

RULES OF
PERSATUAN PEKEBUNAN SELANGOR DAN WILAYAH
PERSEKUTUAN
(SELANGOR AND FEDERAL TERRITORY GARDENING SOCIETY)

14 Jalan Senohong, Taman Bukit Ria, 3 ½ Miles, Jalan Cheras,
56100 KUALA LUMPUR, P.O. Box No: 10589
email: sftgardensociety@gmail.com

1 Name

The Society shall be known as the Persatuan Pekebunan Selangor dan Wilayah Persekutuan (Selangor and Federal Territory Gardening Society) hereinafter referred as “The Society”.

2 Place of Business

Its registered place of Business shall be 14 Jalan Senohong, Taman Bukit Ria, 3½ Miles, Jalan Cheras, 56100 Kuala Lumpur, or at such other place as may from time to time be decided by the Committee. The registered place of business of the Society shall not be changed without the prior approval of the Registrar of Societies.

3 Logo/Emblem

None

4 Tag Line

The Society’s Tag Line is: ‘All things grow with love’

5 Aims and Objectives

- i. To encourage and stimulate interest in gardening, plants and landscaping;
- ii. To promote knowledge on all aspects of gardening through lectures, meetings, workshops, publications and other activities of the Society including excursions and exhibitions;
- iii. To conduct courses and seminars on horticulture and gardening from time to time as and when considered beneficial to the Society;
- iv. To encourage and promote friendship through the exchange of ideas and exchange of plants between garden lovers;

- v. To circulate publications from time to time that will be the pulse of the Society. These publications shall update all members on the Society's activities in addition to providing tips on successful gardening and information relevant to the aims and objectives of the Society. The publications shall also be used, where appropriate, to educate school children;
- vi. To raise funds for effective implementation of the aims and objectives of the Society.

6 Membership

- 6.1** Membership shall be open to persons interested in gardening and will consist of 1) Ordinary Members, 2) Life Members, 3) Corporate Members, 4) School Members, and 5) Patrons and Honorary Members. All interested persons shall apply for membership using the Membership Application Form and be proposed by an existing member of the Society. Each application shall be considered by the Executive Committee which may at its sole discretion accept or refuse the application.
- i. Ordinary Membership: Anybody who is interested in gardening can apply for membership.
 - ii. Life Membership: Any person who has been an Ordinary Member for a consecutive period of not less than 10 years, and who is a resident of Selangor or the Federal Territory at the time of application shall qualify to become a Life Member. Ordinary Members in benefit may apply for Life Membership.
 - iii. Corporate Membership: This Membership shall be open to any commercial company or corporate body registered in Malaysia. Participation in any of the Society's activities and events will be limited to three (3) persons per Corporate Membership.
 - iv. School Membership: This Membership shall be open to all Schools in Selangor or the Federal Territory. The principal of the School shall make the application for such membership, and shall have the right to appoint representatives limited to ten (10) persons per School Membership to attend the Society's activities.
 - v. Patrons and Honorary Membership: The Executive Committee may invite persons whom it considers deserving of becoming Patrons or Honorary Members. The criteria for selection would be persons who have shown great interest in the development of the Society and who have the capacity to provide distinguished services to the Society. The number of Patrons and Honorary Members shall not exceed a total of four (4) at any given time
 - vi. Membership of the Society shall not be open to the students of any University or University College unless prior written approval has been obtained from the Dean or President concerned.
- 6.2** Privileges of Membership
- i. Ordinary Members shall have the right to participate in all activities of the Society. Ordinary Members who are Malaysian citizens shall be entitled to hold office and to vote at all meetings of the Society. Ordinary Members who are non-Malaysians may vote but may not hold office in the Society.

- ii. Life Members shall enjoy all the privileges and benefits of Ordinary Members.
 - iii. Corporate Members shall enjoy all the privileges and benefits of Ordinary Members, except the right to vote and to hold office in the Society.
 - iv. School Members shall enjoy the privileges and benefits of Ordinary Members, except the right to vote or hold office in the Society.
 - v. Patrons and Honorary Members shall enjoy all the privileges and benefits of Ordinary Membership but shall not be eligible to vote or hold office in the Society
- 6.3** All members will receive the Society's publications by post, unless a request has been made in writing for publications to be sent by e-mail. In the case of overseas members, all handling and postage will be charged accordingly.

