

**CONSTITUTION OF  
UNITED CHINESE SCHOOL  
COMMITTEES' ASSOCIATION OF  
MALAYSIA  
(DONG ZONG)**

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## CHAPTER 1

# GENERAL PROVISION

### SECTION 1: NAME

- 1.1 The Association shall be known as the “Persekutuan Persatuan-Persatuan Lembaga Pengurus Sekolah Cina Malaysia” in Bahasa Malaysia (referred to as “Dong Zong”) and “United Chinese School Committees’ Association of Malaysia” in English (referred to as “Dong Zong”) (hereinafter referred to as “the Association”).

### SECTION 2: OFFICE

- 2.1 The registered office of the Association shall be at Blok A, Lot 5, Seksyen 10, Jalan Bukit, 43000 Kajang, Selangor, Malaysia, or at such other places as may from time to time be decided by the Central Committee; and the postal address is Blok A, Lot 5, Seksyen 10, Jalan Bukit, 43000 Kajang, Selangor, Malaysia.
- 2.2 The registered office and postal address shall not be changed without prior approval of the Registrar of Societies.

### SECTION 3: AIMS AND OBJECTS

- 3.1 The aims and objects of the Association shall be:
  - 3.1.1 To unite the members and to promote and develop the cause of Chinese education in Malaysia;

- 3.1.2 To discuss, promote and manage jointly the affairs pertaining to the development and amelioration of the Chinese schools in Malaysia, including the curricula, examinations, teachers, education funds and other related matters;
- 3.1.3 To strengthen and consolidate the relationship among the board of governor of the Chinese schools in Malaysia;
- 3.1.4 To unite and consolidate the strength of the Chinese community in Malaysia in seeking to improve Chinese schools and promote the cause of Chinese education;
- 3.1.5 To represent the board of governor of the Chinese schools in Malaysia in negotiating with government on all matters in respect of the Chinese schools;
- 3.1.6 To seek the co-operation between the board of governor and the teachers of the Chinese schools in Malaysia;
- 3.1.7 To foster harmony and unity among different ethnic groups.

## CHAPTER 2

# MEMBERSHIP

### **SECTION 4: MEMBERSHIP**

- 4.1 All the State Chinese School Committees Associations or State Chinese School Committees and Teachers Associations shall be eligible for membership. There shall be one (1) member only for each state (hereinafter referred to as “state member”).
- 4.2 For the purpose of membership under Article 4.1 herein, State of Selangor, Federal Territory of Kuala Lumpur and Federal Territory of Putrajaya shall be treated as one (1) state whereas the State of Sabah and Federal Territory of Labuan shall also be treated as one (1) state.

### **SECTION 5: APPLICATION OF MEMBERSHIP**


- 5.1 All application of membership shall fill up the relevant particulars in the membership application form and be submitted to the Administration Office of the Association for validation by the Central Committee.
- 5.2 The applicant will become a state member of the Association after making full entrance fee payment of Malaysia Ringgit Ten Thousand (RM10,000.00) and validated by the approval of the Central Committee.
- 5.3 The Central Committee shall have the right to reject any application for membership without providing any reason.

## **SECTION 6: RIGHTS AND OBLIGATIONS OF THE MEMBERS**

- 6.1 The state members of the Association shall be responsible for promoting the aims and objects, interests and reputation of the Association. They shall be subject to the rules and regulations of the Association.
- 6.2 The state members of the Association shall not undermine the image, reputation or interest of the Association.
- 6.3 The state members of the Association shall have all rights granted to them by this constitution, including the rights to attend the General Meeting, speak, vote, elect and be elected in the General Meeting.
- 6.4 The state members of the Association shall abide by this constitution, any rules, regulations, guidelines and procedures made thereunder as well as all resolutions approved in the General Meeting, Central Committee and Central Executive Committee. The General Meeting shall have the full right to take appropriate action against the violators.

## **SECTION 7: MEMBERSHIP FREEZE OR SUSPENSION**

- 7.1 The General Meeting shall have the right to freeze or suspend the membership of the relevant state members due to any of the following reasons:

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- 7.1.1 When the state member of the Association violates this constitution, any rules, regulations, guidelines and procedures made thereunder as well as all resolutions approved in the General Meeting, Central Committee or Central Executive Committee; or
  - 7.1.2 When a person is disqualified from continuing as a state member as he engages in misconduct or damage or undermine the welfare, interest or reputation of the Association; or
  - 7.1.3 When the state member is absent in the General Meeting without any reasons for three times consecutively; or
  - 7.1.4 When the state member brings the matters of the Association before the Court.
- 7.2 Any decision to freeze or suspend the state member shall be passed by a majority of two-third (2/3) of the votes cast by the state members present in the General Meeting and whose shall be done in accordance to the following procedures:
- 7.2.1 A notice that has been approved by the Central Committee shall be sent out to explain the allegation against related state member and require the related state member to submit an explanation in writing to the Central Committee within fourteen (14) days upon receiving the notice;
  - 7.2.2 If the related state member does not submit an explanation in writing within the designated deadline or the Central Committee is not satisfied with the explanation, the Central Committee is entitled to send a letter which requests the related state member to give an explanation to the Central

