

YAYASAN PENCEGAHAN JENAYAH MALAYSIA (THE MALAYSIA CRIME PREVENTION FOUNDATION) (MCPF) CONSTITUTION

ARTICLE 1. Name and Address of Foundation

(a) This foundation shall be named “Yayasan Pencegahan Jenayah Malaysia (The Malaysia Crime Prevention Foundation - MCPF)” (hereinafter referred to as “The Foundation”).

(b) The registered office of the Foundation shall be located at :

Jabatan Pencegahan Jenayah dan Keselamatan Komuniti (JPJKK)
Crime Prevention and Community Safety Department
Ibu Pejabat Polis Diraja Malaysia
Bukit Aman
50560 Kuala Lumpur, Malaysia

(c) The correspondence office shall be at:

A-20-13, Tower A, Level 20
Menara UOA Bangsar
No. 5 Jalan Bangsar Utama 1
59000 Kuala Lumpur, Malaysia

or such other place as may be decided by the Executive Council from time to time with the approval of the Registrar of Societies.

ARTICLE 2. Objectives

(a) The primary aim of the Foundation is to promote public awareness and participation in crime prevention effort in tandem with the coordinated effort of the government and private organization interested or involved in crime prevention and the criminal justice system in Malaysia.

(b) The Foundation shall also contribute to the enhancement of effective measures for crime prevention and the treatment of the offenders by way of survey, research and other programmes on the basis of solidarity and mutual cooperation among persons involved with criminal justice system in countries of the Asian region, thus pursuing the ultimate goal of peace and stability in the region.

(c) The Foundation shall provide a forum for the exchange and coordination of ideas, concepts and programs pertaining to crime prevention.

(d) The Foundation shall encourage extensive citizen and community involvement in the reduction of crime and criminal opportunity.

(e) The Foundation shall encourage maximum cooperation between all segments of the criminal justice system in addition to improve communication with all citizens towards the goal of crime reduction.

(f) The Foundation shall do all things necessary and proper to promote crime prevention planning and implementation for Malaysian citizens.

(g) The Foundation shall receive and administer all funds for the fulfilment of the above objectives for the benefit of all Malaysian irrespective of race, creed and religion.

ARTICLE 3. Activities & Mission

In furtherance of its declared objectives, the Foundation shall undertake the followings:

(a) Organise, coordinate, promote activities and assist other organisations, institutions, bodies and persons for the purpose of crime prevention.

- (b) Organise or assist in organising public lectures, training sessions, symposia, seminars, exhibitions and other meetings concerning research, training and public enlightenment and awareness in connection with crime prevention and the treatment of offenders.
- (c) Conduct, assist or encourage such activities as survey, research and related activities in the field of crime prevention and the treatment of offenders.
- (d) Publish and distribute pamphlets, periodicals and other relevant literature to expound the aims and objectives of the Foundation subject to the prior approval of the relevant authorities.
- (e) Publish, exchange and distribute documents and source materials concerning crime and criminal justice mainly in Asia.
- (f) Send, invite, assists in sending or inviting researchers and experts in the field of crime prevention and the treatment of offenders, regardless of their place of residence.
- (g) Assist the activities of those who work for the rehabilitation of victims, offenders and former offenders in Malaysia.
- (h) Collaborate and co-operate with other related organisations inside and outside Malaysia particularly the United Nations Asia and Far East Institute for the Prevention of Crime and Treatment of Offenders (UNAFEI) and other similar regional organisations.
- (i) At least 70% of all incomes and donations to the Foundation shall be utilised for the fulfilment of the declared objectives which shall include the cost and expenses for the administration of the Foundation.
- (j) Generate income by utilising not more than 30% of all income and donations of the Foundation in short-term investments and the profits of which shall be used solely to fulfil the objectives of the Foundation.
- (k) Solicit funds to support and sustain non-commercial activities organised in fulfilment of its declared objectives.
- (l) Collect or receive grants, endowments, donations and legacies from individuals or organisations or from any other source for the promotion of the objectives of the Foundation.
- (m) Contribute toward the rehabilitation of and assistance to the victims of crime where such assistance is considered by the Foundation to be appropriate according to the merits of each case.
- (n) To make and publish statements to government and/or the media in relation to crime. All media statements shall be made by the Foundation's spokesperson authorised by the Foundation.
- (o) To make recommendations for the introduction of new laws or to improve the existing laws in relation to the criminal justice system and the punishment of offenders.

