



檳州客家公會

PERSATUAN HAKKA PULAU PINANG

Penang Hakka Association

章程

Peraturan dan Undang-Undang

Rules and Regulations



JABATAN PENDAFTARAN PERTUBUHAN MALAYSIA
NEGERI PULAU PINANG
KEMENTERIAN DALAM NEGERI
Aras 4, Anjung C
Wisma Persekutuan Seberang Perai Utara
Jalan Bertam
13200 KEPALA BATAS
PULAU PINANG

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Rujukan Kami: PPM-001-07-17091953

Tarikh: 17 November 2020

Setiausaha,
PERTUBUHAN HAKKA PULAU PINANG (PENANG HAKKA ASSOCIATION)
NO 34, JALAN BURMA
10050 GEORGETOWN
PULAU PINANG

Tuan/Puan,

PERMOHONAN PINDAAN PERLEMBAGAAN

Dengan hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa permohonan pindaan perlembagaan pertubuhan tuan telah **DILULUSKAN** dan pertubuhan tuan hendaklah menggunakan perlembagaan **terkini** dalam mentadbir pertubuhan tuan mulai 17 November 2020 .

3. Adalah disahkan bahawa dengan kelulusan ini, nama pertubuhan dipinda daripada "PERTUBUHAN KHEK PULAU PINANG (KHEK ASSOCIATION PENANG)" kepada "PERTUBUHAN HAKKA PULAU PINANG (PENANG HAKKA ASSOCIATION)".

Sekian, terima kasih.

'BERKHIDMAT UNTUK NEGARA'

Saya yang menjalankan amanah,

(**OH SIOW LEE**)

b.p. PENDAFTAR PERTUBUHAN MALAYSIA

Catatan: surat ini adalah janaan komputer, tandatangan tidak diperlukan

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章程曾于 1988 年修订后于 1989 年 1 月 25 日获社团注册官批准。

续于 2008 年 3 月 23 日后修正于 2008 年 9 月 19 日获社团注册官批准。

续于 2013 年 6 月 16 日后修正于 2013 年 8 月 29 日获社团注册官批准。

续于 2020 年 10 月 4 日最后修正于 2020 年 11 月 17 日获社团注册官批准。

本会章程

1. 名称与地址

- 1.1. 本会为客家同人所组织，故定名为「槟城客家公会」，以下简称本会。
- 1.2. 本会之注册地址为槟榔屿邮区 10050 号车水路门牌卅四号或者由董事会随时决定更改之其他地址。惟本会之注册地址祇有获得社团注册官之批准，方得更改。

2. 宗旨

- 2.1. 促进客家同人之亲善与更密切联系。
- 2.2. 促进互助合作之精神。
- 2.3. 发扬客家精神，提倡客家文化及推动健康娱乐活动。
- 2.4. 促进慈善与文教活动。
- 2.5. 遵守国家原则，促进各族团结与和谐。

3. 会员

- 3.1. 凡客家人士，不分性别，年满 21 岁，居住于槟州，且为马来西亚公民，品行良好，均可申请成为会员。
- 3.2. 在籍之大学生或学院学生不得参加为本会会员，除非该学生获得其大学或学院之副校长书面许可。
- 3.3. 凡欲申请成为本会会员，须有一名会员介绍，填具志愿书，呈交本会总务。总务须在最快时间内将之提交董事会批准。

3.4. 经董事会批准之申请於缴纳规定入会费及首年年捐后，即成为本会会员，将可享有会员的一切权利与福利。

4. 会员权利

4.1. 凡照章缴纳年捐之会员，均有选举权被选权，惟会员必须入会满一年始有选举权，满两年始有被选权。

4.2. 凡会员均可参与本会之一切活动，和享受本会提供之一切便利与服务。

4.3. 凡会员有权对本会之进展表达意见。

4.4. 会员之间发生争执，若无触犯当地法律者，得请求本会协助调解。

5. 会员义务

5.1. 介绍客家同人入会。

5.2. 协助推行本会会务。

5.3. 遵守本会章程及大会或董事会通过之一切议决案。

5.4. 缴纳年捐或董事会议决之其他经费，以及协助本会筹募特别捐。

6. 入会费、年捐及其他欠款

6.1. 会员须付之年捐和入会费如下：

入会费 RM10.00 年捐 RM10.00

6.2. 年捐须于每年三月底以前缴交给本会财政，凡会员拖欠本会年捐，经本会函催后，十四天内仍不照纳，又无来函说明理由者，本会得停止其一切权利，直至其付清欠款为止。

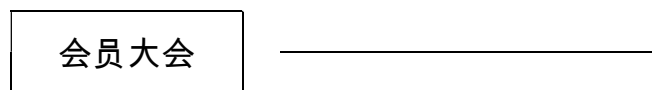
- 6.3. 凡会员拖欠本会年捐，经本会以挂号信寄予最后通知书而在规定的时间内，仍不照纳者，本会得中止其会籍。
- 6.4. 董事会有权为任何因欠捐而丧失会籍者，规定重新入会之缴费。
- 6.5. 任何会员一次缴付年捐 RM50.00，可成为永远会员，此后无需再缴年捐。
- 6.6. 董事会可议决向会员缴收特别捐或征费，作为特殊目的之用。如果会员在规定的期限内不照纳该捐款或征费，其欠款将按照拖欠年捐之方法处理。

