

**CONSTITUTION OF
PERSATUAN ALUMNI SEKOLAH CONVENT BUKIT NANAS
CONVENT BUKIT NANAS SCHOOL ALUMNI**

CLAUSE 1 NAME

1. The Association shall be known as: -

**PERSATUAN ALUMNI SEKOLAH CONVENT BUKIT NANAS
(CONVENT BUKIT NANAS SCHOOL ALUMNI)**

Hereinafter referred to as the “**CBN Alumni**”.

2. Meaning of name: **THE NAME OF THE CBN ALUMNI REFERS TO AN ASSOCIATION OF FORMER STUDENTS OF SMK CONVENT BUKIT NANAS, SK CONVENT (1) BUKIT NANAS AND SK CONVENT (2) BUKIT NANAS**

CLAUSE 2 PLACE OF BUSINESS

1. The registered address is

**C/O SMK CONVENT BUKIT NANAS,
JALAN BUKIT NANAS,
50250 KUALA LUMPUR,
WILAYAH PERSEKUTUAN KUALA LUMPUR**

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

**C/O SMK CONVENT BUKIT NANAS,
JALAN BUKIT NANAS,
50250 KUALA LUMPUR,
WILAYAH PERSEKUTUAN KUALA LUMPUR**

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

CLAUSE 3 OBJECTIVES

The aims and objectives of the CBN Alumni shall be

- 3.1 to support or assist Sekolah Convent Bukit Nanas Kuala Lumpur, both Primary and Secondary (hereinafter referred to as "the School") and to uphold their good name
- 3.2 to contribute ideas to further advance the aims and objects of the School;
- 3.3 to promote closer unity and harmony among its members;

- 3.4 to afford facilities for the advancement of physical, moral, social, intellectual, and cultural activities of its members;
- 3.5 to render assistance to charitable causes and institutions and to conduct fundraising for and/or make donations to the School;
- 3.6 to subsidise in the areas of education and development of the School so as to directly or indirectly benefit the same;
- 3.7 to do such things as the CBN Alumni may think expedient.

CLAUSE 4. MEMBERSHIP

- 4.1 Membership of the CBN Alumni shall be opened to:
 - 4.1.1 Ordinary Members
All former students of SMK Convent Bukit Nanas, SK Convent (1) Bukit Nanas and SK Convent (2) Bukit Nanas who have attained the age of 18 years;
 - 4.1.2 Associate Members
All teachers for the time being or former teachers of the School;
 - 4.1.3 Honorary Members
Any person who is or has been a principal of the school or any person who has rendered meritorious services to the School or an Alumni may become an Honorary member on the invitation of the Executive Committee.
- 4.2 Privileges and Benefits
The Ordinary Members shall have the privileges and benefits of the Alumni including the rights to hold office and vote at any meeting. The Associate and Honorary Members shall have all the privileges and benefits of the Alumni but shall not be eligible to hold office or vote at any meeting.
- 4.3 Applications for & Approval of Memberships
 - 4.3.1 All applications for membership shall be made in writing on the prescribed form provided for the purpose.
 - 4.3.2 Every application shall be received in good faith. Applications shall be vetted and confirmed by the school administration and approved for admission by any two committee members.
 - 4.3.3 Every applicant, whose application has been approved as aforesaid, shall be admitted as a member of the CBN Alumni and shall be entitled to all the privileges of membership after the payment.

CLAUSE 5 RESIGNATION AND SUSPENSION

- 5.1 Any member who wishes to resign from the CBN Alumni shall give one (1) months' notice in writing to the Secretary and shall pay up all dues (if any). However, "the member" shall not be entitled to claim from the CBN Alumni any of the subscription, levies or pledges referred to in Article 6.2 that the member has paid in advance.
- 5.2 If any member who fails to comply with the rules and regulations of the CBN or acts in a manner to bring disrepute upon the CBN Alumni or acts prejudicial to the interest of the CBN Alumni, the Committee may expel or suspend the member concerned for a certain period of time as the Committee deems fit. However, the Committee shall give a written notification to the member on what ground the member is being expelled or suspended. The member shall be given the opportunity to explain and defend themselves. The decision of the Committee shall be implemented unless and until the General Meeting reverses or postpones the decision of the Committee after the member has appealed against the decision of the Committee.

