



NAZZATU SYIMA BINTI ABD RAHMAN MAISARRAH AQLILI RIANA BINTI MOHAMAD ZAINI NUR NADIA SAHEERA BINTI ROS LAILI

ASSOCIATION AND SOCIETY MEETINGS

SOCIETIES ACT 1966



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Author

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PREFACE

It is a great pleasure to place this book Association and Society Meetings, Polytechnic Edition for the benefit of secretarial science students and readers.

This book is an introductory to provide knowledge of secretarial area suitable for Principles of Meetings course for Diploma in Secretarial Science.

As an important knowledge and information for secretarial students, this book provides brief and easily understood content that meets the requirements of the syllabus.

Happy reading, and may it be useful to all students and readers.

Nazzatu Syima Abd Rahman Maisarrah Aqlili Riana Mohamad Zaini Nur Nadia Saheera binti Ros Laili

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SYNOPSIS

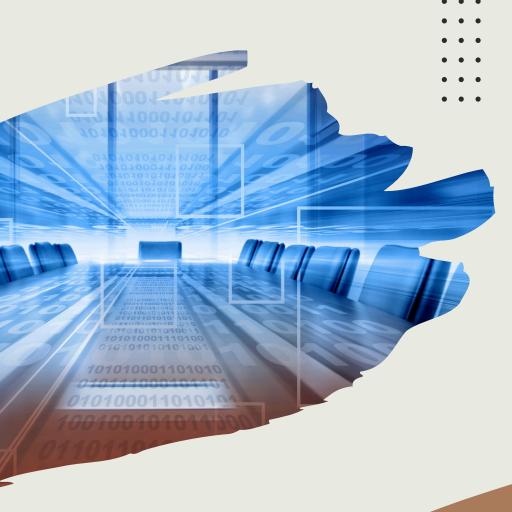
ASSOCIATION AND SOCIETY MEETINGS, SOCIETIES ACT 1966

Polytechnic Edition is form of an electronic book (e-book) which provide introductory to secretarial knowledge that covers the understanding of the principles and practices of different types of meetings held within companies or society and the concept of company secretary in the operation and administration of the office.

Consisting of 1 (one) important chapters with colorful and interesting layout for students and readers.

Nazzatu Syima Abd Rahman Maisarrah Aqlili Riana Mohamad Zaini Nur Nadia Saheera binti Ros Laili

INTRODUCTION

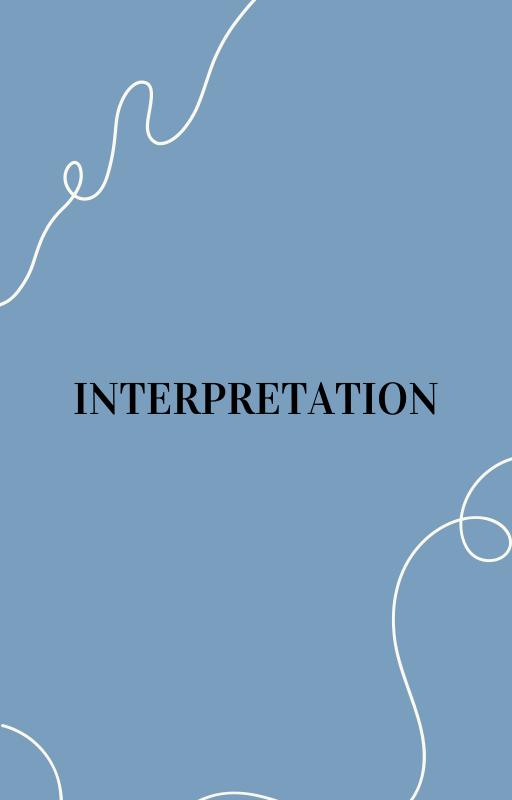


WHAT IS ASSOCIATIONS AND SOCIETY MEETINGS, SOCIETIES ACT 1966?

The "Associations and Society Meetings, Societies Act 1966" typically refers to legislation governing the formation, registration, and operation of societies and associations in a specific jurisdiction, often aimed at ensuring transparency, accountability, and proper governance of such entities.