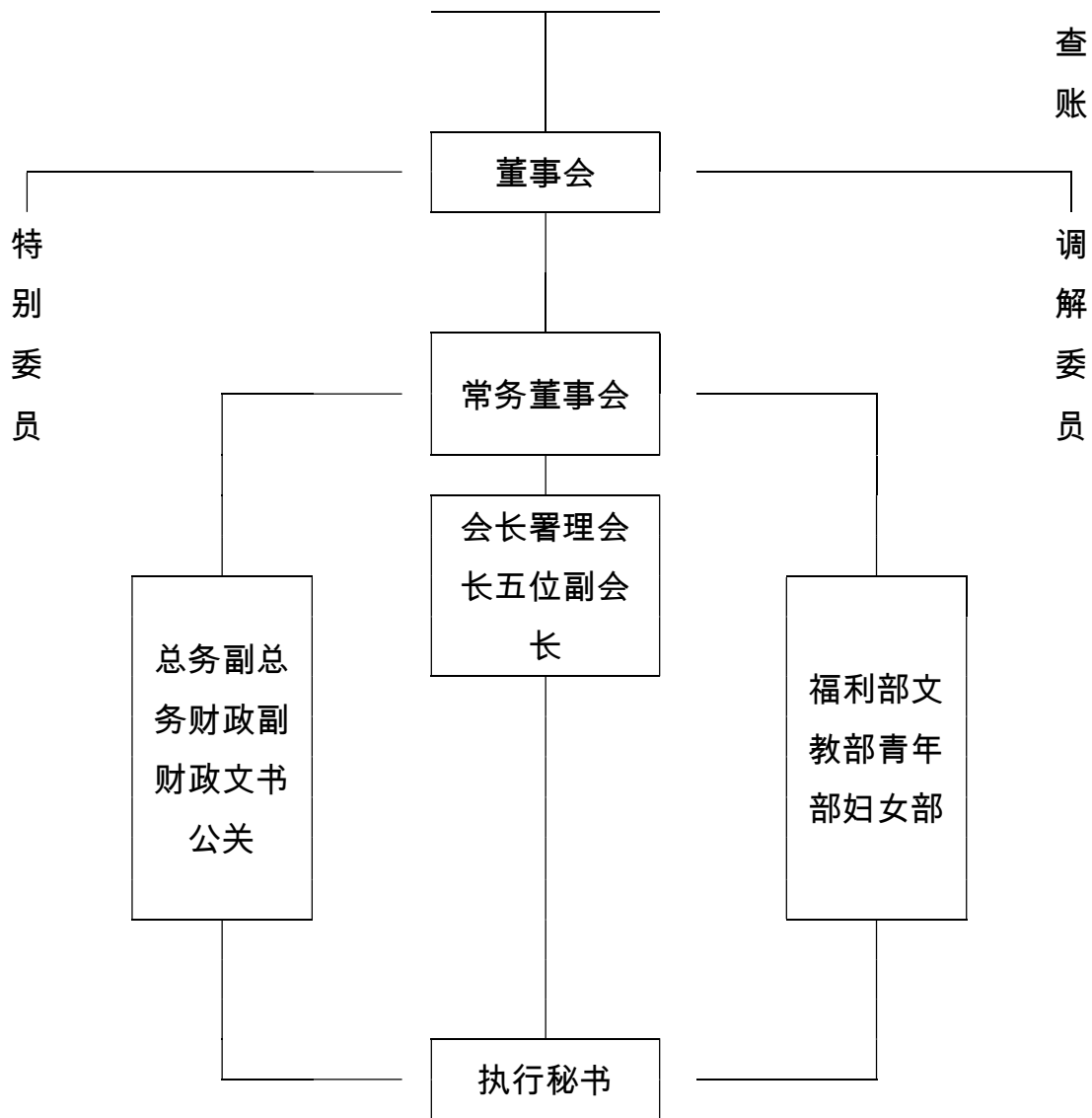
7. 退会于开除

- 7.1. 任何会员欲退会须给予本会总务两星期之书面通知，并须付清所有欠款。
- 7.2. 凡会员不遵守本会之章程或其细则，或者其行为不检，有损本会名誉时，董事会可将之开除或中止其会籍一段时期。长短由董事会酌情而定。董事会在采取行动开除会员或中止会员之会籍前，将以书面通知该会员，解释其被开除或被中止会籍之理由，并将给该会员亲自辩解之机会。除非董事会对该会员之上诉作出相反的裁决，中止会籍或开除之行动即告生效。

8. 组织系统图

- 8.1. 本会之组织系统如下图所示：





9. 会员大会

- 9.1. 本会最高权力机关为会员大会，大会出席人数，至少要有有权投票会员之半或董事会人数之一倍出席，视少者为准，方为有效及构成法定人数。
- 9.2. 如届会议时间半小时后，仍不足法定人数，大会得展期召开。董事会可决定下次开会之日期，但不得超过 30 天。届时，如会议时间过后半小时，仍不足法定人数，出席者不论多寡，

均有效力，但此项会议，无权修改章程或对有影响全体会员之事作决定。

9.3. 常年会员大会须于每个财政年度结束后，尽速举行，不得迟过六月卅日，董事会可决定召开大会的时间和地点。

常年会员大会处理之事务为：

(一)覆准上届常年会员大会之议案。

(二)接纳董事会所提呈之上年度会务报告。

(三)接纳财政所提呈之财务报告和经审核之本会账目。

(四)选举新董事和委任查账

(五) (条文已删除)

(六)处理其他提交大会之事务。

9.4. 总务须在大会举行的十四天前，将会议通知书和议程寄发予所有会员，并附上前期议案、报告、动议和选举董事提名表格及本会上一年度已经审核之账目。这些文件之副本也应展示于注册地址或会议地点，供会员参阅。

9.5. 特别会员大会，可在下列两种情形下召开：

(一)董事会认为有必要时，或

(二)不少过有权投票会员总数的五分之一会员联名请求下召开，且须说明要求召开特别大会之目标和理由。

9.6. 会员请求召开的特别会员大会，须于接到此类请求后的卅天内举行。

9.7. 总务须在会议举行的最少十四天前，将会议通知书和议程寄发予所有会员。

- 9.8. 第 9.1.及 9.2.条有关常年会员大会法定人数及展期举行的规定，也适用于特别会员大会。但是，条件是，如果展期举行的特别会员大会时间到后半小时，出席者仍不足法定人数，此大会须被取消，而且在该日起最少六个月内，不得再以同样的理由要求召开特别会员大会。
- 9.9. 所有提交常年会员大会讨论的提案，须在开会五天前提呈给常务董事会，此类提案将先由常务董事会研究后，方提交常年会员大会讨论。
- 9.10. 凡於会员大会所提出之提议或议题，除非本章程内有另文规定，一切得由出席会员大会的会员凭多数票裁决。

10. 董事会

- 10.1. 董事会是本会最高执行机关，由会员推选廿五名董事组成，他们即本会之职员。董事会之组成如下：

正会长一位

署理会长一位

副会长五位(以票數安排次序)

