

CONSTITUTION

PERSATUAN SYSTEMIC LUPUS ERYTHEMATOSUS MALAYSIA (THE MALAYSIAN SYSTEMATIC LUPUS ERYTHEMATOSUS ASSOCIATION)

(PPM-001-10-09061994)

CLAUSE 1 NAME

1. The Association shall be known as

PERSATUAN SYSTEMIC LUPUS ERYTHEMATOSUS MALAYSIA, in short PERSATUAN SLE MALAYSIA (THE MALAYSIAN SYSTEMIC LUPUS ERYTHEMATOSUS ASSOCIATION, in short, THE MALAYSIAN SLE ASSOCIATION)

Hereinafter referred to as "the Association".

2. Meaning of name:

3. Level: Kebangsaan

CLAUSE 2 ADDRESS

1. The registered address is.

**3RD FLOOR, BANGUNAN SULTAN SALAHUDDIN ABDUL AZIZ
SHAH, 16,
JALAN UTARA
46200 PETALING JAYA
SELANGOR**

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

**3RD FLOOR, BANGUNAN SULTAN SALAHUDDIN ABDUL AZIZ
SHAH, 16,
JALAN UTARA
46200 PETALING JAYA
SELANGOR**

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

CLAUSE 3 OBJECTIVE

The Association shall be a charitable organisation, and it shall not be conducted for profit or gain, and no part of its earnings shall be used for the benefit of any individual, firm or corporation.

1. To provide social and psychological support and financial assistance to needy SLE patients and members of their family irrespective of their race, religion and creed.

2. To promote understanding of Systemic Lupus Erythematosus (SLE) and the related Mixed Connective Tissue Disease (MCTD) amongst patients, their families and the community at large.
3. To collect, compile and disseminate information regarding causes, prevention, research programmes and available aids to combat SLE and related MCTD.
4. To operate as a resource base for Information and literature regarding SLE and related MCTD.
5. To encourage and promote research and other activities relating to the prevention, diagnosis, cause and treatment of SLE and related MCTD.
6. To promote financial support for research, training and health care services for SLE and related MCTD.
7. To establish and operate projects rendering service to persons suffering from SLE and related MCTD.
8. To co-operate with all relevant public and private agencies and services for persons suffering from SLE and related MCTD.
9. To recommend and assist in the formation of such legislation as may be required to assist and improve services to those suffering from SLE and related MCTD.
10. To campaign for, receive, hold and apply funds, gifts, bequests and endowments or proceeds thereof to any of the purposes described in these objectives.
11. To foster co-ordination and development of all activities in relation to SLE and related MCTD.

CLAUSE 4 MEMBERSHIP

APPLICATION

1. Application for membership shall be made via an application form prescribed by the Executive Committee. It shall be the right and duty of the Executive Committee to consider and if satisfied, approve applications.
2. Every applicant for membership shall upon approval pay the prescribed subscription fee. The said fee shall from time to time be varied at a General Meeting subject to the approval of the Registrar of Societies.
3. Annual subscription shall be payable in advance in the month of January of each year.
4. Members whose subscriptions are in arrears for three (3) months shall be notified in writing to settle their dues. If such members fail to settle their arrears within one (1) month of such notice, the Executive Committee may

decide either to cancel membership or to suspend membership of defaulting members until their outstanding accounts are paid in full.

MEMBERSHIP

Members of the Association shall be life members, corporate members or honorary members

1. Any person of at least 18 years of age residing in Malaysia willing to promote the objectives of the Association shall be entitled to apply for membership of the Association.

2. Any person under eighteen (18) years of age (i.e. a minor) with the consent in writing of his/her parent or guardian, may apply for junior membership of the Association. Such junior members shall have no voting rights and shall not hold any office or post as defined in these Rules.

Life Members

All persons may apply for life membership of the Association and shall upon approval pay a membership fee of RM50.00 in full. All life members, with the exception of minor life members, shall have the right to vote and hold office.

