

PERLEMBAGAAN BAGI

PERSATUAN PENGURUSAN PEMBERSIHAN MALAYSIA (MALAYSIAN ASSOCIATION CLEANING MANAGEMENT)

(PPM-006-14-07041994)

Klausa 1 NAME

(1) The Association shall be known as

PERSATUAN PENGURUSAN PEMBERSIHAN MALAYSIA (MALAYSIAN
ASSOCIATION OF CLEANING MANAGEMENT)

Hereinafter referred to as the Association.

(2) Meaning of name : THE ASSOCIATION REPRESENT CLEANING
CONTRACTORS, SUPPLIERS, MANUFACTURERS AND THOSE INVOLVED IN
CLEANING SERVICES.

(3) Level : LAIN-LAIN

Klausa 2 PLACE OF BUSSINESS

(1) The registered address is

K-KONSULT SECRETARIAL SDN.BHD, SUITE 9-13A, LEVEL 9, WISMA UOA II,
JALAN PINANG,
50450 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR

or at such other place as may from time to time be decided by the Committee; and the
postal address is

K-KONSULT SECRETARIAL SDN.BHD, SUITE 9-13A, LEVEL 9, WISMA UOA II,
JALAN PINANG,
50450 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR

(2) The registered and postal addresses shall not be changed without the prior approval of
the Registrar of Societies

Klausa 3 OBJECTIVE

The objectives of the Association are as follows;

- a. to upgrade the image of the cleaning industry by creating professionalism thereby promoting healthy growth of the industry;
- b. to help resolve industry related problems jointly. example labor shortage, price war, bad

- paymaster, bad debts, incompetent suppliers;
- c. to study all aspects of contract cleaning with a view to co coordinating and promoting the general cleaning development;
 - d. to improve the standards of service, technical knowledge and skills of people who are involved in this industry by providing education and training through a diversity of methods, e.g. from lectures to publication, competition etc.;
 - e. researching management methods and proposing improved management technique to fellow members; collecting and distributing statistics and other information related to the cleaning industry;
 - f. advising members on solution to problems relating to the management of employees and workmen;
 - g. seeking representation on public and semi-public bodies associated with the cleaning industry (e.g. Ministry of Environment);
 - h. representing members individually or collectively in dealing with other organizations, semi-government bodies, government departments and the like. Areas in which this related services may help members include contracts, finance, hire purchase etc., by furnishing letter of recommendation to those worthy of it;
 - i. resolving differences between members of the Association and acting arbitrators in disputes with third parties; and
 - j. to regulate standard set of guidelines on costing standards for the cleaning contracts.

Klausu 4

MEMBERSHIP

4. MEMBERSHIP QUALIFICATION

4.1. Members of the Association shall consist of :-

a. Ordinary Corporate member

Cleaning companies legally registered in Malaysia shall be eligible for ordinary corporate members.

b. Ordinary Individual member

Individual working in cleaning company legally registered in Malaysia shall be eligible for ordinary individual members subject to maximum of five (5) individuals from same company.

c. Associate Corporate member

Companies related to the cleaning industry; such as janitorial suppliers, support services and building / facilities management shall be eligible for associate corporate members.

d. Associate Individual member

Individual working in companies related to the cleaning industry; such as janitorial suppliers, support services and building / facilities management shall be eligible for associate individual members subject to maximum of five (5) individuals from same company.

4.2. Application for membership shall be made on the prescribed forms of the Association and shall be proposed by a member. The application shall be submitted by the secretary to

the Executive Committee for approval. The Executive committee may at its discretion reject any application without assigning any reasons therefore.

Klausua 5

RESIGNATION & TERMINATION

5. RESIGNATION

- a. A member who wishes to resign from the Association shall give two weeks notice to the Secretary in writing for submission to the Executive committee for consideration.
- b. All monies already paid up shall not be refundable to a member who resigns.

6. DISMISSAL

- a. A member who contravenes the rules of the Association or is unwilling to carry out the resolution of the General Meeting or the Executive Committee Meeting or upon due investigation, is found to have tarnished the good reputation of the Association or to have misbehaved, shall be dismissed from the membership by the Executive Committee.
- b. A member who is dismissed may appeal to the General Meeting. The decision of the General Meeting is final and the matter shall not be brought up in court.
- c. A member whose company is being winded up or declared a bankrupt will cease to become a member.
- d. All monies already paid up shall not be refundable to a member who is dismissed.

Klausua 6

SOURCE OF INCOME

6. FEES AND SUBSCRIPTION

- a. The fees are as follows:
 - i. Ordinary Corporate members
Entrance fee - RM 1000.00
Yearly fee - RM 250.00
 - ii. Ordinary Individual Members
Entrance fee - RM 1000.00
Yearly fee - RM 100.00
 - iii. Associate Corporate Members
Entrance fee - RM1000.00
Yearly fee - RM 250.00
 - iv. Associate Individual Members
Entrance fee - RM1000.00
Yearly fee - RM 100.00
- b. The yearly subscription shall be payable to the Treasurer in advance before the 1st of January each year.
- c. Entrance fee will be made in one (1) full payment and one (1) time only, provided the yearly fee does not lapse more than 3 months in a calendar year.
- d. Members whose yearly fee are not paid in full by the end of December of the year shall receive a reminder letter from the Secretary and their rights and privileges as a member may be suspended until otherwise payment have been made. The membership shall, automatically cease after three months thereof and their reentered fee shall be fixed by Executive Committee members.

