

RULES OF

Persatuan Khidmat Kejuruteraan Berdaftar untuk Bantuan Bencana, Malaysia

THE ASSOCIATION OF REGISTERED ENGINEERING SERVICES FOR DISASTER RELIEF, MALAYSIA (RedR Malaysia)

1. Name, Place of Business and Logo

- (1) The Society shall be known as ***Persatuan Khidmat Kejuruteraan Berdaftar untuk Bantuan Bencana Malaysia*** (the Association of Registered Engineering Services for Disaster Relief, Malaysia (hereinafter referred to as “the Society”).
- (2) The abbreviation of the name of the Society shall be “RedR Malaysia” and its logo shall be as depicted in Appendix 1 of the society rules.
- (3) The registered office of the Society shall be at Jabatan Pengairan dan Saliran Malaysia, Jalan Sultan Salahuddin, 50626 Kuala Lumpur, Malaysia. This shall also be its operating office and correspondence address. The registered office of the Society shall not be changed without the prior approval of the Registrar of Societies.

2. Vision, Mission and Objectives

RedR Malaysia shall be affiliated and accredited to the Registered Engineers for Disaster Relief International (RedR International).

(1) Vision

RedR Malaysia shares a common vision with RedR International towards:

A world in which sufficient competent and committed personnel are available and responding to humanitarian needs.

(2) Mission

RedR Malaysia also shares its mission with RedR International:

“to relieve suffering caused by disasters by selecting, training and providing competent personnel to humanitarian programmes world-wide”.

(3) Objectives

In performing this mission, RedR Malaysia shall be managed and operated with the following objectives:

- (a) Provide sufficient, competent and effective relief personnel to the front-line and provide personnel to local and international relief agencies if required.
- (b) Improve and maintain the competence of relief personnel.
- (c) Cooperate and work with other agencies to improve the availability of trained and competent relief personnel.

3. Activities

The Society shall include, but not necessarily be limited to, the following activities, which may be reviewed from time to time to suit local and international needs:

- (1) To maintain a register of qualified engineers and engineering services providers (collectively referred to as Members) who are prepared and willing to provide, at short notice, their engineering skills and knowledge for relief works in disaster areas.
- (2) To respond and despatch selected registered Members to disaster areas and provide relief works.
- (3) To provide training to prepare and improve competency levels of Members to live, survive and provide disaster relief works in disaster areas.
- (4) To maintain a state of preparedness to respond to emergencies and call for relief works.
- (5) To develop and maintain networking and support services with local and international humanitarian aid organizations as well as RedR International and its network of chapters around the world.

4. **Membership**

- (1) The membership in the Society shall be inclusive and open to any organisation or individual from the public or private sector as well as from the community at large who are practising engineers and engineering services providers prepared and willing to provide their services for relief works in disaster areas.
- (2) There shall be six grades of membership:
 - (a) **Individual Members** comprising Malaysian citizens who possess the necessary competence and the commitment to the RedR Malaysia and subscribe to the mission, vision and objectives of the Society
 - (b) **Institutional Members** comprising government agencies, institutions of higher learning, legally constituted professional institutions, non-government organisations, associations, firms, companies or any other similar body subscribing to the mission, vision and objectives of the society. All Institutional Members shall be only those established in Malaysia.
 - (c) **Life Membership** is for Malaysian citizen who opt to join as Life Member subject to one payment in lieu of annual subscriptions
 - (d) **Associate Members** comprising **non-Malaysians** who have the necessary competence and commitment to RedR Malaysia and subscribe to the mission, vision and objectives of the Society. Associate Members are **not eligible for transfer** to other grades of membership and are **not eligible to vote at general meetings and neither hold office** in the Executive Committee.
 - (e) **Institutional Partners** comprising government agencies, institutions of higher learning, legally constituted professional institutions, non-government organisations, associations, firms, companies or any other similar body subscribing to the mission, vision and objectives of the society. All Institutional Partners shall be those established in Malaysia only. Institutional Partners are exempted from paying entrance fees and subscriptions. They will neither have the right to vote nor hold office.

- (f) **Honorary Members** comprising persons distinguished in public life or by service to the society. Honorary membership shall only be conferred by the Executive Committee.
- (3) Only Institutional, Individual and Life Members have the right to vote at the general meetings. Each Institutional Member shall be entitled to nominate one representative to exercise all rights of membership.
- (4) Every application for membership shall be proposed and seconded by two existing Members and shall be forwarded to the Honorary Secretary who shall at the first convenient opportunity, submit it to the Executive Committee for approval. The Executive Committee may, at its discretion, reject any application without assigning any reason therefore.
- (5) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first annual subscription, be admitted as a Member of the Society and shall be entitled to all the privileges of membership.

