

Malaysian Writers Society

(Persatuan Penulis Malaysia)
Registration No. PPM-008-10-06092016

Annual Report

(Term 2: September 2018 - 30 September 2020)

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An Overview

Exco

President: Gina Yap Lai Yoong

Vice-President: Lokman Hakim Bin Abdul Wahid

Treasurer: Anna Tan Shuh Ping

Secretary: Lim Wan Phing

Committee

Ong Li Yuan

Pepper Lim Kean Kheng

Tutu Dutta A/P K.S. Dutta

Joanne Ch'ng Yu Rou

Syamsuriatina Binti Ishak

Muhtadi bin Mahsun

Diyaa Mani

Georgette Tan Thien Gin

Leong Chin Hsien

Membership

As of 30 September 2020, we have 96 members, of which 65 are Full Members and 31 are Candidate Members.

The MYWriters Penang Committee 2018-2020

Chairperson: Gina Yap Lai Yoong (2018 & 2019) & Anna Tan (2020)

Committee: Diyaa Mani, Wilson Khor

Society Contact Details

General Email: info@malaysianwriterssociety.org

Website: <http://malaysianwriterssociety.org/>

Facebook Page: <https://www.facebook.com/malaysianwriterssociety/>

Facebook Group: <https://www.facebook.com/groups/malaysianwriters/>

Instagram: @mywriters

Twitter: @MY_Writers

Programs & Activities (Oct 2018 onwards)

Date	Event	Description	Link
5-Oct-2018	Art for Grabs + KL Alternative Book Fest 2018	The society took up a booth to sell members' books at the Art for Grabs + KL Alternative Book Fest 2018 from 5-7 October at Publika. The project was headed by Joanne.	https://www.facebook.com/malaysianwriterssociety/photos/a.1855295551349399/2277177732494510
21-Oct-2018	NutMag Vol.3 launch	The Penang chapter launched NutMag Vol.3, the third edition of their zine dedicated to writers originally from or based in Penang. It was held on 21 October at the Hin Pop Up Market. The launch was headed by Diyaa and Gina.	https://www.facebook.com/events/688795071503176/ https://www.facebook.com/malaysianwriterssociety/posts/2310901819122101
1-Nov-2018	Nanowrimo special offer with Common Ground	In conjunction with Nanowrimo, the society collaborated with Common Ground, a co-working space in Ara Damansara, to offer members discounted day pass rates of RM35 instead of the usual RM50. The collaboration was headed by Tina.	https://www.facebook.com/malaysianwriterssociety/posts/2336983039847312
10-Nov-2018	AGM 2018	The second Annual General Meeting (AGM) was held at Gerakbudaya Bookstore PJ. It was chaired by Tina and attended by over 40 members. A new EXCO and Committee were elected for the 2018-2020 term.	https://www.facebook.com/malaysianwriterssociety/posts/2363937813818501

16-Nov-2018	Himpunan Penulis Malaysia @ UKM	The society attended a town hall called Himpunan Penulis Malaysia, a UKM forum with YB Dr. Maszlee Malik. Gina attended the event and represented us as the only non-Malay language society there. The update is that Dr Maszlee will ensure the 'dasar buku baru' will include non-Malay language writers to make sure we receive the same privileges & benefits.	https://www.facebook.com/photo.php?fbid=10156905403019343 https://www.bookcapital.my/penulis/register/create
22-25 Nov 2018	George Town Literary Festival (GTLF)	The Penang chapter took up a booth at GTLF 2018 over the two-day weekend of 24 and 25 November. The project was headed by Diyaa and Wilson.	https://www.facebook.com/malaysianwriterssociety/photos/pcb.2385275908351358/2385275868351362
All of 2018	Nu Sentral write-in	A write-in at Coffee Bean, Nu Sentral KL was held every Saturday from 8.30am to 1pm. It was anchored by Lokman and attendance ranges from one to ten.	https://www.facebook.com/events/505170719989163/
All of 2018	Penang weekly write-ins and critique week	Throughout all of 2018, Penang Writers held their weekly write-ins at LUMA from 2.30pm to 10.30pm every Monday. Critiques were held every third Monday of the month from 8pm onwards, for members to send in their work for feedback.	

Programs & Activities (2019)

**Highlighted in orange are #MYWritersFest2019 events*

Date	Event	Description	Link
13-Jan-2019	MYWriters Anthology launch	Led by Joanne, the Emerging Malaysian Writers 2018 Anthology was launched at Grizzly Cafe at Intermark Mall KL from 2-4pm. 10 out of 12 writers featured were present to read from their work. Members of the public and media were present. Read The Star's coverage here and buy a copy here .	https://facebook.com/events/518820435280880/
	Lisa's write-in	This is Lisa's second organised write-in using the #MYWriters hashtag.	
18-Jan-2019	Pasar Buku at LokalHouz Penang	Led by Wilson, Penang writers set up a booth at Pasar Buku in Lokalhouz Butterworth selling members' books and zines from 3pm-11pm together with other indie publishers in the northern region.	<ul style="list-style-type: none"> • https://facebook.com/lokalhouz/posts/2497599850461515 • https://www.instagram.com/p/B7dmtJFBgQ6/
16-Feb-2019	OUG write-in	Led by Khor Hui Min, a write-in was held at Ginger Roots Restaurant in Taman OUG, KL from 11am-4pm for the first time, attended by four writers.	https://facebook.com/events/811477062532410/
7-Apr-2019	Readings at KLIBF	Led by Joanne, the Pesta Buku Antarabangsa Kuala Lumpur (Kuala Lumpur International Book Festival) held at PWTC saw the society get a slot for reading from 2-3pm.	https://web.facebook.com/groups/malaysianwriters/permalink/2406853786005940/

7-Apr-2019	Penang Hin Bus Sunday Market pop-up	Led by Diyaa, the children's books sold well this week with a need to re-stock Chickaboo. Lovelle's Eegie the Earthworm book was a popular choice.	https://facebook.com/events/654321258335687/
25 April - 5 May 2019	Big Bad Wolf Kuching	Led by Gina, the society was present at the Big Bad Wolf Sale in Kuching, with a booth to sell society member's books at the parking area outside of the main book sale haul. Booths were opened on both weekends, Friday to Sunday from 11am to 10pm.	https://www.instagram.com/p/BwtBxvWh-NT/
13-Jul-2019	Penang Zine Fest	Led by Diyaa, Penang writers participated in the Penang Zine Fest at Lokalhouz in Butterworth. The event from 10am-12pm saw us selling zines and books at a booth along with other local indie publishers.	https://facebook.com/photo.php?fbid=10218813616949786
10-Aug-2019	Potluck picnic at Lake Gardens KL	Led by Joanne, Michelle and Pepper, the picnic and social gathering was held from 9am to 1pm at the Lake Gardens in KL. It was attended by 5 members.	https://www.facebook.com/events/386556148663527/
16-Sept-2019	Penang Writers Malaysia Day Gathering	Led by Diyaa, MYWriters Penang organised a special Malaysia Day gathering at CUBOPark, a pop-up open mall hangout area in Tanjung Tokong. It was a relaxing catch-up.	https://facebook.com/events/2066028436834779/
	#MYWritersFest2019	Including the festival launch in September, a total of 10 events were held throughout the months of September and October across Malaysia as part of #MYWritersFest2019.	

16-Sept-2019	[Event #1] Festival launch @ Intermark Mall KL	Led by Gina, the launch was held from 2-4pm beginning with a welcome speech by Gina, followed by a mass book launch featuring up to 10 writers with new publications. The writers also read, performed, and talked about their new work. The launch was in partnership with KL Diverse City and The Language House PJ.	https://facebook.com/events/406467786893524/
1-4 Oct 2019	[Event #2] Kuching Writing Retreat [Fringe event] Kuching Word of Mouth Special Edition III	President Gina was in Kuching with Sarawak-based committee member Georgette Tan to run our first writing retreat in East Malaysia. It was held at Singgahsana Lodge and attended by 6 writers. Led by Georgette, the event was co-organised with Wordsmiths of Kuching for What About Kuching (WAK Festival 2019). It was held at Le Cafe Rouge on Friday 4 October after the retreat, with local spoken word poets and storytellers in action.	https://www.instagram.com/p/B1ONB6NhHRI/ https://web.facebook.com/events/374813426761693/
5-Oct-2019	[Event #3] Kuching Professional Talks	Held at Pullman Kuching, committee member Tina flew in from KL for two talks on copyright and contract/payment terms for creative freelancers.	https://facebook.com/events/2231202530504622/
10-12 Oct 2019	[Event #4] Ipoh Writing Retreat	Led by Gina, the retreat held at Majestic Tower in Ipoh was attended by 8 writers. The 3D2N retreat saw plenty of writing time, daily group sessions to make sure every writer is accountable for their writing progress. There was also time to chill, eat, rest and sleep.	https://facebook.com/malaysianwritersociety/photos/pcb.2590950877783859/2590949984450615/

13-Oct-2019	[Event #5] NutMag Vol.4 zine launch in Penang	Led by Gina and Diyaa, Penang Writer's annual zine was launched at Hin Bus Depot from 12-2pm. The fourth volume is themed 'Transitions' and a total of 8 writers read from their works published.	https://facebook.com/events/1112507805780196/
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12-13 Oct 2019	[Event #6] PJ Writing Workshops & Talks	Led by Tina, a series of 7 workshops were held at The Language House in Petaling Jaya. They included screenwriting by Honey Ahmad, short story writing by Saras Manickam, penulisan cerpen by Lokman Hakim, stage writing by Omar Ali, science fiction by Jaymee Goh, finding a literary agent by Hanna Alkaf, and editing by Kris Williamson.	<ul style="list-style-type: none"> • https://facebook.com/events/943808405953218/ • https://facebook.com/events/2397557667166441/ • https://facebook.com/events/532954807533329/ • https://facebook.com/events/1377365485743985/ • https://facebook.com/events/372001173676505/ • https://facebook.com/events/2186176951683939/ • https://facebook.com/events/4761167
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19-Oct-2019	[Event #7] Pahang Meet & Greet	Held at BACA The Reading Room in Temerloh, Pahang, the event saw members Lim Lay Koon and Heidi Shamsuddin entertain guests and children with their stories. This was led by Surina, BACA owner, as a collaboration with MYWriters.	https://facebook.com/events/409643119750532/
19-20 Oct 2019	[Event #8] PJ Writing Workshops & Talks	Led by Tina, the 7 workshops included fiction writing by Tina Isaacs, poetry by Bernice Chauly, contracts and copyright by Tina Isaacs, writing dialogue by Dipika Mukherjee, and branding and social media and making a living as a freelancer by Suraya Zainuddin.	<ul style="list-style-type: none"> • https://facebook.com/events/562047737871246/ • https://facebook.com/events/407292553276410/ • https://facebook.com/events/728501724289171/ • https://facebook.com/events/497578207762926/ • https://facebook.com/events/2376523859343564/

26-Oct-2019	[Event #9] Readings @ Seksan	Led and hosted by Gina. Held on a Saturday at 3.30pm in conjunction with Readings organised by Sharon Bakar. Writers who read include Bernice Chauly, Daphne Lee, May Chong, Tayanaa Logenthiran, Tunku Halim, and Uthaya Sankar.	https://facebook.com/events/749382145485575/
27-Oct-2019	[Event #10] Finale	Led by Gina, the finale was held at The LINC KL from 10m to 4pm. Activities include storytelling, poetry performances, readings, forums, and the annual #MYWriters Birthday bash! There were two prize ceremonies for #MYWritersPoetryPrompt2019 Prizes and #MYWriters1stLiner Prizes. There were books for sale by local publishers and self-published writers.	https://facebook.com/events/725164314576040/
30-Dec-2019	MYWriters Penang Year End Makan	Led by Anna, it was held at Nando's Gurney Plaza and attended by about 8 writers, regular members and new friends to evaluate our writing journeys so far, what we plan to accomplish for the coming year, and plans for NutMag's 5th anniversary special anthology to be launched in 2020.	https://facebook.com/events/2710819225651757/
All of 2019	Write-in at NU Sentral, KL	Led by Lokman, write-ins were held every Saturday morning at 8.30am-1pm at Coffee Bean in NU Sentral Mall. The write-ins varied from 1 to 10 writers throughout the year.	https://facebook.com/events/811477062532410/
All of 2019	Penang weekly write- ins and critique week	Throughout all of 2019, Penang Writers held their weekly write-ins at LUMA from 7pm to 11pm every Monday. Critiques were held every third Monday of the month from 8pm onwards, for members to send in their work for feedback.	

Programs & Activities (2020)

Date	Event	Description	Link
1-Mar-2020	Penang Hin Bus Sunday Market	Led by Wilson, the quarterly booth at Hin Bus Depot's Sunday market saw local books and chapbooks by members of the society being sold, with plenty of new stock.	https://web.facebook.com/events/636295467182370/
23-May-2020	Chevening Writers Series in collaboration with MYWriters	Led by Anna, six writing workshops and a writing retreat in Penang were planned throughout May to July 2020 but events were postponed due to Covid-19. The workshops are now funded by Chevening and will be held from October to December 2020.	https://nutmagazine.weebly.com/events.html#chevening
5 June 2020	Signed Appeal for Financial Aid for Arts and Culture Practitioners (Post-Covid19)	Gina, our President, was contacted to sign an appeal for financial aid for arts and culture practitioners in view of the lockdown for Covid19. The initial appeal draft did not include literature or writers. Gina insisted that the document included 'literature' and 'writers' before she signed on behalf of the society, representing 92 Society Members and 7,242 online members. She further provided a quote to be included in the press release. The appeal came through a few weeks later and Cendana, who managed the fund, included allocations for literature work and local writers.	Refer to appendix for the agreed/signed upon final appeal document.

4-5 Jul 2020	Pasar Buku at Roots Fest Penang	Led by Anna, the two-day festival for book lovers in Malaysia will see nine major publishers and other book stores participate in activities like book launches and zine forums. Budget was approved in April but the festival has been postponed to December due to Covid-19.	https://web.facebook.com/events/202455924193791/
18-Jul-2020	Wesley's World Book Day, Penang	Wesley Methodist School Penang (International) invited society members to read a story, recite poetry and offered a booth to sell our books. The event was initiated by Gina and taken over by Anna. Initially scheduled for 14 March, it was postponed to 18 July, and later cancelled.	
All of 2020	Penang weekly write-ins and critique week	Throughout all of 2020, Penang Writers held their weekly write-ins at LUMA from 2.30pm to 10.30pm every Monday. The write-ins were shifted online for the duration of the MCO and resumed at reduced hours from 8.00pm to 10.00pm in June. Critiques were held every third Monday of the month from 8pm onwards, for members to send in their work for feedback.	https://web.facebook.com/events/168805761066163/

Financial Matters

Registration & Membership Fees

Total registrations in 2018 as at year end amounted to 20 Full Members and 30 Candidate members, with 34 Full Member renewals, 5 Candidate Member Renewals, and 1 upgrade from Candidate Member to Full Member during the year.

Total registrations in 2019 amounted to 19 Full Members and 43 Candidate members, with renewals of 28 Full Members and 6 Candidate Members.

As of 30 September 2020, the membership numbers are as follows:

- Full members – 65
- Candidate members – 31

#MYWritersFest2019

The 2019 fest earned a total of RM15,305 in fest participant and workshop fees, with a net income of RM8,272. Expenses incurred were mainly for workshop instructor fees, venue payments, travel costs, and printing of bunting and t-shirts.

Members' Book Sales

The Society takes up booths at Hin Pop Up Market Penang on a regular basis as well as Arts for Grab in KL on an adhoc basis. The Society carries books on consignment from members at a rate of 10%. Due to the low consignment rate and low sales, the Society has made net losses as follows:

Period	6 months ending 30 June 2020	2019	2018	Period from incorporation to 31 December 2017
Net loss	RM74	RM610	RM1,013	RM209

Other Income

Other projects mainly consisted of the Penang Writer's Workshops (2017 and 2018) as well as participation in Artwave, an arts festival held in Seberang Jaya, in 2017. Participation in Artwave made a loss of approximately RM250, but opened up connections for MYWriters Penang to work with Penang Zine Fest and LokalHouz. The workshops made a net loss of RM81 in 2017 but a profit of RM669 in 2018. MYWriters Penang did not organise any workshops or attend other festivals in 2019.

