registered place of operation and mailing address is at No. 90, Jalan Pusat Perniagaan Raja Uda 1, Pusat Perniagaan Raja Uda, 12300 Butterworth, Penang or at other place or places as decided by the Committee.  
The Club registered operation and mailing address cannot be changed without prior approval from Registrar of Society.

### Paragraph 3 PURPOSE/OBJECTIVE

- (1) Provide assistance for those interested in self drive family expedition / holidays to local and overseas destinations of interest.
- (2) Create family and friendship awareness among members by organizing nature tourism, local and overland expedition.
- (3) Provide charity services for the less fortunate through donations among members.
- (4) To promote and share information on car care and road safety campaign.
- (5) Receive product sponsorships from various organizations for the benefits of all members.

### Paragraph 3A FLAG, EMBLEM AND BADGE

- (1) Emblem description  
The Club emblem is the formation of the Club name in English.

- (2) Emblem synonym  
Red color X shows the Club purpose and objective in organizing expedition to places of interest locally and overseas. Black color represents family and friendly relationship among Club members.



Paragraph 4 MEMBERSHIPS

- (1) Conditions to become a Club member.
- (a) Open to all Malaysian Residents and Permanent Residents.
  - (b) Age above 18 years old.
  - (c) Resides in Penang.
  - (d) Numbers of members unlimited.
  - (e) Members ceased to become a member due to old age or insane.
- (2) Every application to become a member must be proposed by one member and send to Secretary for submission to Committee for approval. The Committee had the right to reject any application without any reason.
- (3) Every application approved as mentioned above, must pay entrance fees and first year membership fees set by the Club and accepted as member.
- (4) A University or College-University student cannot be accepted as a member unless prior written approval notices from the Vice Chancellor of the respective University or Head of College-University.

Paragraph 5 ENTRANCE FEE, SUBSCRIPTION AND OTHER PAYMENT

- (1) Entrance fees and subscription fees that need to be paid up as follows;

Entrance Fees RM 100.00 (Ringgit Malaysia One Hundred Only)

Yearly Subscription RM 150.00 (Ringgit Malaysia One Hundred Fifty Only)

- (2) Yearly subscription must be settled to the Treasurer in advance within 30 (Thirty) days from beginning of each year.
- (3) Members who allow their yearly subscription fees in debt for more than one year will be sent reminder letter signed by the Secretary and the member will lose the rights of members until the outstanding debt is settled.
- (4) Members who allow their yearly subscription fees in debt for more than two years will automatically cease to become a member of the Club and the Committee can instruct legal action on the member with condition that they are satisfied that the member has received notice on outstanding debt in advance.
- (5) The committee has the right to set the re-joining fees for those who allow their membership to be dismissed due to debt.
- (6) Special subscription or money collection from members for specific matter can be collected with the agreement in member's general meeting. Any members who default payment within a specific timeline set, then this will be treated similar to yearly subscription default.

Paragraph 6 MEMBERS RESIGNATION AND TERMINATION

- (1) Members that intend to resign as Club member must give two weeks written notice to the Secretary and settle all outstanding debt.
- (2) Any members that fail to adhere to the Club rules and regulations or act in a manner which may tarnish the good name of the Club can be terminated or suspended for a period of time as deemed fit by the Committee. Before the Committee terminates or suspends the member, a written notice explaining the reason of termination or suspension will be sent to the member. The member will be given the opportunity to appeal and defend himself/herself. Termination or suspension must be executed unless a General Meeting is called postponing or overruling the decision upon request from the member.

Paragraph 7 GENERAL MEETING

- (1) The direction of the Club depends on the member's general meeting. At least half (1/2) of the members who have voting rights or two times the numbers of committee members, whichever is less must be present in the general meeting to ensure smooth implementation of the meeting and enough quorum to hold the meeting.