正总务一位

副总务一位

正财政一位

副财政一位

文书一位

公关一位

福利部主任一位

文教部主任一位

青年部主任一位

妇女部主任一位

普通董事八位

- 10.2. 所有本会的董事和负责执行职务的主任均须为马来西亚公民，所有本会职员，各部委员或各小组委员，均为义务性质，不得领取薪酬。
- 10.3. 所有竞选本会职员的提名，均须在常年会员大会举行日的最少五天前，由一位会员提议及一位会员附议，及在该被提名者的同意下，提交给本会总务。选举是由到会的会员用单记名投票，获多数票者中选。
- 10.4. 首廿五位获得最高票数的候选人，即为本会董事。董事任期二年，连选得连任。但正会长、正总务及正财政不得连任超过三届。
- 10.5. 新当选的廿五位董事，须在一星期内举行首次会议，复选本章程第 10.1.条所规定之各执位及随后依据向社团注册官申报备案。
- 10.6. 董事会之职权是遵从会员大会订定的政策与方针，推行会务，确保其健全发展。董事会行事时，不应违反会员大会之意愿，且须经常受制於会员大会。除下列各部及委员会外，董事会必要时有权设立各种小组推行特殊之工作。
- (一)委任调解委员会，名额由董事会酌情决定。
 - (二)委任特别委员会，以处理某些特别性质之事宜
 - (三)委任各部委员，惟不包括青年部及妇女部。

- 10.7. 董事会最少每三个月须开会一次，会议前七天应寄发通知书给每位董事。主席本身有权召开会议。此外，不少过十二名董事也可集体要求主席召开董事会议。董事会议之出席者，最少须占全体董事人数之一半始为有效及构成法定人数。
- 10.8. 连续缺席董事会议三次而未能提出充份理由之董事，将被视为自动辞职论。
- 10.9. 会员大会可基于下列理由将本会董事除名：由於逝世、健康欠佳、精神失常、被裁定破产、被判处监禁六(6)个月及以上或被罚款不少于两千令吉、不再是本会会员、离国持续超过两(2)年或因其他原因以致无法不能适当地执行其职务，而出现空缺时，将由董事会从会员中委任以填补其空缺。
- 在没有影响第 10.9 条所规定下，董事会可在任何时间，通过董事会的表决，对失职、无诚信、无能或拒绝执行本会会员大会或董事会议之决议的董事加以除名，并委任其他董事填补其空缺直至下届会员大会。
- 10.10. 董事会将就本会会务之推行和其他特殊事情，向常务董事会，调解委员会，特别委员会，各部和各小组发出指示。董事会可在会长同意下，聘请执行秘书、书记和其他受薪雇员，需要时，须由一名诚实商人以三千令吉作信用担保。任何受薪雇员由於失职、欺诈、无能、拒绝执行董事会之决定，或者认为具有对本会之利益有损之充分理由者，董事会得暂停其职务或将之开除。

- 10.11. 为配合本会行政与管理之正常进行，确保会所、设施、设备、场地等的正当使用，董事会有权制定，修改或撤销本会之细则。
- 10.12. 新旧董事会之交代会议，须在董事会复选后两星期内举行，交代会议时，卸任董事须将所有的手存现金、印章、单据、行政和财政记录，来往信件和各种需要的文件，移交给新任董事。

11. 常务董事会

- 11.1. 常务董事会由董事会中下列十七名职员组成：

正会长一位

署理会长一位

副会长五位

正总务一位

副总务一位

正财政一位

副财政一位

文书一位

公关一位

福利部主任一位

文教部主任一位

青年部主任一位

妇女部主任一位

- 11.2. 常务董事之职务是执行董事会之议决及处理突然发生的事务。

- 11.3. 除青年部及妇女部外，每部设有本身的委员会，主任即为主席，其他四名委员由董事会委任。青年部及妇女部之主席由该两部之主任担任，其余委员由该两部之常年大会选出。
- 11.4. 总务可在需要时，随时召集常务董事会议，会议通知书须在会前三天发予各常务董事。最少须有一半的常务董事出席方构成法定人数，会议始可有效进行。所有常务董事会、调解委员会、特别委员会各小组的议决，须提交董事会核准方为有效。

12. 职员之职权

- 12.1. 正会长对外代表本会，主持所有会员大会，董事会和常务董事会议，会长有投票权，每次会议前期议案复准后，会长须签署之。他须掌管本会印章和代表本会签发所有重要文件。
- 12.2. 署理会长协助正会长办理一切事务，遇正会长缺席时得代行其职权。
- 12.3. 副会长协助正会长和署理会长办理一切事务，遇正会长或署理会长缺席时，副会长之一(根据名次)得代行其职权。
- 12.4. 正总务须遵循本会之注册章程办理本会会务，执行会员大会或董事会之议决，负责所有书信来往、保管记录簿和文件等，惟不包括账册和财务记录。备妥一本会员记录簿，记录会员之名字，出生日期，身份证号码，职业和地址。他须根据1966年社团法令第14(1)节条文所定，于常年会员大会举行后的28天内，将本会之常年报告呈上给社团注册官。
- 12.5. 副总务协助正总务办理本会常务，遇正总务缺席时得代行其职权。

- 12.6. 正财政负责处理本会财务，并为本会一切收支保存清楚无误之账目。
- 12.7. 副财政协助正财政办理其一切事务，遇正财政缺席时得代行其职权。
- 12.8. 在会长和总务的指示下，执行秘书或书记负责本会之函件及协助处理会议记录。
- 12.9. 公关须负责公会与其他公共及私人机构或团体的对外联系工作及依循一九六六年社团注册法令第 9(C)条文的规定，可以其名义代表本会，起诉或被起诉。
- 12.10. 利部主任负责本会之福利活动，为福利部之当然主席。
- 12.11. 教部主任负责本会之文化教育事宜，包括颁发奖贷学金，为文教部之当然主席。
- 12.12. (条文已删除)
- 12.13. (条文已删除)
- 12.14. (条文已删除)
- 12.15. 青年部主任亦为青年部之当然主席，负责该部之一切活动。
- 12.16. 妇女部主任亦为妇女部之当然主席，负责妇女部一切活动。
- 12.17. 执行秘书在会长和总务之指示下，处理本会之日常事务、保存所有函件和会议记录簿、负责保管本会之傢俬用品、协助鸠收年捐和其他欠款、为所有会议作记录。