5. Entrance Fees, Subscriptions and Other Dues

- (1) The entrance fees for membership in each grade shall be as follows:

Individual Member	RM 50 (RM Fifty)
Institutional Member	RM 2000 (RM Two Thousand)
Life Member (Individual Only)	RM 200 (RM Two Hundred)
Associate Member	RM 50 (RM Fifty)
Institutional Partner	Exempted
Honorary Member	Exempted

- (2) The annual subscription for membership in each grade of membership of the Society shall be as follows:

Individual Member	RM 50 (RM Fifty)
Institutional Member	RM 500 (RM Five Hundred)
Life Member (Individual Only)	Exempted
Associate Member	RM 50 (RM Fifty)
Institutional Partner	Exempted
Honorary Member	Exempted

- (3) The Executive Committee may by a two-third majority vote of its Members change any existing schedule of membership entrance or annual fees for all grades. No change in such fees shall be effective until after approval by the Registrar of Societies.
- (4) All annual subscriptions shall be payable to the Honorary Treasurer in advance before the end of March.
- (5) Any Member who allows his/her subscription to be in arrears for a period exceeding one (1) year, as stipulated in Rule 5(4), shall receive a written notification signed by or on behalf of the Honorary Secretary, and shall be denied the privileges of membership until full settlement of the account.
- (6) Any Member who allows his/her subscription to be in arrears for a period exceeding two (2) years, as stipulated in Rule 5 (4), shall automatically cease to be a Member of the Association.
- (7) The Executive Committee shall have the authority to determine a membership re-admission fee for any Member whose membership has ceased through arrears.
- (8) Special subscriptions or levies for particular purposes may be raised from Members by a resolution put forward and accepted at the general meeting of the Society.

6. Resignation

- (1) Any Member who wishes to resign from the Society shall give two weeks notice in writing to the Honorary Secretary and shall pay up all dues.

7. Disciplinary Proceedings

- (1) Any Member who has violated the Rules of the Society, or who is guilty of conduct which in the opinion of the Executive Committee is improper or prejudicial to the best interests of the Society, shall be referred to the Disciplinary Board. The Board shall comprise of three (3) Members appointed by the Executive Committee.
- (2) Prior to the consideration of any such case, the Disciplinary Board shall advise the Member of the charges against him, shall notify him of the time and place of such meeting of the Disciplinary Board at which his/her case is to be considered and shall invite him to present at such time a defence either in person or in writing.

- (3) All decisions relating to discipline shall be by a majority vote of the Disciplinary Board, except for a decision to expel a Member that shall require a unanimous vote of the Disciplinary Board.
- (4) Any Member who is unhappy with the decision of the Disciplinary Board can appeal to the Executive Committee whose decision shall be final.
- (5) In the case of expulsion, the Honorary Secretary shall notify the expelled Member and shall delete his/her name forthwith from the membership register.

8. General Meeting

- (1) The supreme authority of the Society is vested in a general meeting of the Members. At least one half of the total voting membership of the Society or the voting Members present represent twice the total number of Executive Committee Members, whichever is the lesser, must be present at a general meeting for its proceedings to be validated and to constitute a quorum.
- (2) If one hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding thirty (30) days) to be decided by the Executive Committee; and if a quorum is not present one hour after the time appointed for the postponed meeting, the Members present shall have power to proceed with the business of the day but they shall not have power to alter the rules of the Society or make decisions affecting the whole membership.
- (3) An Annual General Meeting of the Society shall be held before the end of March each year on a date and at a time and place to be decided by the Executive Committee. The business of the Annual General Meeting shall be:-
 - (a) To receive the Executive Committee's report on the activities of the Society during the previous year;
 - (b) To receive the Honorary Treasurer's report and the audited accounts of the Society for the previous year;
 - (c) To elect an Executive Committee for the ensuing two years period;
 - (d) To appoint Internal Honorary Auditors for the ensuing year;
 - (e) To appoint External Auditor for the ensuing year;
 - (f) To deal with such other matters as may be put before it.

