



**THE ASEAN Federation of
Land Surveying and Geomatics
(ASEAN FLAG)**



**THE ASEAN Federation of
Land Surveying and Geomatics
(ASEAN FLAG)**

Constitution

www.aseanflag.org.bn



*Towards Mutual Cooperation and
Advancement of the Land Surveying
and Geomatics Profession in Asean*





(Pertubuhan 10
Pin. 1/97)

MALAYSIA

AKTA PERTUBUHAN 1966
PERATURAN-PERATURAN PERTUBUHAN 1984
[PERATURAN 7 (1)]
PERMOHONAN MENUKAR NAMA/ALAMAT/
MEMINDA UNDANG-UNDANG
DAN LAIN-LAIN TANDA
(Borang ini hendaklah ditaip dan diisi dalam 4 salinan)



KEPADA:

PENDAFTAR PERTUBUHAN,

Ruj. PPM /WP1434/95(4)

1. Nama Pertubuhan:

Ruj. PPP /WP275/95

THE ASEAN FEDERATION OF LAND SURVEYING AND GEOMATICS (ASEAN FLAG)

2. Bersama-sama ini dilampirkan dokumen-dokumen seperti berikut:

- (a) 5 salinan kertas pindaan menukar nama/alama/meminda undang-undang/undang-undang baru/bendera/lambang/lencana/ atau lain-lain tanda.*
- (b) 2 salinan minit mesyuarat agung di mana pindaan undang-undang diterima oleh ahli-ahli mengikut peruntukan-peruntukan dalam undang-undang berdaftar.
- (c) Setem pos bernilai RM10.00 yang belum dibatalkan (lekat di ruang di atas).

Bertarikh pada 17 haribulan MAC 2004

Tandatangan [Signature]
Nama DR KHOO BOO KHEAN

Tandatangan [Signature]
Nama TEO CHEE HAI

Jawatan PRESIDEN
Jawatan SETIAUSAHA AGUNG KEHORMAT
(Pemegang jawatan utama pertubuhan induk)
No. Telefon 03-90585488 SAMB. 338

Jawatan SETIAUSAHA AGUNG KEHORMAT
(Pemegang jawatan utama pertubuhan induk)
No. Telefon 03-90585488 SAMB. 209

UNTUK KEGUNAAN PEJABAT

DILULUSKAN BERIKUT NAMA/ALAMAT/PINDAAN UNDANG-UNDANG/UNDANG-UNDANG BARU/BENDERA/
EMBANG/LENCANA/ATAU LAIN-LAIN TANDA*

PADA 30 Jan 2004

([Signature])
MOHD YUNUS JAMIL

b.p. Pendaftar Pertubuhan Malaysia

Tarikh: 30 Jan 2004

Ruj. PPM /SEL 1434/95

Ruj. PPP /SEL 171/95 (6)



JD10615-PN0B..K.L

* Potong mana yang tidak berkenaan.

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**THE CONSTITUTION OF
THE ASEAN FEDERATION OF
LAND SURVEYING AND GEOMATICS
(ASEAN FLAG)**

PREAMBLE

We the practitioners and applicators of land surveying and geomatics from the member countries of the Association of South East Asian Nations (ASEAN),

- A) Realising that close cooperation among ourselves from the ASEAN member countries would help promote the aspirations, objectives and principles of the ASEAN in accordance with the 1967 Bangkok Declaration, the 1976 Declaration of ASEAN Concord and the 1976 Treaty of Amity and Cooperation in South East Asia;
- B) Desiring to help maintain peace and promote prosperity in the ASEAN region through mutual cooperation and the advancement of the profession of land surveying and geomatics;
- C) Bearing in mind that expanding economic and cultural relations among ASEAN countries will create more demand on institutions involved in land surveying and geomatics;
- D) Being aware of the different systems in the practice of land surveying and geomatics prevailing in the ASEAN region;
and
- E) Having decided to establish an ASEAN Federation of Land Surveying and Geomatics at a Preliminary Meeting held on 15 March 1995, in Kuala Lumpur;



THE ASEAN FEDERATION OF LAND SURVEYING AND GEOMATICS

PROPOSED AMENDMENT TO THE CONSTITUTION

The meeting had discussed to amend the following Articles of the Constitution: -

Articles 6: MEMBERSHIP

- 4(c). Election to the Offices of the Federation shall be the privilege of Institutional Members, Corporate Members and Teaching Institutional Members, provided that the composition of both Corporate Members and Teaching Institutional Members shall be four (4).

Article 9: GENERAL MEETING AND OTHER MEETINGS

1. The supreme authority of the Federation is vested in a General Meeting of the members - Institutional Members, Corporate Members and Teaching Institutional Members of the general body of not less than the number of Council Members from at least four (4) countries must be present at a General Meeting for its proceedings to be valid and to constitute a quorum.

Please refer to the enclosed Minutes of the 2nd Biennial General Meeting (page 5 & 6) held on 20th October 2001 at the Hotel, Sri Petaling, Kuala Lumpur.

IR. RUDOLF W. MATINDAS
President

DR. T LUKMAN AZIZ
Honorary Secretary-General



Do hereby adopt and promulgate this Constitution.

