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Warta Kerajaan

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GOVERNMENT OF MALACCA GAZETTE

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ENAKMEN PENGAWALAN SEKOLAH-SEKOLAH AGAMA ISLAM (MELAKA) 2002

PERATURAN-PERATURAN PENGAWALAN SEKOLAH-SEKOLAH
AGAMA ISLAM (PERSATUAN IBU BAPA DAN GURU)
NEGERI MELAKA 2020

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ENAKMEN PENGAWALAN SEKOLAH-SEKOLAH AGAMA ISLAM
(MELAKA) 2002

PERATURAN-PERATURAN PENGAWALAN SEKOLAH-SEKOLAH AGAMA ISLAM
(PERSATUAN IBU BAPA DAN GURU) NEGERI MELAKA 2020

PADA menjalankan kuasa yang diberikan oleh seksyen 38 Enakmen Pengawalan Sekolah-Sekolah Agama Islam (Melaka) 2002 [*Enakmen No. 3 tahun 2002*], Yang di-Pertuan Agong, atas nasihat Majlis Agama Islam Melaka, membuat peraturan-peraturan yang berikut:

BAHAGIAN I

PERMULAAN

Nama dan permulaan kuat kuasa

1. (1) Peraturan-peraturan ini bolehlah dinamakan **Peraturan-Peraturan Pengawalan Sekolah-Sekolah Agama Islam (Persatuan Ibu Bapa dan Guru) Negeri Melaka 2020**.

(2) Peraturan-peraturan ini hendaklah mula berkuat kuasa pada tarikh ianya disiarkan dalam *Warta*.

Tafsiran

2. Dalam Peraturan-Peraturan ini, melainkan jika konteksnya mengkehendaki makna yang lain—

“Enakmen” ertinya Enakmen Pengawalan Sekolah-Sekolah Agama Islam (Melaka) 2002 [*Enakmen 3 Tahun 2002*];

“Jabatan” ertinya Jabatan Agama Islam Melaka;

“Jawatankuasa” ertinya Jawatankuasa yang ditubuhkan di bawah peraturan 11;

“Komuniti Kampung” ertinya apa-apa Institusi yang ditubuhkan oleh kementerian yang bertanggungjawab terhadap pembangunan luar bandar bagi mengurus pembangunan dan pengurusan kampung;

“Majlis” ertinya Majlis Agama Islam Melaka yang ditubuhkan di bawah subseksyen 4(1) Enakmen Pentadbiran Agama Islam (Negeri Melaka) 2002 [*Enakmen 7 Tahun 2002*];

“Pegawai Masjid” ertinya Iman, Bilal dan Pembantu Bilal yang dilantik oleh Majlis di bawah seksyen 88 Enakmen Pentadbiran Agama Islam (Negeri Melaka) 2002 [*Enakmen 7 Tahun 2002*];

“Pendaftar” ertinya Pendaftar yang dilantik di bawah seksyen 3 Enakmen;

“Pengaroh” ertinya Pengarah Jabatan Agama Islam Melaka;

“Penolong Pendaftar” ertinya Penolong Pendaftar yang dilantik di bawah seksyen 3 Enakmen;

“Persatuan” ertinya Persatuan Ibu Bapa dan Guru Sekolah-Sekolah Agama Islam yang ditubuhkan di bawah peraturan 4;

“sekolah” ertinya Sekolah Menengah Agama, Sekolah Rendah Agama, Sekolah Menengah Tahfiz dan Tadika di bawah pentadbiran Jabatan Agama Islam Melaka.

Pemakaian

3. Peraturan-peraturan ini hendaklah terpakai bagi Sekolah Menengah Agama, Sekolah Rendah Agama, Sekolah Menengah Tahfiz dan Tadika di bawah pentadbiran Jabatan.

BAHAGIAN II

TUJUAN-TUJUAN DAN FUNGSI

Penubuhan Persatuan

4. Maka hendaklah ditubuhkan dalam tiap-tiap sekolah suatu Persatuan yang akan dinamakan sebagai “Persatuan Ibu Bapa dan Guru Sekolah-Sekolah Agama Islam Jabatan Agama Islam Melaka”.

Tujuan-tujuan Persatuan

5. Tujuan Persatuan ialah—

- (a) membantu Bahagian Pendidikan, Jabatan Agama Islam Melaka mengurus sekolah selari dengan keperluan menurut Enakmen;
- (b) bersama-sama bertanggungjawab membantu pengurusan sekolah bagi menyelenggarakan dengan sempurna semua harta, bangunan dan kawasan sekolah serta kewangan Persatuan; dan
- (c) menubuhkan dan mentadbir suatu kumpulan wang yang dikenali sebagai “Akaun” untuk kebajikan dan pembangunan sekolah.

Fungsi Persatuan

6. Fungsi Persatuan ialah—

- (a) membantu dalam memajukan perkembangan murid dan menjaga kebajikan murid;

- (b) menambah sumber kewangan sekolah bagi menambah dan meningkatkan kemudahan di sekolah;
- (c) meningkatkan kemesraan dan menyediakan saluran komunikasi dan hubungan antara sekolah dengan masyarakat setempat;
- (d) meningkatkan keceriaan premis sekolah supaya dapat mewujudkan suasana yang kondusif bagi menjayakan aktiviti dan program Pendidikan;
- (e) membolehkan Ibu Bapa dan guru bertukar-tukar fikiran dan maklumat mengenai pendidikan;
- (f) memberi peluang kepada Ibu Bapa dan guru berunding antara satu sama lain dengan cara memperbaiki taraf pendidikan anak-anak mereka pada amnya;
- (g) membolehkan Ibu Bapa dan guru untuk berusaha menambah kewangan sekolah dan meningkatkan kemudahan fizikal bagi tujuan meningkatkan kemudahan pengajaran dan pembelajaran dengan kelulusan pihak berkuasa; dan
- (h) untuk mengadakan sesuatu forum dan perkhidmatan bagi kebajikan dan kemajuan murid-murid dalam meningkatkan imej sekolah.

Prosedur pendaftaran

7. Jawatankuasa hendaklah mengemukakan borang permohonan pendaftaran Persatuan kepada Pendaftar untuk didaftarkan dengan menggunakan Borang 1.

Perakuan pendaftaran Persatuan

8. Pendaftar hendaklah mengeluarkan perakuan Pendaftaran Persatuan yang ditubuhkan sebagaimana yang terkandung dalam Borang 2.

Keahlian Persatuan

9. Ahli Persatuan terdiri daripada—

- (a) semua guru di sekolah;
- (b) Ibu Bapa kepada murid yang belajar dalam sekolah; dan
- (c) warganegara Malaysia yang diluluskan permohonan untuk menjadi ahli Persatuan oleh Pendaftar dengan menggunakan Borang 3.

Had bilangan keahlian Persatuan selain daripada Ibu Bapa dan guru

10. Bilangan Ahli Persatuan bukan guru yang tidak mempunyai anak di sekolah itu hendaklah tidak melebihi $\frac{1}{5}$ daripada keseluruhan bilangan Ahli Persatuan berkenaan.

BAHAGIAN III**PENUBUHAN JAWATANKUASA****Penubuhan Jawatankuasa**

11. Persatuan hendaklah diuruskan oleh suatu Jawatankuasa yang dikenali sebagai “Jawatankuasa Persatuan Ibu Bapa dan Guru Sekolah-sekolah Agama Islam Jabatan Agama Islam Melaka”.

Pelantikan ahli Jawatankuasa

12. Jawatankuasa hendaklah dilantik oleh ahli Persatuan melalui undian pada setiap 2 tahun dalam Mesyuarat Agung Tahunan.