1.1

ASSOCIATIONS & SOCIETIES REGISTERED UNDER SOCIETIES ACT 1966



"Local Society" means any society organized and established in Malaysia or having its headquarters or chief place of business in Malaysia, and includes any society deemed to be established in Malaysia by virtue of section 4;



"Registered Society" means any society for the time being registered under section 7;

"Mutual Benefit Society" means any society which by its objects and rules either as the principal object or as an ancillary object makes provisions by voluntary subscriptions of the members thereof or subscribers thereto with or without the aid of donations





"Society" includes any club, company, partnership, or association of seven or more persons whatever its nature or object, whether temporary or permanent



Benefit – a payment made by a mutual benefit society for the relief or maintenance of the members or subscribers or on birth or death in accordance with the rules of the mutual benefit society

Local society – any society organized and established in Malaysia or having its headquarters or chief place of business in Malaysia and includes any society deemed to be established in Malaysia

Minister – the Minister for the time being charged with responsibility for registration of societies



- Mutual benefit society any society which by its objects and rules either as the principal object or as an ancillary object makes provisions by voluntary subscriptions of the members thereof or subscribers thereto with or without the aid of donations for:
- The relief or maintenance of the members or subscribers, their husband, wives, children, fathers, mothers, brothers, sisters, nephews, nieces or wards, during sickness or other infirmity, whether bodily or mental in old age or in widowhood or for the relief or maintenance of the orphan children or members or subscribers during minority.
- The payment of money on the birth of a member's or subscriber's child or on the death of a member or subscriber or of the child, husband, wife, parent or grandparent of a member or subscriber or on the death of any other person or for the funeral expenses of the member or subscriber or of the child, husband, or wife of a member or subscriber or of the widow of a deceased member or subscriber; or
- The relief or maintenance of the members or subscribers when unemployed or when in distressed circumstances;



- Office-bearer any person who is the president or vice-president, or secretary or treasurer of such society or any branch of a society, or who is a member of the committee or governing body thereof, or of any branch thereof or who holds in such society or branch of asociety any office or position analogous to any of those mentioned
- Registrar the Registrar of Societies appointed under section 3 and includes any Deputy Registrar of Societies appointed under the same section



Political Party

- Any society which by any of its objects or rules, regardless whether such object or rule is its principal object or rule, or constitutes merely an object or rule which is ancillary to its principal object or objects or to its principal rule or rules, makes provision for the society to participate, Societies 9 through its candidates, in elections to the Dewan Rakyat, or to a Dewan Undangan Negeri, or to a local authority, or makes provision for it to seek the appointment or election of a person proposed or supported by it to the Dewan Negara; or
- any society which, notwithstanding anything contained in its objects or rules, carries on any activity or pursues any objective which involves its participation, through its candidates, in elections to the Dewan Rakyat, or to a Dewan Undangan Negeri, or to a local authority, or which involves its seeking the appointment or election of a person proposed or supported by it to the Dewan Negara;





 Subscription - subscription paid by a member or subscriber to a mutual benefit society and where a mutual benefit society carries on activities other than those of a mutual benefit society means the subscription paid by the member or subscriber for the purpose of obtaining the benefits provided by the rules of the society.

RESPONSIBILITIES OF OFFICE BEARER IN AN ASSOCIATION

RESPONSIBILITIES OF OFFICE BEARER IN AN ASSOCIATION

- · Administering association
- Call/convene meetings association Keep
 the minutes of the General Meetings and
 Committee Meeting Keep the records of
 membership in accordance with the
 member names Financial records (book
 keeping, bank statement, receipts,
 voucher) Collect fees
- Prepare and present the Annual activity reports, the Financial Statement



MATTERS FOR WHICH **PROVISION MUST** BE MADE IN THE CONSTITUTION OR RULES OF THE MUTUAL BENEFIT SOCIETY

MATTERS FOR WHICH PROVISION MUST BE MADE IN THE CONSTITUTION OR RULES OF THE MUTUAL BENEFIT SOCIETY

- The name of society and the place for the business of the society.
- All the objects of the society and the conditions under which any member or subscriber may become entitled to any benefit.
- The election and removal of office bearers, including the secretary, treasurer, trustees and other office-bearers of the society.
- The custody and investment of the funds of the society and the designation of the officebearers responsible.
- The keeping of a register with particulars of the age, name and address





REGISTERED SOCIETIES TO ACT IN FULFILLMENT OF THE CONSTITUTION

REGISTERED SOCIETIES TO ACT IN FULFILLMENT OF THE CONSTITUTION (SEC 2A OF SA 1966)

It shall be the duty of every registered society in carrying out its activities and in conducting Its affairs to ensure that they are in accord with, and conducive to the fulfillment of and adherence to, the provisions of the Federal Constitution and the State Constitutions, and where any of the activities or affairs of any society is in any manner violated of, or derogatory to, or militates against, or shows disregard for;

- the system of democratic government headed by a constitutional sovereign of Malaysia, and, in the States, by the respective constitutional Rulers or Yang di-Pertua Negeri; or
- the position of Islam as the religion of Malaysia, with other religions being practiced in peace and harmony; or
- the use of the National Language for official purposes; or
- the position of the Malays and of the natives of the States of Sabah and Sarawak;

the legitimate interests of the other communities,

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 or
- the position of the Malays and of the natives of the States of Sabah and Sarawak;
- · the legitimate interests of the other communities,



REGISTERED SOCIETIES TO ACT IN FULFILLMENT OF THE CONSTITUTION (SEC 2A OF SA 1966)

As provided under the Federal Constitution or any of the State Constitutions, the Registrar may cancel the registration of the society after giving the society an opportunity to make representations to him.



APPOINTMENT OF REGISTRAR, DEPUTY REGISTRARS AND OTHER OFFICERS

APPOINTMENT OF REGISTRAR, DEPUTY REGISTRARS AND OTHER OFFICERS

(SEC 3 OF SA 1966)

- The Yang di-Pertuan Agong may appoint a Registrar of Societies and such number of Deputy Registrars as he may consider necessary for the purposes of this Act.
- The Minister may appoint such number of Assistant Registrars and such other officers as he may consider necessary for the proper administration of this Act.



APPOINTMENT OF REGISTRAR, DEPUTY REGISTRARS AND OTHER OFFICERS

(SEC 3 OF SA 1966)

 The Deputy Registrars, Assistant Registrars and other officers appointed under subsections (1) and (1A) respectively shall be under the direction and control of the Registrar. All officers appointed under subsections (1) and (1A) shall be deemed to be public servants for the purposes of the Penal Code [Act 574].



APPOINTMENT OF REGISTRAR, DEPUTY REGISTRARS AND OTHER OFFICERS

(SEC 3 OF SA 1966)

 No suit shall lie against any public officer for anything done or omitted to be done by him in good faith without negligence and in intended exercise of any power or performance of any duty conferred or imposed on him by this Act.



POWERS OF REGISTRAR

POWERS OF REGISTRAR (SEC 3A OF SA 1966)

 In addition to the powers, duties and functions conferred on the Registrar by this Act and any regulations made thereunder, the Registrar shall have and may exercise all such powers, discharge all such duties and perform all such functions as may be necessary for the purpose of giving effect to and carrying out the provisions of this Act.





POWERS OF DELEGATION

POWER OF DELEGATION (SEC 3B OF SA 1966)

- The Registrar may, in writing, delegate any of the powers conferred on him under this Act, except the power of delegation under this section, to any Assistant Registrar appointed under section 3.
- A delegation under subsection (1) may be made subject to such restrictions and limitations as may be prescribed by the Registrar in the instrument of delegation.
- The power of delegation under subsection (1) shall be exercised by the Registrar personally.



SOCIETIES DEEMED TO BE ESTABLISHED IN MALAYSIA

SOCIETIES DEEMED TO BE ESTABLISHED IN MALAYSIA (SEC 4 OF SA 1966)

A society shall be deemed to be established in Malaysia, although it is organized and has its head-quarters or chief place of business outside Malaysia, if any of its office-bearers or members resides in Malaysia or is present therein, or if any person in Malaysia manages or assists in the management of such society or solicits or collects money or subscription in its behalf:



SOCIETIES DEEMED TO BE ESTABLISHED IN MALAYSIA (SEC 4 OF SA 1966)

Provided that no society shall be deemed to be so established, if and so long as:

- it is organized and is operating wholly outside Malaysia;
- no office, place of business or place of meeting is maintained or used in Malaysia by such society or by any person in its behalf;
- no register of all or any of the members of such society is kept in Malaysia;
- no subscriptions are collected or solicited in Malaysia by the society or by any person in its behalf.

THE POWER OF THE MINISTER TO DECLARE A SOCIETY UNLAWFUL

POWER OF THE MINISTER TO DECLARE A SOCIETY UNLAWFUL (SEC 5 OF SA 1966)

 It shall be lawful for the Minister in his absolute discretion by order to declare unlawful any society or branch or class or description of any societies which in his opinion, is or is being used for purposes prejudicial to or incompatible with the interest of the security of Malaysia or any part thereof, public order or morality.



POWER OF THE MINISTER TO DECLARE A SOCIETY UNLAWFUL (SEC 5 OF SA 1966)

- An order made under this section shall be published in the Gazette and shall operate to cancel immediately the registration of any such society or societies, if already registered under this Act; and no society against which an order made under this section applies shall be so registered.
- The provisions of section 17 shall apply in respect of a local society affected by the order made under this section.



APPLICATION FOR REGISTRATION

APPLICATION FOR REGISTRATION (SEC 6 OF SA 1966)



- Every local society other than that in respect of which an order made under section 5 is in force shall, in the manner prescribed make application to the Registrar for registration under this Act.
- Until a local society is registered under this Act, no person shall, without a written permission of the Registrar, organize or take part in any activity of or on behalf of the society, except only to apply to, or correspond with the Registrar.

APPLICATION FOR REGISTRATION (SEC 6 OF SA 1966)



 Any person committing a breach of subsection (2) shall be guilty of an offence and shall on conviction be liable to a fine not exceeding RM500, and where the breach is a continuing one to a fine not exceeding RM500 for every day after the first day during which the breach continues.

REGISTRATION AND REFUSAL TO REGISTER

REGISTRATION AND REFUSAL TO REGISTER (SEC 7 OF SA 1966)

Upon receipt of an application under section 6, the Registrar shall, subject to the provisions of this section and to such conditions as the Registrar may deem fit to impose, register the local society making the application.

The Registrar may refuse to register a local society if:

- He is satisfied that such a society is a branch of any society whose registration has been cancelled under paragraph 13(1)(c);
- He is not satisfied that such local society has complied with the provisions of this Act and of the regulations made thereunder;
- A dispute exists among the members of such local society as to the persons who are to be officebearers or to hold or to administer any property of the society until the dispute is decided by a Court or by arbitration or by agreement between the members or otherwise.



REGISTRATION AND REFUSAL TO REGISTER

The Registrar shall refuse to register a local society where:

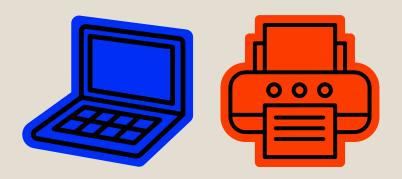
- it appears to him that such local society is unlawful under the provisions of this Act or any other written law or is likely to be used for unlawful purposes or any purpose prejudicial to or incompatible with peace, welfare, security, public order, good order or morality in Malaysia;
- the society has been declared by the Minister to be unlawful under section 5;
- the Registrar is satisfied that the society does not exist;



REGISTRATION AND REFUSAL TO REGISTER

The Registrar shall refuse to register a local society where:

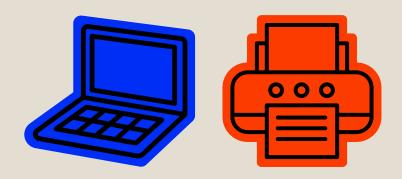
- the name under which the society is to be registered:
 - appears to the Registrar to mislead or be calculated to mislead members of the public as to the true character or purpose of the society or so nearly resembles the name of such other society as is likely to deceive the members of the public or members of either society;
 - is identical to that of any other existing local society;
 - is, in the opinion of the Registrar, undesirable;



REGISTRATION AND REFUSAL TO REGISTER

The Registrar shall refuse to register a local society where:

 the constitution or rules of the society do not contain provisions for all matters set out in Schedule I to this Act or if the society is a mutual benefit society, matters set out in Schedule II or any other matters which the Registrar may reasonably require.



REGISTRATION AND REFUSAL TO REGISTER

- Where the Registrar has refused to register a local society under this section, the provisions of section 17 shall apply to that local society.
- Any society that contravenes any condition imposed on it by the Registrar under subsection (1) shall be guilty of an offence and shall be liable, on conviction, to a fine not exceeding two thousand ringgit.



PROVISION APLLICABLE TO REGISTERED SOCIETIES

PROVISIONS APPLICABLE TO REGISTERED SOCIETIES

(SEC 9 OF SA 1966)



 A society may sue or be sued in the name of such one of its members as shall be declared to the Registrar and registered by him as the public officer of the society for that purpose, and, if no such person is registered, it shall be competent for any person having a claim or demand against the society to sue the society in the name of any office-bearer of the society;

PROVISIONS APPLICABLE TO REGISTERED SOCIETIES

(SEC 9 OF SA 1966)



• No suit or proceeding by or against a registered society in any civil court shall abate or discontinue by reason of the person, by or against whom the suit or proceeding has been brought or continued, dying or ceasing to fill the character in the name whereof he has sued or been sued, but the same suit or proceeding shall be continued in the name of, or against the successor of, that person;

The following provisions shall apply to registered societies:

 The movable property of a society, if not vested in trustees, shall be deemed to be vested for the time being in the governing body of the society, and in all proceedings civil and criminal, may be described as the property of the governing body of the society by its proper title if known;



The following provisions shall apply to registered societies:

• The immovable property of a society may, if not registered in the names of trustees, notwithstanding the provisions of any written law to the contrary, be registered in the name of the society, and all instruments relating to that property shall be as valid and effective as if they had been executed by a registered proprietor provided that they are executed by three officebearers for the time being of the society, whose appointments are authenticated by a certificate of the Registrar, and sealed with the seal of the society;





- No judgment in any such suit against a registered society shall be put into force against the person or property of the person sued but against the property of the society;
- The application for execution shall set forth the judgment, the fact of the party against whom it has been recovered having sued or having been sued, as the case may be, on behalf of the society, and shall require to have the judgment enforced against the property of the society;



- Any member who:
 - 1. Fails to pay a subscription which, according to the rules of the society to which he belongs, he is bound to pay;
 - 2. Owes money to the society;
 - 3. Contrary to the rules of the society, takes possession of, or detains, any property thereof; or
 - 4. Injures or destroys any property thereof, may, in the manner herein before provided, be sued for that subscription or money or for the damage accruing from that wrongful possession, detention, injury or destruction of property:
- Provided that if the defendant is successful in that suit and is awarded costs, he may elect to recover them from the officer in whose name the suit was brought or from the society and, in the latter case, may have execution against the property of the society;

Any member who:

- commits theft of, or dishonesty misappropriates or converts to his own use, any money or other property;
- willfully and maliciously destroys or injures any property of the society; (iii) forges any deed, bond, security for money, receipt or other instrument whereby the funds of the society may be exposed to loss, shall be liable to be prosecuted and punished as if he were not a member; and

Any member who:

• in the absence of specific provision in the rules of a society, any number not less than three-fifths of the members of any such society for the time being resident in Malaysia may determine that such society shall be dissolved forthwith or at a time agreed, and all necessary steps shall be taken for the disposal and settlement of the property of such society, its claims and liabilities, according to the rules (if any) of the said society applicable thereto and if none, then as the governing body shall direct:

Any member who:

 Provided that if any dispute shall arise among the members of the said governing body or the members of such society under this section, such dispute may be decided by the Registrar. Any person aggrieved by any decision of the Registrar under this paragraph may within thirty days from the date of such decision appeal to the Court.