Committee on the reasons for not freezing or suspending him at the designated date, time (the notice shall be given not less than fourteen (14) days before the date thereof) and venue;

7.2.3 In the event that the Central Committee is not satisfied with the reason given by the related state member or he does not attend the meeting at the designated time and venue after further consideration; and

7.2.4 The Central Committee shall submit the result of consideration to the General Meeting for making decision.

## **SECTION 8: WITHDRAWAL FROM THE ASSOCIATION**

8.1 If there is any state member who decides to withdraw from the Association, he shall immediately pay all the outstanding membership fee and/or contribution to the fund, send out written notice of intent to withdraw from the Association to the Central Committee which shall only be valid upon approval of the Central Committee. Any entrance fee and special contribution previously paid are not refundable.



## CHAPTER 3

# ORGANIZATION

### **SECTION 9: ORGANIZATION CHART**

- 9.1 The General Meeting which comprises of and includes the Annual General Meeting (hereinafter referred to as “AGM”) and the Extraordinary General Meeting (hereinafter referred to as “EGM”) shall be the supreme authority of the Association. During the adjournment of the General Meeting, the Central Committee shall be responsible for the running of the affair of the Association. The Central Committee shall form the Central Executive Committee as provided in Section 12 herein to run various affairs of the Association as it may delegate.
- 9.2 For the purpose of implementing the aims and objects and executing the affair of the Association, the Central Committee shall establish the Administration Office at the registered office of the Association to assist the Central Committee in executing the daily administration and affair of the Association.
- 9.3 The Secretary-General shall be the legal representative of the Association under Section 9 (C) of the Societies Act 1966.

### **SECTION 10: THE GENERAL MEETING**

- 10.1 The General Meeting which comprises of and includes the Annual General Meeting and the Extraordinary General Meeting.

- 10.2 Each state member shall send five (5) qualified delegates to attend the General Meeting among whom one (1) to be appointed as the Chief Delegate and another one (1) to be appointed as the Deputy Chief Delegate to exercise the rights of voting.
- 10.3 Each state member is entitled to cast one (1) vote only and only the Chief Delegate can exercise the right of voting. In the event that the Chief Delegate is temporarily absent due to some reasons, the Chief Delegate shall deputize the Deputy Chief Delegate to exercise the right of voting; In the event that the Deputy Chief Delegate is temporarily absent, he will automatically lose his right of voting.
- 10.4 The names of the qualified delegates shall be signed and approved by the Chairman of the state member. The names of the Chief Delegate and Deputy Chief Delegate shall be submitted to the Administration Office of the Association not less than seven (7) days before the General Meeting. The remaining names of the qualified delegates shall be submitted to the Administration Office of the Association not less than three (3) days before the General Meeting. The “seven (7) days” and “three (3) days” shall include Saturday and Sunday but exclude the day the meeting is held.
- 10.5 Subject to one (1) member one (1) vote basis, state members shall elect in the General Meeting six (6) State Central Committee Members (hereinafter referred to “the Central Committee State(s)”) and the rest of the non-elected members are referred to as “the

Non-Central Committee State(s)”. One (1) Central Committee State shall be reserved for two (2) state members in East Malaysia to be contested in the election, whereas the other five (5) Central Committee States shall be reserved for the eleven (11) state members in West Malaysia to be contested in the election.

10.6 The qualified delegate shall be the following person who is in the office:

10.6.1 The committee member of the state member (State Chinese School Committees Association or State Chinese School Committees and Teachers Association); or

10.6.2 The member of the state member (State Chinese School Committees Association or State Chinese School Committees and Teachers Association).

## **SECTION 11: THE CENTRAL COMMITTEE**

11.1 Every Central Committee State shall nominate three (3) representatives and every Non-Central Committee State shall nominate one (1) representative to jointly constitute the Central Committee (hereinafter referred to as “the CC”) comprising of twenty-five (25) Central Committee Members (hereinafter referred to as “the CC Member”). The qualified representative(s) which is appointed by each state member shall be signed and approved by the Chairman of the state member.

11.2 The qualified representative(s) shall be the following person who is in the office:

- 11.2.1 The committee member of the state member (State Chinese School Committees Association or State Chinese School Committees and Teachers Association).
- 11.3 Without subject to the Article 19.3 herein, the Central Committee shall within fourteen (14) days after the General Meeting of the election year, elect among twenty-five (25) Central Committee Members the following under Article 11.1 herein:
- 11.3.1 One (1) Chairman;
- 11.3.2 One (1) Deputy Chairman;
- 11.3.3 Five (5) Vice Chairmen. The office of one (1) Vice Chairman shall be reserved for two (2) state members in East Malaysia to be contested in the election; whereas the other four (4) Vice Chairmen shall be reserved for the eleven (11) state members in West Malaysia to be contested in the election;
- 11.3.4 One (1) Secretary-General;
- 11.3.5 One (1) Assistant Secretary-General;
- 11.3.6 One (1) Treasurer; and
- 11.3.7 One (1) Assistant Treasurer.
- 11.4 The Chairman may nominate not more than seven (7) members from persons or organizations who are actively involved in the Chinese education to be the Nominated Central Committee Members (hereinafter referred to as “the Nominated CC Member”) and whose nomination shall be sanctioned by the Central Committee.

