



## **RULES OF THE PERSATUAN PENYELIDIKAN KUALITATIF MALAYSIA (QUALITATIVE RESEARCH ASSOCIATION OF MALAYSIA)**

### **Rule 1: Name of Association**

The Association shall be known as PERSATUAN PENYELIDIKAN KUALITATIF MALAYSIA (PPKM) – (QUALITATIVE RESEARCH ASSOCIATION OF MALAYSIA) [QRAM]

### **Rule 2: Registered Place of Business of the Association**

Its registered place of business shall be at c/o Fakulti Pendidikan, Universiti Malaya, Jalan Lembah Pantai, 50603, Kuala Lumpur, and it shall not be changed except with prior writing of approval of the Registrar of Societies.

### **Rule 3: Definition**

Throughout this Constitution and Rules, the following terms shall have the meanings specified.

- 3.1 “the Association” means “Persatuan Penyelidikan Kualitatif Malaysia” (Qualitative Research Association of Malaysia);
- 3.2 “the Management Committee” means the “National Committee”;
- 3.3 “delegates” means “ordinary member, life member and institutional representations”.

### **Rule 4: Area of Operation**

The area of operation of the Association shall be Peninsular Malaysia and East Malaysia. Malaysia shall be divided into six regions:

- (i) Northern Region shall be made up of Penang, Perlis and Kedah
- (ii) Central Region shall be made up of Selangor and Kuala Lumpur
- (iii) Southern Region shall be made up of Malacca, Johor and Negri Sembilan
- (iv) Eastern Region shall be made up of Kelantan, Terengganu and Pahang
- (v) Sabah and Labuan
- (vi) Sarawak



### **Rule 5: Objectives of the Association**

- 5.1 to function as an umbrella organization that serves as a clearing house of information on trends and development in qualitative research methodology and practice;
- 5.2 to promote, **provide training and consultation** in qualitative research;
- 5.3 to assist researchers and practitioners involved in qualitative research;
- 5.4 to represent the interests of researchers involved in qualitative research;
- 5.5 to facilitate collaboration among researchers and practitioners involved in qualitative research;
- 5.6 to enable researchers involved in qualitative research to exchange ideas, experiences and resources;

### **Rule 6: Membership**

- 6.1 Ordinary and Life Members: This shall consist of professionals, educators, academicians and practitioners from various disciplines;
- 6.2 Student Members: This shall consist of students in universities and institutions of higher learning with approval from the Vice - Chancellor of the University concerned;
- 6.3 Institutional/Organisational Members: This shall consist of institutions and organisations; each of the member shall be represented by one representative;
- 6.4 Honorary Members: This shall consist of respectable and distinguished persons invited by the Management Committee.

### **Rule 7: Admission of Members**

- 7.1 Any person qualified for membership who is desirous of becoming a member shall send in an application to the Secretary in the form prescribed by the Management Committee stating a willingness to submit to the obligation resulting from the Constitution and to abide by the Rules and decision of the Association;
- 7.2 The Management Committee reserves the right to accept or refuse an application for membership without assigning reasons;
- 7.3 Every applicant who has been duly admitted shall on payment of entrance fee of ten ringgit (except student members) and membership fee shall be deemed to have acquired all the rights, duties and responsibilities of a member of the Association as laid down by the Rules.



### Rule 8: Subscription

8.1 The entrance fee and subscription payable on application shall be as follows:-

Categories	Entrance Fee (RM)	Annual Subscription
(a) Ordinary	10	<b>30</b>
(b) Student	Free	25
(c) Life	10	<b>500</b>
(d) Institutional/ Organizational	10	<b>1000</b>
(e) Honorary	Free	Free

8.2 The annual subscription for members shall be as the above and shall be due and payable on 31<sup>st</sup> December of each year.