Asas-asas pelantikan

13. Asas-asas pelantikan di bawah peraturan 12 adalah diasaskan kepada kelayakan-kelayakan berikut—

- (a) hendaklah terdiri daripada lapisan orang-orang Islam yang bermastautin di dalam qariah sekolah berkenaan;
- (b) hendaklah terdiri daripada orang-orang yang tidak pernah didapati bersalah kerana sesuatu kesalahan jenayah;
- (c) berkebolehan mengurus dan mentadbir;
- (d) orang yang dihormati dan disegani oleh masyarakat Islam setempat; dan
- (e) warganegara Malaysia sahaja.

Keahlian Jawatankuasa

14. Keahlian Jawatankuasa adalah seperti berikut—

- (a) seorang Pengerusi;
- (b) seorang Naib Pengerusi;
- (c) seorang Setiausaha;

- (d) seorang Bendahari;
- (e) wakil kariah iaitu wakil tetap bagi setiap satu di bawah—
 - (i) seorang wakil Komuniti Kampung.
 - (ii) seorang wakil Pegawai Masjid kariah Sekolah;
 - (iii) seorang wakil guru Sekolah Kebangsaan kariah sekolah, sekiranya terdapat keperluan;
- (f) dua orang wakil daripada guru; dan
- (g) empat orang wakil daripada Ibu Bapa.

Pemakluman ahli Jawatankuasa

15. Senarai nama-nama ahli Jawatankuasa yang telah dilantik di dalam mesyuarat agung hendaklah dimaklumkan kepada Pendaftar.

Fungsi Jawatankuasa

16. (1) Fungsi Jawatankuasa secara am ialah mengelola dan mengatur kegiatan Persatuan dan membuat keputusan atas perkara-perkara yang menyentuh perjalanannya, tanpa bercanggah dengan dasar umum yang ditetapkan oleh Mesyuarat Agung Tahunan, Peraturan ini dan Enakmen serta peraturan-peraturan yang dibuat di bawahnya.

(2) Fungsi Ahli Jawatankuasa adalah seperti berikut—

- (a) Pengerusi—
 - (i) menjadi Pengerusi di dalam semua Mesyuarat Persatuan serta bertanggungjawab tentang ketenteraman dan kesempurnaannya;
 - (ii) mempunyai undi pemutus dan hendaklah menandatangani minit-minit mesyuarat apabila telah diluluskan;
 - (iii) bertanggungjawab mengawasi pentadbiran Persatuan serta memastikan bahawa peruntukan Peraturan dipatuhi oleh semua ahli Persatuan;
 - (iv) sentiasa mematuhi segala peruntukan Peraturan dalam menjalankan tugas sebagai Pengerusi;
 - (v) boleh memanggil mesyuarat Jawatankuasa pada bila-bila masa yang difikirkan perlu dengan persetujuan Guru Besar atau Pengetua;
 - (vi) menandatangani cek atau penyata pengeluaran wang Persatuan;

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- (vii) memastikan segala aktiviti dan program Persatuan dilaksanakan dengan sempurna dan teratur;
 - (viii) mendapatkan nasihat mengenai pengurusan Persatuan dari semasa ke semasa daripada Guru Besar atau Pengetua selaku Penasihat Persatuan; dan
 - (ix) menandatangani segala surat dan dokumen rasmi Persatuan.
- (b) Naib Pengerusi—
- (i) bertanggungjawab membantu Pengerusi dalam menjalankan fungsi-fungsi Pengerusi; dan
 - (ii) menjalankan tanggungjawab dan fungsi Pengerusi semasa ketiadaan Pengerusi.
- (c) Setiausaha—
- (i) menjalankan urusan Persatuan mengikut Peraturan-Peraturan Persatuan Ibu Bapa dan Guru Sekolah-sekolah Rendah Agama 2018;
 - (ii) melaksanakan keputusan-keputusan Mesyuarat Agung Tahunan dan mesyuarat Jawatankuasa;
 - (iii) mencatat, menyedia dan menyimpan minit-minit mesyuarat Jawatankuasa dan Mesyuarat Agung Tahunan;
 - (iv) menyediakan laporan-laporan untuk dibentangkan kepada Mesyuarat Agung Tahunan serta minit-minit yang bersangkutan dengannya;
 - (v) menghantar segala laporan dan aktiviti Persatuan dan minit Mesyuarat Agung Tahunan kepada Penyelaras Pendidikan Agama Daerah, Penolong Pendaftar atau Pendaftar atau mengikut mana yang berkenaan, selepas Mesyuarat Agung Tahunan; dan
 - (vi) menandatangani cek atau penyata pengeluaran wang Persatuan, jika perlu.
- (d) Bendahari—
- (i) bertanggungjawab mengurus dan mengawal hal ehwal kewangan Persatuan dengan menyediakan dan menyimpan kira-kira kewangan yang kemas kini;
 - (ii) penyata kira-kira kewangan (1 Januari hingga 31 Disember) hendaklah disiapkan sebelum 1 Februari tahun berikutnya untuk diaudit;

- (iii) penyata kira-kira yang telah diaudit hendaklah dikemukakan untuk kelulusan Mesyuarat Agung Tahunan;
- (iv) satu salinan penyata yang telah diaudit dan diluluskan oleh Mesyuarat Agung Tahunan hendaklah dihantar kepada Pendaftar, Penolong Pendaftar dan Penyelaras Pendidikan Agama Daerah selepas Mesyuarat berkenaan;
- (v) menguruskan perbelanjaan wang Persatuan seperti yang diputuskan oleh Mesyuarat Agung Tahunan atau mesyuarat Jawatankuasa;
- (vi) menyimpan wang tunai tidak melebihi sesuatu jumlah yang ditetapkan dalam Peraturan pada sesuatu masa;
- (vii) menerima bagi pihak Persatuan semua derma atau sumbangan daripada mana-mana ahli atau lain-lain sumber dan mengeluarkan resit akaun terima dan kreditkan ke dalam akaun Persatuan pada hari yang sama;
- (viii) menandatangani cek atau penyata pengeluaran wang Persatuan; dan
- (ix) memastikan tiada berlaku terlebih pengeluaran wang dari akaun Persatuan dan akaun sentiasa berbaki kredit.

Pelantikan dan tanggungjawab Juru Audit Dalaman

17. (1) Persatuan hendaklah melantik 2 orang juru audit dalaman dari kalangan ahli Persatuan yang tidak menjadi ahli Jawatankuasa pada mesyuarat Agung Tahunan setiap 2 tahun.

(2) Tanggungjawab juru audit dalaman adalah seperti berikut—

- (a) mengaudit akaun Persatuan pada setiap akhir tahun kewangan;
- (b) menjalankan pengauditan secara berkala seperti mana yang diputuskan dalam Mesyuarat Agung Tahunan; dan
- (c) membuat pengesahan terhadap penyata kewangan yang telah diaudit olehnya.

Pelantikan Setiausaha dan Bendahari

18. Jawatan Setiausaha dan Bendahari hendaklah dilantik dikalangan guru sekolah.

Pelantikan wakil kariah

19. Wakil kariah boleh dilantik di kalangan mereka yang tidak hadir semasa Mesyuarat Agung Tahunan atas persetujuannya.

Peranan Guru Besar atau Pengetua sebagai penasihat Persatuan

20. (1) Guru Besar atau Pengetua tidak boleh mejadi ahli Jawatankuasa dan hanya bertindak sebagai penasihat Persatuan.