Article 1: NAME, REGISTERED ADDRESS

1. The name of this Federation shall be known as the ASEAN FEDERATION OF LAND SURVEYING AND GEOMATICS (FLAG). It shall hereinafter be referred to as "the Federation".
2. The office of the Federation shall be duly registered at the Registrar of Societies of the country where the Secretariat is situated.
3. The founding Secretariat of the Federation shall be at the Institution of Surveyors Malaysia, Penthouse, Bangunan Jurukur, 64-66 Jalan 52/4, and 46200 Petaling Jaya, Malaysia.
4. The Governing Council of the Federation (hereinafter referred to as "the Council") shall have the right at its discretion to transfer the registered place of business or Secretariat provided that such changes shall only take place at intervals greater than a total duration of three (3) full terms of Council and with the prior approval of the Registrar of Societies.

Article 2: DEFINITION OF LAND SURVEYING

Land surveying is the practice of the science of measurement; the assembly and assessment of land and geographic related information; the use of that information for the purpose of planning and implementing the efficient administration of the land, the sea and structures thereon; and the instigation of the advancement and development of such practices.

The practice of land surveying may involve one or more of the following activities which may occur either on, above or below the surface of the land or the sea and may be carried out in association with other professionals.

1. The determination of the size and shape of the earth and the measurement of all data needed to define the size, position, shape and contour of any part of the earth's surface.
2. The positioning of objects in space and the positioning and monitoring of physical features, structures and engineering works on, above or below the surface of the earth.
3. The determination of the position of the boundaries of public or private land, including national and international boundaries, and the registration of those lands with the appropriate authorities.
4. The design, establishment and administration of land and geographic information systems and the collection, storage, analysis and management of data within those systems.
5. The study of the natural and social environment, the measurement of land and marine resources and the use of the data in the planning of development in urban, rural and regional areas.
6. The planning, development and redevelopment of property, whether urban or rural and whether land or buildings.
7. The production of plans, maps, files, charts and reports.

In the application of the foregoing activities, the relevant legal, economic, environmental and social aspects affecting each project shall be taken into account.

Article 3: DEFINITION OF GEOMATICS

The definition of Geomatics as adopted by the International Standards Organisation (ISO) is as follows: -

“Geomatics is a field of activity which, using a systematic approach, integrates all the means used to acquire and manage spatial data required as part of scientific, administrative, legal and technical operations involved in the process of production and management of spatial information. These activities include, but



(Perubahan 10
Fin. 1977)

MALAYSIA

AKTA PERTUBUHAN 1966
PERATURAN-PERTUBUHAN PERTUBUHAN 1984
[PERATURAN 7 (1)]
PERMOHONAN MENUKAR NAMA/ALAMAT/
MEMINDA UNDANG-UNDANG
DAN LAIN-LAIN TANDA
(*Borang ini hendaklah ditaip dan diisi dalam 4 salinan*)



KEPADA:

PENDAFTAR PERTUBUHAN, Ruj. P.P.M. /MP1434/95(4)
Ruj. P.P.P. /WP275/95

- Nama Perubahan:
THE ASEAN FEDERATION OF LAND SURVEYING AND GEOMATICS (ASEAN FLAG)
- Bersama-sama ini dilampirkan dokumen-dokumen seperti berikut:
 - 5 salinan kertas pindaan menukar nama/alamat/meminda undang-undang/undang-undang baru/bendera/lambang/lencana/ atau lain-lain tanda.*
 - 2 salinan minit mesyuarat agung di mana pindaan undang-undang diterima oleh ahli-ahli mengikut peruntukan-peruntukan dalam undang-undang berdaftar.
 - Setem pos bernilai RM10.00 yang belum dibatalkan (lekat di ruang di atas).

Berterikh pada: 21 Jun 2004 hari/bulan

Tandatangan: [Signature] Tandatangan: [Signature]

Nama: IR. RUDOLF W. MATINDAS Nama: DR. T. LUKMAN AZIZ

Jawatan: PRESIDEN Jawatan: SETIAUSAHA AGUNG
(Pemegang jawatan utama perubahan induk) (Pemegang jawatan utama perubahan induk)

No. Telefon: +66 2 2603592 No. Telefon: +62 22 2501116

UNTUK KEGUNAAN PEJABAT

DILULUSKAN/BIKAR NAMA/ALAMAT/PINDAAN UNDANG-UNDANG/UNDANG-UNDANG BARU/BENDERA/
LAMBANG/LENCANA/ATAU LAIN-LAIN TANDA*

PADA: 21 JUN 2004

[Signature]

(**MOHD YUNUS JAMIL**)
b.p. Pendaftar Perubahan Malaysia

Tarikh: 21 JUN 2004

Ruj. P.P.M. /SEL 1434/95
Ruj. P.P.P. /SEL 171/95(4)

PMB. K.L. *Ponag mana yang tidak berkenaan



are not limited to, cartography, control surveying, digital mapping, geodesy, geographic information systems, hydrography, land information management, land surveying, mining surveying, photogrammetry and remote sensing.”

Article 4: LOGO

a) The logo of the Federation is as follows:



b) The meaning of the design and the colours of the logo:-

The word ASEAN is the acronym of the Association of South East Asian Nations and the word FLAG stands for the Federation of Land Surveying and Geomatics.

