

CONSTITUTION

PERSATUAN JURUUKUR BAHAN ASEAN (ASEAN QUANTITY SURVEYORS ASSOCIATION)

CLAUSE 1 NAME

1. The Association shall be known as

PERSATUAN JURUUKUR BAHAN ASEAN (ASEAN QUANTITY SURVEYORS ASSOCIATION)

Hereinafter referred to as "the Association".

2. Meaning of name : **An organisation for all quantity surveyors in ASEAN region only.**

The word 'society' use in the hereafter is also refer to 'association'.

3. Level : **Kebangsaan**

CLAUSE 2 ADDRESS

1. The registered address is

**TINGKAT 1, BANGUNAN JURUUKUR, 64 & 66, JALAN 52/4, 46200 PETALING
JAYA, SELANGOR DARUL EHSAN, MALAYSIA
46200 PETALING JAYA
SELANGOR**

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

**TINGKAT 1, BANGUNAN JURUUKUR, 64 & 66, JALAN 52/4, 46200 PETALING
JAYA, SELANGOR DARUL EHSAN, MALAYSIA
46200 PETALING JAYA
SELANGOR**

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

CLAUSE 3 OBJECTIVE

The objectives of the society are:

- a. To promote the Quantity Surveying profession in ASEAN countries.

- b. To foster closer relations, cooperation and mutual understanding amongst Quantity Surveyors in ASEAN countries.
- c. To establish and develop an ASEAN baseline standard for the quantity surveying profession and mutual recognition arrangement with the objective of facilitating the mobility of the Quantity Surveyors within the ASEAN countries.
- d. To promote adoption of best practices on standards of quantity surveying education, professional practices and qualifications.
- e. To provide the organisational framework for regional cooperation in the study and research in the harmonisation of relevant fields of quantity surveying among the ASEAN countries, as required by the social and economic development of the region and more particularly:
 - i. to provide a framework whereby quantity surveying organisations, teaching institutions, research centres and similar bodies in ASEAN countries can coordinate their activities and conduct collaboration projects;
 - ii. to promote research and studies in various fields of quantity surveying among the ASEAN countries;
 - iii. to promote, exchange and disseminate information about the land and land tax laws, quantity surveying systems and quantity surveying development of the ASEAN countries;
 - iv. to publish journals, newsletters or bulletins for the furtherance of the aforementioned objectives;
 - v. to organise conferences, meetings, symposia or seminars in furtherance of the aforementioned objectives;
- f. To cooperate with international, regional, national and other organisations in the furtherance of the aforementioned objectives.

CLAUSE 4 MEMBERSHIP

(1) Any organization of the quantity surveying profession within any ASEAN country, such as, RISM, SISV, PICQS, PUJA and IQSI shall be eligible for membership in the society.

(2) Every application for membership shall be proposed and seconded by two existing members and shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the Committee for approval. The Committee may at its discretion reject any application without assigning any reason thereof.

(3) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first annual subscription, be admitted as a member of the Society and shall be entitled to all the privileges of membership.

6. Entrance Fees, Subscriptions and other dues.

(1) Due payable by Institutional Members:

Entrance Fee of RM 2500.00 (Two Thousand and Five Hundred only); and
Yearly Subscription of RM 2500.00 (Two Thousand and Five Hundred only).

(2) All yearly subscription shall be payable to the Treasurer in advance within one month of the first of each year.

(3) Any member who allows his arrears to exceed two years' subscriptions shall receive a written notification signed by or on behalf of the Secretary, and shall be denied the privileges of membership until he settles his account.

(4) Any member who allows his arrears to exceed three years' subscription shall automatically cease to be a member of the Society, and the Committee may direct legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.

(5) The Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.

(6) Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Society. If any 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.

(7). All quantity surveyors that fulfil the following criteria are qualified to be a member of AQSA:

- a. Age above 24 years old
- b. Member of professional bodies such as RISM(Malaysia), SISV(Singapore), PUJA(Brunei), RICS(U.K), AIQS(Australia) and other equivalent qualifications.
- c. Any races and religion are eligible to be member
- d. A citizen of ASEAN countries
- e. Live or working in ASEAN countries

CLAUSE 5 RESIGNATION AND TERMINATION

(1) Any member who wishes to resign from the Society shall give two weeks' notice in writing to the Secretary and shall pay up all dues.

