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本 会 会 徽

# 雪隆兴安会馆

## 章程

### 第一章：名称

- 1.1 本会定名为雪兰莪暨吉隆坡兴安会馆，简称“雪隆兴安会馆”  
(PERSATUAN SHING AN SELANGOR DAN KUALA LUMPUR)。

### 第二章：注册办公会址

- 2.1 (A) 本会注册办公会址设在吉隆坡十五啤惹兰淡巴比来门牌十三至十五号  
(No:13 & 15, Jalan Thambapillai, Brickfields, 50470 Kuala Lumpur)。  
(B) 本会办公会址，在未获得社团注册官之许可，不得更改。需要时，开会场地则可由会长及秘书长决定于雪隆区其它地点进行。

### 第三章：宗旨与目的

- 3.1 本会宗旨与目的如下：
- (A) 联络同乡感情，共谋福利。
  - (B) 鼓励及协助会员儿女之教育问题，促进文化事业。
  - (C) 鼓励会员在士农工商方面协力合营。
  - (D) 排解会员间之纠纷，惟事先必须得到有关各造之书面请求。
  - (E) 提供康乐活动。
  - (F) 促进各民族间之亲善与国家团结。
  - (G) 联合与本会宗旨相同之合法社团，以达致上述目标。

### 第四章：会员

- 4.1 人数
- (A) 本会会员人数无限额。

#### 种类

- (B) 本会会员只有永久会员一种。

#### 4.2 資格

- (A) 凡居住在雪兰莪州或联邦直辖区（吉隆坡）之福清、莆田、仙遊籍（以下简称福莆仙）人士，年龄满十八岁，不论性别而品德端正者，均可申请加入本会为会员。
- (B) 凡被接纳入会者得先缴交本会预定之会费，始能享受会员之权利。
- (C) 凡入会未滿一年者，不得有选举权及被选权。

#### 4.3 入会手续

任何欲加入本会之福莆仙人士须填写本会特备之入会申请表格，由一名会员介绍。其申请表格将由本会秘书长提呈理事会批准即生效。理事会有权拒绝任何入会之申请而无须说明理由。

#### 4.4 会费与特别捐

(A) 目前会员应缴之会费如下：

永久会费：伍拾元正。

(B) 需要时，本会会员将被请求捐款，以期达到会员大会或理事会所议决之特别用途。

#### 4.5 退会

(A) 凡欲退会之会员须给本会秘书长两星期之书面通知，俾便在理事会中提出考虑。

(B) 退会会员不得讨回一切已交之会费或捐款。

#### 4.6 开除会籍

(A) 凡会员违背本会章程或不願执行会员大会或理事会之议决案或诽谤本会名誉或行为不端者，经调查属实，得由理事会开除其会籍。

(B) 被开除者可向会员大会上诉。会员大会之决定将被视为最后之决定而此事不能提上法庭。

(C) 被开除者不得讨回一切已缴交之会费或捐款。

### 第五章：义务与权利

5.1 本会会员有遵守本会章程以及一切议决案之义务。

#### 5.2 本会会员可享受下列权利

(A) 选举权与被选权（除 4.2 项资格 (C) 及被宣判入穷籍者）。

(B) 表决权。

(C) 开会员大会时有建议权与发言权。

(D) 享受本会所能提供之一切利益。

(E) 向本会请求援助。

5.3 凡会员有选举权及可担任理事职位。非马来西亚公民可担任理事职位，唯需获得社团注册官批准。

## 第六章：组织与任期

### 6.1 理事会

每三年，会员大会票选三十一位理事及二名由候任会长委任之理事连同青年团团长、妇女组主席，青年团秘书及妇女组秘书共三十七位组成理事会，票选之三十一位理事得於两星期内复选下列各职位(除青年团团长、妇女组主席、青年团秘书及妇女组秘书四职)。青年团团长、妇女组主席、青年团秘书及妇女组秘书于复选中没有选举权。

会长	: 一名	副会长	: 六名
署理会长	: 一名	副秘书长	: 二名
秘书长	: 一名	副财政	: 一名
财政	: 一名	妇女组主席	: 一名
青年团团长	: 一名	妇女组秘书	: 一名
青年团秘书	: 一名	副资讯主任	: 一名
资讯主任	: 一名	副文教主任	: 一名
文教主任	: 一名	副福利主任	: 一名
福利主任	: 一名	副社会经济主任	: 一名
社会经济主任	: 一名	副康乐主任	: 一名
康乐主任	: 一名		
理事	: 十名		

### 6.2 理事会任期

所有理事职权皆为义务性质。理事会任期以三年为一届。任满时，各理事连选得连任，惟会长不得连任超过两届或六年。

### 6.3 小组委员会

需要时，理事会有权委任任何小组委员会，以协助工作。

### 6.4 小组委员会任期

小组委员会之任期与理事会之任期相同，即理事会任满，各小组委员会亦告任满。若干临时性质之小组委员会将於其指定之任务完成时解散。

### 6.5 名誉会长或名誉顾问或其他名誉职位

会员可推荐对本会有特殊贡献之福莆仙同乡为本会之名誉会长或名誉顾问等等，由理事会委任之。凡曾担任会长者，于卸任后自动成为本会永久会务顾问。

### 6.6 义务法律顾问

会员大会会有权委任法律界人士为本会之法律顾问。

## 第七章：会议

### (A) 会员大会

#### 7.1 常年会员大会

本会常年会员大会须於每年五月卅一日以前召开。

#### 7.2 常年会员大会之任务

- (A) 接纳理事会有关上一年之会务报告。
- (B) 接纳财政上年度经已稽查之账目报告。
- (C) 逢选举年，选举理事与委任外部查账。
- (D) 委任义务法律顾问，医药顾问等。
- (E) 需要时，更改或修正本会章程，惟任何章程更改或修正须在社团注册官批准后始能生效。
- (F) 商讨本会一切兴革事宜。

