



**MALAYSIAN RED CRESCENT  
SOCIETY**

**CONSTITUTION**

(Revised MRCS Corporation Rules 2016)

## MRCs CORPORATION RULES

PART	RULE	PAGE REFERENCE HEADING	PAGE
<b>PART I</b>		<b>INTERPRETATION</b>	
	1 (a)	The Act	1
		Annual Report	1
		Secretary General	2
		Subsidiary Units	2
		Youth	2
		Zones	2
	(b)	Inconsistency	2
	(c)	Language	2
	(d)	Authority on Interpretation	2
	(e)	Miscellaneous	2
<b>PART II</b>		<b>GENERAL PROVISIONS</b>	
	2	The Society	2
	3	Component	2
	4	Adherence to the Fundamental Principles	3
	4	Fundamental Principles	3
	5	National Headquarters	4
	6	Emblem	4
	7	Patron	4
	8	Honorary President & Honorary Deputy President	4
	9	Honorary Vice Presidents	4
	10	Honorary National Advisor	4
	11	Functions	4 / 5
	12	Organization Structure	5

**PART III****MEMBERSHIP**

13	Admission of Members	6
14	Honorary Life Member	6
15	Life Member	6
16	Ordinary Member	6
17 (i)	Youth Member	6
(a)	Red Crescent Link	6
(b)	Red Crescent Youth	6
(c)	VAD/Chapter CVB	6
(ii)	International Red Cross & Red Crescent Youth	6
18	Adherence to Rules	7
19 (a)	Register of Members	7
(b)	Record of Current Members	7
20	Collection of Dues	7
21 (a)	Resignation	7
(b)	No Refund	7
22	Vacation of Office	7 / 8
23 (a)	Right to Appeal	8
(b)	Power to Review	8

**PART IV****THE NATIONAL COUNCIL**

24 (a)	The National Council	8
(b)	Composition of the National Council	8 / 9
(c)	Casual Vacancy	9
(d)	Election	9
(e)	Term of Office	9
25	Powers of the National Council	10
26 (a)	Meetings of the National Council	11
(b)	Notice	11
(c)	Chairman	11
(d)	Quorum	11
(e)	Voting	11
(f)	Voting Rights	11
27 (a)	Annual General Meeting	11
(b)	Agenda	11 / 12
28 (a)	Extraordinary Meeting	12
(b)	Procedure	12

**PART V****STATUTORY POSTS**

29	The National Chairman	12
30	The National Deputy Chairman & The National Vice Chairmen	13
31	The National Treasurer	13
32 (a)	The Secretary General	13
(b)	Functions of the Secretary General	14

**PART VI****THE NATIONAL EXECUTIVE BOARD**

33	The National Executive Board	14
34 (a)	Composition of the National Executive Board	14
(b)	Invitation	15
35	Powers of the National Executive Board	15
36 (a)	Meetings of the National Executive Board	15
(b)	Chairman	15
(c)	Extraordinary Meeting	16
(d)	Notice	16
(e)	Quorum	16
(f)	Voting	16
(g)	Voting Rights	16

**PART VII**

37

**ZONES**

16 / 17

**PART VIII****PRINCIPAL OFFICE BEARERS**

38 (a)	Composition	17
(b)	Meetings	17

**PART IX****STATES**

39 (a)	State and Federal Territory	17
(b)	State Committee	17
	State Patron	18
(c)	State Advisor	18
40 (a)	Composition of State Committee	18 / 19
(b)	Invitation	19
(c)	Election	19
(d)	Term of Office	19
(e)	Casual Vacancy	19
41	Approval	19
42 (a)	Meetings of the State Committee	19
(b)	Chairman	19
(c)	Notice	19
(d)	Quorum	19
(e)	Voting	20
(t)	Voting Rights	20
(g)	Submission of Minutes, etc	20
43 (a)	Annual General Meeting	20
(b)	Agenda	20
(c)	Annual Report and Accounts	21

44 (a)	Extraordinary Meeting	21
(b)	Procedure	21
45	Disciplinary Powers	21
46	Termination	21
47	Salaried Staff	21
48	Ad-hoc Committees	21

## **PART X**

### **DISTRICTS**

49 (a)	District	22
(b)	District Advisor	22
50 (a)	Composition of District Committee	22
(b)	Invitation	22
(c)	Election	23
(d)	Term of Office	23
(e)	Approval	23
(f)	Casual Vacancy	23
51 (a)	Meeting of District Committee	23
(b)	Chairman	23
(c)	Notice	23
(d)	Quorum	23
(e)	Voting	23
(f)	Voting Rights	24
(g)	Submission of Minutes, etc.	24
52 (a)	Annual General Meeting	24
(b)	Agenda	24
(c)	Annual Report and Accounts	24
53 (a)	Extraordinary Meeting	25
(b)	Procedure	25
54	Disciplinary Power	25
55	Termination	25
56	Salaried Staff	25
57	Ad-hoc Committee	25

## **PART XI**

### **CHAPTERS**

58	Chapters	25
59	Key Objective	26
60	Chapter Patron	26
61	Chapter Advisor	26
62	Composition of Chapter Committee	26
63	Invitation	27
64	Register of Members	27
65	Chapter Election	27
66	Term of Office	27
67	Casual Vacancy	27
68 / 69	Aim of the Activities	27 / 28
70 / 71	Subsidiary Units	28
72	Chapter Executive Officer	28

73	Ad-hoc Sub-Committee	28
74	Meeting of Chapter Committee	28
75	Extraordinary meeting	28
76	Business of meeting	28
77	Notice	28
78	Chairman of Meeting	28
79	Quorum Chapter Committee Meeting	28
80	Voting Rights	29
81 / 82	Annual General Meeting	29
83	Agenda	29
84	Quorum Annual General Meeting	29
85	Annual Report	29
86	Disciplinary Power	30
87	Continuity of Membership	30

## **PART XII**

### **SUBSIDIARY UNITS**

88	Subsidiary Units	30
89	Regulations	30

## **PART XIII**

### **FINANCE AND PROPERTY**

90	Financial Year	30
90 (a)	Vesting of Property	30
(b)	Use of Property	30
(c)	Use of Funds	30
(d)	Donations	31
91	Ways to raise Funds, etc.	31
92	Restriction on Fund Raising	32
93	Trustees	32
94	Indemnity	32
95	Bank Account	32

## **PART XIV**

### **COMMUNICATIONS**

96 (a)	Communications with the Movement	32
(b)	Communications with the Government	33
(c)	Communications with National Headquarters	33
(d)	District /State/ Chapter	33
(e)	Communications with another State	33

	(f)	Communications with the District of another State	33
	(g)	Communications by Post	33
97		Broadcasting and Publishing	34
98		Representation in other Organization	34

**PART XV**

**ENTRY INTO FORCE**

99		Citation	34
100		Date of Approval	34

## **PREAMBLE**

The Malaysian Red Crescent Society ("the Society") is a body corporate incorporated under an Act of Parliament vide the Federation of Malaya (Incorporation) Act, 1962 (No. 4 of 1962), and as replaced by the Malaysian Red Cross Society (Incorporation) Act 1965 (No. 47 of 1965), and as amended by the Malaysian Red Cross Society (Change of Name) Act 1975 (No. 162 of 1975), and as revised as Act 540 in 1995 (the "Act"). Its constitution is based on the Geneva Conventions of 1949, to which the Federation of Malaysia is a party.

The Society is recognized by the Malaysian government as a uniform voluntary relief organization, auxiliary to the public authorities in the humanitarian field and to the medical services of the armed forces. The Society was recognized as a member National Society of the International Federation of Red Cross and Red Crescent Societies (the 'Federation') on 4<sup>th</sup> July 1963 and was admitted on 28<sup>th</sup> August, 1963.