In 2019, MYWriters launched the Malaysian Writers Anthology 2018. As of 30 June 2018, the Society raised RM2,088 via crowdfunding (net of Mystartr admin fees) and received membership applications from 20 Candidate Members who took advantage of the waiver of registration fees during the period.

From 1 January 2019 to 30 September 2020, MYWriters has made total sales of RM1,412 from sales of the anthology.

Bank Balances

The Society currently holds petty cash of RM187 (2017: RM242) and RM878 (2017: RM200) in its main activity hubs of Penang and Kuala Lumpur respectively.

Bank balances as at 30 June 2020 amounted to RM24,463 (30 June 2018: RM16,839) with an amount of RM275 (2018: RM427) held on behalf of members for consignment sales and various overpayments of membership fees.

Appendix

Memo & Approvals

1. **Budget request for MYWritersFest 2019.** On 21 July 2019, Gina made a budget request of RM5,000 for production and print of promo materials for MYWritersFest to the committee for approval. All approved except Pepper and Michelle. Tutu feedbacks that she would rather charge for time, transportation, communications and skills, not flyers, wall hangings and to make promo materials electronic in the future in view of the environment.
2. **MYWritersFest2020 Matters.** On 27 May 2020, Anna asked if we were going to do MYWritersFest this year, especially in view of the restriction with Covid-19. Gina suggested that the committee vote for it and there was 13 committee, each one should lead at least one event/session for the Fest to take place. Unlike before, most of the events/sessions were led by Gina. Gina also said the Fest should proceed only if at least 10 of the committee take lead and they were welcomed to propose or design their own program. Only 5 committee stepped up for it: Tutu, Diyaa, Anna and Tina, with Gina standing in for all promo and administration tasks. With that, it was decided that MYWritersFest2020 was a no go due to lack of manpower.
3. **Free membership due to Covid-19.** On 28 May 2020, Gina proposed to the committee to waive one year's subscription for all Society Members' fees in view of Covid-19. For all members with active subscriptions as at 1 January 2020, a one-year free membership will be added. The reason is because the Society is in a healthy financial state and can afford it, seeing that most physical programmes, book sales and art markets have been postponed for much of 2020. There was a majority vote in favour except for Tutu, who says that doing work from home is still work and we may incur expenses, but Gina reassured her that all our work is voluntary anyway and Anna assuring that we have a healthy bank balance of RM20,000. Michelle suggests half the subscription fee, but Gina reiterates that this will complicate the audits in the back end.
4. **Budget request for Penang workshop mentors.** On 24 August 2020, Anna made a budget request of RM150 per pax for a maximum of 3 mentors, who are required to be present for all sessions and act as mentors to up-and-coming writers. This is for the Chevening Writers Series in collaboration with MYWriters, to be held in Penang from October to December 2020. All voted yes except for Pepper and Tutu.

Minutes of Malaysian Writers Society

Second Annual General Meeting 2018

Venue: Gerakbudaya Bookstore
 2 Jalan Bukit 11/2, Seksyen 11, 46200 Petaling Jaya, Selangor

Date: Saturday 10 November 2018

Time: 2.30pm – 4.30pm

Attendance:

	2016-18 EXCO Members (4)		Other Members (19)
1	Gina Yap Lai Yoong – President	1	Georgette Tan
2	Lokman Hakim – Vice President	2	Lim Lay Koon
3	Tina Isaacs (Syamsuriatina Ishak) – Secretary	3	Lim Wan Phing
4	Anna Tan – Treasurer (by Skype)	4	Shanmughalingam
		5	Grace Tan Cheng Man
	2016-18 Committee Members (8)	6	Ted Mahsun
1	Joanne Ch'ng Yu Rou	7	Stuart Danker
2	Pepper Lim	8	Joe Chin
3	Lisa Ong (by Skype)	9	Peter Hassan
4	Michelle Leong Chin Hsien	10	Markisah Halim
5	Shakila Munisamy	11	Raja Eszura Ibrahim
6	Intan (Tany Leia) Harris (by Skype)	12	Kamala Krishnan
7	Muhammad Khairul Izad Ishak	13	Raymond Saw
8	Tutu Dutta	14	Najrina Jalil
		15	Sukanya
		16	Jerry Emanuel YH Teoh
		17	Carol Jennifer Soars
		18	Heidi Shamsuddin
		19	Diyaa Mani (by Skype)

1. Introduction

- 1.1 The meeting started at 3:15pm and was chaired by Tina.
- 1.2 Gina presented the Annual Report for 2016-2018, going through a brief summary of the society's events and its finances for the past two years.
- 1.3 The Annual Report was proposed by Shan and seconded by Izad.
- 1.4 The finance section of the Annual Report was proposed by Pepper and seconded by Shakila.
- 1.5 Gina thanked the current committee for their hard work throughout the two years, especially those who worked tirelessly behind the scenes.

2. Appointment of new EXCO Members, Committee Members and State Representatives:

- 2.1 A motion for Gina and Lokman to remain President and Vice-President respectively of the Malaysian Writers Society for 2018-2020 was proposed by Michelle and seconded by Raja Eszura, and carried unanimously.
- 2.2 A motion for Anna to remain Treasurer of the Malaysian Writers Society for 2018-2020 was proposed by Gina and seconded by Pepper, and carried unanimously.
- 2.3 A motion for Wan Phing to be elected as the new Secretary of the Malaysian Writers Society for 2018-2020 was proposed by Gina and seconded by Michelle, and carried unanimously.
- 2.4 The following state representatives and additional support, to form part of the 2018-2020 committee, were proposed by Gina and seconded by Tutu, and carried unanimously. They are:
 - 2.4.1 Diyaa Mani (Kedah),
 - 2.4.2 Intan (Tany) Harris (Perak),
 - 2.4.3 Pepper Lim (Wilayah Persekutuan),
 - 2.4.4 Tutu Dutta (Putrajaya),
 - 2.4.5 Michelle Leong (Selangor),
 - 2.4.6 Lisa Ong (Johor),
 - 2.4.7 Georgette Tan (Sarawak),
 - 2.4.8 Ted Mahsun (IT Support),
 - 2.4.9 Tina Isaacs (Legal Support), and
 - 2.4.10 Joanne Ch'ng (Event Manager).

3. Introduction of new committee members

- 3.1 Georgette Tan, leader of Word Smiths of Kuching, introduced herself and the work they are doing with spoken word poets. She is based in Kuching.
- 3.2 Diyaa Mani (via Skype), is part of the Penang Committee and is now leading the Penang chapter at LUMA. She will assume Anna's role while Anna is in the UK for one year. Diyaa is based in Penang.
- 3.3 Ted Mahsun introduced himself and his new role in IT support for the society as he is an IT professional in his day job.

4. Plans for 2018-2019

- 4.1 Gina updated on MYWriters Anthology, a current project, for new unpublished writers. This is expected to be published before end 2018.
- 4.2 Gina explained that MYWritersFest 2018 was not able to proceed due to lack of manpower. She proposes to hold the MyWritersFest2019 in April 2019 with the help of the 2018-2020 committee, and is confident that it will be bigger and better. April was chosen instead of October, as it's less busy after school holidays and before fasting month begins in May. A separate meeting and committee will be set up in early December to plan for the festival.

- 4.3 Two writing retreats are planned for 2019 in Penang and Kuching.
- 4.4 A collaboration with Pudgi and Jamal Raslan is underway to organize writing retreats, workshops, and to produce 100 pieces of 100-word stories for an anthology. The plan is to bring writers on a nationwide tour, with the society providing content and workshop speakers.
- 4.5 Gina reminded the team that decision-making for events is always made based on availability of finance and manpower.

5. Motion to amend Constitution

- 5.1 A motion was proposed by Gina and seconded by Tina to amend the following article in the Constitution, namely: *"9(3A) The holder of the office of President shall not hold office for a period longer than 3 consecutive terms."* for which notice was provided a week prior to the meeting. The effect is that the society's President cannot serve for more than three consecutive terms (ie. six years, since each term is two years). The motion was unanimously carried.

6. Other matters

- 6.1 Michelle shared that Gerakbudaya Penang has a bookstore with space that we can rent for workshops. Gina said that she is aware of it and the bookstore has offered special rates should we need to rent their space.
- 6.2 Tutu asked for an update of the society's involvement at the KL World Book Capital 2020 meeting. Gina said no budget was made available by the government at the time of call-for-proposals and projects must be KL-centric. Therefore, no proposals were submitted due to uncertainty of cashflow and manpower in 2020. However, the society is open to future collaborations as we have a good relationship with the Secretariat.
- 6.3 Lokman shared about his role as secretariat in a new initiative by Dewan Bahasa and Pustaka (DBP) to help young Malaysian writers participate in DBP events. DBP has manpower and resources but are unable to reach out to non-Malay language writers. Therefore, MYWriters is playing our part in connecting with them so that we can have access to funds and grants available to us.

7. The meeting ended at 4.15pm with thanks from the Chair.

Minutes prepared by,



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Lim Wan Phing
Secretary (Malaysian Writers Society)
26 November 2018

Malaysian Writers Society

Minutes of Committee Meeting 2018

Venue: Gerakbudaya Bookstore
2 Jalan Bukit 11/2, Seksyen 11, 46200 Petaling Jaya, Selangor
Date: Saturday 10 November 2018
Time: 4.30pm – 5.00pm

Attendance:

EXCO Members (4)		Committee Members (10)	
1	Gina Yap – President	1	Pepper Lim
2	Lokman Hakim – Vice President	2	Diyaa Mani (by Skype)
3	Lim Wan Phing – Secretary	3	Lisa Ong (by Skype)
4	Anna Tan – Treasurer (by Skype)	4	Michelle Leong
		5	Georgette Tan
		6	Tany Leia Harris (by Skype)
		7	Tutu Dutta
		8	Tina Isaacs
		9	Ted Mahsun
		10	Joanne Ch'ng

1. The meeting commenced at 4:30pm and was chaired by Gina.

2. House rules

- 2.1 For the benefit of new committee members, Gina explained about the Committee Whatsapp Group, which was set up to ensure quick decision making and communication amongst the group. All committee members are asked to response with a simple answer YES or NO in the Whatsapp group, as EXCO needs more than 8 Yes's to proceed with a decision.
- 2.2 For more detailed discussions and decisions, a Committee meeting will be held. Committee members must join meetings, either physically or via Skype. Gina expects punctuality and honesty. Current project is the MYWriters Anthology so people are expected to vote.
- 2.3 Physical meetings are kept to 2-3 times a year at no longer than 2 hours each time.
- 2.4 Gina briefed that all committee and EXCO members will be made admins for the Community and Society page respectively, while all retiring committee members will be removed. We have SOPs in place in handling membership approval, administration of the posting rules, any issues arising between members, and all committee are

encouraged to contribute their time to help with this as much as their time permits.

3. Address for Service

Gina proposed to use her rental address as the society's address, as Hanna Alkaf has resigned from the committee. Tina seconded, and the decision was carried unanimously.

4. Bank Signatory

With the appointment of new EXCO members, there needs to be replacement of signatories for the Society's CIMB bank account. Anna proposed a motion to appoint Lim Wan Phing as a signatory and remove Hanna Alkaf and Syamsuriatina Ishak (Tina Isaacs) as signatories for the Society Bank Account. As before, all cheques should be signed by a minimum of two EXCO members. Gina seconded the motion and it was carried unanimously.

5. Upcoming events

- 5.1 Gina will be sending out a skeleton proposal for MYWriterFest2019, and there will be a meeting in December to plan the fest. April is a good month as it's after school holidays and before Ramadan in May.
- 5.2 The society will be setting up a booth at George Town Literary Festival. The booth costs RM300 for two days (Sat and Sun, 24-25 November 2018) and members can sell their books through the society.

6. Other matters

Lokman inquired on how to handle enthusiastic members who want to organize their own write-ins. Gina answered to please let them go ahead and we can help to publicize on our Facebook group, provided they are MYWriters members first. Tina advises that they should not use the MYWriters name as we would be responsible for them, and it would be good if they were members first.

- 7. The meeting ended at 4:50pm with thanks from the Chair.

Minutes prepared by,



.....
Lim Wan Phing
Secretary (Malaysian Writers Society)
26 November 2018

Malaysian Writers Society

Minutes of Committee Meeting 2018

Venue: 13, Jalan SS 2/103, Petaling Jaya, 47300 Selangor (Pepper's House)
Date: Monday 10 December 2018
Time: 8.00pm – 10.00pm

Attendance:

	EXCO Members (4)		Committee Members (7)
1	Gina Yap – President	1	Pepper Lim
2	Lokman Hakim – Vice President	2	Diyaa Mani (by Skype)
3	Lim Wan Phing – Secretary	3	Michelle Leong
4	Anna Tan – Treasurer (by Skype)	4	Georgette Tan (by Skype)
		5	Tany Leia Harris (by Skype)
		6	Tina Isaacs
		7	Joanne Ch'ng (8.25pm)
			Absent with apologies (3)
		1	Tutu Dutta
		2	Ted Mahsun
		3	Lisa Ong Li Yuan

The meeting commenced at 8:06pm and was chaired by Gina, with the agenda to discuss the following seven items.

1. Committee membership status

1.1 Gina reminds the committee to ensure their membership status is active throughout their tenure and to renew them promptly every year.

1.2 It was brought to the EXCO's attention that Tany as the Perak state representative has not been paying her membership fees for the past two years.

1.3 It was agreed that the Society would absorb the cost of her membership from 2016-2018, which is RM40 (registration fee) + RM30 (candidate member) + RM30 (candidate member) = RM100 so that her service in the last two-year term was valid.

1.4 It was agreed that from today onwards, Tany will be removed from the committee as she is unable to pay future fees.

2. GTLF 2018 Booth Update

2.1 Diyaa updated that sales at GTLF were very good, about RM1,000 per day. The weekend attendance was very good, and though manpower was a bit low they managed well with the volunteers.

2.2 Gina asked about book stocks and Diyaa requested that they be sent up earlier next year, as the selection for Day 1 was not as good as Day 2.

2.3 Anna updated that the total sales was RM2,412. The Society's commission was 10% at RM241.2. The booth cost RM300 and volunteer fees cost RM120, so the Society made a loss of RM205.65. Gina suggests that we should go ahead next year, as the Society's budget is RM500 and that it is extremely good exposure for our members.

3. Update on Seram Sejuk Bawah Pokok

3.1 Lokman represented the Society as we are the co-partners of this [Seram Sejuk Bawah Pokok](#) programme. Our role is to provide content and network support. For this programme, Lokman ran a writing workshop on behalf of the Society.

3.2 Lokman reported that the turnout was not so good this year as there were only 14 participants in total, 6 who attended the writing workshop run by the Society.

3.3 The collaboration will result in an anthology of 100 100-word stories to be funded by MyCreative tentatively.

3.4 Our Society will continue to partner in this programme until the 100 100-word story anthology is published. This would probably take up all of 2019.

4. Update on DBP collaboration

4.1 The Society has been collaborating with Dewan Bahasa Pustaka (DBP) by participating in their events, as a way to network with other literary societies in Malaysia and to tap into the funds and grants available for us. This collaboration is led by Gina and Lokman.

4.2 On 8 December 2018, Lokman attended [a science fiction and fantasy panel called "Wacana Merah Saga"](#). Due to this collaboration, our Society gained more Instagram followers and gained exposure with our logos on their social media.

5. MYWriters Anthology 2018

5.1 The MYWriters Anthology 2018 titled "Emerging Malaysian Writers 2018" has now been published. The ebook is now available on [Amazon](#), [Barnes & Noble](#) and [Rakuten kobo](#).

5.2 The ebook was initially priced at RM9.90 but Anna suggests that it be brought down to USD1.99 as the book is thin. All agree.

- 5.3 Gina proposes RM15 for the physical book instead of RM25 or RM18. We need to sell 100 copies x RM15 to break even. All agree.
- 5.4 Joanne to help with online promotion on MYWriters Facebook page.
- 5.5 Joanne to buy FlexiPacks at RM6 each to be sent out to sponsors and backers of the project. The deadline is to post all by Christmas.
- 5.6 Joanne to set up an online book order system on Google forms and process book orders. Gina will manage the stock of 500 copies and mail them out.
- 5.7 30 books will be sent to Diyaa in Penang and 30 books to Georgette in Kuching to be sold. Tina will bring the books to Penang next week.
- 5.8 The book launch was initially planned for December but it's no longer possible. The suggestion is to hold it in January. Gina asks for someone to organise the launch, including finding venue, sending out invites, press releases and liaising with writers.
- 5.9 In terms of venue, Tina suggests Common Ground Ara Damansara, Joanne suggests DaMen Mall USJ and Lokman suggests BookXcess Cyberjaya.
- 5.10 Lokman offers to personally sell them at DBP events too.
- 5.11 Gina will talk to Gerakbudaya, Buku Fixi and MPH on distribution.
- 5.12 For any unsold books, Gina will clear the stock at Big Bad Wolf 2019 at a low rate to cover our costs.

