

**PERLEMBAGAAN BAGI  
PERTUBUHAN INDUK  
PERSATUAN SIKH SUBANG SELANGOR.**

(PPM-001-10-03082002)

**1 NAME OF ASSOCIATION**

1.1 The name of the Association is PERSATUAN SIKH SUBANG SELANGOR" which is hereinafter referred to as 'the Association'.

**2 REGISTERED PLACE OF BUSINESS**

The registered address is

Persatuan Sikh Subang Selangor,  
Lot 72021, Persiaran Kewajipan,  
47500, Subang Jaya,  
Selangor

or some other address to be determined from time to time by the Committee. The registered place of business shall not be changed without the prior approval of the Registrar of Societies.

**3 INTERPRETATIONS**

In all these Articles, unless there is something in the subject or context inconsistent therewith, the following shall mean:

3.1 Act means the Societies Act, 1966 and amendments vide Act 335 with effect from 19 October 1987.

3.2 Article means these Articles and any amendments thereof for the time being in force.

3.3 Bye-Laws means any Articles, regulations, rules or guidelines formulated under Sub-Article 21

3.4. Committee means the Executive Committee or Management Committee of the Association.

3.5. Post means despatched or printed electronically or in digital form.

3.6 Registrar means the Registrar of Societies.

3.7 Association means the Subang Sikh Association, Selangor Darul Ehsan.

3.8 Gurdwara means the place of the Association's premises where the Sri Guru Granth Sahib (SGGS) is kept and where the prayers are conducted.

3.9 Principal Office Bearers shall mean the President, three (3) Vice Presidents, Hon. Secretary and Hon. Treasurer. These Principal Office Bearers will be the members of the Management Committee.

3.10 General Meeting means the Annual General Meeting or an Extraordinary General Meeting.

3.11 In benefit means the subscription of a member is paid up-to-date in accordance with the provisions of Article 6.

3.12 Financial Year means from 1st January to 31st December of the same year.

3.13 Association's Properties means all movable and immovable property of any nature whatsoever belonging to the Association and held in its name or in the name of the Association. Words importing the singular number include the plural number and vice-versa and words importing the masculine gender include (where applicable) the feminine gender.

3.14 Consolidated Financial Statement incorporates all bank accounts including those of the sub-committees.

## **4 OBJECTIVES**

The objectives of the Association shall be to:

4.1. Provide the members, and the Sikhs in general, facilities to understand, appreciate and practice the Sikh religion.

4.2. Create affection, concord and friendship amongst members of the Sikh community of Subang and the public and private sector.

4.3. To obtain land for the accomplishment of the objectives of the Association and to get the necessary buildings erected and to collect funds for them as well as other progressive social and religious purposes of members.

4.4. Protect the religious, educational and cultural rights of the Sikhs and make representations of such rights to the government from time to time'

4.5. Promote and encourage religious, welfare, social, cultural, youth and sporting activities.

4.6. Print, publish or cause to be printed,published, sell,distribute books,booklets,leaflets,newsletters,magazines or other periodicals using both conventional and electronic media for the advancement of the aims and objects of the Association and

4.7. To set up a Foundation for a specific purpose as and when the need arises.

## 5 MEMBERSHIP

5.1 Open to all Malaysian Sikhs living in SUBANG,SELANGOR. The areas are as follows:

Zone 1: SS 12-SS 19,Taman Wangsa Baiduri.

Zone 2: PJS 7,PJS 9,PJS 11, Bandar Sunway.

Zone 3: USJ 7 - USJ 22, Taman Tanamera.

Zone 4: Perumahan TP1-2, Taman Perindustrian USJ 1,USJ 1-6.

Zone 5: Taman Batu Tiga,Taman Mutiara Subang,Taman Perindustrian Subang Hi-Tech, Taman Perindustrian UEP ( Tp 7 ),Taman Pinggiran USJ, Taman Subang Heights, Taman Subang Mas, Taman USJ Heights, Tropicana Metropark.