### Rule 9: Cessation of Membership

Membership ceases by:-

- 9.1 Resignation – any member may resign his/her membership at any time by notifying the Secretary in writing. Such resignation shall be effective on being accepted by the Management Committee;
- 9.2 Failure to pay the annual subscription for six consecutive months after the expiratory date shall result in the loss of membership but a re-admission is possible upon settlement of all the arrears;
- 9.3 Death, insolvency or insanity;
- 9.4 Bankruptcy;
- 9.5 Conviction of criminal offence punishable by imprisonment;
- 9.6 Expulsion in accordance with Rule 9.8;
- 9.7 Cancellation of the registration of the Association;
- 9.8 a) If any member violates the Rule, or acts in a manner prejudicial to the interest of the Association or has been guilty of conduct constituting a nuisance or persistent annoyance to members of the Association, the Management Committee may suspend the member until the question of dismissal is decided by the Annual General Meeting;
- b) During the period of suspension, a member shall not be entitled to any of the rights of the membership except that of being heard at the Annual General Meeting;

**Rule 10: Reimbursement of Subscription**

No member leaving the Association shall have any claim for refund of subscription paid by them.

**Rule 11: Privileges of Subscription**

- 11.1 Only Ordinary, Institutional representatives and Life Members shall have the right to vote, to elect other members to office, and to be elected to office;
- 11.2 Every member, irrespective of category shall have the right to participate in all activities sponsored or organized by the Association and make use of facilities provided by the Association;

**Rule 12: Duties of Members**

It shall be the duty of each member to ensure that his/her conduct is not contrary to the Rules or the general interest of the Association. No member shall issue to the press or the public any document, circular or any other information concerning, or on behalf of the Association, unless prior written approval has been given by the Management Committee.

**Rule 13: Prohibitions**

- 13.1 The Association shall not indulge in any political activities or allow its funds or premises to be used for political purposes;
- 13.2 The Association shall not engage in any trade union activities as defined in the Trade Union Act, 1959;
- 13.3 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association, or its Management Committee.

**Rule 14: Property of the Association**

- 14.1 The property of the Association shall be the monies received by way of any subscription, fees and gifts or donations made to the Association and such other real or personal property into which these monies may be subsequently converted;
- 14.2 The General Meeting shall have the power to transfer, dispose or otherwise deal with the property as defined in the above;
- 14.3 Three Trustees, who must be over twenty-one years of age, shall be appointed at the Annual General Meeting and shall hold office during the pleasure of the Association. They shall have vested in them all immovable properties whatsoever belonging to the Association upon the execution of a Deed of Trust;
- 14.4 The Trustees shall not sell, withdraw or transfer any of the properties of the Association without the consent and authority of a general meeting of members;



- 14.5 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 reason, 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.

#### **Rule 15: Gifts and Donations**

The Association may receive gifts and donations from members and non-members. All amounts, so received, shall be credited to a special fund and shall be used in the management of the Association.

#### **Rule 16: General Meeting**

- 16.1 The supreme authority of the Association shall be vested in the General Meeting consisting of delegates and Management Committee members. General Meetings shall be two kinds, Annual and Extraordinary. The Annual General Meeting shall be held once every year, not later than six months after the close of the financial year, which will be 31<sup>st</sup> December;
- 16.2 At least 15 days' notice shall be given to all Regional Centres and delegates for any General Meeting. Such notice shall clearly state the date, time and place of the meeting and the business to be transacted at such meetings. The audited accounts of the previous year shall be sent together with the notice for the Annual General Meeting. No business other than that specified in the notice or included in accordance with Rule 16.6(i) shall be discussed or transacted at a General Meeting without the specified approval of the Chairperson of the meeting;
- 16.3 The Management Committee may, whenever it thinks fit, and shall upon a requisition made in writing by at least one-third of the delegates or by sixty delegates, whichever is less, convene an Extraordinary General Meeting. Such requisition made by delegates shall be addressed to the President and it shall be left at the registered address of the Association. An Extraordinary Meeting so requisitioned shall be held within 30 days of the receipt of such requisition;
- 16.4 One half of the total number of members or **forty delegates (including proxy)**, whichever is less, shall form a quorum at a General Meeting. All questions other than the amendment to Rules shall be decided by a majority of votes of those present. The Chairperson shall have a casting vote when the votes are equal. If at the time fixed for the meeting, a quorum is not forthcoming, the meeting shall, if called on a requisition of members, be dissolved. If otherwise convened, the meeting shall be postponed to a date at least 7 days and not more than 14 days ahead and the business to be transacted at such a postponed meeting shall be the same as, and no other than proposed for the original date of meeting;
- 16.5 The President shall preside at all General Meetings. In his/her absence, one of the Deputy Presidents shall preside. In their absence, any member elected by the meeting shall preside;
- 16.6 The following business shall be transacted at the General Meeting:-
- a) The election or removal of the members of the Management Committee
  - b) The consideration of the annual statement of accounts and balance sheets and the auditors' report
  - c) Consideration of the report of the Management Committee
  - d) The amendment of these Rules