- 11.5 The Central Committee shall comprise twenty-five (25) but not more than thirty-two (32) Central Committee Members.
- 11.6 The Central Committee shall execute all the resolutions approved in the General Meeting and shall supervise the running of the affairs of the Association.
- 11.7 The Central Committee may form any committee or Ad Hoc committee as it deems fit from time to time to deal with any special matters and to further promote and assist in the administration affairs of the Association.
- 11.8 The Central Committee shall empower the committee or Ad Hoc committee to formulate appropriate guidelines, rules and regulations in the execution of their duties. However, the relevant guidelines, rules and regulations shall be approved by the Central Committee.
- 11.9 The Central Committee is entitled to review, stop, change, replace or reject any member of the committee or Ad Hoc committee, terminate and dissolve the committee or Ad Hoc committee as it deems fit from time to time.
- 11.10 The Central Committee may send representative(s) to participate in the activities of other associations. The relevant representative shall report to the Central Committee.

## **SECTION 12: THE CENTRAL EXECUTIVE COMMITTEE**

- 12.1 The Central Executive Committee (hereinafter referred to as “the CEC”) shall comprise the following members:

- 12.1.1 One (1) Chairman;
  - 12.1.2 One (1) Deputy Chairman;
  - 12.1.3 Five (5) Vice Chairmen;
  - 12.1.4 One (1) Secretary-General;
  - 12.1.5 One (1) Assistant Secretary-General;
  - 12.1.6 One (1) Treasurer;
  - 12.1.7 One (1) Assistant Treasurer; and/or
  - 12.1.8 Accordance to the Article 12.2 herein, not more than four (4) Central Executive Committee Members who shall be appointed by the Chairman.
- 12.2 The Chairman may nominate not more than four (4) members from twenty-five (25) Central Committee Members (not including seven (7) Nominated Central Committee Members) to be the Nominated Central Executive Committee Members and whose nomination shall be sanctioned by the Central Committee.
- 12.3 The Central Executive Committee shall comprise eleven (11) but not more than fifteen (15) Central Executive Committee Members.
- 12.4 During the adjournment of the Central Committee, the Central Executive Committee shall be responsible for the running of the affairs of the Association and to execute all the resolutions of the Central Committee.

## **SECTION 13: TERM OF OFFICE**

- 13.1 The term of office for Central Committee States, Non-Central Committee States, Central Committee Members and Central Executive Members shall be three (3) years. During the tenure of office, they are eligible to leave the position earlier, be re-elected and to hold the position, save and except the Chairman whose terms shall not exceed three (3) terms consecutively.
- 13.2 The tenure of office for the Central Committee States, Non-Central Committee States, Central Committee Members and Central Executive Committee Members shall take effect from the date of appointment.

## **SECTION 14: LOSS OF QUALIFICATION**

- 14.1 In the following events, the Central Committee Member or Central Executive Committee Member will lose his qualification to continue holding the position thereof:
- 14.1.1 If he violates the Societies Act 1966 and is found guilty of any crime; or
- 14.1.2 If he is convicted of a criminal charge under any regulation and section, at the same time he is fined not less than Malaysia Ringgit Two Thousand (RM2,000.00) or sentenced to at least one (1) year; or
- 14.1.3 If he violates any Malaysian Security Law, Public Order Act or some parts of the Section thereof or he is involved in avoiding detention, restriction, supervision, residential restriction, deportation and other legal proceedings after committing a crime, facing defensive detention, residential restriction and deportation; or

- 14.1.4 If he is still not discharged from bankruptcy; or
- 14.1.5 If he is proven or declared as a person with mental health problem; or
- 14.1.6 If his authorized representation is terminated; or
- 14.1.7 If he is absent from the meeting without any reasons for three times consecutively; or
- 14.1.8 If he brings the affair of the Association before the Court; or
- 14.1.9 If he rejects or is not suitable to hold the position or incapable of executing his duties or causes conflict of interest of the Association and members.

14.2 The Paragraph 14.1.1 to Paragraph 14.1.5 herein shall be subject to Section 9A (2) and Section 9A (4) of the Societies Act 1966 or relevant provision that is revised in a timely manner.

