

CONSTITUTION OF MALAYSIA ATHLETICS (MA)

1.0 NAME

The governing body for athletics in Malaysia, namely track and field events, road running, race walking, cross-country running, mountain running, trail running and any other athletic events approved by the World Athletics shall be the Malaysia Athletics (hereinafter referred to as "MA").

2.0 PLACE OF BUSINESS

The place of business for MA in order to carry out its daily business of administration shall be at Suite 2.8, 2nd Floor, Wisma OCM, Jalan Hang Jebat, 50150 Kuala Lumpur, Malaysia or such other address as may from time to time be decided by the Council of MA.

3.0 DEFINITIONS

3.1 In this constitution, unless the context otherwise specifies:

- (a) words importing the masculine gender only shall include the feminine and neuter genders and vice versa;
- (b) words in the singular number only shall include the plural number and vice versa;
- (c) a period of days from the happening of an event or the doing of any act or thing shall be deemed to be inclusive of the day on which the event happens or the act or thing is done and if the last day of the period is a weekly holiday or public holiday, the period shall include the next following day which is not a weekly holiday or public holiday; and
- (d) reference to the provisions of any legislation includes a reference to any statutory modification and re-enactment thereof.

3.2 The headings of each of the provisions herein contained are inserted for convenience of reference only and shall be ignored in the interpretation and construction of any of the provisions herein contained.

3.3 In this constitution, unless the context otherwise specifies, the following acronym and words shall mean:



AA	The Asian Athletics.
Affiliate Member	Any accredited member affiliated to MA as provided under Article 7.1 (a) of this Constitution.
AGM	Annual General Meeting of MA.
Article	The provision of this Constitution excluding the By-Law.
Associate Member	Any accredited member associated to MA as provided under Article 7.1 (b) of this Constitution.
Athlete	Any person who participates in the sport of athletics and registered with MA.
Athletics	Both track and field events, road running, race walking, cross-country running, mountain running, trail running and any other athletic events approved by the World Athletics.
By-Law	Any rule and regulation of MA enacted from time to time pursuant to Article 17 of this Constitution.
Chairman	The appointed or elected chairman of the respective Committee or Meeting of MA.
Coach	Any coach who coaches in the sport of athletics and appointed by MA and/or MSN.
Committee	The Committee of MA as formed under Article 11.0 of this Constitution to contribute to the specific functions and objectives of MA.
Committee Meeting	Any meeting held and attended by the Committee Member.
Committee Member	The member of the Committee as formed under Article 11.0 of this Constitution.
Constitution	All the provisions contained in this Constitution of MA which shall include all the By-Law enacted herein.
Council	The council of MA which shall consist of its members as listed under Article 9.1 of this Constitution.
Council Meeting	Any meeting held and attended by the Council Member.
Council Member	The member of the Council as listed under Article 9.1 of this Constitution.
EGM	Extraordinary General Meeting of MA.



Executive Board	The executive board of MA which shall consist of the Office-Bearers elected or appointed pursuant to Article 8.7.6 of this Constitution.
Executive Board Meeting	Any meeting held and attended by the Executive Board.
ISN	The National Sports Institute of Malaysia.
KBS	The Ministry of Youth and Sports of Malaysia.
KPM	The Ministry of Education of Malaysia.
KPT	The Ministry of Higher Education of Malaysia.
MA	The Malaysia Athletics.
Meeting	Any official online and/or physical meeting held under the name of MA which shall include the AGM, EGM, Executive Board Meeting, Council Meeting and/or Committee Meeting.
Member	Affiliate Member and Associate Member of MA as provided under Article 7.1 of this Constitution.
Minister	The Sports Minister of Malaysia.
MSN	The National Sports Council of Malaysia.
OCM	The Olympic Council of Malaysia.
Office-Bearers	The persons who are elected or appointed pursuant to Article 8.7.6 of this Constitution.
Officer	A person appointed and/or employed by MA for specific duties or functions.
Official	Any qualified person assigned by MA for a specific function and/or athletic event.
PJS	The Sports Commissioner Office of Malaysia.
Sports Commissioner	The Sports Commissioner of Malaysia appointed under the Sports Development Act 1997 (Act 576).
WA	The World Athletics.

4.0 OBJECTS

4.1 The objects of MA shall be:



- 4.1.1 To regulate, encourage, promote and develop the sport of athletics at all levels in Malaysia, including its affiliates, schools, clubs and associations, and to look after the welfare of all the athletes, coaches and officials connected therewith.
- 4.1.2 To firmly subscribe and support the Olympic movement and all other regional and international sporting activities related to the same.
- 4.1.3 To be affiliated and work closely with AA, WA, OCM, KBS, MSN, ISN, KPM and other recognised athletics agencies or institutions for the express promotion of the activities of sport athletics.
- 4.1.4 To mitigate disputes between its Member or between MA and its Member and, should the need arise, refer the same to OCM for dispute settlement.
- 4.1.5 To select and participate in the activities of sport athletics in international and national competitions by national representation.
- 4.1.6 To do all such other things which are necessary to promote the aims and objects of MA.