(2) Fungsi dan peranan Penasihat adalah seperti berikut—

- (a) menghadiri mesyuarat Jawatankuasa, Mesyuarat Agung Tahunan dan Mesyuarat Agung Tergempar, tetapi tidak boleh mengundi;
- (b) mewakili pihak Jabatan bagi mengawal dan menasihati Persatuan supaya segala aktiviti, kegiatan dan keputusan yang dibuat dalam mesyuarat-mesyuarat Persatuan tidak bercanggah dengan kepentingan perkhidmatan, dasar-dasar negara dan dasar-dasar mengenai pelajaran dan pendidikan serta hal-hal berkaitan dengan pentadbiran sekolah;
- (c) berhak untuk menghentikan dan menangguhkan Mesyuarat Persatuan jika difikirkan wajar untuk kepentingan ahli Persatuan;
- (d) meluluskan semua agenda mesyuarat dan perkara yang akan dibincangkan dalam Mesyuarat Agung Tahunan, Mesyuarat Agung Tergempar dan Mesyuarat Jawatankuasa;
- (e) memberi penjelasan kepada sesuatu isu mengenai pengurusan dan perjalanan Sekolah dan akademik serta isu-isu yang berkaitan dengannya dalam mesyuarat Persatuan;
- (f) memastikan kegiatan Persatuan selaras dengan tujuan dan fungsi Persatuan;
- (g) memastikan sumbangan Persatuan yang diputuskan dalam Mesyuarat Agung Tahunan tidak membebankan dan tidak mengandungi sebarang unsur paksaan; dan
- (h) menentukan tetamu kehormat dan para jemputan yang menghadiri majlis anjuran Persatuan dilayan mengikut peraturan dan protokol yang ditetapkan oleh Jabatan.

Pelantikan ahli Jawatankuasa yang bukan ahli Persatuan

21. Pelantikan ahli Jawatankuasa yang bukan ahli Persatuan boleh dilantik tidak lebih daripada seorang setelah mendapat kelulusan bertulis Pendaftar.

Pelantikan ahli Jawatankuasa sekiranya berlaku kekosongan

22. Jika berlaku kekosongan jawatan dalam Jawatankuasa, Pengerusi hendaklah melantik mana-mana ahli Persatuan, berdasarkan undian terbanyak di kalangan ahli Jawatankuasa, untuk mengisi kekosongan jawatan itu.

Pemakluman ahli Jawatankuasa

23. Jawatankuasa hendaklah mengedarkan kepada ahli Persatuan senarai nama dan alamat pemegang jawatan dalam Jawatankuasa pada setiap tahun pemilihan selewat-lewatnya 14 hari selepas tarikh Mesyuarat Agung Tahunan.

Penamatan ahli Jawatankuasa

24. Pelantikan seseorang ahli Jawatankuasa yang dilantik hendaklah tamat—

- (a) sehingga tarikh Mesyuarat Agung pada 2 tahun berikutnya atau sehingga tempoh yang diluluskan oleh pendaftar;
- (b) apabila ahli tersebut meninggal dunia;
- (c) jika ahli tidak ada di Malaysia selama tempoh melebihi enam bulan, tanpa memaklumkan secara bertulis daripada Pengerusi; dan
- (d) tidak hadir mesyuarat tanpa sebab-sebab yang munasabah sebanyak tiga (3) kali mesyuarat berturut-turut.

BAHAGIAN IV**PERATURAN AM MESYUARAT****Tempat mesyuarat**

25. Mesyuarat Jawatankuasa, Mesyuarat Agung Tahunan dan Mesyuarat Agung Tergempar hendaklah diadakan di tempat yang difikirkan sesuai oleh Pengerusi setelah berbincang bersama Penasihat.

Waktu mesyuarat

26. Mesyuarat Jawatankuasa, Mesyuarat Agung Tahunan dan Mesyuarat Agung Tergempar hendaklah dijalankan selain daripada waktu persekolahan.

Kuorum mesyuarat

27. Kuorum mesyuarat yang diadakan oleh Persatuan adalah seperti berikut—

- (a) mesyuarat Agung Tahunan hendaklah tidak kurang daripada dua (2) kali jumlah bilangan ahli Jawatankuasa atau 1/10 daripada jumlah bilangan ahli Persatuan; dan
- (b) mesyuarat Jawatankuasa hendaklah tidak kurang 2/3 daripada jumlah bilangan ahli Jawatankuasa.

Mesyuarat Jawatankuasa

28. Mesyuarat Jawatankuasa hendaklah mengikut peraturan seperti berikut—

- (a) Jawatankuasa hendaklah bermesyuarat sekurang-kurangnya tiga (3) kali dalam tempoh satu tahun persekolahan;
- (b) notis panggilan mesyuarat hendaklah diberikan kepada ahli Jawatankuasa selewat-lewatnya tujuh (7) hari sebelum tarikh Mesyuarat;
- (c) Pengerusi, atau sekurang-kurangnya tiga (3) orang ahli Jawatankuasa, boleh memanggil mesyuarat Jawatankuasa apabila difikirkan perlu dengan persetujuan Penasihat; dan
- (d) setiap ahli Jawatankuasa yang tidak hadir mesyuarat sebanyak dua (2) kali tanpa sebab hendaklah digugurkan keahlian dalam Jawatankuasa secara automatik dan Pengerusi hendaklah mengemukakan notis bertulis kepada ahli berkenaan sebaik sahaja keputusan itu dibuat.

Mesyuarat Agung Tahunan

29. Mesyuarat Agung Tahunan hendaklah mengikut peraturan seperti berikut—

- (a) Mesyuarat Agung Tahunan hendaklah pada setiap tahun sebelum akhir bulan Mac;
- (b) jika Mesyuarat Agung Tahunan tidak diadakan sebelum akhir bulan Mac, Jawatankuasa hendaklah mengemukakan alasan dan tarikh yang dicadangkan kepada Pendaftar, melalui Guru Besar atau Pengetua, sebelum 31 Mac;
- (c) notis tarikh Mesyuarat Agung Tahunan diadakan hendaklah diberikan kepada ahli Persatuan selewat-lewatnya empat belas (14) hari sebelum tarikh Mesyuarat;
- (d) sekiranya kuorum untuk mengadakan Mesyuarat Agung Tahunan tidak mencukupi dalam tempoh 1 jam dari masa yang ditetapkan, Mesyuarat tersebut hendaklah dibatalkan dan Jawatankuasa hendaklah mengeluarkan notis bertulis kepada ahli Persatuan memaklumkan tarikh baru Mesyuarat Agung Tahunan dalam masa 30 hari dari tarikh asal tersebut;
- (e) agenda Mesyuarat Agung Tahunan hendaklah mengandungi perkara-perkara berikut—
 - (i) ucapan Pengerusi;
 - (ii) membentang dan menerima Minit Mesyuarat Agung Tahunan yang lalu;
 - (iii) membentang dan menerima Laporan Tahunan;

- (iv) membentang, menerima dan meluluskan Penyata Kewangan berakhir 31 Disember tahun sebelumnya;
 - (v) membahaskan usul, jika ada;
 - (vi) pemilihan Jawatankuasa (sekali setiap dua tahun);
 - (vii) pemilihan Juru Audit Dalaman (sekali setiap dua tahun);
 - (viii) ucapan penangguhan; dan
 - (ix) hal-hal lain.
- (f) apa-apa usul bertulis hendaklah disampaikan kepada Jawatankuasa selewat-lewatnya tujuh (7) hari sebelum tarikh Mesyuarat Agung Tahunan diadakan;
- (g) Jawatankuasa diberi kuasa untuk menapis usul-usul yang dikemukakan sebelum diluluskan untuk perbincangan dalam Mesyuarat Agung Tahunan;
- (h) Mesyuarat Agung Tahunan yang terdapat Pemilihan Jawatankuasa, ahli Persatuan bertanggungjawab memilih pemegang-pemegang jawatan dalam Jawatankuasa serta menimbang lain-lain perkara yang menyentuh kemajuan dan kebajikan Persatuan; dan
- (i) Pemilihan pemegang jawatan hendaklah dibuat seperti berikut—
- (i) ahli yang dicalonkan untuk memegang jawatan dalam Jawatankuasa hendaklah hadir dalam Mesyuarat;
 - (ii) setiap pencalonan hendaklah mempunyai pencadang dan penyokong; dan
 - (iii) pemilihan hendaklah dijalankan secara undian bagi jawatan yang ditandingi. Calon yang mendapat undi terbanyak dipilih menjawat jawatan yang dipertandingkan.