13. 财务细则

- 13.1. 除以下各条文所规定外，本会基金可以用来支付为执行其宗旨所需之任何用途，包括其行政开销，支付受薪雇员之薪金、

津贴和费用，审查账目等，但绝不可用来缴付任何会员受法庭判决之罚款。

- 13.2. 财政于任何时候可保存手头现金不超过三千令吉，超过此数之款项须于一个星期内存入董事会批准的银行或注册金融机构，所有银行或其它存款户口须用本会名义开立。
- 13.3. 本会户口之所有支票或提款通知，须有本会会长总务财政三人中之任何二人签署，且须盖上本会印章方为有效。
- 13.4. 会馆有特别费用，会长有权支用最高达五千令吉。总务有权支用最高达三千令吉。五千令吉以上的支用须经常务董事回批准。超过三万令吉的支用须会员大会批准。上述限制不适用于经常性开销。
- 13.5. 每个财政年度报告结束后，应尽速备妥本会之收支结算表及资产负债表，并交由在章程第 14 条文委任之查账师审核。审核过之账目须提交下届常年会员大会，其副本应张贴在本会之注册地址，供会员参阅。
- 13.6. 本会之财政年度由每年一月一日开始，同年十二月卅一日结束。

14. 查账

- 14.1. 常年会员大会得委任两名非本会职员之会员为义务查账，他们之任职为二年，且可被重新委任。常年会员大会也须委任一合格公共会计师(或受承认公共会计师公司)作为本会之外部查账。外部查账不能是本会之会员，外部查账之任期不受限定，可继续担任直至他本身提出辞职或由会员大会中止之。

14.2. 查账须审查本会全年之账目，并向会员大会提出一份报告或证书。会长也可请求查账他任期内任何阶段的账目而向董事会做出报告。

15. (条文已删除)

15.1. (条文已删除)

15.2. (条文已删除)

15.3. (条文已删除)

15A. 属本会之不动产

15.5A.1. 本会所有之不动产需由本会持有及负责保管。一切有关产业件须由本会委任并经社团注册官的签准认证的职员包含当届正会长、正总务及正财政联合签署执行并盖上本会印章,方为有效。

15.5A.2. 本会不得托付出售抵押收回转让或进行任何有关本会不动产之交易，除非得到会员大会的同意与授权并须有出席者至少三分之二表决同意，方为有效。

15.5A.3. 本会有权于任何时间，通过董事会的表决，对于任何一位或两位或三位所委之当届正会长或正总务或正财政解除其职位，由于拒绝、无法或不履行由会员大会所通过有关本会产业之议决案，且得委任其他董事递补其职位。

16. 赞助人/顾问

- 16.1. 董事会可委任适当或杰出以及对本会有功劳的人士成为本会之名誉会长/名誉董事/顾问，並赋予其适宜之任期。受委人将无权於董事会上参与表決，也无须承担会馆管理之一切任务，若受委人属非会员则不须缴纳任何的入会费、年捐或向会员征收的其他征费。

17. 章程诠释

- 17.1. 会员大会举行前后，董事会得对章程作出解释，如果章程未提及者，董事会在必要时也须作出决定。
- 17.2. 除非与较早时会员大会所订定的政策相反或相抵触，董事会的决定须受到全体会员的遵守，直到下次会员大会决定撤销为止。

18. 禁例

- 18.1. 本会严禁在本会会所内吸毒或一切恶行。
- 18.2. 除非在得到有关当局的批准，本会严禁在会所内进行下列赌博：轮盘、番摊、宝、批西、勿郎交、牌九、斗牛等与一半、天九、十二支、三张、廿一点、卅一点、骰子游戏、庄家游戏或一切靠运气的赌博。
- 18.3. 若无获得有关当局的准许和有效准证，本会不得举办任何彩票抽奖，不论它是否只限于会员参加。
- 18.4. 本会或会员不得试图限制或通过任何方式干涉商业或价格或涉及 1959 年职工会法令规定下的任何职工会活动。

19. 修改章程

- 19.1. 除非获得会员大会之议决，本章程不得被修改。任何改章程之申请，须在作出决定后的廿八天内，提交给社团注册官，而且只有在获得社团注册官之批准后，始能生效。

19A. 通告

(甲)任何通告的通过以下任一方式传达予会员：亲手递交、预付

挂号邮递、电子邮件、传真、大众媒体或本会网页即可。

(乙) 在下列情形下即可论为通告已经依据传达或已寄交予会员(是否它实际上已寄交予会员与否)：

(一) 於物件送交当日计若亲手递交。

(二) 於物件邮寄至会员联络地址日之五天后若预付挂号邮递。

(三) 於物件电邮或传真日之二十四小时侯若电子邮件、传真至正确的电子邮件地址、传真号码。

(四) 於物件经刊载于大众媒体或本会网页二十四小时之后。

20. 解散

20.1. 本会如须解散，须在为此而特别召开的会员大会上获得有权投票会员总数五分之三议决通过。

20.2. 本会如在上述情况下解散，其所有合法债务和义务，均须悉数清还，剩下的基金交由会员大会决定如何处置。

20.3. 解散通知书须在解散后十四天呈交社团注册官。

RULES & CONSTITUTION
OF
PERSATUAN HAKKA PULAU PINANG
(PENANG HAKKA ASSOCIATION)

1. NAME AND ADDRESS

- 1.1. The Association is formed by the Hakka community and shall be known as Persatuan Hakka Pulau Pinang (Penang hakka Association) hereinafter referred to as 'Association'.
- 1.2. The registered address of the Association shall be No 34, Burma Road, 10050 Penang or at such other place or places as may from time to time be decided on by the General Committee. Its registered address shall not be changed without the prior approval of the Registrar of Societies.

2. OBJECTIVE

- 2.1. To promote closer relationship and goodwill amongst members of the Hakka community.
- 2.2. To promote the spirit of co-operation and mutual assistance.
- 2.3. To develop Hakka spirit and to advocate and promote Hakka culture and healthy recreational activities.
- 2.4. To promote charitable, education and cultural activities.
- 2.5. To observe Rukunegara and promote unity and harmony among races.