5.0 PATRON

MA may at any time appoint a Patron on the majority decision of the Council with the prior written consent of the nominee concerned.

6.0 LOGO

The AGM/EGM shall on the majority decision of the Council and by two-thirds (2/3) majority of votes by all the delegates of the Affiliate Member present and voted at the AGM/EGM decide, amend and adopt the official logo for MA.

7.0 MEMBERSHIP

7.1 The following organization shall be the accredited Member of MA:

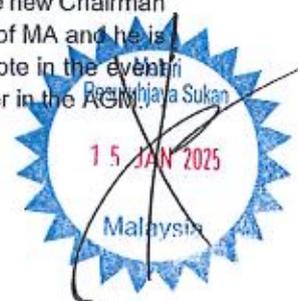
- (a) Affiliate Member - One (1) athletic association of state level that has been registered with PJS from each of the States in Malaysia which shall include the Federal Territory (which shall combine Kuala Lumpur, Labuan and Putrajaya and any other territory as declared by the government of Malaysia from time to time) which shall have voting right; and
- (b) Associate Member- Any other sport body (private or public) that has been registered with PJS and has an established nationwide athletic development programmes including organizing and participating in state and national athletic championships and their application for membership has been approved by the Council which shall have no voting right.



- 7.2 The annual subscription fee payable by each Affiliate Member or Associate Member shall be RM 100.00 or any other reasonable amount as approved by the majority consent of the Council from time to time, which sum shall be payable by demand on the 31st January of each calendar year.
- 7.3 The membership of any Member who are in arrears of the aforesaid subscription payment shall by a written notice of MA be suspended and, in consequence thereof, such Member is not entitled to participate in all the future functions, activities and Meeting of MA, including the AGM, EGM and Council Meeting until such outstanding arrears have been fully settled for re-instatement by MA in writing.

8.0 ANNUAL GENERAL MEETING

- 8.1 The AGM shall be held each year but not later than 30th June thereof save and except with the prior written consent of the Sports Commissioner.
- 8.2 A prior written notice of twenty-one (21) days for the AGM shall be given to all the accredited Affiliate Member and Associate Member who are entitled to attend. Authorised representatives approved by the Council are entitled to attend without voting rights.
- 8.3 8.3.1 Each of the Affiliate Member is entitled to send three (3) delegates to attend the AGM with each delegate is entitled to one (1) vote.
- (a) Delegates shall be credentialed by its President or Chairman, as the case may be, and must be the current office bearers of the Affiliate Member pursuant to its own constitution. Such an accreditation shall be notified in writing to the Secretary General of MA at least seventy-two (72) hours before the date of the AGM.
 - (b) Each Affiliate Member is entitled to name two (2) alternate delegates for the AGM who shall be notified in writing to the Secretary General of MA at least seventy- two (72) hours before the date of the AGM.
 - (c) Any replacements to be made to the official delegates shall be made known to the Secretary General of MA at least twenty-four (24) hours before the date of the AGM.
- 8.3.2 Each of the Associate Member is entitled to send one (1) delegate to attend the AGM who shall have no voting right.
- 8.4 The Chairman of the AGM shall be:
- 8.4.1 If no election is to be held in the AGM, the existing President of MA who shall have his casting vote in the event of a tie occurs during the AGM; or
- 8.4.2 If an election is to be held in the AGM, the first Chairman of the AGM shall be the Returning Officer and he is not entitled to vote in the AGM save and except to exercise his casting vote in the event of a tie occurs after two rounds of voting for the post of President during the AGM. Once the new President is elected, the new President shall be the new Chairman of the same AGM to continue with the election of all other Office-Bearers of MA and he is not entitled to vote in the AGM save and except to exercise his casting vote in the event of a tie occurs during the AGM or if he is a delegate of the Affiliate Member in the AGM.



8.5 The quorum for the AGM shall be two-third (2/3) of the total delegates for all the Affiliate Member of MA.

8.6 AGENDA FOR AGM

8.6.1 Pursuant to Article 8.2 herein, the notice for the AGM shall be stipulated therein the proposed date, venue and time thereof as approved by the Council, to be accompanied by an agenda consisting, inter alia, of the following:

- (a) Confirmation of attendance and quorum;
- (b) Welcome speech by the existing President;
- (c) Confirmation of Minutes of previous AGM;
- (d) Matters arising therefrom;
- (e) Adoption of the Annual Report;
- (f) Adoption of audited Statement of Accounts;
- (g) Appointment or Election of Chairman of the AGM pursuant to Article 8.4 above;
- (h) Election and Appointment of Office-Bearers pursuant to Article 8.7.6 below (where applicable);
- (i) Appointment of External Auditor (where applicable); and
- (j) Any other motion(s) received by the Secretary General in writing not less than fourteen (14) days before the date of the AGM.

8.6.2 At the appointed date and time of the AGM/EGM, if the required quorum is not achieved after thirty (30) minutes thereof, the AGM/EGM shall be postponed and be held within a month thereafter as decided by the Council. The postponed AGM/EGM shall then be convened to proceed with the business of the day accordingly irrespective if the required quorum is achieved or otherwise but do not have the power to hold any election nor to alter the constitution of MA nor deciding on any issues affecting the interest of MA and/or its Member in the event the required quorum is not achieved.