The ranging pole is historically the first and most fundamental equipment used in land surveying. The sections in the ranging pole represent the seven founding member countries of this Federation; hence, the number of sections shall always remain seven (7) only.

The dot (•) at the top of the ranging pole and the benchmark symbol ∇ at the bottom represent the X, Y, Z which are the raw products sought in each land surveying operation.

The wavy lines denote terrain or earth and the number of lines shall be the same as the number of ASEAN member nations.

The burnt brown colour, as used in the official ASEAN logo, symbolises strength and stability. The colour blue symbolises peace and harmony.

Article 5: AIMS AND OBJECTS

1. The objects of the Federation shall be: -
 - a) To promote and advance the science, practice and application of land surveying and geomatics for the advancement of mankind and community and to foster regional cooperation and transfer of technology.
 - b) To encourage communication between persons charged with the technical responsibility for the planning, design and execution of the practice of land surveying and geomatics.
 - c) To obtain and disseminate among the members, information on land surveying and geomatics and related matters affecting the profession, and to print, sell, publish, issue and circulate the records of transactions of the Federation or any papers, periodicals, books, circulars and other literary undertakings or any extracts therefrom as may seem conducive to any of these objects.
 - d) To educate and seek to improve, extend and elevate the technical and general knowledge of members and persons concerned with land surveying and geomatics.
 - e) To serve as a focal point for exchange of ideas related to land surveying and geomatics in the ASEAN region.
 - f) To conduct, encourage and collate research in land surveying and geomatics.
 - g) To establish, form and maintain an index of available or existing literature and articles of interest in connection with land surveying and geomatics.
 - h) To cooperate, as may seem conducive to any of these objects, with national and international organisations and to support and supplement their work.

4. **ARTICLE 10: ITEM 1 (LINE 12)**

In Page 8, the number of Special Ordinary Members shall be increased from "three" to "five".

Quote
Special Ordinary Council Members shall not number more than five at any one time.
Unquote

5. **ARTICLE 10: ITEM 9(B) (LINE 2)**

In Page 10, the phrase ", unless there are no other nominations received from members." is to be added onto the first sentence of Item 9(b).

Quote
No President shall be elected from the same country as his immediate predecessor until the lapse of at least two terms of Council, **unless there are no other nominations received from members.**
Unquote



DATU' ABDUL MAJID MOHAMED
President



KHOO BOO KHEAN
Honorary Secretary-General

Article 6: MEMBERSHIP

1. Membership in the Federation shall be open to persons or organisations in ASEAN countries whose duties and activities respectively are such as to cause them to be interested in the science and practice of land surveying and geomatics.
2. Membership in the Federation shall be of five categories: Institutional, Corporate Honorary, Sustaining and Teaching Institution.
3. The requirements for admission shall be:-
 - a) Institutional Membership:
A legally constituted national professional institution, association, organisation or other similar body whose activities include the science and practice of land surveying and geomatics or are concerned with the same.
 - b) Corporate Membership:
A firm or corporate body whose activities include the science and practice of land surveying and geomatics or are concerned with the same.
 - c) Honorary Membership:
A person of outstanding eminence and long experience in the science and practice of some phase of land surveying and geomatics and has contributed outstanding services to the Federation may be elected to Honorary Membership by the recommendation of the Council and the approval by members carrying a simple majority vote by ballot.
 - d) Sustaining Membership:
A person or firm or company who/which is keenly interested in the science and practice of land surveying and geomatics but is not eligible for election to other classes of membership.

- e) Teaching Institution Membership:
This class of membership is reserved for institutions or establishments of high learning which conduct courses in the fields of land surveying and geomatics. These include such bodies as Universiti Teknologi Malaysia (Malaysia), Universiti Teknologi MARA (Malaysia) and Institut Teknologi Bandung (Indonesia), etc.
4. The rights and privileges of members are as follows:-
- a) Each Institutional Member shall be entitled to one vote on each matter submitted to membership vote.
- b) The vote of an Institutional Member shall be exercised through its authorised representative.
- c) Election to the Offices of the Federation shall be the privilege of the Institutional Members, Corporate Members and Teaching Institution Members, provided that the composition of both Corporate members and Teaching Institutional members shall be four (4).
- d) Honorary and Sustaining members shall be entitled to all rights and privileges of members in the Federation except the right to vote and hold office in the Federation.
5. All applications for membership of the Federation except for membership under Clause 3(b) above, shall be sponsored by two members and shall be submitted on the prescribed membership application form as approved by the Council from time to time containing all the details required thereon in full to the Honorary Secretary-General who shall cause them to be placed before the Council for consideration.
6. Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and annual subscription, be admitted as a member of the Federation and shall be entitled to all the privileges of membership.

THE ASEAN FEDERATION OF LAND SURVEYING AND GEOMATICS (ASEAN FLAG)

**Amendment to the Constitution by the
1st Biennial General Meeting Held at
the Manor Ballroom, Esplanade Hotel, Western Australia
on Sunday, 31st October 1999**

AMENDMENTS TO THE CONSTITUTION

1. ARTICLE 6: ITEM 3

In Page 5 a new subsection (e) is to be added and to read as follows: -

Quote

3(e) Teaching Institution Membership:

This class of membership is reserved for institutions or establishments of high learning which conduct courses in the fields of land surveying and geomatics. These include such bodies as Universiti Teknologi Malaysia (Malaysia), Universiti Teknologi MARA (Malaysia) and Institut Teknologi Bandung (Indonesia), etc.