- e. Life membership shall be open to ordinary members who are admitted as an ordinary member for at least one year with the Association. Every such application shall be accompanied by registration fee of RM1,500.00. Life membership shall be limited to 10 only and subject to changes as prescribed by the Association from time to time.
- f. As and when necessary, members may be called upon to give donation for particular purposes as the Association in General Meeting or in Executive Committee Meeting may from time to time resolve.
- g. Associate members shall not have voting rights, but can be appointed as sub-committee in the execution of any activities in the Association.
- h. The yearly fee for the members who joined in less than twelve (12) months during the calender year is payable based on a pro rata rate of the yearly fees.

Klausa 7

GENERAL MEETING

7. GENERAL MEETINGS / ANNUAL GENERAL MEETINGS

An Annual General Meeting shall be convened before the 30th day of June each year.

Functions of Annual General Meeting

- a. To receive the Executive Committee's report on the workings of the Association during the previous year.
- b. To receive the Treasurer's report and the audited accounts of the Association for the previous year.
- c. In an election year, to elect Executive Committee members and to appoint an external auditor.
- d. To appoint Honorary Legal Advisers, Patrons, Honorary Advisers and other honorary positions.
- e. Whenever necessary, to alter and amend the Rules of Association.
- f. To deal with such other matters as may be put before it.

7.1. PROCEDURES FOR CONVENING ANNUAL GENERAL MEETING

Notice of the Annual General Meetings, stating the date, the time and the place of the meeting, together with the audited accounts of the Association for the previous year, shall be sent by the Secretary to all the members not later than 14 days before the date fixed for the meeting. The accidental omission to give notice of the meeting to any member or the non-receipt of the notice of the meeting by any member shall not invalidate the proceedings of the meeting.

7.2. QUORUM FOR THE ANNUAL GENERAL MEETING

For its proceedings to be valid and to constitute a quorum, the number of the representatives of ordinary members at an Annual General Meeting must be at least one half (1/2) of the ordinary members with voting right or twice the number of the Executive Committee members (whichever is lesser must be present at an Annual General Meeting for its proceeding to be valid and to constitute a quorum). If half an hour after the time appointed for an Annual General Meeting, a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Executive Committee or by the Secretary in consultation with the President. If a quorum is not present half an hour after the 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

rules of the Association or make decision affecting the interest of the whole membership.

7.3. EXTRAORDINARY GENERAL MEETING

All other General Meeting shall be known as Extraordinary General Meetings. An Extraordinary General Meeting may be convened under any of the following circumstances

- a. by the Secretary in consultation with the President; or
- b. whenever the Executive Committee deems it desirable; or
- c. at the joint request in writing by not less than 10 ordinary members, stating the ground for requesting such meeting.

7.4. QUORUM FOR EXTRAORDINARY GENERAL MEETING

a. The quorum for the Extraordinary General Meeting shall be the same as that for the Annual General Meeting. Notwithstanding the above, an Extraordinary General Meeting requisitioned in accordance with Rule (11c) hereof shall be cancelled if not quorum is present within one hour after the time appointed for such meeting and no Extraordinary General Meeting shall be requisitioned on the same ground until a lapse of at least six months from the date of cancellation. Those signing the request must be present in full force to enable the proceeding to be valid. Otherwise the Extraordinary General Meeting so requisitioned shall be cancelled.

b. Within 30 days of the receipt of a requisition to hold an Extraordinary General Meeting in accordance with Rule (11c) hereof, the Secretary must convene the meeting, failing which those requesting the meeting shall be empowered to jointly sign and send out notices for the meeting which shall be deemed valid. At least 14 days' notice shall be given to all members before the date fixed for an Extraordinary General Meeting. The quorum of the Extraordinary General Meeting shall be the same as for an Annual General Meeting.

Klausur 8

COMMITTEE

13. EXECUTIVE COMMITTEE MEETING

- a. The function of the Executive Committee Meeting is to organize and supervise the day-to-day activities of the Association and to make decisions on matters affecting its running within the general policy laid down by the General Meeting.
- b. All Executive Committee members and every other officer performing executive function in the Association shall be Malaysian citizens.
- c. An Executive Committee Meeting shall be held at least once in three months.

14. PROCEDURE FOR CONVENING EXECUTIVE COMMITTEE MEETING

Notice of the Executive Committee Meeting, stating the date, the time, the agenda and the place of meeting, shall be sent by the Secretary to all Executive Committee members not later than seven (7) days before the date fixed for the meeting. The accidental omission to give notice of the meeting to any Executive Committee member or the non-receipt of the notice by any Executive Committee member shall not invalidate the proceeding at any meeting.