CLAUSE 6 SOURCE OF INCOME

6 REGISTRATION FEE, SUBSCRIPTIONS AND OTHER DUES

6.1 A registration fee of Ringgit Malaysia Ten Only (RM10.00) shall be payable for membership.

6.2 SUBSCRIPTION FEE

A fee of Ringgit Malaysia Thirty Only (RM30.00) shall be payable as annual subscription which will run from 1st January to 31st December of each year.

The subscription is for each calendar year irrespective of the date of joining.

6.3 Special subscriptions, levies or pledges for particular purposes may be raised from members by ordinary resolution of the general meeting of the CBN Alumni. If any member fails to pay such subscription within such period as may be resolved, the member may be denied the rights and privileges of membership until "the member" settles the amount due.

6.4 SUBSCRIPTION FEES DUE

All subscription fees are due and payable on 31st January of the new subscription year. Members with outstanding dues are suspended without notice.

Fully paid members will be able to:

- a. hold office;
- b. exercise their vote under any circumstances; and
- c. speak at meetings

Membership of suspended members shall be reinstated upon full payment of all dues and confirmation in writing by any two committee members holding office as President, Vice President, Secretary, or Treasurer.

CLAUSE 7 GENERAL MEETINGS

7. GENERAL MEETINGS

7.1 Annual General Meetings (AGM)

The supreme authority of the CBN Alumni is vested in a General Meeting of the members.

7.2 Quorum

7.2.1 At least one half of the total voting membership of the CBN Alumni or twice the total number of the Committee members, whichever is lesser, must be present at a General Meeting for its proceedings to be valid and to constitute a quorum.

7.2.2 If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee, and if a quorum is not present half an 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 the power to alter the rules of the CBN Alumni or to make decisions affecting the whole membership.

7.3 Business of the AGM

An Annual General Meeting of the CBN Alumni shall be held as soon as possible after the close of each financial year but not later than 12 months after the financial year end, on a date and at a time and place to be decided by the Committee. The business of the Annual General Meeting shall be: -

7.3.1 To receive the Committee's Annual Report on the working of the CBN Alumni during the previous year.

7.3.2 To receive the Treasurer's Report and the audited accounts of the CBN Alumni for the previous year.

7.3.3 To elect a committee for the following two (2) years.

7.3.4 To reappoint the Auditors for the next financial year and to authorise the Committee to determine the Auditors' remuneration.

7.3.5 To deal with such other matters as may be put before it.

7.4 Notice of AGM

The Secretary shall send an electronic notice of meeting to all members at least **fourteen (14) days** before the meeting.

The notice shall comprise of the details of the general meeting, an agenda including copies of minutes and reports, motions, nominations for the election of officers (if any), together with the audited accounts of the CBN Alumni for the year, and any other documents deemed necessary by the Committee.

Copies of these documents will also be made available at the registered address or place of meeting of the CBN Alumni for the perusal of members.

7.5 Extraordinary General Meetings

7.5.1 An Extraordinary General Meeting of the CBN Alumni shall be convened: -

- i) Whenever the Committee deems it desirable; or
- ii) At the joint request in writing of members representing not less than twice the number of Committee members, stating the objectives and reasons for such meeting. The request shall be addressed to the President of the CBN Alumni

7.5.2 An Extraordinary General Meeting requisitioned by members shall be convened for a date within **thirty (30) days** of the receipt of such requisition.

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

7.5.4 Paragraph 7.2 of this rule regarding the quorum and 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 half an hour from the time appointed for a postponed Extraordinary General Meeting, requisitioned by members, the meeting shall be cancelled, and no Extraordinary Annual General Meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

7.6 Minutes of AGM and EGM

The Secretary shall forward to all members a copy of the draft minutes of each Annual and Extraordinary General Meeting, as soon as possible, after its conclusion.