Zone 6: USJ 23- USJ 27.

Zone 7: Taman Putra Heights,Kampung Bukit Lanchong

and aged 18 years and above.

5.2 The Association shall have 3 categories of membership as follows

5.2.1 Life Members

5.2.2 Ordinary Members

5.2.3 Associate Members

5.3 Subject to Sub-Article 5.1, the residential qualification for each category of membership is as follows.

5.3.1 Life Membership and Ordinary Membership

The applicant must be a resident of Subang, Selangor.

5.3.2 Associate Membership

Any applicant who does not qualify under Sub-Article 5.3.1.An Associate Member will have all benefits as a member, except that he shall not be eligible to hold office as an executive committee member, vote at a General Meeting and will not contribute to the quorum. However, the Associate Member can participate in the discussions and voice opinions or queries. Associate Members can serve on the sub-committees of the Association.

5.4 Application for membership shall be made on the prescribed Membership Form which shall be filled with all information required therein and signed by the applicant. Each applicant shall be proposed and seconded by existing members in benefit. The duly completed form shall be submitted enclosed with the relevant dues as per Sub-Article 6.1 to the Hon. Secretary of the Association.

5.5 The Management Committee shall have the right to request the applicant to produce proof of age and or residential qualification to verify the accuracy of the

information stated in the applied Membership Form.

5.6 All applications for membership submitted in accordance with the provisions of this Article shall be tabled for scrutiny at the ensuing Management Committee meeting and subsequently forwarded to the Executive Committee for approval. The applicant shall be duly notified in writing of his election as a member. The member shall be issued with an official receipt for the fees received and with a copy of the Associations constitution. The new member will be allotted a membership number. During the tenure of membership of the Association, the onus is on the member to provide in writing to the Association updates of personal information (changes in address, home telephone number, mobile phone number, and email).

5.7 If the application for membership is rejected under Sub-Article 5.5, the Applicant will be officially informed, and the amount received with the Application Form shall be refunded.

5.8 Any person who was a member of the Association and whose membership was terminated under Sub-Article 7.1.2 and 7.1.3 may re-apply to become a member of the Association provided the following conditions are complied with.

5.8.1 An Ordinary or Associate member whose membership was terminated under Sub-Article 7.1.2 may re-apply to become a member by submitting the Application for Membership Form in a similar manner as a new applicant with a provision that the applicant shall pay the full arrears of subscription from the time such payments lapsed, and the membership was terminated. The payment of such arrears together with the subscriptions under Sub-Article 6.1.2 shall be made together with the Application for Membership Form provided always that any such person who applies to be a Life Member shall, upon the payment of the subscription under Sub-Article 6.1.2, be exempted from the payment of such arrears; and

5.8.2 An Ordinary or Associate member who resigns under the provisions of Article 8, may re-apply for membership by submitting the Application for Membership Form together with the payment of the appropriate entrance and subscription fees as provided in Sub-Article 6.1. Such applicant shall be exempted from payment of arrears of subscriptions from the date the resignation was accepted.

## **6 SOURCES OF INCOME**

### Subscription

6.1 The Entrance Fee and the Subscription payable shall be as follows

6.1.1 Entrance Fees - RM20.00

6.1.2 Subscriptions

a. Life Member RM 300.00

b. Ordinary Member RM 60.00 per annum

c. Associate Member RM 60.00 per annum

6.2 All annual subscriptions shall be paid by the 31st March of the current year.

6.3 The responsibility of paying the subscription rests with the member.

6.4 For any new member the payment of entrance fee and subscription is as per Article 6.1 irrespective of date and month of applying.

6.5 A member whose subscription is in arrears as on 31st December shall be served written notice by post informing him of the arrears which shall be paid within one 1 month from the date of such notice. Should the member fail to do so his name shall be displayed on the notice board for a further period of one month. If a member fails to pay the arrears of subscription within one month from the date his name is posted on the notice board of the secretariat he shall automatically cease to be a member of the Association.