Peraturan Mesyuarat Agung Tergempar

30. Mesyuarat Agung Tergempar hendaklah mengikut peraturan seperti berikut—

- (a) Mesyuarat Agung Tergempar hendaklah diadakan dalam tempoh dua puluh satu (21) hari daripada tarikh keputusan Jawatankuasa atau tarikh penerimaan permintaan ahli Persatuan atau tarikh arahan Pendaftar, mengikut mana yang berkenaan;
- (b) notis bertulis mengenai Mesyuarat Agung Tergempar hendaklah dikemukakan kepada ahli Persatuan selewat-lewatnya tujuh (7) hari dari tarikh Mesyuarat hendak diadakan;

- (c) urusan Mesyuarat Agung Tergempar hendaklah dihadkan kepada tujuan Mesyuarat itu diadakan; dan
- (d) Mesyuarat Agung Tergempar boleh diadakan dalam keadaan-keadaan berikut—
 - (i) apabila difikirkan perlu oleh Jawatankuasa;
 - (ii) atas permintaan bertulis sekurang-kurangnya 1/5 daripada jumlah ahli Persatuan; atau
 - (iii) atas arahan Pendaftar.

Laporan Mesyuarat Agung Tahunan dan Mesyuarat Tergempar

31. Laporan Mesyuarat Agung Tahunan bersama-sama Penyata Kira-kira Kewangan Persatuan dan Mesyuarat Agung Tergempar hendaklah dihantar kepada Pendaftar, Penolong Pendaftar dan Penyelaras Pendidikan Agama Daerah, mengikut mana yang berkenaan, dalam tempoh tiga puluh (30) hari selepas tarikh Mesyuarat.

BAHAGIAN V

PERATURAN KEWANGAN PERSATUAN

Punca-punca pendapatan Persatuan

32. Punca-punca pendapatan Persatuan adalah terdiri daripada—
- (a) sumbangan ahli Persatuan yang diputuskan dalam Mesyuarat Agung Tahunan dan hendaklah mendapat kelulusan Pendaftar atau Penolong Pendaftar;
 - (b) derma dan sumbangan daripada individu, organisasi dan badan-badan lain; dan
 - (c) pendapatan yang diperolehi daripada aktiviti dan program anjuran Persatuan yang telah mendapat kelulusan Pendaftar atau Penolong Pendaftar.

Pembukaan akaun

33. Jawatankuasa hendaklah membuka satu akaun semasa di mana-mana bank tempatan yang berdaftar atas nama Persatuan.

Tempoh pengkreditan wang diterima

34. Apa-apa wang yang diterima atau diperolehi oleh Persatuan hendaklah dikreditkan ke dalam akaun Persatuan pada hari wang diterima atau diperolehi.

Penyimpanan wang tunai oleh Bendahari

35. Walau apa pun peruntukan ini, Bendahari boleh menyimpan wang tunai yang tidak melebihi RM1,000.00 pada satu-satu masa.

Perbelanjaan wang Persatuan

36. Jawatankuasa diberi kuasa untuk membelanjakan wang Persatuan bagi perkara-perkara yang mendatangkan faedah kepada murid-murid Sekolah yang tidak bercanggah dengan tujuan-tujuan Persatuan.

Kuasa menandatangani cek

37. Segala cek atau kenyataan pengeluaran wang daripada akaun Persatuan hendaklah ditandatangani oleh Pengerusi, Bendahari dan Setiausaha bagi apa-apa amaun yang melebihi RM5,000.00 dan cek yang bernilai kurang daripada itu hendaklah ditandatangani oleh Pengerusi dan Bendahari atau Pengerusi dan Setiausaha.

Penyeleggaran akaun

38. Bendahari dan Pengerusi hendaklah memastikan tiada berlaku terlebih pengeluaran wang dan akaun Persatuan sentiasa berbaki kredit.

Tahun kewangan

39. Tahun kewangan Persatuan bermula pada 1 Januari hingga 31 Disember tahun semasa.

Pembentangan penyata kira-kira kewangan

40. Penyata kira-kira kewangan Persatuan yang telah diaudit hendaklah dibentangkan untuk diterima dan diluluskan oleh ahli Persatuan dalam Mesyuarat Agung Tahunan seterusnya dihantar kepada Pendaftar, Penolong Pendaftar, Nazir Sekolah Agama dan mana-mana pihak yang diberi kuasa di bawah Enakmen.

Pihak berautoriti memeriksa akaun

41. Pendaftar, Penolong Pendaftar, Nazir Sekolah Agama dan mana-mana pihak yang diberi kuasa di bawah Enakmen, adalah dibenarkan memeriksa akaun Persatuan pada bila-bila masa.

Peraturan aset Persatuan

42. Persatuan hendaklah tertakluk kepada peraturan aset yang berikut—

- (a) Persatuan tidak boleh memegang apa-apa aset, sama ada aset alih atau aset tak alih, atas namanya sendiri;
- (b) apa-apa aset yang, sebelum dari tarikh Persatuan ini berkuat kuasa, diletakkan atas nama Persatuan hendaklah dialihkan kepada Kerajaan Negeri Melaka yang diwakili oleh sekolah, sebagai aset yang diamanahkan oleh Persatuan untuk digunakan bagi faedah murid-murid sekolah itu sahaja atau sebagaimana yang ditetapkan oleh Jawatankuasa dari semasa ke semasa;
- (c) apa-apa aset alih dan tak alih yang diamanahkan kepada sekolah tidak boleh dipindah milik atau dilupuskan dengan apa cara sekali pun, melainkan dengan persetujuan ahli Persatuan yang diperolehi dalam Mesyuarat Agung Tahunan; dan
- (d) apa-apa aset alih dan tak alih yang telah diamanahkan kepada sekolah hendaklah dilupuskan sekiranya perlu berbuat demikian mengikut cara yang ditetapkan oleh Pendaftar.

BAHAGIAN VI**PINDAAN PERATURAN, BATASAN DAN PEMBUBARAN PERSATUAN****Pindaan peraturan**

43. Cadangan pindaan Peraturan Persatuan hanya boleh dibuat oleh Pendaftar bagi dipanjangkan kepada Majlis untuk kelulusan dan pengesahan.

Kuat kuasa pindaan peraturan

44. Pindaan kepada peraturan Persatuan hanya berkuat kuasa mulai daripada tarikh pindaan diwartakan.

Batasan Persatuan

45. Persatuan adalah tertakluk kepada batasan-batasan berikut—

- (a) kegiatan Persatuan hendaklah diarahkan kepada kebajikan dan kemajuan murid;
- (b) Persatuan boleh dengan kebenaran Guru Besar atau Pengetua menganjurkan aktiviti kurikulum dan kokurikulum di dalam dan luar Sekolah dengan menggunakan tenaga mahir atau pakar dari kalangan ahli Persatuan atau bukan ahli Persatuan bagi tujuan meningkatkan akademik dan perkembangan murid;

- (c) Persatuan tidak boleh memperluaskan bidang kuasanya untuk merangkumi perkara-perkara yang berkaitan dengan pentadbiran dan pengurusan sekolah, guru, kakitangan dan pekerja sekolah dan syarat-syarat perkhidmatan guru dan kakitangan sekolah;
- (d) Persatuan bukanlah suatu entiti undang-undang dan tidak mempunyai keupayaan juridikal untuk membuat kontrak, perjanjian atau memorandum persefahaman, atas namanya sendiri;
- (e) Persatuan tidak boleh menjadi forum atau jentera bagi menyelesaikan sebarang pertikaian antara Persatuan dengan Guru Besar atau Pengetua, Pejabat Penyelaras Pendidikan Agama Daerah, Pejabat Bahagian Pendidikan Jabatan, Jabatan Agama Islam Melaka, Kerajaan Negeri atau Kerajaan Persekutuan; dan
- (f) Persatuan tidak boleh bergabung dengan Persatuan di sekolah- sekolah lain, parti politik, kesatuan sekerja, pertubuhan bukan kerajaan atau lain-lain organisasi, pertubuhan atau Persatuan, sama ada yang ditubuhkan atau berdaftar di bawah mana-mana undang-undang bertulis atau tidak.