- (4) The Honorary Secretary shall send to all Members, at least fourteen (14) days before the meeting, an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of Members.
- (5) An Extraordinary General Meeting of the Society shall be convened:-
 - (a) Whenever the Executive Committee deems it desirable; or
 - (b) At the joint request in writing of not less than twenty percent (20%) of the voting Members, stating the objects and reasons for such meeting.
- (6) An Extraordinary General Meeting requisitioned by Members shall be convened on a date within thirty (30) days of the receipt of such requisition.
- (7) Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Honorary Secretary to all Members at least seven (7) days before the date scheduled for the meeting.
- (8) Paragraphs (1) and (2) of Rule 8 regarding the postponement of an Annual General Meeting shall apply also to an Extraordinary General Meeting, but with the proviso that if no quorum is present after one hour from the time appointed for a postponed Extraordinary General Meeting requisitioned by Members, the meeting shall be cancelled, and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereafter.

9. Executive Committee

- (1) The office-bearers of the Society shall consist of an Executive Committee comprising the following and shall hold office for two years following elections:

A President

Two (2) Deputy Presidents

An Honorary Secretary

An Honorary Treasurer

Ten (10) Vice Presidents

- (2) Nominations for the above offices (***except for the post of the Honorary Secretary***) shall be proposed and seconded, and elections, held at the end of the two-year term of the office-bearers, will be by a simple majority vote of the Members at the Annual General Meeting. All office bearers of the society and any officer performing executive functions in the Society shall be Malaysian citizens.
- (3) The President elected shall hold office for a period of two years to be consistent with the term of office of the elected Members of the Executive Committee. The President is eligible to serve for a consecutive second term of two years only upon the recommendation of Executive Committee and ratified by a simple majority vote at the Annual General Meeting.
- (4) The Honorary Secretary, who must be a Member of the Society, shall be appointed by the President. The Honorary Secretary shall have no voting rights in the Executive Committee.
- (5) The function of the Executive Committee shall be to manage and administer the affairs of the Society and to make decisions on matters affecting implementation of programmes and activities in line with the general policy framework and direction laid down by the general meeting. The Executive Committee may not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous year.
- (6) The Executive Committee shall meet at least once every quarter, and seven (7) days notice of each meeting shall be given to the Executive Committee Members. At least one half of the Executive Committee Members must be present for this proceeding to be valid and to constitute a quorum.
- (7) Where any urgent matter requiring the approval of the Executive Committee arises and it is not possible to convene a meeting, the Honorary Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Executive Committee is deemed to have been obtained:-
 - (a) The issue must be clearly set out in the circular and forwarded to all Members of the Executive Committee;
 - (b) At least one half of the Members of the Executive Committee must indicate whether they are in favour or against the proposal; and

(c) The decision must be by a majority vote.

Any decision obtained by circular letter shall be reported by the Honorary Secretary at the next Executive Committee meeting and recorded in the minutes thereof.

- (8) Any elected Member of the Executive Committee who fails to attend three (3) consecutive meetings of the Executive Committee without satisfactory reasons and explanation shall be deemed to have resigned from the Executive Committee.
- (9) In the event of the death or resignation of an elected Member of the Executive Committee, the Executive Committee shall have the power to co-opt any other Member of the Society to fill the vacancy until the next election.
- (10) The Executive Committee shall give instructions to the Honorary Secretary and other officers for the conduct of the affairs of the Society. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or Member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Executive Committee, or for any other reason which it deems good and sufficient in the interest of the Society.
- (11) Between Annual General Meetings, the Executive Committee shall interpret the rules of the Society and, when necessary, determine any point on which the rules are silent and that those interpretations do not in any way change the Rules of the Association.
- (12) The Executive Committee shall prescribe Bylaws and Regulations for the proper exercise of the corporate power vested upon it and may at any time in the like manner, approve, annul or vary the Bylaws.
- (13) Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Executive Committee shall be binding on all Members of the Society unless and until countermanded by a resolution of a general meeting.

10. Duties of Office-Bearers

- (1) The President shall, during his/her term of office, chair all general meetings and all meetings of the Executive Committee and shall be responsible for the proper conduct of all such meetings. He/She shall have the casting vote and

shall sign the minutes of each meeting at the time they are approved.

- (2) One of the Deputy Presidents shall deputise for the President during the latter's absence.
- (3) The Honorary Secretary shall conduct the business of the Society in accordance with the rules, and shall carry out the instructions of the general meeting and of the Executive Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. He/She shall attend all meetings, and record the proceedings. He/She shall maintain a proper Membership register of the Members consisting of details such as name, identity card number, date/place of birth, occupation, name/address of employer and residential address.
- (4) The Honorary Treasurer shall be responsible for the finances of the Society. He/She shall keep accounts of all its financial transactions and shall be responsible for their correctness. He/She shall file the annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.
- (5) The Vice Presidents shall be responsible to head or deputise standing and/or working committees formed by the Executive Committee and to represent the President in any external functions or meetings with government and non-government organisations as directed by the President.
- (6) The Executive Committee Members shall carry out such duties as directed by the President as agreed during the Executive Committee meetings.