6.6 No subscription shall be accepted during the sixty (60) days period prior to the date of the Annual General Meeting.

## **7 TERMINATION OF MEMBERSHIP**

7.1 A member shall automatically cease to be a member of the Association for any one of the following reasons

7.1.1 Upon death.

7.1.2 Upon failure to pay subscriptions provided the provisions of Article 6.5 has been carried out.

7.1.3 Upon acceptance of his resignation

7.1.4 Upon expulsion as provided for by Article 9

7.1.5 Upon insanity

7.1.6 Upon being declared a bankrupt and

7.1.7 Upon conversion to another religion

7.1.8 Inability to contact/communicate/receive feedback from a member for more than six (6) months.

## **8 RESIGNATION**

8.1. Any member who wishes to resign from the Association shall give at least two (2) weeks notice in writing to the Hon. Secretary and shall pay all dues, including

any outstanding subscription up to the month in which his resignation takes effect.

8.2. Any member who wishes to resign from office or as a member of the Executive Committee or Management Committee of the Association shall give at least one 1 months notice in writing and shall hand over to the Hon. Secretary all the documents, account books, cash and all the other property of the Association which is in the care, custody or control of such member to the satisfaction of the Executive Committee or the Management Committee.

8.3. Any member of the Association who resigns or vacates his position shall surrender all the Associations documents, books, equipment and properties in his custody. The Executive Committee will officially inform the member of this and if he/she fails to comply, action will be taken in accordance with the provisions of the Societies Act 1966 and Revised Societies Act 335 effective from 19.10.1987.

## **9 SUSPENSION AND EXPULSION**

9.1 All disciplinary matters shall be the responsibility of the Disciplinary Sub Committee consisting of a minimum of three (3) and not exceeding five (5) members who shall be appointed by the Executive Committee as and when the need arises. The Disciplinary Sub Committee, due to the matter in hand, need not be only from the membership of the Association. The Disciplinary Sub-Committee shall be empowered to enquire into any complaint against a member and report their findings to the Executive Committee and propose such sanctions as they may deem fit. Any appeal by the aggrieved party relating to the findings shall be referred to the Annual General Meeting.

9.2 The Executive Committee may at any time suspend and may, after due notice and enquiry, expel any member of the Executive Committee is injurious to the interests of the Association or renders him unfit to associate with members of the Association. Any member so expelled shall have the right, with the support of at least fifty (50) members in benefit in writing to require the Executive Committee to convene an Extraordinary General Meeting of the Association and the Executive Committee shall within fourteen days of receipt of any such requisition convene a meeting accordingly.

9.3 The only business at such meeting shall be to consider the action of the Executive Committee in expelling such member. If such action be disapproved, such expulsion shall be rescinded and shall have no effect. The voting at any such meeting shall be by ballot if members thereat shall so demand.

9.4 A member who is expelled or defaulted shall not be entitled to the refund of the entrance fee.

9.5 Any member who has been suspended by this Article shall not be eligible for election to the Executive Committee or any appointment to any Sub-Committee for a period of at least two years from the date of the end of his suspension.

10.1 The authority of the Association shall be vested in the Constitution and the General Meeting.

10.2 Any decisions on matters not governed by the Constitution shall be decided by voting at a General Meeting.

10.3 Amendments additions or deletions to these Articles shall be decided by voting at a General Meeting.

## **11 ANNUAL GENERAL MEETING**

11.1 The Annual General Meeting of the Association shall be held as soon as possible after the end of the financial year but not later than the 31st of March at a date, time and venue which shall be decided by the Executive Committee.