## **SECTION 15: VACANCY**

- 15.1 The vacancy that is available when a Central Committee Member or Central Executive Committee Member who is holding office resigns, pass away or lose his qualification (as listed under Section 14 herein) shall be filled up in accordance to the following ways:
  - 15.1.1 If a Central Committee Member vacates his office (not including seven (7) Nominated Central Committee Members), the state member which causes the said vacancy shall send representative to fill up the vacancy within three (3) months thereof and the said representative shall hold



office for the remaining unexpired term. The state member which causes the said vacancy will be filled up by the Central Committee in accordance to the Article 11.3 herein;

15.1.2 When a Nominated Central Committee Member vacates his office, the Chairman shall send representative to fill up the vacancy in accordance with the Article 11.4 herein and the said representative shall hold office for the remaining unexpired term;

15.1.3 When a Central Executive Committee Member vacates his office, the vacancy of any position shall be filled up in accordance to the Article 11.3 and Article 12.1 herein and the said representative shall hold office for the remaining unexpired term.

## CHAPTER 4

# DUTIES AND OBLIGATIONS

## SECTION 16: DUTIES AND OBLIGATIONS

### 16.1 Chairman

- 16.1.1 To represent the Association in dealing with external affairs;
- 16.1.2 To lead the Association and to oversee the affairs of the Association;
- 16.1.3 To ex-officio be the Chairman for the General Meetings, the Central Committee Meetings and the Central Executive Committee Meetings;
- 16.1.4 To sanction the expenditure not exceeding Malaysia Ringgit Twenty Thousand (RM20,000.00) each time; and
- 16.1.5 In the event of a tie during the Central Committee Meeting and Central Executive Committee Meeting, the Chairman shall have the right to cast a decisive vote as long as he did not vote before.

### 16.2 Deputy Chairman

- 16.2.1 To assist Chairman in dealing with the affair of the Association; and

16.2.2 To carry out the duties of the Chairman when the Chairman is absent or on leave or unable/incapable to discharge his duties.

### 16.3 Vice Chairman

16.3.1 To assist the Chairman and Deputy Chairman in dealing with the affair of the Association; and

16.3.2 In the event that both the Chairman and Deputy Chairman are absent or on leave or unable/incapable to discharge their duties, the Central Committee shall elect one (1) of the five (5) Vice Chairmen to carry out the duties of the Chairman.

### 16.4 Secretary-General

16.4.1 To plan and promote the affairs of the Association; to take charge of all the documents and register of the members of the Association;

16.4.2 To keep all the minutes, reports and documents of the Association;

16.4.3 To supervise the staff of the Administration Office of the Association and to submit the minutes of the General Meeting and other registration matters to the Registrar of Societies;

16.4.4 To sanction the expenditure not exceeding Malaysia Ringgit Ten Thousand (RM10,000.00) each time; and

16.4.5 To verify check and approve items of expenditure and to check the vouchers and invoices.

## 16.5 Assistant Secretary-General

16.5.1 To assist the Secretary-General in discharging his duties; and

16.5.2 If the Secretary General is absent or on leave or unable/incapable to discharge his duties, the Assistant Secretary-General shall carry out the duties of the Secretary-General.

## 16.6 Treasurer

16.6.1 To be responsible for the management of the monies, receipts and account books of the Association and to table the Income and Expenditure of the Association to the Central Committee and the Central Executive Committee within the time stipulated;

16.6.2 To prepare the account for the whole financial year and table it at the General Meeting for approval after the same has been duly audited by the accountant;

16.6.3 To keep a petty cash not exceeding Malaysia Ringgit Ten Thousand (RM10,000.00) and the remaining cash shall be deposited into the bank accounts of the Association designated by the Central Committee;

16.6.4 To sanction the expenditure not exceeding Malaysia Ringgit Ten Thousand (RM10,000.00) each time; and

16.6.5 To prepare the annual budget and submit to the Central Committee for approval.

16.7 Assistant Treasurer

16.7.1 To assist the Treasurer in discharging of his duties; and

16.7.2 To carry out the duties of the Treasurer if the Treasurer is absent or on leave or unable/incapable to discharge his duties.

16.8 Central Executive Committee Members

16.8.1 To assist the Central Executive Committee to promote the affairs of the Association; and

16.8.2 To accept any duties and obligations assigned by the Central Executive Committee.

## CHAPTER 5

# THE MEETINGS

### **SECTION 17: THE ANNUAL GENERAL MEETING**

- 17.1 The Annual General Meeting of the Association shall be held once (1) a year.
- 17.2 The Annual General Meeting shall be held in June each year or postponed by the Central Committee within not more than sixty (60) days to deal with the following matters:
- 17.2.1 To table and to accept the annual report of the Association and the financial report audited by the accountant (by thirty-first day of December of previous year);
- 17.2.2 To appoint an auditor.
- 17.3 The notice of the Annual General Meeting which states the date, time, venue together with its agenda and the previous year financial report audited shall be sent out fourteen (14) days before the Annual General Meeting. The “fourteen (14) days” shall include Saturday and Sunday but exclude the day the meeting is held.
- 17.4 At least five (5) state members together with at least twenty-two (22) representatives shall constitute quorum of the Annual General Meeting. When the quorum is met, then the resolution(s)/decision(s) achieved by majority state members and its representatives attend during the meeting shall constitute valid and binding resolution(s)/decision(s) of the Annual General Meeting.