3. MEMBERSHIP

- 3.1. Membership is open to any member of the Hakka community of either sex residing in Penang who is above 21 years of age and a Malaysian citizen of good character.
- 3.2. No University or University College student shall be admitted as a member of the Association unless he has obtained a written permission from the Vice-Chancellor of the University or University College concerned.
- 3.3. Every application for membership shall be submitted to the Secretary in the prescribed form and shall be proposed by one existing member. The Secretary shall at the first convenient opportunity submit it to the General Committee for approval. The General Committee may at its discretion reject any application without assigning any reason therefore.

- 3.4. Any applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and the first annual subscription, be admitted as a member of the Association and shall be entitled to all rights and privileges of membership.

4. PRIVILEGES OF MEMBERS

- 4.1. Members paying annual subscription as herein prescribed shall have the right to vote or be voted into office provided that he has completed one year's membership in order to have the right to vote and that he has completed two years' membership in order to have the right to be voted into office.
- 4.2. Members may participate in all activities of the Association and enjoy all the facilities and services provided by the Association.
- 4.3. Members shall have the right to express opinions with a view to assisting in the progress of the Association.
- 4.4. Any dispute amongst members which does not involve a breach of local laws may be referred to the Association for settlement.

5. OBLIGATIONS OF MEMBERS

- 5.1. Members shall help to enroll fellow Hakka to be members of the Association.
- 5.2. Members shall assist in the affairs of the Association.
- 5.3. Members shall abide by its Rules and Constitution and all its By-Laws including all such resolutions as may from time to time be passed by the General Meeting or General Committee.
- 5.4. Members shall pay annual subscriptions or other such levies by resolution of the General Committee and shall assist the Association in raising special contributions from amongst members.

6. ENTRANCE FEES, SUBSCRIPTION AND OTHER DUES

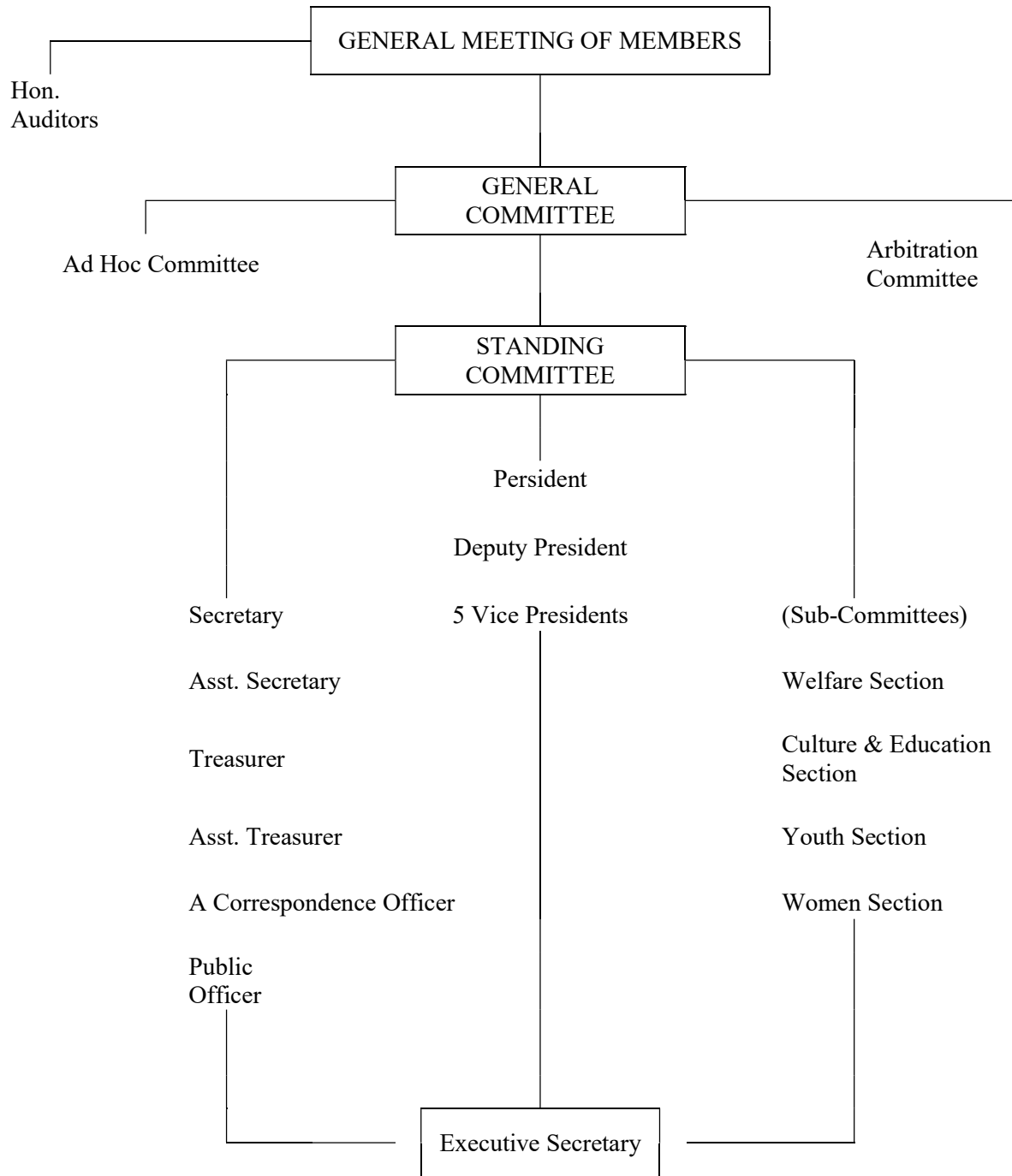
- 6.1. The entrance fee and annual subscription payable shall be as follows:-
Entrance fee ----- RM 10.00
Annual subscription ----- RM 10.00
- 6.2. All annual subscription shall be payable to the Treasurer of the Association before the end of March each year. Any member who is in arrears of his subscription and who fails to pay for same or fails to give any explanation within fourteen days after he has been requested to do so in writing shall be denied the privileges of membership until he settles his account.
- 6.3. Any member who fails to pay his subscription within such period as may be stipulated after a final notice has been sent to him by registered post shall have his membership terminated.
- 6.4. The General Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.
- 6.5. A member who pays a subscription of \$50.00 in one lump sum to the Association shall become a life member and shall thereafter be exempted from paying annual subscriptions.
- 6.6. Special subscription or levies for particular purpose may be raised from members by resolution of the General Committee. If any member fails to pay such subscription or levies within such period as may be resolved, the amount due shall be treated in the same way as arrears of subscription.