Unquote

2. ARTICLE 7: ITEM 2

To reflect the new category of membership, the following entrance fee and annual subscription are respectively to be amended to read as follows: -

Quote

2. The initial entrance fees and annual subscriptions shall be as follows: -

Entrance fees:

Institutional Members	RM 500.00
Corporate Members	RM 500.00
Sustaining Members	RM 500.00
Teaching Institution Members	RM 100.00

Annual Subscriptions:

Institutional Members	RM 250.00
Corporate Members	RM 250.00
Sustaining Members	RM 250.00
Teaching Institution Members	RM 100.00

Unquote

3. ARTICLE 10: ITEM 1 (LINE 9)

In Page 8, the word "eight" is to be amended to "ten".

Quote

Ten (or less) Ordinary Council Members (seven of whom should each represent a country and from within these Council Members one Senior Vice President and one Vice-President shall be elected)

Unquote

Article 7: ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

1. The entrance fees and annual subscriptions may be amended from time to time at a General Meeting of the Federation or by Circular Resolution of the Federation.
2. The initial entrance fees and annual subscriptions shall be as follows:-

Entrance fees:

Institutional Members	RM 500.00
Corporate Members	RM 500.00
Sustaining Members	RM 500.00
Teaching Institution Members	RM 100.00

Annual Subscriptions:

Institutional Members	RM 250.00
Corporate Members	RM 250.00
Sustaining Members	RM 250.00
Teaching Institution Members	RM 100.00

Honorary Members shall not be required to pay entrance fees or annual subscriptions.
3. Subscriptions shall be due and payable on the 1st day of January of each year. In the case of a new member, the entrance fee and annual subscription shall be payable as soon as the member has been advised of his election as a member and thereafter on the 1st day of each and every calendar year.
4. A member elected after the 1st day of July in any year shall pay one-half the subscriptions for that year and thereafter at the full subscription rate on the 1st day of January of each and every calendar year.
5. No candidate who has been elected a member shall be entitled to the privileges of membership until payment of the entrance fee and the first annual subscription has been made. If such entrance fee and subscription are not paid within sixty (60) days after the Honorary Secretary-General has advised the candidate of his election as a member, such election shall be void and of no effect whatsoever.

6. A member failing to pay his subscriptions and/or fulfil his financial obligations of any kind whatsoever towards the Federation for a period of twelve (12) months after they fall due shall automatically have his rights and privileges temporarily suspended provided that prior written notice by the Honorary Secretary-General has been given to him at his last known address. If after three (3) months, the subscriptions and/or financial obligations remain unpaid, the said member, may at the discretion of the Council, be deleted/terminated from the roll of membership.
7. The Council shall be further empowered to take any action as in its absolute discretion it deems necessary relating to the payment of subscriptions, entrance fees and all other fees/monies due/owing to the Federation.
8. The Council shall have the power to fix a re-entrance fee for any person or organization who has allowed his membership to lapse through arrears.
9. Special subscriptions or levies for particular purposes may be raised from members by resolution of the General Meeting of the Federation. If any member fails to pay such subscription within such period as may be resolved, the amount due shall be treated in the same way as arrears of annual subscriptions.
10. The Council shall be empowered to invite organisation(s) to be Institutional Member or Teaching Institutional Member whose participation would enhance the activities of the Federation. The Council shall also assist to waive either in full, or part, payment of necessary annual dues. Such invitation(s) shall be reviewed by the Council in every two years.

Article 8: RESIGNATION AND EXPULSION

1. A member may at any time by giving thirty (30) days' notice in writing to the Honorary Secretary-General resign from the Federation but such member shall continue to be liable to pay to the Federation all outstanding dues up to the end of the year in which he resigns.



MALAYSIA
AKTA PERTUBUHAN 1966
PERATURAN-PERATURAN PERTUBUHAN 1984
[PERATURAN 7 (1)]
PERMOHONAN MENUKAR NAMA/ALAMAT/
MEMINDA UNDANG-UNDANG
DAN LAIN-LAIN TANDA
(Borang ini hendaklah ditaja dan diisi dalam 4 salinan)



KEPADA: PENDAFTAR PERTUBUHAN, Ruj. PPM /WP1434/95(4).....
Ruj. PPP ./WP275/95.....

1. Nama Pertubuhan:
THE ASEAN FEDERATION OF LAND SURVEYING AND GEOMATICS
{ ASEAN FLAG }

2. Bersama-sama ini dilampirkan dokumen-dokumen seperti berikut:

(a) 5 salinan kertas pindaan menukar nama/alamat/meminda undang-undang/undang-undang baru/bendera/lambang/lencana/ atau lain-lain tanda.*

(b) 2 salinan minit mesyuarat agung di mana pindaan undang-undang diterima oleh ahli-ahli mengikut peruntukan-peruntukan dalam undang-undang berdaftar

(c) Setem pos bernilai RM10.00 yang belum dibatalkan (lekat di ruang di atas).