Kekeliruan dan pertikaian

46. Sebarang kekeliruan atau pertikaian yang timbul daripada Peraturan ini hendaklah dirujuk kepada Pendaftar atau Penolong Pendaftar melalui Guru Besar atau Pengetua.

Pembubaran Persatuan

47. Persatuan hanya boleh dibubarkan dalam keadaan berikut—

- (a) atas arahan bertulis daripada Pendaftar; atau
- (b) sekolah berhenti beroperasi.

Pemulangan sijil pendaftaran

48. Guru Besar atau Pengetua hendaklah memulangkan Sijil Pendaftaran Persatuan kepada Pendaftar apabila Persatuan dibubarkan.

Kuasa majlis

49. Majlis boleh mengecualikan mana-mana Persatuan daripada kehendak mana-mana bahagian di bawah Peraturan ini.

BORANG 1

PERATURAN-PERATURAN PENGAWALAN SEKOLAH-SEKOLAH AGAMA ISLAM
(PERSATUAN IBU BAPA DAN GURU)
NEGERI MELAKA 2020

(Peraturan 7)

PERMOHONAN BAGI PENDAFTARAN
PERSATUAN IBU BAPA DAN GURU SEKOLAH-SEKOLAH
AGAMA ISLAM JAIMNama sekolah & Alamat : _____

No. Tel. Sekolah : _____

Tarikh : _____ Tandatangan Guru Besar/Penasihat Persatuan

Cop :**A. Sokongan :**

Telah disemak dan saya sokong/tidak sokong senarai nama di atas.

Tarikh : _____ Tandatangan Penyelaras Pendidikan Agama Daerah:

Cop :**B. Perakuan :**

Diluluskan/Tidak diluluskan.

Tarikh : _____ Tandatangan Pendaftar:

Cop :

Catatan:

BORANG 2

PERATURAN-PERATURAN PENGAWALAN SEKOLAH-SEKOLAH AGAMA ISLAM
(PERSATUAN IBU BAPA DAN GURU)
NEGERI MELAKA 2020

(Peraturan 8)

PERAKUAN PENDAFTARAN

Adalah diperakui bahawa Persatuan Ibu Bapa Dan Guru Sekolah-sekolah
Agama Islam JAIM

.....
(Nama Sekolah)

telah didaftarkan di bawah kuasa Pendaftar sebagaimana berikut:

- (a) No. Pendaftaran :
- (b) Didaftarkan pada : hari bulantahun.....
- (c) Tarikh Kuat kuasa : hari bulantahun.....

Perakuan Pendaftaran ini adalah tertakluk kepada syarat-syarat berikut:

- (a) Sekolah Rendah Agama tersebut hendaklah pada setiap masa diuruskan dan diselenggarakan mengikut Peraturan-Peraturan Pengawalan Sekolah-Sekolah Agama Islam (Persatuan Ibu Bapa Dan Guru) Negeri Melaka 2019 dan selari dengan keperluan menurut Enakmen Pengawalan Sekolah-sekolah Agama Islam (Melaka) 2002 dan peraturan-peraturan lain yang dibuat di bawah Enakmen itu.
- (b) Hendaklah pada setiap masa mematuhi arahan-arahan daripada Majlis Agama Islam Melaka, Jabatan Agama Islam Melaka dan Kerajaan Negeri Melaka.

Tarikh : _____

Tandatangan Pendaftar : _____

Cop:

BORANG 3

PERATURAN-PERATURAN PENGAWALAN SEKOLAH-SEKOLAH AGAMA ISLAM
(PERSATUAN IBU BAPA DAN GURU)
NEGERI MELAKA 2020

[Subperaturan 9(c)]

BORANG PERMOHONAN
MENJADI AHLI PERSATUAN IBUBAPA DAN GURU SEKOLAH-SEKOLAH AGAMA
ISLAM JAIM BAGI WARGANEGARA MALAYSIA YANG TIDAK MEMPUNYAI ANAK
DI SEKOLAH-SEKOLAH AGAMA ISLAM JAIM

Kepada:
Pendaftar
Sekolah Agama Islam Melaka

Tuan,

Permohonan Menjadi Ahli Persatuan Ibu Bapa dan Guru Sekolah-sekolah Agama Islam JAIM

Sayamemohon menjadi ahli Persatuan Ibu Bapa dan Guru bagi
Sekolah Agama JAIM.....
untuk tahun

Butiran Diri Pemohon:

1. Nama Pemohon :
3. No. Kad Pengenalan :
5. Alamat Pejabat :
.....
6. Alamat Rumah :
.....
7. Telefon Pejabat : 8. Telefon Rumah :
9. Pekerjaan :
10. Nama dan Alamat Majikan :
.....
11. Tarikh Akhir Menjadi Ahli Persatuan ini :
12. Jawatan Dalam Persatuan Semasa Menjadi Ahli Persatuan ini:
13. Alasan Memohon Menjadi Ahli Persatuan:.....

Yang Benar,

.....
Tandatangan Pemohon

Tarikh:

ULASAN PERSATUAN IBU BAPA DAN GURU SEKOLAH-SEKOLAH AGAMA JAIM
(SILA KEPILKAN MINIT MESYUARAT JAWATANKUASA PIBG)

Keputusan Mesyuarat Jawatankuasa PIBG Bil.pada - Disokong/Tidak Disokong.

Ulasan:

Tandatangan Pengerusi Persatuan Ibu Bapa dan Guru :

Nama:

Jawatan: Tarikh:

KELULUSAN PENDAFTAR

Diluluskan/Tidak Diluluskan

Ulasan:

Tandatangan Pendaftar :

Nama:

Cop Rasmi: Tarikh:

KELULUSAN PENDAFTAR

Diluluskan/Tidak Diluluskan

Ulasan:

Tarikh:

Nama:

Cop Rasmi:

Bertarikh 24 Jun 2020
[JAIM 6/224/7/2 Klt. 4;
PUNM.700-02/64]

DATUK SULAIMAN BIN MD ALI
Pengerusi
Majlis Agama Islam Melaka

CONTROL OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) ENACTMENT 2002

CONTROL OF ISLAMIC RELIGIOUS SCHOOLS (ASSOCIATION OF
PARENTS AND TEACHERS) STATE OF MALACCA
REGULATIONS 2020

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CONTROL OF ISLAMIC RELIGIOUS SCHOOLS (MALACCA)
ENACTMENT 2002

CONTROL OF ISLAMIC RELIGIOUS SCHOOLS (ASSOCIATION OF PARENTS AND
TEACHERS) STATE OF MALACCA 2020 REGULATIONS

IN exercise of the powers conferred by section 38 of the Control of Islamic Religious Schools (Melaka) Enactment 2002 [*Enactment No. 3/2002*], the Yang di-Pertuan Agong, on the advice of the *Majlis Agama Islam Melaka*, makes the following regulations:

PART I

PRELIMINARY

Citation and commencement

1. (1) These Regulations may be cited as the Control of Islamic Religious Schools (Association of Parents and Teachers) State of Malacca 2020 Regulations.

(2) These Regulations shall come into operation on a date it is published in the *Gazette*.