11. Financial Provisions

- (1) Subject to the following provisions in these rules, the Society may expend its fund for any purpose necessary for the carrying out of its objectives, including the expenses of its administration, the payment of expenses of its office-bearers, the payment of salaries, allowance and expenses of its paid staff, and the audit of its accounts, but they shall on no account be used to pay the fines of any Member who may be convicted in a court of law.
- (2) The Honorary Treasurer may hold a petty cash advance not exceeding Ringgit Malaysia One Thousand Only (RM 1000) at any one time. All money in excess of this sum shall within seven (7) days of receipt be deposited in a

bank approved by the Executive Committee. The bank account shall be in the name of Society.

- (3) All cheques or withdrawal notices on the Society's account shall be signed jointly by the Honorary Treasurer and either the President (or in his/her absence one of the Deputy Presidents), or the Honorary Secretary. In the absence of the Honorary Secretary or the Honorary Treasurer, the Executive Committee shall appoint one of its Members to sign in place of the person.
- (4) No expenditure exceeding Ringgit Malaysia Five Thousand Only (RM 5,000) in any one month shall be incurred without the prior sanction of the Executive Committee, and no expenditure exceeding Ringgit Malaysia Fifty Thousand Only (RM 50,000) in any one month shall be incurred without the prior sanction of a General Meeting. Expenditure of less than Ringgit Malaysia Five Thousand Only (RM 5,000) may be approved by the President, the Honorary Secretary or the Honorary Treasurer.
- (5) A special fund for responding to requests for relief aids and for despatching selected Members and equipment to disaster areas shall be prepared by the Executive Committee and presented for approval at the Annual General Meeting. The President shall have full authority to expend this fund to expedite response to disaster relief. The Executive Committee is responsible to draw up the rules, procedures and regulations pertaining to this special fund.
- (6) As soon as possible after the end of each financial year, a statement of receipts and payments and a balanced sheet for the year shall be prepared and audited by the Auditors appointed under Rule 12. The audited accounts shall be submitted for the approval of the next Annual General Meeting, and copies shall be made available at the registered place of business of the Society for the perusal of Members.
- (7) The financial year of the Society shall end on the 31st of December each year.

12. Audit

- (1) Two Members, who shall not be office-bearers of the Society, shall be appointed by the Annual General Meeting as Internal Honorary Auditors. They shall hold office for two (2) years only until the next Annual General Meeting and shall be eligible for re-election.

- (2) The Internal Honorary Auditors shall audit the account of the society and earned funds, and confirm that they are in lieu the objectives of the society.
- (3) The External Auditor shall be required to audit the accounts of the Society for the year, and to prepare a report of statement for the Annual General Meeting. The External Auditor may also be required by the President to audit the accounts of the Society for any period within the tenure of office at any day and to make a report to the Executive Committee.

13. Trustees

- (1) Three Trustees, who must be over 21 years of age, may be appointed at the Annual General Meeting and shall hold office at the pleasure of the Society.
- (2) The Trustees shall not sell, withdraw or transfer any of the property of the Society without the consent and authority of a general meeting of Members.
- (3) A Trustee may be removed from office by the general meeting on the grounds that, owing to ill health, unsoundness of mind, indefinite absence from the country or for any other reasons, he/she is unable to perform his/her duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a Trustee, the vacancy may be filled by a new Trustee appointed by a general meeting.

14. Amendments of Rules

- (1) Any amendment to these rules shall be tabled at the Annual General Meeting or at an Extraordinary General Meeting of the Society.
- (2) The proposed amendment shall be sent by mail to all Members at least fourteen (14) days in advance of the meeting. It shall then be tabled for discussion at the general meeting and it may be modified by a two-third majority vote of those present.
- (3) Such amendments or alterations shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the rules shall be forwarded to the Registrar of Societies within sixty (60) days of being passed by the general meeting.

15. Dissolution

- (1) The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the voting membership in a general meeting.

- (2) In the event of the Society 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.
- (3) Notice of dissolution shall be forwarded to the Registrar of Societies within fourteen (14) days of its dissolution.