



**CONSTITUTION**  
**of the**  
**Pertubuhan Pengilang Sarung Tangan Getah Malaysia**  
**[Malaysian Rubber Glove Manufacturers Association]**  
**(MARGMA)**

*(Last revised in the 30<sup>th</sup> AGM 2018 held on the 21<sup>st</sup> of April 2018)*

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*Registered on the 28<sup>th</sup> of June 1989 under Section 7, Societies Act 1966  
(Registration No. 932/89 – Wilayah Persekutuan, Kuala Lumpur).*

# Table of Contents

<b>RULE 1</b>	
<b>NAME AND REGISTERED PLACE OF BUSINESS .....</b>	<b>1</b>
<b>RULE 2</b>	
<b>AIMS AND OBJECTIVES .....</b>	<b>2</b>
<b>RULE 3</b>	
<b>MEMBERSHIP/ASSOCIATE MEMBERSHIP .....</b>	<b>2</b>
<b>RULE 4</b>	
<b>ENTRANCE FEE AND SUBSCRIPTION AND OTHER PAYMENTS .....</b>	<b>3</b>
<b>RULE 5</b>	
<b>EXPULSION AND SUSPENSION OF MEMBERSHIP .....</b>	<b>4</b>
<b>RULE 6</b>	
<b>GENERAL MEETING .....</b>	<b>4</b>
<b>RULE 7</b>	
<b>COMMITTEE.....</b>	<b>6</b>
<b>RULE 8</b>	
<b>DUTIES OF PRINCIPAL OFFICE BEARERS .....</b>	<b>8</b>
<b>RULE 9</b>	
<b>FINANCIAL PROVISIONS .....</b>	<b>9</b>
<b>RULE 10</b>	
<b>AUDITORS.....</b>	<b>10</b>
<b>RULE 11</b>	
<b>TRUSTEES.....</b>	<b>10</b>
<b>RULE 12</b>	
<b>INTERPRETATION OF RULES .....</b>	<b>11</b>
<b>RULE 13</b>	
<b>ADVISORS .....</b>	<b>11</b>
<b>RULE 14</b>	
<b>PROHIBITIONS .....</b>	<b>11</b>
<b>RULE 15</b>	
<b>AMENDMENTS OF RULES.....</b>	<b>12</b>
<b>RULE 16</b>	
<b>WINDING UP (DISSOLUTION) .....</b>	<b>12</b>

# CONSTITUTION of the Pertubuhan Pengilang Sarung Tangan Getah Malaysia [Malaysian Rubber Glove Manufacturers Association] (MARGMA)

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*Registered on 28th June 1989 under Section 7, Societies Act 1966  
(Registration No. 932/89 – Wilayah Persekutuan, Kuala Lumpur.*

## **RULE 1**

### **NAME AND REGISTERED PLACE OF BUSINESS**

- i) The Society will be known as Pertubuhan Pengilang Sarung Tangan Getah Malaysia or Malaysian Rubber Glove Manufacturers Association (MARGMA)
- ii) The registered place of business will be Unit 1311 & 1313, 13<sup>th</sup> Floor, Block A, Damansara Intan, 1 Jalan SS 20/27, 47400 Petaling Jaya, Selangor Darul Ehsan or at such other place or places as may be decided by the Committee. The registered place of business shall not be changed without prior approval of the Registrar of Societies.
- iii) The society shall also have a logo to be incorporated in all its stationery and etc. The logo shall be formed of the letters “MARGMA” in white with a stylized “G” in green. The main colour shall be green in different shades. The name of the Association in full shall be on the circumference of the logo. A representation of the logo shall be as follows:



## **RULE 2**

### **AIMS AND OBJECTIVES**

#### ***The aims and objectives of the Society shall be:-***

- i) To bring about an understanding amongst all manufacturers such that an orderly growth of the Rubber Glove Manufacturing Industry can be maintained.
- ii) To work in conjunction with all government and semi-government bodies and professional institutions such as to improve and standardize a 'Malaysian Rubber Glove' which can be recognized as a premier product in the International Market.
- iii) To represent all members such as to represent their interests and voice their grievances with all government and semi-government bodies, foreign and local Buyers and their governments or representative bodies and foreign and local consumer Associations.
- iv) To disseminate amongst all members the latest in technological advancements such that members can benefit by reducing overall cost by increasing production. In this respect, the printing of a newsletter will also be one of its immediate objectives, subject to the prior approval of the authority concerned.