11.2 The agenda of the Annual General Meeting will be to

11.2.1 Accept the past year's Annual General Meeting minutes and Extraordinary General Meeting minutes (if any).

11.2.2 Accept the Annual Report on the activities and programs of the Association

11.2.3 Accept the audited Annual Financial Statements for the preceding year.

11.2.4 Proposed Budget and Capital Expenditure for forthcoming year

11.2.5 Election of the Executive Committee for the next year

11.2.6 Election of two Internal Auditors.

11.2.7 To confirm the appointment of an External Auditor as recommended by the Executive Committee; and

11.2.8 Any other matters for which the Hon. Secretary would have received from members ten 10 days before the date of the Annual General Meeting. This matter submitted will have to be sent to all members prior to the Annual General Meeting and one copy posted on the notice board of the Associations Secretariat.

11.3 The Hon. Secretary on the advice of the Executive Committee shall send to each member three weeks (21) days in advance a notice of the Annual General Meeting which states the date, time, place and the agenda as per Sub-Article 11.2 above.

11.4 The Hon. Secretary will be responsible to post these documents to all members either by post or through the internet.

11.5 A General Meeting will determine the administration of the Association. At least one half of the total number of members who are entitled to vote or double the

number of members of the Executive Committee, whichever is less, shall suffice to constitute a quorum for the general meeting to take place.

11.6 No proxies for absent members will be allowed.

11.7 If the quorum is insufficient after half an hour from the time fixed for the meeting, then the meeting shall be adjourned to a date not exceeding one month (30 days) and determined by the members present. If at the adjourned meeting the quorum is still insufficient after half an hour from the time set for the adjourned meeting, then the members present are entitled to hold the meeting and discuss the matter on the agenda but are not allowed to make amendments to the Constitution of the Association or make decisions involving finance.

11.8 Only items as per Sub Article 11.2 above will be allowed for discussion at the Annual General Meetings.

## **12 EXTRAORDINARY GENERAL MEETING**

12.1 An Extraordinary General Meeting EGM of the Association may be held when deemed necessary by the Executive Committee, or at the request of not less than one quarter of the total voting members and explaining in writing the objectives and reasons for holding the EGM.

12.2 An Extraordinary General Meeting requested by members shall be held within one month from the date of receipt of the request for the meeting.

12.3 The announcement and the agenda for the Extraordinary General Meeting shall be sent by the Hon. Secretary to all members at least fourteen (14) days before the date fixed for the meeting.

12.4 The Extraordinary General Meeting agenda will be for the specific item as per Sub-Article 12.3 and no other matters will be entertained.

12.5 No proxies for absent members will be allowed.

12.6 Articles of the Association rules and regulations regarding the quorum and the adjournment of the Annual General Meeting may be utilized for the Extraordinary General Meeting, if the quorum is insufficient after half an hour from the time stipulated for the Extraordinary General Meeting to be held upon request of members, then the meeting shall be cancelled and can only be reconvened for the purpose after a lapse of six months.

## **13 ELECTION OF THE EXECUTIVE COMMITTEE**

13.1 Composition of the Executive Committee.

The Executive Committee will be elected at a Biennial General Meeting. The



following positions will be filled through a system as per Sub-Article 13.2. They will be from the Life and Ordinary Members and hold the post for a two-year term.

- a. A President
- b. Three (3) Vice-Presidents
- c. A Hon. Secretary
- d. A Hon. Assistant Secretary
- e. A Hon. Treasurer
- f. A Hon. Assistant Treasurer
- g. Five committee members
- h. The President in concurrence with the Executive Committee can incorporate two other members to serve the Executive Committee.

13.2 Election Procedure for the Executive Committee.

13.2.1 All members in benefit will be asked to individually apply for the positions on the Executive Committee and can even propose other members.

13.2.2 Hon. Secretary shall issue a prescribed form for this purpose.

13.2.3 Hon. Secretary shall after the closing date, send the full list of members who applied to all members.

13.2.4 The members at the Annual General Meeting shall then vote to select thirteen members that will constitute the Executive Committee. The thirteen 13 elected members at the Annual General Meeting will then immediately adjourn for a brief meeting and elect amongst themselves the executive positions as listed in Sub-Article 13.1. a to g.