- e) To elect two or more internal auditors and to appoint an external auditor to audit the accounts of the Association for the year
- f) To approve estimates of income and expenditure
- g) To expel a member under Rule 9.6
- h) The affiliation of the Association to any other organization
- i) To transact any other business of the Association of which at least 7 days' notice shall have been given

16.7 All business discussed and decided at a General Meeting shall be recorded in a minute book which will be signed by the Secretary of that meeting and the Chairperson or Vice-Chairpersons of the meeting at which the minutes are confirmed;

16.8 Each delegate present is entitled to only one vote.

### **Rule 17: Management Committee**

17.1 Management Committee shall consist of not more than eighteen and not less than eight members of the Association elected biannually at the Annual General Meeting of the Association;

17.2 The Management Committee shall be composed of the following:

- 1) One President
- 2) Two Deputy Presidents
- 3) One Secretary
- 4) One Assistant Secretary
- 5) One Treasurer
- 6) One Assistant Treasurer
- 7) Not more than five Ordinary Management Committee members to be elected by the delegates at the Annual General Meeting and;
- 8) Not more than six to be appointed by the President after consultation with the Management Committee

17.3 Members of the Management Committee shall be nominated, seconded and elected by the delegates by a simple majority of votes at the Annual General Meeting except those appointed under the Rule 17.2 (8). All Management Committee members and officers performing executive functions shall be Malaysian citizens. A member shall qualify to stand for election to the National Management Committee at the Annual General Meeting after being approved for at least **six** months at the time of the meeting, except for the founder members who attended the inaugural meeting on 10<sup>th</sup> May, 2002;

17.4 Management Committee shall be responsible in all their acts and omissions to the general meeting of members and shall further be responsible for any loss sustained through negligence or acts or omissions;

17.5 All members of the Management Committee shall retire after two years. Retiring members may be re-elected;

17.6 All immediate past Presidents shall automatically be appointed ex-officio member of the Management Committee;



- 17.7 Vacancies of the Management Committee shall be filled by co-option until the next Annual General Meeting;
- 17.8 The Management Committee shall meet at least once in 2 months. The meeting of the Management Committee shall be called by the Secretary. A Management Committee meeting shall also be called if six members of the Management Committee make a request in writing to the Secretary mentioning the business to be transacted;
- 17.9 Half of the total number of members of the Management Committee shall form a quorum and at least seven days' notice shall be given to all members of management Committee;
- 17.10 The President shall preside at all Management Committee meetings of the Association. In the absence of the President, one of the Deputy Presidents, and in their absence, any member of the Management Committee chosen by those present at the meeting;
- 17.11 All business discussed and decided at the meeting of the Management Committee shall be recorded in a minute book which shall be signed by the Secretary of the meeting and the Chairperson or Vice- Chairpersons of the meeting at which the minutes are confirmed;
- 17.12 A member of the Management Committee shall automatically cease to hold office if he/she:-
- (a) ceases to be a member of the Association
  - (b) is removed from the office at the General Meeting;
  - (c) absents himself/herself from three consecutive meetings without the approval of the Management Committee

#### **Rule 18: Powers and Duties of the Management Committee**

The Management Committee shall exercise all powers of the Association except those reserved for the General Meeting, subject to any regulations and restrictions duly laid down by the General Meeting or the Rules, and in particular shall have the following powers and duties:-