The Society, together with other National Societies recognized in accordance with Article 4 of the Statutes of International Red Cross and Red Crescent Movement, the Federation and the International Committee of the Red Cross (the 'ICRC') constitutes the International Red Cross and Red Crescent Movement ("the Movement").

## **CORPORATION RULES**

**IN EXERCISE OF THE POWERS CONFERRED BY SECTION 9 OF THE ACT,  
THE NATIONAL COUNCIL HEREBY MAKES THE FOLLOWING RULES:**

### **PART I INTERPRETATION**

1. (a) In these Rules, unless the context otherwise requires:

"the Act" means the Malaysian Red Cross Society (Incorporation) Act, 1965 (previously known as Act 47/65 and revised in 1995 as Act 540) and the Malaysian Red Cross Society (Change of Name) Act, 1975 (Act 162); The Act

"Annual Reports" means the annual reports on the activities of the Society, the States, Districts and/or Chapters as the case may be; Annual Reports



- |   |                                    |
|---|------------------------------------|
| <p>“Secretary General” means the person referred to in Section 7 (2) of the Act and Rule 32 of these Rules;</p>   | <p>Secretary General</p>           |
| <p>“Subsidiary Units” means the units established by the National Executive Board or States Committee in accordance with these Rules; and</p>   | <p>Subsidiary Units</p>            |
| <p>“Youth” means a person not less than fifteen years and not more than forty years old or as amended from time to time according to Act 668, YOUTH SOCIETIES AND YOUTH DEVELOPMENT ACT 2007;</p>   | <p>Youth</p>                       |
| <p>“Zones” means the regional areas covering specific States approved by the National Council.</p>  | <p>Zones</p>                       |
| <p>(b) In the event of inconsistency between the provisions of the Act and these Rules the provision of the Act prevails.</p>   | <p>Inconsistency</p>               |
| <p>(c) These Rules may be translated into any language Provided Always that the English text shall prevail in the event of any inconsistency.</p>   | <p>Language</p>                    |
| <p>(d) The National Council shall be the sole authority for the interpretation of these Rules and as to its application. The decisions of the National Council shall be final and binding on all members.</p>   | <p>Authority on interpretation</p> |
| <p>(e) i) Words and expressions defined in the Act shall have the same meaning when used or referred to these Rules.</p> <p>ii) Words denoting any gender shall include all gender</p> <p>(iii) Headings and the index are for ease of reference only and shall not affect the interpretation of these Rules.</p> | <p>Miscellaneous</p>               |

## PART II GENERAL PROVISIONS

- |  |                    |
|--|--------------------|
| <p>2. PERSATUAN BULAN SABIT MERAH MALAYSIA (or, in English, the Malaysian Red Crescent Society) (“the Society”) is a body corporate established under Section 3 of the Act.</p>  | <p>The Society</p> |
| <p>3. The Society is a component of the International Red Cross and Red Crescent Movement (“the Movement”) and as such is a member of the International Federation of Red Cross and Red Crescent Societies (“the Federation”).</p> | <p>Component</p>   |

4. The Society adheres to the Fundamental Principles of the Movement and reaffirms the mottos "Inter arma caritas" (in war charity) and "Per humanitatem ad pacem" (through humanity to peace) which together express the ideals of the Movement as a whole. The Fundamental Principles of the Movement are as follows:
- Adherence to the  
Fundamental  
Principles
- (1) **HUMANITY**  
The Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all people.
  - (2) **IMPARTIALITY**  
The Movement makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.
  - (3) **NEUTRALITY**  
In order to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of political, racial, religious or ideological nature.
  - (4) **INDEPENDENCE**  
The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.
  - (5) **VOLUNTARY SERVICE**  
It is a voluntary relief Movement not prompted in any manner by desire for gain.
  - (6) **UNITY**  
There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry its humanitarian work throughout its territory.
  - (7) **UNIVERSALITY**  
The Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.
- Fundamental  
Principles

- |     |  |  |
|-----|--|--|
| 5.  | The National Headquarters of the Society shall be at such place as the National Council may decide from time to time.  | National Headquarters                          |
| 6.  | The emblem of the Society shall be a red crescent on a white background and shall be used in accordance with the laws of Malaysia and the Geneva Conventions.  | Emblem   |
| 7.  | Seri Paduka Baginda Yang Di Pertuan Agong shall be the Patron of the Society.  | Patron   |
| 8.  | The Prime Minister of Malaysia and the Deputy Prime Minister of Malaysia shall be the Honorary President and the Honorary Deputy President of the Society respectively.  | Honorary President & Honorary Deputy President |
| 9.  | The National Council shall appoint Honorary Vice-Presidents of the Society from amongst the Ministers of the Ministries responsible for matters connected with the Society.  | Honorary Vice Presidents                       |
| 10. | The National Council shall appoint Honorary National Advisors of the Society from amongst persons who have been recognized by the National Council for their outstanding humanitarian works or exemplary services and continuous support of the Society Provided that not more than ten (10) such persons shall be appointed at any one time.  | Honorary National Advisors                     |
| 11. | In pursuing the objects and purposes set out in sections 4 and 5 of the Act, it shall be the duty of the Society to further perform the following:   | Functions                                      |
|     | (a) to maintain a permanent and active uniform organization to save lives, relieve sickness, suffering or distress especially of the casualties of armed conflicts, disasters or other emergencies irrespective of nationality, race, class, sex, creed or political considerations, such organization being capable of rapid mobilization and effective expansion to meet the needs of armed conflicts, disasters or other emergencies or act as auxiliary to the Government in accordance with the National Security Council Directives; |  |
|     | (b) to promote knowledge of international humanitarian law and the Fundamental Principles of the Movement;   |  |
|     | (c) to contribute to the improvement of health, the prevention of disease and the mitigation of suffering to enable healthy and safe living;   |  |
|     | (d) to promote the formation of States, Districts, Chapters and Subsidiary Units and exercise a control over their work which includes obtaining subscribing members and the raising, training and maintaining these bodies to carry on the various activities of the Society;   |  |

- (e) to promote and maintain public interest in the works of the Society and to organize appeals for funds;
- (f) to co-operate with the Government, local authorities and other voluntary organizations engaged in work similar to that of the Society Provided that the Society retains administrative control over its own funds, personnel and material, and does share, for appeal or other purposes, the Red Crescent name or emblem;
- (g) to rely for the running of its administration whenever possible on voluntary contributions and donations and as much as possible to give its services free Provided that the Society may receive income derived from the Society's property (movable or immovable) or investments Provided also that grants in aid may be accepted from the Government, local authorities and private organizations for meeting the expenses of any specified service undertaken by the Society;
- (h) to undertake work in accordance with the above mentioned principles and in particular the functions of the protection of the environment and to provide courses of instruction in those subjects which may be open to public;
- (i) to take all necessary steps to prevent the illegal use or abuse of the Red Cross/Red Crescent emblem;
- (j) to consider and approve in appropriate cases recommendations for the bestowal of distinctions, medals and badges of the Society; the Movement, Federal and State awards and to take all the necessary steps to prevent the unauthorized use of the Society's name, uniform, medals and badges;
- (k) to encourage and promote Youth Members, the aims of which are to teach the formation of healthy habits of living, the importance of service to others, the development of sense of social responsibility and the strengthening of the great bond of international friendship existing between Red Cross/ Red Crescent Youth Members all over the world.

12. The organizational structure of the Society comprises:

Organization  
Structure

- (a) the National Council;
- (b) the National Executive Board;
- (c) Zones;
- (d) States and their State Committees;
- (e) Districts and their District Committees;
- (f) Chapters and their Chapter Committees; and
- (g) the Subsidiary Units.