8.7 ELECTION AT AGM

8.7.1 At an AGM in which an election of Office-Bearers is held, all the candidates must be the current office bearers of the Affiliate Member pursuant to its own constitution who shall have completed at least one (1) full year of service for such Affiliate Member. All nominations shall be properly proposed and seconded by the concerned Affiliate Member, with confirmation of acceptance thereof by the candidates concerned and be delivered to the Secretary General of MA at least two (2) weeks before the date of the said AGM.

8.7.2 Each term of service for all the Office-Bearers is four (4) years which, on expiry, each is entitled for re-election or re-appointment, as the case may be, except for the President who is only entitled for re-election for a maximum period of two (2) consecutive terms, subject to all election procedures are being complied therewith.

8.7.3 Every Affiliate Member shall be entitled to three (3) votes with each of its three (3) delegates to have one (1) vote each. Article 8.4.2 above shall apply in the event of a tie occurs.



8.7.4 The elections shall be conducted in such prescribed manner as detailed in the By-Law enacted under this Constitution, with a Returning Officer to be appointed by the majority consent of the Council from OCM, MSN or KBS for at least two (2) weeks in advance of the AGM.

8.7.5 The election shall be cast by secret ballots and the regulated procedures thereof shall be duly notified to all the Affiliate Member in advance by the appointed Returning Officer, who shall be assisted by three (3) Scrutineers all of whom shall not be the candidates and/or accredited members of the Affiliate Member or Associate Member, to be decided by the majority consent of the Council prior to the AGM. After the elections and the results thereof are declared, the ballot boxes shall be kept at MA's Office and destroyed three (3) months thereafter.

8.7.6 (a) The following Office-Bearers shall be duly elected or appointed to serve the MA for a term of four (4) years:

President	- One (1) to be elected
Deputy President	- One (1) to be elected
Vice President	- Four (4) to be elected (At least one shall be of opposite gender)
Secretary General	- One (1) to be appointed
Treasurer	- One (1) to be appointed

(b) The Secretary General and Treasurer shall be appointed by the President and endorsed by the Council at the Council Meeting and both shall have no voting right.

8.7.7 During the term of office, if any of the elected Office-Bearers deceases, resigns, becomes incapacitated or is disqualified under Article 13 herein, the President with the majority consent of the Council shall appoint a suitable person to replace the same and act for the remaining term of office.

8.8 EXTRAORDINARY GENERAL MEETING

8.8.1 An EGM of MA for a special purpose may be called:

- i) Whenever the President deems desirable;
- ii) Whenever majority of the Council Member deem desirable; or
- iii) At the request in writing made to the Council by two-thirds (2/3) of the Affiliate Member stating the objects and purpose of such meeting.

8.8.2 For the purpose of convening an EGM, fourteen (14) days prior written notice together with the agenda shall be given to the Secretary General.

8.8.3 If the EGM is called by the Affiliate Member, it shall be requisitioned by two-thirds (2/3) of the Affiliate Member entitled to attend at such meeting provided the reasons and resolutions to call such meeting are forwarded to the Secretary General who shall then call for the EGM on an appropriate date and at such time if so warranted by two-thirds (2/3) of the Affiliate Member.



8.8.4 A written notice together with agenda for the EGM shall be given to all the Member who are entitled to attend, at least fourteen (14) days before the date of such meeting.

8.8.5 All provisions hereof including the appointment and voting right of the Chairman, attendance of delegates and the quorum for the AGM shall apply for the EGM except that at the appointed date and time of the EGM, if the quorum is not present within thirty (30) minutes, the EGM shall be dissolved and no EGM shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.

9.0 THE COUNCIL

9.1 The Council shall comprise of the following Council Member to serve for a term of four (4) years:

- 9.1.1 (a) The President, Deputy President and Vice President so elected pursuant to Article 8.7.6 above who are entitled to one (1) vote each; and
- (b) The Secretary General and Treasurer so appointed pursuant to Article 8.7.6 above who shall have no voting right.

9.1.2. One (1) designated representative from:

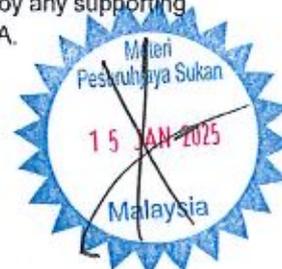
- (a) each of the Affiliate Member who is entitled to one (1) vote each provided that such representation shall be duly approved by the respective Affiliate Member in writing with such approval to be submitted to MA before the first Council Meeting;
- (b) OCM (no voting right);
- (c) MSN (no voting right);
- (d) KBS (no voting right);
- (e) KPM (no voting right);
- (f) KPT (no voting right);
- (g) Athlete (no voting right);
- (h) Any other party as approved by the Council from time to time (no voting right).