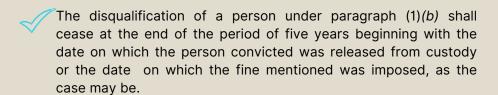
DISQUALIFICATION APPLICABLE TO OFFICE-BEARER, ADVISERS AND EMPLOYEES OF REGISTERED SOCIETIES

A person shall be disqualified from being, and shall not become or remain, an office bearer, adviser or employee of a registered society:

- · if he has been convicted of any offence against this Act;
- if he has been convicted of any offence under any other law and sentenced to a fine of not less than two thousand ringgit or to imprisonment for a term of not less than one year;
- if there is in force against him any order of detention, restriction, supervision, restricted residence, banishment or deportation under any law relating to the security of, or public order in, Malaysia or any part thereof, or to prevention of crime, preventive detention, restricted residence, banishment or immigration; or
- if he is an undischarged bankrupt; or if he is and has been found or declared to be of unsound mind.







Where the Registrar by notice under his hand notifies a society that any office-bearer, adviser or employee of a society has become disqualified under subsection (1), the society shall immediately thereupon give effect to such disqualification.

Any person who is subject to any disqualification under paragraph (1)(i), (ii) or (iii) may apply to the Registrar to be exempted from the application of such disqualification, and the Registrar may, if he deems it proper to do so, grant him such exemption for such period as the Registrar may specify and subject to such limitations, restrictions, terms or conditions as he may decide to impose.

Any person who contravenes any provision of subsection (1) or any limitation, restriction, term or condition imposed under subsection (4) shall be guilty of an offence and shall be liable, on conviction, to imprisonment for a term not exceeding *three years or to a fine not exceeding RM10 000 or to both.

For the purposes of subsection (1), "office-bearer" includes:

- a member of any sub-committee or other body established or formed by the governing body of a registered society, or by the governing body of a branch of such society;
- any person who is responsible to any extent for the management of any of the affairs, or the conduct of any of the activities, of a registered society, or of any branch of such society;
- any person who is appointed or authorized to represent, or act on behalf of, a registered society or any branch of such society, in any matter, other than a person who, not being a member of the society, is engaged by the society to represent, or act on behalf of, the society or any branch of such society in his professional capacity or by contractual arrangement.

Any person who is, immediately before the commencement of this section, an office-bearer, adviser, or employee of a registered society may continue to remain as such until the expiry of the current term of his office or appointment or the termination of his contract of service, as the case may be, notwithstanding that he is disqualified under subsection (1).

DIFFERENTIATION BETWEEN RESIGNATION AND TERMINATION FOR MEMBERS OF SOCIETY

DIFFERENTIATION BETWEEN RESIGNATION AND TERMINATION FOR MFMBFRS OF SOCIETY

- Resignation if a member tenders his or her resignation on his or her behalf
- ✓ Termination once a member punished by a court of law for any criminal offence



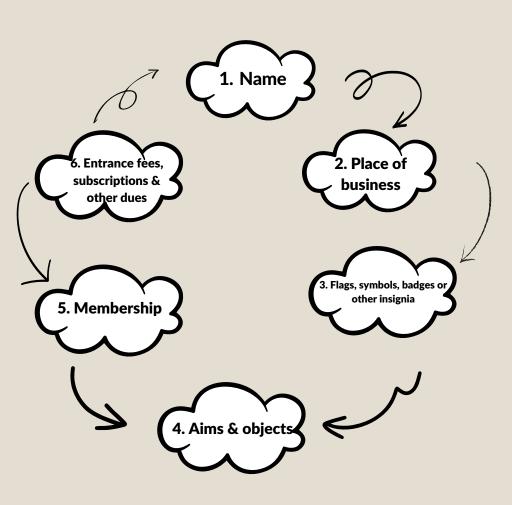




1.2 RULES FOR INTERNAL REGULATION OF SOCIETY

RULES OF INTERNAL REGULATIONS OF SOCIETY

RULES OF INTERNAL REGULATION OF SOCIETY





- 1. Name
- 2.Place of business the registered place of business of society shall not be changed without the prior approval of the Registrar of Societies
- 3. Flags. symbols, badges or other insignia should the society intend to have any of the above, a description and explanation of its meaning should be stated. Enclosed as an attachment the symbol to be used.
- 4. Aim & object this rules must contain a full statement of the aims & objects for which society is being formed or which it may pursue)