### PART III MEMBERSHIP

- |     |   |  |
|-----|---|--|
| 13. | Membership of the Society is open to all without any discrimination based on race, sex, class, religious beliefs, language or political opinions. Application for membership must be forwarded to the respective State for consideration.   | Admission of Members   |
| 14. | The National Council shall appoint a distinguished person as an Honorary Life Member. He shall be a person who has performed outstanding humanitarian works and has rendered distinguished and exemplary service to the society Provided that the total of such members at any one time shall not exceed one hundred (100). | Honorary Life Member   |
| 15. | A Life Member shall be a person of eighteen (18) years of age and above who applies and is accepted as such member by the Society upon payment of such amount of subscription fee as may from time to time be fixed by the National Council.  | Life Member  |
| 16. | An Ordinary Member shall be a person of eighteen (18) years of age and above who applies and is accepted as such member by the Society upon payment of such amount of subscription fee as may from time to time be fixed by the National Council.   | Ordinary Member  |
| 17. | (i) A Youth Member shall be one of the following persons who applies and is accepted as such member by the Society upon payment of such amount of subscription fee as may from time to time be fixed by the National Council:   | Youth Member   |
|     | (a) a person of not more than twelve (12) years of age and enrolled in a Subsidiary Unit approved by the Society known as the Red Crescent Link; or   | Red Crescent Link  |
|     | (b) a person of not more than eighteen (18) years of age and is a student of the secondary educational institution, and enrolled in a Subsidiary unit approved by the Society known as the Red Crescent Youth, or   | Red Crescent Youth   |
|     | (c) a person of 18 years old and above at the time of application shall be accepted as a Member of a Subsidiary Unit of the institution and shall be known as Voluntary Aid Detachment/Chapter Community Volunteer Brigade.   | Voluntary Aid Detachment / Chapter Community Volunteer Brigade |
|     | (ii) Any Member of not more than twenty-five (25) years of age may participate in the activities of the International Red Cross/Red Crescent Youth.   | International Red Cross and Red Crescent Youth                 |

- |     |  |                           |
|-----|--|---------------------------|
| 18. | Upon payment of the subscription fee, all members shall forthwith become Members of the Society and affirm their adherence to these Rules.   | Adherence to Rules        |
| 19. | (a) A register of Members of the Society shall be maintained by the Secretary General at the National Headquarters of the Society.   | Register of Members       |
|     | (b) All States, Districts and Chapters of the Society shall be responsible to keep and maintain a record of all current Members in the respective States, Districts and Chapters which shall be deemed to be part of the register of Members of the Society.                                 | Record of Current Members |
| 20. | Collection of all subscription or membership dues, as the case may be, shall be the responsibility of the States, Districts and Chapters. States may by a resolution in a meeting contribute certain amount of the collections to the Districts.   | Collection of Dues        |
| 21. | (a) A Member may resign from membership by giving a written notice or upon expulsion from the Society in accordance with these Rules. Such resignation shall take effect immediately upon the acceptance by the Society.   | Resignation               |
|     | (b) Any Member of the Society who resigned or whose membership is terminated in accordance with these Rules shall forfeit all rights to or claims upon the Society but shall remain liable for any outstanding payment due at the date of resignation, expulsion or cessation of membership. | No Refund                 |
| 22. | Any member of the National Council, the National Executive Board, the States Committee, the Districts Committee, the Chapters Committee or such other officer of a Subsidiary Unit appointment by the Society shall cease to be such a member thereof and vacate office if ;                 | Vacation of Office        |
|     | (a) he dies or becomes incapable by reason of mental incapacity or unsoundness of mind or ill-health; or   |                           |
|     | (b) he is absent from three (3) consecutive meetings without leave or valid reason given to the Secretary General.   |                           |
|     | (c) an Adjudication and Receiving Order in bankruptcy is made against him; or  |                           |
|     | (d) his resignation by notice in writing has been accepted by the National Executive Board, States Committee or the Districts Committee or Chapters Committee, as the case may be; or  |                           |

- (e) he takes up permanent residence outside Malaysia; or
  - (f) he is convicted of any criminal offence involving fraud or dishonesty; or
  - (g) he ceases to be a Member of the Society for any cause or reason whatsoever.
23. (a) A Member affected and aggrieved by any decision under these Rules may within 30 days after such a decision is conveyed to him, appeal in writing to the National Executive Board stating his grounds of appeal against such decision. Right to Appeal
- (b) The National Council may, in its discretion, review, alter or rescind any decision to expel, terminate or suspend the membership of any Member of the Society and the decision of the National Council shall be final and binding. Power to Review

#### PART IV THE NATIONAL COUNCIL

24. (a) The National Council is the supreme deliberative body with power to regulate, manage and control all the affairs of the Society in accordance with the Act. The National Council
- (b) The National Council shall be composed of the following: Composition of the National Council
- (i) the Elected members are namely:
    - (aa) the National Chairman;
    - (bb) two (2) National Deputy Chairmen, of whom one shall be nominated and elected at the Annual General Meeting and the other one shall be appointed by the National Chairman from amongst the elected Vice Chairmen, subject to the approval of the National Executive Board;
    - (cc) five (5) National Vice Chairmen, of which four (4) will be nominated and elected at the Annual General Meeting, and one (1) will be appointed by the National Chairman, subject to the approval of the National Executive Board;
    - (dd) the National Honorary Treasurer; and
    - (ee) eight (8) other elected members of the National Council
    - (ff) Five (5) person(s) appointed by the National Chairman on account of his/her knowledge, service and/or expertise, as a

member of the Society but must not be amongst family members of the National Chairman. The nominated officials shall have all voting rights conferred to the elected officials. For the purpose of this Rule, "a family member of the National Chairman" shall include his spouse, parent, child (including adopted child and Stepchild), brother, sister and the spouse of his child, brother or sister".

- (ii) two (2) appointed representatives of each State from amongst the State Chairman, the State Deputy Chairmen, the State Vice-Chairmen, State Director, State Hon. Secretary, State Hon. Treasurer, or the Youth representative.
- (iii) Ex-officio non voting members namely :
  - (aa) the Head of the Medical Services of the Malaysian Armed Forces;
  - (bb) the Head of the Malaysian Medical Association;
  - (cc) representatives from the Ministries responsible for matters connected with the Society, as determined by the National Executive Board; and
  - (dd) the Secretary General or the Executive Secretary, as the case may be.
- (c) Casual vacancies in the ranks of elected National Council members may be filled by election at any ordinary meeting of the National Council. Casual Vacancy
- (d) The election of members of the National Council shall be held once in every three (3) calendar years, at the Annual General Meeting of the Society. Candidates for such election may be nominated only by incumbent members of the National Council. Election
- (e) The term of office of all elected members of the National Council shall be three (3) years. It shall commence at the close of the session of the Annual General Meeting at which such members have been elected and shall expire at the next Annual General Meeting at which an election of members of the National Council takes place. Term of Office



25. For the purpose of carrying out the objectives of the Society, the National Council shall exercise all such powers that are in conformity with the Act and in particular shall have power to:

- (a) administer and carry out the objectives of the Society and may delegate such powers as it may consider necessary;
- (b) control the finances and properties of the Society;
- (c) fix and change the subscription dues;
- (d) consider and accept or otherwise:
  - (i) an appeal from a Member of the Society in accordance with these Rules; or
  - (ii) the suspension or removal from office of an official of the Society on the grounds that the official concerned has failed to carry out his duties and responsibilities satisfactorily or has otherwise proved himself unfit for office. For this specific purpose the National Council shall require 2/3 majority, voting by secret votes of the Council Members present at the said meeting;
- (e) appoint Auditors of the Society;
- (f) form, dissolve or suspend States and may delegate such duty as is necessary in accordance with these Rules;
- (g) appoint the Honorary Vice Presidents and Honorary National Advisors;
- (h) consider and approve the appointment of State Patron
- (i) establish such trust funds and foundations for such purposes and with such powers of reference and in connection thereto appoint Trustees thereof in accordance with these Rules ;
- (j) consider terms of the insurance cover to be taken out for Members; and
- (k) make, alter, add to or repeal these Rules and the Regulations.

