CONSTITUTION

PERSATUAN KESIHATAN KEWANGAN MALAYSIA (FINANCIAL HEALTH ASSOCIATION OF MALAYSIA) (FAHAM)

CLAUSE 1 **NAME**

1. The Association shall be known as

PERSATUAN KESIHATAN KEWANGAN MALAYSIA (FINANCIAL HEALTH ASSOCIATION OF MALAYSIA) (FAHAM)

Hereinafter referred to as "the Association".

2. Meaning of name : **The acronym of the Association shall be "FAHAM"**

3. Level : **Kebangsaan**

CLAUSE 2 **ADDRESS**

1. The registered address is

41, JALAN SS 5/1 KELANA JAYA
47301 PETALING JAYA SELANGOR

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

41, JALAN SS 5/1 KELANA JAYA
47301 PETALING JAYA SELANGOR

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

CLAUSE 3 **OBJECTIVE**

Vision Statement:

FAHAM's vision is to equip all Malaysians to have the financial knowledge, skills, and resources necessary to make informed financial decisions and build a secured financial future.

Mission Statement:

FAHAM's mission is to enhance the financial wellbeing of Malaysians through the provision of education, resources, and support.

Objectives

FAHAM's Objectives are:

i. To promote financial literacy, inclusion and wellbeing in Malaysia through education, advocacy, and community engagement.

ii. To partner with financial institutions, government agencies, and other organizations to reach a wider range of audience.

iii. To create a sustainable financial model for FAHAM through a combination of grants, donations, and fee-for-service income.

iv. To continually evaluate and improve FAHAM's programs and services to ensure that they meet the needs of the Malaysian community.

v. To promote research on financial health, financial behaviour and financial wellbeing and to translate these research findings into programs.

vi. To disseminate financial research findings by distributing them for broader reach.

CLAUSE 4 **MEMBERSHIP**

4.1. Membership shall consist of the following five categories of membership: Ordinary, Life, Honorary, Corporate and Fellow.

The qualifying criteria for membership of the Association are as follows: -

i. Ordinary members shall be Malaysian citizens above 18 years of age with an interest in promoting the financial health and well-being of consumers and households.

ii. Life membership shall be an ordinary member of the Association who, instead of the annual subscription wished to pay on a commuted sum.

iii. Honorary members shall be persons who have rendered distinguished services in the fields of financial health and wellbeing of consumers and the public. The appointment shall be made by the EXCO members.

iv. Corporate membership shall be any organizations interested to pursue the objectives and goals in line with the Association. The decision shall be made by the EXCO.

v. “Fellow” status shall be given to member who had rendered significant contribution towards the enhancement of the financial health and wellbeing of consumers and household. The EXCO may nominate for conferment of the title “Fellow” in the general meeting.

4.2. Honorary, Corporate and Fellow members of the Association shall be eligible to participate in the activities, functions, and meetings, except to vote at General Meetings and to hold office in the EXCO. Only active ordinary members and life members can vote.

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

4.4. Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first monthly subscription, be admitted as a member of the Association and shall be entitled to all the privileges of membership.

CLAUSE 5 **RESIGNATION AND TERMINATION**

5.1. Any member who wishes to resign from the Association shall give two weeks’ notice in writing to the Secretary and shall pay up all dues. The resignation acceptance will be confirmed in the next EXCO meeting.

5.2. Any member acting contrary to the good name and dignity of the Association or inconsistent with its objectives may be expelled by a two-thirds majority vote of the EXCO. The member concerned shall however first be given an opportunity to explain his/her conduct and show cause why his/her membership should not be terminated, either in person, in an EXCO meeting or in writing to the EXCO expulsion or suspension in writing and be given an opportunity to explain and clear himself in person.

5.3. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member. Any proposed removal of a member of the Executive Committee, must be submitted in writing to the Secretary, who shall call a special meeting of the Executive Committee to consider the proposed removal.

5.4. Ordinary members and student members who fail to renew the membership will be removed from the membership of the Association notified by writing.

5.5. For inconsistent members auto termination notified by writing (Definition of inconsistent - someone who does not behave in the same way every time a similar situation occurs).

5.6. The proposed removal must be approved by at least two-thirds (2/3) of the remaining members of the Executive Committee. The member who is the subject of the proposed removal shall have the right to attend the meeting and to be heard before any decision is made.

5.7. Any member who is removed from the Executive Committee under this Article shall have the right to appeal the decision to the General Meeting, whose decision shall be final.