13.2.5 This special meeting shall be chaired by an independent member appointed by the members of the General Meeting.

13.2.6 The President should have served a minimum of one term on the Executive Committee and can hold office for a maximum of three continuous terms. After a lapse of one term he she can be re-elected as President.

13.2.7 The Executive Committee will hold office for a two year term and can be re elected.

## 14 DUTIES OF OFFICE BEARERS

14.1 The President during his term in office shall be the Chairperson of all the General Meetings and all Committee Meetings. In case of a dispute, the President shall have a casting vote. In his absence, one of Vice Presidents or the Hon. Secretary will chair.

14.2 The President shall sign all cheques together with the Hon. Treasurer and the Hon. Secretary. The Vice-Presidents shall assist the President in the general administration of the affairs of the Association in such areas as may be delegated to

them from time to time.

14.3 The Hon. Secretary shall conduct the business of the Association in accordance with the Articles and shall carry out the instructions of the General Meeting and the Executive Committee. He shall supervise the work of any staff engaged by the Association. He shall be responsible for conducting all correspondence and keeping all books, documents and papers belonging to his office in such form and manner as the Executive Committee may direct. He shall attend meetings and record the proceedings. He shall prepare or cause to be prepared the Annual returns and all other documents required by the Registrar of Societies and shall forward these to him by the prescribed dates. He shall keep a membership register containing the names addresses, occupation, National Registration Card numbers, the citizenship status of all members, and the dates on which they joined the Association, in addition to any other details the Executive Committee considers necessary.

14.4 The Hon. Assistant Secretary shall assist the Hon. Secretary in carrying out his duties and shall act for him in his absence.

14.5 The Hon. Treasurer shall be responsible for all the monies received by him or on his behalf and paid by him on behalf of the Association and for the keeping and posting of books of account as required. He shall issue official receipt for each sum of the money received by him and no other officer or employee of the Association shall receive money or issue receipts without his authorisation. He shall prepare a monthly statement of accounts for the business meeting of the Executive Committee and he shall be responsible to prepare a proper Statement of Accounts and Balance Sheet for the Annual General Meeting before 31st of March. He shall also sign all the cheques on behalf of the Association.

14.6 The Hon. Assistant Treasurer shall assist the Hon. Treasurer in discharging his duties and exercising his responsibilities in his absence.

## **15 FUNCTIONS OF THE EXECUTIVE COMMITTEE**

15.1 The functions of the Executive Committee are to

15.1.1 To formulate policies, programmes and projects for the smooth functioning of the Association.

15.1.2 To handle the operational matters of the Association and implementation of decisions made at the Annual General Meeting.

15.1.3 To prepare an Annual Report on its activities and a Consolidated Financial Statement of the previous year to the Annual General Meeting.

15.1.4 The Executive Committee members shall meet once in three months. The announcement of each meeting shall be made to the members of the Committee seven (7) days in advance.

15.1.5 The President by himself or no less than four 4 members of the Committee may jointly call for an emergency Executive Committee Meeting at any time. At least half of the Committee Members shall be present to confirm the proceedings and make up the quorum of the meeting.

15.1.6 To organise for the collection of funds in a proper manner to maintain the Association financially.

15.1.7 Members of the Executive Committee who fail to attend the Committee Meeting three times consecutively without satisfactory explanation shall be deemed to have resigned from the Committee.

15.1.8 In the event of death, resignation or transfer to a location out of Subang, of a Committee Member, the Executive Committee has the authority to appoint another member of the Association to fill the vacancy until the next Annual General Meeting.

15.1.9 The Executive Committee may direct the Hon. Secretary and other office bearers to carry out the activities of the Association, and to appoint the Chairperson to the allotted committee.