9.1.3 Five (5) members (at least one shall be of opposite gender) to be appointed by the President and endorsed by the Council as and when necessary to advise and/or assist the Council in their area of expertise (no voting rights).

9.2 All Council Meeting shall be presided by the President and in his absence by the Deputy President. In the further absence of the President and the Deputy President, one of the Vice President as designated by the President or elected by the Council shall preside the Council Meeting. The person who presides the Council Meeting shall have a casting vote in the event of a tie occurs during the Council Meeting.

10.0 POWERS AND DUTIES OF THE COUNCIL

10.1 The President with the endorsement of the Council shall have the rights to employ any supporting staffs of MA as and when necessary to carry out the duties and functions of MA.



- 10.2 The Council shall meet at least four (4) times in a year on a date, time and place to be determined by the President.
- 10.3 Any Office-Bearer, Council Member, Committee Member and/or accredited delegate of an Affiliate Member of MA who is absent from any Meeting consecutively on three (3) occasions without valid reasons assigned for their absence shall be notified via a letter of warning by MA.
- 10.4 Half (1/2) of the Council Member with voting rights shall constitute a quorum for a valid Council Meeting whereas an Emergency Council Meeting shall be called at a written requisition made to the Secretary General by the President and/or majority of the Council Member with voting rights.
- 10.5 If any representative stated under Article 9.1.2 above resigns, deceases, becomes incapacitated or is disqualified under Article 13 herein, the entity in which he represents, shall appoint a suitable person from its office-bearers to hold the post until the next election.
- 10.6 If the Secretary General, Treasurer or any of the Council Member who is appointed under Article 9.1.3 above resigns, deceases, becomes incapacitated or is disqualified under Article 13 herein, the President with the endorsement of the Council shall appoint a suitable person to hold the post until the next election.
- 10.7 All decisions of the Council shall be decided thereupon by a simple majority of votes of the Council Member with voting right.
- 10.8 The Council in maintaining decorum for the Member shall, if so required, hear and decide on any disciplinary matters and/or dispute of the Member and should the need arise, refer the same to the OCM before making its final majority decision.
- 10.9 The Council by majority consent shall decide from time to time on the accredited representatives of the MA to attend its accredited meetings, seminars, conferences and other events of OCM, AA, WA and other duly recognized local and international organizations.
- 10.10 In case of dire urgency for which a decision from the MA is required, the President with the majority consent of the Office-Bearers shall decide on the same by calling for an Executive Board Meeting without calling for a Council Meeting, provided always that such a decision shall be conveyed to the Council in writing for endorsement within three (3) working days thereafter.

11.0 COMMITTEE

- 11.1 The President shall with the endorsement of the Council appoint the Chairman and Committee Member for the following Committee to serve the MA for a term of four (4) years:
 - a. Finance
 - b. Marketing and Sponsorship
 - c. Coaching and Development
 - d. Competitions
 - e. Statistics
 - f. Technical and Facilities
 - g. Kids Athletics
 - h. Women and Welfare
 - i. Selection and Awards
 - j. Medical and Anti-Doping
 - k. Legal and Disciplinary



- 11.2 In the event the Committee Member who is appointed to serve any of the above Committee belongs to any Affiliate Member, he may at the same time also represent his affiliate in the Council.
- 11.3 The Council may by majority consent discontinue any of the above Committee or add in any other relevant Committee as and when the Council shall deem fit.
- 11.4 If the Chairman or Committee Member of the above Committee resigns, deceases, becomes incapacitated or is disqualified under Article 13 herein, the President with the endorsement of the Council shall appoint a suitable person to hold the post until the next election.

12.0 BRIEF DUTIES OF OFFICE -- BEARERS

12.1 PRESIDENT

- 12.1.1 Subject to other provisions of this Constitution, the President shall act as Chairman for all the Meeting of MA and he shall exercise his casting vote in the event of a tie occurs during the Meeting.
- 12.1.2 He shall represent MA officially and attend all functions invited by OCM, AA, WA, KPM, ISN, MSN, KBS, PJS and other external organizations locally and internationally.

12.2 DEPUTY PRESIDENT

- 12.2.1 To assist the President in all matters and ready to discharge his duties as and when required by the President.
- 12.2.2 To chair all the Meeting of MA in the absence of the President and assuming all the rights and duties of the President in the Meeting as designated by the President.

12.3 VICE PRESIDENT

- 12.3.1 The Vice President shall assist the President and/or the Deputy President in whatever manner as and when required by them.
- 12.3.2 Each of the Vice President shall be the Chairman to lead, support, assist and oversee the respective Committee as listed under Article 11.1 above as appointed by the President.

12.4 SECRETARY GENERAL

- 12.4.1 The Secretary General shall carry out the following duties and responsibilities effectively and efficiently:



- (a) to assist the President and the Council in the daily management and administration of MA;
- (b) to keep and maintain a register of Affiliate Member and work closely with the Treasurer for the ready collection of annual subscription fee and other dues; and
- (c) to monitor and conduct all the correspondence on behalf of the MA as directed by the President.