CLAUSE 6 **SOURCE OF INCOME**

6.1. Entrance Fees and Subscriptions Fees.

6.1.1 The Entrance Fees and Subscriptions fees are as follows:

i. Entrance Fee
An applicant for admission to membership of the Association shall pay the following amount as entrance fees.

- Ordinary Member RM 20.00
- Life Member RM 20.00
- Corporate Member RM 30.00

ii. Annual Subscription
- Ordinary Member RM 100.00
- Corporate Member RM500.00

iii. Life Member

The subscription for Life Members shall be RM300.00 (Ringgit Malaysia Three Hundred only).

iv. Honorary Member

The subscription for Honorary Members shall be exempted.

6.1.2. All subscriptions are due on 31st December of each year and payable within one month of the date. All monthly subscription shall be payable to the Treasurer in advance within 30 days of the first of each month.

6.1.3. Any member who allows his arrears to exceed one year subscription shall receive a written notification signed by or on behalf of the Secretary and shall be denied the privileges of membership until he settles his account.

6.1.4. Any member who allows his arrears to exceed two years subscription shall automatically cease to be a member of the Association, provided that EXCO are satisfied that he has received due notice of his debts.

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

6.1.6. Special subscriptions or levies for purposes may be raised from members by resolution of the general meeting of the Association. 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.

6.2. Funding

6.2.1. Research and Programs.

i. Revenue incurred from public organizations grants (5%) and/or Private organizations grants (10%).
ii. Donations/contribution from various bodies. All types of donations must be stated clearly in the association's financial report.

6.2.2. Activities

i. Trainings, seminars and conferences.
ii. Revenue incurred from the trainings organized by the association itself.
iii. 5% of the revenue incurred from trainings carried out by the members under the association name.

CLAUSE 7 **GENERAL MEETING**

7.1. Annual General Meeting

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

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

7.1.3. An annual general meeting of the association shall be held as soon as possible after the close of each financial year (31st. December) and before end of March of each year on a date and a time and place to be decided by the

Committee. The business of the annual general meeting shall be:-

(i) To endorse the minutes of the previous annual general meeting;

(ii) To receive the Committee's report on the working of the association during the previous year;

(iii) To receive the Treasurers' report and the audited accounts of the association for the previous year;

(iv) To elect a Committee and to appoint auditors for the ensuing year;

(v) To deal with such other matters as may be put before it.

7.1.4. The Secretary shall call Annual General Meeting at the request of the EXCO.

7.1.5. The Secretary shall give fourteen days (14) notice in writing of Annual Greeting Meetings to members together with proposed agenda, annual activities report and the audited account.

7.1.6. Before each Annual General Meeting the Secretary and Treasurer shall prepare annual activities report and annual statement of accounts to be presented at the EXCO meeting.

7.1.7. Each ordinary and life member has the power to cast one vote. In the case of equal numbers of votes, the Chairperson of the meeting may cast one more vote.

7.1.8. At all Annual General Meetings, the Chairperson shall be appointed from any ordinary and life member chosen by the meeting.

7.2. Extra Ordinary General Meeting

7.2.1. Inclusive of EXCO members or any 25 members upon requisition in writing to the Secretary may call an Extra Ordinary General Meeting, stating the objectives and reasons for such a meeting. For this purpose, seven (7) days' notice must be given by the Secretary.

7.2.2. Clause 7.1.2 of the rules regarding the quorum of an Annual General Meeting shall apply also to an Extra Ordinary General Meeting. If no quorum is present after half an hour from the time appointed for an Extra Ordinary General Meeting requisitioned by members, the meeting shall be declared cancelled and no Extra Ordinary General Meeting shall be requisitioned for the same purpose until the lapse of at least six (6) months from the dates thereof.

CLAUSE 8 **COMMITTEE**

8.1 Management of the Association

The Association shall be governed by the Executive Committee which shall be referred to as “EXCO”. The EXCO members shall be elected by ordinary members biennially at an Annual General Meeting. The EXCO members shall hold office for a period of two consecutive years. The EXCO shall consist of:

8.1.1 The Executive Committee (EXCO)

A President
A Vice-President
A Secretary
An Assistant Secretary
A Treasurer
An Assistant Treasurer
A Communications Officer
8 Ordinary Executive Committee Members

8.1.2 The EXCO members shall be Malaysian citizens. The functions of the EXCO are to make decision, manage and supervise the activities of the Association.