ARTICLE 4. Assets and Accounts

Assets of the Foundation shall consist of the following:

- (a) Funds donated or received from individuals, organisations or agencies.
- (b) Proceed generated from the assets.
- (c) Income derived from its activities.
- (d) Membership dues, grants-in-aid, contributions, endowment and other income.
- (e) Investment in form of shares, bonds and mutual funds.
- (f) Land and building (immovable properties).

ARTICLE 5. Control of Assets

- (a) Assets of the Foundation shall be controlled by the Executive Council in the manner provided by the Council.
- (b) The Foundation shall open a bank account or accounts for its cash assets which shall be managed prudently. Other appropriate valuables securities belonging to the Foundation, shall also be kept at the bank or banks. Withdrawal notices from the bank account shall be signed by the Treasurer as a mandatory cheque signatory and any one of the following four office-bearers:
 - (i) Chairman of the Executive Council
 - (ii) Deputy Chairman
 - (iii) Vice Chairman
 - (iv) Honorary Secretary
- (c) The Foundation shall also open bank account or accounts for any of its committees formed by the Executive Council from time to time. The Executive Council shall prescribe the manner of the operation of the said bank account by way of resolution or directive issued from time to time.
- (d) The Executive Council shall submit, together with a statement, existing total assets as of the end of the fiscal year, an accounting report and balance sheets, within a month after each fiscal year, to the Auditors for auditing and approval.
- (e) Each fiscal year of the Foundation shall start on the first day of January and end on the thirty first day of December in same year.

ARTICLE 6. Patron

The Prime Minister of Malaysia shall be the Patron and Honorary Life Member of the Foundation. He shall be deemed to be an Honorary Life Member of the Foundation upon his taking office as Prime Minister.

ARTICLE 7. Structure of Executive Council

The Foundation shall be managed by an Executive Council consisting of seventeen (17) but not more than **forty six (46)** Executive Councillors which shall include:

- (i) One Chairman
- (ii) One Deputy Chairman
- (iii) Three Vice-Chairmen which consist of the following:-
 - (a) One Senior Vice Chairman
 - (b) Two Vice Chairman
- (iv) One Treasurer
- (v) One Honorary Secretary
- (vi) One Executive Secretary

Those who take chair as the Chairman and the Deputy Chairman, such individuals shall be deemed to be a Honorary Life Member of the Foundation.

ARTICLE 8. Provisions Relating to Executive Council

- (a) The Patron shall have the prerogative of having to appoint a Chairman of the Foundation and such person to be appointed as a Chairman shall be holding office as a Minister. The Inspector-General of Police shall be appointed as the ex-officio Deputy Chairman and the Deputy Inspector General of Police shall assume the duty and function as the Deputy Chairman during the absence of the Inspector-General of Police.
- (b) The following shall be appointed by the Patron as ex-officio Executive Councilors :
 - (i) Secretary- General, Ministry of Home Affairs
 - (ii) Secretary-General, Ministry of Women, Family and Community Development
 - (iii) Secretary General, Ministry of Youth and Sport
 - (iv) Secretary General, Ministry of Higher Education
 - (v) Director-General, Ministry of Education
 - (vi) Director-General, Social Welfare Department
 - (vii) Director-General, Department of National Unity and Integration

- (viii) Director-General, Prison Department of Malaysia
- (ix) President of Malaysian Auxiliary Police Association
- (x) Director of Crime Prevention and Community Safety Department, Royal Malaysia Police
- (xi) Director-General, Immigration Department of Malaysia
- (xii) Secretary-General, Ministry of Communications and Multimedia Malaysia
- (xiii) Director-General, The People's Volunteer Corps (RELA)
- (xiv) Director-General, Local Government Department, Ministry of Urban Wellbeing, Housing and Local Government
- (xv) Director General, National Anti-Drugs Agency (NADA)**
- (xvi) Director General, Royal Malaysian Customs Department**
- (xvii) Chief Executive Officer, CyberSecurity Malaysia**

Individuals nominated to represent the above governing bodies shall forthwith be deemed as Ordinary Members of the Foundation.