## **16 MANAGEMENT COMMITTEE**

16.1 The functions of the Management Committee are

16.1.1 To help the Executive Committee to organise the administration and management of all activities of the Association

16.1.2 To help the Executive Committee to supervise the day-to-day activities of the Association and to make decisions on matters affecting its administration within the general policy laid down in the Constitution, General Meetings and by the Executive Committee

16.1.3 To furnish a report at each Executive Committee on its activities. This can also be done after each Management Committee meeting through internet posting.

16.1.4 To meet at least once a month to plan, review and oversee the management of the Association and its properties.

16.1.5 To help the Executive Committee to organise for the collection of funds in a proper manner to maintain the activities of the Association.

16.1.6 To help the Executive Committee to protect the funds of the Association against extravagance and misappropriation.

16.1.7 To propose to the Executive Committee the appointment of the Gurdwara Management Committee, youth development Naujawan Satsang, womens affairs Isteri Satsang, langgar, welfare, education, religious, disciplinary, social, sporting and other sub-committees, whenever necessary.

16.1.8 To assist the Executive Committee by appointing and to finalise the terms of the employment agreement with the employees of the Association;

16.1.9 To take disciplinary actions and or terminate the services of employees when deemed necessary.

16.1.10 To confirm the minutes of previous Management Committee Meetings and consider the Statement of Accounts of the previous month.

16.1.11 To work with the sub-committees in drawing up the calendar of programs for the year and submit to the Executive Committee for approval. This list of programs should consider the financial implications and marketing strategies that will be adopted by the related sub-committees.

16.2 The President acting alone, or not less than three members of the Management Committee acting together may call for a meeting of the Management Committee at any time. The quorum at such meeting of the Management Committee shall be four members.

16.3 Where any urgent matter requiring the approval of the Management Committee arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter or through other electronic means. The following conditions must be fulfilled before a decision of the Management Committee is deemed to have been obtained.

16.3.1 The issue must be clearly set out in the circular and forwarded to all members of the Management Committee.

16.3.2 At least one half of the Management Committee members must indicate whether they are in favour or against the proposal.

16.3.3 All such approvals shall be decided by a simple majority and

16.3.4 Any decision obtained by a circular letter shall be reported by the Secretary at the next Management Committee Meeting and recorded in the minutes thereof.

## **17 GURDWARA MANAGEMENT COMMITTEE**

17.1 The President with the concurrence of the Executive Committee shall appoint a Chairman for the Gurdwara Management Committee. The Chairman of this Committee will be responsible for the administration and management of Gurdwara Sahib Subang.

17.2 The Gurdwara Management Committee Chairman must be a Keshadhari Sikh. The Gurdwara Management Committee Chairman can recommend committee members from the membership of the Association that will assist him in the management of the Gurdwara Sahib. This Committee must be approved by the Executive Committee.

17.3 The Chairman of the Gurdwara Management Committee shall report to the Executive Committee of the Association on all matters including finance.

17.4 The Gurdwara Management Committee will manage the activities of the Gurdwara as per the Gurmukhi version of the Sikh Rehat Maryada (Sikh Code of Conduct) approved by the Akal Takhat.

17.5 In the administration and management, the Gurdwara Management Committee will be guided by a separate set of by laws and approved by the Annual General Meeting.

## 18 FINANCE

18.1 Subject to the following provision in this Article, the funds of the Association may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries, allowances and reimbursement of expenses incurred by its office bearers on behalf of the Association, and the audit of its accounts. On no account shall funds be used to pay fines for office bearers, staff and members.

18.2 The Treasurer may hold petty cash not exceeding Ringgit Malaysia Five Thousand RM 5000.00 at any one time. All monies exceeding this sum shall, within three (3) banking days of receipt, be deposited in the association account held in a bank or financial institution approved by the Executive Council.

18.3 All cheques or withdrawal of monies on the Association's accounts shall be signed by three (3) Principal Office Bearers; mandatory signatory shall be the Hon. Treasurer and the other two (2) being the President and the Hon. Secretary.

18.4 All payments vide cheques shall be approved by the Executive Committee and each single item of expenditure should not exceed RM 50,000.00. Single item of expenditure exceeding RM 50,000.00 shall be approved by the General Meeting.