7. RESIGNATION AND EXPULSION

- 7.1. Any member who wishes to resign from the Association shall give two weeks' notice in writing to the Secretary and shall pay up all dues.
- 7.2. Any member who fails to comply with the Rules and Constitution of the Association or its By-Laws or has acted in a manner to bring disrepute upon the Association may be expelled or suspended for a period of time as the General Committee deems it fit. Before the General Committee expels or suspends the member, the member shall be informed in writing of the grounds for such expulsion or suspension and be given an opportunity to explain and absolve himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a General Meeting upon appeal by the said member.

8. ORGANIZATION CHART

8.1. The organization chart of the Association shall be follow:-



9. GENERAL MEETING

- 9.1. The supreme authority of the Association is vested in a General Meeting of the members. At least one half of the total voting membership of the Association or twice the total number of the members of the General Committee whichever is the lesser, must be present at a General Meeting for its proceedings to be valid and to constitute a quorum.
- 9.2. If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the General Committee; and if no quorum is present half an hour after the time appointed for the postponed meeting, the members present shall proceed with the meeting but shall not have the power to alter the Rules of the Association or to make decisions affecting the whole membership.
- 9.3. The Annual General Meeting of the Association shall be held as soon as possible after the close of each financial year but not later than 30th June on a date and at a time and place to be decided by the General Committee. The business of the Annual General Meeting shall be:-
- (a) to confirm the minutes of the last Annual General Meeting;
 - (b) to receive the General Committee's report on the working of the Association during the previous year;
 - (c) to receive the Treasurer's report and the audited accounts of the Association for the previous year;
 - (d) to elect a new General Committee and to appoint auditors, when due;
 - (e) (Clause repealed)
 - (f) to deal with such other matters as may be put before it.
- 9.4. The Secretary shall send to all members at least 14 days before the meeting a notice and agenda of meeting including copies of minutes and reports, motions and nominations for the election of officers, together with the audited accounts of the Association for the previous financial year. Copies of these documents will also be made available at the registered address or place of meeting of the Association for the perusal of members.
- 9.5. An Extraordinary General Meeting of the Association shall be convened:
- (a) whenever the General Committee deems it desirable, or
 - (b) at the joint request in writing of not less than 1/5 of the total voting membership, stating the objects and reasons for such meeting.
- 9.6. An Extraordinary General Meeting requisitioned by members shall be convened for a date within 30 days of the receipt of such requisition.

- 9.7. Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Secretary to all its members at least 14 days before the date fixed for the meeting.
- 9.8. 9.1 & 9.2 regarding the quorum and the postponement of the Annual General Meeting shall apply also to an Extraordinary General Meeting, but with proviso 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 months from the date thereof.
- 9.9. All proposals for discussion at any Annual General Meeting shall be submitted to the Standing Committee at least 5 clear days before the date of the meeting. Such proposals shall be studied by the Standing Committee before presenting them to the Annual General Meeting for discussion.
- 9.10. All proposals or issues raised in the General Meetings, unless otherwise specifically provided for in the Rules herein, shall be decided by a majority of vote of the members present at the General Meeting.

10. GENERAL COMMITTEE

- 10.1. The Management of the Association shall be vested in the General Committee consisting of 25 elected members, who shall be termed the officebearers of the Association.

A President
 A Deputy President
 5 Vice Presidents
 A Secretary
 An Asst. Secretary
 A Treasurer
 An Asst. Treasurer
 A Correspondence Officer
 A Public Officer
 An Officer-In-Charge of Welfare Section
 An Officer-In-Charge of Culture & Education Section
 An Officer-In-Charge of Youth Section
 An Officer-In-Charge of Women Section
 8 Ordinary Committee Members

- 10.2. All members of the General Committee and every Officer performing executive functions in the Association shall be Malaysian Citizens. All office bearers of the Association and members appointed or elected to any Committee or Sub-Committee shall perform their duties on an honorary capacity without any remuneration.
- 10.3. Names for the above offices shall be proposed and seconded with the consent of the members concerned and submitted to the Secretary at least 5 clear days before the date fixed for the Annual General Meeting. Elections will be by ballot and by simple majority vote of the members present at the Annual General Meeting.
- 10.4. The first 25 nominated candidates who secure the highest number of votes shall be considered elected to the General Committee. All members of the General Committee shall hold office for a term of two years. They shall be eligible for re-election but no member shall hold the office of the President, the Secretary or the Treasurer for more than three successive terms.
- 10.5. The newly elected 25 members of the General Committee shall hold its first meeting within one week after their election at the Annual General Meeting to elect amongst themselves the office bearers of the Association pursuant to Rule 10.1 and thereafter declare and register with the Registrar of Society accordingly.
- 10.6. The function of the General Committee is to organize the proper running of the Association within the general policy laid down by the General Meeting. The General Committee 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. The General Committee shall have the power to appoint any Committee or Sub-Committee as it deems necessary for any special purpose in addition to the following:-
- (a) appointment of an Arbitration Committee with such number of members as it deems fit;
 - (b) appointment of an Ad Hoc Committees to deal with matters of a temporary nature;
 - (c) appointment of Sub-Committees for the various Sections except the Youth and Women Sections.
- 10.7. The General Committee shall meet at least once every three months and 7 days' notice of each meeting shall be given to the members. The President acting alone or not less than twelve of its members acting together may request the President to call for a meeting of the General Committee to be held at any time. At least one-half of the General Committee members must be present for its proceedings to be valid and to constitute a quorum.

- 10.8. Any member of the General Committee who fails to attend three consecutive meetings of the General Committee without satisfactory explanation shall be deemed to have resigned from the General Committee.
- 10.9. A member of the General Committee may be removed from office by the General Meeting or ceased to be a member of the General Committee on the grounds that:-
1. he is dead; or
 2. he becomes incapacitated by physical or mental illness; or
 3. he resigns his office, by notice in writing delivered to the Association; or
 4. he is adjudicated a bankrupt; or
 5. he is sentenced for imprisonment for six (6) months and above or sentenced to a fine of not less than two thousand Ringgit (RM2000.00) or
 6. he has ceased to be a member of the Association; or
 7. he is absent from the country more than two (2) years continuously; or
 8. for any other reason, he is unable to perform his duties or unable to do so satisfactorily.

