



**ASOSASYON NG MGA MAKABAYANG  
MANGGAGAWANG PILIPINO OVERSEAS  
(AMMPO) - MALAYSIA**

**CONSTITUTION AND BY-LAWS**

## TABLE OF CONTENTS

Article	I	.....	NAME AND OFFICE
Article	II	.....	OBJECTIVES
Article	III	.....	MEMBERSHIP AND DUES
Article	IV	.....	CONSTITUTION AND BY-LAWS
Article	VI	.....	ANNUAL GENERAL ASSEMBLY AND SPECIAL MEETINGS
Article	VII	.....	ELECTION AND SECRET BALLOT
Article	VIII	.....	OFFICE HOLDERS AND ORGANIZATION
Article	IX	.....	USE OF FUNDS
Article	X	.....	FINANCIAL YEAR
Article	XI	.....	EDUCATION WORK
Article	XII	.....	COMMON SEAL AND CONDUCT
Article	XIII	.....	DEFINITIONS

## **ARTICLE I NAME AND OFFICE**

The name of the organization shall be **ASOSASYON NG MGA MAKABAYANG MANGGAGAWANG PILIPINO OVERSEAS - MALAYSIA** and hereafter referred to as the **AMMPO - MALAYSIA**.

The registered name and postal address of the Organization shall be at No. 24-3 , 3<sup>rd</sup> Floor, USJ 9/5T, Subang Business

Centre, 47620 Subang Jaya Selangor Darul Ehsan, Malaysia, or as maybe decided by the Executive Committee/Officers.

## **ARTICLE II OBJECTIVES**

- a. To foster growth of faith of all the members of the organization;
- b. To explore and develop the capacity of the members through training and in organization activities;
- c. To train members how to discipline themselves to prevent physical and psychological illness through education, exercise and simple lifestyle;
- d. To provide counseling, shelter and visitation to distress members;
- e. To provide members any legal support and assistance related to their employment;
- f. To promote the spirit of mutual respect and understanding between and among the members;
- g. To provide for members in circumstances any support to their families and such others as the General Meeting may decide;
- h. To promote material, cultural, social, educational and recreational welfare of the members and their families with the provision of educational facilities, clinics and other undertakings;
- i. To get involve and participate in community affairs affecting the interests of the members;
- j. To do such other things that are incidental or conducive to the attainment of any or all of the above objects;

## **ARTICLE III**

## **MEMBERSHIP AND DUES**

- a. The organization is open to all Overseas Filipino Workers in Malaysia;
- b. An applicant for membership of the Organization shall fill in an application form in the first instant. When the membership application is recognized by the Executive Committee, he/she shall pay the fee and dues, then shall be accepted and recognized as a member;
- c. The membership fee to the organization shall be Rm 50.000 per person and the monthly due shall be Rm 20.00 per person;
- d. The General Assembly of the Organization shall be the sole authority to alter any fees, subscriptions and contributions;

## **ARTICLE IV CONSTITUTION AND BY-LAWS**

The supreme authority of the Organization shall be vested in the General Assembly and under this authority the Organization shall be governed by the Officers.

## **ARTICLE V ANNUAL GENERAL ASSEMBLY AND SPECIAL MEETINGS**

- a. The Annual General Assembly of Members shall be held in the month of **June** every year;
- b. Only members shall be entitled to vote at the General Assembly of Members;
- c. All qualified members shall be entitled to attend the General Assembly of Members;
- d. The business of the Annual Assembly Meeting shall be:
  1. To confirm the minutes of the previous Annual General Assembly of Members;
  2. To consider reports from the Officers and to plan policy and work for the future;
  3. To consider and approve the statement of accounts for the previous financial year together with the Audited Financial Report.
  4. To elect the Officers of the Organization by secret balloting;
  5. To appoint or elect members of the Committees;
  6. To consider any other business of the Organization.
- e. The General Meeting shall be the sole authority to make, alter, amend or rescind any of these rules provided;
- f. The Secretary shall prepare the notice and agenda of the General Meeting and shall ensure that the members will be informed in such manner as the Officers may decide;
- g. The quorum for any General Assembly shall be formed by not less than fifty (50) per cent of the total members.