Bertarikh pada 7 haribulan MAC 2000

Tandatangan: *Abdul Majid Mohamed* Tandatangan: *Khoo Boo Khean*
Nama: Dato' Abdul Majid Mohamed Nama: Khoo Boo Khean
Jawatan: Presiden Jawatan: Setiausaha Agung
(Pemegang jawatan utama pertubuhan induk) (Pemegang jawatan utama pertubuhan induk)
No. Telefon: 03-2925932 No. Telefon: 03-9585488

UNTUK KEGUNAAN PEJABAT

DILULUSKAN ~~PERUBAHAN~~ PINDAAN UNDANG-UNDANG/UNDANG-UNDANG BARU/BENDERA

PADA: 13 Mac, 2000

LAU CHI SUEE
b.p. Pendaftar Pertubuhan Malaysia
Tarikh: 3 Mei, 2000
Ruj. PPM /WP1434/95(4)
Ruj. PPP /WP275/95(16)

PNMB - K.L. *Potong mana yang tidak berkenaan

Note:

- ◆ ***Original Constitution was approved by the Registrar of Societies, Malaysia on 6th Nov 1996.***
- ◆ ***Amendments approved during the 1st, 2nd & 3^d Biennial General Meeting was approved by the Registrar of Societies, Malaysia in April 2002 and June 2004, and incorporated in this reprint.***

2. If in a written and signed communication addressed to the Council, any member of the Federation shall be charged with or accused of conduct detrimental to the objects or interest of the Federation, or that he has violated the Constitution and/or Bylaws of the Federation, the Council shall consider such complaint, accusation or charge. If the Council after due consideration, considers that the charges are serious enough to warrant expulsion, the member against whom the charges have been made shall be advised of the charges by letter and given the right to reply to the charges within twenty-eight (28) days. If the Council, after due consideration of the reply be of the opinion that the interests of the Federation so require, may by letter, invite such member to resign from the Federation within a time specified in such letter. If the member refuses to resign within the time specified, Council shall have the power to expel such member forthwith and take all appropriate steps as the Council deems necessary to effect the expulsion.
3. If such member refuses and/or fails to resign and he appeals to the Council for reconsideration, and the Council still hold the same view, the matter will be referred to the next General Meeting whose decision will be final. In the meantime, his membership is suspended.

Article 9: GENERAL MEETING AND OTHER MEETINGS

1. The supreme authority of the Federation is vested in a General Meeting of the members. Institutional Members, Corporate Members and Teaching Institution Members of the general body of not less than the number of Council members from at least four (4) countries must be present at a General Meeting for its proceedings to be valid and to constitute a quorum.
2. If half an hour after the time appointed for the meeting, a quorum is not present, the meeting shall be postponed to half an hour later and the members present shall have power to proceed with the business of the day but they shall not have power to alter the rules of the Federation or to make decisions affecting the whole membership.

3. The Biennial General Meeting of the Federation shall be held at such time as the Council shall deem advisable but it shall not be later than the month of October. The business of the General Meeting shall be:-
 - a) To receive the Council's report on the working of the Federation during the previous year;
 - b) To receive the Honorary Treasurer-General's report and the audited accounts of the Federation for the previous year;
 - c) To tally the ballots for the election of a Council and to appoint auditors for a 2 years' term;
 - d) To deal with such other matter(s) as may be deemed fit by the General Meeting.
4. The Honorary Secretary-General shall send to each member at least thirty (30) days in advance of the meeting, a notice stating the date, time, place of meeting and an agenda including copies of minutes and reports, together with the audited accounts of the Federation for the previous year. Copies of these documents will also be made available at the registered address or place of meeting of the Federation for the perusal of members.
5. Extraordinary General Meetings of the Federation may be called at any time upon written request of a majority of the Council or upon the written request of not less than one third of the total voting membership of the Federation and which must represent at least three (3) countries.
6. An Extraordinary General Meeting requisitioned by members shall be convened on a date within sixty (60) days of the receipt of such requisition.
7. The Honorary Secretary-General shall in writing give to the members of the Federation at least thirty (30) days' notice of any Extraordinary General Meeting. Such notice shall be sent to every member at his last known place of address and shall state the time and place where it will be held and the objects/business that

Article 19: DISSOLUTION

- will be brought before it. No business/matters shall be brought forward at any such meeting unless the requisite notice of same shall have been duly given as herein provided.
8. Clauses (1) and (2) of this Article regarding the quorum and the postponement of a General Meeting shall apply also to an Extraordinary General Meeting but with the provision that if no quorum is present after half an hour from the time appointed for a postponed Extraordinary General Meeting requisitioned by members the meeting shall be cancelled, and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.

Article 10: COUNCIL

1. The management of the Federation shall be vested in a Council comprising the following, who shall be termed the office-bearers of the Federation:-

One President
 One Senior Vice President } to be elected from Council Members,
 One Vice President } each from a different country
 Two Past Presidents
 One Honorary Secretary-General
 One Honorary Treasurer-General
 Ten (or less) Ordinary Council Members (seven of whom should each represent a country and from within these Council Members one Senior Vice President and one Vice-President shall be elected.)
 Special Ordinary Council Members shall not number more than five at any one time.
2. The function of the Council is to organise and supervise the day-to-day activities of the Federation and to make decision on matters affecting its running within the general policy laid down by the General Meeting. The Council may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meeting.