8.1.3 The EXCO shall, if and when necessary, appoint paid staff to assist in the execution of its duties and activities.

8.1.4 Any vacancy arising between elections shall be filled by appointment of the EXCO.

8.1.5 The EXCO shall meet at least once every four (4) months. All decisions made at these meetings shall be by a simple majority vote.

8.1.6 In the intervals between EXCO meetings where any urgent matter requiring the approval of the EXCO arises, the Secretary shall circulate the information among EXCO Members to enable a decision to be made from replies of at least six (6) EXCO Members. Any decisions made shall be recorded in the minutes thereof.

8.1.7 The quorum for EXCO meetings shall be one-half of its EXCO members. Any member of the EXCO who fails to attend three (3) consecutive EXCO meetings without prior notification giving satisfactory reasons may be removed from his office by a simple majority vote in the EXCO meeting.

8.2 Election of EXCO Members

8.2.1 EXCO Members shall be elected during an Annual General Meeting.

8.2.2 Names of the candidates shall be proposed and seconded and election will be by a simple majority vote of the members at the Annual General Meeting.

8.2.3 EXCO has the power to appoint not more than 3 EXCO members at its discretion as long as the total number of EXCO does not exceed 15. This is to maintain the requirement to have 7 EXCO members from different states at any one year.

8.2.4 The President may not serve more than two (2) consecutive terms. He/she may become eligible to serve as an EXCO member again after a lapse of the one term (2 years). However, the EXCO may appoint him/her as an advisor for the Association.

CLAUSE 9 **DUTIES OF OFFICE BEARERS**

Proceeding and Functions of the Executive Committee (EXCO)

9.1 Any amendments to the constitution may be brought by the EXCO members for presentation and voting at the Annual General Meeting.

9.2 The President, Treasurer and Secretary shall have the authority to sign withdrawal slips on the account and any two of these three signatures are required to withdraw money.

9.3 The President shall act as Chairperson of the EXCO and other meetings of the Association. He/she shall have casting vote. In the event of an inequality of vote, he/she shall have an additional one casting vote.

9.4 The Vice-President shall assume all duties and responsibilities of the President in the absence of the latter.

9.5 The Secretary must keep records of all minutes of EXCO and other meetings. The Secretary should handle all correspondence and be responsible to the EXCO. He/she shall maintain a register of members.

9.6 The Assistant Secretary shall assist the Secretary in all the latter duties. In the absence of the Secretary, the Assistant Secretary shall assume all the responsibilities and duties of the Secretary.

9.7 The Treasurer shall maintain records of income and expenditure and present a financial statement on every EXCO or General Meetings.

9.8 The Assistant Treasurer shall assist the Treasurer in all the latter duties. In the absence of the Treasurer, the Assistant Treasurer shall assume all the responsibilities and duties of the Treasurer.

9.9 The Assistant Treasurer shall not act as a signatory or fulfill the roles of maker, checker, or any banking transaction authorisation for the NGO. The Assistant Treasurer shall only be responsible for assisting the Treasurer in other duties and assuming the responsibilities of the Treasurer in his/her absence.

9.10 The Communications Officer shall develop and implement communications strategy to promote the association's mission and objectives. He/she shall coordinate public relations and marketing campaigns to promote the association and its programs.

9.11 Ordinary EXCO members shall assist other EXCO Members to ensure smooth functioning of the Association and may from time to time be assigned specific duties by the EXCO.

CLAUSE 10 **FINANCIAL PROVISION**

10.1 Financial year

10.1.1 The financial year of the association shall begin on the 1st January and end on the 31st December.

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

10.1.3 The Treasurer shall be responsible for the finances of the Association. The Treasure / Assistant Treasure shall with the President or the Secretary sign all cheques on behalf of the Association. For online transaction, the maker (treasurer) and the checker (either the secretary or the president) will have to approve.

10.1.4 The Treasurer may hold a petty cash advance not exceeding RM 1,000.00 (Ringgit Malaysia one thousand only) at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Committee. The bank account shall be in the name of the Association.

10.1.5 No expenditure exceeding RM3,000.00 (Ringgit Malaysia Three Thousand) at any one time shall be incurred without the prior sanction of the EXCO, and no expenditure exceeding RM100,000.00 (Ringgit Malaysia One Hundred Thousand) at any one time shall be incurred without the prior sanction of a General meeting. Expenditure less than RM3,000.00 (Ringgit Malaysia Three Thousand) at any one time may be incurred by the President together with the Secretary or the Treasurer.