15. QUORUM FOR EXECUTIVE COMMITTEE MEETING

At least half of the total number of Executive Committee members must be present to form a quorum. If a quorum is not present at the time appointed for the meeting, the Chairman shall adjourn the meeting for one hour. Proceedings at such adjourned meeting shall be

valid irrespective of quorum.

16. REPLACEMENT OF EXECUTIVE MEMBER

In the event of resignation or dismissal of Executive Committee member, the Executive Committee shall have the power to co-opt any other representative of the member to fill in the vacancy until the next election.

17. ORGANISATION AND TERMS OF OFFICE

EXECUTIVE COMMITTEE

Every two (2) years, the Annual General Meeting shall elect by majority vote the following Executive Committee

- One (1) President
- One (1) Deputy President
- One (1) Vice President
- One (1) Secretary
- One (1) Assistant Secretary
- One (1) Treasurer
- One (1) Assistant Treasurer
- Six (6) Ordinary Committee Members

18. All Executive Committee members shall serve in an honorary capacity for a term of two years and shall be eligible for re-election except for the post of President and Deputy President, who shall serve for not more than 2 terms or 4 years. An Executive Committee member may not concurrently hold more than one office at the same time.

Klausur 9

DUTIES OF OFFICE BEARERS

9. DUTIES OF OFFICE BEARERS

- a. The President shall during his term of office preside at all general meetings and all meetings of the Committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Secretary and the Treasurer, sign all cheques on behalf of the Association.
- b. The Deputy President shall deputise for the President during the latter's absence.
- c. The Secretary shall conduct the business of the Association in accordance with the rules, and shall carry out the instructions of the General Meeting and the committee. He shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. He shall attend all meetings and record of all proceedings, He shall maintain a proper membership register of all members consisting of details such as name, identity card number, date / place of birth, occupation, name / address of employer and residential address. In conjunction with the President and the Treasurer, he shall sign all cheques on behalf of the Association.
- d. The Treasurer shall be responsible for the finance of the Association. He shall keep accounts of all transactions and shall be responsible for their correctness. He shall, in conjunction with the President and the Secretary sign all cheques on behalf of the Association.
- e. The Ordinary Committee members shall carry out such duty as directed by the

President or the Committee.

Klausua 10 FINANCIAL PROVISION

10. FINANCIAL PROVISIONS

- a. Subject to the following provisions in this rules, the funds of the Association may be expanded for any purpose necessary for the carrying out of its objectives, including the expenses of its administration, the payment of salaries, allowance and expenses of its office bearers and paid staff, and the audit of the accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.
- b. The Treasurer may hold a petty cash advance not exceeding RM500.00 at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Committee. The bank account shall be in the name of the Association.
- c. All cheques or withdrawal notices on the Associations account shall be signed jointly by the President (or in his absence the Deputy), the Secretary and the Treasurer. In the absence of the Secretary or the Treasurer, the Committee shall appoint one of its members' to sign in his place.
- d. No expenditure exceeding RM5,000.00 in any one month shall be incurred without the prior sanction of the Committee subject to a balance of not less than RM20,000 in the account.
- e. As soon as possible after the end of each financial year i.e 31st of December, a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by the Auditors appointed under rule (10). The audited accounts shall be submitted for the approval of the the next Annual General Meeting and copies shall be made available at the registered place of business of the Association for the perusal of members.

Klausua 11 AUDITORS

11. EXTERNAL AUDITOR

Every two (2) years, the Annual General Meeting shall appoint a qualified accountant to audit the Association's account and to prepare a written financial report for adoption by the Annual General Meeting. The External Auditor shall not be a member of the Executive Committee

Klausua 12 PROPERTY ADMINISTRATOR

NIL

Klausua 13 INTERPRETATION

13. INTERPRETATION OF THE RULES

- a. Between annual general meetings, the Committee shall interpret the rules of the Association and when necessary, determine any point which the rules are silent.
- b. Except where they are contrary to or inconsistent with the ploicy previously laid down

by the General Meeting, the decisions of the committee shall be binding on all members of the Association unless and until countermanded by a resolution of a General Meeting.

Klausula 14 ADVISOR/PATRON

NIL

Klausula 15 PROHIBITION

NIL

Klausula 16 AMENDMENTS OF RULES

24. AMENDMENTS OF RULES

These rules may not be altered or amended except by resolution of a general meeting. Such alterations shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the rule shall be forwarded to the Registrar of Societies within 28 days of being passed by the general meeting.

Klausula 17 DISSOLUTION

- a. The Association may be voluntarily dissolved by a resolution of not less than three fifths of the total ordinary membership.
- b. In all event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by a General Meeting.
- c. Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

LAMPIRAN

1. Lambang



Keterangan Lambang: