

# CONSTITUTION OF THE MALAYSIAN DANISH ASSOCIATION (MDA)

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**[Article 1: Name of Association](#)** ([back to index](#))

The name of the association shall be the Malaysian Danish Association, hereinafter referred to as “MDA”, established as of the 11<sup>th</sup> November 2001.

**[Article 2: Correspondence Address](#)** ([back to index](#))

The address of MDA shall be: Malaysian Danish Association (MDA)  
c/o Mr. Wee Seng Hock, Peter  
Tjørneskellet 22, 2.  
2000 Frederiksberg,  
Denmark

**[Article 3: Objectives of MDA](#)** ([back to index](#))

1. MDA shall be a non-governmental, non-political, non-profit, non-religious, non-racial and non-trade union organisation.
2. To bring together all interested Malaysians, Danes, their families and others through educational, social, cultural and economic activities for the benefits of MDA and its members.
3. To organise national and/or cultural celebrations and/or functions to promote the interests of its members and to foster understanding and cooperation between Malaysia and Denmark.

**[Article 4: Membership](#)** ([back to index](#))

1. Application of membership is open to everyone.
2. Categories of membership and membership fees -
  - 2.1. Individual Member: DKK200, -

- 2.2. Family Group Member (incl. of own children under 18 years old only): DKK350, -
- 2.3. Honorary Membership – Free lifetime membership to current and former Consuls and former Chairmen of MDA.

### 3. Application for Membership and Membership Renewal.

3.1. Application for membership shall be made on the form prescribed for such purpose. 3.2. The Executive Committee can approve or reject any applications for memberships. The decision of the Executive Committee is final.

3.3. Membership fees shall be payable upon submission of application form and shall be valid from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December of the calendar year. Membership fees shall be payable to the MDA bank account.

3.4. Membership shall be terminated if the annual subscription fees are not renewed after repeated reminders and at MDA's sole discretion.

3.5. Membership fees paid are non-refundable and not transferable.

3.6. Membership fees are to be revised and decided during the Annual General Meeting.

### 4. Resignation from Membership.

4.1. Any member who desires to resign from membership must provide either written (email: [mdacph@gmail.com](mailto:mdacph@gmail.com)) or oral notice to MDA.

4.2. Every resignation notice shall be deemed to take effect on the date stated in the notice or on the date that such notice is received by MDA, whichever is later.

### 5. Expulsion.

5.1. The Executive Committee may, by notice in writing, have the right at any time to expel with immediate effect, any member if, in the opinion of the Executive Committee: a. such member has breached the Constitution of MDA.

b. such member has conducted himself/herself in an unbecoming manner.

c. allowing such member to remain as a member would bring discredit to MDA.

## **Article 5: Rights and Duties of Members** ([back to index](#))

1. All members shall have the following rights.

1.1. To attend Annual General Meetings and Extraordinary General Meetings of MDA.

1.2. To attend functions and activities arranged by MDA.

1.3. To comply with this Constitution and policies and rules of the Association, as amended from time to time.

1.4. No member shall by reason of membership of MDA, be liable for any debts or obligation of MDA in the absence of a written promise to accept such liability. 1.5.

Monies paid to MDA are non-refundable and not transferable.

1.6. Each member shall be obliged to keep the Secretary informed, of any change in address or personal information.

2. Voting rights.

2.1. Each member shall be entitled to one vote per motion, in person at the Annual General Meeting or any other Extraordinary General Meetings of MDA.

## **Article 6: Patron (where applicable)** ([back to index](#))

1. The Malaysian Honorary Consul in Denmark is the Patron of MDA.

## **Article 7: Executive Committee** ([back to index](#))

1. MDA shall have an Executive Committee, which shall be responsible for the day to day running of the association.
2. The Executive Committee shall be responsible for organising the Annual General Meeting, Extraordinary General Meeting, public relations and sponsorship activities as well as the administration of MDA.
3. The Executive Committee shall be responsible for carrying out all resolutions of MDA and for organising or appointing members to organise activities for the association.
4. The Chairman together with the Treasurer shall have full authority to enter into financial transactions.
5. The Executive Committee shall have the authority to obtain, collect and receive money and funds by contributions, sponsorships, donations, membership fees, or any other way (“Receipt of Funds”). Such Receipt of Funds should be documented and submitted to the Treasurer within a week of such receipt. The Treasurer will bank in such funds and produce Statement of Account to MDA within 2 weeks of the receipt of such funds.
6. The MDA funds can only be dealt with by the Chairman and the Treasurer.
7. The Executive Committee comprises of:
  - One (1) Chairman
  - One (1) Secretary
  - One (1) Treasurer
  - Two (2) Committee Member
8. Duties/Roles of Members of the Executive Committee.
  - 8.1. The Chairman.
    - a. The Chairman shall exercise general supervision over the affairs of MDA and represent the entire MDA in internal and external relations.
    - b. In the event of any dispute regarding the interpretation of any rules of Constitution or any by-laws, the decision of the Chairman shall be final.
    - c. In any meeting of MDA or any other meeting of the Executive Committee, should there be an equal number of votes for or against a motion, the Chairman of the meeting shall, in addition to the Chairman’s own vote, cast the deciding vote.
  - 8.2. The Secretary.
    - a. The Secretary shall be responsible in keeping and maintaining the minutes of all meetings of the Executive Committee, Annual General Meeting and Extraordinary General meetings of MDA.
    - b. The Secretary shall be responsible for keeping and updating all members’ records.
  - 8.3. The Treasurer.
    - a. The Treasurer shall keep all funds and collect all monies on behalf of the Executive Committee of MDA.
    - b. The Treasurer shall keep a correct account of all financial transactions of MDA. c. The financial year of MDA follows the ordinary calendar year (January-December). d. Financial transactions may be dealt with by either the Chairman or the Treasurer subject to approved budgets.
    - e. The account book shall be made available for inspection by the Auditors.
    - f. The Treasurer has one (1) month to prepare the year-end accounts before submitting to

the Auditors. The Treasurer shall submit the Accounts to the Auditors in January of the following year. The Auditors then have two (2) months from the date the accounts were submitted to perform the audit and the audit results must be presented to the Chairman by the 31<sup>st</sup> of March of the respective year. The accounts must be documented, audited and sent to the members at least fourteen (14) days before the Annual General Meeting.

- g. In circumstances that prevent the Treasurer in assuming his/her responsibilities concerning the financial status for MDA, the Executive Committee must then nominate the necessary person/persons to temporarily assume the duties/roles until an Annual General Meeting is called.
- h. The income and property of MDA whenever and however derived shall be applied solely towards the promotion of the objectives of the association. No portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profits or otherwise to any member of MDA. However, in the event of dissolution, pursuant to Article 15, claim shall be binding.
- i. The Treasurer in consultation with the Executive Committee and subject to their own discretion, may direct that payment by way of proper remuneration and/or reimbursement of reasonable expenses be made to any person or member of MDA for services rendered and/or out-of-pocket expenses or any other fees or charges incurred on behalf of the Association.

**Article 8: Auditor** ([back to index](#))

1. Two (2) members shall be elected at the Annual General Meeting as Auditors for the duration of two (2) years.

**Article 9: Election of Executive Committee Members** ([back to index](#))

1. Any nominations of prospective Executive Committee Members are to be submitted to the Chairman one (1) week prior to the election.
2. The nominees must be present.
3. Election shall be on a secret ballot or by show of hands, as determined by the members present at election.
4. Each member has only one vote, save for the position of Chairman; voting for all other Executive Committee positions (Secretary, Treasurer and two other Executive Committee members) can be done in absentia. The absent nominees must, one (1) week prior to the election at the AGM, give their written consent to the Chairman stating their agreement to run for Executive Committee position in absentia.
5. All positions in the Executive Committee shall be elected at the Annual General Meeting.
6. The office of the Chairman, Secretary and Treasurer shall each be individually voted upon.
7. Each elected Executive Committee Member shall hold office for a two (2) year period and shall be eligible for re-election when the term of office ends.
8. If an Executive Committee Member is unable to complete his/her term of office, a replacement may be co-opted by the Executive Committee by nominating the necessary

person/persons.

**Article 10: Annual General Meeting** ([back to index](#))

1. All members will be invited to attend the Annual General Meeting in order - 1.1. to receive and, if approved, pass the Account for the preceding financial year. 1.2. to endorse the members elected for the Executive Committee and to elect two (2) members to act as Auditors for the ensuing financial year.
2. Issues and/or points for discussion at the AGM is to be submitted in writing to the Chairman, at least one (1) week before the Annual General Meeting.
3. All members are to be informed at least two (2) weeks before the Annual General Meeting.
4. A member will be elected to chair the Annual General Meeting.

**Article 11: Extraordinary General Meeting** ([back to index](#))

1. Extraordinary General Meeting can be called at any time either by the Executive Committee or by any written request of not less than one quarter of the members who are entitled to vote provided such written request is submitted to the Chairman ten (10) days in advance.
2. Extraordinary General Meeting will be called and conducted in accordance to the "Annual General Meeting" terms. All members are to be informed at least two (2) weeks before the Extraordinary General Meeting.

**Article 12: Quorum** ([back to index](#))

1. The quorum at an Annual General Meeting or Extraordinary General Meeting shall not be less than ten percent (10%) of MDA members present in person.
2. If a quorum is not presented at an Annual General Meeting or Extraordinary General Meeting, the meeting shall be adjourned for fourteen (14) days. Members shall be notified of the adjournment. At the adjourned Annual General Meeting or Extraordinary General Meeting, any number of members attending such meeting shall constitute a quorum.
3. The Chairman and any one (1) Executive Committee member present in person throughout an Executive Committee meeting shall constitute a quorum.

**Article 13: Amendment of Constitution** ([back to index](#))

1. The provision of this Constitution may be revoked, added to or amended by a resolution passed by a two-third or more of the members present and entitled to vote at any General Meeting for which notice has been duly given specifying the intention to propose such revocation, addition or alteration, together with full particulars thereof.

**Article 14: Sponsorships** ([back to index](#))

1. MDA welcomes sponsorships from individuals, organisations, institutions and companies.

2. Sponsorships are to be discussed, reviewed and approved by the Executive Committee.

**Article 15: Dissolution** ([back to index](#))

1. If a resolution is passed by a two-third or more of members entitled to vote at a General Meeting to dissolve MDA, the Executive Committee shall take immediate steps to convert into money all the property of MDA.
2. The proceeds of such conversion shall be applied first in meeting all liabilities of MDA.
3. Any balance remaining shall be decided and disposed of by the Executive Committee through humanitarian and/or social activities.

**Dated: November 17<sup>th</sup>. 2019**

**(amendments voted on and passed at AGM of 2019; to further incorporate all previous amendments and produce one new updated version as per 2019)**

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