26. (a) The National Council shall hold at least two (2) ordinary meetings in each calendar year at such places as may be determined from time to time. Meetings of the National Council
- (b) Written notice stating the place, day and hour of such meeting shall be given by ordinary mail, facsimile or electronic mail to every member of the National Council and all State Honorary Secretaries at least fourteen (14) days before the date set for such meeting Provided that a meeting to deal with a matter of urgency may be summoned at shorter notice as the urgency justifies. Notice
- (c) The meetings of the National Council is presided over by the National Chairman or in his absence, the Deputy National Chairman or in the absence of both, any one of the National Vice Chairmen to act in his place. Chairman
- (d) One third (1/3) of the composition of the National Council Members shall constitute the quorum. If the meeting cannot be convened due to lack of quorum, it should be adjourned for fourteen (14) days, and a second Meeting be called. The presence of twelve (12) members will constitute the quorum. Quorum
- (e) Voting at the National Council meetings shall be by a show of hands or secret ballot with the chairman of the meeting having a second or casting vote. Voting
- (f) An elected / appointed member of the National Council and appointed States' representative present in person at the meeting shall be entitled to one (1) vote each. Voting Rights
27. (a) The Annual General Meeting of the Society shall be held before June 30<sup>th</sup> of every calendar year with only members of the National Council entitled to attend thereto. Annual General Meeting
- (b) The procedure and business of the Annual General Meeting shall include the following: Agenda
- (i) confirmation of minutes of the meeting of the previous Annual General Meeting;
- (ii) the consideration and receipt of the Annual Report of the Society;
- (iii) the consideration and approval or otherwise, of the Audited Annual Accounts of the National Headquarters and the State for the previous Financial Year of the Society;

- (iv) the appointment of Auditors;
- (v) where an election of members to the National Council is to be conducted at the Annual General Meeting, the following additional matters shall be taken into consideration:
  - (aa) the announcement of the State representatives;
  - (bb) the announcement of the Zone representatives to the National Executive Board; and
  - (cc) the announcement of one (1) representative from each of the Federal Ministries responsible for matters connected with the Society; and
- (vi) the consideration of any matters of which not less than fourteen (14) days notice shall have been given.

- 28. (a) Extraordinary meetings of the National Council are held on the initiative of the National Chairman or at the request by at least half (1/2) of the members of the National Council. Extraordinary Meeting
- (b) The procedure and the business of the meeting shall be specific in the notice convening the meeting and no other business shall be conducted or discussed at the meeting. Procedure

## PART V STATUTORY POSTS

- 29. The National Chairman shall: The National Chairman
  - (a) act as the Chairman at all meetings of the National Council, the National Executive Board and Emergency Committee convoked by him or in his absence shall nominate the Deputy National Chairman or in the absence of both, nominate one of the National Vice Chairmen to act in his place;
  - (b) appoint a Deputy National Chairman from amongst the elected Vice-Chairmen.
  - (c) appoint the Honorary Secretary General from amongst members of the National Executive Board or a full time Secretary General, with the approval of the Council.

- (d) appoint the Chairmen of the National Committees in consultation with the National Deputy Chairmen, National Vice Chairmen, Honorary Secretary General and the National Treasurer;
  - (e) supervise the work of all officials of the Society and may delegate such authority to the officials he considers necessary to carry out the objectives of the Society; and
  - (f) constitute an Emergency Committee as and when necessary.
30. The National Deputy Chairmen or any of the National Vice-Chairmen shall deputize for the National Chairman in the latter's absence and shall carry out such functions as may be delegated by the National Chairman.
- The National Deputy  
Chairmen & The  
National Vice  
Chairmen
31. The National Treasurer shall be responsible for the overall financial affairs of the Society and in doing so shall:
- The National  
Treasurer
- (a) assist the National Executive Board and all the National Committees concerning the financial management of the Society;
  - (b) be responsible for ensuring that full and true statements of accounts of the Society are kept and that all such accounts are audited and certified by an Auditor;
  - (c) be responsible for ensuring that the Audited Annual Accounts and the Annual Budget of the Society are prepared for review by the National Executive Board and approval by the National Council;
  - (d) ensure that all cheques, promissory notes, bills of exchange and all other negotiable instruments for payment by the Society are signed by the National Treasurer and the Secretary General or two (2) other persons as may be authorized by the National Executive Board from time to time; and
  - (e) with the assistance of the Secretary General prepare a supplementary budget of the Society as and when necessary for the day to day administration of the Society for review by the National Executive Board and approval by the National Council.
32. (a) The Secretary General, shall be the Chief Executive Officer of the Society and be responsible to the National Council and the National Executive Board for the day to day administration and activities of the Society.
- The Secretary  
General

(b) In the discharge of these duties, the Secretary General shall:

Functions of the Secretary General

- i) ensure the co-ordination of the various activities of the Society;
- ii) supervise the work of all salaried staff of the Society and advise the National Chairman on the performance by such salaried staff of their duties;
- iii) delegate such duty as is necessary to salaried staff;
- iv) be secretary of, and ensure the provision of secretarial support services to the National Council and the National Executive Board and any committees or sub-committees of the Society;
- v) ensure that meetings of the Society are duly convened;
- vi) together with National Treasurer ensure that a true and proper annual budget of the Society be drawn up and properly administered and executed;
- (vii) together with the National Treasurer ensure that the Audited Annual Accounts and Annual Report of the Society be prepared for submission to the National Council; and
- (viii) maintain close ties with the Movement, Government and non-government organizations and institutions for and on behalf of the Society.

## PART VI THE NATIONAL EXECUTIVE BOARD

33. The day to day management of the affairs of the Society shall be vested in the National Executive Board which shall at all times act in accordance with the directions and decisions of the National Council.

The National Executive Board

34. (a) The National Executive Board shall be composed of the following:

Composition of the National Executive Board

- (i) all elected officials of the National Council;
- (ii) all appointed members by the National Chairman;
- (iii) representatives from the Zones; and
- (iv) ex-officio, the Secretary General

- (b) The National Chairman shall have the power to invite any other person or persons to attend a particular meeting of the National Executive Board for a particular purpose. Invitation
35. The National Executive Board is vested with the powers delegated to it by the National Council, in particular to : Powers of the National Executive Board
- (a) recommend to the National Council the appointment of Honorary Life Members;
- (b) appoint such salaried staff other than the Secretary General as may be deemed necessary to carry out the objectives of the Society, to determine their terms and conditions of service, to terminate their services or to discipline or dismiss such salaried staff;
- (c) consider and approve or otherwise the formation of Districts, Chapters and Subsidiary Units recommended by States and to dissolve, suspend any Districts, Chapters and Subsidiary Units in accordance with these Rules;
- (d) consider and approve or otherwise, the appointment of the newly elected States' Chairmen and other new States' Committee members pursuant to these Rules;
- (e) discipline and without prejudice to the generality of such powers to suspend, expel or terminate the membership of any member of the Society for serious misconduct which is contrary to these Rules;
- (f) recommend to the National Council the suspension or removal from office of any elected official of the Society;
- (g) appoint national and ad-hoc committees and their chairmen for specific purposes and may delegate to such national and ad-hoc committees such powers as it may consider necessary as shall be set out in the Regulations; and
- (h) consider and determine any relationship between any component of the Society on the one hand and other organizations on the other.
36. (a) The National Executive Board meets whenever it is convened by the National Chairman. It shall meet not less than four (4) times per year. Meetings of the National Executive Board
- (b) The National Executive Board is presided over by the National Chairman or in his absence, the Deputy National Chairmen or in the absence of both, one of the National Vice Chairmen. Chairman