- (c) The Chairman shall appoint, from among the Foundation members, eight (8) individuals from the following, to be Executive Council Members of the Foundation: -
 - (i) Two members from corporate bodies based in Malaysia;
 - (ii) Two members from the UNAFEI Alumni of Malaysia;
 - (iii) Two leading academicians from within Malaysia;
 - (iv) Two members who are considered capable by the Chairman to contribute to the Foundation
- (d) Members of the Foundation shall elect, at an Annual General Meeting, up to seventeen members to be Executive Councilors. Names of these seventeen members shall be proposed and seconded at the Annual General Meeting. Where more than seventeen members are nominated, an election shall be held and the seventeen members with the highest number of votes will be elected to the Executive Council.
- (e) The first Executive Councilors shall be appointed by the Patron who will indicate those whose appointments fall under Article 8(c). All Executive Councilors may be re-appointed or re-elected on the basis of a two (2) years term, subject to the provision in Article 8(c) and 8(d).
- (f) The three Vice Chairman shall be appointed by the Chairman of Foundation among the elected Executive Councilors. One of the Vice Chairman shall carry the designation as Senior Vice Chairman.
- (g) The Treasurer shall be appointed from amongst the elected Executive Councilors by the Chairman of the Executive Council. The Honorary Secretary and the Executive Secretary shall be appointed by the Executive Council at the Executive Council meeting and the said individuals shall be deemed as Executive Council Members.
- (h) The Executive Council shall appoint an External Auditors, not more than two qualified Public Auditors who shall not be members of the Foundation.
- (i) The Executive Council shall re-appoint or replace External Auditors when such is deemed fit upon securing the prior approval of the Executive Councilors in the Executive Council meeting.
- (j) The official spokesperson of the Foundation shall be the Chairman, Deputy Chairman and the Senior Vice Chairman of the Foundation. However, in the absence of the aforesaid persons, the Vice Chairman shall be the official spokesperson.

ARTICLE 9. Provisions Relating to Office Bearers

- (a) The duties of the office-bearers are as follows:
 - (i) The Chairman shall be head of the Foundation. He/she shall preside at all Executive Council meetings and may be a co-signatory of all cheques and withdrawal notices from the bank accounts(s) of the Foundation as provided for in Article 5(b).
 - (ii) The Deputy and Vice-Chairman shall assist the Chairman in his duties. The Deputy Chairman shall deputise for the Chairman in the latter's absence. He/she shall be authorised as a co-signatory for all cheques and withdrawal notices from the bank account(s) of the Foundation as provided for in Article 5(b).
 - (iii) The Honorary Secretary shall be responsible for all administration matters relating to the Foundation. He/She shall attend to all correspondence and keep and maintain all books, registers, letters and document except for those relating to the accounts and finances of the Foundation. He/She shall attend all meetings

of the Foundation and keep minutes of such meetings. He/She shall be authorised to be a co- signatory for all cheques and withdrawal notices from the bank account(s) of the Foundation as provided for in Article 5(b).

- (iv) The Executive Secretary shall assist the Honorary Secretary in the discharge of his/her duties and deputise for the Honorary Secretary in the latter's absence.
 - (v) The Treasurer shall be responsible for all financial matters relating to the Foundation. He/she will keep and maintain all accounts of the Foundation. He/she shall be an authorised and mandatory signatory for all cheques and withdrawal notices from the bank account(s) of the Foundation as provided for in Article 5(b).
 - (vi) The Executive Councillors constituting the Executive Council shall assume the responsibility of the management of the Foundation.
 - (vii) The External Auditors shall be responsible for auditing the accounts of the Foundation at the end of each fiscal year. On completion of their auditing, an audit report shall be submitted to the Executive Council which shall approve the audit report and adopt the said report. This said report shall be presented in the Annual General Meeting.
 - (viii) The annual audited accounts and the list of office-bearers (if there are changes) shall be submitted to the Director-General of Inland Revenue at Kuala Lumpur and to the Registrar of Societies.
- (b) The tenure of any member of the Executive Council shall cease or be terminated in the following circumstances:-
- (i) When he/she voluntarily resigns as an Executive Councillor in which case he/she shall submit a written notice of his intentions to the Chairman of the Executive Council. The resignation shall only be effective when a written notice is issued by the Chairman of the acceptance of the said resignation.
 - (ii) On his/her demise.
 - (iii) When an Executive Council member has acted in a manner prejudicial to the objectives and interests of the Foundation and is dismissed through a resolution of the Executive Council. Circumstances which would warrant a dismissal from the Executive Council are as follows: -
 - (a) Having to have been charged and/or convicted of any criminal offence;
 - (b) Having to have used the name of the Foundation in a manner not permitted by the Executive Council;
 - (c) Having to have used the name of Foundation as a mean for personal financial gains;
 - (d) Having to have abused his/her power as an Executive Council;
 - (e) Having to have conducted oneself in a manner which is unbecoming of a member of an Executive Council.