#### 7.3 常年会员大会开会程序

常年会员大会之通告得指明开会日期、时间、地点以及议程，须於开会十四日前，由秘书长寄发。开会通告因意外漏寄或因会员未收到，不能否决会议之有效程序。

#### 7.4 常年会员大会法定人数

出席常年会员大会之法定人数最少得超过理事会成员之一倍，方为有效。倘开会时，仍未有足够之法定人数，常年会员大会得延迟一小时举行。延迟后如出席者仍不足法定人数，出席者有权进行会议，但不得更改或修正本会之章程或作足以影响全体会员利益之决定。

### (B) 特别会员大会

#### 7.5 除常年会员大会以外，其他会员大会均被称为特别会员大会。特别会员大会可于下列其中一项情形下召开之：

- (A) 秘书长与会长磋商后。
- (B) 经理事会决议通过。
- (C) 在不少过七十五名会员联名请求时，请求书须说明开会理由。

#### 7.6 特别会员大会法定人数

- (A) 特别会员大会之法定人数与常年会员大会之法定人数相同。
- (B) 由会员联名召开之特别会员大会，其法定人数除符合 7.6(A) 条文外，尚须有六十名联名者出席方为有效。如至原定会议时间仍未达法定人数，得延迟一小时举行，如延迟后仍未达法定人数，该会议即取消之。特别会员大会因未达法定人数被取消后，由取消日起六个月内不得以同一理由请求召开之。

按照本章程 7.5(C) 条文所召开之特别会员大会须於接到请求书卅天以内，由秘书长发通告召开之。倘秘书长拒绝发通告，联名请求开会者有权签署与发出通告，而有关之该会议程序将被视为有效。召开特别会员大会之通告最迟于开会日期之十四天前寄给全体会员。

**(C) 理事会**

**7.7 理事会任务**

(A) 理事会之任务乃在安排以及监督日常会务，并遵照会员大会之决策推行会务。

(B) (I) 凡执行本会行政任务之理事必须是马来西亚公民。

(II) 非马来西亚公民可执行本会行政任务，唯需获得社团注册官书面批准。

(C) 理事会议最少每三个月召开一次。

(D) 常务理事会：

(I) 常务理事会由会长、署理会长、副会长、正/副秘书长、正/副财政、青年团团长及妇女组主席组成。

(II) 任何情况下，会长及秘书长可随时召开常务理事会会议。

**7.8 理事会议开会程序**

理事会议之通告得指明开会日期、时间、地点及议程，须于开会七日前，由秘书长邮寄或通过电邮寄发。开会通告因意外漏寄或因理事未收到，不能否决会议之有效程序。

**7.9 理事会议法定人数**

理事会议之法定人数为理事会成员之半数。如理事会议于指定开会时间仍未有足够之法定人数，主席可宣佈延会一小时举行。该会议即使不够法定人数仍将被视为有效。

**7.10 递补理事空缺**

本会理事因破产而被判入穷籍或辞职或被开除或死亡而造成空缺时，理事会有权委任任何会员递补之，直至当届理事会任期告满为止。

**第八章：职权**

**8.1 (A) 会长**

(I) 为会员大会与理事会议之主席。

(II) 监督本会会务之进行。

(III) 对外代表本会。

(IV) 有权批准每次不超过一万元之会务开销。

**(B) 署理会长**

辅助会长。遇会长缺席或告假时，代行会长职权。

**(C) 副会长**

辅助会长。遇会长与署理会长缺席或告假时，代行会长职权。



**(D) 秘书长**

- (I) 按照本会章程处理会务并执行会员大会与理事会之一切议决案。
- (II) 监督受薪职员之工作。与会长磋商后有权聘请或辞退职员。
- (III) 签发开会通告。
- (IV) 有权批准每次不超过三千元之会务开销。
- (V) 管理一切来往信件以及会员登记部，内详列会员之中英文姓名、身份证号码、年龄、性别与批准入会之日期。

**(E) 副秘书长**

辅助秘书长。遇秘书长缺席或告假时，代其执行职务。

**(F) 财政**

- (I) 管理本会之财务并负责准确记录一切来往账目。
- (II) 保管本会之产业地契与股票。
- (III) 有权保管不超过一千元之零用款项。

**(G) 副财政**

辅助财政。遇财政缺席或告假时，代其执行职务。

**(H) 文教主任**

- (I) 鼓励会员子女努力向学。
- (II) 举办文艺活动，包括书法比赛，绘画比赛以及其他本会决定举办之比赛。
- (III) 策划筹款颁发奖金或奖品。

**(I) 副文教主任**

辅助文教主任。遇文教主任缺席或告假时，代其执行职务。

**(J) 福利主任**

- (I) 协助会员或其家属办理喜庆吊丧事。
- (II) 救济无力求医之会员。
- (III) 协助社会公益、慈善事业。
- (IV) 关怀会员福利。
- (V) 负责内外联络工作，促进会员之联谊。