## **RULE 3**

### **MEMBERSHIP/ASSOCIATE MEMBERSHIP**

- i) Ordinary membership shall be open to all *bona fide* manufacturers in Malaysia of the Rubber Glove industry. The membership shall be in the name of the establishment and is to be represented by the Managing Director or Chief Executive or whosoever is appointed by them.
- ii) Associate membership will be open to all categories of companies directly associated with the Rubber Glove Manufacturing Industry.
- iii) A Membership Application Form shall be maintained by the Society and the completed form is to be received by the Hon. Secretary, who in turn will forward it to the Committee for approval or otherwise.
- iv) All applications for Ordinary Membership and Associate Membership must be submitted with the required entrance fee and the first year subscription which would be refunded if and when an application is rejected.

- v) Only Ordinary members will be entitled to vote at any meeting and hold office of the Society. An ordinary member is entitled to one vote only. Associate members will only be entitled to attend meetings but not to vote or hold any office in the Society.

#### **RULE 4**

##### **ENTRANCE FEE AND SUBSCRIPTION AND OTHER PAYMENTS**

- i) Entrance fee and annual subscription to be paid are as follows:

*Ordinary Members:*

Entrance fee	RM 500.00
Annual subscription	RM 2,000.00

*Associate Members:*

Entrance fee	RM 500.00
Annual subscription	RM 2,500.00

- ii) Yearly subscriptions shall be paid to the Treasurer.
- iii) Any member who allows his annual subscription to be in arrears for one (1) year shall receive a written notice signed by or on behalf of the Treasurer and shall be denied the privileges of the membership until the outstanding amount be settled within three (3) months of the current fiscal year together with the current subscription due, failing which membership is deemed to have ceased automatically.
- iv) The committee is empowered to fix the new Entrance fees for those who have ceased membership.
- v) Special subscription or levies for particular purposes may be raised from members, by resolutions of the general meeting of the Society. If a member fails to pay such subscription within such period as may be resolved, the amount due shall be treated in the same way as arrears of yearly subscription.

## **RULE 5**

### **EXPULSION AND SUSPENSION OF MEMBERSHIP**

- i) Any member who wishes to resign from the society shall give at least one calendar month notice in writing to the Hon. Secretary and shall pay all dues. The Committee shall have the power to demand any outstanding dues.
- ii) Any member who fails to comply with the rules and regulations or acts in a way that will tarnish the Society can be expelled or suspended for a specified period decided fair by the Committee. The Committee will inform the member of the decision to expel and defend their standing. The suspension or expulsion would be enforced except when the general meeting vetoes the decision on the appeal by the member.

## **RULE 6**

### **GENERAL MEETING**

- i) The supreme authority of the Society shall be vested in a general meeting of the members. At least one half of the total voting membership of the Society or twice the total number of Committee members whichever is less must be present at the Annual General Meeting for its proceedings to be valid and to constitute a quorum.
- ii) If half an hour after the time appointed for the Annual general Meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee, and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to alter the rules of the Society or to make decisions affecting the whole membership.
- iii) An Annual general Meeting of the Association shall be held as early as possible after the financial year ending and not later than 6 months from that date, at a time and place fixes by the Committee.

The Business of the Annual General meeting shall be:

- a) To read and confirm the minutes of the previous Annual General Meeting.
- b) To receive and adopt the Treasurer's report and audited accounts of the Society for the previous year.