12.5 TREASURER

- 12.5.1 The Treasurer shall keep all the monies and collect all dues and disburse all monies on behalf of MA and shall keep the full accounting records of MA accurately.
- 12.5.2 The Treasurer shall prepare the yearly Statement of Accounts of MA to be audited, circulated and presented in the Meeting whenever applicable.
- 12.5.3 The Treasurer shall be one of the signatories for all outgoing payments of MA.

13.0 ELIGIBILITY

13.1 An Affiliate Member or Associate Member shall cease its membership with MA if:

- 13.1.1 it is deregistered by the Sports Commissioner under the Sports Development Act 1997 (Act 576);
- 13.1.2 it infringes any of the provisions of this Constitution and/or the By-Law hereof; or
- 13.1.3 it is terminated as a member by any of its national or international governing body.

13.2 A person shall not be eligible as the Chairman, Office-Bearer, Council Member, Committee Member and/or accredited delegate of an Affiliate Member of MA if:

- 13.2.1 he is not a citizen of Malaysia;
- 13.2.2 he is below the age of majority of eighteen (18) years old;
- 13.2.3 he is of unsound mind as certified by a medical doctor of any government hospital in Malaysia;
- 13.2.4 he is an undischarged bankrupt in Malaysia;
- 13.2.5 he infringes any of the provisions of this Constitution and/or the By-Law hereof;
- 13.2.6 he is absent consecutively without valid reason in writing from attending more than three (3) occasions of the Meeting that requires his attendance;



- 13.2.7 he has been convicted of any criminal offence in Malaysia within the past five (5) years;
 - 13.2.8 he has been removed or suspended from any position by WA, AA or any local and/or international sport authority or organization within the past five (5) years;
 - 13.2.9 he has been suspended for violating anti-doping rule by any local and/or international anti-doping authority save and except that he has been released from such suspension; or
 - 13.2.10 he has been convicted for any disciplinary issue under this Constitution and/or the By-Law hereof within the past five (5) years.
- 13.3 Every nomination paper for the election or appointment of the Chairman, Office-Bearer, Council Member, Committee Member and/or accredited delegate of an Affiliate Member of MA shall be accompanied by a written declaration by the candidate to verify his eligibility under Article 13.2.1-13.2.10 above.

14.0 APPOINTMENT OF AUDITOR AND TRUSTEE

14.1 AUDITOR

- 14.1.1 A firm of public accountants to audit the accounts of MA prepared by the Treasurer shall be appointed at the AGM for a term of four (4) years and its appointment is subject to renewal by a circulated motion to be approved at the applicable AGM.
- 14.1.2 The financial year of MA shall be operating from 1st January to 31st December of each calendar year.

14.2 TRUSTEE

- 14.2.1 Three (3) Council Member who shall have given their written declaration to verify his eligibility same as stated under Article 13.2.1-13.2.10 above may be appointed as the Trustee of MA at the AGM/EGM and its appointment is subject to annual review by the majority vote of the AGM/EGM.
- 14.2.2 If any Trustee deceases, resigns, becomes incapacitated or is disqualified under Article 13 herein, the President with the majority consent of the Council may appoint a suitable person from the Council Member to replace the same.
- 14.2.3 The Trustee shall execute a deed of trust and shall hold, sell, dispose of, transfer, lease, mortgage, charge, encumber or otherwise deal with any immovable property and investment of MA in such manner as approved in writing by the majority consent of the Council and the majority vote of the AGM/EGM.

15.0 REGISTRATION OF ATHLETES, COACHES AND TECHNICAL OFFICIALS

- 15.1 All Athletes, Coaches and qualified Technical Officials are required to be registered with the MA.



- 15.2 A reasonable registration fee may be levied upon each Athlete which sum shall be equally distributed between the MA and the Affiliate Member to which the Athlete belongs.
- 15.3 The Coaching and Development Committee of MA shall keep a complete list of all the Athletes and Coaches duly registered with MA together with all the Athletics records.
- 15.4 The Technical and Facilities Committee of MA shall keep a complete list of all the qualified Technical Officials duly registered with MA.

16.0 DISPUTES

- 16.1 Any disputes between MA and any international sport organization shall be referred to AA and/or WA. The AA and/or WA shall determine a procedure for the adjudication of the dispute depending on the circumstances of each case.
- 16.2 Any disputes between any Member and MA or between the Member shall be referred to the Council which may refer to OCM for advice before making its final majority decision. The Council and/or OCM shall determine a procedure for the adjudication of the dispute depending on the circumstances of each case.
- 16.3 No person appointed or elected under this Constitution shall be liable for any act done by him in good faith and in the exercise of any power or performance of any duty granted to him under this Constitution and the By-Law hereof.

17.0 BY-LAW

- 17.1 The Council shall by majority consent enact a set of By-Law solely for the proper regulation and administration of MA which shall be taken as part of this Constitution but shall not supersede or override any Article of this Constitution.
- 17.2 Any application to amend the By-Law shall be applied in writing to the Sports Commissioner within thirty (30) days upon its approval by the Council by stating clearly its proposed amendment. The proposed amendment shall not be enforced unless approved by the Sports Commissioner in writing.