**(K) 副福利主任**

辅助福利主任。遇福利主任缺席或告假时，代其执行职务。

**(L) 社会经济主任**

- (I) 负责召开座谈会，藉以交换技术知识。
- (II) 邀请专家对工商业各种问题作专题演说。

**(M) 副社会经济主任**

辅助社会经济主任。遇社会经济主任缺席或告假时，代其执行职务。

**(N) 康乐主任**

推行体育健身以及文娱活动。

**(O) 副康乐主任**

辅助康乐主任。遇康乐主任缺席或告假时，代其执行职务。

**(P) 资讯主任**

负责拟定资讯活动计划，提交理事会通过施行，处理一切资讯活动。

**(Q) 副资讯主任**

辅助资讯主任工作，遇资讯主任缺席或告假时，代其执行职务。

**(R) 青年团团长**

(I) 负责监督、指导、推动以及确保青年团按照青年团细则进行活动。

(II) 充当理事会与青年团间之桥梁，并代青年团向理事会传达青年团之意愿。

**(S) 青年团秘书**

辅助副秘书长工作，遇副秘书长缺席或告假时，代其执行职务。

**(T) 妇女组主席**

(I) 负责监督、指导、推动以及确保妇女组按照妇女组细则进行活动。

(II) 充当理事会与妇女组间之桥梁，并代妇女组向理事会传达妇女组之意愿。

**(U) 妇女组秘书**

辅助副秘书长工作，遇副秘书长缺席或告假时，代其执行职务。

## **第九章：外部查账及内部查账**

### **9.1 (A) 外部查账**

每三年，会员大会得委任合格会计师一名，稽查本会之账目并具备书面财务报告，俾便在会员大会中提出接纳。外部查账不得在理事会中任职。

### **(B) 内部查账**

每三年，理事会得委任二位会员为本会内部查账。内部查账得每年一次稽查本会之账目。

## 第十章：财务措施

- 10.1 (A) 本会会计年由每年正月一日起至十二月卅一日终止。
- (B) 本会公款可用於支付实现本会之目的，包括行政费，职员薪金津贴。
- (C) 本会公款不得用以偿还任何会员之法庭罚款。
- (D) 凡超过五百元之公款得於收到七日内，由财政存入以本会名义开设之银行户口。
- (E) 本会支票由会长、署理会长、秘书长、财政四人中，任何三人签署方为有效。
- (F) 本会如存有余款得存入由理事会批准之银行生息。如提出定期存款或利息，须由会长、署理会长、秘书长、财政四人中，任何三人签名方为有效。凡还本会之款项，须以支票还本会，直接汇入或在线转账入本会账户。无论在任何情形之下，不得以现金偿还。
- (G) 本会有权以本会名义购买由理事会批准之蓝筹股或向其他公司投资，但须依据本条文之 (H) 与 (I) 项行事。买卖股票之文件由会长、秘书长、财政三人中之两人签署。
- (H) 理事会有权动用每项不超过五万元之开销。
- (I) 凡超过五万元之开销得由会员大会批准。

## 第十一章：禁例

- 11.1 (A) 本会所严禁一切违法、非法、不正当或政治活动。
- (B) 本会不得开设彩票。
- (C) 本会所严禁各类赌博。
- (D) 本会不得僱用非马来西亚公民为职员。
- (E) 本会不能参加任何职工会活动。

## 第十二章：修改章程

- 12.1 除非得到会员大会或特别会员大会议决，本会之章程不能修改。凡修改章程必须于社团注册官批准之日起生效。

## 第十三章：章程诠释

- 13.1 凡本章程无明文规定之事项，理事会有权作出决定，惟该决定不能与本会定策相违而以不自相矛盾为原则。除非会员大会通过议案推翻，本会会员必须遵守该决定。

## 第十四章：解散

- 14.1 (A) 本会如欲解散，须由不得少过五份之三之会员出席之会员大会通过方为有效。
- (B) 本会解散时，本会所负之合法债项，须清还。剩余之款项将由会员大会议决处理之。
- (C) 解散之通知书须於解散日起十四天以内呈交社团注册官。

## 第十五章：产业管理

- 15.1 (A) 本会的不动产业必须注册于本会名下，根据 1966 年社团法令第 9(b) 条文，本会必须委任会长、正秘书长及正财政三人为产业管理人，上述委任必须获得社团注册局的证书确认。产业管理人的任期将根据是届理事会的任期，当理事会任期届满时，产业管理人的职位将自动终止。
- (B) 除非得到常年会员大会或特别会员大会超过三份之二出席者的同意与授权，产业管理人不得变卖、抵押或转让本会的不动产业。理事会在获得超过三份之二成员的同意与授权则可为本会购置产业。
- (C) 若上述任何职位悬空或留下空缺，理事会有权委任理事会成员填补空缺，任期直到下一次的常年会员大会为止。