- |     |   |                       |
|-----|---|-----------------------|
| (c) | Extraordinary meetings of the National Executive Board are held on the initiative of the National Chairman or at the request by at least half (1/2) of the members of the National Executive Board.   | Extraordinary Meeting |
| (d) | At least seven (7) days' notice of a meeting shall be given to every member of the National Executive Board provided that a meeting to deal with any urgent matter may be summoned at shorter notice depending on its urgency.  | Notice                |
| (e) | One-third (1/3) of the composition of the National Executive Board shall constitute the quorum. If the meeting cannot be convened due to lack of quorum, it should be adjourned for fourteen (14) days, and a second meeting be called. The presence of six (6) members will constitute the quorum. | Quorum                |
| (f) | Decisions at the meeting shall be carried out by consensus or votes of the majority of those members present.   | Voting                |
| (g) | Every member of the National Executive Board present in person shall have a single vote.  | Voting rights         |

**PART VII  
ZONES**

37. (a) The Society shall organize the States into Zones, such as :
- (i) North Zone - Perlis, Kedah, Penang, Perak;
  - (ii) Central Zone - Selangor, Wilayah Persekutuan Kuala Lumpur, Wilayah Persekutuan Putrajaya;
  - (iii) South Zone - Negeri Sembilan, Malacca, Johor;
  - (iv) East Coast Zone - Kelantan, Terengganu, Pahang;
  - (v) East Zone - Sabah, Sarawak, Wilayah Persekutuan Labuan
- (b) Each Zone shall elect one (1) representative from amongst the States' Chairmen, States' Deputy Chairmen, States' Vice Chairmen, States Directors or States' Honorary Secretaries on a three (3) year rotational basis to represent the zone in the National Executive Board.

- (c) In the event that the relevant Zone representative is unable to attend a meeting of the National Executive Board, the States' Chairmen, States' Deputy Chairmen or States' Vice Chairmen, States' Directors or the States' Honorary Secretaries from that Zone may attend in his/her place.
- (d) The appointment of Zones representatives shall be ratified by the National Council.
- (e) The Zones shall hold at least one (1) meeting during each calendar year at a place to be decided.
- (f) Each Zone shall be represented by not more than five (5) members from each of the State Committees.

**PART VIII  
PRINCIPAL OFFICE BEARERS**

38. (a) The Principal Office Bearers of the Society shall comprise : Composition
- (aa) The National Chairman;
  - (bb) the National Deputy Chairmen;
  - (cc) all National Vice Chairmen;
  - (dd) the Honorary Secretary General;
  - (ee) the Honorary National Treasurer; and
  - (ff) Ex-officio, the Secretary General or the Executive Secretary
- (b) Meetings of the Principal Office Bearers shall be held at the initiative of the National Chairman in between meetings of the National Executive Board to consider and recommend relevant issues and matters of urgency, to the National Executive Board. Meetings

**PART IX  
STATES**

39. (a) (i) A State shall carry out the activities of the Society exclusively within that particular State (and in the case of Federal Territory exclusively within its respective territories). State
- (ii) the Federal Territory will retain its name, but shall enjoy the same status as a State. Federal Territory
- (b) A State shall be managed by a committee called the State Committee to organize amongst others, the activities and finances of the State. State Committee



- (i) The Ruler of the State or Governor shall be the Patron of the State. State Patron
  - (ii) Datuk Bandar or Mayor or Head of the Local Authority shall be the Patron of the Federal Territory.
  - (c) The State Committee may appoint an advisor or a panel of advisors who shall have no right to vote. Provided that not more than five (5) such persons shall be appointed at any one time. State Advisor
40. (a) A State Committee shall be composed of the following: Composition of State Committee
- (i) Elected State Officials namely:
    - (aa) the State Chairman;
    - (bb) the State Deputy Chairman;
    - (cc) two (2) State Vice Chairmen;
    - (dd) the State Director;
    - (ee) the State Honorary Secretary;
    - (ff) the State Honorary Treasurer;
    - (gg) Up to eleven (11) other elected members where necessary to fill the following posts:
      - (i) State Medical Officer;
      - (ii) Assistant Director of Voluntary Aid Detachment;
      - (iii) Assistant Director of Health and Social Services Group;
      - (iv) Assistant Director of Youth;
      - (v) Assistant Director of Training;
      - (vi) Nursing Superintendent and
      - (vii) Logistics Officer.
    - (hh) The two (2) appointed Members by the State Chairman.

Provided the number of elected and appointed members under this Rule 40 (a) (i) (aa) to (hh) shall not exceed twenty (20) at any one time;
  - (ii) One (1) appointed representative from each District and Chapter from amongst the District/Chapter Chairman; District/Chapter Deputy Chairman; District/Chapter Vice-Chairmen; District/Chapter Honorary Secretary or District/Chapter Honorary Treasurer; and
  - (ij) A representative from each Government Department or Agency responsible for matters connected with the Society as determined by the State Committee.

(kk) Ex-officio the State Executive Officer.

- |     |  |                                 |
|-----|--|---------------------------------|
| (b) | The State Chairman shall have the power to invite any other person or persons to attend a particular meeting of the State Committee.   | Invitation                      |
| (c) | The election of members of the State Committee shall be held once in every three (3) calendar years, at the Annual General Meeting of the State. Candidates for such election may be nominated only by an incumbent members of the State Committee.  | Election                        |
| (d) | The term of office of all elected members of the State Committee shall be three (3) years. It shall commence at the close of the session of the Annual General Meeting at which such members have been elected and shall expire at the next Annual General Meeting at which an election of members of the State Committee takes place. | Term of Office                  |
| (e) | Casual vacancies in the ranks of elected State Committee members may be filled by election at any ordinary meeting of the State Committee.   | Casual Vacancy                  |
| 41. | Newly elected members of the State Committee shall only assume office after the National Executive Board has approved their respective election.   | Approval                        |
| 42. | (a) The State Committee shall hold at least three (3) ordinary meetings each year at such place as may be determined from time to time.  | Meetings of the State Committee |
| (b) | The meetings of the State Committee is presided over by the State Chairman, or in his absence, the State Deputy Chairman or in the absence of both, any one of the State Vice Chairmen.  | Chairman                        |
| (c) | At least seven (7) days' notice of a meeting shall be given to every member of the State Committee by mail, facsimile or electronic mail.  | Notice                          |
| (d) | Half (1/2) of the composition of the State Committee shall constitute the quorum. If the meeting cannot be convened due to lack of quorum, it should be adjourned for fourteen (14) days, and a second meeting be called. The presence of one third (1/3) of the State Committee members will constitute the quorum.                   | Quorum                          |

- (e) Voting at the State Committee meetings shall be by show of hands or secret ballot with the Chairman of the meeting having a second or casting vote. Voting
  - (f) An elected and appointed members of the State Committee and appointed District/Chapter representatives present in person at the meeting shall be entitled to one (1) vote each. Voting Rights
  - (g) Notice of the meeting together with minutes of the previous State Committee meeting shall be submitted to the Secretary General. Submission of Minutes, etc.
43. (a) The Annual General Meeting of the State Committee shall be held before the end of April in every calendar year with only members of the State Committee entitled to attend thereto. Annual General Meeting
- (b) The procedure and business of the Annual General Meeting shall include the following: Agenda
- (i) the confirmation of minutes of the previous Annual General Meeting;
  - (ii) the consideration and receipt of the Annual Report of the State;
  - (iii) the consideration and approval of Audited Annual Accounts of the State, Districts Chapters for the preceding Financial Year;
  - (iv) the appointment of two (2) internal Auditors;
  - (v) where an election of members to the State Committee is to be conducted at the Annual General Meeting, the following additional matters shall be taken into consideration:
    - (aa) the announcement of the District/Chapter representatives to the State Committee for a term of three (3) years;
    - (bb) the announcement of one (1) representative each from the State Offices responsible for matters connected with the Society;
    - (cc) the ratification of two (2) State representatives to the National Council; and