6. MYWriters Fest 2019

6.1 The MYWriters Fest 2019 is scheduled for all weekends of April 2019. The tentative schedule is as follows:

- ❖ Festival launch – 31 March/1 April – venue TBC
- ❖ 1st weekend – 6 & 7 April – Kuching (confirmed)
- ❖ 2nd weekend – 13 & 14 April – Penang (confirmed)
- ❖ 3rd weekend – 20 & 21 April – venue TBC
- ❖ 4th weekend – 27 & 28 April – venue TBC
- ❖ Festival finale – 30 April – venue TBC

6.2 Gina proposes that we speak to MABOPA who are the organisers of KLIBF/PBAKL to see if we can secure a slot on 31 March 2019 (Sunday) to launch MYWritersFest2019 on the main stage, as it has a 500,000-strong crowd.

6.3 If we secure this, the Society will require Committee members to participate in full force. If not, we will have to look for a new venue.

6.4 Gina is looking for ideas of where to launch the festival, for 3rd weekend, 4th weekend and finale. She suggests to collaborate with DePressed Art in Johor Bahru, KOME Fest in Temerloh or Jesselton Art Market in Kota Kinabalu.

6.5 Manpower required are festival coordinators, programme coordinators, event managers, online registration managers and marketing and promotion managers.

6.6 Pepper to take charge of online promo videos, getting a Society member to introduce themselves on the MYWriters Facebook page everyday starting from 1 April 2019. Every featured writer can make their 1-minute promo video with hashtags. Must write guidelines. Tina to send Meet & Greet guidelines as a template.

7. Other matters

7.1 For 2019, the Society will participate in quarterly book sales in Penang (Hin Bus Pop Up headed by Wilson Khor), Klang Valley (Arts4Grabs headed by Joanne) and Pahang (KOME Fest in Temerloh).

7.2 Gina asks if anyone can commit to the KOME Fest 3 times a year. Pepper suggests that it can be open to society members if they are based in Pahang or willing to travel there.

7.3 Gina requests for someone to handle Member Care to check the Society email as we receive 2-3 applications for new membership a week. Wan Phing to assist in updating the Mailchimp database to add new members.

7.4 Gina is still looking for someone to assist in sending out monthly newsletters.

7.5 The Malay translation for our website is completed. Ted to assist.

7.6 The rate card will not be ready for another 3-4 years. Gina said that it must go through phases as it is a tedious task to get it right. Tina to go through the survey form already prepared by Pepper. Gina suggests this project be KIVed but Tina and Pepper decided to take it up for next year.

7.7 Wan Phing to pay a visit to Registrar of Society (ROS) to update on new EXCO and Committee members.

The meeting ended at 9:40pm.

Minutes prepared by,



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Lim Wan Phing
Secretary (Malaysian Writers Society)
15 December 2018

Malaysian Writers Society

Minutes of Committee Meeting 2019

Venue: 13, Jalan SS 2/103, Petaling Jaya, 47300 Selangor (Pepper's House)
Date: Friday 21 June 2019
Time: 8.00pm – 10.40pm

Attendance:

	EXCO Members (3)		Committee Members (6)
1	Gina Yap – President	1	Pepper Lim
2	Lim Wan Phing – Secretary (late 8.20pm)	2	Michelle Leong (late 8.20pm)
3	Anna Tan – Treasurer (via FB Messenger)	3	Tutu Dutta
		4	Joanne Ch'ng
		5	Lisa Ong Li Yuan
		6	Tina Isaacs (via FB Messenger)
			Absent with apologies (4)
		1	Lokman Hakim
		2	Ted Mahsun
		3	Georgette Tan
		4	Diyaa Mani

The meeting commenced at 8:15pm and was chaired by Gina, with the main agenda to discuss the #MyWritersFest2019.

1. Approvals

- 1.1. The minutes for the previous committee meeting were approved by Pepper and seconded by Lisa.
- 1.2. Approvals were made via Whatsapp for Big Bad Wolf (BBW) Kuching's budget of RM2,000. The final amount spent was below that.
- 1.3. Approvals were made via Whatsapp to upgrade our Jotform package due to upcoming fest and anticipation of more members. Anna to proceed.

2. #MyWritersFest2019

2.1.Partnership kit. Please refer to the #MyWritersFest2019 partnership kit sent by Gina, for all committee members' use, to be used as a reference when approaching potential partners and further planning.

2.2.Commitment. Gina asks that committee members come for at least one event throughout the Festival. The Finale is the most important, therefore please come for half day or full day on 27 Oct (Sun).

2.3.Geographical zones. This year's festival will be separated into five geographical zones – Central, North, South, East, Borneo. Sabah is not included in Borneo as past events have seen low commitment and there is no representative there.

2.4.Gina's expenses. Gina requests for her expenses (flight and accommodation) to be covered when she travels for everything related to the #MYWritersFest throughout Malaysia, should we find a cash sponsor. Pepper proposes, seconded by Lisa. All agree.

2.5.Mass Book Launch. To be held on 28 or 29 Sept 2019 (Sat or Sun). It is a pre-festival launch for media, not so much public. We are currently looking for a location, and in discussion with Sasya who will connect us with Publika or Starling.

2.6.Writer's Retreat. One in Kuching (1-4 Oct) and one in Ipoh (10-12 Oct). There will be a group discount for participants (varies with venue as it depends on our partnership with the accommodation owners), with a facilitator to run the programs. Participants will pay for their own transport and meals. Please be reminded that this is not a cheap holiday, as writers are required to attend the nightly 2-hour critique groups which are compulsory, while day-time workshops are not compulsory.

2.7.Writing Workshop (Kuching). To be held on 5 Oct (Sat). Tina will be conducting two workshops in partnership with [WAK Festival](#). WAK will sponsor her accommodation and Society allocates a maximum of RM500 for her travel expenses. All agree on the budget. Last year, Gina went, and the year before it was Anna.

2.8.Writing Workshop (Klang Valley). Tentative dates are 12, 13, 19 or 20 Oct. Venue at [The Language House](#) in Seksyen 13, PJ is more or less confirmed. The venue is promising as they have an auditorium, classrooms, library and lounge. Tina will lead and Pepper volunteers to assist with one of those dates. Gina says to choose a maximum 3 out of those 4 dates only. Workshops in English and Malay will run concurrently

as the purpose is for the two language mediums to cross and writers to meet. Tina will do a poll on FB on what topics people are interested in.

2.9.**Workshop Fees.** All agree that trainer's fee would be RM150 flat per workshop (except Kuching's as we are already covering Tina's flights, and as per agreed with Tina). All agree that workshop price is RM50 for members and RM100 for non-members per workshop. Suggestions include Day Pass, or Buy 3 Get 1 Free pass (excluding Kuching's). Tina to work out the mechanics and keep it simple for accounting purposes. Another suggestion is to livestream the workshops on FB messenger (audio only, no Q&As after, via a paid link RM20 flat rate for all, all agree), but consent must be obtained first and T&Cs drafted to absolve the Society of any problems. Trainers can choose to opt out of live stream, and there are no extra payments for them if their workshop is streamed.

2.10.**Meet & Greet.** It is a "blind date with a writer" concept, providing an intimate booth to interact with writers and buy their books. Gina has shortlisted a few cafés, and we will charge RM50 per member and RM100 for non-member writers to participate. Last year we charged RM30 for members and RM60 for non-members. All agree on the charges. The idea is that writers will be able to cover the cost from their own sales, which the Society is not charging a commission. Writers are to BYOB and DIY their booths according to individual efforts. The idea is that writers can leverage the traffic of other more famous writers. Joanne suggests to play games like Writer's Bingo Card or find the writer with an interesting fact. Gina suggests to target new cafés with low traffic during tea time, and these cafés can leverage on our exposure. There will be an optional reading session at the end of the 2-hour event.

2.11.**Penang.** There will be no Meet & Greet, just readings from writers featured in NutMag 2019.

2.12.**Readings & Performances.** Only 8-10 writers will be selected, a panel will shortlist and screen through for credibility and ability to read. We will charge RM50 per member and RM100 for non-member writers to participate. Last year we charged RM30 for members and RM60 for non-members. All agree on the charges.

2.13.**Festival Finale.** To be held on 27 Oct (Sun) from 11am-5pm at [The LINC KL](#) opposite Intermark on Jalan Tun Razak. Committee members are expected to help out and attend the Finale. We will get volunteers from local universities and also from our Society. The LINC is a boutique shopping mall with a bright concourse area for events. There is plenty of

room for offshoot programs from the main concourse, including a “storytelling” tree huddle and a café upstairs called Bean Brothers for our use. They are offering free PA system, 20 tables and 100 chairs. The crowd is very good, expats with money to spend, and young hipsters due to the instagrammable interior design. The Finale will have a book exchange corner and we will offer booth rental to local publishers.

3. Other matters

3.1.Current membership status. As of 5 June 2019, the Society has 6,620 members in the Facebook Group and 142 paid members. The latter is a 50% increase from last year.

3.2.July/August informal gathering. Joanne & Pepper to lead an informal social event, with the purpose of networking and recruiting people to help out for #MyWritersFest2019. Suggested dates are in July or latest third weekend of August, giving us a good 2-3 months’ lead up to the Fest. Last year it was held at Charlie’s Café but we can choose another location. Suggestion is [Bean Brothers at The LINC](#).

3.3.BBW Kuching update. Sales was very good at [BBW Kuching](#) and there was huge interest in Malaysian writing, despite the booth being located at a “post-BBW event corner”. More than 20% of stocks were sold with sales amounting to RM378.

3.4.Penang update. Critique groups and write-ins are going on as per normal, while Readings have been cancelled due to poor demand. [Hin Pop Up Market](#) sales is good and we have received good feedback from writers that their books are selling.

3.5.Klang Valley update. No [Art for Grabs](#) this year and no news yet. Also booths at other events have been expensive at RM500-RM700. The Society’s budget is RM200. Michelle mentions that Pokok KL has an art market. Gina mentions that we are open to any art bazaars as long as it’s under RM200 budget and we have manpower.

3.6.MAHSA International School. The Society received an invitation from [MAHSA International School](#) to send a writer to speak, read a story and inspire their students. Tutu has shown interest and discussion is underway. Gina mentions that any opportunity coming to the Society will always be open to committee members first, then to society members.

3.7.Partnership the The LINC KL. Since Gina now has a good working relationship with [The LINC KL](#), she suggests to organise a children’s reading session and a permanent Malaysian books corner, with books

donated by local authors. It is a good opportunity as the mall is supportive of Malaysian-led initiatives. They are keen to be our long-term partners instead of just a venue provider. We should consider doing the July social there.

3.8.How to display books at fairs. Joanne asks for suggestions to display books at fairs as there are now more books to be sold, with some members having up to 7 titles. Anna says that in Penang, each author is limited to 2 titles each. We can also return books that have been unsold for more than 6 months. A suggestion to save space is to only bring out more of the author's books if a buyer looks interested.

3.9.Penang Anthology 2020. Anna is coming up with a proposal for an anthology of Penang-based writers to be executed in 2020. She is now looking for sponsors and applying for grants. The idea is to promote more work from Penang writers, seeing as the NutMag zine sells very well.

3.10.Emerging Writers Anthology 2018. We have now covered our cost for the anthology, and any remaining stock will be surrendered after the Fest and be sold at BBW KL in December. From now till then, Tina volunteers to post the books from any ad hoc sales. BBW will sell at 50% discount and take a 60% commission. The purpose is to clear stock and provide mass exposure to the public as previously agreed.

The meeting ended at 10:40pm.

Minutes prepared by,



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Lim Wan Phing
Secretary (Malaysian Writers Society)
On behalf of the President

9 July 2019

**Amended based on email clarifications between Gina, Georgette, Tina and Anna*

Malaysian Writers Society

Minutes of Committee Meeting 2020

Venue: Zoom <https://us02web.zoom.us/j/89605368551?pwd=NjZPeWVDejdFWG43WlZOdW5ES0hzZz09>
Date: Sunday 27 September 2020
Time: 3.00pm – 4.30pm

Attendance:

	EXCO Members (3)		Committee Members (6)
1	Gina Yap – President	1	Tina Isaacs
2	Lim Wan Phing – Secretary	2	Ted Mahsun
3	Anna Tan – Treasurer	3	Michelle Leong
		4	Joanne Ch'ng (late)
		5	Lisa Ong Li Yuan (late)
		6	Diyaa Mani (late)
			Absent with apologies (4)
		1	Lokman Hakim (Vice President)
		2	Pepper Lim
		3	Tutu Dutta
		4	Georgette Tan

The meeting commenced at 3.10pm and was chaired by Gina, with the agenda to discuss the next AGM and present other updates for 2020.

1. Thanking the Committee

- 1.1 Gina began the meeting by thanking Wan Phing for a job well done on the Annual Report 2018-2020.
- 1.2 Gina thanked Anna for auditing our account and preparing the financial statements, and says it's good to have her back from the UK.
- 1.3 Gina thanked Joanne for managing the Society's books ie. the Emerging Writers Anthology, keeping stocks in her own home.
- 1.4 Gina thanked all Committee members for running the Facebook group and replying on FB Messenger as it is a difficult job.

2. Taylor's partnership announcement

- 2.1 Gina announces that she has been running a project with Taylor's University's Media Communication students, under the Society's banner. 13

groups were given 13 projects to design new logos for the Society and propose marketing campaigns or anthology projects. All raw files are with us and ready to use by the next EXCO to rebrand the Society or for other promotional purposes. Tina reminds to credit the students.

3. Next AGM for term 2020-2022

3.1 Gina announces that our next AGM will be conducted via Zoom. Members will be validated upon entry into Zoom via Member ID.

3.2 Attendance is compulsory for current EXCO, and Committee members are expected to show up, as a quorum of 26 people need to be met.

3.3 Current dates proposed are below, with Committee expected to vote for preferred timing in the WhatsApp group:

- 24 Oct (Sat), 10am, 3pm or 8pm
- 25 Oct (Sun), 3pm, 8pm
- 31 Oct (Sat), 10am, 3pm or 8pm
- 1 Nov (Sun), 3pm or 8pm

3.4 The EXCO is ready to call an AGM as the Annual Report is 90% done. A notice will be sent out two weeks prior to the date.

3.5 Gina says there may be some challenge of putting the EXCO together and having 7 state reps but a Committee should be easy to assemble.

4. Five-minute roundtable

4.1 All members are given five minutes to update on their respective projects, their plans to continue or discontinue the next term and give any feedback on the Society.

4.2 **Tina Isaacs.** #MYWritersFest2019 workshops were a success thanks to substantial courses and speakers and good location in PJ. All accounts are sorted and Tina suggests to do workshops online next year, such as through Facebook which has a mentoring platform. Tina will be starting her PhD in New Zealand next year, so will not be physically present. But she is happy to help on FB as usual. She is also Municipal Liaison (ML) for NaNoWriMo and asks if we can include Nano write-ins under the Society. Gina says ok.

4.3 **Ted Mahsun.** Ted is happy to assist and help the Society in any way, but not to lead, organise or commit to a project. He is happy to be an all-round helper.

4.4 **Michelle Leong.** Michelle has a day-time job and feels bad that she cannot front projects. However, she is happy to assist and help. She can volunteer her time to help but not lead initiatives. For next term, she wants

to remain a normal member only, so that another Selangor state committee can take over.