18.0 INTERPRETATION OF THE CONSTITUTION AND THE BY-LAW

- 18.1 The Council shall be the sole authority for the interpretations of the provisions as contained in the Constitution and the By-Law of MA.
- 18.2 In the event of any conflict arises in the interpretations of any provisions as contained in the Constitution and the By-Law of MA, the Constitution shall prevail,



19.0 AMENDEMENTS TO CONSTITUTION

- 19.1 The Constitution of MA shall be binding on all the parties concerned under its jurisdiction and any Article of this Constitution shall not be amended in any manner unless agreed thereto by two-thirds (2/3) majority of votes by all the delegates of the Affiliate Member present and voted at the AGM/EGM for which an expressed motion detailing the proposed amendments shall have been given twenty-one (21) days in advance to all the Affiliate Member.
- 19.2 Application to amend any Article of the Constitution shall be applied in writing to the Sports Commissioner within thirty (30) days upon its approval by stating clearly its proposed amendment. The proposed amendment shall not be enforced unless approved by the Sports Commissioner in writing.

20.0 DISSOLUTION

- 20.1 The MA shall not be dissolved except with the consent of not less than three-quarters (3/4) of all the delegates of the Affiliate Member present and voted at an AGM/EGM especially convened for the purpose.
- 20.2 In the event of such a dissolution, all debts and liabilities of MA connected therewith shall be settled and the residue monies, if any, shall be transferred and deposited into OCM.
- 20.3 In such a dissolution, all the Member, the Sports Commissioner, OCM, KBS, PJS, MSN, ISN, KPM, AA, WA and other bodies concerned, internationally and domestically, shall be duly informed in writing.
- 20.4 In the event of any deregistration of MA by the Sports Commissioner for whatever reasons and a new body is established as a substitute thereof, all the remaining funds of MA, if any, shall be utilized by such new body under the express supervision of OCM.

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BY-LAW MADE UNDER ARTICLE 17 OF THE CONSTITUTION OF MALAYSIA ATHLETICS (MA)

1. TERMS OF REFERENCE FOR COMMITTEE

a. FINANCE COMMITTEE

- i. To frame rules of financial procedures and shall regulate the income and expenditure of MA and advise the Council on the management of MA's property.
- ii. To coordinate, monitor, control and decide on all budget approval for MA.
- iii. To check and ensure all monthly financial statements are made available for approval by the Council in the Council Meeting.
- iv. To check and ensure all annual financial statements are made available for approval by the Affiliate Member in the AGM.

b. MARKETING AND SPONSORSHIP COMMITTEE

- i. To plan and coordinate for the securing of sponsorship in the form of financial and/or products donation for MA and to establish good relationship between MA and its sponsors.
- ii. To plan and implement promotional, advertising, marketing and/or rebranding programmes for MA and to uphold the good image of MA at all time.
- iii. To arrange for signing of any sponsorship agreement of MA to be executed by the President (or the Deputy President in the absence of the President) and the Treasurer.

c. COACHING AND DEVELOPMENT COMMITTEE

- i. To plan, implement and evaluate all training and development programmes and curriculums for athletes and coaches both in the state and national levels.
- ii. To maintain an up-to-date data of athletes and coaches both in the state and national levels.
- iii. To plan and draw up coaching budget requirements including to select coaches of all levels.
- iv. To cater for the welfare of all athletes and coaches.
- v. To propose for the development of coaches for specific task.



- vi. To assist in the selection of athletes for national and international competitions and/or events.
- vii. To ensure all training facilities and infrastructures are sufficient and readily available at all time.

d. COMPETITIONS COMMITTEE

- i. To coordinate, plan, draw and disseminate the competition calendar for MA and prepare the competition programmes at national level.
- ii. To obtain, maintain and disseminate information on international competitions.
- iii. To coordinate, review, update and implement competition rules for national level competitions.
- iv. To discuss and plan for the different types of competitions at the national level and make suitable recommendations to the Council.
- v. To formulate the rules and regulations for each type of competitions at the national level.
- vi. To make site visits whenever necessary for the selection of suitable venues for each competition at the national level.
- vii. To supervise the organization of all the competitions at the national level.

e. STATISTICS COMMITTEE

- i. To establish liaison with the statistics teams of other national and international athletics organization, AA and WA.
- ii. To coordinate and present to the Council for ratification of all national athletics records.
- iii. To coordinate, maintain data base, update and disseminate all national athletics records.
- iv. To coordinate, draw up and disseminate information on all national, regional and international athletics ranking lists.
- v. To obtain, maintain and disseminate information on all Asian and World athletics rankings.



f. TECHNICAL AND FACILITIES COMMITTEE

- i. To plan, control, coordinate, implement and monitor all development programmes for technical officials at state and national levels.
- ii. To liaise with other national athletics organizations, AA and WA on all technical and facilities matters.
- iii. To propose technical officials for specific task and all national and international assignments.
- iv. To be the authority on all technical aspects of athletics and for the certification of implementation, track and field layouts in Malaysia.
- v. To confer recognition, on behalf of MA, on all athletics meets in Malaysia.
- vi. To maintain an updated register of all technical officials at state and national levels.
- vii. To ensure that all its Committee Member shall be qualified as MA Grade 1 Technical Officials.