Corporate Members

All firms, companies, organisations and institutions who subscribe to the objectives of the Association shall be entitled to apply for corporate membership of the Association and shall upon approval pay a minimum subscription fee of RM500.00 per annum. Corporate members shall have no voting rights and may not hold any office or post as defined in these Rules.

Honorary Members

Honorary membership shall be conferred to persons who have made notable contributions towards the objectives of the Association, and they shall be elected to such membership by voting rights and may not hold any office or post as defined in these Rules.

CLAUSE 5 RESIGNATION AND TERMINATION

1. Committee Members who absent themselves from three (3) consecutive meetings without satisfactory explanation will be asked to vacate their position as Committee Officials unless they have informed the President of their inability to attend such meetings.

2. In the event of vacancies to the Committee being for any reason, the Committee shall be empowered to fill in the vacancies until the next General Meeting.

3. Members who would like to terminate their membership should provide a notice to cancel their membership 2 weeks in advance and settle all the outstanding membership fees.

4. The membership of members who failed to comply with the Constitution or behaved in a manner that tarnished the reputation of the Association are liable to be terminated or suspended for a period deemed appropriate by the Executive Committee. Prior to the termination or suspension, the reasons for the termination or suspension should be communicated in writing. The abovementioned member will be given 30 days from the date of termination notice to submit an explanation and defense. The termination or suspension should be executed unless the decision was deferred or cancelled during the Annual General Meeting, due to a plea against the member.

CLAUSE 6 SOURCE OF INCOME

1. By campaigning for, receive, hold and apply funds, gifts, bequests and endowments or proceeds thereof.

2. At least 70% (or percentage as may be approved by the Director General of Inland Revenue, Malaysia) of income and donations received in any year must be spent in the following year towards achieving the objectives of the Association.

CLAUSE 7 GENERAL MEETING

ANNUAL GENERAL MEETING

The annual General Meeting of members shall be held between the 1st of March to 30th of June in each year. The following points must be considered at the Annual General Meeting:

1. The previous year's audited account
2. The report of the committee
3. Election of office-bearers and auditors
4. Amendments to rules, if any.

NOTICES OF GENERAL MEETINGS

1. The Honorary Secretary shall give at least fourteen (14) days' notice in writing of all General Meetings specifying the time, day, place and agenda to the members.

2. A copy of the audited annual accounts of the previous year shall be attached to the notice of the Annual General Meeting.

3. Any member wishing to place an item on the agenda, must give the Honorary Secretary notice in writing giving details of the item seven (7) days before the date of the meeting.

RECEIPT OF NOTICE

A notice may be given personally or sent by post to members. Service of notice by post shall be deemed effective if proper posting procedure is followed.

QUORUM AT GENERAL MEETING

1. The quorum for any General Meeting of the Association shall be one-half (1/2) of the total voting membership or twice (2x) the number of Committee Members present whichever is the less.

2. In the event of there being no quorum, the meeting shall be postponed thirty (30) minutes and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make addition to any of the existing Rules.

PROCEEDINGS AT GENERAL MEETINGS

1. The President may, if requested, adjourn a meeting. Residual business may be finalised at the next General Meeting.

2. At any General Meeting, a resolution put to the vote shall be decided by a show of hands. This declaration shall be called as carried, carried unanimously or lost by the President and so recorded by the Honorary Secretary in the minutes.

3. In case of equal votes from a show of hands, the President shall have a casting vote.

4. Each member eligible to vote shall have one vote.

EXTRAORDINARY GENERAL MEETING

1. Upon a written request bearing the signature of not less than five percent (5%) of the voting members, an Extraordinary General Meeting may be held by the President or in his/her absence the Vice-President shall convene such meeting within one (1) month of the said member's request.

2. Or, the Extraordinary General Meeting may also be convened whenever the Committee deem necessary.

CLAUSE 8 COMMITTEE

THE EXECUTIVE COMMITTEE

Officials

The Association shall be governed by the Executive Committee comprising:

1. A President;

2. A Vice-President;
3. An Honorary Secretary;
4. An Honorary Treasurer; and
5. Ten (10) ordinary committee members.

At least 50% of the members of the Executive Committee are members other than the founder members, who shall include at least a prominent citizen who has performed outstanding services to the community at large and representatives from the government.