Should an Executive Council Member be accused of infringing the prohibition mentioned hereinabove particularly (b), (c), (d) or (e), the Chairman shall appoint a Disciplinary Panel consisting of at least 3 members from the Executive Council to investigate and make recommendation to the Executive Council on the appropriate course of action against such Member and upon deliberation, the Executive Council shall convey its decision to the said Member.

The said Member may appeal to the Chairman to reconsider the decision of the Executive Council and the said Member shall do so by letter addressed to the Executive Council within 14 days from the date the decision of the Executive Council was conveyed to him, failing which, no appeal shall be deemed to exist and the decision shall be final.

- (c) In the event of a vacancy in the Executive Council, it shall be filled in the following manner:
 - (i) Member appointed by the Patron
A position previously held by a member appointed by the Patron shall be filled in a like manner.
 - (ii) Elected Member
The position shall remain vacant until a new member is elected at the next Annual General Meeting or Extraordinary General Meeting.
- (d) Between the Annual General Meeting, the Executive Council shall interpret the constitution of the Foundation and, when necessary, determine any point on which the Constitution is silent. The decisions of the Executive Council shall be binding on all members unless countermanded by a resolution of a General Meeting.

ARTICLE 10. Eligibility of Office Bearers

- (a) All members of the Executive Council and every officer performing executive function in the Foundation shall be Malaysian citizens.
- (b) Notwithstanding Article 10(a), a non-citizen of Malaysia who is a member may hold office with the sanction of the Chairman and prior approval of the Registrar of Societies and the Director General of Inland Revenue.

ARTICLE 11. Advisors, Consultants and Trustees

- (a) The Foundation may appoint Advisors and Consultants on such terms as may be decided by the Executive Council.
- (b) The appointment of Advisors and Consultants shall be made by the Chairman on the recommendation of the Executive Council.
- (c) The Advisors and Consultants shall give advice, as requested, on important issues for the Foundation.
- (d) The Chairman shall appoint a board of Trustees consisting of not more than three members from amongst the Executive Council Members who shall be responsible in having to ensure that all assets of the Foundation are protected from being dissipated by fraud, forgery or through void instruments of dealings. The Trustee shall also be responsible in having to advise the Executive Council on the best available investments of the Foundation's funds as in accordance with Part II of the Trustee Act 1949 (Revised 1978) and the conduct of the Trustee shall be strictly governed by the provisions of Trustee Act 1949 (Revised 1978).

ARTICLE 12. Employees

- (a) The Foundation may take necessary persons into employment and they are the permanent staff of the Foundation.
- (b) The employees of the Foundation shall be appointed and dismissed by the Chairman of the Management Committee and perform such assignments as specified by the Management Committee.
- (c) The laws governing the employees shall be the Employment Act and the Industrial Relation Act of Malaysia.
- (d) Any complaints on the employee's misconduct will be investigated by Administration and Operation Committee who will submit a report on its findings to the Management Committee which shall determine the issues relating to the said misconduct and wrongdoing with regard to the employee.

ARTICLE 13. Meetings

The Foundation shall conduct the following meetings:

- (a) Executive Council Meetings.
 - (i) A meeting of the Executive Council may be convened at any time by the Chairman if he deems it necessary or at least once in every three months. Notice and agenda of the meeting will be forwarded by the Secretary to all Executive Councilors at least seven (7) days in advance.
 - (ii) In the event that a meeting is requested by one-third or more of the Executive Councilors or by the Auditors and the request is accompanied by specific agenda items to be raised at the meeting, the Chairman shall convene a Council meeting within thirty days after such request has been made.
 - (iii) The quorum of the Executive Council meeting shall be one half of the incumbent membership of the Executive Council. All Executive Councilors must be present in person in the meeting. In any event any of the Ex-officio Executive Councilor is unable to present in person, he/she shall send his/her authorized representative to the meeting.
 - (iv) All matters shall be decided upon, unless otherwise stipulated in this constitution, by a majority of those present. In case of a tie, the Chairman shall have a casting vote.