Where a vacancy of a member of General Committee occurs before the General Meeting, the General Committee shall then appoint a member of the Association to fill the vacancy.

In amplification and not in derogation to the provisions of Rule 8(A).9 above, the General Committee may, at any time, by resolution at meeting of General Committee remove any member of the General Committee from office for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the General Meeting and General Committee Meeting and appoints another member in his place to hold office until the next Annual General Meeting.

- 10.10. The General Committee shall give instructions to the Standing Committee, the Arbitration Committee, the Ad Hoc Committee, the Committees and Sub-Committees appointed by it, the Secretary and other officers regarding special functions and for the conduct of the affairs of the Association. It shall with the concurrence of the President, engage an executive secretary and / or other paid staff upon a security of a sum of RM3,000.00 to be furnished by a bona fide merchant if necessary. It may suspend or dismiss any member of the paid staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the General Committee, or for any other reason which it deems good and sufficient in the interest of the Association.
- 10.11. The General Committee shall be empowered to make, amend or rescind the By-Laws of the Association for the proper administration and management of the Association, for the proper use of its premises, facilities, amenities,

grounds and conveniences and for other purpose as it may from time to time determine.

- 10.12. The handing-over of duties by the outgoing General Committee to the Incoming General Committee shall take place two weeks after the election of the General Committee. During the handing-over of duties, the outgoing General Committee shall hand-over to the Incoming General Committee all cash-in-hand, official seal, securities, administrative and financial records, correspondence and all such documents as may deem necessary.

11. STANDING COMMITTEE

- 11.1. The Standing Committee shall comprise of 19 officers of the General Committee as follows:-

A President
A Deputy President
5 Vice President
A Secretary
An Asst. Secretary
A Treasurer
An Asst. Treasurer
A Correspondence Officer
A Public Officer
An Officer-In-Charge of Welfare Section
An Officer-In-Charge of Culture & Education Section
An Officer-In-Charge of Heritage Section
An Officer-In-Charge of Cultural Recreation Section
An Officer-In-Charge of Youth Section
An Officer-In-Charge of Women Section

- 11.2. The function of the Standing Committee is to carry out resolutions passed by the General Committee and to deal with matters arising out of daily activities.

- 11.3. For every Section, except the Youth and Women Sections, a Sub-Committee shall be formed with the Office-In-Charge as Chairman and four other members elected from the General Committee. For the Youth and Women Sections, the Office-In-Charge shall be the Chairman of the Sub-Committee. The other members of the Sub-Committee shall be elected at the Annual Meeting of the respective Section.

- 11.4. The Secretary may, when he deems it necessary, call for a meeting of the Standing Committee. Three days' notice shall be given to its members. At least one half of the members of the Standing Committee must be present for its proceedings to be valid and to constitute a quorum. All decisions of the

Standing Committee, the Arbitration Committee, the Ad Hoc Committee and the Sub-Committee shall be submitted to the General Committee for approval.

12. DUTIES OF OFFICE BEARERS

- 12.1. The President shall represent the Association in all its dealings. He shall during his term of office reside at all General Meetings and all meetings of the General/Standing Committee 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. He shall have the custody of the Official Seal of the Association and sign on behalf of the Association all important documents.
- 12.2. The Deputy President shall assist the President in performing his duties and shall deputise for the President during the latter's absence.
- 12.3. The Vice Presidents shall assist the President and Deputy President in the performance of their duties. In the absence of the President or the Deputy President, one of the Vice Presidents (according to ranking) shall deputise for him.
- 12.4. The Secretary shall conduct the business of the Association in accordance with its registered Rules and shall carry out the instructions of the General Meetings and the General Committee. He shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He shall maintain a membership register with particulars of names, date of birth, identity card number, occupation and address of every member. He shall within 28 days after the holding of the Annual General Meeting of the Association submit its Annual Returns to the Registrar of Societies as required under Section 14(1) of the Societies Act, 1966.
- 12.5. The Asst. Secretary shall assist the Secretary in performing his duties and shall act for him during his absence.
- 12.6. The Treasurer shall be responsible for the finance of the Association. He shall keep account of all its financial transactions and shall be responsible for their correctness.
- 12.7. The Asst. Treasurer shall assist the Treasurer in performing his duties and shall deputise for him during the Treasurer's absence.
- 12.8. The Correspondence Officer or the Executive Secretary as employed shall, under the instructions of the President and the Secretary, deal with correspondence and assist in compiling minutes of meetings.
- 12.9. The Public Officer shall be responsible for the public relations between the Association and other public and private organizations/bodies and may sue

- or besued in its name on behalf of the Association in accordance with Section 9(C) of the Societies Act 1966.
- 12.10. The Officer-In-Charge of Welfare Section shall be responsible for the welfare activities of the Association. He shall be the Chairman of the Welfare Sub-Committee.
- 12.11. The Officer-In-Charge of Culture & Education Section shall be responsible for the education affairs of the Association, including the awarding of loans and scholarships. He shall be the Chairman of the Culture & Education Sub-Committee.
- 12.12. (Clause repealed)
- 12.13. The Office-In-Charge of Heritage Section shall be responsible for the Heritage-affairs of the Association. He shall be the Chairman of the Heritage Sub-Committee.
- 12.14. The Officer-In-Charge of Cultural Recreation Section shall be the Chairman of the Cultural Recreation Sub-Committee.
- 12.15. The Officer-In-Charge of Youth Section shall be the Chairman of the Youth Sub-Committee and shall be responsible for the activities of this Section.
- 12.16. The Officer-In-Charge of Women Section shall be the Chairman of the Women Sub-Committee and shall be responsible for the activities of the Women Section.
- 12.17. The Executive Secretary shall under the instruction of the President and the Secretary, deal with daily routine work of the Association, file all correspondence and keep minute books. He shall be responsible for the proper maintenance of all furniture and articles belonging to the Association. He shall assist in collecting annual subscriptions and other dues and shall keep minutes of all meetings.