- 18.1 to observe in all their transactions, all these Rules;
- 18.2 to maintain accurate accounts of all monies received and expended;
- 18.3 to keep account of the assets and liabilities of the Association;
- 18.4 to keep a correct and up-to-date Register of members;
- 18.5 to prepare and lay before the Annual General Meeting, a profit and loss Account and an audited balance sheet including the Annual Report of the Management Committee;
- 18.6 to examine the accounts, sanction all expenditures and supervise the maintenance of the prescribed books, registers and other documents;
- 18.7 to elect new members;
- 18.8 to co-opt members to fill vacancies arising from time to time among the members of the Management Committee provided the names of the members of the Management Committee



so co-opted shall be submitted to the next General Meeting held thereafter for approval; after such approval, a co-opted member shall hold office for the un-expired portion of the period of service of his/her predecessor in office;

- 18.9 to summon a General Meeting in accordance with these Rules;
- 18.10 to institute, conduct, defend, compromise, refer to arbitration or abandon legal proceedings and claims by or against the Association or Management Committee or the officers of the Association concerning the affair of the Association, through any of the members of the Management Committee or Secretary of the Association, or any other person specially authorized by them in writing for the purpose;
- 18.11 to arrange for the custody of the books and other documents;
- 18.12 to draw up regulations for the conduct of the business of the Association;
- 18.13 to appoint a sub-committee from among the membership of the Association and to delegate such powers as may be found necessary from time to time by resolution of the Management Committee;
- 18.14 to carry out all activities of the Association in accordance with the aims and objectives of the Association;
- 18.15 to make provisional decision upon any matter for which no provision is made in the Rule of the Association. Such a decision shall be subject to rectification and/or revision at the General Meeting which shall be called not later than four weeks after such a decision has been made;
- 18.16 to borrow or raise any monies that may be required upon such terms as may be deemed advisable and in particular by mortgage, or charge of all, or any of the property of the Association, subject to approval of the General Meeting;
- 18.17 to invest any monies in such a manner as from time to time may be determined;
- 18.18 to purchase or lease, rent, hold or dispose of construct, or alter any equipment, or building to be used as a college, library, offices, or lecture rooms, or any other property, real or personal, for the advancement of the objectives, or any of them, subject to the approval of the relevant authorities;
- 18.19 to form a library or libraries and one or more collections, or equipment for the use of members and others, and to collect and collate and publish information of service to members by printing and publishing, or assisting in the publication of any newspapers, periodicals, journal, books and circulars, or the promotion of the objectives, or any of them, subject to the approval of the relevant authorities;
- 18.20 to contribute to the expenses of persons attending conferences or meetings, or engaging in authorized travel or research to promote the objectives or any of them;
- 18.21 to appoint, suspend or remove officers and to determine the conditions of their appointment;





- 18.22 to hold or participate in the holding of conferences and meeting, the reading of papers and the delivery of lectures, and to provide any other means for collecting and disseminating information concerning qualitative research and practice;
- 18.23 to award prizes or scholarship for outstanding academic or professional achievement.

#### **Rule 19: Limitation of Liability**

Notwithstanding anything to the contrary in these Rules, authorization of the General Meeting shall be required for any expenditure at anytime which would result in the liabilities of the Association, exceeding the market value of the assets of the Association by a sum greater than the total half-yearly subscription of members for the previous half-year.

#### **Rule 20: Duties and Powers of Management Committee:**

##### 20.1 President:

The President shall preside over all General Meetings and Management Committee meetings of the Association and sign the minutes of each meeting at the time they are confirmed. In the absence of the President, one of the Deputy Presidents, and/or in their absence, any member of the Management Committee chosen present shall preside at the meeting;

##### 20.2 The President shall have the right to co-opt any member into the various sub-committees from time to time;

##### 20.3 Deputy Presidents:

The Deputy Presidents shall assist the President in the performance of his/her duties

##### 20.4 Secretary:

- a) To maintain correctly and update the prescribed books, membership registration and other documents
- b) To sign on behalf of the Association and conduct its correspondence
- c) To summon and attend the General Meetings and meetings of the Management Committee under the rules of the Association
- d) To record the proceedings of such meetings and have them duly signed
- e) To prepare the annual statements and annual reports and submit them to the Management Committee
- f) To hold the seal of the Association in safe custody
- g) To attend to such other duties as the Management Committee may assign to him/her

##### 20.5 Assistant Secretary

Assistant Secretary shall assist the Secretary in the performance of his/her duties