17.5 If there is insufficient number of person attends the Annual General Meeting after exceeding thirty (30) minutes of the time fixed for meeting, the Annual General Meeting shall be postponed for seven (7) days thereafter and to be held again at the time, venue and agenda stated under Article 17.3 herein. The “seven (7) days” shall include Saturday and Sunday but exclude the day the meeting is held.

17.6 Although there is an insufficient number of person attends the postponed Annual General Meeting, it shall be held as usual but any resolutions which lead to the amendment to the constitution shall not be passed.

## **SECTION 18: THE EXTRAORDINARY GENERAL MEETING**

18.1 All General Meetings that are not held annually are referred to as the Extraordinary General Meetings.

18.2 The Chairman may convene the Extraordinary General Meeting whenever he thinks it is necessary and whose decision shall be sanctioned by the Central Committee in accordance to the provision of the constitution.

18.3 In the event that at least five (5) state members request for the Extraordinary General Meeting, the Chairman shall convene the Extraordinary General Meeting within thirty (30) days after the Administration Office of the Association receives the relevant letter. The notice of the Extraordinary General Meeting for EGM as requisitioned by the five (5) state members shall be sent out through the Administration Office of the Association within nine (9) days after receiving the letter. The Chairman has no right or

discretion to reject/refuse to convene Extraordinary General Meeting.

- 18.4 This joint letter with the proposal and its reasons shall be signed by joint signatories before submitting to the Administration Office of the Association.
- 18.5 In the event that the Chairman does not convene the meeting to discuss within thirty (30) days after submitting the joint letter, the joint signatories shall convene the Extraordinary General Meeting within forty (40) days after the joint letter is submitted to the Administrative Office of the Association in accordance to the form of the meeting convened by the Chairman.
- 18.6 The notice of the Extraordinary General Meeting which states the date, time, venue together with its agenda shall be sent out twenty-one (21) days before the Extraordinary General Meeting. The “twenty-one (21) days” shall include Saturday and Sunday but exclude the day the meeting is held.
- 18.7 At least seven (7) state members together with at least thirty-two (32) representatives shall constitute quorum of the Extraordinary General Meeting. All the requisitionist state members requesting for the Extraordinary General Meeting shall attend to validate the Extraordinary General Meeting.
- 18.8 The Extraordinary General Meeting shall only discuss the agenda stated therein.
- 18.9 If the quorum is not met thirty (30) minutes after the appointed time, the Extraordinary General Meeting shall be aborted and shall not be changed to another date. The Extraordinary General Meeting for the same agenda shall not be held again within six (6)



months. If the quorum is met, then the resolution(s)/decision(s) achieved by majority state members and its representatives attend during the meeting shall constitute valid and binding resolution(s)/decision(s) of the Extraordinary General Meeting.

## **SECTION 19: THE CENTRAL COMMITTEE MEETING**

- 19.1 The meeting of the Central Committee shall be held at least two (2) times a year or at least once in every six (6) months. The Central Committee Meeting (hereinafter referred to as “the CC Meeting”) may be convened by the Chairman at any time in emergency circumstances.
- 19.2 At least half (1/2) of the number of the Central Committee Members shall constitute quorum of the Central Committee Meeting to validate the meeting.
- 19.3 The notice of the Central Committee Meeting shall be sent out fourteen (14) days before the Central Committee Meeting. It is not subject to Article 11.3 herein. The “fourteen (14) days” shall include Saturday and Sunday but exclude the day the meeting is held.
- 19.4 In the event that the Central Committee has at least thirteen (13) Central Committee Members send out jointly the letter requesting for the Central Committee Meeting, the Chairman shall convene the emergency meeting within fourteen (14) days after the Administration Office of the Association receives the letter.
- 19.5 This joint letter with the proposal and its reasons shall be signed by joint signatories before submitting to the Administration Office of the Association.

- 19.6 In the event that the Chairman does not convene the meeting within fourteen (14) days after submitting the joint letter, the joint signatories shall convene the Central Committee Meeting within twenty-one (21) days after the joint letter is submitted to the Administration Office of the Association in accordance to the form of the meeting convened by the Chairman.
- 19.7 Any notice of the emergency Central Committee Meeting shall be sent out three (3) days before the meeting, the joint signatories shall attend the meeting and with at least half (1/2) of the number of the Central Committee Members constitute quorum of the Central Committee Meeting. If the quorum is not met thirty (30) minutes after the appointed time, the Central Committee Meeting shall be aborted and shall not be changed to another date. If the quorum is met, then the resolution(s)/decision(s) achieved by majority Central Committee Members attend during the meeting shall constitute valid and binding resolution(s)/decision(s) of the Central Committees.

## **SECTION 20: THE CENTRAL EXECUTIVE COMMITTEE MEETING**

- 20.1 The Central Executive Committee shall be held at least four (4) times a year or at least once in every three (3) months. The Central Executive Committee Meeting (hereinafter referred to as “the CEC Meeting”) may be convened by the Chairman at any time in emergency circumstances.
- 20.2 At least half (1/2) of the number of the Central Executive Committee Members shall constitute quorum of the Central Executive Committee Meeting to validate the meeting.