Interpretation

2. In these Regulations, unless the context otherwise requires—

“Enactment” means the Control of Islamic Religious Schools (Malacca) Enactment 2002 [*Enactment No. 3/2002*];

“Department” means Islamic Religious Department of Melaka;

“Committee” means the Committee established under regulation 11;

“Village Community” means any institution established by the ministry which responsible towards rural development to manage the development and management of the village;

“*Majlis*” means the *Majlis Agama Islam Melaka* established under subsection 4(1) of the Administration of the Religion of Islam (State of Malacca) Enactment 2002 [*Enactment No. 7/2002*];

“*Pegawai Masjid*” means *Imam, Bilal* and *Pembantu Bilal* appointed by the *Majlis* under section 88 of the Administration of the Religion of Islam (State of Malacca) Enactment 2002 [*Enactment No. 7/2002*];

“Registrar” means the Registrar appointed under section 3 of the Enactment;

“Director” means the Director of the Islamic Religious Department of Malacca;

“Assistant Registrar” means the Assistant Registrar appointed under section 3 of the Enactment;

“Association” means the Association of Parents and Teachers of the Religious School established under regulation 4;

“school” means the Islamic Secondary Religious School, Islamic Primary Religious School, *Tahfiz* Secondary School and Kindergarten under the administration of Islamic Religious Department of Malacca.

Application

3. These Regulations shall apply to the Islamic Secondary Religious School, Islamic Primary Religious School, *Tahfiz* Secondary School and Kindergarten under the administration of Islamic Religious Department of Malacca.

PART II

PURPOSES AND FUNCTION

Establishment of Association

4. There shall be established in every school an Association which will be named as “the Association of Parents and Teachers of the Islamic Religious School of the Islamic Religious Department of Malacca”.

Purposes of Association

5. The purposes of the Association are—

- (a) to assist the Education Division of the Islamic Religious Department of Malacca to manage the school in accordance with the requirement under the Enactment;
- (b) jointly responsible to assist the school management to maintain perfectly all assets, buildings and school area and financial of the Association; and
- (c) to establish and administer a fund known as “the Account” for the welfare and development of the school.

Function of Association

6. The functions of Association are—

- (a) to assist in developing the progress of the student and to take care their welfare;
- (b) to add the financial resources of the school for adding and upgrading the facility of the school;

- (c) to increase the intimacy and to provide the communication channel and relationship between the school and the local community;
- (d) to increase the cheerfulness of the school premise so as to create a conducive environment to make the Educational programme and activity a success;
- (e) to enable Parents and teachers exchanging their thoughts and information about the education;
- (f) to provide opportunities for Parents and teacher negotiating each other by way of improving the educational level of their children generally;
- (g) to enable Parents and teacher striving to increase the financial of the school and improving physical facility for the purpose of improving the teaching and learning facility with the approval of the authority; and
- (h) to provide a forum and service for the welfare and progress of the students in uplifting the image of the school.

Procedure on registration

7. The Committee shall submit the application form for registration of an Association to the Registrar for registration by using Form 1.

Certificate of registration of Association

8. The Registrar shall issue a certificate of Registration of the Association established as contained in Form 2.

Members of Association

9. Members of the Association consist of—

- (a) all teachers in the school;
- (b) Parents of the student who studies in the school; and
- (c) citizen of Malaysia whose application to become members of the Association has been approved by the Registrar by using Form 3.

Limitation on the number of members of Association other than parents and teachers

10. The number of non-teacher members of Association who has no children in that school shall not exceed 1/5 of the total members of that particular Association.

PART III

ESTABLISHMENT OF COMMITTEE

Establishment of Committee

11. The Association shall be managed by a Committee known as “the Association of Parents and Teacher of the Islamic Religious School of Islamic Religious Department of Melaka”.

Appointment of members of Committee

12. The Committee shall be appointed by members of the Association through vote every 2 years in the Annual General Meeting.

Basis of appointment

13. Basis of appointment under regulation 12 are based on the following qualifications—

- (a) shall consist of layer of Muslims resident in *kariah* of that particular school;
- (b) shall consist of persons who has not been found guilty of any criminal offence;
- (c) capable to manage and administer;
- (d) person who is respected and reckoned by the local Islamic community; and
- (e) citizen of Malaysia only.

Membership of Committee

14. Membership of the Committee are as follows—

- (a) a Chairman;
- (b) a Vice Chairman;
- (c) a Secretary;
- (d) a Treasurer;
- (e) representative of *kariah* that is permanent representative for each of the followings—
 - (i) a representative of Village Community;

- (ii) a representative of *Pegawai Masjid* of *kariah* of the school;
- (iii) a representative of teacher of the National School of *kariah* of the school, if necessary;
- (f) two representatives from teacher; and
- (g) four representatives from Parents.

Notification of members of Committee

15. List of names of members of the Committee appointed in the general meeting shall be notified to the Registrar.

Function of Committee

16. (1) Function of the Committee in general is to organise and arrange the activity of the Association and to decide on matters which touch its conducts, without contradicting with the general policy prescribed by the Annual General Meeting, these Regulations and Enactment and the regulations made thereunder.

(2) Functions of the Committee are as follows—

(a) The Chairman—

- (i) become a Chairman in all Meetings of the Associations and responsible for its peacefulness and perfection;
- (ii) has a casting vote and shall sign the minutes of the meeting after it has been approved;
- (iii) responsible to supervise the administration of the Association and to ensure that the provisions of the Regulations are been abide by all members of the Association;
- (iv) constantly abide all provisions of the Regulations in performing his duty as a Chairman;
- (v) may summon a meeting of the Committee at any time if he may think necessary the consent of the Head Teacher or Principal;
- (vi) to sign a cheque or a statement on the withdrawal of money of the Association;
- (vii) to ensure all activities and programmes of the Association are carried out perfectly and orderly;
- (viii) to obtain the advise on the management of the Association from time to time from the Head Teacher or Principals as the Advisor of the Association; and

- (ix) to sign all correspondence and official document of the Association.

(b) Vice Chairman—

- (i) responsible to assist the Chairman in performing his functions as a Chairman; and
- (ii) to perform the responsibility and function of the Chairman during his absence.

(c) Secretary—

- (i) to carry out the affairs of the Association in accordance with the Parents and Teachers of Islamic Primary Religious School Regulations 2018;
- (ii) to execute all decisions of the Annual General Meeting and meeting of the Committee;
- (iii) to note down, prepare and keep minutes of the meeting of the Committee and Annual General Meeting;
- (iv) to prepare the reports for tabling in the Annual General Meeting and the minutes related to it;
- (v) to submit all reports and activities of the Association and minutes of the Annual General Meeting to the Coordinator of the District Religious Education, Assistant Registrar or Registrar or as the case may be, after the Annual General Meeting; and
- (vi) to sign a cheque or a statement on the withdrawal of money of the Association, if necessary.

(d) Treasurer—

- (i) responsible to manage and control financial affairs of the Association by preparing and keeping the updated financial statement;
- (ii) financial statement (1st January until 31st December) shall be prepared before 1st February of the following years for auditing;
- (iii) financial statement which has been audited shall be submitted for approval in the Annual General Meeting;
- (iv) a copy of the statement which has been audited and approved by the Annual General Meeting shall be submitted to the Registrar, Assistant Registrar and Coordinator of the District Religious Education after that particular Meeting;

- (v) to manage the expenditure of the Association as determined by the Annual General Meeting or meeting of the Committee;
- (vi) to keep the cash not exceed an amount prescribed in the Regulations at any one time;
- (vii) to accept on behalf of the Association all charities or donations from any members or other sources and to issue out a receipt of acknowledgement and to deposit the same to the account of the Association on the same day;
- (viii) to sign the cheque or statement of money withdrawal of the Association; and
- (ix) to ensure that there is no over-withdrawal of money from the account of the Association and the account always has balance credit in it.

Appointment and responsibility of Internal Auditor

17. (1) The Association shall appoint 2 internal auditors from among members of the Association who is not a member of the Committee in the Annual General Meeting every 2 years.

(2) The responsibility of the internal auditor are as follows—

- (a) to audit the account of the Association at the end of every financial year;
- (b) to conduct the audit regularly as determined in the Annual General Meeting; and
- (c) to do verification on the financial statement which has been audited by him.