18.4.1 For amounts below RM 10,000.00 the cheque shall be signed by Hon. Treasurer and any other approved signatories by the Executive Committee.

18.4.2 For single item expenditure between RM 10,001.00 and RM 50,000.00 the cheque shall be signed by the Hon. Treasurer, the President and Hon. Secretary.

18.4.3 For single item expenditure of RM 50,001.00 and above approval is needed at the General Meeting and after approval, the cheque is to be signed by the three signatories of Hon Treasurer, President and Hon. Secretary.

18.5 Estimates of income, expenditure and capital expenditure budget for the financial year shall be decided by the Executive Committee and approved by the Annual General Assembly. For this Article the financial year shall begin on 1st January and end on 31st December of the same year.

18.6 As soon as possible but not later than 31st March after the end of each financial year, a consolidated statement of Receipts and Payments, Income and Expenditure and Balance Sheet for the year shall be prepared and audited by the elected Internal Auditors. The Executive Committee will then forward the financial papers to the appointed External Auditor for finalising the accounts.

## **19 SALARIES AND OTHER PAYMENTS**

19.1 Any member whose duties call for service on behalf of the Association may be paid. The amount to be paid shall be determined by the Executive Committee.

19.2 The salaries and allowances payable to employees shall be determined by the Executive Committee.

19.3 Honorarium may be paid to any member or any non-member with the recommendation of the Executive Committee.

## **20 INTERNAL AUDITORS**

20.1 Two persons who are not members of the Executive Committee and Management Committee shall be appointed by the General Meeting as Internal Auditors. They shall audit the accounts of the Association every quarter and submit a report to the Management Committee. They will hold office for two years.

20.2 The books and accounts of the Association shall be audited by the two 2 Internal Auditors acting together and they shall have access to all books and documents necessary for the completion of their audit.

20.3 Qualified External Auditors shall be appointed by the Executive Committee to audit the Consolidated Financial Statement and submit a report to the Executive Committee.

20.4 If due to circumstances, an elected Internal Auditor is unable to serve, the Executive Committee will appoint a replacement from the membership of the Association.

20.5 The Hon. Treasurer and the Internal Auditors, if required, will help the appointed External Auditor in the preparation of the consolidated statement of accounts for the Annual General Meeting.

## **21 EXTERNAL AUDITOR**

21.1 Please Refer to article 20.3

## **22 BYE-LAWS, RULES & REGULATIONS**

22.1 The Executive Committee may make such rules and regulations and or guidelines for the efficient administration and management of the Association.

## **23 PROHIBITION**

23.1 Gambling games and all games that depend on luck cannot be played within the premises of the Association and Gurdwara Sahib Subang.

23.2 This establishment may not carry lotteries reserved for members or non-members in the name of the Association, Committee or member without the approval of the relevant authority.

23.3 Cigarettes, liquor and any other intoxicating drugs are not allowed into the premises of the Association and Gurdwara Sahib Subang.

23.4 Non-Sikhs or Sikhs that have converted to other religions are prohibited from propagating their religion in the Association's premises.

## **24 AMENDMENTS OF ARTICLES**

24.1 These Articles may not be altered or amended except by a resolution at a General Meeting and with the approval of two third of members present. Such amendments shall take effect from the date of approval by the Registrar of Societies. Any amendments to the Articles shall be forwarded to the Registrar of Societies within 60 days of the approval by the General Meeting.

## **25 DISSOLUTION**

25.1 The Association may be voluntarily dissolved by resolution of not less than two thirds of the total voting membership in a General Meeting.

25.2 In the event the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be disposed of in such a manner as may be decided upon at a General Meeting.

25.3 The statement in connection with such dissolution shall be communicated to the Registrar of Societies within fourteen (14) days from the date of the dissolution.

## LAMPIRAN

1. Bendera

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2. Lambang

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3. Lencana

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