- (2) If the quorum is insufficient after half an hour from the date fixed for the meeting, then the meeting must be postponed to another date (not more than 30 days) as set by the Committee; and if the quorum is still insufficient after half an hour from the date fixed for the postponed meeting, then the members who are present can proceed with the meeting but cannot make changes to the Club rules and regulations and any decisions that affect all members.
- (3) The Club Annual General Meeting must be held soonest possible after the financial year end closing but not later than 31 March where the Committee set the date, time and venue of the meeting. The agenda of the meeting as follows:-
  - (a) Committee report on Club past year activities;
  - (b) Treasurer report on past year audited statement of accounts;
  - (c) Appointment of Committee Members and internal auditors for following two (2) years; and
  - (d) Transact any other matters presented in the meeting.
- (4) The Secretary must send the meeting agenda to all members at least 14 (fourteen) days before the Annual General Meeting including a copy of meeting minutes and report together with the statement of audited account for past year. A copy of all correspondence must be made available for members viewing at the place of management
- (5) Extraordinary General Meeting can be held by the Club:
  - (a) when it is thought to be important by the Committee, or
  - (b) At a mass written request by not less than one fifth (1/5) of the members who have voting rights explaining the purpose and reason for such meeting. The request must be sent to the attention of Club Secretary.
- (6) The Extraordinary General Meeting requested by members must be held at a date within 30 days upon receiving the request.
- (7) The announcement and agenda for the Extraordinary General Meeting must be distributed by the Secretary to all members at least 14 days before the meeting date.
- (8) Paragraph 7 (1) and 7 (2) in the rules and regulations pertaining to quorum and postponement of Annual General Meeting can be applied to Extraordinary General Meeting, except that if the quorum is insufficient after half an hour from the date fixed for the Extraordinary General Meeting at the request from members, then the meeting must be cancelled and within 6 months from the date, a request for another Extraordinary General Meeting for the same purpose cannot be held.

- (9) The Secretary must send a copy of draft minutes copy of each Annual General Meeting and Extraordinary General Meeting to every member as soon as the meeting is completed.

Paragraph 8 COMMITTEE

- (1) A team of Committee as follows which is the Office Bearer of the Club must be chosen at the Annual General Meeting:

One President  
One Vice President  
One Secretary  
One Assistant Secretary  
One Treasurer

6 (six) ordinary Committee members

- (2) All office bearers and officer that perform executive duties in the Club must be a Malaysia Resident.
- (3) Names for positions in Paragraph 8 (1) above must be proposed and seconded and selection is by voting every two years by members in the Annual General Meeting. All officers can be re-elected every two years.
- (4) The function of the Committee is to manage the day to day operations of the Club and make decisions regarding the Club movement following the general policy determined during the Annual General Meeting. The Committee shall never take any action against the decisions of the Annual General Meeting and must always abide by the decisions. The Committee must present a report on all activities held during the year in each Annual General Meeting.
- (5) The Committee must hold a meeting at least once every 3 months. Announcement for each meeting must be made 7 days in advance to all members. At any instances, the President with not less than 4 other Committees together can request for a Committee meeting to be held anytime. At least half (1/2) of the number of Committee must be present to ensure smooth implementation of the meeting and enough quorum to hold the meeting.
- (6) If urgent matter arises and need approval from the Committee and Committee meeting cannot be held, then the Secretary can seek approval from Committee members by issuing a circular. Conditions below must be fulfilled before the Committee decision can be accepted.
  - (a) Problem arises must be documented in detail in the circular and send to every Committee member.

- (b) At least half of the Committee must state their agreement or oppose to the proposal; and
  - (c) Decisions must be based on the most votes.  
The Secretary must report any decisions made through circular in the next Committee meeting to be certified and recorded in meeting minutes.
- (7) Committee members who fail to attend Committee meeting 3 times in a row without reasonable reason will be regarded as resignation from the Committee.
  - (8) If any Committee member decease or resign, the candidate with the next highest vote in the last election will be called upon to fill the position. If there is no such candidate or refuse to fill the position, then the Committee has the authority to appoint others to fill the position until the next Annual General Meeting is held.
  - (9) The Committee can give instruction to the Secretary and other officers to perform the Club functions and appoint leader and staff where deem important. The Secretary can suspend or terminate the leader and staff due to careless, insincere, incompetent, refusal to follow Committee decision or due to causes which deem can damage the Club interest.
  - (10) The Committee can form a sub Committee if deem important and special duty given to any Committee member.

Paragraph 9 DUTIES OF OFFICER

- (1) The President during his term in office must be the Chairman for all General Meeting and Committee meeting and responsible for the complete flow of all meetings. He has the deciding vote and must sign all approved meeting minutes.
- (2) Vice President must assume the President position during his absence.
- (3) The Secretary will perform the administrative job of the Club following the rules and regulations and chair the Committee and General Meeting. He/She is responsible to handle letters, record books and paperwork except accounts and financial records. He/She must keep a record of all members which contains name, address, date of birth, IC number, employee name and address and residential address. He must be present in all meetings and take meeting minutes. He must within 60 days after the Annual General Meeting submit yearly statement to the Registrar of Societies as required under Section (14 (1) Societies Act, 1966.
- (4) Assistant Secretary will assume the responsibility of the Secretary during his absence.

- (5) The Treasurer is responsible for all Club financials. He/She must keep a set of accounting and financial records of the Club and held responsible on the accuracy of the details.
- (6) Ordinary Committee members should assist the Committee in performing duties entrusted to them.