- (b) Annual General Meeting.
- (i) The Annual General Meeting shall be held not later than thirty-first March each year upon a date, time and place to be decided by the Executive Council.
 - (ii) The Annual General Meeting shall:
 - (1) Confirm the minutes of the last Annual General Meeting and subsequent Extraordinary General Meeting.
 - (2) Receive and consider the Annual Report.
 - (3) Receive and consider the Treasurer's Report and audited account for the previous year.
 - (4) Elect members to the Executive Council according to the provision of Article 8(d).
 - (5) Consider any resolution or issue of which notice in writing has been given to the Secretary at least two weeks before the meeting is due to be held.
 - (iii) Notice at the Annual General Meeting shall be given in writing to all members by the Secretary at least three (3) weeks before the date fixed for such Annual General Meeting.
- (c) Extraordinary General Meeting
- (i) An Extraordinary General Meeting shall be convened:
 - (1) Whenever the Executive Council deems it necessary, or
 - (2) At the joint request in writing of one-fifth of the total number of registered voting members.
 - (ii) Notice and agenda for such meeting shall be forwarded by the Secretary to all members at least two (2) weeks before the date of the meeting. Such meeting shall be convened not later than four weeks from the date of Executive Council's decision or receipt of request from the members.
 - (iii) No other business shall be transacted at the meeting except those being specified in the notice for which the meeting is convened.
- (d) Quorum
- (i) The quorum for the Annual General Meeting or Extraordinary General Meeting shall be one half of the total membership or twice the total number of Executive Council members (whichever is lesser).
 - (ii) If no quorum is present after one hour from the time appointed for the meeting, such meeting shall be adjourned and reconvened within forty-five (45) days.

ARTICLE 14. Standing / Ad hoc Committee

- (a) The Chairman of the Foundation may from time to time set up as many Standing/Ad hoc Committees and appoint the Chairman of each Standing/Ad hoc Committee for purpose of carrying and achieving various functions and objectives of the Foundation. Presently, the Standing/Ad hoc Committees are consisted of the following:-
- (i) Management Committee
 - (ii) Administration and Operation Committee
 - (iii) Multimedia and Corporate Communication Committee
 - (iv) Finance and Fund Raising Committee
 - (v) Crime Prevention Club Committee
 - (a) School.
 - (b) Higher Education.
 - (vi) Rehabilitation of Offenders Committee
 - (vii) Neighbourhood Outreach and Community Safety Committee
 - (viii) Research, Publication and Development Committee
 - (ix) Safe City Initiative Committee
 - (x) Safe Rural Initiative Committee
 - (xi) Youth Outreach Initiative Committee
 - (xii) Membership Committee
 - (xiii) Integrity and Corporate Governance Committee
 - (xiv) Drug Related Crime Prevention Committee
 - (xv) Special Project Committee
 - (xvi) Prevention of Crime Against Women and Children Committee
 - (xvii) Fourteen (14) State Liaison Committees (Refer to Article 19 for Roles and Responsibilities of State Liaison Committees)

Notwithstanding of the above, The Chairman of the Foundation may from time to time add or rename or omit any of the existing Standing/Ad hoc Committees when need arises.

- (b) The Management Committee shall govern and control the whole affairs, operation, activities and implementation of policies of the Foundation and the three Vice Chairmen shall automatically sit in the board of the Management Committee.
- (c) All chairman of the Standing / Ad-hoc committees appointed by the Chairman of the Executive Council will automatically sit in the board of Management Committee, save and except for the Chairman of the State Liaison Committees. The Deputy Chairman of the Standing / Ad-hoc Committee shall be allowed to attend the Management Committee meeting in the absence of the chairman.
- (d) The Chairman of the Executive Council may co-opt any number of persons to serve on these committees.