- 20.3 The notice of the Central Executive Committee Meeting shall be sent out seven (7) days before the Central Executive Committee Meeting. The “seven (7) days” shall include Saturday and Sunday but exclude the day the meeting is held.
- 20.4 The duties of the Central Executive Committee shall be to deal with daily affairs of the Association, coordinate work of each team, execute task entrusted by the Central Committee and report the progress in the affairs of the Association to the Central Committee from time to time.
- 20.5 In the event that the Central Executive Committee has at least six (6) Central Executive Committee Members send out jointly the letter requesting for the Central Executive Committee Meeting. The Chairman shall convene the emergency meeting within seven (7) days after the Administration Office of the Association receives the letter.
- 20.6 This joint letter with the proposal and its reasons shall be signed by joint signatories before submitting to the Administration Office of the Association.
- 20.7 In the event that the Chairman does not convene the meeting within seven (7) days after submitting the joint letter, the joint signatories shall convene the Central Executive Committee Meeting within fourteen (14) days after the joint letter is submitted to the Administration Office of the Association in accordance to the form of the meeting convened by the Chairman.
- 20.8 Any notice of the emergency Central Executive Committee Meeting shall be sent out three (3) days before the meeting, the joint signatories shall attend the meeting and with at least half (1/2) of the number of the Central Executive Committee Members

shall constitute quorum of the Central Executive Committee Meeting. If the quorum is not met thirty (30) minutes after the appointed time, the Central Executive Committee Meeting shall be aborted and shall not be changed to another date. If the quorum is met, then the resolution(s)/decision(s) achieved by majority Central Executive Committee Members attend during the meeting shall constitute valid and binding resolution(s)/decision(s) of the Central Executive Committees.

## **SECTION 21: NOTICE**

- 21.1 Any notice required to be given under this constitution shall only be valid upon signing by the Chairman and/or Secretary-General. The notice of the meeting shall state the date, time, venue and its agenda.
- 21.2 All meetings which are convened by the Chairman or joint signatories shall be held in the registered office of the Association unless the meeting venue is changed to other places as may from time to time be decided by the Central Committee or Central Executive Committee under Section 11 and Section 12 herein.
- 21.3 Subject to the provisions of Article 21.5 herein, any notice required to be given under this constitution shall be transmitted in the following manner:
- 21.3.1 Delivering it by hand; or
  - 21.3.2 Sending it by registered post or ordinary post; or
  - 21.3.3 Sending it by facsimile transmission, electronic mail or similar means of communication.

- 21.4 Subject to the provisions of Article 21.5 herein, any notice sent by post by the Association which is not returned as undelivered shall be deemed to have been given on the third (3) day after the envelope containing it was posted and any notice sent by facsimile transmission, electronic mail or similar means of communication by the Association shall be deemed to have been duly given on the date of transmission.
- 21.5 Any notice to be given to the Association shall be addressed to the registered address of the Association and if intended to be sent by post, it shall be by way of registered post and if transmitted by facsimile transmission shall also be confirmed by registered post. The notice is deemed to be duly served on the Association upon actual delivery of the registered post to the registered address of the Association.
- 21.6 Any notices to be delivery by hand to the Association shall only be deemed effective if its receipt is duly acknowledge by the Administration Office of the Association.

## CHAPTER 6

# FINANCE AND PROPERTY

### SECTION 22: FINANCE

- 22.1 The Association may when necessary solicit donations from the public.
- 22.2 The financial year of the Association shall start on first of January and end on thirty-first of December.
- 22.3 The financial year end accounts, invoices, receipts and so on that are compiled by the Treasurer shall be submitted for audit by external qualified auditor. After audited by the Central Committee, they shall be tabled in the General Meeting for discussion and pass.
- 22.4 All bank accounts of the Association shall only be valid upon signing by one (1) member each from Group A and Group B.
- 22.4.1 Chairman, Deputy Chairman and Vice Chairmen of Group A; and
- 22.4.2 Treasurer and Assistant Treasurer of Group B.
- 22.5 The Secretary-General shall be the approver of all payments.

## **SECTION 23: AUDIT**

- 23.1 The year-end account shall be audited by the qualified external auditor that is approved by the Government and appointed by the General Meeting of the Association.
- 23.2 The term of office for the qualified external auditor shall be three (3) years. They are eligible to be re-elected and to hold the position.
- 23.3 The audit report and proposal shall be submitted to the General Meeting after the account for the whole financial year is audited by the qualified external auditor.

## **SECTION 24: PROPERTY**

- 24.1 Subject to the provisions of this constitution, all immovable properties of the Association shall be registered under the name of the Association and all instruments relating thereto shall be executed by the following three (3) office-bearers, namely the Chairman, Secretary-General and Treasurer whose identity(ies) are duly authenticated by a certificate of the Registrar of Societies.
- 24.2 Unless duly authorised by a resolution of at least ten (10) state members together with at least forty-seven (47) representatives present and voting at the General Meeting, the designated officer-bearers shall not sell, transfer or mortgage or deal with the properties of the Association in any manner whatsoever.