It shall furnish a report to each Biennial General Meeting on its activities during the previous years.

3. The President, Honorary Secretary-General, Honorary Treasurer-General and up to ten (10) Ordinary Council Members shall be elected by a postal ballot of voting members, and shall take office at the conclusion of the next Biennial General Meeting. The Senior Vice President and the Vice-President, each from a different country, shall be elected by Members of Council, from within the Council at the next Council Meeting following that General Meeting.
4. The two Past Presidents shall, unless otherwise decided by the Council, be the Immediate Past Presidents and the new President's immediate predecessors. If either is unwilling or unable to act, then any other Past President shall be eligible to be elected by the Council.
5. The Council may co-opt special Ordinary Council Members for specific purposes and for varying durations during its term of office.
6. The Council shall give instructions to the Honorary Secretary-General and other officers for the conduct of the affairs of the Federation. It may appoint such organisers and such staff as it deems necessary. It may suspend or dismiss any organizer or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Council, or for any other reason(s) which it deems good and sufficient in the interest of the Federation.
7. The Council may from time to time appoint Committees or Sub-Committees for the furtherance of the objects of the Federation as it may deem fit and to delegate to Committees or Sub-Committees such powers as it may consider necessary and expedient and to withdraw from such Committees or Sub-Committees all or any of the powers so delegated and revoke all such appointments. The Committees or Sub-Committees will comprise members nominated by the Council.

8. Meetings of the Council:-

- a) A meeting of the Council shall be held at the time of the General Meeting of the Federation and as often thereafter as the Council may see fit and so order. Thirty (30) days' notice of each meeting shall be given to the members.
- b) At least five (5) Council Members from at least two (2) countries must be present for a Council Meeting's proceedings to be valid and shall constitute a quorum.
- c) If less than 50% of the Council Members are present at the Meeting, then the approval of the resolutions proposed or discussed thereat shall not be valid unless notice is sent to every Council Member and approved within the time specified in the Notice by not less than 50% of the Council Members.
- d) If five (5) or more Council Members in writing suggest/propose certain Resolutions, the Honorary Secretary-General shall prepare and send to all Council Members at their last known place of address the proposed Resolutions by way of Circular Resolution. The Resolutions shall be approved if within the time stipulated in the Circular Resolution it is approved by not less than 50% of the Council Members.
- e) A failure on the part of any Council Member to give a reply in respect of the proposed resolutions in Clause 8 (c) or Clause 8 (d) of this Article within the time specified in the letter/notice/circular shall be deemed an approval on the part of that Council Member.
- f) Where any urgent matter requiring the approval of the Council arises and it is not possible to convene a meeting, the Honorary Secretary-General may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Council is deemed to have been obtained:-
 - i) The issue must be clearly set out in the circular letter and forwarded to all members of the Council;

- ii) At least one-half of the members of the Council must indicate whether they are in favour or against the proposal;
 - iii) Any decision obtained by circular letter shall be reported by the Honorary Secretary-General to the next Council Meeting and recorded in the minutes thereof; and
 - iv) The decision must be by a majority vote.
- g) Any member of the Council who fails to attend three consecutive meetings of the Council without satisfactory explanation shall be deemed to have resigned from the Council.
9. Tenure of Office, Nomination and Election of Officers:-
- a) The tenure of office of the Federation's office-bearers shall be a period of two (2) years, beginning at the end of the General Meeting preceding it.
 - b) No President shall be elected from the same country as his immediate predecessor until the lapse of at least two terms of Council, unless there are no other nominations received from members. The Council shall not later than four (4) months prior to the next scheduled General Meeting invite nominations for President, Honorary Secretary-General, Honorary Treasurer-General and Ordinary Council Members. Each nomination shall be made on the prescribed Nomination Form which must show the written consent of the member nominated and must be sponsored by not less than two (2) members. The retiring Council may nominate one or more candidate(s) for any office for the purpose of the ballot. The names of the candidates nominated by the retiring Council shall be clearly printed on the Nomination Form distributed to members.
 - c) If there is any vacancy not filled or becomes vacant after the General Meeting, the incoming Council may at its discretion elect any qualified eligible member to fill any vacancy.

- d) The President, Senior Vice President, Vice President, Honorary Secretary-General, Honorary Treasurer-General and Ordinary Members of the Council shall forthwith retire at the conclusion of the succeeding Biennial General Meeting. However, for the smooth handing-over of power, a year before their retirement, the existing Council should nominate the Incoming Council members including the President, the Honorary Secretary-General and the Honorary Treasurer-General.
 - e) The Council shall not less than ninety (90) days before the General Meeting send by post to all members entitled to vote, a ballot paper on which appears the names of all the candidates nominated for each office. The voting ballot paper shall be returned to the Honorary Secretary-General in a sealed envelope so as to reach him not less than fifteen (15) days before the General Meeting. In the case where only one nomination is received for a particular office on the Governing Council, the candidate nominated shall be deemed to be elected unopposed and agreed to by all the members unanimously and a ballot will not be necessary.
- The Council shall appoint three (3) or more scrutineers from among the members who are not candidates for the election for the purpose of scrutinising the ballot. The scrutineers shall certify and report the results of the ballot to the Biennial General Meeting.
- f) In the event that any office of Council becomes vacant (through resignation or death, etc) during a Council term, the Council at its sole discretion may appoint any qualified/eligible member of the Federation to fill the vacancy until the next Biennial General Meeting.