## 20.6 Treasurer

- a) To take charge of all monies received by the Association
- b) To make disbursements in accordance with the directions of the Management Committee
- c) To maintain the Cash Book which he/she shall sign at least once a month in token of its accuracy
- d) To maintain such other books of accounts
- e) To produce the cash balance whenever called upon to do so by the President, the auditors or an officer appointed by the Registrar of Societies
- f) To arrange for the deposit of all monies received by the Association in the bank within such time as may be decided upon by the Management Committee, provided that she/he may keep a sum of not exceeding RM300 at any time as petty cash. The bank account shall be in the name of the Association
- g) To be responsible for the preparation of all receipts and other financial documents prescribed by the Rules or required by the Association in the course of its business
- h) To issue and sign receipts for the money paid to the Association
- i) To do such acts as may be required under the Rules or on the discretion of the Management Committee

## 20.7 Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer in the performance of his/her duties

## 20.8 Ordinary Committee Member

The members shall carry out such duties as directed by the President or the Management Committee

## **Rule 21: Finance**

### 21.1 Financial Year

The Financial Year of the Association shall be from the 1<sup>st</sup> January to the 31<sup>st</sup> December of the same year;

### 21.2 Authority to Sign

Cheques

- (i) The President, the Secretary, the Treasurer and any one of the Deputy Presidents appointed by the Management Committee shall be the signatories
- (ii) The President and the Treasurer are the two compulsory signatories required to authorize any amount not exceeding one thousand ringgit;
- (iii) In the absence of the President and Treasurer, two other signatories mentioned in i) are required to authorize any amount not exceeding one thousand ringgit;



- (iv) Any three of the above signatories shall be required to authorize expenditure for any amount exceeding one thousand ringgit, and for any amount exceeding five thousand ringgit, the written approval of the Management Committee is needed.

### 21.3 Power of Expenditure

- (i) The President shall have the authority to sanction the expenditure of a sum not exceeding RM300 to be allocated to the Treasurer as petty cash at any one time;
- (ii) Any expenditure in excess of RM300 but below RM10,000 shall not be paid out of the Association's Fund without the approval of the Management Committee
- (iii) Any expenditure in excess of RM10,000 shall not be paid out of the Association's Fund without the approval of the Management Committee;

### 21.4 Apportion of Funds

- (i) All collections of membership subscriptions shall be reported to and managed by the Management Committee of the Association;
- (ii) Donations of any kind for Qualitative Research Association of Malaysia functions, whether National or Regional, shall be collected and managed by the Management Committee.

### 21.5 Deeds, Debentures, Contracts

Any deed, document, debenture, or security which the Management Committee shall by resolution determine on executing, shall be signed by the President, the Secretary and the Treasurer.

### **Rule 22: Voting**

Voting at general meetings shall be by show of hands unless otherwise requested by any one or more delegates when it shall be by ballot. Every delegate present shall have one vote. All resolutions and decisions shall be carried out by majority vote unless specifically of votes, the President shall have a casting vote.

### **Rule 23: Amendment to Rules**

These Rules shall be revoked, altered, or amended only by resolutions passed by the Annual General Meeting or Extraordinary General Meeting by a majority of not less than two-thirds of the delegates present and voting. All proposed revocations, alterations or amendments shall be made in writing to the Secretary at least seven days before the date set for the meeting. All amendments to the Rules shall only be enforced after sanction by the Registrar of Societies. All applications to the Registrar of Societies shall be made within sixty days of the decision to make the change at the general meeting.

### **Rule 24: Dissolution of the Association**

- 24.1 The dissolution of the Association shall occur only by resolution at the Extraordinary General Meeting duly convened to consider the matter. The Association shall be dissolved if not less than two-thirds of the delegates present at the meeting vote in favour of the dissolution;



- 24.2 If the Association shall be dissolved and upon winding up of the Association, there remains after satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Association, but shall be transferred to some other organization or organizations having similar aims to the Association, to be determined by ballot at or before resolution.

**Rule 25: Common Seal**

The seal of the Association shall not be fixed to any instrument except by the authority of a resolution of the Management Committee and in the presence of the President and of the Secretary shall sign every instrument to which the seal of the Association is affixed in their presence.

**Rule 26: General**

26.1 Patron

The Patron shall be appointed by the Management Committee when necessary.