- c) To propose and approve the yearly budget for the Society's expenses as per Rule 9.
  - d) To elect the Office Bearers and Auditors for the ensuing 3 years.
  - e) To deal with such other matters of which due notice shall have been given in writing.
- iv) The Hon. Secretary shall notify all members at least 30 days before the date and time fixed for the Annual General Meeting and also invites suggestions or resolutions, and changes to the Rules, as well as a list of candidates for election of Office Bearers.
  - v) Nomination of candidates for Office Bearers and proposals to be tabled at the meeting should be received by the Hon. Secretary not later than 7 days after receipt of the notice informing of such meeting.
  - vi) The Hon. Secretary shall send to all members at least 10 days before the Annual General Meeting an agenda of the meeting including copies of minutes and report, motions and nominations for the election of Office Bearers, together with the audited accounts of the Society for the previous year and the proposed yearly budget as per Rule 9. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members.
  - vii) An Extraordinary General Meeting of the Society shall be convened:-
    - a) Whenever the Committee deems it desirable to consider any urgent or specific matter of importance; or
    - b) At the joint request in writing of not less than twenty voting members who are not in arrears, stating clearly the objects and reasons for such meeting.
  - viii) An Extraordinary General Meeting requisitioned by the members shall be convened at a date within 30 days of the receipt of such meeting.
  - ix) Notice and agenda for an Extraordinary General Meeting shall be forwarded by Hon. Secretary to all members, at least 10 days before the date fixed for that meeting.
  - x) Paragraphs 6(i) and 6(ii) regarding quorum and postponement of an Annual General Meeting shall apply also to an Extraordinary General Meeting, but on condition that if the quorum is insufficient after half an hour of the time fixed for the first meeting, then on the request of the members the meeting is deemed cancelled, and the same Extraordinary General meeting with similar aims cannot be held within the next 6 months.

- xi) The Hon. Secretary has to send to all members draft copy of the minutes of each Annual and Extraordinary General Meeting as early as possible.

## **RULE 7**

### **COMMITTEE**

- i) Subject to Rule 7(i)(c) and (e), a Committee known as the Office Bearers of the Society has to be elected at the Annual General Meeting.
  - a) The Office Bearers to be elected will be as follows:
    - 1 President
    - 1 Vice President
    - 1 Treasurer
    - 6 Ordinary Committee Members (of which the Hon. Secretary and the Assistant Hon. Secretary shall be nominated by the President)
  - b) The maximum period in which a President is permitted to hold office shall be up to and not exceeding two (2) consecutive terms, each term shall be no longer than two years. A President who has held office for two (2) consecutive terms is not permitted to stand for election for a third consecutive term. Any nomination wherein the President is nominated for a third consecutive term shall be void and ought to be disregarded.
  - c) The President shall be empowered to appoint three additional members to the Committee as Ordinary Committee Members who shall hold office until the end of the tenure of the President.
  - d) The Hon. Secretary and Assistant Hon. Secretary shall be henceforth appointed by the President from among the Ordinary Committee Members who have been elected by the members as per Rule 7(i)(a) above.
  - e) The immediate past President (with the exception of those who have resigned), shall be co-opted into the Committee and shall hold office for until the end of the tenure of the President.
- ii) The Office Bearers and every officer performing executive function in the Society must be Malaysian citizens.
- iii) Names for the above officers to be elected shall be proposed and seconded through a nomination process prior to the Annual General Meeting, and election shall be by a simple majority vote of the Ordinary Members by secret



ballot at the scheduled Annual General Meeting. Except for the President which will be subject to Rule 7(i)(b), all other Office Bearers shall be eligible for election biennially, if so nominated.