## 第十六章：会徽

### 16.1 会徽

本会会徽代表性说明如下：

- (A) 会徽上端中文字与下端之国文字为本会名称。
- (B) 会徽外周之十四齿轮，代表马来西亚及马来西亚内之十三州，象征本会与各属会之间永恒团结。
- (C) 中央由三个互相交叉扣在一起的圆圈代表莆田、仙游及福清籍兴化同乡、同心同德、精诚团结。
- (D) 犹如车轮旋转的三个圆圈象征早期南来的兴化同乡多数经营与交通工具有关的行业。
- (E) 会徽中的青色禾穗代表丰盛、橙色代表光明、红色代表吉祥、蓝色代表忠诚、青色代表繁荣及白色代表和平。



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# **RULES OF** **PERSATUAN SHING AN SELANGOR DAN** **KUALA LUMPUR**

## **CHAPTER 1 – NAME**

- 1.1** The Association shall be known as **PERSATUAN SHING AN SELANGOR DAN KUALA LUMPUR.**

## **CHAPTER 2 – REGISTERED PLACE OF BUSINESS**

- 2.1** (a) The registered place of business and the postal address of the Association shall be No. 13 & 15, Jalan Thambapillai, Brickfields, 50470 Kuala Lumpur.
- (b) The registered place of business of the Association shall not be changed without the prior approval of the Registrar of Societies. However the place of meeting shall be at such other places within Selangor or Kuala Lumpur area as may from time to time be decided by the President and Secretary-General.

## **CHAPTER 3 – AIMS AND OBJECTIVES**

**3.1 The aims and objectives of the Association are :-**

- (a) To foster friendly feelings among members and to promote welfare work collectively.
- (b) To encourage and assist in the education of members' children and to promote cultural work.
- (c) To encourage co-operation among members for joint venture in education, industry, commerce and agriculture.
- (d) To arbitrate in the dispute of members provided prior written requests have been received from all parties concerned.
- (e) To provide sports and recreational facilities for members.
- (f) To cultivate friendship with all other races in order to achieve national unity.
- (g) To liaise with other lawfully constituted societies with similar aims and objectives to achieve the above objectives.

## **CHAPTER 4 – MEMBERSHIP**

- 4.1** (a) The number of members is unlimited.
- (b) The Association shall have only one class of membership viz Life Members.

#### **4.2 Membership Qualification**

- (a) All countrymen, originating from the Districts of FU-QING, PU-TIAN and XIAN-YOU in Fujian Province, China (hereinafter called FU-PU-XIAN ), residing in the state of Selangor and the Federal Territory of Kuala Lumpur, irrespective of sex, of good character and having attained the age of 18, are eligible to enroll as Members of the Association.
- (b) An applicant who has been accepted for membership shall be entitled to enjoy all benefits provided by the Association only after payment of the prescribed fee set by the Association.
- (c) Any member who has been enrolled for less than one (1) year shall not have the right to elect or be elected.

#### **4.3 Procedure for Enrollment**

A FU-PU-XIAN countryman's application for membership shall be made on the prescribed form of the Association and shall be proposed by a member. The application shall be submitted by the Secretary-General to the Executive Committee for approval. The Executive Committee may at its discretion reject any application without assigning any reason therefor.

#### **4.4 Fees and Donations**

- (a) The fees are as follows:  
Life Membership fee      RM50.00
- (b) As and when necessary, members may be called upon to make monetary donations for particular purposes approved and resolved in General Meeting or in Executive Committee Meeting.

#### **4.5 Resignation**

- (a) A member who wishes to resign from the Association shall give two weeks' notice to the Secretary-General in writing for submission to the Executive Committee for consideration.
- (b) All monies already paid up shall not be refundable to a member who resigns.

#### **4.6 Dismissal**

- (a) A member who contravenes the rules of the Association or is unwilling to carry out the resolutions of the General Meeting or the Executive Committee Meeting or, upon due investigation, is found to have tarnished the good reputation of the Association or to have misbehaved, shall be dismissed from membership by the Executive Committee.
- (b) A member who is dismissed may appeal to the General Meeting. The decision of the General Meeting is final and the matter shall not be brought up in Court.

- (c) All monies already paid up shall not be refundable to a member who is dismissed.

## **CHAPTER 5 – DUTIES AND PRIVILEGES**

- 5.1** Members must subscribe to and abide by the rules of the Association as well as all the resolutions passed.
- 5.2** Members shall be eligible to enjoy the following rights and privileges :-
  - (a) To elect and be elected (except those members under 4.2 Rules (c) and those members who have been adjudged bankrupt).
  - (b) To cast votes.
  - (c) To propose and speak at General Meetings.
  - (d) To enjoy all benefits provided by the Association.
  - (e) To request assistance from the Association.
- 5.3** All members shall have the rights to vote and to hold office. However, non-citizen may hold office with the prior approval of the Registrar of Societies.

## **CHAPTER 6 – ORGANISATION AND TERM OF OFFICE**

### **6.1 Executive Committee**

Every three years, the General Meeting shall elect by voting 31 members together with 2 additional members appointed by the President, the Youth Division Leader, the Women Division Leader, the Youth Division Secretary and the Women Division Secretary to form the Executive Committee. Within two weeks after the preliminary election, those elected members shall fill the following positions by electing among themselves (except the post of the Youth Division Leader, the Women Division Leader, Youth Division Secretary and Women Division Secretary). The Youth Division Leader, the Women Division Leader, Youth Division Secretary and Women Division Secretary shall not have the right to elect in this second round of election.