Article 11: VOTE

1. Votes may be given either personally or by proxy. A proxy shall be appointed in writing under the hand of the appointer.

- 2. A member may appoint another member as his proxy to represent him at any General Meeting or adjourned General Meeting and the proxy shall have all the rights of the member for whom he is representing and to vote thereat for himself and for the member for whom he is representing.
- 3. The proxy form shall be addressed to the Honorary Secretary-General and shall be deposited at the registered office of the Federation not less than fourteen (14) days before the time of holding the meeting at which the person named in the proxy proposes to attend and vote.
- 4. No member shall be entitled to attend, speak or vote either in person or by proxy at any General Meeting unless all monies (whether subscriptions or otherwise) then due from him to the Federation have been paid.
- 5. The instrument appointing a proxy shall be in the following form, or in such other form as the Council may from time to time approve:

THE ASEAN FEDERATION OF LAND SURVEYING AND GEOMATICS

I, , of , being an Institutional Member/Corporate Member/Teaching Institution Member* of The ASEAN Federation of Land Surveying and Geomatics, hereby appoint of as my Proxy to vote for me and on my behalf at the General Meeting (or Extraordinary Meeting) of the Federation to be held on the day of and at any adjournment thereof.

As witness my hand this day of19.....

Note: *Delete wherever is not applicable

Article 12: DUTIES OF THE OFFICE-BEARERS

- 1. The Officers of the Federation shall comprise Council Members only.

- 2. The Council shall appoint an Administrative Secretary whose terms and conditions of service shall be determined by the Council.
- 3. The President or in his absence, the Senior Vice President or the Vice-President, shall during his term of office preside over all General Meetings of the Federation or of the Council, and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the Minutes of each meeting at the time they are approved. In the absence of the President, the Senior Vice President or the Vice-President, a temporary presiding officer shall be elected from among the members present.
- 4. As head of the Federation, the President or his nominee from the Council shall represent the Federation in all national or international forums and shall also carry out the aims and objectives of the Federation.
- 5. The President shall be a member, ex-officio of all Committees.
- 6. The Past Presidents serving in the Council shall help to ensure the continuity in the smooth running of the Federation.
- 7. The Honorary Secretary-General, with the assistance of the Administrative Secretary, shall, interalia:
 - (a) Keep a complete record of all proceedings and correspondence of the Federation and of the Council.
 - (b) Send notices of meetings by mail to members of the Federation or of the Council as may be required.
 - (c) Attend all meetings and record the proceedings.
 - (d) Send within twenty-eight (28) days after the holding of the Biennial General Meeting of the Federation submit the Annual Returns of the Federation to the Registrar of Societies as required under Section 14(1) of the Societies Act, 1966.

- (e) Keep a membership register with particulars of names, age, identity card number or passport number, occupation and address of each member.
 - (f) Perform all other duties usually appertaining to the office of Secretary.
8. The Honorary Treasurer-General shall be responsible for the finances of the Federation. He shall keep the accounts of all its financial transactions and shall be responsible for their correctness. In his absence, he may, with the consent of the Council, nominate a Financial Assistant to deputise for him.
 9. The Ordinary Council Members shall attend all meetings and shall perform any duties directed by the Council.
 10. The Financial Assistant shall
 - (a) Perform all duties pertaining to finances as approved and assigned by the Honorary Treasurer-General.
 - (b) Make payments for bills properly approved by the Council.

Article 13: FINANCIAL PROVISIONS

1. Subject to the following provision in this Article, the funds of the Federation may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries, allowance and expenses to its office-bearers and aid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.
2. The Honorary Treasurer-General (or his appointed Financial Assistant) may hold a Petty Cash advance at any one time of an amount which shall be determined by the Council but such amount shall not exceed RM10,000.00 (Ringgit Ten thousand). All money in excess of this sum shall within seven (7) days of receipt be deposited in a bank approved by the Council. The bank account shall be in the name of the Federation.

3. All cheques or withdrawal notices on the Federation's account shall be signed jointly by any two of the following office-bearers: the President, the Honorary Secretary-General or the Honorary Treasurer-General (or his appointed Financial Assistant).
4. No expenditure exceeding RM10,000.00 (Ringgit Ten thousand) shall be incurred at any one time without the prior sanction of the Council. And, no expenditure exceeding RM250,000.00 (Ringgit Two hundred and fifty thousand) shall be incurred at any one time without the prior sanction of a General Meeting. Expenditure of less than RM10,000.00 (Ringgit Ten thousand) may be approved at any one time by the President together with the Honorary Secretary-General and the Honorary Treasurer-General (or his appointed Financial Assistant).
5. As soon as possible after the end of each financial year a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by Auditors appointed under Article 14 (1). The audited accounts shall be submitted for the approval of the next General Meeting, and copies shall be made available at the registered place of business of the Federation for the perusal of members.
6. The date of the commencement of the financial year of the Federation shall be from 1 Aug and shall end on 31 July annually.