(2) Any member who fails to comply with the rules of the Society or has acted in a manner to bring disrepute upon the Society may be expelled or suspended for a period of time as the Committee deems fit. Before the Committee expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and clear himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.

CLAUSE 6 SOURCE OF INCOME

Sources of income of the society are as follows:

1. Subscription fees from members
2. Seminars and conferences
3. Short courses
4. Accreditation fees from universities/colleges
5. Research grants

CLAUSE 7 GENERAL MEETING

(1) The supreme authority of the Society is vested in a general meeting of the members. At least one-half of the voting membership of the Society or the voting members present represent twice the total number of committee members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum.

(2) If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to alter the rules of the Society or make any decision affecting the whole membership.

(3) An annual general meeting of the Association shall be held either physically or online or both as soon as possible after the close of each financial year but not later than April on a date and a time and place to be decided by the Committee. The business of the annual general meeting shall be:-

- (a) To receive the minutes of the previous annual general meeting;
- (b) To receive the Committee's report on the working of the Society during the previous year;
- (c) To receive the Treasurers' report and the audited accounts of the Society for the previous year;
- (d) To elect a Committee and to appoint auditors for the ensuing year;
- (e) To deal with such other matters as may be put before it.

(4) The Secretary shall send to all members at least 7 (seven) days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous year. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members.

(5) An extraordinary general meeting of the Society shall be convened:-

(a) Whenever the Committee deems it desirable; or

(b) At the joint request in writing of not less than twice the number of committee members, stating the objects and reasons for such meeting.

(6) A physical or online or both extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.

(7) Notice and agenda for a physical or online or both extraordinary general meeting shall be forwarded by the Secretary to all members at least fifteen days before the date fixed for the meeting.

(8) Paragraphs 7(1) and 7(2) of this Constitution regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the provision that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by the members, the meeting shall be cancelled, and no extraordinary general meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

(9) The Secretary shall forward to all members a copy of the draft minutes of each annual and extraordinary general meeting as soon as possible after its conclusion

CLAUSE 8 COMMITTEE

(1) A committee of the general council consisting of the following, who shall be termed the office-bearers of the Society, shall be elected at the annual general meeting:-

A Chairman

A Secretary General

An Assistant Secretary

A Treasurer

4 (four) Committee Members of the general council

(2) Names for the above offices in paragraph (1) shall be proposed and seconded and election will be by a simple majority vote of the members at the annual general meeting. All the office-bearers shall be eligible for re-election each year.

(3) The function of the Committee of the general council is to organize and

supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by the general meeting. The Committee of the general council shall not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous year.

(4) The Committee of the general council shall meet at least once every three months, a 7 (seven) days notice of each meeting shall be given to the members. The chairman acting alone, or not less than three 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.

(5) Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained:-

(a) The issue must be clearly set out in the circular and forwarded to all members of the committee;

(b) At least one-half of the members of the Committee must indicate whether they are in favour or against the proposal; and

(c) The decision must be by a majority vote.

Any decision obtained by circular letter shall be reported by the Secretary General to the next Committee meeting and recorded in the minutes thereof.

(6) Any member of the Committee who fails to attend three consecutive meetings of the committee without satisfactory explanation shall be deemed to have resigned from the Committee.

(7) In the event of the death or resignation of a member of the Committee, the Committee shall have the power to co-opt any other member of the society to fill the vacancy until the next election of office-bearers.

(8) The Committee shall give instructions to the Secretary General and other officers for the conduct of the affairs of the Society. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Committee, or for any other reason which it deems good and sufficient in the interest of the Society.

(9) The Committee may appoint any sub-committee for any purpose arising out of or connected with any of the duties, functions and aims laid down under the rules. Any members can become members of these sub-committee.

(10) The word "Secretary" use in the hereafter shall also refer to "Secretary general"

CLAUSE 9 DUTIES OF OFFICE BEARERS

(1) The Chairman shall during his term of office preside at all general meetings, all meetings of the committee 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 Secretary and Treasurer sign all cheques on behalf of the Society.

(2) The Secretary shall deputize for the Chairman during the latter's absence.

(3) The Secretary shall conduct the business of the Society in accordance with the 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 paper except the accounts and financial records. He shall attend all meetings, and record all proceedings. He shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name and address of employer and residential address. He shall in conjunction with the Chairman and the Treasurer, sign all cheques on behalf of Society. He shall file annual returns within 60 (sixty) days from the date of the annual general meeting to the Registrar of Societies.