- 1 – President
- 1 – Deputy President
- 6 – Vice President
- 1 – Secretary-General
- 2 – Assistant Secretary-General
- 1 – Treasurer
- 1 – Assistant Treasurer
- 1 – Youth Division Leader
- 1 – Women Division Leader
- 1 – Youth Division Secretary



- 1 – Women Division Secretary
- 1 – Communications & Multimedia Officer
- 1 – Assistant Communications & Multimedia Officer
- 1 – Cultural and Education Officer
- 1 – Assistant Culture and Education Officer
- 1 – Welfare Officer
- 1 – Assistant Welfare Officer
- 1 – Social & Economic Officer
- 1 – Assistant Social & Economic Officer
- 1 – Sport and Recreational Officer
- 1 – Assistant Sport and Recreation Officer
- 10 – Ordinary Committee Members

## **6.2 Term of Office of Executive Committee**

All Executive Committee members shall serve in an honorary capacity for a term of **three (3) years** and shall be eligible for re-election save the **President** shall not serve continuously for more than two terms or **six (6) years** consecutively. An Executive Committee member may not concurrently hold more than one position.

## **6.3 Sub-Committee**

Whenever necessary, the Executive Committee may appoint any sub-Committees to assist in the execution of its work.

## **6.4 Term of Office of Sub-Committees**

The term of office of sub-Committees shall be the same as that of the Executive Committee, terminating as and when the term of office of the Executive Committee terminates. Certain sub-Committees of a temporary nature shall be disbanded upon their designated duties having been accomplished.

## **6.5 Patrons, Honorary Advisers or Other Honorary Positions**

Members may recommend FU-PU-XIAN countrymen who have rendered meritorious services or contributed abundantly to the Association for appointment as Patrons or other positions of an honorary nature by the Executive Committee Meeting. The outgoing president will automatically be permanent Honorary Adviser.

## **6.6 Honorary Legal Advisers**

The General Meeting shall be empowered to appoint members of the legal profession to be the Association's Honorary Legal Advisers.

## **CHAPTER 7 – MEETINGS**

### **(A) GENERAL MEETING**

#### **7.1 Annual General Meeting**

An Annual General Meeting shall be convened before the 31st day of May each year.

#### **7.2 Functions of Annual General Meeting**

- (a) To receive the Executive Committee's report on the workings of the Association during the previous year.
- (b) To receive the Treasurer's report and the audited accounts of the Association for the previous year.
- (c) In an election year, to elect Executive Committee members and to appoint an External Auditor.
- (d) To appoint Honorary Legal Advisers, Honorary Medical Advisers and other honorary positions.
- (e) Whenever necessary, to alter and amend the rules of the Association.
- (f) To deal with such other matters as may be put before it.

#### **7.3 Procedure for Convening Annual General Meeting**

Notice of the Annual General Meeting, stating the date, the time and the place of meeting, together with the audited accounts of the Association for the previous year, shall be sent by the Secretary-General to all members not later than 14 days before the date fixed for the meeting. Any accidental omission to give notice of the meeting to any member or the non-receipt of notice of meeting by any member shall not invalidate the proceedings at any meeting.

#### **7.4 Quorum for Annual General Meeting**

For its proceedings to be valid and to constitute a quorum, the number of members present at an Annual General Meeting must be at least twice the number of the Executive Committee members. If at the time appointed for an Annual General Meeting, a quorum is not present, the meeting shall be adjourned to an hour later. If a quorum is still not present after the one hour adjournment, the members present shall have power to proceed with the business of the day but shall have no power to amend the rules of the Association or to make any decision affecting the interests of the whole membership.

### **(B) EXTRAORDINARY GENERAL MEETING**

#### **7.5** Except the Annual General Meeting all other General Meetings shall be known as Extraordinary General Meetings. An Extraordinary General

Meeting may be convened under any of the following circumstances : -

- (a) By the Secretary-General in consultation with the President.
- (b) Whenever approved by Executive Committee.
- (c) At the joint request in writing by not less than 75 members, stating the ground for requesting such meeting.

#### **7.6 Quorum for Extraordinary General Meeting**

- (a) The quorum for the Extraordinary General Meeting shall be the same as that for the Annual General Meeting.
- (b) Notwithstanding the above, the quorum for an Extraordinary General Meeting requisitioned in accordance with Rule 7.5 (c) hereof shall be the same as that provided under Rule 7.6 (a) hereof and at least sixty (60) members from those signing the request must be present to enable the proceeding to be valid. An Extraordinary General Meeting shall be cancelled if no quorum is present within one hour after the time appointed for such meeting and no Extraordinary General Meeting shall be requisitioned on the same ground until a lapse of at least six (6) months from the date of cancellation .

### **(C) EXECUTIVE COMMITTEE MEETING**

- 7.7**
- (a) The function of the Executive Committee is to organize and supervise the day-to-day activities of the Association and to make decisions on matters affecting its running within the general policy laid down by the General Meeting.
  - (b)
    - (i) All Executive Committee members performing executive function in the Association shall be Malaysian citizens.
    - (ii) Non Malaysian citizens may perform executive function in the Association with the prior approval of the Registrar of Societies.
  - (c) An Executive Committee Meeting shall be held at least once in three months.
  - (d) Standing Committee
    - (i) The standing Committee consist of the President, the Deputy President, the Vice President, the Secretary-General, the Assistant Secretary-General, the Treasurer, the Assistant Treasurer, the Youth Division Leader and the Women Division Leader.
    - (ii) The President and the Secretary-General may convene a Standing Committee meeting at any time as and when the circumstance deem necessary.