7 Entrance Fees, Subscriptions and Other Dues:

- 7.1** The annual subscription is payable in advance of the 1st day of January each year. A member who joins the Society before 1st July shall pay the full subscription for the year in addition to the Entrance Fee. A member who joins the Society on or after 1st July shall be required to pay half the subscription for the remaining half year in addition to the full Entrance Fee. Subsequent full subscriptions shall be payable annually on 1st January of each year.
- 7.2** Ordinary Membership: The entrance fee and annual subscription payable shall be as follows:-
- | | |
|---------------------|---------|
| Entrance Fee | RM30.00 |
| Annual Subscription | RM60.00 |
- 7.3** Life Membership: If they so wish to apply, existing Ordinary Members shall pay a flat rate of Ringgit Malaysia One Thousand (RM1,000.00) when they qualify for Life Membership.
- 7.4** Corporate Membership: Corporate Members shall pay an entrance fee of Ringgit Malaysia Two Hundred (RM200.00) and an annual subscription of Ringgit Malaysia Two Hundred (RM200.00).
- 7.5** School Membership: Schools seeking School Membership shall pay an entrance fee of Ringgit Malaysia Fifty (RM50.00) and an annual subscription of Ringgit Fifty (RM50.00).
- 7.6** Patrons and Honorary Membership: Patrons and Honorary Members shall neither pay any entrance fee nor annual subscription. They will be exempt from these payments as in their capacity they will be providing generous and distinguished services towards the Society.

- 7.7 The Executive Committee shall inform all members in writing in November of each year that subscriptions are due. A member whose subscription is in arrears for more than THREE MONTHS shall forfeit the right to vote, hold office or to enjoy any privileges of membership. A reminder will be sent to such members allowing a further two months to settle in full the subscription due, after which the defaulter shall cease to be a member.

8 Suspension and Forfeiture of Membership

- 8.1 The Executive Committee shall have the power of Suspension and Forfeiture of Membership, with due reference to Rule 7.6. A suspended member shall not have the right to vote, hold office, or to enjoy any privileges of membership.
- 8.2 A Member who has lost his/her membership through forfeiture shall be re-admitted into the Society Register only on settlement of all arrears of subscriptions within a stipulated time to be decided by the Executive Committee.
- 8.3 Members who have resigned and whose arrears in subscriptions have been paid in full may re-apply (as a new member) to the Executive Committee for admission, and, if successful, shall be required to pay the current entrance fee for Membership.
- 8.4 No one shall be re-admitted into the Society more than twice.

9 General Meetings

- 9.1 The supreme authority of the Society is vested in a general meeting of the members. The presence of voting members totalling at least **one-half** of the voting membership of the Society, or twice the number of the Executive Committee members, whichever is less, shall constitute a quorum for a general meeting to proceed.
- 9.2 If a quorum is not achieved half an hour after the time appointed for the meeting, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Executive Committee; and 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 alter the Rules of the Society, or make any decision affecting the whole membership.
- 9.3 Voting at all meetings shall be by secret ballot unless a majority of the members present request for voting by a “show of hands”.
- 9.4 The Annual General Meeting of the Society shall be held as soon after the close of each financial year as possible, but not later than 31st March, on a date, time and place to be decided by the Executive Committee. The business of the Annual General Meeting shall be:-

- i. To receive the minutes of the previous Annual General Meeting;
- ii. To receive the Executive Committee's annual report on the working of the Society during the previous year;
- iii. To receive the Treasurer's report and the audited accounts of the Society for the previous year;
- iv. To elect an Executive Committee every alternate year;
- v. To elect two auditors every year;
- vi. To transact any other business for which at least seven (7) days' notice shall have been given in writing to the Hon. Secretary.

9.5 The Hon. Secretary shall send out to all members at least fourteen (14) days before the general meeting a notice and 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 perusal by members.

9.6 An Extraordinary General Meeting of the Society shall be convened:-

- i. When the Executive Committee deems it desirable or necessary; or
- ii. At the joint request in writing by fully paid-up members of not less than twice the number of Executive Committee members, stating the objects and reasons for such a meeting.

9.7 An Extraordinary General Meeting requisitioned by members shall be convened on a date within thirty days of receipt of such requisition.

9.8 A notice and agenda for an Extraordinary General Meeting shall be forwarded by the Hon. Secretary to all members at least fourteen (14) days before the date fixed for the meeting.