ARTICLE 15. Membership

- (a)
 - (i) Ordinary members: All individuals whose applications for membership have been approved by the Executive Council.
 - (ii) Corporate members: A business organization which assists with contributions in the activities of the Foundation and considered by the Executive Council to be appropriate to the honour.
 - (iii) Associate Members: Duly constituted associations, clubs or other similar bodies interested in or contributing to the activities of the Foundation and considered by the Executive Council to be appropriate to the honour.
 - (iv) Honorary Life Members: The Executive Council may, in its absolute discretion, grant life membership to members who have made outstanding contributions to promote the activities of the Foundation as the Executive Council deem fit.
 - (v) Ordinary Life members: All individuals whose applications for life time membership have been approved by the Executive Council.
- (b)
 - (i) The entrance fee for ordinary members shall be RM200.00 and the annual subscription fee shall be RM100.00
 - (ii) Associate Members (such as Non-Governmental Organization) and Resident Association shall pay RM300.00 for the entrance fee and RM100.00 to be the annual subscription fee.
 - (iii) Corporate members shall pay an entrance fee of RM2000.00 and annual subscription fee of RM2000.00.
 - (iv) Ordinary life members shall pay an one-off membership fee of RM3,000.00.
 - (v) Notwithstanding the above, the Executive Council may fix an entrance and subscription fees and may from time to time, vary the same, subject to the approval of the Registrar of Societies.
- (c)
 - (i) No application for any membership of the Foundation shall be considered or approved by the Executive Council if the applicant is found to be any of the following:
 - (a) a bankrupt; or
 - (b) charged or convicted of any criminal offence; or
 - (c) involve in any criminal or illegal activities.
 - (ii) The Executive Council shall have full power and discretion to approve or refuse applications for membership to the Foundation. Only Ordinary members, Honorary Life members, Ordinary Life members and representatives of Corporate and Associate members are eligible to vote and be elected or appointed to the Executive Council.
 - (iii) Each Corporate and Associate member may nominate a number of representatives, as determined by the Executive Council to participate in the activities of the Foundation.

- (iv) Corporate and Associate members are each eligible to a single vote.
- (d) Membership shall be terminated on the following grounds:
 - (i) When the members resigns his membership from the foundation.
 - (ii) On his demise.
 - (iii) When the member has been dismissed from being a member.
- (e) A member intending to terminate his membership shall submit a written notice of his intentions to the Secretary of the Executive Council.
- (f) The Executive Council may dismiss a member from membership in any one of the following circumstances:
 - (i) When a member has damaged the reputation of the Foundation or acted in a manner prejudicial to the objectives of the Foundation.
 - (ii) Having to have been charged and/or convicted of any criminal offence;
 - (iii) Having to have used the name of the Foundation in a manner not permitted by the Executive Council;
 - (iv) Having to have used the name of Foundation as a means of financial gains;
 - (v) When a member has acted against his membership obligations.
 - (vi) When a member is in default of membership dues for more than three (3) months and written notice of 30-day for reminder of payment has been issued, upon the expiry of the written notice, the membership of the said member can be terminated by the Executive Council.
- (g) No subscription or part thereof, nor entrance fee, if any, shall be returned to a member upon his ceasing to be a member by resignation, expulsion or termination of his membership
- (h) Management Committee will establish a Disciplinary panel to be responsible in conducting, investigating and hearing the complaints against any members of the Foundation and shall propose to the Executive Council on the punishment/ penalty for the misconduct of the members. The Executive Committee shall decide on the said proposal;
- (i) Right of Appeal

Any member shall within fourteen (14) days of notification of the decision by the Executive Council, may appeal against that decision, in writing to the Executive Council. The Executive Council shall decide on the said appeal and the decision of the Executive Council shall be final.

ARTICLE 16. Amendment to the Constitution

The provisions of this constitution may be amended, altered, changed or repealed with the prior written consent of the Director General of Inland Revenue provided that consent has been obtained by a majority of at least two thirds of the voting members present in a general meeting. Any amendment shall be submitted to the Registrar of Societies within 60 days of being passed and shall be effective from the date of the approval by the Registrar of Societies.

ARTICLE 17. Dissolution

- (a) The Foundation shall not be dissolved except with the consent of not less than two-thirds of the voting members of the Foundation provided that the consent of the Patron shall have first been obtained. Notice of dissolution shall be given to the Director General of Inland Revenue and the Registrar of Societies within seven days of dissolution.
- (b) In the event of the Foundation being dissolved as provided above, all remaining assets shall, after settlement of all debts and liabilities, be handed or transferred to registered voluntary welfare organizations which are approved by the Director General of Inland Revenue.

ARTICLE 18. Affiliation

The Executive Council shall have power and authority to affiliate this Foundation with any other organization having objectives altogether or in part similar to those of the Foundation, provided that where such affiliation is with organizations outside Malaysia, no funds from the Foundation shall be transferred or sent to such overseas organizations’.