Appointment of Secretary and Treasurer

18. The office of Secretary and Treasurer shall be appointed among the teachers of the school.

Appointment of representative of *kariah*

19. The representative of *kariah* may be appointed among those who was absent during the Annual General Meeting with his consent.

Role of Headmaster or Principal as advisor of Association

20. (1) The Headmaster or Principal cannot become members of the Committee and only acting as the advisor of the Association.

(2) The roles and functions of the Advisor are as follows—

- (a) to attend the meeting of the Committee, Annual General Meeting and Emergency General Meeting, but cannot vote;
- (b) representing the Department to control and advise the Association so that all activities, programme and decision made in the meeting of the Association is not against interest of the service, national policies and policies regarding the lessons and education and affairs relating to the school administration;
- (c) entitled to stop or adjourn the Meeting of the Association if he thinks fit for the interest of the members of the Association;
- (d) to approve all agendas of the meeting and matters to be discussed in the Annual General Meeting, Emergency General Meeting and Meeting of the Committee;
- (e) to give explanation on issue regarding the management and conduct of the School and academic and issues relating to it in the meeting of the Association;
- (f) to ensure the activity of the Association is in accordance with the purpose and function of the Association;
- (g) to ensure the contribution of the Association as determined in the Annual General Meeting is not burdening and does not contain any element of compulsion; and
- (h) to ensure the guest of honour and the invitees of the event organized by the Association are treated according to the regulation and protocol prescribed by the Department.

Appointment of members of Committee who is not members of Association

21. The appointment of members of the Committee who is not a member of the Association maybe appointed more than one person after obtaining written consent of the Registrar.

Appointment of members of Committee if there is vacancy

22. If there is a vacancy in the Committee, the Chairman shall appoint any members of the Committee, based on the most vote among the members of the Committee, to fill in the said vacancy.

Notification of members of Committee

23. The Committee shall circulate to all members of the Association, list of names and address of the office holder in the Committee at every election year by the end of 14 days after the date of the Annual General Meeting.

Termination of members of Committee

24. The appointment of an appointed members of the Committee shall terminate—

- (a) until the date of General Meeting on the next 2 years or until a period approved by the registrar;
- (b) if the said member dies;
- (c) if he has been absent from Malaysia for a period exceeding six months, without giving written notice to the Chairman; and
- (d) absent from meeting without reasonable excuse for three (3) consecutive meeting.

PART IV**GENERAL RULE ON MEETING****Place of meeting**

25. Meeting of the Committee, Annual General Meeting and Emergency General Meeting shall be held at the place as the Chairman thinks fit after discussing with the Advisor.

Time of meeting

26. Meeting of the Committee, Annual General Meeting and Emergency General Meeting shall be conducted other the school hour.

Quorum of meeting

27. Quorum of the meeting held by the Association are as follows—

- (a) Annual General meeting shall not less than two (2) times of the total members of the Committee or 1/10 from the total member of the Association; and
- (b) meeting of the Committee shall not less than 2/3 from the total members of the Committee.

Meeting of the Committee

28. Meeting of the Committee shall follow the following rules—

- (a) the Committee shall meet at least three (3) times in one school year;
- (b) notice of a meeting shall be given to members of the Committee at least seven (7) days before the date of the Meeting;
- (c) The Chairman, or at least three (3) members of the Committee, may summon a meeting of the Committee if consider necessary with a consent of the Advisor; and
- (d) every members of the Committee who has absent two (2) times from the meeting without any reasonable excuse, his membership in the Committee shall be dropped automatically and the Chairman shall issue a written notice to the said member once the decision has been made.

Annual General Meeting

29. The Annual General Meeting shall follow the following rules—

- (a) The Annual General Meeting shall be held every year by the end of March;
- (b) if the Annual General Meeting was not held by the end of March, the Committee shall provide the reason and the proposed date to the Registrar, through the Headmaster or Principal, before 31st March;
- (c) notice on the date of the Annual General Meeting held, shall be given to members of the Association not less than fourteen (14) days before the date of the Meeting;
- (d) if the quorum to hold the Annual General Meeting is not fulfilled within 1 hour from the time frame set, the Meeting shall be aborted and the Committee shall issue a written notice to the members of the Association to inform on the new date of the Annual General Meeting within 30 days from the said original date;
- (e) the agenda of the Annual General Meeting shall contain the following matters—
 - (i) address by the Chairman;
 - (ii) tabling and acceptance of the minutes of the previous Annual General Meeting;
 - (iii) tabling and acceptance of Annual Statement;

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- (iv) tabling, acceptance and approval of the previous Financial Statement ending 31st December;
 - (v) debating on motions, if any;
 - (vi) election of the Committee (once in every two years);
 - (vii) election of Internal Auditor (once in every two years);
 - (viii) adjournment speech; and
 - (ix) other matters.
- (f) any written motions shall be handed to the Committee not less than seven (7) days before the date of the Annual General Meeting held;
- (g) the Committee is empowered to filter the motions submitted before they are approved to be discussed in the Annual General Meeting;
- (h) the Annual General Meeting which has an election of the Committee, member of the Association responsible to choose the holder of the office in the Committee and to consider other matters which touched the progress and welfare of the Association; and
- (i) election of the holder of the office shall be conducted as follows—
- (i) the nominated member to hold the office in the Committee shall present in the Meeting;
 - (ii) every nomination shall have a proposer and a seconder; and
 - (iii) election shall be conducted through vote for the competed office. A candidate with the most votes is elected to hold the competed office.

Rules on Emergency General Meeting

30. Emergency General Meeting shall follow the following rules—

- (a) the Emergency General Meeting shall be held within twenty-one (21) days from the decision date of the Committee or the date of receipt of request from members of the Association or the date of direction from the Registrar, as the case may be;
- (b) written notice on the Annual General Meeting shall be given to the members of the Association at least seven (7) days from the date of the Meeting to be held;
- (c) the conduct of the Emergency General Meeting shall be limited to the purpose of the Meeting to be held; dan

(d) the Emergency General Meeting may be held in the following conditions—

- (i) if consider necessary by the Committee;
- (ii) on the written request of at least 1/5 from total members of the Association; or
- (iii) on the direction of the Registrar.

Report of the Annual General Meeting and Emergency General Meeting

31. Report of the Annual General Meeting together with Financial Statement of the Association and the Emergency General Meeting shall be submitted to the Registrar, Assistant Registrar and the Coordinator of the District Religious Education, as the case may be, within thirty (30) days after the Meeting.

PART V

RULES ON FINANCIAL OF ASSOCIATION

Sources of revenue

32. Sources of revenue of the Association are comprising of—

- (a) contribution from members of the Association as determined in the Annual General Meeting and shall obtain approval from the Registrar or Assistant Registrar;
- (b) donation and contribution from individual, organization and other bodies; and
- (c) revenues obtained from the activity or programme organized by the Association after obtaining approval from the Registrar or Assistant Registrar.

Opening of account

33. The Committee shall open a current account in any local bank registered on the name of the Association.

Term for crediting money received

34. Any money received or obtained by the Association shall be credited to the account of the Association on the same day the money is received or obtained.

Keeping of cash by the Treasurer

35. Notwithstanding this provision, the Treasurer may keep cash not more than RM1,000.00 at any one time.

Expenditure of the Association

36. The Committee is empowered to spend money of the Association for matters beneficial to the students of the School which is not against the purposes of the Association.

Power to sign cheque

37. All cheques or statement on withdrawal of money from the account of the Association shall be signed by the Chairman, Treasurer and Secretary for any amount exceed RM5,000.00 and cheque with amount less than it shall be signed by the Chairman, Treasurer and Secretary.

Maintenance of account

38. The Treasurer and Chairman shall ensure there is not over-withdrawal of money and the account of the Association and the account always has balance credit in it.