- 4.5 **Anna Tan.** The Penang chapter has resumed write-ins with evening sessions only with 3-4 regulars. Currently she is editing the Nutmag anthology after selecting 22 pieces of fiction, essays & poems. She has applied for funding to print and pay writers, failing which we will crowdfund or request from the Society. Gina says Society may fund 50% if there is no sponsorship. Anna is also running the Chevening Writers Series workshop from October-December 2020. Anna updates that we have RM24,000 in our accounts and that FY2018-2019 accounts are closed.
- 4.6 **Joanne Ch'ng.** A potential Chinese Cultural Society partnership remains to be seen, as Jo is not comfortable passing our books to the organisers without being present at their events. Their rep expressed interest to take 5 books per author to sell. Gina suggests to put them directly in touch with authors, not go through our Society. Jo is unclear of her plans to remain in the Committee as she may or may not go back to Sarawak.
- 4.7 **Diyaa Mani.** Diyaa and Anna are heading the RootsFest, which is postponed to December. Our RM3,000 deposit is still with them, but the festival go-ahead is dependent on Council rules. Anna suggests to wait for the organizer's decision. Gina says the Penang chapter is free to pull out or remain. Her only concern is getting the deposit back. Gina suggests that the society should request for at least 80% deposit refund, considering the RootsFest did do some video production on the Penang chapter. Diyaa to make that as the mark for discussion with them. Diyaa will be meeting the organisers and update on the status. She has moved to Ampang, so she may not be able to represent the Penang chapter anymore.
- 4.8 **Lisa Ong.** Organised a write-in with some students in 2019, but due to other inconveniences she has pulled out. Gina advises that in the future, members can let the Committee know if they are organising a write-in so we can help shout out. All official events can be leverage on the Society's FB page for event creation when informed to the committee and upon approval.
- 4.9 **Lokman Hakim.** Gina updates on behalf of Lokman that he has gone quiet for over a year in both WhatsApp groups. He also did not renew his membership and ignored renewal notices. As his membership has lapsed, he can no longer be Vice-President. However, our free one-year membership may cover that lapse. His situation remains to be seen.
- 4.10 **Wan Phing.** Last physical appearance was at #MYWritersFest2019, but has been doing back-end collating work for the Annual Report and ad-

hoc internet banking approvals. However, she will not be renewing her term as Secretary nor stay on in the Committee due to other commitments. She will continue to take minutes at the next AGM and handover to the next EXCO as best as possible.

5. Other matters

5.1 **Society's continuity.** We are now on the lookout for a new EXCO, failing which there is a possibility the Society may not continue. Some names were given such as Suraya Zainuddin, William Tham, Victor and Daphne Lee. However, their commitment remains to be seen. Tina says she is hoping the Society will continue to run, as she is willing to be Secretary from New Zealand or share the load with another EXCO member. Gina reiterates that a sleeping committee, especially EXCO member, may do more harm than anything. Gina wants to put a motion in our Clause, that Candidate Members can be Committee too as they are more enthusiastic to run events compared with Full Members. Tina says EXCO should at least be Full Members for credibility purposes. Gina agrees.

5.2 **MYWritersFest2020.** Michelle asks if a festival is happening in October 2020, as October is usually our festival month. She asks what the official reply is should writers ask why there is no festival this year. Gina says the reply is that we don't have a festival this year due to MCO restrictions and lack of manpower.

The meeting ended at 4.10pm.

Minutes prepared by,



.....
Lim Wan Phing
Secretary (Malaysian Writers Society)
On behalf of the President
1 October 2020

9/28/2020

Gmail - PMO Legal Dept Letter



Gina Yap Lai Yoong <ginayaplaiyoong@gmail.com>

PMO Legal Dept Letter

Malaysian Writers Society <info@malaysianwriterssociety.org>
Reply-To: malaysianwritersgroup@gmail.com
To: annlee0865@gmail.com
Cc: Malaysian Writers <malaysianwritersgroup@gmail.com>

5 June 2020 at 17:25

Dear Ann,

I, Gina Yap Lai Yoong, on behalf of the Malaysian Writers Society, endorse the attached document content (not inclusive of all the names listed as endorsers, but only the content).


You may include the following in the document as endorsement.

Gina Yap Lai Yoong, President, the Malaysian Writers Society, 92 Society Members & 7,242 Online Members

Regards,

Exco Team (2016 - 2018)
www.malaysianwriterssociety.org
Facebook Page: /malaysianwriterssociety



 **Final Draft Arts Covid 19.pdf**
98K

NOTE TO EVERYONE READING THIS:

Please do not change the document. We just need endorsements. The deadline for submission is today. If we keep changing the document we will not get it in. Just add your name and brief description at the end if you agree with the contents.

Thank you

Response to The Legal Affairs Division of the Prime Minister's Department (BHEUU, JPM), Draft of a Temporary Measures Bill to mitigate the impacts of the COVID-19 pandemic and the Movement Control Order.

Background:

According to a report by CENDANA in 2016, the Kuala Lumpur cultural and creative industry contributed **RM11.2 billion** to the country, accounting for over 2% to the Kuala Lumpur economy as well as generating over 86,000 jobs. The current pandemic has had a profound impact on the arts, arts and culture practitioners and workers, venue owners and managers, arts events organisers, placemakers and arts-related technical industries. Malaysia's cultural heritage, practises and products are unique. Malaysian arts and culture reflect our multi-ethnic/multicultural heritage. In addition to being a financial contributor to the nation's economy, arts and culture also contribute to the physical, mental, emotional and spiritual resilience and wellbeing of her people.

The Arts and Culture Industry (including art, dance, literature, music, and theatre) now faces catastrophe around the world due to the Covid-19 pandemic. This is also the case in Malaysia. It is essential that steps are taken now to support the Malaysian Arts and Culture industry in order for the work of Malaysian arts practitioners and workers to continue into the future to ensure that our heritage and culture are not diminished, or in some cases lost entirely.

Thus far, there has been no specific policy to support the Arts and Culture Industry that has been very badly impacted by the cancellation of arts events. A survey by CENDANA this year indicates that 70% of arts practitioners in the country have lost all or most of their income. 56% have families to support. The situation is further compounded by the fact that, unlike factories and retail and F&B outlets, arts venues and events will not revive immediately once the Conditional Movement Control Order (CMCO) is lifted due to constraints of social distancing and the public's fear of infection. Furthermore, it should be taken into consideration that in times of financial crisis, access to arts funding will become even more difficult as corporations who support the arts will cut allocations. Members of the public too are likely to limit their spending on arts and culture-based activities. Prolonged closure of arts venues may

very likely result in permanent closure. Once this happens, the investment needed to revive or restore these venues will be considerable.

This document has been produced after consultation and input by venue owners/ managers, arts practitioners and workers and reflects the views of the industry on what measures should be implemented to ensure the survival of the Arts and Culture Industry.

Financial Aid for Arts and Culture Practitioners and Workers and Organisations in the Arts

1. Salary and income subsidies:

- A) Providing immediate cost of living supplement to creative industry/arts workers -- direct payments to individuals of up to RM2,000 for six months.
- B) On-going funding - Funding to be allocated and a system of grants developed to enable:
 - i) the development of on-going work
 - ii) research and facilitation of new work to be developed over the next 12 months so there are art activities ready to be rolled out in future.
 - iii) research and preservation of traditional artforms including heritage, art, culture and literary traditions of minority groups and Orang Asli and support for practitioners of traditional arts.

2. Funding for on-going arts education, upskilling and community programmes:

Many artists who dedicate their time towards arts education heavily depend on classes for their income. Due to the recent restrictions, this source of income has been cut off. Going forward, this is unlikely to immediately resolve itself as students and parents alike will be wary of exposure in the classroom setting.

Although effort has been made by the community to move towards online education, the nature of art pedagogy heavily depends on in-person teaching, the use of specialized equipment, and the uncertainty around monetizing online classes (most if not all classes have been free). This means that teachers on this platform see little or no return on their investment, both in terms of facilitating learning as well as income.

Furthermore, organizations that are invested in providing arts education to B40 communities are faced with limitations that the lower-income community faces in terms of access to a stable and fast internet connection. Although access to hardware and the internet is not necessarily a luxury anymore, the *bandwidth*

demands in terms of running and attending an online class (as video conferencing is involved) is still something that many take for granted.

Recommendations include:

- A. Grants/Subsidies towards providing access for B40 communities to fund continuing programmes and develop new programmes both offline and to attend online classes.
- B. The creation and distribution of clear classroom protocols for co-curricular and extracurricular activities, including for those in non-formal education. These protocols need to be specific and consider the many different types of classes and pedagogical techniques used when teaching students.
- C. Grants and subsidies to arts and culture-based organisations and practitioners and workers to subsidise the cost of workshops. This may either be provided to arts practitioners and workers in the form of a subsidy or provided to the organisers of these workshops to enable them to bring in overseas talent and/or subsidise the cost of travel and accommodation for workshops or purchase equipment and materials for use during workshops.
- D. Partnerships with telcos and mobile phone/computer companies to provide data and equipment to B40 communities to improve internet access while infrastructure is being built.

3. Moratorium on interest or waiver on repayment of MYCreative Venture loans

While businesses and individuals have been given deferments on commercial loans, no such facility has been granted to arts organisations and practitioners for loans taken out under the MYCreative Ventures schemes. Given that many arts practitioners and organisations are struggling, this is an opportune time to:

- A. Complete waiver of interest for the next year on all loans that are outstanding under MYCreative Ventures.
- B. Offer a one-time forgiveness for loans that are 80% paid up.
- C. Interest-free deferment of all loan repayments for a period of one year.

4. Venue Owners/ Managers:

Venue owners have spent time and resources on equipping and creating environments for performances. If the venues die then it will take a great deal of time and money to establish new venues and performance spaces. (This includes venues whose primary business might also include F&B and/or other offerings). It is essential to the arts community that we ensure the survival of venues.

Recommendations include:

- A. Rent grants/subsidies up to 80% for at least a year.
- B. Waiver on assessment/ quit rent.
- C. Waiver on payment of licences for a year.
- D. The creation of audience management protocol so those who do want to watch live may do so as soon as practicable.
- E. Subsidy and or tax reliefs on income on performances shared/ broadcast online
- F. Subsidy/ grant to enable venues to equip themselves for online broadcast of shows.
- G. Subsidy for electrical and water bills to decrease overhead.

5. Abolishment and refund of deposits paid to local government

- A. Abolishment of taxes on tickets and performances including the requirement to pay deposits to local authorities and local government.
- B. Refund of all deposits currently being held by local authorities and local government.

6. Special provisions for EPF contribution to be made mandatory for all employees and independent contractors

Most workers in the arts are employed on a project-to-project basis as independent contractors. While there is provision in the EPF rules for the self-employed or even those employed overseas to contribute to RM60,000 a year, most arts workers struggle with low wages and do not manage to accumulate savings, let alone put aside retirement funds. We therefore request a special provision be created to include a provision for **both** the producer/project manager and the arts worker to make contributions to EPF as they would do for an employee.

7. Accountability by Funders

A. 'Code of Recommended Fees for Arts Workers'

We sometimes hear that arts workers are not paid or short paid because the producers/ project managers "ran out of money". Arts workers are also in a double bind because in the current situation, they are desperate to work and get paid.

With the shortage of both funds and projects, there is a real concern that producers/ project managers will shortchange arts workers/ artists by underpaying or withholding or delaying payment, especially in the current climate of strained finances.

B. Creation of Tribunal to Mediate Non-Payment and Short Payment Disputes

We recommend that Government linked Funders, such as CENDANA help to create and specify a minimum rate (or range) of fees and salaries for services as a condition for funding; and that a mechanism be set up for arts workers to make complaints to Funders if they are not paid in full within 3 weeks of the end of a project. We recommend that a special tribunal be urgently created to facilitate arbitration of these matters without the need to go to court.

C. Often, despite the best intentions of Funders, there is a perceived lack of transparency about how the adjudication and allocation of funding is made. Government-linked funders need to be accountable for all funding activities. They should be scrutinised and due diligence on their spending be made for all arts practitioners to see.

D. Recommend that private and GLC-based funding remove the requirement that Arts organisations need 2 years of audited accounts to be eligible for their grants. Alternatively, create a separate Arts fund which caters to smaller/less-established Arts organisations.

Endorsed by:

Datuk Ramli Ibrahim

Chairman Sutra Foundation

Sutra Foundation, founded by Datuk Ramli Ibrahim has been vital in sustaining Sutra's activities during a most challenging period when sponsorship in the arts is difficult. Sutra continues its creative efforts in providing Malaysia with sustained activities in the performing arts (Sutra Dance Theatre), exhibitions (Sutra Gallery) and teaching (Sutra Academy).

1. Reformartsi

Reformartsi represents 115 members, 54 art groups/companies.

2. Jo Kukathas, Artistic Director, The Instant Cafe Theatre Company.

3. Kuah Jenhan, Comedian & Director, Yellow Gringo Sdn Bhd & Two Funny Productions Sdn Bhd

4. Loh Kok Man (Artistic Director) Pentas Project Theatre Production.

5. Sushila Kukathas, Independent Contractor, K Das Productions

6. Ghafir Akbar, Freelance Actor-Director

7. Tan Cher Kian, Producer, The Instant Cafe Theatre Company & Siring Siring Productions

8. Chua Teck Yeo, Freelance Actor-Director

9. Chandran Nagalingam, Secretary, Swara Community Arts Center (Performing arts school)
10. Shamaine Othman, freelance writer/comedian/actor/producer
11. Farah Rani, Actor/Producer, Perempuan Productions
12. Lim Soon Heng, Executive Director, KL Shakespeare Players
13. Lim Kien Lee, Artistic Director, KL Shakespeare Players
14. Umar Abdul Aziz. Makhluq Seni Founder and community manager at CreatorSpace
15. Tan CHING KUI, free lancer, Tag Nicxon Production
16. Joe Sidek, Festival Director, Joe Sidek Productions
17. Khairunazwan Rodzy, Creative Director, Management Director of Revolution Stage
18. HONG XI FAN , Freelancer, Dance Choreographer
19. THEYVAPAALAN S JAYARATNAM, FREELANCE PERFORMANCE MAKER / PERFORMER .
20. Arshad Adam - Writer, Director & Performer , Freelance.
21. Tung Jit Yang - Theatre Director, Writer, Performer - Full-time Director-in-Residence with The Actors Studio Malaysia @ The Kuala Lumpur Performing Arts Centre
Siti
22. Rosheen Fatima Mutalip - Producer, Educator, Writer, Actor, Stage Crew, *Manamana Productions*
23. Clarence Kuna - writer, actor, speech & drama teacher: freelance
24. Haziq Fadhullah - actor, freelance
25. Yusman Mokhtar - scenographer, freelance
26. Joe Chin Dagoe - actor, freelance
27. Kumar Karthigesu - Sitar artist, Managing Director, Hansa Productions and AkashaA Malaysia.
28. Asterik Anak Seni Production - Theatre production
29. Persatuan Seni Teater Paralaks (Parallact Art) -Theatre Production
30. Iedil Dzuhrie Alaudin - Actor, AIIA Improv Ensemble Member, Projek Disko Baldi Ensemble Member, Freelance
31. Sharifah Amani - Film and Stage Actor. Artitude Productions.
32. Damansara Performing Arts Centre (DPAC), performing arts centre
33. AIIA Improv
34. Branavan Aruljothi - Actor, freelance
35. Luvenia Kalia- Performer, choreographer, dance educator
36. Melissa Teoh - Producer, Production Manager, Designer (Mel T Productions)
37. Beatrice Leong of Tun Perak Cooperatives. A small independent venue in downtown Kuala Lumpur.
38. Rahel Joseph. Gallery Director, ILHAM Gallery
39. Siti Robela Abdul Rahim (Bella Rahim) - Actor, Theatre practitioner, Freelancer
40. Ling Tang, Theatre practitioner, Freelancer, Director & founder-Now Theatre
41. Maria Adoracion Delfino Gomes, Director, Jazz Works, stage & music productions
42. The Temple of Fine Arts Malaysia (Perbadanan Kesenian Malaysia)
43. Ashwin Gobinath. Director. Nadir Studios
44. Tan David, programmes manager
45. Dominic Lucien Luk - Theatre Practitioner, Director, Educationer, Co-Founder of Mondaly Show Entertainment