RULES OF INTERNAL REGULATION OF SOCIETY

5. Membership

- Membership shall be opened to......(Here state the qualifications for membership of the society, including particulars of age limits, if any, are to be imposed, and whether there is to be any restriction on the sex, race, religion, nationally, dwelling place, clan of persons who may be admitted to membership, also state whether membership will be limited (state number of members permitted) or unlimited.
- 6. Entrance fees, subscriptions and other dues
 - The entrance fee and subscriptions payable shall be as follows:
 - Entrance fee RM......(Ringgit Malaysia......)
 - Monthly subscriptions RM......(Ringgit Malaysia.....)

EXAMPLES RULES & REGULATIONS OF SOCIETY

1. Na	me of the Society:
2. Re	gistered office:
3. Sh	ort titles and definition used hereinafter:
• 'So	ociety' means the Society
• 'Rı	ules' means Rules and Regulations of the
Sc	ociety 'Memorandum' means Memorandum
of	Association 'Board' means the Governing

· 'Member' means member of the society

Body (E.B.) of the Society

- · 'President' means the President of Society
- 'Vice President' means the Vice President of the Society
- 'General Secretary' means the General Secretary of the Society
- 'Joint Secretary' means the Joint Secretary of the Society
- 'Treasurer' means the Treasurer of the Society
- SA 1966 means Societies Act 1966 as applicable in the state of Malaysia

RULES FOR REGULATING **CONDUCT IN ASSOCIATION AND SOCIETY MEETING**

RULES AND REGULATING CONDUCT IN ASSOCIATION AND SOCIETY MEETING

Under section 2 of the Societies Act 1966, a society is defined as inclusive of any club, company, partnership or association of seven (7) or more persons whatever its of nature or object, whether temporary or permanent. EXCLUSIONS are:

- any company registered under the provisions of any written law; any company or association constituted under any written law;
- any trade union registered or required to be registered under any written law;
- any company, association or partnership formed for the sole purpose of carrying on any lawful business that has as its object, the acquisition of gain;
- · any cooperative society registered under any written law;
- any organisation or association established under any written law relating to the registration of schools, that such organisation or association forms part of the curriculum of a school;
- any school, management committee of a school, parents' association or parent-teachers' association registered or exempted from registration under any law.



RULES OF SOCIETIES

RULES OF SOCIETY

- Matters for which provisions shall be made in the constitution or rules of every local society or a branch thereof shall be as follows:
 - a) the name and registered place of business or registered postal address of the society;
 - b) (Deleted by Act A557).
 - c) an accurate description of the design and colours of any flag, emblem, badge or other insignia used by the society;
 - d) the aims or objects for which the society is formed, or which it may pursue, or for which its funds or any of them may be used;
 - e) the qualifications for membership, including particulars of any restriction or limitations that may be imposed as to the numbers, age limits, sex, religion, race, nationality, dwelling place, clan or surname of persons who may be admitted to membership of the society;
 - f) the method of appointment or election of members;
 - g) the composition and method of appointment of the committee or governing body and the designations, powers and functions of the office-bearers of the society and where applicable the branches thereof; that, if the Registrar so requires, the offic

RULES OF SOCIETY

- ✓ Where a society is a political party, the constitution or rules thereof shall, in addition to matters enumerated in paragraph 1, provide that:
- i. every member of the society, every officer performing executive functions in such society and every adviser, to such society, shall be Federal citizens;
- ii. every member shall have a right to vote and shall be eligible to hold office in the committee or governing body in the society.
- ✓Where any registered society makes provision in its constitution or rules for the establishment of branches it shall in addition also provide therein for the method and manner by which the establishment of such branches shall be approved by the society or its governing body

RULES OF SOCIETY



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ASSOCIATION AND SOCIETY MEETINGS

SOCIETIES ACT 1966