9.9 Paragraphs 9.1 and 9.2 of these Rules regarding the quorum and the postponement of a general meeting shall apply to both an Annual General Meeting as well as to an Extraordinary General Meeting, but with the provision that if no quorum is met after half an hour from the time appointed for a postponed Extraordinary General Meeting, the meeting shall be cancelled, and no Extraordinary General Meeting shall be requisitioned for the same purpose until a lapse of **at least six (6) months from the date thereof.**

10 Executive Committee

10.1 An Executive Committee consisting of the following shall be termed the office-bearers of the Society, and shall be elected at the Annual General Meeting to serve for a term of two (2) years:

- i. A President
- ii. Two Vice-Presidents (designated “First” and “Second”).
- iii. An Honorary Secretary
- iv. An Honorary Treasurer
- v. A Programme Secretary
- vi. Six Ordinary Committee Members

10.2 All office-bearers of the Society and every officer performing executive functions in the Society shall be Malaysian Citizens.

10.3 Names for the office-bearers listed in paragraph 10.1 shall be proposed and seconded at an election which will be by a simple majority vote of the members present at the Annual General Meeting. All office-bearers shall be eligible for re-election every alternate year at the end of their term of office.

10.4 The function of the Executive Committee is to organize, implement and supervise all the activities of the Society, and to make decisions on matters affecting the running of the Society within the general policy laid down by the general meeting. The Executive Committee shall 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 of its activities during the previous year to each Annual General Meeting.

10.5 The Executive Committee shall meet not less than ten times a year, and a notice of each meeting shall be given by the Hon. Secretary to the members of the Committee at least seven (7) days in advance. The President acting alone, or not less than three (3) of the Committee members acting together, may call for a meeting of the Executive Committee to be held at any time. At least one half of the Committee members must be present to constitute a quorum and for the proceedings of the meeting to be valid.

10.6 If any urgent matter requiring the approval of the Executive Committee arises and it is not possible to convene a meeting, the Hon. 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:

- i. The issue must be clearly set out in the circular and forwarded to all members of the committee;
- ii. At least one-half of the members of the Committee must indicate whether they are in favour or against the proposal;
- iii. The decision must be by a majority vote; and

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

10.7 Any member of the Executive Committee who fails to attend three consecutive committee meetings without satisfactory explanation shall be deemed to have resigned from the Committee.

10.8 In the event of the death or resignation of a member of the Executive Committee, the Committee shall have the power to co-opt any other member of the Society to fill the vacancy until the next election of office-bearers.

10.9 The Executive Committee shall give instructions to the Hon. Secretary and other Committee members 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 officer 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 the Executive Committee deems good and sufficient in the interest of the Society.

10.10 The Executive Committee may appoint any sub-committee for any specific purpose arising out of or connected with any of the duties, functions and aims laid down under the Rules. Any fully paid-up member may become a member of these sub-committees.

11 Duties of the Office-Bearers

11.1 President

- i. Shall during his/her term of office preside at all general meetings and all meetings of the Executive Committee, and shall be responsible for the proper conduct of all such meetings;
- ii. Shall sign the minutes of each meeting at the time they are approved;
- iii. Shall have the final deciding vote; and
- iv. Shall also be an ex-officio member of all sub-committees.

11.2 First Vice-President

- i. Shall deputize for the President during the latter's absence.
- ii. Shall be empowered to assume the duty of the President in the event of the latter's position falling vacant until such time when the general meeting shall elect a new President.

11.3 Second Vice-President

- i. Shall deputize for the First Vice-president during the latter's absence.

11.4 Honorary Secretary

- i. Shall conduct the business of the Society in accordance with the Rules, and shall carry out the instructions of the general meetings and of the Executive Committee;
- ii. Shall be responsible for conducting all correspondence and keeping all books, documents and papers, except the accounts, financial records and any other documents decided upon by the Executive Committee;
- iii. Shall prepare and submit the annual report to the Executive Committee for presentation at the Annual General Meeting;
- iv. Shall keep a register of all members;
- v. Shall notify all committee members of Executive Committee meetings and all members of general meetings;
- vi. Shall file the annual and financial reports of the Society as well as the minutes of the Annual General Meeting within 60 days from the date of the Annual General Meeting to the Registrar of Societies.