Article 14: AUDITORS

1. Two persons, who shall not be office-bearers of the Federation, shall be appointed at the Biennial General Meeting as Honorary Auditors. They shall hold office for two years and may be re-appointed.
2. The Auditors shall be required to audit the accounts of the Federation for each of the two years, and to prepare a report or certificate for the Biennial General Meeting. They may also be required by the President to audit the accounts of the Federation for any period within their tenure of office at any date, and to make a report to the Council.

Article 15: PROFESSIONAL AUDITORS

1. At each Biennial General Meeting, the Federation may appoint a Professional Auditor or Auditors to hold office for the same term as the Council members i.e. up to the next Biennial General Meeting.
2. The Council may fill any vacancy in the office of Professional Auditors, but while any such vacancy occurs the surviving or continuing Professional Auditor or Auditors, if any, may act.
3. A person shall not be qualified for appointment as Professional Auditor unless he is a member of a body of accountants recognised by legislation of the countries in the ASEAN region.
4. Every Professional Auditor shall have a right of access at all times to the books, accounts and vouchers of the Federation, and shall be entitled to require from any member or person belonging to any attached class or from any employee of the Federation such information and explanation as he thinks necessary for the performance of his duties.
5. The Professional Auditors shall be entitled to receive all notices and communications of and to attend any General Meeting or Extraordinary General Meeting and shall be heard on any matters which concern them as Professional Auditors.
6. The Professional Auditors shall make a report in writing to the members on the accounts examined by them and on all Annual Accounts during their tenure of office.
7. The Professional Auditors' report shall state whether:-
 - (a) They have obtained all the information which, to the best of their knowledge and belief were necessary for the purpose of their audit;
 - (b) In their opinion, proper books of account have been kept, so far as appears from their examination of those books and proper returns adequate for the purposes of their audit have been received from branches not visited by them;

- (c) The Annual Accounts are in agreement with the books of account and returns;
- (d) In their opinion, and to the best of their information, and according to the explanations given to them, the Annual Accounts give a true and fair view of the state of the Federation's financial affairs as at the end of its financial year, and of the receipts and payments for its financial year.
8. The Honorary Auditors shall examine and sign the Annual Accounts after they have been audited by the Professional Auditors.
9. Every copy of the Annual Accounts shall have annexed thereto the report of the Professional Auditors.
10. Not less than twenty-one days before the date of a General Meeting at which Annual Accounts are to be laid before the Federation, a copy thereof, and of the report of the Professional Auditors, shall be prominently displayed and copies shall be available on demand without charge to members, at the office of the Federation.

Article 16: TRUSTEES

1. Trustees, not less than two (2) and not more than four (4) in number, of over twenty-one (21) years of age and who shall not be office bearers/members of the Federation shall be appointed at the General Meeting or by Circular Resolution of all members with a simple majority vote and shall hold office during the pleasure of the Federation. They shall have vested in them all immovable property whatsoever belonging to the Federation upon the execution of a Deed of Trust. They shall deal with the said property in such manner as the Council may direct.
2. The Trustees shall not sell, withdraw or transfer any of the property of the Federation without the consent and authority of a General Meeting of members.

3. A Trustee may be removed from office by the 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.

Article 17: PROHIBITIONS

Any act contrary or prejudicial to the aims and/or objectives of the Federation is strictly prohibited.

Article 18: AMENDMENT OF CONSTITUTION

1. This Constitution may be wholly or in part replaced, repealed, substituted or otherwise amended at the General Meeting or at an Extraordinary General Meeting of members specially convened for such purpose.
2. Any proposal under this Article shall be given in writing and shall be deemed to be a proposal for an Extraordinary Resolution at the General Meeting or the Extraordinary General Meeting of members with a simple majority vote and the express notice of such proposal shall be given by the Honorary Secretary-General to all members at least thirty (30) clear days before the aforementioned meeting.
3. No such proposal shall be deemed to have been passed unless it is carried by a majority of at least two-thirds (2/3) of the votes cast. Any approved proposal shall take effect from the date on which the Registrar of Societies accepts and registers the amendment.
4. Any amendment to the Constitution shall be forwarded to the Registrar of Societies within twenty-eight (28) days of being passed by the General Meeting.

Article 19: DISSOLUTION

1. The Federation may be dissolved by an Extraordinary Resolution at an Extraordinary General Meeting of members convened for that purpose only, and voting thereon shall be by secret ballot only.
2. The proposal to dissolve the Federation shall be deemed to have been passed only if carried by a majority of not less than two-thirds (2/3) of Institutional members entitled to be present and to vote at the meeting.
3. In the event of the Federation being dissolved, all liabilities legally due by the Federation shall be fully discharged, and any surplus fund thereon remaining shall be distributed to any association or society having aims or objects similar to those of the Federation and as decided at the Extraordinary General Meeting.
4. Notice of dissolution shall be given within fourteen (14) days of the dissolution to the Registrar of Societies.