- iv) The function of the Committee is to organize and supervise the day to day activities of the Society and to make decision on matters affecting its running within the general policy laid down by the general meeting. It shall furnish a report to each Annual General Meeting on its activities during the year.
- v) The Committee shall meet at least 3 months once and at least 7 days notice of each meeting shall be given to the members. The President acting alone, or not less than four of its members acting together may call for a meeting of the Committee to be held at any time. At least one half of the committee members must be present for its proceedings to be valid and to constitute a quorum.
- vi) Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Hon. Secretary may obtain such approval by means of a circular letter forwarded to all the Committee members in which the issue is clearly set up.
  - a) The matters arising should be stated in circulars and sent to all Committee members.
  - b) At least half of the Committee members should accept or reject the proposals laid down.
  - c) The decisions must be that of the majority.
- vii) In the event a Committee member resigns or passes away, immediately upon his resignation taking effect or upon his death, the succession of such member shall be as follows:
  - a) If the member holds the post of the President:
    - 1. the post of the President shall be succeeded by the Vice President; and
    - 2. the Committee, including the new President, by a simple majority, shall appoint the interim Vice President from among the remaining Ordinary Committee Member, not being persons appointed by the immediate former President, whereupon such successors shall hold office until the tenure of the previous holder ends.
  - b) If the member holds the post of the Vice President or the Treasurer, the Committee, by a simple majority, shall appoint the interim Vice President or the interim Treasurer from among the remaining Ordinary Committee Member, not being persons appointed by the President,

whereupon such successors shall hold office until the tenure of the previous holder ends.

- c) If the member is an elected Ordinary Committee Member, the candidate with the 2<sup>nd</sup> most votes during the election of the member shall succeed the member, and if this is not possible, the Committee will appoint the new member. Such successor shall hold office until the tenure of the previous holder ends.
  - d) If the member is an Ordinary Committee Member appointed by the President, the President will appoint a new member. Such successor shall hold office until the tenure of the previous holder ends.
  - e) If the member is the immediate past President co-opted under Rule 6(1)(e), his position shall not be succeeded.
- viii) The Committee shall instruct the Hon. Secretary and other Office-Bearers to administer the Society and to appoint managers and support staff if required. The Committee shall have the power to terminate the managers and support staff if the Committee is not satisfied with their performance.
- ix) The Committee shall have the power to appoint sub-committees to carry out the various activities of the Society.

## **RULE 8**

### **DUTIES OF PRINCIPAL OFFICE BEARERS**

- i) The President shall preside at all general meetings and all Committee meetings and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved. He shall in conjunction with the Treasurer sign all cheques on behalf of the Society.
- ii) The Vice president shall deputise for the President in the absence of the President.
- iii) The Hon. Secretary shall conduct the business of the Association in accordance with its rules and shall carry out the instructions of the General Meeting and of the Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the Accounts and Financial Records. He shall keep record of all the Society's properties and membership register.

He has to be present at all meetings and keep minutes of all meetings. The Hon. Secretary has to send within sixty days after the Annual General Meeting, the Annual Returns to the Registrar of Societies in accordance with the Section 14(1), Societies Act 1966.

- iv) The Assistant Hon. Secretary shall assist the Hon. Secretary to carry out his duties.
- v) The Treasurer would be responsible for all financial affairs of the Society and he will be one of the signatories on cheques issued.
- vi) The Ordinary Committee Members shall assist the above officers to carry out their duties and assist in the general affairs of the Society.

## **RULE 9**

### **FINANCIAL PROVISIONS**

- i) Subject to the following provisions in this rule, the funds of the society may be expended for any purpose necessary for carrying out its aims and objects, including the expenses of its administration and its general expenses. But the funds cannot be used for paying penalties of members who have been convicted in court.
- ii) The Treasurer may hold a petty cash advance not exceeding RM1,000.00 at any time. All money in excess of this sum shall be deposited in a bank or banks approved by the Committee. The Bank Account or Accounts shall be in the name of the Society.
- iii) All cheques of withdrawals on the Society Account shall be signed by the President, and Treasurer. In the absence of any of the two, the Committee can appoint one of its members to replace the cheques signatories.
- iv) The total Annual Budget for purposes of the Expenses of the Society shall be proposed to the members for approval during the AGM.
- v) In the event the Expenses is anticipated to exceed the Annual Budget, the following shall apply:
  - a) if not more than 20% of the Annual Budget, approval of the Committee is required; or
  - b) if more than 20% of the Annual Budget, approval at the AGM is required.