#### **7.8 Procedure for Convening Executive Committee Meeting**

Notice of the Executive Committee Meeting, stating the date, the time,

the agenda and place of meeting, shall be sent by the Secretary-General by post or e-mail to all Executive Committee members not later than seven (7) days before the date fixed for the meeting. Any accidental omission to give notice to any Executive Committee member or the non-receipt of notice by any Executive Committee member shall not invalidate the proceeding at any meeting.

#### **7.9 Quorum for Executive Committee Meeting**

At least half of the total number of Executive Committee members must be present to form a quorum. If a quorum is not present at the time appointed for the meeting, the Chairman shall adjourn the meeting for one hour. Proceedings at such adjourned meeting shall be valid irrespective of quorum.

#### **7.10 Replacement of Executive Committee Member**

In the event of bankruptcy or resignation or dismissal or death of an Executive Committee member, the Executive Committee shall have the power to co-opt any other member to fill the vacancy until the next election.

### **CHAPTER 8 – DUTIES OF OFFICE-BEARERS**

#### **8.1 (a) The President**

The President shall be chairman at all General Meetings and Executive Committee Meetings. He shall represent the Association in all matters externally while internally he shall supervise the administration of the day-to-day affairs of the Association. The President has power to incur expenses relating to the Association's affairs up to RM10,000.00 at any time.

#### **(b) Deputy President**

The Deputy President shall assist the President in performing his duties and shall deputise for the latter in his absence.

#### **(c) Vice-Presidents**

The Vice-Presidents shall assist the President in performing his duties and any of them shall act for the President while the President and the Deputy President are absent or on leave.

#### **(d) Secretary-General**

The Secretary-General shall : -

- (i) Conduct the business of the Association in accordance with its rules and implement all decisions of the General Meetings as well as the Executive Committee Meetings.
- (ii) Supervise the work of paid servants of the Association and

has power to employ or dismiss in consultation with the President.

- (iii) Sign and dispatch notices of meetings.
- (iv) Has authority to approve expenditure not exceeding RM3,000.00 at any one time.
- (v) Shall be responsible for conducting all correspondence and for keeping a Membership Register in which members' names, identity card numbers, ages, sex, addresses and dates of admission as members are recorded.

**(e) Assistant Secretaries-General**

The Assistant Secretaries-General shall assist the Secretary-General in carrying out his duties and shall act for the latter in his absence.

**(f) Treasurer**

The Treasurer shall be responsible for the finances of the Association. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall be the custodian of Title Deeds and Share Certificates belonging to the Association and may retain petty cash up to RM1,000.00 for daily sundry expenditure.

**(g) Assistant Treasurer**

The Assistant Treasurer shall assist the Treasurer in carrying out his duties and shall act for the latter in his absence.

**(h) Culture and Education Officer**

The Culture and Education Officer shall be responsible for encouraging and promoting the educational wellbeing of members' children. He shall organize cultural activities such as calligraphy competition, painting competition and other competitions as the Association may decide to hold from time to time. The Culture and Education Officer shall plan to raise fund to give out prizes whether in cash or kind.

**(i) Assistant Culture and Education Officer**

The Assistant Culture and Education Officer shall assist the Culture and Education Officer in carrying out his duties and shall act for the latter in his absence.

**(j) Welfare Officer**

The Welfare Officer shall assist in matters pertaining to celebrations and funerals of members or their dependents. The Welfare Officer besides taking care of members' benefit shall be

responsible for rendering medical aid to needy members and for giving assistance to social welfare and charitable work. The Welfare Officer shall represent the Association at all social functions and shall be responsible for promoting unity and friendship among the members and for fostering good relationship between the Association and other lawfully constituted societies.

**(k) Assistant Welfare Officer**

The Assistant Welfare Officer shall assist the Welfare Officer in carrying out his duties and shall act for the latter in his absence.

**(l) Social and Economic Officer**

The Social and Economic Officer shall arrange round-table conferences to enable members to exchange technical knowledge. He shall also invite specialists to lecture on problems affecting trade and industry.

**(m) Assistant Social and Economic Officer**

The Assistant Social and Economic Officer shall assist the Social and Economic Officer in carrying out his duties and shall act for the latter in his absence.

**(n) Sport and Recreation Officer**

The Sports and Recreation Officer shall be responsible for all sports and recreational activities among members.

**(o) Assistant Sports and Recreational Officer**

The Assistant Sports and Recreation Officer shall assist the Sports and Recreation Officer in carrying out his duty and shall act for the latter in his absence.

**(p) Communications and Multimedia Officer**

The Communications and Multimedia Officer shall be responsible for drafting plans for information activities to be approved by the Executive Committee. He shall take charge of the implementation of all information activities.

**(q) Assistant Communications and Multimedia Officer**

The Assistant Communications and Multimedia Officer shall assist the Communications and Multimedia Officer in carrying out his duties and shall act for the latter in his absence.

**(r) Youth Division Leader**

The Youth Division Leader shall be responsible for supervising,

guiding and carrying out of Youth Division's activities and for ensuring such activities are in accordance with the Bye-Laws of the Youth Division. He shall also act as a bridge between the Executive Committee and the Youth Division and shall make known to the Executive Committee the aspiration on the latter's behalf.