Financial year

39. Financial year of the Association shall begin on 1st January until 31st December of the current year.

Tabling of financial statement

40. An audited financial statement of the Association shall be tabled for acceptance and approval by the members of the Association in the Annual General Meeting and thereafter to be submitted to the Registrar, Assistant Registrar, Inspector of Religious School and any authorised person under the Enactment.

Authorised person to inspect account

41. The Registrar, Assistant Registrar, Inspector of Religious School and any authorised person under the Enactment, is allowed to inspect the account of the Association at any time.

Rule on the asset of the Association

42. The Association shall be subjected to the rule on the asset as follows—

- (a) the Association cannot hold any asset, either moveable or immovable asset, on its own name;
- (b) any asset which, before the commencement of the Association, put on the name of the Association shall be shifted to the State Government of Melaka who is represented by the school, as entrusted by the Association to be utilised for the benefit of student of that school only or as prescribed by the Committee from time to time;
- (c) any moveable or immovable asset entrusted to the school cannot be transferred or disposed in any way whatsoever, unless with the consent of members of the Association obtained in the Annual General Meeting; and
- (d) any moveable or immovable asset entrusted to the school shall be disposed if necessary, according to manner prescribed by the Registrar.

PART VI**AMENDMENT OF RULES, LIMITATION AND DISSOLUTION OF ASSOCIATION****Amendment of rules**

43. Proposal to amend the Rules of the Association can only be made by the Registrar for submission to the Majlis for approval and confirmation.

Commencement of amended rules

44. Amendment to the Rules of the Association only come into force from the date the amendment is gazetted.

Limitation of Association

45. An Association shall be subjected to the following limitations—

- (a) activity of the Association shall be directed to the welfare and progress of the student;
- (b) an Association may, with the consent of Headmaster or Principal, organise curriculum and co-curriculum activities inside and outside the school by using skilled or expertise from among the members of the Association or non-members of the Association for the purpose of improving the academic and progress of the student;

- (c) Association cannot expand its jurisdiction to include matters regarding the administration and management of the school, teachers, staffs and employees of the school and terms of service of the teacher and staff of the school;
- (d) Association is not a legal entity and not having juridical capacity to enter into contract, agreement or memorandum of understanding, on its own name;
- (e) Association cannot be a forum or mechanism to solve any dispute between the Association and the Headmaster or Principal, District Islamic Religious Coordinator Office, Office of the Educational Division of the Department, Islamic Religious Department of Melaka, State Government or Federal Government; and
- (f) Association cannot merge with other school Association, political party, trade unions, non-governmental organisation or other organisation, society or Association, either established or registered under any written law or not.

Confusion and dispute

46. Any confusion or dispute arises from these Regulation shall be referred to the Registrar or Assistant Registrar through the Headmaster or Principal.

Dissolution of Association

47. Association can only be dissolved in the following conditions—

- (a) on the direction from the Registrar; or
- (b) the school cease its operation.

Return of certificate of registration

48. The Headmaster or Principal shall return Certificate of Registration of the Association to the Registrar if the Association is dissolved.

Power of the *Majlis*

49. The *Majlis* may exempt any Association from requirement of any part under these Regulation.

FORM 1

CONTROL OF ISLAMIC RELIGIOUS SCHOOLS (ASSOCIATION OF PARENTS AND
TEACHERS) STATE OF MALACCA REGULATION 2020

(Regulation 7)

APPLICATION FOR REGISTRATION OF
ASSOCIATION OF PARENTS AND TEACHER OF THE ISLAMIC RELIGIOUS
SCHOOL OF JAIMName of school & Address : _____

School Tel. No. : _____

Date : _____ Signature of Headmaster/Advisor of Association

Seal : _____

A. Support :

Has been checked and I support/do not support the list of names above.

Date : _____ Signature of Coordinator of District Islamic
Religious Education:

Seal : _____

B. Certification :

Approved/Not Approved

Date : _____ Signature of Registrar :

Seal : _____

Remarks:

FORM 2

CONTROL OF ISLAMIC RELIGIOUS SCHOOLS (ASSOCIATION OF PARENTS AND TEACHERS) STATE OF MALACCA REGULATIONS 2020

(Regulation 8)

CERTIFICATE OF REGISTRATION

It is hereby certified that Association of Parents and Teachers of Islamic Religious School of JAIM

(Name of School)

had been registered under power of the Registrar as follows:

(a) Registration No. :

(b) Registered on : month .year.

(c) Effective date : month .year.

This Certificate of Registration are subjected to the following conditions:

(a) The Primary Religious School shall at all times be managed and maintained according to the Control of Islamic Religious School (Association of Parents and Teachers) State of Melaka Regulations 2019 and parallel with requirements according to Control of Islamic Religious School (State of Melaka) Enactment 2019 and other regulations made under the Enactment.

(b) Shall at all time adhere to directive from the Islamic Religious Council of Melaka, Islamic Religious Department of Melaka and State Government of Melaka.

Date : Signature of Registrar :

Seal:

FORM 3

CONTROL OF ISLAMIC RELIGIOUS SCHOOLS (ASSOCIATION OF PARENTS AND
TEACHERS) STATE OF MALACCA REGULATIONS 2020

[Subregulation 9(c)]

APPLICATION FORM

TO BECOME MEMBER OF ASSOCIATION OF PARENTS AND TEACHERS OF
ISLAMIC RELIGIOUS SCHOOL OF JAIM FOR CITIZEN OF MALAYSIA WHO HAS NO
CHILDREN IN THE ISLAMIC RELIGIOUS SCHOOL OF JAIM

To:
Registrar
Islamic Religious School of Melaka

Sir,

**Application To Become Member of Association of Parents and Teacher of Islamic Religious
School of JAIM**

I apply to become a member of Association of
Parents and Teachers of Islamic Religious School of JAIM
for the year of

Details of Applicant:

1. Name of Applicant :
3. Identification Card No. :
5. Office Address :
.....
6. Home Address :
.....
7. Office Tel. No. : 8. Home Tel. No.:
9. Occupation :
10. Name and Address of Employer :
.....
11. Last Date Become Member of this Association :
12. Position in the Association During Membership of this Association :
13. Reason For Applying Membership in the Association :

Yours faithfully,

.....
Signature of Applicant

Date:

COMMENT OF ASSOCIATION OF PARENTS AND TEACHERS OF ISLAMIC RELIGIOUS SCHOOL OF JAIM
(PLEASE ATTACH MINUTES OF THE ASSOCIATION OF PARENTS AND TEACHERS COMMITTEE'S MEETING)

Decision of PIBG Committee's Meeting No. on - Seconded/Not Seconded.

Comment:

.....
.....

Signature of Chairman of the Association of Parents and Teachers:

.....

Name:

Designation:

Date:

APPROVAL OF REGISTRAR

Approved/Not Approved

Comment:

.....
.....

Signature of Registrar:

.....

Name:

Official Seal:

Date:

APPROVAL OF REGISTRAR

Approved/Not Approved

Comment:

.....

Date:

.....

Name:

Official Seal:

Dated 24 June 2020
[JAIM6/224/7/2 Klt. 4;
PUNM. 700-02/64]

DATUK SULAIMAN BIN MD ALI
*Chairman of
Islamic Religious Council of Malacca*

Hakcipta Pencetak (H)

PERCETAKAN NASIONAL MALAYSIA BERHAD

Semua Hak Terpelihara. Tiada mana-mana bahagian jua daripada penerbitan ini boleh diterbitkan semula atau disimpan di dalam bentuk yang boleh diperolehi semula atau disiarkan dalam sebarang bentuk dengan apa jua cara elektronik, mekanikal, fotokopi, rakaman dan/atau sebaliknya tanpa mendapat izin daripada Percetakan Nasional Malaysia Berhad (Pencetak kepada Kerajaan Malaysia yang dilantik).



DICETAK OLEH
PERCETAKAN NASIONAL MALAYSIA BERHAD,
KUALA LUMPUR
BAGI PIHAK DAN DENGAN PERINTAH KERAJAAN MALAYSIA