11.5 Honorary Treasurer

- i. Shall be responsible for the finances of the Society;
- ii. Shall keep accounts of all its financial transactions and shall be responsible for their correctness;
- iii. Shall together with either of any two members of the Committee, appointed by the Executive Committee, sign all cheques on behalf of the Society;
- iv. Shall be responsible for issuing receipts for all monies received and shall issue vouchers for all monies paid out on behalf of the Society. All payment vouchers shall be jointly signed by the Hon. Treasurer and the President;
- v. Shall be responsible for submitting an audited statement of accounts of the Society at the end of the financial year for presentation at the Annual General Meeting.

11.6 Programme Secretary:

- i. Shall assist the Hon. Secretary in organizing, recording and coordinating all programmes and activities of the Society;
- ii. Shall discharge the duties of the Hon. Secretary in the event of the latter's position falling vacant, until such time when a new Hon. Secretary is elected or co-opted;
- iii. Shall also stand in for the Hon. Secretary in the latter's absence at all Executive Committee meetings;
- iv. Shall be responsible for the scheduling all events and updating the annual calendar of activities for members' attention.

11.7 Committee Members:

- i. Shall assist and support the above office-bearers in their duties and in the running of the Society;
- ii. Shall, from time to time, carry out special functions and duties as decided upon by the Executive Committee.

12 Financial Provisions

- 12.1** Subject to the following provisions in these Rules, the funds of the Society may be expended for those purposes necessary for the carrying out of its objects, including the expenses of its office-bearers and paid staff, and the audit of its accounts, but the funds shall on no account be used to pay the fine of any member who may be convicted in a court of law.
- 12.2** The Hon. Treasurer may hold a Petty Cash advance not exceeding RM500.00 (Ringgit Malaysia Five Hundred) at any one time. All money in excess of this sum shall within seven (7) days of receipt be deposited in the Bank named by the Executive Committee. The Bank Account/s shall be in the name of the Society.
- 12.3** All Cheques or withdrawal notices on the Society's account shall be signed jointly by the Hon. Treasurer and any other Bank Signatory.
- 12.4** No expenditure exceeding RM1,000.00 (Ringgit Malaysia One Thousand) at any one time shall be incurred without prior sanction of the Executive Committee, and no expenditure exceeding RM10,000.00 (Ringgit Malaysia Ten Thousand) in any one month shall be incurred without the prior sanction of a general meeting. An expenditure less than RM1,000.00 (Ringgit Malaysia One Thousand only) at any one time may be incurred on behalf of the Society by the President together with the Hon. Secretary or the Hon. Treasurer.
- 12.5** As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Hon. Treasurer and be audited by the Hon. Auditors appointed under Rule 13. The audited accounts shall be submitted for approval by the next Annual General Meeting, and copies shall be made available at the Society's registered place of business for perusal by members.
- 12.6** The financial year of the Society shall commence from 1st January and end on 31st December every year.

13 Honorary Auditors:

- 13.1** Two persons who are not office-bearers of the Society shall be appointed by the Annual General Meeting as Hon. Auditors. They shall hold office **for one year**, and may be reappointed at the Annual General Meeting.

- 13.2** The Hon. Auditors shall be required to audit the accounts of the Society for the year, and to prepare a report or certificate for the Annual General Meeting. They may also be required by the President to audit the accounts of the Society for any period within their tenure of office, at any date, and to make a subsequent report to the Executive Committee.

14 Honorarium

The Executive Committee may approve and pay an Honorarium to the Hon. Secretary, Hon. Treasurer or any of the Committee members as deemed necessary and fit.

15 Amendments of the Rules

- 15.1** Amendments and additions to the Rules of the Society may be made only at an Annual General Meeting or an Extraordinary General Meeting called for the purpose. Any such proposed change/s shall be submitted in writing to the Hon. Secretary at least fourteen (14) days before the meeting is to be convened.
- 15.2** Any amendments to the Rules shall be submitted to the Registrar of Societies within 60 days of being passed by the Annual General Meeting or the Extraordinary General Meeting.
- 15.3** No addition or amendment to the Rules shall come into force until approved by the Registrar of Societies.

16 Dissolution of the Society

- 16.1** The Society may voluntarily be dissolved by a resolution of not less than **three-fifths** of the membership who should be present at a general meeting.
- 16.2** In the event of the Society being dissolved as provided for 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 the general meeting.
- 16.3** Notice of dissolution shall be forwarded to the Registrar of Societies within fourteen (14) days of dissolution of the Society.

These new rules of the Selangor & Federal Territory Gardening Society were approved by the Registrar of Societies on 22 April 2011.