**(s) Youth Division Secretary**

The Youth Division Secretary shall assist the Assistant Secretaries in carrying out their duties and shall act for the latter in their absence. .

**(t) Women Division Leader**

The Women Division Leader shall be responsible for supervising, guiding and carrying out of Women Division's activities and for ensuring such activities are in accordance with the Bye-Laws of the Women Division. She shall also act as a bridge between the Executive Committee and the Woman Division and shall make known to the Executive Committee the aspiration on the latter's behalf.

**(u) Women Division Secretary**

The Women Division Secretary shall assist the Assistant Secretaries in carrying out their duties and shall act for the latter in their absence. .

## **CHAPTER 9 – EXTERNAL AUDITOR & INTERNAL AUDITORS**

**9.1 (a) External Auditor**

Every **three (3) years**, the General Meeting shall appoint a qualified accountant to audit the Association's account and to prepare a written financial report for adoption by the Annual General Meeting. The External Auditor shall not be a member of the Executive Committee.

**(b) Internal Auditors**

Every **three (3) years** the Executive Committee shall appoint two members to be Internal Auditors to audit the Association's accounts once a year.

## **CHAPTER 10 - FINANCIAL PROVISION**

**10.1 (a)** The financial year of the Association shall be from 1<sup>st</sup> January to 31st December each year.

**(b)** The funds of the Association may be expended for any purpose

necessary for the implementation of its objectives, including expenses for its administration and payment of salaries and allowances for its employees.

- (c) The funds of the Association shall not be used to pay fines or penalties imposed by a Court on members.
- (d) The Treasurer shall deposit all monies in excess of RM500.00 in a Bank approved by the Executive Committee within seven (7) days of receipt of same. The bank account shall be in the name of the Association.
- (e) All cheques drawn on the Association's account shall be jointly signed by any three (3) signatories from the President, the Deputy President, the Secretary-General and the Treasurer.
- (f) The surplus funds of the Association may be deposited with a Bank approved by the Executive Committee, in order to earn interest. For withdrawal of fixed deposits, any three (3) signatories from the President, the Deputy President, the Secretary-General and the Treasurer shall suffice. All monies payable to the Association shall be remitted either by online transfer or direct debit to Association's account. Cheque payments to Association must always be in the name of the Association and cash payments are not acceptable.
- (g) Subject of para (h) and (i) of this rule, the Association shall have power to buy Blue Chips, registered in the name of the Association and approved by the Executive Committee. The Association may also invest in other Companies. Documents pertaining to the purchase or sale of the Shares may be signed by any two of the following Office-Bearers :-
  - (i) President
  - (ii) Secretary-General
  - (iii) Treasurer
- (h) The Executive Committee has power to incur expenses not exceeding RM50,000.00 at any one time.
- (i) Any expenditure exceeding RM50,000.00 must be approved by a General Meeting.

## **CHAPTER 11 - PROHIBITIONS**

- 11.1**
- (a) Illegal, unlawful, improper or political activities are strictly prohibited on the premises of the Association.
  - (b) The Association shall not be permitted to hold any lottery.
  - (c) The Association prohibit all forms of games of chance at its premises.
  - (d) The Association shall not employ any non-Malaysian citizen.
  - (e) The Association shall not engage in any trade union activities.



## **CHAPTER 12 – AMENDMENT OF RULES**

- 12.1** These rules shall not be amended or altered except by a resolution of a General Meeting. Such amendments or alterations shall take effect from the date of their approval by Registrar of Societies.

## **CHAPTER 13 – INTERPRETATION**

- 13.1** Between General Meeting, the Executive Committee shall interpret the rules of the Association and, where necessary, determine any point on which the rules are silent. Except where they are contrary to and inconsistent with the policy previously laid down by the General Meeting, the decision of the Executive Committee shall be binding on all members until and unless countermanded by a resolution of a General Meeting.

## **CHAPTER 14 - DISSOLUTION**

- 14.1** (a) The Association may be dissolved by a resolution passed at a General Meeting attended by not less than three-fifths of the total membership.
- (b) In the event of the Association being dissolved, all debts and liabilities legally incurred on its behalf shall be fully discharged and the remaining funds shall be disposed of in such manner as may be decided upon by a General Meeting.
- (c) Notice of dissolution shall be submitted to the Registrar of Societies within 14 days from date of such dissolution.

## **CHAPTER 15 - ADMINISTRATION OF PROPERTY**

- 15.1** a) The immovable property of the Association shall be registered in the name of the Association and the Association shall appoint three officers of the President, the Secretary-General and the Treasurer as the Properties Administrator Officer pursuant to Section 9(b) of the Societies. They will serve in this capacity for the duration of their term of office in the Committee. They will automatically cease to hold that position when their term of office ends.
- b) They are not empowered to sell, mortgage or transfer the property of the Association unless given the authority to do so by two-thirds (2/3) of the attendants in the Annual General Meeting or Extraordinary General Meeting. The Executive Committee is empowered to purchase any new properties for the association

- with approval from two thirds (2/3) of the committee members.
- c) In the event that a post falls vacant, the Committee shall have the power to co-opt any other member of the Committee to fill the vacancy until the next Annual General Meeting.