46. Benjamin Lin - Producer, Educationer, Theatre Practitioner, Co-Founder of Monday Show Entertainment
47. Shufitri Mohd Shukardi - Digital Content Manager, Persatuan Kakiseni
48. David Lawrence Gomes, independent stage and theatre performer
49. Malik Taufiq - Theatre Practitioner, Actor, Freelance
50. Hands Percussion
51. Susan Lankester, Catwoman Productions
52. Chacko Vadamketh
53. Pan Swee Chin
54. Ipoh Fine Arts Society.
55. Nikkhil Menon - Actor, performer, theatre practitioner, freelancer
56. Ho Lee Ching - Actor/Director-in-Residence at The Kuala Lumpur Performing Arts Centre
57. Yee Sue Ki - Independent dance artist (choreographer, performer, instructor)
58. Aida Redza, Founder of WindRiver Productions, Artistic Principal of Studio Pentas
59. Liu Yong Sean - Artistic Director of Pexstret Dance Theater
60. Hannan Azlan - Comedian, Singer-Songwriter, Actor, Improviser, freelance
61. Soh Chong Hong, Encore Melaka Stage Manager, Independent producer, curator, stage manager and coordinator.
62. Illya Syahirah - Art Practitioner, Arts Educator, Freelance
63. Kenneth Wong, People Ideas Culture
64. Leang Hui Jie - Jet Leang Dance Theatre, Choreographer & Dancer
65. The Jumping Jellybeans Sdn Bhd
66. Eleanor Goh - Arts Practitioner, Arts Educator, Freelance
67. Emily Thomas - Art Practitioner, Freelance
68. Nabil Zakaria - Theatre practitioner, freelance actor
69. (ASLI) Persatuan Angkatan Seni Lakon Interaksi Kuala Lumpur dan Selangor
70. Sheena Baharudin - Arts Practitioner, Spoken Word Artist
71. John Wong Weng Yik - Arts Practitioner, Project Manager, Freelance
72. Kwang Tung Dance Company
73. Seng Soo Ming - Artistic Director, Pitapat Theatre
74. Umar Azizi - Arts Practitioner
75. Elvira Carrie Olga Arul - performer
76. Tarrant Kwok - Technical Manager, Production Stage Manager for Theatrethreesixty
77. Mia Sabrina Mahadir - Theatre Practitioner, Freelance actor
78. Ahmad Jeffni Kamar - Musician
79. Jack Malik - Arts Practitioner
80. Tengku Indera - Musician
81. Jerome Kugan - Artist
82. Ayam Fared - Artist/ Arts Education
83. Iefiz Alaudin - Educator/theatre practitioner
84. O Puppet Theatre
85. Fa Abdul - Producer, Director, Playwright, Big Nose Productions
86. Adry Azad Alauddin - Assistant Technical Manager for Theatrethreesixty
87. Amirul Zain - Independent Filmmaker, Actor, Writer, Theatre Practitioner, Freelancer
88. Adam Hamizan - Actor, Freelancer
89. Quito Neng Zhen Yang - Costume Designer, 11 Founder of Hassou Enterprise

90. Jacklyn Tan Ling Yeen - Costume Designer, Founder of Hassou Enterprise & Drama instructor
91. Suvarna Fine Arts (Performing Arts Academy)
92. Richard Gardner, Gardner & Wife Theatre
93. Koe Cheng Gaik, Freelance Arts Administrator
94. Koe Gaik Cheng, Freelance Arts Administrator
95. Diong Chae Lian, Pj Live Arts
96. Fatimah Abu Bakar - Actor, Educator
97. Sharifah Aryana - Actor, Producer
98. Ranessa Theyakaraja - Actor, Writer, Director
99. Chelsia Ng - Actor, Singer, Songwriter
100. Soon Choon Mee, Art Educator
101. Nicole Yong - Actor, Producer
102. Farrah Iwanina- Student, Actor, Freelancer
103. Sarah Hasbullah - Student of Performing Arts, Actor freelancer
104. Adry Bashir - Actor, Freelancer
105. Hau Guei Sze- Actor, Freelancer
106. Aqil Redzuan - Actor, Freelancer
107. Prem Sagar Krishnan - Actor, Dancer, Performer
108. TAN SOOI BENG , PRÉSIDENT OMBAK OMBAK ARTSTUDIO
109. Prof Dr. Joseph Gonzales - Founder ASK Dance Company/Choreographer/Performer
110. Nisha Dharan Nair - actor, scriptwriter, freelancer
111. Hazel Khairuddin - Actor, freelancer
112. Tharwa Karina. Actor, Writer and DiKartor.
113. Sy Mia Sara - Actor, Freelancer
114. Carmen Soo - Actor
115. Phoebe Tsen- Singer, Song writer, Freelancer
116. Nik Waheeda - theater practitioner, freelance actor
117. PRJK BB, Arts Collective
118. Kam poh poh / Joanne Kam - Actor, writer, comedian, producer
119. Syamsuriatina Ishak aka Tina Isaacs - Lawyer, Writer, Actor, Vocalist, Creative Writing teacher, founder of Malaysian Writers Community and Co-Founder of Unrestricted Stage
120. Ooi Mee Quin - Producer & Video Editor
121. Yudi Yap. Singer Modern Nanyang
122. NIOU YI LEEN- Stage Manager/Sound Engineer(Niow Production)
123. Pitahati/Ruang Hati Kita Enterprise - Band, Music Producer, Composer, Lyricist
124. Jiamin Thong, Actor/Dancer, Freelancer
125. Choong Shen Yee - Actor, Dancer, Performing Artist
126. Tinesh Raman - Actor, Freelancer
127. Kent Tan - Actor ,writer, producer
128. Lisa Foo – Installation artist, scenographer, set and costume designer
129. Fatin Syazwanie - actor, freelance

Malaysian Writers Society

(Persatuan Penulis Malaysia)

Registration No: PPM-008-10-06092016

(Incorporated in Malaysia)

**Financial Statements for the year ended
31 December 2018**

Malaysian Writers Society

(Persatuan Penulis Malaysia)
(Registration No: PPM-008-10-06092016)
(Incorporated in Malaysia)

Financial Statements for the year ended 31 December 2018

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Malaysian Writers Society

(Persatuan Penulis Malaysia)


(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Statement by the Committee

We, the Chairman and Honorary Treasurer of Malaysian Writers Society, do hereby state that in the opinion of the Committee, the financial statements set out on pages 6 to 10 are properly drawn up in accordance with the Malaysian Private Entities Reporting Standard and the Society Act, 1966 in Malaysia so as to give true and fair view of the financial position of the Society as at 31 December 2018 and of its income and expenditure and statement of receipts and payments for the financial year ended 31 December 2018.

On behalf of the Committee,


.....
Gina Yap Lai Yoong
Chairman
.....
Anna Tan Shuh Ping
Honorary Treasurer

Date: 27 May 2020

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Malaysian Writers Society, which comprise the statement of financial position as at 31 December 2018, the statement of income and expenditure and the statement of receipts and payments for the year then ended, and a summary of significant accounting policies and other explanatory information, as set out on pages 6 to 10.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of the Society as at 31 December 2018, and of its statement of income and expenditure and its statement of receipts and payments for the year then ended in accordance with Malaysian Private Entities Reporting Standard and the Society Act, 1966 in Malaysia.

Basis for Opinion

We conducted our audit in accordance with approved standards on auditing in Malaysia and International Standards on Auditing. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our auditors' report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence and Other Ethical Responsibilities

We are independent of the Society in accordance with the By-Laws (on Professional Ethics, Conduct and Practice) of the Malaysian Institute of Accountants ("By-Laws") and the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants ("IESBA Code"), and we have fulfilled our other ethical responsibilities in accordance with the By-Laws and the IESBA Code.

Responsibilities of the committee of the Society for the Financial Statements

The committee of the Society are responsible for the preparation of financial statements of the Society that give a true and fair view in accordance with Malaysian Private Entities Reporting Standard and the Society Act, 1966 in Malaysia. The committee of the Society are also responsible for such internal control as the committee of the Society determine is necessary to enable the preparation of financial statements of the Society that are free from material misstatement, whether due to fraud or error.

(Registration No: PPM-008-10-06092016)

Responsibilities of the committee of the Society for the Financial Statements (cont'd)

In preparing the financial statements of the Society, the committee of the Society are responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee of the Society either intend to liquidate the Society or to cease operations, or have no realistic alternative but to do so.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements of the Society as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with approved standards on auditing in Malaysia and International Standards on Auditing will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with approved standards on auditing in Malaysia and International Standards on Auditing, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements of the Society, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee of the Society.

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Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)

- Conclude on the appropriateness of the committee of the Society's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements of the Society or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements of the Society, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee of the Society regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Other Matter

This report is made solely to the members of the Society, as a body, and for no other purpose. We do not assume responsibility to any other person for the content of this report.



PETER NG & CO

Firm Number : AF 002263
Chartered Accountants



NG WENG SUM

Approved Number : 3344/12/21 (J)
Chartered Accountant

Penang

Date: 27 May 2020

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Society Information

Chairman

Gina Yap Lai Yoong

Vice Chairman

Lokman Hakim Bin Abdul Wahid

Honorary Secretary

Lim Wan Phing

Honorary Treasurer

Anna Tan Shuh Ping

State Representatives

Diyaa Mani

Georgette Tan Thien Gin

Joanne Ch'ng Yu Rou

Leong Chin Hsien

Muhtadi bin Mahsun

Ong Li Yuan

Pepper Lim Kean Kheng

Syamsuriatina Binti Ishak

Tutu Dutta A/P K.S. Dutta

Auditors

PETER NG & CO (AF 002263)

Chartered Accountants

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Statement of Financial Position as at 31 December 2018

	Note	2018 RM	2017 RM (Restated)
Assets employed			
Current assets			
Inventories		1,287	-
Cash and bank balances		16,615	13,962
		17,902	13,962
Current liabilities			
Accruals		2,395	2,013
		2,395	2,013
Net current assets		<u>15,507</u>	<u>11,949</u>
Financed by:			
Accumulated funds	3	<u>15,507</u>	<u>11,949</u>

The accompanying notes form an integral part of the financial statements.

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Statement of Income and Expenditure for the year ended 31 December 2018

		Year from 1 January 2018 to 31 December 2018	Period from 6 September 2016 (date of incorporation) to 31 December 2017
	Note	RM	RM
Income			
Registration fees	2(d)	1,160	3,600
Annual fees		4,320	6,690
Donation		102	1,373
Festival income		-	7,947
Booth income		1,103	146
Other projects		3,827	476
Other income		8	19
		<u>10,520</u>	<u>20,251</u>
Expenditure			
Auditors' remuneration		500	500
Festival expenses		-	5,521
Booth expenses		2,116	355
Other projects expenses		3,158	814
Registration expenses		-	75
Administrative expenses		1,188	1,037
		<u>6,962</u>	<u>8,302</u>
Surplus for the year		<u><u>3,558</u></u>	<u><u>11,949</u></u>

The accompanying notes form an integral part of the financial statements.

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Statement of Receipts and Payments for the year ended 31 December 2018

	Year from 1 January 2018 to 31 December 2018	Period from 6 September 2016 (date of incorporation) to 31 December 2017
	RM	RM
Cash and bank balances at beginning of the year/period	13,962	-
Receipts		
Registration fees	1,160	3,600
Annual fees	4,390	6,690
Donation	102	1,373
Festival income	-	7,947
Booth income	1,103	146
Other projects	3,827	476
Other income	8	19
	10,590	20,251
Payments		
Anthology expenses	37	-
Festival expenses	1,513	4,008
Booth expenses	1,729	355
Other projects expenses	3,158	814
Registration expenses	-	75
Administrative expenses	1,000	1,037
Auditors' remuneration	500	-
	7,937	6,289
Cash and bank balances at end of the year/period	<u>16,615</u>	<u>13,962</u>

The accompanying notes form an integral part of the financial statements.

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Notes to the Financial Statements

1. Principal activity

The Society is principally engaged in the provision for management and administrative services to the members.

2. Significant accounting policies

(a) Basis of accounting

The financial statements of the Society have been prepared under the historical cost convention and in compliance with Malaysian Private Entities Reporting Standard and the Society Act, 1966 in Malaysia.

(b) Inventories

Inventories are carried at anticipated realisable value.

(c) Provisions

Provisions are recognised when there is a present obligation, legal or constructive, as a result of a past event, when it is probable that an outflow of resources embodying economic benefit will be required to settle the obligation and reliable estimate can be made of the amount of the obligation.

(d) Income recognition

Income is recognised on cash receipt basis.

Malaysian Writers Society

(Persatuan Penulis Malaysia)

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(Incorporated in Malaysia)

3. Accumulated funds

	2018 RM	2017 RM
At 1 January/ incorporation date	11,949	-
Excess of income over expenditure	3,558	11,949
Balance at 31 December	<u>15,507</u>	<u>11,949</u>

4. Comparative figures

	As previously stated RM	Prior year adjustment RM	As restated RM
Statement of financial position			
At 31 December 2017			
Current assets			
Inventory	<u>6,283</u>	<u>(6,283)</u>	<u>-</u>
Current liabilities			
Accruals	<u>8,296</u>	<u>(6,283)</u>	<u>2,013</u>

Restatement of comparative figures was due to overstatement of inventories in the prior period.

Malaysian Writers Society

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**Financial Statements for the year ended
31 December 2019**

Malaysian Writers Society

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Financial Statements for the year ended 31 December 2019

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Malaysian Writers Society

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(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Society Information

Chairman

Gina Yap Lai Yoong

Vice Chairman

Lokman Hakim Bin Abdul Wahid

Honorary Secretary

Lim Wan Phing

Honorary Treasurer

Anna Tan Shuh Ping

State Representatives

Diyaa Mani

Georgette Tan Thien Gin

Joanne Ch'ng Yu Rou

Leong Chin Hsien

Muhtadi bin Mahsun

Ong Li Yuan

Pepper Lim Kean Kheng

Syamsuriatina Binti Ishak

Tutu Dutta A/P K.S. Dutta

Auditors

PETER NG & CO (AF 002263)

Chartered Accountants

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)


Statement by the Committee

We, the Chairman and Honorary Treasurer of Malaysian Writers Society, do hereby state that in the opinion of the Committee, the financial statements set out on pages 6 to 10 are properly drawn up in accordance with the Malaysian Private Entities Reporting Standard and the Society Act, 1966 in Malaysia so as to give true and fair view of the financial position of the Society as at 31 December 2019 and of its income and expenditure and statement of receipts and payments for the financial year ended 31 December 2019.

On behalf of the Committee,



.....
Gina Yap Lai Yoong
Chairman



.....
Anna Tan Shuh Ping
Honorary Treasurer

Date: 27 May 2020

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Malaysian Writers Society, which comprise the statement of financial position as at 31 December 2019, the statement of income and expenditure and the statement of receipts and payments for the year then ended, and a summary of significant accounting policies and other explanatory information, as set out on pages 6 to 10.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of the Society as at 31 December 2019, and of its statement of income and expenditure and its statement of receipts and payments for the year then ended in accordance with Malaysian Private Entities Reporting Standard and the Society Act, 1966 in Malaysia.

Basis for Opinion

We conducted our audit in accordance with approved standards on auditing in Malaysia and International Standards on Auditing. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our auditors' report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence and Other Ethical Responsibilities

We are independent of the Society in accordance with the By-Laws (on Professional Ethics, Conduct and Practice) of the Malaysian Institute of Accountants ("By-Laws") and the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants ("IESBA Code"), and we have fulfilled our other ethical responsibilities in accordance with the By-Laws and the IESBA Code.

Responsibilities of the committee of the Society for the Financial Statements

The committee of the Society are responsible for the preparation of financial statements of the Society that give a true and fair view in accordance with Malaysian Private Entities Reporting Standard and the Society Act, 1966 in Malaysia. The committee of the Society are also responsible for such internal control as the committee of the Society determine is necessary to enable the preparation of financial statements of the Society that are free from material misstatement, whether due to fraud or error.

(Registration No: PPM-008-10-06092016)

Responsibilities of the committee of the Society for the Financial Statements (cont'd)

In preparing the financial statements of the Society, the committee of the Society are responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee of the Society either intend to liquidate the Society or to cease operations, or have no realistic alternative but to do so.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements of the Society as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with approved standards on auditing in Malaysia and International Standards on Auditing will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with approved standards on auditing in Malaysia and International Standards on Auditing, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements of the Society, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee of the Society.

(Registration No: PPM-008-10-06092016)

Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)

- Conclude on the appropriateness of the committee of the Society's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements of the Society or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements of the Society, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee of the Society regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Other Matter

This report is made solely to the members of the Society, as a body, and for no other purpose. We do not assume responsibility to any other person for the content of this report.