Paragraph 10 FINANCIAL

- (1) Subject to the provisions of the following rules, the Club monies can be use for the useful matters in running the Club including administrative expenses, salary, official expenses, salary staff and auditor wages. Nevertheless, the money cannot be use to pay fines for members as sentenced by the Court.
- (2) The Treasurer is allowed to keep petty cash not exceeding 5,000.00 (Ringgit Malaysia Five Thousand Only) at any time. Any excess cash must be deposited into bank account approved by the Committee. The bank account must be open under the Club name.
- (3) All cheques and withdrawal statement from the Club account must be co-signed together by two of the following Officers that are President, Secretary and Treasurer. In the absence of President, Secretary and Treasurer, then the Committee can appoint anyone within the Committee to sign and withdraw on behalf.
- (4) Expenses exceeding RM 5,000.00 (Ringgit Five Thousand Only) at any instances cannot be paid without prior approval from the Committee and expenses exceeding RM 50,000.00 (Ringgit Fifty Thousand Only) at any instances cannot be paid without approval from General Meeting. Expenses less then RM 5,000.00 (Ringgit Five Thousand Only) at any instances can be approved by President together with Secretary and Treasurer.
- (5) All income and expenses statement and yearly Statement of Accounts must be prepared by Treasurer and inspected by internal auditors appointed under Paragraph 11 of this Rules and Regulations once financial year ends. Audited Statement of Accounts will be presented to the following Annual General Meeting for approval and a copy will be provided for members viewing at place of operation.
- (6) The financial year for this Club starts from 1<sup>st</sup> January and ends on 31<sup>st</sup> December every year.

Paragraph 11 AUDITORS

- (1) One auditor which is a non Committee can be appointed in the Annual General Meeting as Auditor. They will hold the position for one year and can be re-appointed.

- (2) Auditor is required to inspect Club yearly accounts and provide reports or certification for Annual General Meeting. They can at any time, at the request of the Club President, audit the Club accounts during their tenure and provide report to the Committee.

Paragraph 12 PROPERTY OFFICER

- (1) Club immovable property must be registered under the Club name and all contract documents regarding the property is deem valid and effectively executed by one registered owner with the condition that the contract documents is executed by three Club Officers which consist of President, Secretary and Treasurer which at that time of their appointment is certified by oath from the Registrar and seal with Club seal.
- (2) All the rights to the ownership of Club property cannot be sold, re-tract or change of ownership without approval and power given by the Annual General Meeting.
- (3) A Property Officer can be terminated from the position by General Meeting due to sickness, insane, not in the State or other reasons that unable to perform duties or job satisfactory. If due to death, resignation or termination of the Property Officer, then the vacancy can be filled by a new Property Officer appointed in the General Meeting.

Paragraph 13 INTERPRETATION OF LAW

- (2) In between General Meeting, the Committee can interpret this law and if important, can decide on matters not stated in this law and regulation.
- (3) Except for matters that are against or non conforming with the principles stated during the Annual General Meeting, the Committee decision concerning members is final unless overrides by General Meeting.

Paragraph 14 ADVISOR/PATRON

- (1) The Committee can, if necessary, appoint capable/suitable people as Advisor/Patron for the Club provided the appointed Advisor/Patron give written consent for their appointment.



Paragraph 15 PROHIBITIONS

- (1) Games stated below cannot be played in the Club premises: Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Dua Puluh Satu, Tiga Puluh Satu, Sepuluh dan Setengah, all dice games, banker's game and all games relying on luck.
- (2) The Club and members should not in any way prevent business dealings or price fixing or take part in workers union movement as defined in Workers Union Act, 1959.
- (3) The Club cannot operate lottery either especially for members or not, using Club name, Officer or Committee or Members without approval from the authority.
- (4) "Benefit" as stated under Section 2, Society Act 1966, cannot be provided by the Club to any of their members.

Paragraph 16 LAW AMENDMENTS

- (1) This law cannot be change or amended except by the decision of General Meeting. Application for changes or amendments to this law must be made to the Registrar of Society within 60 days after the General Meeting approval to the changes or amendments and will become effective from the date the changes or amendments are approved by Registrar of Society.

Paragraph 17 DISSOLUTIONS

- (1) This Club can be dissolved voluntarily with the agreement of not less then three fifth (3/5) of the total members who has voting rights in a General Meeting called for this purpose.
- (2) In the event the Club is dissolved as mentioned above, all lawful Club debts and liabilities must be settled and the balance money settled based on the agreement in the General Meeting.
- (3) Dissolution notice must be submitted to the Registrar of Society within 14 days of dissolution.

Note: The English version of Rules and Regulations is translated from Bahasa Malaysia. In case of dispute on wording or phrases, the Bahasa Malaysia version will take precedence.

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