ARTICLE 19 - State Liaison Committee

(a) State Liaison Committee

The Executive Council may, in pursuance of and consistent with the declared objectives of the Foundation, establish a State Liaison Committee in each state in Malaysia. This State Liaison Committee shall organise, co-ordinate and promote the activities of the Foundation in their respective states and such activities shall be conducted on the directions or in liaison with the Executive Council.

(b) Officers of each State Liaison Committee shall consist of:

- (i) Chairman
- (ii) Deputy Chairman
- (iii) Two Vice-Chairmen
- (iv) One Secretary
- (v) One Treasurer
- (vi) Minimum of eight (8) and not more than thirty (30) Ordinary Committee Members

Provided that such office bearers and members of the State Liaison Committee shall be members of the Foundation, save and except for offices appointed by virtue of ex-officio.

(c) Appointment of the office bearers to the State Liaison Committee shall be as follows:

- (i) The Chairman of the State Liaison Committee shall be appointed by the Chairman of the Executive Council.
- (ii) The State’s Head of Crime Prevention and Community Safety Department of Royal Police of Malaysia (JPJKK), shall be appointed as ex-officio, one of the Vice Chairman of the State Liaison Committee.
- (iii) The Chairman of the State Liaison Committee shall, subject to the approval of the Executive Council, appoint the remaining members of the State Liaison Committee as provided for in Article 19(b).
- (iv) Each term in office shall be for two years and each member of the State Liaison Committee may be reappointed.

(d) The State Liaison Committee shall meet at least once in every three months and when requested by the Chairman of the State Liaison Committee or the Chairman of the Executive Council.

(e) One half of the incumbent office bearers or eight (8), whichever is the lesser, of the members of the State Liaison Committee shall form a quorum for the conduct of the Committee’s business.

(f) At any meeting of the State Liaison Committee, the Deputy Chairman shall deputise the Chairman in the absence of the Chairman.

(g) The duties, powers and responsibilities of a State Liaison Committee shall be: -

- (i) To conduct activities of the Foundation within the state as specified by the Executive Council.
- (ii) To supervise and co-ordinate all activities as specified in Article 3, which are conducted at state level.
- (iii) To co-operate with any organization, agency or body in pursuing the objectives of the Foundation provided that the prior approval of the Executive Council shall have been obtained.
- (iv) To submit reports of activities and programmes annually and from time to time, as may be directed by the Executive Council.

(h) Funds and Accounts

- (i) The Foundation shall allocate a budgeted sum of money to fund the activities and programmes for each State Liaison Committee on annual basis. However, State Liaison Committees may also raise fund or obtain sponsorship for their activities and programmes, subject to compliance to Article 19(h)(x) hereof.
- (ii) Each State Liaison Committee shall open a bank account in the name of the State Liaison Committee of the state, in a bank approved by the Executive Council and shall be operated by the State Liaison Committee, in the manner provided by the Executive Council.