PETER NG & CO
Firm Number : AF 002263
Chartered Accountants



NG WENG SUM
Approved Number :3344/12/21 (J)
Chartered Accountant

Penang

Date: 27 May 2020

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Statement of Financial Position as at 31 December 2019

	Note	2019 RM	2018 RM
Assets employed			
Current assets			
Inventories		965	1,287
Receivables		1,045	-
Cash and bank balances		27,988	16,615
		29,998	17,902
Current liabilities			
Accruals		2,080	2,395
		2,080	2,395
Net current assets		<u>27,918</u>	<u>15,507</u>
Financed by:			
Accumulated funds	3	<u>27,918</u>	<u>15,507</u>

The accompanying notes form an integral part of the financial statements.

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Statement of Income and Expenditure for the year ended 31 December 2019

	Note	2019 RM	2018 RM
Income			
Registration fees	2(d)	1,680	1,160
Annual fees		3,690	4,320
Book sales		1,397	-
Donation		-	102
Festival income		15,305	-
Booth income		209	1,103
Other projects		-	3,827
Other income		58	8
		<u>22,339</u>	<u>10,520</u>
Expenditure			
Auditors' remuneration		500	500
Festival expenses		7,033	-
Booth expenses		819	2,116
Other projects expenses		-	3,158
Cost of books		228	-
Administrative expenses		1,348	1,188
		<u>9,928</u>	<u>6,962</u>
Surplus for the year		<u><u>12,411</u></u>	<u><u>3,558</u></u>

The accompanying notes form an integral part of the financial statements.

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Statement of Receipts and Payments for the year ended 31 December 2019

	2019 RM	2018 RM
Cash and bank balances at beginning of the year	16,615	13,962
Receipts		
Registration fees	1,680	1,160
Annual fees	3,620	4,390
Book sales	1,352	-
Donation	-	102
Festival income	15,305	-
Booth income	209	1,103
Other projects	-	3,827
Other income	58	8
	22,224	10,590
Payments		
Anthology expenses	1,438	37
Festival expenses	7,733	1,513
Booth expenses	425	1,729
Other projects expenses	-	3,158
Administrative expenses	1,255	1,000
Auditors' remuneration	-	500
	10,851	7,937
Cash and bank balances at end of the year	<u>27,988</u>	<u>16,615</u>

The accompanying notes form an integral part of the financial statements.

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

Notes to the Financial Statements

1. Principal activity

The Society is principally engaged in the provision for management and administrative services to the members.

2. Significant accounting policies

(a) Basis of accounting

The financial statements of the Society have been prepared under the historical cost convention and in compliance with Malaysian Private Entities Reporting Standard and the Society Act, 1966 in Malaysia.

(b) Inventories

Inventories are carried at anticipated realisable value.

(c) Provisions

Provisions are recognised when there is a present obligation, legal or constructive, as a result of a past event, when it is probable that an outflow of resources embodying economic benefit will be required to settle the obligation and reliable estimate can be made of the amount of the obligation.

(d) Income recognition

Income is recognised on cash receipt basis.

Malaysian Writers Society

(Persatuan Penulis Malaysia)

(Registration No: PPM-008-10-06092016)

(Incorporated in Malaysia)

3. Accumulated funds

	2019 RM	2018 RM
At 1 January	15,507	11,949
Excess of income over expenditure	12,411	3,558
Balance at 31 December	<u>27,918</u>	<u>15,507</u>

CONSTITUTION OF

MALAYSIAN WRITERS SOCIETY

Updated: 10 November 2018

1. Name

The Society shall be known as the

MALAYSIAN WRITERS SOCIETY

(translated into Malay as “Persatuan Penulis Malaysia”, or called “MYWriters” for short) hereinafter referred as the “Society”.

2. Place of Business and Correspondence Address

Its registered place of business and correspondence address shall be **63A Elitis Tirai Rimba, Valencia 47000, Sungai Buloh, Selangor** or at such other places as may from time to time be decided by the Committee. The registered place of business of the Society shall not be changed without the prior approval of the Registrar of Societies.

3. Objects and Aims

The Society is an association dedicated to the professional advancement of Malaysian writers, whether writing locally or abroad.

The Society aims to:

PERLEMBAGAAN

MALAYSIAN WRITERS SOCIETY

Dikemaskini: 10 November 2018

1. Nama

Persatuan ini akan dikenali sebagai

MALAYSIAN WRITERS SOCIETY

(diterjemahkan ke dalam Bahasa Malaysia sebagai “Persatuan Penulis Malaysia”, atau dipanggil “MYWriters” secara ringkas) selepas ini dirujuk sebagai “Persatuan” tersebut.

2. Pejabat Urusan dan Alamat Surat-Menyurat

Alamat pejabat urusan berdaftar dan surat-menyuratnya hendaklah di **63A Elitis Tirai Rimba, Valencia 47000, Sungai Buloh, Selangor** atau sebarang tempat lain di tempat lain atau tempat-tempat yang akan ditetapkan dari semasa ke semasa oleh Jawatankuasa. Pejabat urusan berdaftar dan alamat surat-menyurat Persatuan tidak boleh diubah tanpa kebenaran Pendaftar Persatuan terlebih dahulu.

3. Tujuan dan Matlamat

Persatuan tersebut berdedikasi memajukan profesionalisme penulis Malaysia, samada mereka menulis di tanah air atau di luar Negara.

Persatuan tersebut bermatlamat:

- (1) foster and raise critical interest in creative writing by Malaysian writers across genres, languages, mediums, functions, and experience levels;
- (2) encourage, promote, support, defend, and advocate for the interests of Malaysian writers, literary translators, editors, and publishers of creative writing;
- (3) hold activities that will enable the professional development of Malaysian writers, promote camaraderie and cooperation between writers in the community and those within the Malaysian literary industry, and the general advancement of Malaysian literature.

4.

Membership

- (1) Membership shall be unlimited in number.
- (2) Membership shall be categorized into:
 - (a) **Full Member**, which shall be open to all:
 - (i) individuals;
 - (ii) of full age;
 - (iii) Malaysian citizen or permanent residence;
 - (iv) has at least 1 publication in which they have been credited as author, editor, literary translator or contributor in an **Approved Publication** as listed in Appendix I.

- (b) **Candidate Member**, which shall be open to all:

4.

Keahlian

- (1) meningkatkan dan memupuk minat kritikal terhadap penulisan kreatif oleh penulis Malaysia merentasi genre, bahasa, perantara, fungsi, dan tahap pengalaman;
- (2) menggalakkan, mempromosikan, menyokong, membela nasib, dan menegaskan kepentingan penulis, penterjemah kesusasteraan, penyunting, dan penerbit penulisan kreatif dari Malaysia;
- (3) mengadakan aktiviti yang membolehkan pembangunan profesionalisme penulis Malaysia, menggalakkan keakraban dan kerjasama di antara penulis dalam komuniti dan di kalangan mereka dalam industri kesusasteraan Malaysia, serta untuk kemajuan am sastera Malaysia.

- (1) Keahlian hendaklah tidak terhad bilangannya.

- (2) Keahlian akan dikategorikan kepada:

- (a) **Ahli Penuh**, yang terbuka kepada:
 - (i) individu;
 - (ii) cukup umur;
 - (iii) warganegara atau penduduk tetap di Malaysia;
 - (iv) mempunyai sekurang-kurangnya 1 penerbitan di mana mereka dikreditkan sebagai penulis, penyunting, penterjemah kesusasteraan atau penyumbang, di dalam sebuah **Penerbitan Yang Diliuskan** sebagaimana tersenarai dalam Lampiran I.

- (b) **Ahli Calon**, yang terbuka kepada:

- (i) Individuals;
- (ii) of any age;
- (iii) Malaysian citizen or permanent residence;
- (iv) aspires to achieve publication in an Approved Publication as listed in Appendix I.

(c) **Affiliate Member**, which shall be open to all:

- (i) non-Malaysian individuals of any age who has a minimum of 1 publication in which they have been credited as author, editor, literary translator or contributor in an an Approved Publication as listed in Appendix I; or
- (ii) corporate bodies, associations or legal entities whether incorporated in Malaysia or otherwise, that conducts business in the literary or publication Industry in Malaysia;

(3) Every application for membership shall be proposed and seconded by 2 existing full 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.

(4) Every applicant whose application has been approved in 4(3) shall, upon payment of the prescribed registration fee and first annual subscription, be admitted as a member of the Society and be entitled to all the privileges of membership, according to their categorization of membership.

- (i) individu;
- (ii) tanpa mengira umur;
- (iii) warganegara atau penduduk tetap di Malaysia;
- (iv) bercita-cita diterbitkan di dalam sebuah Penerbitan Yang Diliuluskan sebagaimana tersenarai dalam Lampiran I.

(c) **Ahli Bersekutu**, yang terbuka kepada:

- (i) Individu bukan warganegara Malaysia, tanpa mengira umur, yang mempunyai sekurang-kurangnya 1 penerbitan di mana mereka dikreditkan sebagai penulis, penyunting, penterjemah kesusasteraan atau penyumbang, di dalam sebuah Penerbitan Yang Diliuluskan sebagaimana tersenarai dalam Lampiran I.
- (ii) badan korporat, pertubuhan atau entiti di bawah undang-undang, samada ditubuhkan di Malaysia atau sebaliknya, yang menjalankan urusan dalam industri kesusasteraan atau penerbitan di Malaysia;

(3) Tiap-tiap permohonan keahlian hendaklah dicadangkan dan disokong oleh 2 ahli penuh yang sedia ada dan dihantar kepada Setiausaha yang dikehendaki mengemukakan permohonan itu dengan secepat mungkin kepada Jawatankuasa untuk dipertimbangkan. Jawatankuasa boleh mengikut budi bicaranya menolak sebarang permohonan tanpa memberi sebab.

(4) Tiap-tiap pemohon yang permohonan keahliannya telah diliuluskan di 4(3), hendaklah, setelah membayar yuran pendaftaran dan langganan tahunan pertama seperti yang ditetapkan, diterima menjadi ahli Persatuan dan berhak menerima semua manfaat sebagai ahli, tertakluk kepada kategori keahlian mereka.

(5) A university or university-college student shall not be eligible for membership without the prior approval of the Vice-Chancellor of the university concerned.

(6) Only full members of good standing who have no arrears in subscription shall have voting rights and be qualified to be nominated for and serve as committee member or office-bearers.

5. Registration Fees, Subscriptions and other dues

(1) The registration fee for all categories of membership shall be RM40.00 (Ringgit Malaysia Forty only).

(2) The annual subscription payable for each category of membership shall be as follows:-

(a) Full Member
RM60.00 (Ringgit Malaysia Sixty only)

(b) Candidate Member
RM30.00 (Ringgit Malaysia Thirty only)

(c) Affiliate Member
RM200.00 (Ringgit Malaysia Two Hundred only)

(3) All annual subscription shall be payable to the Treasurer in advance no later than 1 month of the expiry of the calendar year from payment of the last annual subscription ("the membership expiry period").

(4) Any member who is in arrears of their subscription for a period exceeding 2 months after the membership expiry

5. Yuran Pendaftaran, Langganan dan lain-lain bayaran

(1) Yuran pendaftaran bagi semua kategori keahlian adalah RM40.00 (Ringgit Malaysia Empat Puluh sahaja).

(2) Langganan tahunan yang harus dibayar mengikut kategori keahlian adalah seperti berikut:-

(a) Ahli Penuh
RM60.00 (Ringgit Malaysia Enam Puluh sahaja)

(b) Ahli Calon
RM30.00 (Ringgit Malaysia Tiga Puluh sahaja)

(c) Ahli Sekutu
RM200.00 (Ringgit Malaysia Dua Ratus sahaja)

(3) Semua bayaran langganan tahunan perlu dibayar kepada Bendahari terlebih dahulu tidak lewat dari 1 bulan dari berakhirnya setahun kalendar dari pembayaran langganan tahunan terakhir ("berakhirnya tempoh keahlian").

(4) Mana-mana ahli yang langganannya tertunggak untuk tempoh melebihi 2 bulan selepas berakhirnya tempoh keahlian akan

period shall automatically be denied the privileges of membership until he settles his account in full, and shall, as soon as practicable, receive a written notification of his arrears in subscription signed by or on behalf of the Secretary.

(5) Any member who allows himself to be in arrears of subscription exceeding 12 calendar months after the membership expiry period shall automatically cease to be a member of the Society and the Secretary shall, at the first convenient opportunity, deregister him from the membership charter. The Committee may direct legal action be taken against him, if necessary, provided that they are satisfied that he has received due notice of his debts.

(6) The Committee shall have the power to re-admit any person who has allowed his membership to lapse through arrears, upon payment of fresh registration fees and the appropriate subscription.

(7) 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 annual subscription.

6. **Other Sources of Income**

The Society is at liberty to source and acquire other financial sources in the form of donations, sponsorship and revenue from

seberapa segera yang mungkin menerima notifikasi secara bertulis mengenai tunggakan langganannya ditandatangani oleh atau bagi pihak Setiausaha.

(5) Mana-mana ahli yang membiarkan dirinya dalam keadaan tertunggak langganan melebihi 12 bulan kalendar selepas berakhirnya tempoh keahliannya akan secara automatik ditamatkan keahliannya dari Persatuan dan Setiausaha akan, seberapa segera yang mungkin, mengeluarkan rekod keahliannya dari piagam keahlian. Jawatankuasa boleh mengenakan tindakan undang-undang terhadap beliau, sekiranya perlu, atas persetujuan bersama bahawasanya beliau telah menerima notis mencukupi mengenai status keberhutangannya.

(6) Jawatankuasa berkuasa untuk menerima semula mana-mana individu yang sebelum ini telah mengizinkan pembatalan keahliannya akibat tunggakan, setelah beliau membayar yuran pendaftaran baru dan bayaran langganan yang berkenaan.

(7) Langganan khas atau levi untuk tujuan tertentu boleh dikenakan terhadap ahli melalui satu resolusi mesyuarat agung Persatuan. Sekiranya mana-mana ahli gagal membayar langganan berkenaan dalam tempoh masa yang telah diputuskan, jumlah tersebut akan diuruskan dengan cara sama seperti keberhutangan langganan tahunan.

6. **Lain-lain Sumber Pendapatan**

Persatuan berkuasa mendapatkan dan memperoleh lain-lain sumber pendapatan dalam bentuk derma, penajaan dan hasil dari aktiviti

commercial activities, which shall then be treated as part of the Society's monies.

komersial, yang kemudiannya akan disimpan sebagai sebahagian dari kewangan Persatuan.

7. **Resignation and Termination of Membership**

7. **Perlepasan dan Pembatalan Keahlian**

(1) Any member who wishes to resign his membership from the Society shall give 14 days notice in writing to the Secretary and shall pay up all dues. The Committee shall have the discretion to re-admit any person who has resigned his membership on his reapplication, upon payment of fresh registration fees and the appropriate subscription.

(1) Mana-mana ahli yang ingin melepaskan keahliannya dengan Persatuan hendaklah memberi notis 14 hari secara bertulis kepada Setiausaha dan membayar sebarang keberhutangan. Jawatankuasa boleh menggunakan budi bicara mereka untuk menerima semula mana-mana individu yang telah membatalkan keahliannya dan memohon untuk diterima semula, setelah beliau membayar yuran pendaftaran baru dan wang langganan yang berkenaan.

(2) Any member who fails to comply with the constitution or guidelines 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 proposed 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.

(2) Mana-mana ahli yang gagal mematuhi perlembagaan Persatuan, atau bertindak dengan cara yang akan mencemarkan nama baik Persatuan boleh dipecat atau digantung keahliannya bagi suatu tempoh masa yang difikirkan munasabah oleh Jawatankuasa. Sebelum Jawatankuasa memecat atau menggantung keahlian ahli tersebut, ahli itu hendaklah diberitahu akan sebab-sebab bagi cadangan pemecatan atau penggantungan secara bertulis dan diberi peluang memberi penjelasan untuk membela dirinya. Pemecatan atau penggantungan itu hendaklah dilaksanakan melainkan mesyuarat agung menunda atau membatalkan keputusan itu atas rayuan oleh ahli tersebut.