(4) The Assistant Secretary shall assist the Secretary in carrying out his duties and shall act for him in his absence.

(5) The Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall in conjunction with the Chairman and the Secretary sign all cheques on behalf of the Society.

(6) The Committee Members shall carry out such duty as directed by the Chairman or the Committee.

CLAUSE 10 FINANCIAL PROVISION

(1) Subject to the following provisions in this rules, the funds of the Society may be expended for the purpose necessary for the carrying out of its objects, including the expenses of its office-bearers and paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

(2) The Treasurer may hold a petty cash advance not exceeding RM 500.00 (Ringgit Malaysia Five Hundred Only) at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the

Committee. The bank account shall be in the name of the Society.

(3) All cheques or withdrawal notices on the Society's account shall be signed jointly by the Chairman, the Secretary and the Treasurer. In the absence of the Chairman, the Secretary or the Treasurer for a long period, the Committee shall appoint one of its members to sign in his place.

(4) No expenditure exceeding RM 1,000.00 (Ringgit Malaysia One Thousand Only) at any one time shall be incurred without the prior sanction of the committee, and no expenditure exceeding RM 100,000.00 (Ringgit Malaysia Hundred Thousand Only) in any one month shall be incurred without the prior sanction of a general meeting. Expenditure less than RM 10,000.00 (Ringgit Malaysia Ten Thousand Only) at any one time may be incurred by the President together with the Secretary or the Treasurer

(5) As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under the rule 11. The audited accounts shall be submitted for the approval of the next annual general meeting, and copies shall be made available at the registered place of business of the Society for the perusal of members.

(6) The financial year of the Society shall commence on the 1st January and end on the 31st December every year.

CLAUSE 11 AUDITORS

(1) Two persons, who shall not be office-bearers of the Society, shall be appointed, by the annual general meeting as Honorary Auditors. They shall hold office for one year and may be reappointed.

(2) The Auditors shall be required to audit the accounts of the Society for the year, and to prepare a report or certificate for the annual general meeting. They may also be required by the President to audit the accounts of the Society for any period within their tenure of office, at any date, and to make a report to the Committee.

CLAUSE 12 PROPERTY ADMINISTRATOR

(1) Three Trustees, who must be over 21 years of age, shall be appointed at the annual general meeting and shall hold office during the pleasure of the society. They shall be vested in them all immovable properties whatsoever belonging to the Society upon execution of a Deed of Trust.

(2) 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.

(3) A Trustee may be removed from office by a general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reasons, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a trustee the vacancy shall be filled by a new Trustee appointed by a general meeting.

CLAUSE 13 INTERPRETATION

(1) Between annual general meetings the committee shall interpret the rules of the Society and when necessary, determine any point on which the rules are silent.

(2) Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Committee shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.

CLAUSE 14 ADVISOR / PATRON

The Committee shall if it deems fit and necessary appoint qualified persons to be the Advisor or Patron of the Society. The person appointed must give his consent in writing.

CLAUSE 15 PROHIBITION

(1) None of the following games shall be played in the premises of the Society: Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belankai, Pai Kau, Tau Ngau, Tien Ngau, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, Ten and a half, all games of dice, bankers' games, all video games and all games of mere chance.

(2) 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 Act, 1959..

(3) The Society shall not hold any lottery, whether confined to its members or not, in the name of the society, its office-bearers or members without prior approval from the authorities concerned.

(4) "Benefits" as mentioned under section 2 of the Societies Act 1966 shall not be

given by the society to any of its member.

CLAUSE 16 AMENDMENT OF CONSTITUTION

These Rules shall not be amended except by resolution of a general meeting. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendment to the rules shall be forwarded to the Registrar of Societies within 60 (sixty) days of being passed by the general meeting.

CLAUSE 17 DISSOLUTION

(1) The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the membership present in a general meeting.

(2) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by a general meeting.

(3) Notice of dissolution shall be forwarded to the Registrar of Societies within 14(fourteen) days of its dissolution.

CLAUSE 18 FLAG, LOGO AND BADGE

1. Flag

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Description

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2. Logo



Description

The logo represents the spirit of unity, collaborations, networking amongst the members' countries. The colours of the logo represent the main colours of the state crests of all the Asean member countries i.e. blue, red, yellow and white in the middle.