The benefits of the Association shall not be enjoyed by the members of the Executive Committee including their immediate family and staff of the Association.

Election of Officials

1. Nomination for the election of Executive Committee Members shall be proposed and seconded at the Annual General meeting and their election shall be by a majority vote.
2. All office bearers shall be elected once every two (2) years and hold office for not more than three (3) consecutive terms. The same person may not be elected as Honorary Treasurer for more than two (2) consecutive terms.

COMMITTEE MEETINGS

1. An Executive Committee meeting shall be held as often as may be required but not less than once every three (3) months. At least five (5) days' notice shall be given to Committee members.
2. The quorum for the Executive Committee meeting shall not be less than four (4). In the absence of a quorum, the meeting shall be adjourned fifteen (15) minutes and those present shall be considered as a quorum.
3. Questions arising at Committee Meetings will be decided by majority vote. In case of equal votes, the President shall have a casting vote.

CLAUSE 9 DUTIES OF OFFICE BEARERS

The duties of the office-bearers shall be as follows:

1. The President shall function as the chairperson and preside at all the meetings of the Association. He/she shall be responsible for the proper conduct of the meeting.
2. When the President is absent, the Vice-President shall act as the chairperson of the meeting.
3. The Honorary Secretary shall:
 - i. Record minutes of all General and Committee meetings;
 - ii. Conduct all correspondence on behalf of the Committee and Association;
 - iii. Keep a register of all members of the Association;
 - iv. Be a repository of all reports and records of the Association;

v. At all times carries out the directions of the Association and the decision of the Executive Committee

4. The Honorary Treasurer shall:
 - i. Keep proper books of accounts and submit a statement of accounts at each Executive Committee meeting;
 - ii. Prepare the annual statement of accounts at the close of the financial year ending 31st December;
 - iii. Generally be responsible for the administration of the finance of the Association.
5. The Ordinary Committee Members shall perform such duties as directed by the Committee.

The Executive Committee shall have the power to authorise the expenditure of any sum of money standing to the credit of the Association for the purpose of achieving the objectives of the Association.

CLAUSE 10 FINANCIAL PROVISION

1. The financial year of the Association shall be from 1st of January to 31st December.
2. All monies standing to the credit of the Association shall be paid into a Bank approved by the Executive Committee.
3. Cheques and other documents for the withdrawal of funds in the Bank standing to the credit of the Association shall be signed by the Honorary Treasurer and one other person who shall be either:
 - i. the President; or
 - ii. the Honorary Secretary
4. Subject to the following provisions in the Constitution, the funds in the Association could be utilised for matters beneficial for the Association to achieve its objectives, including but not limited to administrative expenditure, staff costs, professional fees, funds for patients, SLE awareness event expenditure and rental expenses.
 - i. The Honorary Treasurer is allowed to hold cash in hand up to an amount of RM3,000 in HQ and in chapters at RM1,500 at any given point of time. Any exceeding amounts are required to be banked into the Association's bank account within 5 working days.
 - ii. Thresholds for financial approvals are as follows to ensure transparency and accountability.
 - a) Payments Exceeding RM1,000
Must be approved by the Executive Committee.
 - b) Single Payments Exceeding RM100,000
Will require the Society to convene an Extraordinary General Meeting (EGM) with quorum, for approval.
 - c) Payments RM1,000 and below
Must be approved by the

- (i) Honorary Treasurer and;
- (ii) President and / or the Honorary Secretary

CLAUSE 11 AUDITORS

1. The Annual General Meeting is to appoint a firm of auditors to audit the account of the Association. The firm may be a sole-proprietorship, partnership or company.
This will be the Association's external auditor.
2. The External Auditor shall audit the Association's account for the period within the tenure of their office and prepare an audited report.
3. A copy of the audited accounts of the Association shall be forwarded to the Director General of Inland Revenue of Malaysia.
4. The Annual General Meeting shall also elect one (1) person as the Internal Auditor. The Internal Auditor must not be a member of the Executive Committee and shall hold office for the period of two (2) years from the date of election. The same person shall not be elected as Internal Auditor for more than two (2) consecutive terms.
5. The Internal Auditor shall report to the Executive Committee.