8. **General Meeting**

(1) The supreme authority of the Society is vested in a general meeting of the members. At least 50 voting members or where the voting members present represent twice the total number of committee members, whichever is the lesser,

8. **Mesyuarat Agung**

(1) Kuasa tertinggi Persatuan ini terletak pada mesyuarat agung ahli-ahli. Sekurang-kurangnya 50 orang ahli yang berhak mengundi atau 2 kali ganda jumlah ahli Jawatankuasa, mengikut mana yang paling kurang, hendaklah hadir di dalam mesyuarat

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 constitution of the Society or make any decision affecting the whole membership which is not already provided for under the constitution.

- (3) A bi-annual general meeting of the Society shall be held as soon as possible after the close of each second financial year but not later than April on a date and a time and place to be decided by the Committee.

- (4) The business of the bi-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 years;
 - (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 years (if applicable);
 - (e) To deal with such other matters as may be put before it.

agung bagi mengesahkan perjalanan mesyuarat dan membentuk kuorum.

- (2) Jika kuorum masih tidak cukup selepas setengah jam daripada waktu yang telah ditetapkan untuk mesyuarat, maka mesyuarat itu hendaklah ditangguhkan kepada suatu tarikh (tidak lebih daripada 30 hari) yang ditetapkan oleh Jawatankuasa; dan jika kuorum tidak dipenuhi selepas setengah jam daripada waktu yang telah ditetapkan untuk mesyuarat yang telah ditangguhkan itu, maka layaklah ahli-ahli yang hadir menjalankan mesyuarat tetapi tidaklah berkuasa meminda perlembagaan pertubuhan atau membuat apa-apa keputusan yang memberi kesan terhadap keseluruhan keahlian yang tidak sebelum itu diperuntukkan di bawah perlembagaan.

- (3) Suatu mesyuarat agung dwi-tahunan Persatuan hendaklah diadakan sebaik sahaja selepas tutupnya tahun kewangan kedua tetapi tidak melepasi bulan April pada tarikh, masa dan tempat yang ditentukan oleh Jawatankuasa.

- (4) Agenda mesyuarat agung hendaklah seperti berikut:-
- (a) Untuk mempertimbangkan minit mesyuarat agung yang lalu;
 - (b) mempertimbangkan laporan Jawatankuasa berkenaan aktiviti pertubuhan yang lalu;
 - (c) mempertimbangkan laporan Bendahari dan penyata kewangan yang telah diaudit;
 - (d) memilih ahli-ahli Jawatankuasa dan melantik Jurnaudit (jika berkenaan);
 - (e) menguruskan lain-lain perkara yang dibentangkan di dalam mesyuarat itu.

(5) The Secretary shall send to all members at least 14 days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous years. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members.

(6) Attendance at a general meeting by a voting member may be physically in person or using video-conferencing facilities. The Secretary shall make arrangements for video-conferencing facilities at the general meeting venue, provided notice of attendance by video-conferencing is made in writing by member intending to attend in such manner, at least 7 days prior to the scheduled general meeting.

(7) 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.

(8) An extraordinary general meeting requisitioned by members shall be convened for a date within 30 days of the receipt of such requisition.

(9) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least 14 days before the date fixed for the meeting.

(5) Setiausaha hendaklah menghantar kepada tiap-tiap ahli sekurang-kurangnya 14 hari sebelum Mesyuarat Agung Dwi-Tahunan diadakan satu agenda mesyuarat termasuk salinan minit mesyuarat dan laporan aktiviti tahunan serta penyata kira-kira Persatuan bagi tahun-tahun lalu yang telah diaudit. Salinan dokumen-dokumen ini juga hendaklah dibekalkan untuk dibaca oleh ahli-ahli di alamat tempat urusan Persatuan.

(6) Kehadiran di mesyuarat agung oleh seorang ahli yang berhak mengundi boleh dilakukan dengan kehadiran secara fizikal atau melalui kemudahan persidangan video. Setiausaha hendaklah menyediakan kemudahan persidangan video di tempat mesyuarat agung, dengan syarat, notis kehadiran secara persidangan video dibuat secara bertulis oleh ahli yang berniat hadir menggunakan kemudahan tersebut sekurang-kurangnya 7 hari sebelum tarikh ditetapkan untuk mesyuarat agung tersebut.

(7) Suatu mesyuarat agung luar biasa bagi pertubuhan boleh di adakan:

- (a) bila difikirkan mustahak oleh Jawatankuasa; atau
- (b) atas permintaan bertulis secara berkumpulan oleh tidak kurang dari dua kali ganda jumlah ahli jawatankuasa, dengan menerangkan tujuan dan sebab mengadakannya.

(8) Mesyuarat Agung Khas yang diminta oleh ahli-ahli hendaklah diadakan pada satu tarikh di dalam tempoh 30 hari dari tarikh penerimaan permintaan mesyuarat itu.

(9) Notis dan agenda untuk Mesyuarat Agung Khas itu hendaklah diedarkan oleh Setiausaha kepada semua ahli-ahli sekurang-kurangnya 14 hari sebelum tarikh yang telah ditetapkan untuk bermesyuarat.

(10) Paragraphs 8(1) and 8(2) of this constitution regarding the quorum and the postponement of a bi-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.

(11) The Secretary shall forward to all Committee members a copy of the draft minutes of each annual and extraordinary general meeting no later than 3 months after its conclusion.

9.

Committee

(1) A committee consisting of the following shall be elected at the bi-annual general meeting:-

(a) Office-Bearers of the Society:-

- A President
- A Vice-President
- A Secretary
- An Assistant Secretary
- A Treasurer

(b) At least 2 and no more than 20 Ordinary Committee Members.

9.

Jawatankuasa

(10) Fasal 8(1) dan 8(2) di dalam perlembagaan ini berkenaan kuorum dan penangguhan Mesyuarat Agung Dwi-Tahunan turut terpakai untuk Mesyuarat Agung Khas, tetapi dengan syarat jika kuorum tidak mencukupi selepas setengah jam dari waktu yang telah ditetapkan bagi Mesyuarat Agung Khas atas permintaan ahli-ahli itu, maka mesyuarat tersebut hendaklah dibatalkan dan dalam masa 6 bulan dari tarikh ini, Mesyuarat Agung Khas atas permintaan ahli-ahli dengan tujuan yang sama tidaklah boleh diadakan.

(11) Setiausaha hendaklah menghantar kepada tiap-tiap ahli satu salinan draf minit Mesyuarat Agung Dwi-Tahunan dan Mesyuarat Agung Khas dalam masa tidak lebih dari 3 bulan selepas selesainya mesyuarat itu.

(1) Sebuah jawatankuasa terdiri daripada yang berikut yang dilantik di mesyuarat agung dwi-tahunan:-

(a) Pemegang Jawatan dalam Persatuan:-

- Seorang Presiden
- Seorang Naib Presiden
- Seorang Setiausaha
- Seorang Penolong Setiausaha
- Seorang Bendahari

(b) Sekurang-kurangnya 2 dan tidak lebih dari 20 orang Ahli Jawatankuasa Biasa.

(2) Tiap-tiap ahli Jawatankuasa Persatuan hendaklah memegang keahlian yang sah dalam kategori Ahli Penuh, dalam kedudukan

- (2) All committee members of the Society shall hold valid membership in the Full Members categorization, be in good standing, and not be in arrears of subscription or disqualified to hold office under Section 9A and Section 49 of the Societies Act 1966.
- (3) All committee members shall, unless in the event of death or are disqualified, resignation or removal by way of a general meeting, hold office for a term of 2 years or until the next general meeting, whichever is later.
- (3A) The holder of the office of President shall not hold office for a period longer than 3 consecutive terms.
- (4) All office-bearers and every officer performing executive functions in the Society shall be Malaysian citizens.
- (5) Names for the above offices in paragraph 9(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 term.
- (6) The function of the Committee 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 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. The Committee shall furnish a report to each bi-annual general meeting on its activities during the previous years.

- baik, dan tidak tertunggak langganan atau tidak hilang kelayakan memegang jawatan di bawah Seksyen 9A dan Seksyen 49 Akta Persatuan 1966.
- (3) Tiap-tiap ahli Jawatankuasa hendaklah, melainkan disebabkan kematian atau hilang kelayakan, meletakkan jawatan atau dibuang dalam Mesyuarat Agung, memegang jawatan selama 2 tahun atau sehingga Mesyuarat Agung seterusnya, yang mana satu lebih lama.
 - (3A) Pemegang jawatan Presiden tidak boleh memegang jawatan yang sama melebihi 3 penggal berturut-turut.
 - (4) Tiap-tiap pemegang jawatan dan setiap pegawai menjalankan fungsi eksekutif dalam Persatuan hendaklah merupakan warganegara Malaysia.
 - (5) Nama-nama untuk jawatan dalam perenggan 9(1) hendaklah dicadangkan serta disokong dan pemilihan akan dijalankan dengan undian secara majoriti biasa oleh ahli-ahli dalam Mesyuarat Agung Dwi-Tahunan. Setiap pegawai adalah berhak untuk dilantik semula pada setiap tempoh.
 - (6) Fungsi Jawatankuasa ialah mengelola dan mengaturkan kerja-kerja harian Persatuan dan membuat keputusan atas perkara-perkara mengenai perjalanan urusannya mengikut dasar am yang telah ditetapkan oleh mesyuarat agung. Jawatankuasa seharusnya tidaklah boleh mengambil tindakan yang bertentangan dengan mesyuarat agung dengan tidak terlebih dahulu berhubung dengannya dan Jawatankuasa mestilah sentiasa tertakluk kepada keputusan mesyuarat agung. Jawatankuasa hendaklah mengemukakan laporan berkenaan kegiatannya dalam tahun-tahun lalu dalam tiap-tiap Mesyuarat Agung Dwi-Tahunan.

- (7) The Committee may make regulations for the purposes of carrying into effect the provisions of this Constitution which shall be applicable on all members.
- (8) The Committee shall meet at least once every 3 months. A 14 days prior notice of each meeting shall be given to the Committee members. The President acting alone, or not less than 4 of its members acting together, may call for a meeting of the Committee to be held at any time. At least half (1/2) of the Committee members must be present for its proceedings to be valid and to constitute a quorum for the meeting.
- (9) Attendance at a committee meeting may be physically in person or using video-conferencing facilities. The Secretary shall make arrangements for video-conferencing facilities at the committee meeting venue, provided notice of attendance by video-conferencing is made in writing by committee member intending to attend in such manner, at least 72 hours prior to the scheduled committee meeting.
- (10) 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 sent electronically. Members of the Committee must be given at least 48 hours to respond to the proposal, failing which they are deemed to have abstained from making a decision. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained:

- (7) Jawatankuasa boleh membuat peraturan bagi tujuan menjalankan peruntukkan Perlembagaan, di mana setiap ahli adalah tertakluk.
- (8) Jawatankuasa hendaklah bermesyuarat sekurang-kurangnya setiap 3 bulan. Notis awal 14 hari bagi tiap-tiap mesyuarat hendaklah diagihkan kepada setiap ahli jawatankuasa. Presiden dengan bersendirian atau tidak kurang daripada 4 orang ahli Jawatankuasa bersama boleh memanggil supaya diadakan mesyuarat Jawatankuasa pada bila-bila masa. Sekurang-kurangnya setengah (1/2) daripada bilangan ahli Jawatankuasa hendaklah hadir bagi mengesahkan perjalanan dan mencukupkan kuorum mesyuarat.
- (9) Kehadiran di mesyuarat jawatankuasa boleh dilakukan dengan kehadiran secara fizikal atau melalui kemudahan persidangan video. Setiausaha hendaklah menyediakan kemudahan persidangan video di tempat mesyuarat jawatankuasa, dengan syarat notis kehadiran secara persidangan video dibuat secara bertulis oleh ahli jawatankuasa yang berniat hadir menggunakan kemudahan tersebut sekurang-kurangnya 72 jam sebelum tarikh ditetapkan untuk mesyuarat jawatankuasa tersebut.
- (10) Jika timbul perkara mustahak yang berkehendakkan kelulusan Jawatankuasa dan mesyuarat Jawatankuasa tidak dapat diadakan, maka Setiausaha bolehlah mendapatkan kelulusan dari ahli-ahli Jawatankuasa secara pengedaran surat pekeliling dihantar secara elektronik. Ahli Jawatankuasa hendaklah diberi sekurang-kurangnya 48 jam untuk memberi makumbalas mengenai cadangan yang dibuat, dan sekiranya tidak, mereka dianggap telah berkecuali dari membuat keputusan mengenainya. Syarat-syarat mengenainya seperti berikut mestilah disempurnakan sebelum keputusan Jawatankuasa boleh diperolehi:

- (a) The problem or issue must be clearly set out in the circular and forwarded to all members of the committee;
 - (b) At least 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.
- (11) Any decision obtained by circular letter shall be reported by the Secretary to the next Committee meeting for ratification and be recorded in the minutes of such meeting.
- (12) Any member of the Committee who fails to attend 3 consecutive meetings of the committee without satisfactory explanation shall be deemed to have resigned from the Committee.
- (13) 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 full member of the society to fill the vacancy until the next election of Committee members.
- (14) The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Society, and 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 protection of the Society's and members' interests.
- (a) Masalah atau isu yang dibangkitkan itu hendaklah diputuskan dengan jelas di dalam surat pekeliling yang diedarkan kepada tiap-tiap ahli Jawatankuasa;
- (b) Sekurang-kurangnya separuh daripada bilangan ahli Jawatankuasa mestilah menyatakan persetujuan atau bantahan mereka terhadap cadangan itu; dan
- (c) Keputusan hendaklah berdasarkan undian yang terbanyak.
- (11) Sebarang keputusan yang diperolehi melalui surat pekeliling hendaklah dilaporkan oleh Setiausaha kepada mesyuarat Jawatankuasa berikutnya untuk disahkan dan dicatikan dalam minit mesyuarat berkenaan.
- (12) Mana-mana ahli Jawatankuasa yang gagal hadir di mesyuarat Jawatankuasa 3 kali berturut-turut tanpa alasan yang memuaskan akan disifatkan sebagai telah meletakkan jawatan dari Jawatankuasa.
- (13) Sekiranya seorang ahli Jawatankuasa meninggal dunia atau meletakkan jawatan, Jawatankuasa berkuasa untuk melantik seorang ahli yang lain bagi memenuhi kekosongan itu sehingga pilihanraya ahli Jawatankuasa seterusnya.
- (14) Jawatankuasa boleh memberi arahan kepada Setiausaha dan pegawai-pegawai lain untuk menjalankan urusan Persatuan, dan melantik pengurus dan kakitangan yang difikirkan mustahak. Ia boleh menggantikan atau melucutkan jawatan sebarang pengurus atau kakitangan kerana cuai di dalam pekerjaan, tidak amanah, tidak cekap, engkar menjalankan keputusan Jawatankuasa, atau kerana sebab-sebab yang difikirkan baik dan perlu bagi melindungi kepentingan Persatuan dan ahli-ahlinya.

(15) 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 constitution. Any Full Members, Candidate Members or authorized representatives of Affiliate Members may become members of these sub-committees.

(16) The previous Committee shall pass over all Society's documents such as registration certificate, registered constitution, copy of Annual Returns, notification letters, books of accounts, bank books, cheques and receipts, land titles, list of assets and such to the new Committee.

10. **Duties and Responsibilities of Office-Bearers and Committee Members**

(1) The **President** shall during his term of office:-

- (a) preside at all general meetings, all meetings of the committee and shall be responsible for the proper conduct of all such meetings;
- (b) have the casting vote and shall sign the minutes of each meeting at the time they are approved;
- (c) in conjunction with the Secretary and/or Treasurer sign all cheques on behalf of the Society.

(2) The **Vice-President** shall assist the President in carrying out his duties and deputize for the President during the latter's absence.

(3) The **Secretary** shall conduct the business of the Society in accordance with the constitution, and shall carry out the

10. **Tugas dan Tanggungjawab Pemegang Jawatan dan Ahli Jawatankuasa**

(1) **Presiden**, dalam tempoh menyandang jawatannya, hendaklah:-

- (a) menjadi Presiden semua mesyuarat agung dan semua mesyuarat Jawatankuasa dan bertanggungjawab atas kesempurnaan perjalanan semua mesyuarat;
- (b) mempunyai undi pemutus dan hendaklah ia menandatangani minit mesyuarat bila ia diluluskan;
- (c) bersama Setiausaha dan/atau Bendahari, menandatangani semua cek bagi pihak Persatuan.