## CHAPTER 7

# DISSOLUTION

### **SECTION 25: DISSOLUTION**

- 25.1 The dissolution of the Association shall be approved by at least ten (10) state members together with at least forty-seven (47) representatives at the General Meeting. The dissolution shall only be valid upon approval of the Registrar of Societies.
- 25.2 If the Association is dissolved under Article 25.1 herein, the Association shall settle all the lawful liabilities first and the remaining monies and assets shall be administered in accordance to the decision made by the General Meeting in the dissolution of the Association.
- 25.3 The procedure for dissolution shall be done in accordance to the Societies Act 1966 and other relevant regulations made thereunder and the notice of dissolution shall be submitted to the Registrar of Societies within fourteen (14) days of its dissolution.



## CHAPTER 8

# APPENDIX

### **SECTION 26: IMPLEMENTATION AND AMENDMENT**

26.1 In the event that there is any constitutional inadequacies, they shall be amended after have been passed by at least eight (8) state members together with at least thirty seven (37) representatives at the General Meeting and duly approved by the Registrar of Societies. Any amendment to the constitution shall be forwarded to the Registrar of Societies within sixty (60) days of being passed by the General Meeting.

### **SECTION 27: INTERPRETATION**

27.1 Without contravening any provision of the rule made thereunder, the Central Committee shall have the rights:

27.1.1 To interpret this rule or any ambiguous or dispute part and the members of the Association shall be subject to the interpretation made thereunder; and

27.1.2 The Central Committee shall have the right to deal with ambiguous matters stated herein that can affect the Association.

27.2 If there is any dispute pertaining to the interpretation or words in the rules, regulations, instructions and procedures made thereunder, the decision made by the Central Committee shall be the final decision and this matter shall not be brought before the Court.

27.3 This constitution is written in the Chinese and English. In the event of any discrepancy or contradiction between the two versions, the English version shall prevail.

## CHAPTER 9

# EMBLEM

### SECTION 28: EMBLEM

#### 28.1



28.2 The Association's emblem is composed of both symbol and standard wordmark. The symbol of the Association is an image of flaming torch, which reflects the ethnic identity, cultural heritage, aspiration for peace, harmonious cooperative effort and solidarity. The ultimate significance of this symbol is the passing of the Dong Zong's mission from one generation to another. The standard wordmark is made up of "Dong Zong", which is written in both traditional Chinese and English, reflecting the Dong Zong's sustainable development, projection beyond the present and into the future.

28.3 The Association's emblem has a combination of colours, i.e. purple, red, orange and yellow. The colour combination represents the Dong Zong's spirit of looking forward to the future, leading with vision, ultimate mission and value realization.

28.4 The Association's emblem is defined as follows:

28.4.1 Flame: The design of flame which is kept burning by leaning to the right. It symbolizes the Dong Zong's spirit of moving forward into the future;

28.4.2 Flaming torch: The stable flaming torch signifies that Dong Zong has a solid foundation which supports its projection into the future. The purplish red colour symbolizes the stability, perseverance and pride;

28.4.3 The dynamic S curve symbolizes the vitality and power; and

28.4.4 The overall flaming torch design shows a person who carries the flaming torch while running forward, which signifies that Dong Zong has continuous spirit of making progress and passing on its vitality from one generation to another.

**NOTE:**

The constitution had been previously amended, duly passed at the General Meeting and approved by the Registrar of Societies, Malaysia on the following date:

No	Date of General Meeting	Effective Date
1	10 September, 1978	26 April, 1979
2	22 November, 1981	7 March, 1984
3	30 June, 1984	21 January, 1985
4	27 November, 1988	9 March, 1989
5	26 June, 1994	30 September, 1994
6	30 June, 1996	27 December, 1996
7	4 October, 1998	24 February, 1999
8	4 July, 1999	3 January, 2000
9	12 June, 2011	11 October, 2011
10	15 July, 2012	13 August, 2012
11	26 June, 2016	5 September, 2016

**REMARKS:**

This amended constitution was adopted by the Extraordinary General Meeting of Dong Zong held on 26 June, 2016 and approved by the Registrar of Societies, Malaysia on 5 September, 2016.