7.7 Proxies

7.7.1 Registered members who are unable to attend the Annual General Meeting be allowed to vote for office bearers via proxies, which names shall be submitted to the CBN Alumni **one (1) week** before the meeting.

7.7.2 Proxy forms may also be used for the passing of resolutions and adoption of financial statements and/or accounts.

CLAUSE 8 COMMITTEE

8.1 COMMITTEE

A Committee, consisting of the following who shall be termed the office bearers of the CBN Alumni, shall be elected at the Annual General Meeting for a term of 2 years:-

- i) A President
- ii) A Vice President
- iii) A Secretary
- iv) An Assistant Secretary
- v) A Treasurer
- vi) An Assistant Treasurer

vii) 3 Ordinary Committee Members

8.2 Citizenship of Office Bearers

All office bearers of the CBN Alumni and every officer performing executive functions in the CBN Alumni may be Malaysians or Non-citizens residing in Malaysia or out of Malaysia.

Any office bearers appointed who is a Non-citizen must first obtain the approval of the Registrar of Societies for such appointment.

8.3 Election by Simple Majority

Names for the above office bearers shall be proposed and seconded and election shall be by a simple majority vote of the members at the Annual General Meeting.

8.4 Eligibility for Re Election

All the office bearers shall be eligible for re-election after each term of two (2) years. No Committee Member shall be eligible for re-election after serving for three (3) consecutive terms unless there is a break of service of at least one (1) term of 2 years.

8.5 Functions of the Executive Committee

The function of the Committee is to organize and to make decisions on matters affecting its running within the general policy laid down by the General Meeting. The Committee may not act contrary to the expressed wishes of the General Meeting without prior references 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.

8.6 Committee Meetings

The Committee shall meet at least once every three months, and seven (7) days notice of each meeting shall be given to the members. The President acting alone, or not less than four (4) of its members acting together may call for a meeting of the Committee to be held at any time. At least one half of the Committee members must be present for its proceedings to be valid and to constitute a quorum.

8.7 Circular Resolutions

Where any urgent matter requiring the approval of the Executive Committee arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter, which can be transmitted via e-mail. The following conditions must be fulfilled before a decision of the 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; and
- iii) The decision must be by majority vote. Any decision obtained by circular letter shall be reported by the Secretary to the next Committee Meeting and recorded in the minutes thereof. In the event of a tie, the President shall have the casting vote.

8.8 Resignation

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

8.8.2 In the event of the death or resignation of a member of the Committee, the Committee shall have power to co-opt any other member of the CBN Alumni to fill the vacancy until the next Annual General Meeting.

8.9 Appointments of other officers, Staff, Organizers and Sub Committees

8.9.1 The Committee shall give instruction to the Secretary and other officers for the conduct of the affairs of the CBN Alumni. It may appoint such organizers and such staff as it deems necessary. It may suspend or dismiss any organizer or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decision of the Committee, or for any other reason which it deems fit and sufficient in the interest of the CBN Alumni.

8.9.2 The Committee may appoint sub-Committees when necessary and its members are entrusted with special responsibility.

CLAUSE 9 DUTIES OF OFFICE-BEARERS

9.1 The President shall during her term of office preside at all General Meetings and all meetings of the Committee and shall be responsible for the proper conduct of all such meetings. She shall have the casting vote and shall sign the minute of each meeting at the time they are approved. In the absence of either the Chairman, the Secretary or the Treasurer, the Committee shall appoint any 2 of them to sign on behalf of the CBN Alumni.

9.2 The Vice-President shall deputise for the President during the latter's absence.

9.3 The Secretary shall conduct the business of the CBN Alumni in accordance with its rules and shall carry out the instructions of the General Meeting and of the Committee. She shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. She shall maintain a membership register with particulars of name, age, identity card numbers, occupation, and address of every member. She/he shall attend all meetings and record the proceedings. Within sixty (60) days after the holding of the Annual General Meeting, the Secretary shall send the Annual Report to the Registrar of Society in accordance with the requirement of Section 14(1) of the Societies Act 1966.