- (iii) All funds accumulated at state level shall be the common assets of the Foundation.
 - (iv) The Executive Council shall decide, from time to time, the amount of money to be held by the State Liaison Committee as state funds and shall also decide the types of expenditure to be paid from the state funds.
 - (v) Every State Liaison Committee Treasurer shall forward to the Treasurer of the Foundation, before the 15th of every month, all funds received by the state less the amount to be retained as state funds. He shall also forward, at the same time, a statement of the income and expenditure of the state for the preceding month.
 - (vi) The Treasurer of the State Liaison Committee may hold a petty cash advance not exceeding 1,000 Malaysian Ringgit at any time.
 - (vii) No expenditure exceeding RM10,000.00 Ringgit Malaysian shall be incurred at any time by a state without the prior approval of the Management Committee.
 - (viii) Withdrawal notice/cheques from the bank account shall be signed by the Treasurer as mandatory and any one of the following three office bearers:
 - (1) Chairman
 - (2) Deputy or Vice Chairman
 - (3) Secretary
 - (ix) All monies, books of account and other property of the Foundation held by any State Liaison Committee which is being dissolved shall be sent without delay by the State Liaison Committee Secretary to the Secretary of the Foundation together with a statement of accounts.
 - (x) All monetary donation or fund from individuals, organisations, or agencies received by the State Liaison Committee shall be directed to the Treasurer of the Foundation and to be banked in to the Foundation's bank account and thereafter, the Treasurer of the Foundation shall allocate the whole monetary donation or fund to the related State Liaison Committee.
- (i) The duties of the office bearers are as follows:
- (i) The Chairman shall head the State Liaison Committee. He shall preside at all meetings of the State Liaison Committee and be co-signatory of all cheques and withdrawal notice from the bank account of the State Liaison Committee as provided for in Article 19(h)(viii). He shall also attend meetings convened by the Executive Council which he is directed to attend and shall appoint another committee member to do so, in his absence.
 - (ii) The Deputy Chairman and the Vice-Chairman shall assist the Chairman of the State Liaison Committee in his duties and shall deputize for the Chairman in the latter's absence, as provided for in Article 19(f).
 - (iii) The Committee Secretary shall be responsible for all administrative matters relating to the State Liaison Committee. He shall attend to all correspondence and keep and maintain all books, registers, letters and document except for those relating to the accounts and finances of the State Liaison Committee. He shall attend all meeting of the State Liaison Committee and keep, minutes of such meetings, a copy of which shall be extended to the Executive Council. He shall be authorized to be a co-signatory for all cheques and withdrawal notice from the bank account of the Committee as provided for in Article 19(h)(viii).
 - (iv) The Committee Treasurer shall be responsible for all financial matters relating to the State Liaison Committee. He shall keep and maintain all accounts of the Committee and adhere to the provision of Article 19(h)(v). He shall be an authorized co-signatory for all cheques and withdrawal notice from the bank account of the Committee as provided for in Article 19(h)(viii).
 - (v) The members constituting the State Liaison Committee shall assume responsibility of the management of the State Liaison Committee.
- (j) The tenure of any member of the State Liaison Committee may be terminated by the Executive Council in accordance with the provisions of Article 9(b).
- (k) Dissolution of State Liaison Committee
- (i) A State Liaison Committee may be dissolved by a resolution of the Executive Council.

- (ii) In the event of a State Liaison Committee being dissolved, all debts and liabilities legally incurred on its behalf shall be fully discharged and the remaining funds transferred into the account of the Foundation.

(l) General Provision Relating to State Liaison Committee:

- (i) Where no special provision has been made in this article for any matters relating to the management of the affair of the State Liaison Committee, the relevant rule relating to the management of the Foundation shall be followed in so far as is applicable.
- (ii) In order to further promote the activities and programs of the Foundation at the state level, the Executive Council may, on the recommendation of the State Liaison Committee, establish the District Liaison Committees in various districts of each state in Malaysia in accordance to the demarcation of districts by Royal Malaysia Police. The District Liaison Committees shall organize, coordinate and promote the activities of the Foundation in their respective districts and such activities shall be conducted on the direction or in liaison with the State Liaison Committee. The formation, appointment and operation of the District Liaison Committees shall be governed by the by-laws and regulations made by the Executive Council from time to time pursuant to the Article 20 hereto.
- (iii) The Executive Council may from time to time give instructions or/and directions to the State Liaison Committee with regard to the management, appointment and conduct of its affairs which the State Liaison Committee is bound to adhere to.

ARTICLE 20. By-laws and Regulations

The Executive Council shall be entitled to make at any time and from time to time any by-laws and regulations for matters not expressly provided in this constitution which regulate the operation, meetings, affairs and management of the Foundation including but not limited to all the Standing/Ad-hoc Committees, State Liaison Committees, District Liaison Committees, Advisors, Consultants and Trustees in furtherance of the declared objective of the Foundation. The Executive Council shall have absolute power at any time to add, substitute, vary and/or amend the by-laws and regulations. Notice of any addition, substitution, variation and/or amendment shall be given to the members of the Foundation by way of service of notice as stipulated in Article 22 hereof or such other manners as the Executive Council deems appropriate.

ARTICLE 21. Liabilities

The liabilities of the Foundation are guaranteed only by its assets, to the exclusion of all personal responsibility of the members of the Executive Council or the Foundation.

ARTICLE 22. Notices

The Foundation may send a notice and meeting materials and documents in the form of either a hardcopy in a printed format, and/or a softcopy in a digital format and/or electronic communication to its members, and/or posting in the official website of the Foundation. Where such meeting materials and documents are sent, and/or posted as described hereof, it shall be deemed to be properly sent or posted to its members.