- (vi) the consideration of any matters of which not less than fourteen (14) days notice shall be given.
- (c) The State Committee shall furnish to the National Executive Board not later than 05<sup>th</sup> May in each year, its Annual Report and audited Annual Accounts of the State, for the preceding calendar year. Annual Report and Accounts
44. (a) Extraordinary meetings of the State Committee are held on the initiative of the State Chairman or at the request in writing sent by no less two third (2/3) members of the State Committee. Extraordinary Meeting
- (b) The procedure and the business of the meeting shall be specific in the notice convening the meeting and no other business shall be conducted or discussed at the meeting. Procedure
45. The State Committee shall have the power to discipline, suspend, expel or terminate the membership of any member registered with that State for serious misconduct contrary to these Rules. Disciplinary Powers
46. (a) The holder of any office may resign at any time by giving notice in writing to the State Committee and shall take effect immediately upon that resignation being accepted by the State Committee. Termination
- (b) The State Committee may recommend to the National Executive Board the suspension or removal from office any of the State Committee/District Committee/Chapter Committee members on the grounds that the official concerned has failed to carry out his duties satisfactorily or has otherwise proved himself unfit for office.
- (c) Pending the decision of the National Executive Board, the official concerned shall be suspended from office.
47. The State Committee may appoint such salaried staff upon such terms and conditions of service as may be necessary to carry out its functions. Salaried Staff
48. The State Committee may from time to time appoint ad-hoc committees as it thinks fit for any specific purpose and such ad-hoc committees shall be the subjects of and conform to the directions of the State Committee. Ad-hoc Committees

## PART X DISTRICTS

49. (a) A District is a component of the Society recommended by the State Committee and approved by the National Executive Board to carry out the activities of the Society within a locality, including an administrative district or area of a local authority of a State or Federal Territory, as approved by the Council. District
- (b) Subject to the approval of the State Committee, the District Committee may appoint an advisor or a panel of advisors who shall have no right to vote. Provided that not more than five (5) such persons shall be appointed at any one time. District Advisor
50. (a) A District Committee shall be composed of the following: Composition of  
District Committee
- (i) Elected District Officials namely:
    - (aa) the District Chairman;
    - (bb) the District Deputy Chairman;
    - (cc) two (2) District Vice Chairmen;
    - (dd) the District Honorary Secretary;
    - (ee) the District Honorary Treasurer;
    - (ff) up to twelve (12) elected other members where necessary to fill the following posts :
      - (i) District Medical Officer;
      - (ii) Officer in-charge of Voluntary Aid Detachment;
      - (iii) Officer in-charge of Youth;
      - (iv) Officer in-charge of Links
      - (v) Officer in-charge of Training;
      - (vi) District Nursing Superintendent;
      - (vii) District Logistics Officer;
    - (gg) Two (2) members appointed by the District Chairman;

Provided that the number of elected and appointed members shall not exceed twenty (20) at any one time;

  - (hh) Ex-officio comprising representatives from District Offices or agency responsible for matters connected with the Society as determined by the District Committee; and
- (ii) Ex-officio the District Executive Officer.

- (b) The District Chairman shall have the power to invite any other person or persons to attend a particular meeting of the District Committee for a particular purpose. Invitation
- (c) The election of members of the District Committee shall be held once in every three (3) calendar years, at the Annual General Meeting of the District. Candidates for such election may be nominated only by an incumbent member of the District Committee. Election
- (d) The term of office of all elected members of the District Committee shall be three (3) years. It shall commence at the close of the session of the Annual General Meeting at which such members have been elected and shall expire at the next Annual General Meeting at which an election of members of the District Committee takes place. Term of Office
- (e) Newly elected members of the District Committee shall only assume office after the State Committee has approved their respective election. Approval
- (f) Casual vacancies in the ranks of elected District Committee members may be filled by election at any ordinary meeting of the District Committee. Casual Vacancy
51. (a) The District Committee shall hold at least four (4) ordinary meetings each year at such place as may be determined from time to time. Meeting of District Committee
- (b) The meetings of the District Committee is presided over by the District Chairman, or in his absence, the District Deputy Chairman or in the absence of both, any one of the District Vice Chairmen. Chairman
- (c) At least seven (7) days' notice of a meeting shall be given to every member of the District Committee by mail, facsimile or electronic mail. Notice
- (d) Half (1/2) of the composition of the District Committee shall constitute the quorum. If the meeting cannot be convened due to lack of quorum, it should be adjourned for fourteen (14) days, and a second meeting be called. The presence of six (6) members will constitute the quorum. Quorum
- (e) Voting at the District Committee meetings shall be by show of hands or secret ballot with the Chairman of the District Committee meeting having a second or casting vote. Voting

- (f) Every elected and appointed member of the District Committee present in person shall have a single vote. Voting Rights
  - (g) Notice of the meeting together with minutes of the previous District Committee meeting shall be submitted to the State Honorary Secretary. Submission of Minutes, etc.
- 52.
- (a) The Annual General Meeting of the District Committee shall be held before the end of March in every calendar year with only members of the District Committee entitled to attend thereto. A notice for the Annual General Meeting should be at least 14 days and given to every member of the District Committee by mail, facsimile or electronic mail. Annual General Meeting
  - (b) The procedure and business of the Annual General Meeting shall include the following: Agenda
    - (i) the confirmation of minutes of the previous Annual General Meeting;
    - (ii) the consideration and receipt of the Annual Report of the District;
    - (iii) the consideration and approval of audited Annual Accounts of the District for the preceding Financial Year;
    - (iv) the appointment of two (2) internal Auditors;
    - (v) where an election of members to the District Committee is to be conducted at the Annual General Meeting, the following additional matters shall be taken into consideration:
      - (aa) the announcement of one (1) representative each from the District Offices or agencies responsible for matters connected with the Society;
      - (bb) the ratification of one (1) District representative to the State Committee; and
    - (vi) the consideration of any matters of which not less than fourteen (14) days notice shall be given.
  - (c) The District Committee shall furnish to the State Committee its Annual Report and annual audited copy of its Accounts for the preceding year before the end of March. Annual Report and Accounts

53. (a) Extraordinary meetings of the District Committee are held on the initiative of the District Chairman or at the request in writing sent by no less than two third (2/3) members of the District Committee. Extraordinary Meeting
- (b) The procedure and the business of the meeting shall be specific in the notice convening the meeting and no other business shall be conducted or discussed at the meeting. Procedure
54. The District Committee may recommend to the State Committee to discipline, suspend, expel or terminate the membership of any member registered with that District for serious misconduct contrary to these Rules. Disciplinary Power
55. (a) The holder of any office may resign at any time by giving notice in writing to the District Committee and shall take effect immediately upon that resignation being accepted by the District Committee. Termination
- (b) The District Committee may recommend to the State Committee the suspension or removal from office any of the District Committee members on the grounds that the official concerned has failed to carry out his duties satisfactorily or has otherwise proved himself unfit for office.
- (c) Pending the decision of the State Committee or an appeal to the National Council in accordance with these Rules, the official concerned shall be suspended from office.
56. The District Committee may appoint such salaried staff upon such terms and conditions of service as may be necessary to carry out its functions. Salaried Staff
57. The District Committee may from time to time appoint ad-hoc committees as it thinks fit for any specific purpose and such ad-hoc committees shall be the subjects of and conform to the directions of the District Committee. Ad-hoc Committee