9.4 The Assistant Secretary shall assist the Secretary in carrying out her duties and shall act for her in her absence.

- 9.5 The Treasurer shall be responsible for the finances of the CBN Alumni. She shall keep accounts of all its financial transactions and shall be responsible for their accuracy. She shall, in conjunction with the President or the Vice President, sign all cheques on behalf of the CBN Alumni in line with Clause 10.3 and Clause 10.4.
- 9.6 The Assistant Treasurer shall assist the Treasurer in carrying out her duties and shall act for her in her absence. She shall sign all cheques and withdrawal notices in the absence of the Treasurer in conjunction with the President or the Vice President in line with Clause 10.3 and Clause 10.4.
- 9.7 The Ordinary Committee Members shall assist the other office-bearers in their duties.

CLAUSE 10 FINANCIAL PROVISIONS

10 FINANCIAL PROVISIONS

10.1 Funds and Expenditure of the CBN Alumni

Subject to the following provisions in this rule, the funds of the CBN Alumni may be expended for any purpose necessary for the carrying out of its aims and objects including expenses of its administration, the payment of salaries, allowances and expense to its paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

10.2 Petty Cash

The Treasurer may hold a petty cash advance not exceeding RM500.00 (Ringgit Malaysia Five Hundred Only) at any one time. All money in excess of this sum shall be deposited within seven (7) days of receipt in a bank approved by the Committee. The bank account shall be in the name of the CBN Alumni.

10.3 Authority to execute commercial banking transactions

All cheques or withdrawal notices on the CBN Alumni's banking account(s) shall be signed jointly by one authorised committee member each from Group A and Group B.

Group A - President or Vice President

Group B - Treasurer or Assistant Treasurer

The authorisation of electronic banking shall be as below:

Group A shall be the checkers and

Group B shall be the maker

10.4 Expenditure

Approvals for expenditure shall be as follows:

Expenditure range	Approval Conditions
RM0.01 to RM5,000.00	President/Vice President
RM5,000.01 to RM30,000.00	2/3 Committee
RM30,000.00 and above	100% Committee and two-thirds of the members in attendance at general meeting

All expenditure incurred must be duly minuted.

10.5 Purchase of Assets

Any purchase of assets above RM10,000.01 must be approved by two-thirds of the members in attendance at general meeting. Purchase of assets below RM10,000.00 must be approved by 100% of the committee members and minuted.

10.6 Investments

All committee members must approve any investment proposal before presentation at extraordinary general meeting.

Any investments must be approved by two-thirds of the members in attendance at extraordinary general meeting.

10.7 Financial Statements

Within six (6) months after the end of each financial year, a Statement of Financial Position, Statement of Income and Expenditure, and its' Notes to the Financial Statements, for the year shall be prepared by the Treasurer and audited by the Auditors appointed under clause 11.

The Audited Accounts shall be submitted to the members for approval at the next Annual General Meeting and copies shall be made available at the registered office or place of meeting of the CBN Alumni for the perusal of members.

The Financial Statements shall be prepared in accordance with the Constitution of the CBN Alumni and the Malaysian Financial Reporting Standards.

10.8 Financial Year

The financial year shall commence on 1st January and end on 31st December of each calendar year.

CLAUSE 11 AUDITORS

11.1 An approved external Auditor (hereinafter referred to as "the Auditor"), shall be appointed by the Committee to carry out the audit of the financial statements of CBN Alumni.

11.2 The Auditor shall be required to audit the accounts of the CBN Alumni for the financial year and to issue a report in accordance with approved standards of auditing in Malaysia. The reappointment of the Auditors for the ensuing year shall be determined by ordinary resolution at the General Meeting. The Members shall authorise the Committee to determine the remuneration of the Auditor by ordinary resolution.

11.3 The Committee may require the Auditor to perform any other audit, in addition to the annual audit, and to make a report to the Committee. The Committee is authorized to make such appointments for the special audit.