The stalks of red and yellow padi on the left hand side top and bottom represent the

founding and associate members' countries tied in the middle by the knot. The dominant alphabets QS in red in the middle represent the promotion of Quantity Surveying professional services and education across the region. The red triangle under the last letter A represents common goal/mutual interest. The circle represents collaboration, networking and mobility of Quantity Surveying profession across the region.

3. Badge

- Description
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CLAUSE 19 **FORMATION OF CHAPTER**

Clause 19.1 Territories within Asean countries:

1. Malaysia
2. Singapore
3. Negara Brunei Darussalam
4. Philippine
5. Indonesia
6. Thailand
7. Cambodia
8. Vietnam
9. Myanmar
10. Laos PDR

Clause 19.2 Powers of the Chapter

A Chapter shall have the following powers within its Territory subject however to the provisions of the Constitution of the Association.

- a) Powers by Delegation – To further any of the objects set forth in Clause 3 of the Constitution (hereinafter referred to as the Objective of the Association) under the direction of or powers delegated by the Association.
- b) Subscription Levies – To receive or retain such parts as may be determined from time to time by the Association of any fees, subscriptions or levies collected or raised by the Association and thereafter to apply the same in furtherance of the Objective of the Association and/or in conduct of the business of the Chapter.
- c) Financial – To raise money in such manner as the Chapter shall think fit for the furtherance of the Objective of the Association. The Chapter shall not borrow money without the explicit approval of the General Council.

True accounts shall be kept by the Committee in respect of each Chapter of the sums of money received and expended by each Chapter and the manner in respect of which such receipts and expenditure take place. Each Chapter Council shall furnish the General Council with such information as it requires to keep the accounts.

All income and property of the Chapter shall in fact be income and property of the Association. All incomes held in trust for a Chapter may be applied in accordance with the Constitution and Association policies solely for the conduct of the Chapter business and towards the promotion of the Objective set forth in the Constitution.

The Chapter is permitted to open separate bank account for the conduct of Chapter business. All cheques or withdrawal notices on the Chapter's account shall be signed jointly by the Chairman, the Secretary and the Treasurer. In the absence of the Chairman, the Secretary or Treasurer for a long period, the Chapter shall appoint one of its members to sign in his place.

d) Donation Prizes – To grant awards prizes and donation s in the name of the Chapter.

e) Activities – To organize/carry out activities such as CPD events/seminars/webinars/trainings for the Chapter.

f) Social – To promote good feelings and friendly relationships among its members and between its members and other members of the Association or members of kindred Bodies.

g) Publicity – To adopt any means of publicity as may seem expedient for promoting the Objective of the Association provide that the content of such publicity shall not knowingly contravene any principle declared by the Association.

h) Agreement – A Chapter cannot enter into any agreement of any kind that is binding upon the whole of the Association.

i) New Members – To recommend to the Committee of AQSA the admission of new members of the Association subject to the Constitution and to any rules or regulations approved by the Committee of AQSA.

J) Winding Up – If upon winding up or dissolution of a Chapter thee remains after Satisfaction of all its debts and liabilities any money or property the same shall revert wholly to the Association.

19(3) Annual Chapter Meeting

a) Annual Chapter Meeting of each Chapter shall be held once a year at such place and at such time no later than 30 days prior to the Annual General Meeting as the Chapter Council may determine.

b) The business of an Annual Chapter Meeting of a Chapter shall be to receive and consider reports of the Chapter Council including financial statement, and to transact any other business which ought to be transacted at an Annual Chapter Meeting including any business which is brought under consideration by a report of the Chapter Council.

19(4) Composition of of Chapter Council and Election of Chapter Council Office Holders

Composition of Chapter Council and Election of Chapter Council Office Holders:-

a) There shall be a Chapter Council of each Chapter consisting of eight (8) Councillors.

b) Clauses 8, 9 and 10 of the Constitution regarding composition of the General Council, proceedings, election and duties of Office Bearers and Financial

Provision shall apply similarly to the Chapter Council composition, election and duties of the Office Bearers and Financial provision.

19(5) The office bearers

Office Bearers or committee members who ae appointed to the General Council could also sit in the Chapter Council, if deemed necessary.