## **ARTICLE VI ELECTION AND SECRET BALLOT**



- a. All elections or other matters for decision will be done by secret balloting at the general assembly which shall be held under the authority of the Executive Committee or a sub-committee appointed specifically for that purpose;
- b. The government of the organization and the conduct of its business shall be vested in the Executive Committee;
- c. The Executive Committee shall consist of seven (7) members, namely : the Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and a Media Welfare Officer;
- d. All members of the Executive Committee shall serve for a term of two (2) years and shall be eligible for re-election but no Executive Committee member shall hold office for more than three (3) consecutive terms;
- e. The Executive Committee shall meet at least once a month;
- f. Over half of the total number of officers shall form a quorum;
- g. In the event of death, resignation on any officer in unavoidable absent from Malaysia and such absence is likely to be permanent or unduly prolonged, the vacancy shall be filled by the potential member and shall be appointed by the Executive Committee;
- g. The Executive Committee shall pursue the objectives and intent of its funds and assets;
- h. The Executive committee may suspend or dismiss any officer for neglect of duty, dishonesty, refusal to carry out decisions of the general meetings and of the Executive Committee, or for any other reason deemed good and sufficient in the interest of the organization;
- i. The member of the Executive Committee shall give any notice and warning to anyone before any suspension or dismissal;
- j. The overriding authority of the General Assembly, all decisions of the Executive Committee shall be binding on all members of the organization;
- k. Whenever there is a change of Executive Committee members, arrangement for handling/taking over of duties and documents shall be made within one month before the change.

## **ARTICLE VIII**

### **OFFICE HOLDERS OF THE ORGANIZATION**

The following are the duties and responsibilities of the members of the Executive Committee:

#### **The Chairperson**

- a. The Chairperson shall preside at all general assembly meetings and the Executive Committee meetings and shall responsible for the conduct of business of such meetings;
- b. She/he shall ensure the observance of the organization 's rules of such meetings;
- c. She/he shall act as the official representative of the organization on matters requiring representation;
- d. Performs other duties and function that may be required by the General Assembly;

The Vice Chairperson

- a. The Vice Chairperson shall carry out his duties as defined by the Executive Committee. In the absence of the Chairperson, she/he shall be deputized until the Chairperson returns or until the vacancy is filled.

The Secretary

- a. The Secretary shall keep the common seal of the organization in safe custody;
- b. She/he shall keep the register of all members;
- c. She/he shall attend to all meetings of the organization and shall record the proceedings of the meetings;
- d. She/he shall prepare the Annual Report and other needed reports of the organization for submission to the annual general assembly meeting;

The Assistant Secretary

- a. In the absence of the Secretary, she/he shall deputize other member to act for her/his position until the secretary returns or until the vacancy is filled up.

The Treasurer

- a. The Treasurer shall be responsible for the safety of all moneys and the safeguarding of belongings of the organization and shall keep full and accurate books of accounts with respect to all transactions conducted in the name of the organization and maintain proper records of the organization's assets and liabilities;
- b. She/he shall establish and maintain a system of control of accounting and transaction records;
- c. She/he shall, in conjunction with the Chairperson or the Secretary sign checks or withdrawal forms on behalf of the organization;
- d. She/he shall deposit all cash collections in a bank account opened in the name of the organization and maintain petty cash in the amount agreed upon by the Executive Committee;

The Assistant Treasurer

- a. The Assistant Treasurer shall carry out her/his duties as defined by the Executive Committee. In the absence of the Treasurer, she/he shall deputize other member to act on her/his behalf until the Treasurer returns or until vacancy is filled up.

The Auditor

- a. The Auditor shall conduct a periodic audit of the accounts of the organization;
- b. She/he shall prepare an audit report and present it to the Executive Committee;
- c. She/he shall examine all books of accounts of the organization, certify as to their correctness or otherwise make a report to the annual general assembly meeting;

The Media and Welfare Officer

- a. The Media and welfare Officer shall take charge of media publicity on matters related to the organization;
- b. She/he shall be responsible to coordinate with different migrants groups, non-government organizations, church-based organizations, government agencies and support groups and the press in any event or activities of the organization;
- c. She/he shall attend all meetings of the organization and has the right to speak and to



vote on organizational matters.

## **ARTICLE IX USE OF FUNDS**

The organization shall have a General Fund. The General Fund may be used with the authority of the Executive Committee only for the purpose that may agreed upon.

## **ARTICLE X FINANCIAL YEAR**

The financial year of the organization shall commence on the first day of the month of every year and terminates on the last day of the month of same year.

## **ARTICLE XI EDUCATION WORK**

The organization may undertake the education of its members through meetings, classes, forum or a periodic reporting of activities of the organization. Updating can also be done during meetings and consultations.

## **ARTICLE XII COMMON SEAL AND CONDUCT**

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| a. | The organization shall have a common seal which shall be in the safe custody of the Secretary, and it shall only be used by the authority of the Executive Committee;  |
| b. | Any contract made by the Executive Committee on behalf of the organization to which the common seal of the organization is affixed shall be signed by an officer or a member appointed by the officers for the purpose and countersigned by the Chairperson, the Treasurer or the Secretary. |

## **ARTICLE XIII DEFINITIONS**

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| a. | In these rules, unless the context otherwise requires, "General Assembly Meeting" includes Annual General Assembly Meeting of the Members and Special General Assembly Meeting of Members; |
| b. | "Executive Committee" includes any members and office-holders of the organization;   |
| c. | "Office Holder" means any member who concurrently holds an elected and designated position in the organization;  |
| d. | "Qualified Member" means any member of the organization entitled to vote for any purpose under the rules of the organization.  |