CLAUSE 12 PROPERTY ADMINISTRATOR

1. All fixed assets belonging to the Association should be registered under the name of the Association and all the property transaction execution letters are treated as valid and enforceable as long as it was executed between a rightful owner and three office bearers whereby their election are certified via a certificate issued by Registrar of Societies, and sealed with the Associations Stamp.
2. All fixed assets belonging to the Association cannot be sold, auctioned, called back or have its ownership transferred prior to the approval in a General Meeting.

CLAUSE 13 INTERPRETATION

1. During the period between two General Meetings, the Executive Committee could provide its interpretation to the Constitution and, if required, could decide on matters which are not clear within the Constitution.
2. Except for matters that are against or not aligned with the policies determined during the General Meeting, the Executive Committee's decisions are final, provided that they are not altered during a General Meeting.

CLAUSE 14 ADVISOR / PATRON

The Executive Committee, if required, could appoint person(s) who are qualified to be Advisors or Patrons to the Association with the condition that written consent has been obtained from the person(s).

CLAUSE 15 PROHIBITION

1. Gambling of any kind such as the playing of paikow or mahjong, whether for stake or not, is forbidden in the Association's premises. The introduction of materials for gambling or drug taking and/or bad characters into the premises is prohibited.
2. The funds of the Association shall not be used to pay the fines of members who have been convicted in court,
3. The Association shall not attempt to restrict or, in any other manner, interfere with trade or prices or engage in any trade union activity as defined in the Trade Union Ordinance, 1959.
4. The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, the Committee or its members except for the purposes of collecting funds for the promotion of welfare and other social services for which proper licence has been obtained.
5. The Association shall not turn to account any interest in the Association's properties for commercial purposes.
6. A university or university-college student shall not be eligible for membership unless prior approval in writing is obtained from the vice-chancellor of the university concerned.
7. The income and property of the Association whenever derived shall be applied solely the promotion of the objectives of the Association as set forth in the rules and regulations and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Association and no benefits shall accrue directly or indirectly to members otherwise than as members of the public for whom the objectives are intended.

CLAUSE 16 AMENDMENT OF CONSTITUTION

No alterations or additions to these Rules may be made except at the General Meeting by a two-third (2/3) majority of the voting members present. Such alterations shall not come into force without the prior sanction of the Director General of Inland Revenue, Malaysia and the approval of the Registrar of Societies. All applications to amend these Rules shall be made to the Registrar of Societies and the Director General of Inland Revenue, Malaysia within twenty-eight (28) days of its approval by the General Meeting.

CLAUSE 17 DISSOLUTION

1. This Association could be voluntarily wound up with the agreement of not less than three-fifth ($\frac{3}{5}$) of its total members who have voting rights in an Extraordinary General Meeting called for its winding up.

If a Wind-up process was called, all the Association's valid outstanding debts and obligations in accordance with the Constitution needs to be cleared and

the remaining funds should be settled in a manner agreed in the said General Meeting.

2. In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds shall be donated to the Government or to another charitable institution which is approved by the Director General of Inland Revenue, Malaysia. No part of the property or income is to be distributed to members of the Association.

3. Notice of dissolution shall be given within fourteen (14) days of the dissolution to the Director General of Inland Revenue, Malaysia.

CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag

-
Description

-

2. Logo



Description

The PSLEM logo portrays the butterfly icon as a world lupus symbol for growth, freedom, rebirth, new beginnings, and transformation. The butterfly is significantly one of common symptoms with a unique butterfly-like skin rash that appears over the cheeks and nose. Similarly, it embodies transformation of positivity and optimism, creating public awareness into wide understanding and turning a mysterious illness into a commitment to find cure. The clean and clear lines of 'S.L.E' compliment the typefaces of selection which bring passion and energy to our association. The logo used the signature colours of lupus internationally to show solidarity with them. The logo is an easily recognizable shade of deep purple, and is meant to attract.

3. Badge

-
Description

-