CLAUSE 12 TRUSTEES & PROPERTY ADMINISTRATION

- 12.1 Three Trustees, who must be over 21 years of age, shall be appointed, when necessary, at the Annual General Meeting and shall hold office at the discretion of the CBN Alumni. They shall have vested in them all immovable property belonging to the CBN Alumni by signing the Deed of Trust and shall deal with it in such a manner as the General Meeting may direct.
- 12.2 At all times the minimum number of Trustees shall not be less than two (2) and the maximum number shall not be more than four (4).
- 12.3 The duties of the Trustees shall be limited to those of custodian trustees only and the CBN Alumni shall be solely responsible for the management of its properties and investments and for the payments of all outgoings and other liabilities in respect of the properties and investments vested in such Trustees.
- 12.4 The Trustees shall not sell, withdraw or transfer any of the property of the CBN Alumni without the consent and authority of a General Meeting of members.
- 12.5 A Trustee may be removed from office by the General Meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reason, “the member” is unable to perform her duties or unable to do so satisfactorily. In the event of death, resignation, or removal of a Trustee the vacancy shall be filled by a new Trustee appointed by a General Meeting.

CLAUSE 13 INTERPRETATION

- 13.1 Between Annual General Meetings, the Committee shall interpret the rule of the CBN Alumni and when necessary, determine any point on which the rules are silent.
- 13.2 Except where they are contrary to or inconsistent with the policy previously laid down by the General Meeting the decisions of the Committee shall be binding on all members of the CBN Alumni unless and until countermanded by a resolution of a General Meeting.

CLAUSE 14 ADVISOR/PATRON

14. ADVISOR/ PATRON
The Committee shall if it deems fit and necessary appoint qualified persons to be the Advisor or Patron of the CBN Alumni. The person appointed must give her consent in writing.

CLAUSE 15 PROHIBITIONS

- 15 PROHIBITIONS
15.1 None of the following games shall be played in the premises of the CBN Alumni:-
Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee,

Cheong, Twenty- One, Thirty-One, Ten and a Half, all games of dice, banker's game and all games of mere chance.

- 15.2 Neither the CBN Alumni nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.
- 15.3 The CBN Alumni shall not hold any lottery, whether confined to its members or not, in the name of the CBN Alumni or its office bearers or Committee members.
- 15.4 No members shall at any time be entitled to receive at the expense of the CBN Alumni any commission percentage or indirectly derive any pecuniary benefit from the carrying on the duties of the CBN Alumni.
- 15.5 The CBN Alumni shall not pay out any benefits as defined under Section 2 of the Societies Act, 1966 to any of its members.

CLAUSE 16 AMENDMENT OF RULES

16. AMENDMENT OF RULES

These Rules may not be altered or amended except by resolution of a General Meeting. Application for any such alterations or amendments shall be made to the Registrar of Societies within sixty (60) days from the date of the decision or alterations or amendment and shall take effect from the date of their approval by the Registrar of Societies

CLAUSE 17 DISSOLUTION

17. DISSOLUTION

- 17.1 The CBN Alumni may be voluntarily dissolved by a resolution of not less than three-fifths of the total membership at a General Meeting specially convened for the purpose.
- 17.2 In the event of the CBN Alumni 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.
- 17.3 The notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.

CLAUSE 18 FLAG, LOGO, BADGE

1. FLAG - Description
2. LOGO – Description



CBN ALUMNI

SIMPLE IN VIRTUE
STEADFAST IN DUTY

3. BADGE-

The CBN Alumni will utilise the current badge of the Convent Bukit Nanas School with the motto: **“Simple in Virtue, Steadfast in Duty “**

The center of the badge is red with a silver band fringed with gold. Red traditionally conveys the message of love, God's Spirit of Love embracing the world. On the right is the Holy Book. To the Christians, this is the Bible; to the Muslims, the Quran; to the Hindus, the Bhagavadgita; to the Buddhists, the Dharmapada. On the left are the Distaff and Spindle. This is the symbol of labour.