(2) **Naib-President** hendaklah membantu Presiden dalam menjalankan tugasannya dan memangku jawatan Presiden semasa ketiadaannya.

(3) **Setiausaha** hendaklah menjalankan kerja pentadbiran Persatuan berlandaskan perlembagaan dan hendaklah ia menjalankan

(15) Jawatankuasa boleh menubuhkan apa-apa Jawatankuasa Kecil jika difikirkan perlu untuk sebarang tujuan berlanjutan daripada tugas-tugas, fungsi dan matlamat yang diperuntukkan dalam perlembagaan. Mana-mana Ahli Penuh, Ahli Calon atau wakil yang diberikuasa bagai Ahli Bersekutu boleh menjadi ahli Jawatankuasa Kecil ini.

(16) Jawatankuasa yang lama hendaklah menyerahkan semua dokumen Persatuan seperti siji pendaftaran, perlembagaan berdaftar, salinan Penyata Tahunan, surat-surat maklumbalas, buku-buku akaun, buku bank, cek dan resit, geran-geran tanah, senarai aset dan sebagainya kepada Jawatankuasa baru.

instructions of the general meeting and of the Committee.
He shall be responsible for:-

- (a) conducting all correspondence and keeping all books, documents and paper except the accounts and financial records;
- (b) attend all meetings, and record all proceedings;
- (c) 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;
- (d) file annual returns within 60 days from the date of the bi-annual general meeting to the Registrar of Societies;
- (e) in conjunction with the President and/or the Treasurer, sign all cheques on behalf of Society;

- (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 be wholly responsible for:-

- (a) keeping accounts of all its financial transactions and shall be responsible for their correctness;
- (b) in conjunction with the President and/or the Secretary sign all cheques on behalf of the Society.

semua perintah mesyuarat agung dan Jawatankuasa. Beliau hendaklah bertanggungjawab untuk:-

- (a) mengendalikan urusan surat-menyurat dan menyimpan semua rekod dan dokumen Persatuan, kecuali buku-buku akaun dan dokumen kewangan;
- (b) hadir dalam semua masyarakat dan membuat catatan mesyuarat;
- (c) menyimpan buku daftar ahli yang mengandungi maklumat terperinci ahli mengikut kategori seperti nama, tempat dan tarikh lahir, nombor kad pengenalan, pekerjaan, nama dan alamat majikan dan alamat rumah kediaman tiap-tiap ahli;
- (d) memfailkan laporan tahunan dalam masa 60 hari dari tarikh mesyuarat agung dwi-tahunan bersama Pendaftar Persatuan;
- (e) bersama Presiden dan/atau Bendahari, menandatangani semua cek bagi pihak Persatuan.

- (4) **Penolong Setiausaha** hendaklah menolong Setiausaha menjalankan kerja-kerjanya dan memangku jawatan itu semasa ketiadaan Setiausaha.

- (5) **Bendahari** hendaklah bertanggungjawab ke atas semua urusan kewangan Persatuan. Beliau hendaklah bertanggungjawab sepenuhnya untuk:-

- (a) Menyimpan rekod perakaunan terhadap semua transaksi kewangan pertubuhan dan bertanggungjawab terhadap ketepatan penyata kewangan pertubuhan;
- (b) bersama Presiden dan/atau Setiausaha, menandatangani semua cek bagi pihak Persatuan.

- (6) The **Ordinary Committee Members** shall assist the Committee in carrying out its duty as directed by the President or the Committee.

11. **Financial Provisions**

- (1) Subject to the following provisions in this constitution, the funds of the Society may be expended for the purpose necessary for the carrying out of its objects, including the expenses of its administration, office-bearers and paid staff, and the cost of 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 President, Secretary and Treasurer between them may hold a petty cash advance not exceeding RM5,000.00 (Ringgit Malaysia Five Thousand only) at any one time. All money in excess of this sum shall within 7 days of receipt be deposited in a bank account in the name of the Society.

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

- (4) No expenditure exceeding RM10,000.00 (Ringgit Malaysia Ten Thousand only) at any one time shall be incurred without the prior sanction of the committee.

11. **Peruntukan Kewangan**

- (6) **Ahli Jawatankuasa Biasa** hendaklah membantu Jawatankuasa dalam menjalankan tugas yang diarahkan oleh Presiden atau Jawatankuasa.

- (1) Tertakluk kepada peruntukan-peruntukan berikut dalam perlembagaan ini wang Persatuan ini boleh digunakan untuk perkara-perkara yang perlu bagi menjalankan tujuan-tujuan Persatuan, termasuklah pembiayaan dan perbelanjaan pentadbiran, memegang jawatan dan gaji kakitangan, upah pengauditan akaunnya, tetapi ia tidak boleh pada bila-bila masa digunakan bagi membayar denda bagi pihak mana-mana ahli yang dinukun oleh mahkamah di sisi undang-undang.

- (2) Presiden, Setiausaha dan Bendahari di antara mereka dibenarkan menyimpan wang tunai tidak lebih daripada RM5,000.00 (Ringgit Malaysia Lima Ribu sahaja) pada sesuatu masa. Wang melebihi jumlah itu mestilah dalam tempoh 7 hari dari penerimaannya dimasukkan ke dalam akaun bank atas nama Persatuan.

- (3) Segala cek atau kenyataan pengeluaran wang dari akaun Persatuan hendaklah ditandatangani bersama oleh Presiden, Setiausaha dan/atau Bendahari. Semasa ketiadaan mana-mana penandatangan tersebut buat jangka masa yang panjang Jawatankuasa berhak melantik sesiapa antara mereka sebagai pengganti untuk menandatangani cek atau pengeluaran wang Persatuan.

- (4) Tiada sebarang perbelanjaan melebihi RM10,000.00 (Ringgit Malaysia Sepuluh Ribu sahaja) pada suatu masa boleh dibayar tanpa diluluskan terlebih dahulu oleh Jawatankuasa.

- (5) No expenditure exceeding RM50,000.00 (Ringgit Malaysia Fifty Thousand only) in any one month shall be incurred without the prior sanction of a general meeting.
- (6) Expenditure of RM10,000.00 (Ringgit Malaysia Ten Thousand only) and below at any one time may be incurred by the President together with the Secretary and/or the Treasurer for any purpose necessary for the carrying out of the Society's objects.
- (7) Should monies held in the Society's bank accounts exceed RM100,000.00 (Ringgit Malaysia One Hundred Thousand only), a reasonable sum to be determined by the Committee shall be invested into fixed deposit wherein the remaining sum shall suffice for the daily running of the Society's interests.
- (8) As soon as possible after the end of each financial year, the Treasurer shall prepare a statement of receipts and payments and a balance sheet for the year, which shall be audited by an Auditor appointed under the rule 12. 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.
- (9) The financial year of the Society shall be for a term of 12 months commencing on the 1st January and end on the 31st December every year.

- (5) Tiada sebarang perbelanjaan melebihi RM50,000.00 (Ringgit Malaysia Lima Puluh Ribu sahaja) pada sesuatu bulan boleh dibelanjakan tanpa diluluskan terlebih dahulu oleh mesyuarat agung.
- (6) Perbelanjaan kurang dari RM10,000.00 (Ringgit Malaysia Sepuluh Ribu sahaja) boleh pada bila-bila masa oleh Presiden bersama Setiausaha dan/atau Bendahari untuk perkara-perkara yang perlu bagi menjalankan tujuan-tujuan Persatuan.
- (7) Sekiranya wang dipegang dalam akaun bank Persatuan melebihi RM100,000.00 (Ringgit Malaysia Satu Ratus Ribu sahaja), jumlah yang munasabah sebagaimana yang ditentukan oleh Jawatankuasa hendaklah melaburkannya di dalam deposit tetap di mana jumlah baki mencukupi bagi perajlanan urusan harian kepentingan Persatuan.
- (8) Sebaik sahaja selepas berakhirnya setiap tahun kewangan, Bendahari hendaklah menyediakan penyata resit dan pembayaran serta penyata kewangan tahunan, yang akan diaudit oleh Juruaudit yang dilantik di bawah fasal 12. Akaun teraudit hendaklah dikemukakan untuk kelulusan di mesyuarat agung yang berikutnya, dan salinan hendaklah disediakan di pejabat urusan Persatuan untuk semakan ahli.
- (9) Tahun kewangan bagi Persatuan hendaklah bagi tempoh 12 bulan bermula dari 1 haribulan Januari dan berakhir pada 31 haribulan Disember setiap tahun.

12. Audit

- (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 2 years 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 certification of it for presentation at the bi-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.

12. Audit

- (1) Dua individu yang bukan merupakan pemegang jawatan Pertubuhan hendaklah dilantik di dalam mesyuarat agung sebagai Juruaudit. Mereka hendaklah memegang jawatan selama 2 tahun dan boleh dilantik semula.
- (2) Juruaudit dikehendaki memeriksa penyata kewangan tahunan Pertubuhan, dan hendaklah membuat perakuan dan menandatangani laporan atau siji perakuannya untuk dibentangkan di mesyuarat agung dwi-tahunan. Mereka boleh juga dikehendaki pada bila-bila masa oleh Presiden mengaudit penyata kewangan Pertubuhan pada bila-bila masa dalam tempoh perkhidmatan mereka dan membuat laporan kepada Jawatankuasa.

13. Assets and Property

- (1) All immovable property must be registered of the Society in the name of the Society and all conveyancing papers in relation to this property are deemed valid and effective as if it were executed by the registered owner provided the instrument of registration was executed by 3 office bearers of the Society during their valid appointment as certified by the Registrar of Societies and sealed with the seal of the Society.
- (2) The Committee may not sell, mortgage, withdraw or transfer any properties or assets of the Society which value at the time exceeds RM20,000.00 (Ringgit Malaysia Twenty Thousand only) of the Society without the consent and authority of a general meeting.

13. Aset dan Harta

- (1) Segala harta tidak alih Pertubuhan hendaklah didaftarkan atas nama Pertubuhan dan segala surat cara pelaksanaan berkaitan dengan harta ini dianggap sah dan berkuatkuasa seolah-olah ia dilaksanakan oleh seorang tuan punya berdaftar dengan syarat surattcara itu disempurnakan oleh 3 orang pemegang jawatan pertubuhan pada masa itu yang mana perlantikan mereka disahkan melalui siji perakuan yang dikeluarkan oleh Pendaftar Pertubuhan dan dimeterai dengan meterai Pertubuhan.
- (2) Jawatankuasa tidak boleh menjual, menggadai, menarik balik atau menukar milik mana-mana harta atau asset milik Persatuan yang bernilai pada masa itu melebihi RM20,000.00 (Ringgit Malaysia Dua Puluh Ribu sahaja) tanpa kebenaran dan diberikuasa dalam mesyuarat agung.

14. Interpretation

- (1) Between bi-annual general meetings the committee shall interpret this constitution and when necessary, determine any point on which the constitution are silent or ambiguous.
- (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 varied or countermanded by a resolution of a general meeting.
- (3) There shall be an English version and a Bahasa Malaysia version of this Constitution. In the event of conflict between the two versions, the English version shall prevail.

15. 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.

16. Prohibitions

- (1) All forms of gambling as defined in the Common Gaming Houses Act, 1953 shall be prohibited in the premises of the Society.

14. Tafsiran

- (1) Dalam tempoh di antara mesyuarat agung dwi-tahunan, Jawatankuasa boleh memberikan tafsirannya kepada perlembagaan ini dan, jika perlu, boleh memutuskan perkara-perkara yang tidak nyata atau kurang jelas di dalam perlembagaan ini.
- (2) Kecuali perkara-perkara yang bertentangan atau tidak selaras dengan dasar yang telah dibuat dalam mesyuarat agung, keputusan Jawatankuasa terhadap ahli-ahli adalah muktamad jika tidak diubah atau dibatalkan oleh keputusan Mesyuarat Agung.
- (3) Hendaklah terdapat versi Bahasa Inggeris dan versi Bahasa Malaysia Perlembagaan ini. Sekiranya berlaku pertikaian antara kedua-dua versi, versi Bahasa Inggeris akan digunakan.

15. Penasihat / Penaung

Jawatankuasa boleh, jika difikirkan perlu, melantik orang-orang yang layak menjadi Penasihat/Penaung bagi Pertubuhan ini dengan syarat orang yang dilantik itu menyatakan persetujuannya secara bertulis terlebih dahulu.

16. Larangan

- (1) Sebarang bentuk perjudian seperti yang ditafsirkan dalam Akta Rumah Judi Terbuka, 1953 adalah dilarang di premis Persatuan.

(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 members.

17. **Amendments of Constitution.**

This Constitution shall not be amended except by resolution of a general meeting. Any such amendment to the constitution shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting and shall only take effect from the date of their approval by the Registrar of Societies.

18. **Dissolution**

(1) The Society may be voluntarily dissolved by a resolution of not less than 4/5 of the voting membership present in a general meeting called specifically for its purpose.

(2) Persatuan atau ahli-ahlinya tidak harus cuba menghalang atau dengan apa cara juga mengganggu perniagaan atau harga barang-barang atau mengambil peranan di dalam gerakan kesatuan pekerja seperti definisi di dalam Akta Kesatuan Pekerja 1959.

(3) Persatuan ini tidak boleh menjalankan loteri sama ada dikhaskan kepada ahli-ahli atau tidak, atas nama Pertubuhan atau pegawai-pegawai atau jawatankuasa atau ahli, tanpa kelulusan dari pihak berkuasa yang berkenaan.

(4) "Faedah" seperti yang diterangkan di bawah Seksyen 2 Akta Pertubuhan 1966, tidaklah boleh diberikan oleh Pertubuhan kepada mana-mana ahlinya.

17. **Pindaan Perlembagaan.**

Perlembagaan ini tidak boleh dipinda kecuali dengan keputusan Mesyuarat Agung. Permohonan untuk pindaan perlembagaan hendaklah dikemukakan kepada Pendaftar Pertubuhan dalam masa 60 hari dari tarikh keputusan Mesyuarat Agung yang meluluskan pindaan itu dan hanya boleh dikuatkuasakan mulai daripada tarikh pindaan itu diluluskan oleh Pendaftar Pertubuhan.

18. **Pembubaran**

(1) Pertubuhan ini boleh dibubarkan secara sukarala dengan persetujuan tidak kurang daripada empat perlima (4/5) daripada jumlah ahli yang berhak mengundi dalam suatu mesyuarat agung yang dipanggil khas kerananya.

(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 days of its dissolution.



.....
Gina Yap Lai Yoong
President



.....
Lim Wan Phing
Secretary

(2) Sekiranya Pertubuhan hendak dibubarkan secara yang dipertuturkan di atas, maka segala hutang dan tanggungan Persatuan yang sah mengikut perlembagaan hendaklah dijelaskan dan baki wang yang tinggal hendaklah diselesaikan mengikut cara yang dipersetujui dalam mesyuarat agung berkenaan.

(3) Permohonan pembubaran ini hendaklah disampaikan kepada Pendaftaran Pertubuhan dalam masa 14 hari dari tarikh keputusan pembubaran itu.



.....
Gina Yap Lai Yoong
Presiden



.....
Lim Wan Phing
Setiausaha

APPENDIX I

Approved Publications

1. Any publication bearing an International Standard Book Number (ISBN).
2. Film, Screen or Play Credits, able to be certified by Producer of Film, TV or Play Production if so required.
3. Any literary magazine or periodical, in print, eformat or online, which fulfills all of the following criteria:-
 - (a) has been in publication for a minimum period of 5 years;
 - (b) has produced a minimum of 20 issues since its commencement; and
 - (c) is a paying market, i.e. pays for written contributions by way of monetary compensation.

LAMPIRAN I

Penerbitan Yang Diuluskan

1. Sebarang penerbitan yang memegang "International Standard Book Number" (ISBN).
2. Kredit Filem, Skrin atau Pementasan, boleh disahkan dalam siji oleh Penerbit Filem, TV atau Produksi Pentas sekiranya diminta.
3. Sebarang majalah kesusasteraan atau terbitan berkala, dalam bentuk cetak, elektronik atau atas talian, yang memenuhi semua kriteria berikut:-
 - (a) telah diterbitkan untuk tempoh sekurang-kurangnya 5 tahun;
 - (b) telah menerbitkan sekurang-kurangnya 20 keluaran semenjak permulaannya; dan
 - (c) merupakan pasaran berbayar, iaitu membayar sumbangan penulisan menggunakan pampasan kewangan.