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

CLAUSE 11 **AUDITORS**

11.1 Internal Auditors

11.1.1 Two persons, who shall not be office-bearers of the Association, shall be appointed, by the annual general meeting as Honorary Auditors. They shall hold office for two years and may be reappointed.

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

CLAUSE 12 **PROPERTY ADMINISTRATOR**

12.1 Three Trustees, who must be over 21 years of age, shall be appointed at the Annual General Meeting and shall hold office during the pleasure of the Association. They shall be vested in them all immovable properties whatsoever belonging to the Association upon execution of a Deed of Trust.

12.2 The Trustees shall not sell, withdraw or transfer any of the property of the Association without the consent and authority of a general meeting of members.

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

CLAUSE 13 **INTERPRETATION**

13.1 Between annual general meetings the committee shall interpret the rules of the Association and when necessary, determine any point on which the rules are silent.

13.2 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 Association unless and until countermanded by a resolution of a general meeting.

CLAUSE 14 **ADVISOR / PATRON**

The Committee shall if it deems fit and necessary appoint qualified persons to be the Advisor or Patron of the Association. If the Founder and former Presidents are not currently holding any position, they will serve as advisors by default. However, the individual selected for the advisory role must provide written consent.

CLAUSE 15 **PROHIBITION**

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

15.2 Neither the Association 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.

15.3 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association, its office-bearers or members without prior approval from the authorities concerned.

15.4 "Benefits" as mentioned under section 2 of the Societies Act 1966 (which reads as Until a local society is registered under this Act, no person shall, without a written permission of the Registrar, organize or take part in any activity of or on behalf of the society, except only to apply to, or correspond with the Registrar) shall not be given by the Association to any of its member.

CLAUSE 16 **AMENDMENT OF CONSTITUTION**

16.1 The Rules of the Association may not be amended except by resolution of an Annual General Meeting or Extra Ordinary General Meeting

16.2 All proposed amendments to the Rules of the Association shall be circulated to all members together with the notice of the General Meeting. The amendments can only be affected if passed by at least two-thirds of the voting members present at the General Meeting.

16.3 Such amendments made to the Rules shall take effects after approval by the Registrar of Societies. Amendments to the rules shall be forwarded to the Registrar of Societies within 60 days of being passed by a General Meeting.

CLAUSE 17 **DISSOLUTION**

17.1 The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the membership present in a general meeting.

17.2 In the event of the Association 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.

17.3 Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

CLAUSE 18 **FLAG, LOGO AND BADGE**

1. Flag

Description

The letter 'F' represents FAHAM, the name of the association (Financial Health Association of Malaysia) which aims to promote financial literacy, inclusion, and wellbeing through education, advocacy, and community engagement. The shape of a house conveys the awareness of building a strong foundation for financial stability and wellbeing. It suggests the importance of having a secure and stable financial base to build a comfortable and happy life. The green color of the logo represents trust, stability, and dependability. It suggests that the organization is reliable and trustworthy when it comes to matters related to finance. Green is also a common color used in financial institutions and represents professionalism.

2. Logo

Description

The letter 'F' represents FAHAM, the name of the association (Financial Health Association of Malaysia) which aims to promote financial literacy, inclusion, and wellbeing through education, advocacy, and community engagement. The shape of a house conveys the awareness of building a strong foundation for financial stability and wellbeing. It suggests the importance of having a secure and stable financial base to build a comfortable and happy life. The green color of the logo represents trust, stability, and dependability. It suggests that the organization is reliable and trustworthy when it comes to matters related to finance. Green is also a common color used in financial institutions and represents professionalism. FAHAM is the acronym for Financial Health Association of Malaysia.

3. Badge

Description

The letter 'F' represents FAHAM, the name of the organization which aims to promote financial literacy, inclusion, and wellbeing through education, advocacy, and community engagement. The shape of a house conveys the idea of building a strong foundation for financial stability and wellbeing. It suggests the importance of having a secure and stable financial base to build a comfortable and happy life. The green color of the logo represents trust, stability, and dependability. It suggests that the organization is reliable and trustworthy when it comes to matters related to finance. Green is also a common color used in financial institutions and represents professionalism. FAHAM is the acronym for Financial Health Association of Malaysia. The circle represents the interaction of households with the ecosystem.