13. FINANCIAL PROVISION

- 13.1. Subject to the following provisions in this Rule, the Funds of the Association may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries, allowances and expenses to its paid 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.
- 13.2. The Treasurer may hold a petty cash not exceeding RM3,000.00 at any one time. All money in excess of this sum shall be deposited in a Bank or licensed

Financial Institution approved by the General Meeting within one week. The Bank account or other deposit accounts shall be in the name of the Association.

- 13.3. All cheques or withdrawal notices on the Association's account shall be signed by any two of the following three officers, namely the President, the Secretary or the Treasurer and shall bear the official seal of the Association in order to be valid.
- 13.4. The President shall have the power to expend up to RM 5,000.00 for a specific purpose. The Secretary shall have the power to expend up to RM 3,000.00. Expenditure exceeding RM 5,000.00 shall be approved by the Standing Committee. Expenditure exceeding RM 30,000.00 shall have the sanction of a General Meeting of members. The above limits are not applicable to recurrent expenditure.
- 13.5. 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 the Auditors appointed under Rule 11. The audited accounts shall be submitted for the next Annual General Meeting and copies shall be made available at the registered address of the Association for the perusal of members.
- 13.6. The financial year of the Association shall commence on 1st January and shall end on 31st December each year.

14. AUDITOR

- 14.1. Two members who shall not be the office bearers of the Association shall be appointed by the Annual General Meeting as Honorary Auditors. They shall hold office for two years and may be re-appointed. The Annual General Meeting shall also appoint a paid Auditor or a qualified Public Accountant (or Firm of Certified Public Accountants) who shall not be a member of the Association. The Auditor thus appointed shall hold his appointment until he resigns or until his appointment is otherwise terminated by the General Meeting.
- 14.2. The Auditor shall be required to examine and audit the accounts of the Association for the year, and to prepare a report or certificate for the Annual General Meeting. He may also be required by the President to audit the accounts of the Association for any period within his tenure of office at any date, and to make a report to the General Committee.

15. (Clause repealed)

- 15.1. (Clause repealed)
- 15.2. (Clause repealed)

15.3. (Clause repealed)

15 A. IMMOVABLE PROPERTY BELONGING TO ASSOCIATION

- 15A.1 All immovable properties whatsoever belonging to the Association shall be held and registered in the name of the Association, all instruments relating to that property shall be executed by three (3) office bearers consisting of the President, the Secretary and the Treasurer for the time being of the Association whose appointments are authenticated by a certificate of the Registrar and sealed with the seal of the Association.
- 15A.2 The Association shall not convey, sell, charge, withdraw, transfer or deal with any of the immovable property of the Association in whatsoever manner without the consent and authority of a General Meeting of members. A two-third (2/3) majority decision of the members present at the General Meeting shall suffice.
- 15A.3 The Association may, at any time, by resolution of meeting of the General Committee remove any of the three (3) office bearers consisting the President, the Secretary and the Treasurer for the time being from office due to refusal failure unable to perform or carry out the decisions of the General Meeting and appoints another Committee member in his place to hold office.

16. PATRONS / ADVISORS

- 16.1. The General Committee may appoint suitable or distinguished persons who have rendered meritorious services to the Association to become Honorary Presidents or Honorary Committees or Advisers of the Association for such time or times as is deemed fit. Such appointees shall have no right to vote at the general committee's meeting and shall not be responsible for the affairs of the association and if they are not members of the association, they shall not be required to pay any admission fee or annual subscription or any levies that may be imposed from time to time on the members of the association.

17. INTERPRETATION OF RULES

- 17.1. Between Annual General Meetings, the General Committee shall interpret the Rules of the Association and when necessary determine any point on which the Rules are silent.
- 17.2. Except where they are contrary to or inconsistent with the policy previously laid down by the General Meeting the decisions of the General Committee shall be binding on all members of the Association unless and until countermanded by a resolution of a General Meeting.

18. PROHIBITIONS

- 18.1. Consumption of prohibitive drugs within the Association's premises and the introduction of bad characters into the Association's premises are strictly prohibited.
- 18.2. None of the following games shall be played in the premises of the Association: Roulette, Lotta, Fantan, Poh, Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tan and A Half, Tien Kow, Chap Ji Kee, Sam Cheong, Twenty One, Thirty One, all games of Dice, Banker's game and all games of mere chance without the approval of the authorities concerned.
- 18.3. The Association shall not hold any lottery without valid licence or permit from the relevant authorities concerned, whether confined to its members or not, in the name of the Association or its office bearers, committee or member.
- 18.4. The Association or its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Ordinance 1959.

19. AMENDMENT TO RULES

- 19.1. These Rules may not be altered or amended except by resolution of a General Meeting. Application for any such alterations or amendments shall be made to the Registrar of Societies within 28 days from the date of the decision to make the change or amendment and shall take effect only from the date of their approval by the Registrar of Societies.

19A. SERVICE OF NOTICE

- (a) any notice may be served or sent to the members by any of the following modes:-
 - (i) delivered personally; or
 - (ii) sent by prepaid registered post; or
 - (iii) sent by electronic mail; or
 - (iv) sent by facsimile transmission; or
 - (v) general advertisement in any one or more of the form(s) of mass communication or the Association's website.

- (b) A notice shall be deemed to be sufficiently served and sent (whether it is actually delivered or not) on the members:-
- (i) at the time of delivery if personally delivered to the members; or
 - (ii) after the expiration of five (5) days from the date it is posted if it is sent by prepaid registered post to the members at the address stated in the register of members; or
 - (iii) after expiration of twenty-four (24) hours if it is sent by electronic mail or facsimile transmission to the correct electronic mail address or facsimile number of the addressee when the addressee's electronic mail address or facsimile number is shown on the sender's receipt of a confirmed log printed out for the transmission regarding the date, time and transmission of all pages and shall be addressed to the address of the members; or
 - (iv) after expiration of twenty-four (24) hours if it is advertised in any one or more of the form of mass communication or the Association's website.

20. DISSOLUTION

- 20.1. The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the total voting membership at a General Meeting specially convened for the purpose.
- 20.2. In the event of the Association being dissolved as provided above all debts and liabilities legally incurred on its behalf shall be fully discharged and the remaining funds shall be disposed off in such manner as may be decided upon by a General Meeting.
- 20.3. Notice of dissolution shall be given within 14 days of dissolution to the Registrar of Societies.