附录

**第30届（2015年至2018年）  
董总中央委员会  
常设小组的任务与职责**

# 第30届（2015年至2018年） 董总中央委员会会务规划与 策略委员会任务与职责

## 1. 名称：

1.1 董总中央委员会会务规划与策略委员会。

## 2. 任务：

2.1 会务规划与策略委员会为董总中央委员会属下常设小组的委员会之一，履行董总中央委员会赋予的任务；

2.2 策划与推动会务的发展；

2.3 督导行政部的业务，评估行政部职员的工作绩效；

2.4 审核董总年度工作计划和财务预算，并提呈至董总中央常务委员会会议和董总中央委员会会议接纳与通过。

## 3. 成员：

3.1 主任1名，董总秘书长为当然主任，由董总中央委员会委任之，任期至届满为止。

3.2 委员若干名，由董总中央委员会从中央委员中推选并委任之，任期至届满为止。

## 4. 职责：

4.1 委员会主任直接向董总中央常务委员会和董总中央委员会负责，以及负责召集本委员会委员规划董总的业务发展与改革事务；

4.2 委员会委员负责提供意见。

## 5. 会议：

5.1 本委员会每年最少召开2次会议。

（经2016年3月5日第30届董总中央委员会第3次会议通过与接纳）

# 第30届（2015年至2018年） 董总中央委员会 政府事务委员会任务与职责

## 1. 名称:

1.1 董总中央委员会政府事务委员会。

## 2. 任务:

- 2.1 政府事务委员会为董总中央委员会属下常设小组的委员会之一，履行董总中央委员会赋予的任务；
- 2.2 加强与政府机构的联系，代表本会出席相关活动。必要时，传达董总中央委员会对华教课题的看法和立场。

## 3. 成员:

- 3.1 主任1名，由董总中央委员会从中央委员中推选并委任之，任期至届满为止。
- 3.2 委员若干名，由董总中央委员会从中央委员中推选并委任之，任期至届满为止。

## 4. 职责:

- 4.1 委员会主任直接向董总中央常务委员会和董总中央委员会负责，以及负责召集委员会会议；
- 4.2 委员会委员负责支援和提供意见。

## 5. 工作目标:

- 5.1 加强政府机构对董总的认识。
- 5.2 提升董总在政府机构的形象。
- 5.3 加强董总与政府机构的联系。

## 6. 会议:

- 6.1 本委员会每年最少召开2次会议。

（经2016年3月5日第30届董总中央委员会第3次会议通过与接纳）



# 第30届（2015年至2018年） 董总中央委员会 国民型中学委员会任务与职责

## 1. 名称：

1.1 董总中央委员会国民型中学委员会。

## 2. 任务：

- 2.1 国民型中学委员会为董总中央委员会属下常设小组的委员会之一，履行董总中央委员会赋予的任务；
- 2.2 掌握国民型中学的办学现况，并且关注国民型中学在办学上面对的问题；
- 2.3 加强与其他关心国民型中学发展的团体的联系，代表本会出席相关活动。必要时，传达董总中央委员会对国民型中学课题的看法和立场。

## 3. 成员：

- 3.1 主任1名，由董总中央委员会从中央委员中推选并委任之，任期至届满为止。
- 3.2 委员若干名，由董总中央委员会从中央委员中推选并委任之，任期至届满为止。

## 4. 职责：

- 4.1 委员会主任直接向董总中央常务委员会和董总中央委员会负责，以及负责召集委员会会议；
- 4.2 委员会委员负责提供意见。

## 5. 会议：

- 5.1 本委员会每年最少召开2次会议。

（经2016年3月5日第30届董总中央委员会第3次会议通过与接纳）

# 第30届（2015年至2018年） 董总中央委员会 ISO督导委员会任务与职责

## 1. 名称：

1.1 董总中央委员会ISO督导委员会。

## 2. 任务：

2.1 ISO督导委员会为董总中央委员会属下常设小组的委员会之一，履行董总中央委员会赋予的任务；

2.2 统筹与规划管理体系的建立和持续督导。

## 3. 成员：

3.1 主任1名，由董总中央委员会从中央委员中推选并委任之，任期至届满为止。

3.2 委员若干名，由董总中央委员会从中央委员中推选并委任之，任期至届满为止。

## 4. 职责：

4.1 策划本会质量管理体系及资讯安全管理体系的管理活动；

4.2 针对推行实施和认证工作的顺利进行扮演督导角色；

4.3 监督质量管理体系及资讯安全管理体系的实施进展；

4.4 召开会议讨论各项质量和资讯安全方针及质量和资讯安全目标的达成状况。

## 5. 工作目标：

5.1 持续改进质量管理及资讯安全管理以优化组织运作。

## 6. 会议：

6.1 委员会每年最少召开1次会议。

（经2016年3月5日第30届董总中央委员会第3次会议通过与接纳）

# 第30届（2015年至2018年） 董总中央委员会 资产投资与管理委员会 任务与职责

## 1. 名称：

1.1 董总中央委员会资产投资与管理委员会。

## 2. 任务：

2.1 资产投资与管理委员会为董总中央委员会属下常设小组之一，履行董总中央委员会赋予的任务；

2.2 进行策划投资与拟定妥善管理本会资产的方案。

## 3. 成员：

3.1 主任1名，董总财政为当然主任，由董总中央委员会委任之，任期至届满为止。

3.2 委员若干名，由董总中央委员会从中央委员中推选并委任之，任期至届满为止。

## 4. 职责：

4.1 委员会主任直接向董总中央常务委员会和董总中央委员会负责；

4.2 委员会主任负责召集本委员会委员进行讨论本会资产投资与管理方案；

4.3 委员会委员负责提供意见。

## 5. 会议：

5.1 委员会每年最少召开1次会议。

（经2016年5月15日第30届董总中央委员会第4次会议通过与接纳）