- vi) There shall be no monthly limit with regards to the expenditure of the Expenses, provided that where more than RM10,000 is to be expended, prior approval from the Committee shall be obtained, excluding expenditure for recurrence which have been approved by the Committee and income/profit generating activities.
- vii) As soon as possible after the end of the Financial Year, a Statement of Receipts and Payments and Balance Sheet for the year shall be prepared and audited by the Auditors or by the external professional auditors appointed under Rule 10. The audited account shall be submitted for the Annual General Meeting and copies shall be made available for the perusal of members.
- viii) The Financial Year of the Society will be from 1<sup>st</sup> January to 31<sup>st</sup> December each year.

## **RULE 10**

### **AUDITORS**

- i) Two members of the Society, who shall not be Office Bearers of the Society, shall be appointed in the Annual General Meeting once every 2 years to audit the accounts of the Society. They shall hold office for two years and shall not be reappointed.
- ii) They are to audit the accounts and give their reports for the General Meeting. They should be available during their appointed period to assist the President to examine the accounts and to give reports on the Committee.
- iii) The Society may appoint external professional auditors and such appointment shall be made by a General Meeting.

## **RULE 11**

### **TRUSTEES**

- i) Two Trustees who must be over 21 years of age and who must be members of the Society but not Office Bearers, shall be appointed at the Annual General Meeting and shall hold office for a period of 4 years. They shall have vested in them all immovable properties whatsoever belonging to the Society and shall deal with it in such manner as the General Meeting may direct.
- ii) The Trustees shall not sell, withdraw or transfer any of the property of the Society without the consent and authority of a General Meeting of Members.

- iii) A Trustee may be removed from office by the General Meeting on grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reason, he is unable to perform his duties or unable to do so satisfactorily. In the event of death, resignation or removal of a Trustee, the vacancy shall be filled by a new trustee, appointed by a General Meeting as soon as possible.

## **RULE 12**

### **INTERPRETATION OF RULES**

- i) In between General Meetings, the Committee can give interpretations of these rules as and when necessary.
- ii) Except for matters that differ or not in line with the decisions of the General Meeting, the Committee's decision with respect to the Rules is final, if it is not changed by resolution of the General Meeting.

## **RULE 13**

### **ADVISORS**

- i) The Committee can, if necessary, appoint advisors to the Society.

## **RULE 14**

### **PROHIBITIONS**

- i) Games that are stated below are not allowed in the premises of the Society:  
  
Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belankai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty-One, Thirty-One, Ten and a half, all games of dice, banker's games and all games of mere chance.
- ii) The Society shall not hold any lottery whether confined to its members or not in the name of the Society, or its Office Bearers, Committee of Members.
- iii) Neither the Society nor its Members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union Activities as defined in the Trade Union Ordinance, 1959.

## **RULE 15**

### **AMENDMENTS OF RULES**

These rules may not be added or amended except by resolution of a General Meeting. Such amendments must be forwarded to the Registrar of Societies within sixty days from the date of decision taken at General Meeting which approves the amendments. It will only be enforced after getting the approval of the Registrar.

## **RULE 16**

### **WINDING UP (DISSOLUTION)**

- i) The Society shall not be dissolved except by the consent of not less than three fifths of the total membership, given in person at a General Meeting or by postal vote.
- ii) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds shall be settled as agreed at the General Meeting.
- iii) Notice of dissolution must be handed over to the Registrar of Societies within 14 days from the date of dissolution.