## PART XI CHAPTERS

58. A Chapter is a component of the Society, to carry out the activities of the Society exclusively within any tertiary or educational institution, including teachers training institute(s) / Private Higher Learning Institute(s) (IPTS), as approved by the National Council. Chapter



59. The objective of a Chapter will be to specifically train University/ College members and prepare them as Red Crescent Officer(s) / Instructor(s) at National / State / District level, after completion of their studies. Key Objective
60. The Vice Chancellor / Head of the Institution/Senate, or a Senior Officer within the same Institution, shall be appointed to be the Patron of the Chapter. Chapter Patron
61. The Chapter Committee may appoint an advisor or a panel of advisors from amongst the senior lecturers or management staff of the Institution, who shall have no right to vote. Provided that the number shall not be more than three (3) at any one time. Chapter Advisor
62. A Chapter Committee shall be composed of the following : Composition of Chapter Committee
- (i) Elected Chapter Officials namely :
    - (aa) The Chapter Chairman, and
    - (bb) The Chapter Deputy Chairman  
from amongst the senior lecturers or management staff of the Institution.
    - (cc) Two (2) Chapter Vice-Chairmen of whom one shall be from amongst the senior lecturers or management staff and the other one from amongst the students/teachers.
    - (dd) Chapter Honorary Secretary
    - (ee) Chapter Honorary Treasurer
    - (ff) Up to eight (8) elected other members where necessary to fill the following posts :
      - a) Chapter Medical Officer;
      - b) Officer-in-charge of Community Volunteer Brigade
      - c) Officer-in-charge of Health and Social Services Group;
      - d) Officer-in-charge of Training;
      - e) Chapter Nursing Superintendent; and
      - f) Chapter Logistics Officer;
  - (ii) Two (2) appointed members by the Chapter Chairman;
 

Provided that the number of elected and appointed members shall not exceed sixteen (16) at any one time;
  - (iii) A representative from agencies responsible for matters connected with the Society as determined by the Chapter Committee;
  - (iv) Ex-officio the Chapter Executive Officer.

- |     |  |                       |
|-----|--|-----------------------|
| 63. | The Chapter Chairman shall have the power to invite any other person or persons to attend a particular meeting of the Chapter Committee for a particular purpose.  | Invitation            |
| 64. | The Chapter Secretary shall register and maintain a record of all current members in its Chapter and shall furnish a copy to the State Honorary Secretary.   | Register of Members   |
| 65. | The election of members of the Chapter Committee shall be held once in every two (2) calendar years, at the Annual General Meeting of the Chapter.   | Chapter Election      |
| 66. | The term of office of all elected members of the Chapter Committee shall be two (2) years. It shall commence at the close of the session of the Annual General Meeting at which such members have been elected and shall expire at the next Annual General Meeting at which an election of members of the Chapter Committee takes place.   | Term of Office        |
| 67. | Casual vacancies in the ranks of elected Chapter Committee members may be filled by election at any ordinary meeting of the Chapter Committee.   | Casual Vacancy        |
| 68. | Generally, the activities of the Chapters will seek to achieve the followings :-   | Aim of the Activities |
|     | <ul style="list-style-type: none"> <li>a. To produce skilled and experienced members, to carry out basic Society's activities.</li> <li>b. To enable the members to qualify for the following certificates :- <ul style="list-style-type: none"> <li>i) Basic First Aid</li> <li>ii) CPR</li> <li>iii) Health Education</li> <li>iv) International Humanitarian Law</li> <li>v) Home Nursing</li> <li>vi) Others (as per the Society's Handbook on Training)</li> </ul> </li> <li>c. To train the members as qualified State/ District/ School Instructors.</li> <li>d. To train those who are qualified as the Society's National Instructors.</li> <li>e. To provide exposure to the members by promoting and encouraging their participation in healthcare campaign, blood donation drive, disaster relief, community activities, administrative work and other charitable work.</li> </ul> |                       |

69. All activities of the Chapter must be in line with the objects, purpose and/or functions of the Society and the Fundamental Principles of the Movement, and in accordance with the rules and regulations of the Co-Curriculum of the relevant Institution.
70. The Chapter shall establish Subsidiary Unit(s) known as "Community Volunteer Brigade" (CVB) (Briged Sukarelawan Masyarakat), to carry out their activities. Subsidiary Units
71. Posts within the CVB will be held by respective members who will be responsible in carrying out their team activities.
72. The Chapter Committee may appoint the Chapter Executive Officer and the staff of the Chapter Secretariat and when necessary to terminate the engagement of such officer or staff. Chapter Executive Officer
73. The Chapter Committee may appoint ad-hoc sub-committees for any specific purposes in conformity with the direction of the Chapter Committee. Ad-hoc Sub-Committee
74. The Chapter Committee shall hold at least four (4) ordinary meetings each year at such place as may be determined from time to time. Meeting of Chapter Committee
75. Extraordinary meetings of the Chapter Committee or Annual General Meeting are held on the initiative of the Chapter Chairman or at the request in writing sent by no less than two third (2/3) members of the Chapter Committee or the Chapter members, as the case may be. Extraordinary Meeting
76. The business of the meeting shall be specific in the notice convening the meeting and no other business shall be conducted or discussed at the meeting. Business of Meeting
77. At least seven (7) days of notice of a meeting shall be given to every members of the Chapter Committee by mail, facsimile or electronic mail. Notice
78. The meetings of the Chapter Committee are presided over by the Chapter Chairman, or in his absence, the Chapter Deputy Chairman or in the absence of both, any one of the Chapter Vice Chairmen. Chairman of Meeting
79. Half (1/2) of the composition of the Chapter Committee shall constitute the quorum. If the meeting cannot be convened due to lack of quorum, it should be adjourned for fourteen (14) days, and a second meeting be called. The presence of five (5) members will constitute the quorum. Quorum of Chapter Committee Meeting

80. Every elected and appointed member of the Chapter Committee present in person shall have one (1) vote each. Voting Rights
81. The Annual General Meeting of the Chapter shall be held before the end of March in every calendar year, with all members to attend thereto. Annual General Meeting
82. At least fourteen (14) days notice of the Annual General Meeting shall be given to every member of the Chapter by mail, facsimile or electronic mail.
83. The business of the Annual General Meeting shall include the following :- Agenda
- i) The confirmation of minutes of the previous Annual General Meeting;
  - ii) The consideration and receipt of the Annual Report of the Chapter;
  - iii) The consideration and approval of audited Annual Accounts of the Chapter for the preceding Financial Year;
  - iv) The appointment of two (2) internal Auditors;
  - v) Where an election of members of the Chapter Committee is to be conducted at the Annual General Meeting the following additional matters shall be taken into consideration:
    - a) The announcement of a representative from agencies responsible for matter connected with the Society.
    - b) The ratification of one (1) Chapter Committee representative to the State Committee and
    - c) The consideration of any matters of which not less than fourteen (14) days notice shall be given.
84. Half (1/2) of the Chapter members of the institution, shall constitute the AGM quorum. If the meeting cannot be convened due to lack of quorum, it should be adjourned for fourteen (14) days, and a second meeting be called. The presence of one third (1/3) of the Chapter members will constitute the quorum. Quorum of Annual General Meeting (AGM)
85. The Chapter Committee shall furnish to the State Committee and the relevant Ministry/Department its Annual Report for the preceding year before the end of March of each year. Annual Report

- |     |   |                          |
|-----|---|--------------------------|
| 86. | The Chapter Committee may recommend to the State Committee to discipline, suspend, expel or terminate the membership of any member registered with that Chapter for serious misconduct contrary to these Rules.                           | Disciplinary Power       |
| 87. | To ensure the continuity of Red Crescent membership after completion of their studies, members are encouraged to continue participating in the Society's activities at the State, District and/or school levels, wherever they are based. | Continuity of Membership |