g. KIDS ATHLETICS COMMITTEE

To develop kids' athletics, among others, as follow:

- i. To plan and implement a steady and sustainable development policy of athletics for kids with the aim to introduce kids from the age of five (5) years old to twelve (12) years old to athletics at a basic level;
- ii. To coordinate, review, update and implement kids' athletics rules for competitions held at the state and national levels for each age group of 5-6 years old, 7-8 years old, 9-10 years old and 11-12 years old;
- iii. To coordinate, plan, draw and disseminate the kids' athletics competition calendar and to prepare and supervise the organizing of the said competition at the national and international levels;
- iv. To plan, implement and develop programme to educate the lecturers and coaches who run the kids' athletics programmes and to keep and update an inventory of trained and qualified lecturers and coaches; and
- v. To support and comply with the WA's aims to popularize kids' athletics in all manners and at all levels.

h. WOMEN AND WELFARE COMMITTEE

- i. To plan, implement and coordinate for the welfare needs of all women athletes, coaches, technical officials and other women officials at the state and national levels.



- ii. To plan, implement, coordinate and monitor the development programmes for all women athletes, coaches, technical officials and other women officials at the state and national levels.
- iii. To promote and organize competitions and events for women athletes with the intention to be the talent scout and to increase the number of women athletes in Malaysia.

I. SELECTION AND AWARDS COMMITTEE

- i. To coordinate and update the data on all athletes, technical officials, judges, coaches and Council Members for the purpose of selection for both the national and international assignments and awards.
- ii. To develop selection criteria and propose candidates for national and international assignments and awards for approval by the Executive Board and/or the Council with fairness and transparency.

J. MEDICAL AND ANTI-DOPING COMMITTEE

- i. To plan, implement and coordinate the day to day needs and to conduct special clinics in order to promote and educate coaches, athletes and officials on the importance of health care, basic nursing, injury prevention, therapy, nutrition and sport science at the state and national levels.
- ii. To establish liaison with other health agencies.
- iii. To plan, implement, evaluate and promote anti-doping education and awareness programmes to all athletes, coaches and officials and to update them on a regular basis on the latest content of the prohibited list as published annually by the World Anti-Doping Agency (WADA).
- iv. To adopt and implement the World Anti Doping Code and to ensure that MA's anti-doping policies and rules, membership and/or funding requirements and results management procedures conform with the World Anti Doping Code and respect all the rules and responsibilities that are listed within the World Anti Doping Code.
- v. To control and disseminate information on WA's anti-doping rules and regulations in athletics which shall be binding over all the Member of MA.
- vi. To work closely, cooperate and comply to all the rules and regulations set by the Anti-Doping Agency of Malaysia (ADAMAS) especially in testing and investigation, analysis of samples, results management and right to fair hearing and appeal.
- vii. To vigorously pursue all potential violations of anti-doping rule within MA's authority including to conduct investigation into whether any athlete, coach, official or other person may have involved in each case of doping.



k. LEGAL AND DISCIPLINARY COMMITTEE

- i. The President shall appoint the Chairman and another four (4) persons (at least one shall be of opposite gender) as members of this Committee who shall include the appointed legal advisor of MA, if any.
- ii. Any Council Member shall, upon his receipt of any knowledge of disciplinary issue relating to MA, refer the same to this Committee including but not limited to violating the Constitution and By-Law of MA, publishing negative reports in the media against MA or any other misconduct that will bring MA into disrepute.
- iii. The Chairman and all the Committee Member of this Committee shall investigate on such disciplinary issue within one (1) month of their receipt of such issue.
- iv. If this Committee is satisfied by majority decision that an act of violation and/or misconduct has been proven by supporting evidence, a show cause letter shall be given by the Chairman of this Committee to the party concerned, giving details of the complaint made against him and request for his written reply within one (1) month from the date of the show cause letter failing which this Committee shall proceed with the findings and recommendations.
- v. The findings and recommendations of this Committee shall be tabled to and approved by the Council, the punishment of which, if any, shall be either in the form of a written warning or a minimum of one (1) month suspension up to a maximum of life ban.
- vi. The aggrieved party shall be entitled to appeal in writing to the Council within one (1) month from the date of his receipt of the letter of pronouncement of punishment. The Council shall hear and decide on the appeal within one (1) month from the date of their receipt of the letter of appeal and the Council's majority decisions shall be final and binding on all the parties of the appeal.

2. MEETING PROCEDURES

- i. The Executive Board shall comprise of all the Office-Bearers as elected or appointed under Article 8.7.6 of this Constitution. They shall hold regular Executive Board Meeting at least once in every two (2) months to manage/decide the day to day business on all operational and urgent matters and evaluate the performance and achievements of the Athletes and Coaches. All the decisions of the Executive Board shall be endorsed by the Council in accordance with the Constitution and the By-Law.
- ii. All the Meeting shall be carried out in accordance with the Constitution and the By-Law.
- iii. The minutes of all the Meeting shall be circulated by the Secretary General or the Secretary of the respective Meeting, as the case may be.