**PART XII  
SUBSIDIARY UNITS**

- |     |  |                  |
|-----|--|------------------|
| 88. | The Society may organize Members into the following Subsidiary Units to carry out certain activities :   | Subsidiary Units |
|     | (a) those above eighteen (18) years of age, into uniformed units known as Voluntary Aid Detachment/Community Volunteer Brigade (for Chapter members) or non-uniform units in Health and other Social Services Group. |                  |
|     | (b) those below eighteen (18) years of age, into Junior Red Crescent units in secondary schools, Red Crescent Links units in primary schools and;  |                  |
|     | (c) other units as deemed necessary by the National Executive Board.   |                  |
| 89. | The rules and procedures of establishing these Subsidiary Units may be regulated by the Regulations/Hand Books.  | Regulations      |

**PART XIII  
FINANCE AND PROPERTY**

- |     |  |                     |
|-----|--|---------------------|
| 90. | The financial year of the Society shall be from 1 January to 31 December of the year.  | Financial Year      |
|     | (a) The property of the Society shall be vested in the Society as provided in Section 11 of the Act.   | Vesting of Property |
|     | (b) All funds and properties of the Society, including for the time being, kept or held by a State or any of its Districts or Chapters and Subsidiary Units shall belong to the Society.   | Use of Property     |
|     | (c) Funds held by the Society, including for the time being, kept by the State or any of its Districts or Chapters and Subsidiary Units shall be used for the attainment of the objectives and purposes as laid down in these Rules. | Use of Funds        |

- (d) No part of the funds shall be donated or granted directly or indirectly to organizations or institutions other than those having similar objectives and purposes with the Society. Donations

91. Within the limits laid down by the objectives and purposes in these Rules, the Society may without restriction deal with any private or public organizations to: Ways to raise Funds, etc.

- (a) obtain, collect and receive money and funds by way of contributions, donations, subscriptions, legacies, grants and assistance in any form and accept and receive gifts or property of any description from any person or any private or public organization;
- (b) accept from the Government or local authorities, purchase, receive, hire, take on lease or in exchange or otherwise occupy or acquire any land, building and other property, movable or immovable, which may be used in connection with any of the objectives and purpose of the Society;
- (c) with the prior consent of the National Council, obtain, raise or borrow money and give security for money by charge upon all or any part of the property of the Society in any manner and on such conditions as may be deemed suitable;
- (d) lend and put out at interest, invest or reinvest any monies not immediately required and in particular may invest in:
- (i) trustee securities as defined in Section 4 of the Trustee Act 1949 (Act 208 of 1949); and
  - (ii) shares or any securities offered for subscription upon initial listing of the Kuala Lumpur Stock Exchange;
- (e) procure the services of external professional advisors and experts being any accountants, actuaries, lawyers or other professional people for the purpose of investment and management of the property of the Society and may act on the opinion or advice of such external professional advisers and experts;
- (f) pay, as may be determined by the National Treasurer from time to time, all reasonable expenses wholly, exclusively and necessarily incurred in or about the performance of the objectives and purposes of the Society to such persons referred to in these Rules, incurring the same; and

- (g) set up and administer any reserves, insurance or other funds for its staff or for any activities of the Society.
92. (a) No member of the Society may issue any appeal or take part in any public activity with the object of raising funds for the Society without having first obtained the approval of the National Executive Board or if the appeal is made on behalf of the State, the approval of the State Committee. Restrictions on Fund Raising
- (b) No State Committee or District Committee or Chapter Committee or Subsidiary Unit shall carry out any fund raising activity outside the area of its own State without the prior approval in writing from the National Executive Board and the affected State in the area concerned.

93. The National Council may appoint Trustees or a Trust Corporation to hold land and investments on behalf of the Society, as the case may be, with such powers and duties as may be determined from time to time by the National Council Provided that the National Council retains the power of removing any Trustees or Trust Corporation so appointed and of appointing others. Trustees

94. All members of the National Council, the National Executive Board and all committees of the Society and other officials and salaried staff for the time being shall in addition to any indemnity given to them by law, be indemnified by the Society for any acts or deeds done in the proper performance of his duty for or in the name of the Society. Indemnity

95. Bank Account shall be opened in the name of the Society and may be operated by a resolution of the National Executive Board, State Committee, District Committee or Chapter Committee, as the case may be. For Subsidiary Units it may be operated by a resolution of the District Committee or Chapter Committee, as the case may be. Bank Account

#### PART XIV COMMUNICATIONS

96. (a) Unless otherwise determined by the National Council, all communications with any components of the Movement and other organizations shall be effected through the National Headquarters of the Society. Communications with the Movement

- (b) (i) All matters requiring the attention of the Government of Malaysia shall be submitted to the appropriate Government channels through the National Chairman and/or the Secretary General. Communications with the Government
- (ii) All matters requiring the attention of the respective State and Federal Territory governmental authorities shall be submitted thereto through the relevant State Chairman or State Honorary Secretary. Copies of all such communications shall be forwarded to the Secretary General.
- (iii) All matters originating from or handled by the National Headquarters requiring the attention of the respective State and Federal Territory governmental authorities shall be submitted to the relevant State Secretary or to the appropriate Government channels. Copies of all such communications shall be forwarded to the National Chairman and the Honorary Secretary of the respective state, as the case may be.
- (c) A member of the State or State Committee may communicate with the National Headquarters of the Society through the State Chairman or State Honorary Secretary. Communications with the National Headquarters
- (d) Districts, Chapters or Subsidiary Units, may communicate with the National Headquarters of the Society through its State and shall send such communication to the State Honorary Secretary of its State.
- (e) No District Committee or Chapter Committee or Subsidiary Unit shall communicate with any other State of the Society except through State Honorary Secretary of its State Provided that a District or Chapter may freely communicate with another District or Chapter within the area of its State, in which event copy of such communication shall be sent to the State Honorary Secretary of that State. Communications with another State
- (f) No District or Chapter or Subsidiary Unit shall communicate with any District, Chapter or Subsidiary Unit of another State except through the State Honorary Secretary of its own State. Communications with the District of another State
- (g) Any notice sent by post to a member of the Society shall be deemed to have been served on the seventh (7<sup>th</sup>) day following that on which it is posted and in proving such service it shall be sufficient to prove that the notice was properly addressed, stamped and posted. Communications by post



- |     |  |                                      |
|-----|--|--------------------------------------|
| 97. | No member or salaried staff of the Society other than the National Chairman, the Secretary General, State Chairman, State Honorary Secretary, District Chairman, District Honorary Secretary, Chapter Chairman or Chapter Honorary Secretary or such other senior staff delegated with such responsibility shall make statements to the press, broadcast or publish, any communication concerning the Society without the prior consent of the National Executive Board, the State Committee or the District Committee or the Chapter Committee, as the case may be. | Broadcasting and Publishing          |
| 98. | In order to ensure effective co-operation and collaboration with other organizations engaged in similar work, the Society or any of the State, District or Chapter, may appoint representatives to serve on such organizations.  | Representation in other Organization |

**PART XV  
ENTRY INTO FORCE**

- |      |  |                  |
|------|--|------------------|
| 99.  | These Rules may be cited as the Corporation Rules 2016 and the Corporation Rules 2001 shall be deemed to be revoked. | Citation         |
| 100. | These Corporation Rules shall come into force upon the same being passed by the National Council.                    | Date of Approval |

*Approved at 140<sup>th</sup> National Council Meeting 27<sup>th</sup> November 2016*

DWA/zai/mrcs corporation rules2016 / 28122016