- iv. Member shall address all their questions regarding the minute of the Meeting to the Chairman of the Meeting. The stated agenda shall be debated in accordance with the order of the procedures as stated by the Chairman in accordance with the Constitution and the By-Law.
- v. All motions of the Council Meeting shall be forwarded to the Secretary General in writing at least three (3) days prior to the Council Meeting. The Council shall decide by majority consent whether each of the motions warrants a debate or otherwise depending on the merit and necessity of each motion.
- vi. Any special matters not in the agenda that needs an urgent decision/discussion/attention shall be forwarded to the Secretary General prior to the Council Meeting. The Council shall decide by majority consent whether the matter warrants a debate or otherwise.
- vii. The Council shall by majority consent frame, rescind and amend any By-Law which is inconsistent with the Constitution or whenever it is necessarily needed for the proper regulation and administration of MA.
- viii. Representatives from the media are not allowed to attend the Council Meeting but they are permitted to attend the AGM and EGM with no voting rights.

3. ANNUAL GENERAL MEETING NOMINATION AND ELECTION PROCEDURES

- i. Nomination papers shall be kept in an enclosed transparent box at the MA's office and shall be opened three (3) days after the closing date of the nominations by the President in the presence of the Council Member and media who shall be invited to witness the said opening.
- ii. Nomination papers shall not be returned to the Affiliate Member after the closing date for any reason whatsoever.
- iii. Delegates attending the AGM shall have to be accredited by the Affiliate Member to which they belong and such an accreditation shall be notified in writing to MA before the start of the AGM in accordance with the Constitution and the By-Law.
- iv. Ballot papers for election shall be prepared and made available by the Secretary General of MA.
- v. The appointed Returning Officer and Scrutineers shall conduct and manage the election exercise at the AGM and the Returning Officer shall officially endorse and announce the results of the election.
- vi. Details of duties are as follows: -



- **Duties of Returning Officer: -**
 - (a) Confirm the quorum, name and number of the accredited delegates from each Affiliate Member who are eligible to vote at the election;
 - (b) Brief and clarify the voting procedures to all the accredited delegates;
 - (c) Check ballot papers and ballot boxes;
 - (d) Together with the Scrutineers collect the ballot boxes after the casting of votes by the accredited delegates and conduct the counting of votes;
 - (e) Announce the results of the election;
 - (f) Allow each candidate's authorized representative(s) to be present to witness the counting of votes; and
 - (g) Ensure the voting process of all the candidates complies with and to be carried out fairly in accordance with the Constitution and the By-Law.

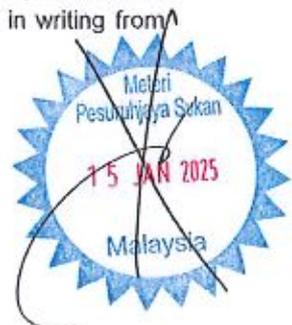
- **Duties of Scrutineers: -**
 - (a) Shall assist the Returning Officer in the conduct of the election and counting of votes to be carried out fairly in accordance with the Constitution and the By-Law.

4. OVERSEAS COMPETITION ALLOWANCES FOR ATHLETE AND OFFICIAL

- a. All Athlete and Official may be entitled to RM50.00 per day during any competitions held in the Asian Regions or any other reasonable amount as approved by the majority consent of the Council from time to time.
- b. All Athlete and Official may be entitled to RM100.00 per day for any competitions held outside the Asian Regions or any other reasonable amount as approved by the majority consent of the Council from time to time.

5. FINANCE APPROVAL

- i. All monies received by MA shall be deposited into the bank account(s) opened under the name of MA with any bank and/or financial institution as approved by the Council in writing from time to time.
- ii. Treasurer shall only hold a petty cash advance of not exceeding RM5,000.00 at all time or any other reasonable amount as approved by the Council in writing from time to time.



- iii. Payments for all expenditures of MA shall obtain prior written approval of the Executive Board or the Council, as the case may be, as stated herein below:
 - a. all expenditure up to RM50,000.00 shall obtain one-time prior written approval of the Executive Board; and
 - b. all expenditure exceeding RM50,000.00 shall obtain one-time prior written approval of the Council.
- iv. Subject to By-Law 5(iii)(a) and (b) above, all payments of MA shall be attached with bills/receipts/vouchers and supporting documents before the payments shall be approved by the Chairman of the Finance Committee AND the Treasurer in accordance with the Constitution and the By-Law.
- v. All cheque of MA shall be operated and signed by the President OR the Deputy President (in the absence of the President) AND the Treasurer in accordance with the Constitution and the By-Law.
- vi. Notwithstanding all the above, the sponsor of MA shall have the absolute right to determine the signatory, approval and all other controlling manners of their sponsored funds in accordance with the sponsorship agreement entered between them and MA which shall be executed by the President (or the Deputy President in the absence of the President) and the Treasurer.

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