## **CHAPTER 16 – ASSOCIATION’S EMBLEM**

### **16.1 Description of Association’s Emblem**

- (a) The upper characters and the lower wordings are names of the Association in Chinese and Bahasa Malaysia.
- (b) The 14 cog wheels at the outer periphery represent Malaysia and its 13 states, symbolizing the eternal unity among the Association and the affiliates.
- (c) The three interlocked circles represent the fellow folks of Xinghua of Putian, Xianyou and Fuqing counties, earnestly united with one heart and one mind.
- (d) The three revolving-wheel-like circles denote that majority of the early Xinghua folks travelling south to Malaysia were engaged in business related to transportation vehicles.
- (e) In the Emblem, green spike represents richness, orange represents brightness, red represents luckiness, blue represents faithfulness, green represents prosperity and white represents peacefulness.



# 雪隆兴安会馆青年团

## 细则

(2018 年 5 月修订)

# 雪隆兴安会馆青年团

## 细则

### 1.0 名称与地址

名称：雪兰莪暨吉隆坡兴安会馆青年团  
[ 简称：雪隆兴青 ]

地址：本团地址设在雪隆兴安会馆注册地址  
No. 13-15, Jalan Thambapillai, Brickfields,  
50470 Kuala Lumpur.

### 2.0 宗旨

- 2.1 联络同乡青年感情，促进本国乡青及各民族青年的交流与团结。
- 2.2 协助母会推展活动。
- 2.3 提倡与推动各项有益身心的社群活动。
- 2.4 参与或支持对本团、本会、族群、国家及社会有建设性的活动。
- 2.5 培养青年成为有素质的领袖。

### 3.0 团员

#### 3.1 正式团员：

凡母会会员年龄在十八至四十五岁者，皆可申请为本团正式团员。欲申请为本团团员者，需填写入团申请表格，缴交入团费，经本团理事会审核批准后，即成团员。

#### 3.2 附属团员：

- 1) 凡四十五岁以下之外乡男女青年，品行端正，可申请为本团附属团员。
- 2) 任何十八岁以下之母会会员子女，可申请为附属团员，惟须由父母或监护人签准，经团理会批准后，方可入团。
- 3) 附属团员须由本会会员介绍，始能申请。

#### 3.3 入团费：

- 1) 正式团员须缴交入团费 10 令吉。
- 2) 附属团员须缴交入团费 10 令吉及每年年捐 10 令吉。连续两年无缴交年捐者，当退团论。

### 3.4 权益：

- 1) 所有团员皆可参与本团举办之一切活动，享有本团所提供的利益。
- 2) 所有团员皆可在常年团员大会中发言。
- 3) 新团员自批准入团日期计起届满一年，方可在团员大会中享有表决权、选举权及被选权。
- 4) “附属团员”在团员大会中不能享有表决权、选举权及被选权。

### 3.5 义务：

- 1) 遵守本团细则。
- 2) 服从本团的决策。
- 3) 协助发展团务，接受团理会分配的义务工作。
- 4) 参与青年团的活动。

## 4.0 团理会组织

### 4.1 团理会之组成与任期：

于团员大会直接选出团长一名及理事十六名组成青年团理事会，当选的理事须于两星期内复选下列各职位：

第一副团长	一名	第二副团长	一名
正副秘书长	各一名	正副财政	各一名
正副文教主任	各一名	正副康乐主任	各一名
正副资讯主任	各一名	理事	四名

必要时理事会可另委任最多三名理事  
理事会成员最多共二十名

- 4.2 于团员大会选出正副查账各一位。查账乃非理事会成员，且不得连任。
- 4.3 常务委员会是由团长、第一副团长、第二副团长、秘书及财政组成。
- 4.4 团理会是除了团员大会的最高决策与执行机关。
- 4.5 常务委员会是团理会授权决策与执行常务。唯常务委员会的决策与执行于较后须得到团理会的同意。
- 4.6 团理会任期为三年，可连选连任。唯团长一职，不得超越两届或六年。
- 4.7 上一届的理事必须在复选后十四天内办理移交各项文件手续给新届理事。印章及文件的移交必须记录在案。
- 4.8 本团一切会议记录与议决案，须呈予母会备案。
- 4.9 凡团理会成员出现空缺时，团理会有权从团员中委任适当人选递补之。

### 4.10 顾问、名誉顾问

- 1) 母会会长、署理会长、副会长、秘书长、副秘书长、财政及副财政皆为本团当然顾问，可列席本团一切会议。

- 2) 凡赞助本团壹万令吉或以上者，可由团理会委为本团名誉顾问。
- 3) 凡对本团有特殊功绩者，可由团理会委以本团应届之名誉顾问。

## **5.0 职权**

### **5.1 团员大会：**

- 1) 通过及修正本团细则。
- 2) 於选举年，选出团长、团理会成员及查账。
- 3) 审核及通过团理会常年财政与团务报告。
- 4) 赋荣誉名衔予对本团有功绩之同乡硕彦。
- 5) 讨论及通过大会议案。

### **5.2 团理会：**

- 1) 执行本团团员大会各项议决案。
- 2) 领导本团及执行一切团务。
- 3) 设立各小组及其他活动，并制订活动细则以及委任执行者及顾问，并有权修改小组细则或解散与终止各项活动。
- 4) 批准或拒绝团员入团申请和填补理事与查账之空缺。
- 5) 制订统一的会议常规，以让理事会或各小组遵守。
- 6) 召开特别大会及提前改选，在这种情形下各小组亦自动解散。在新理事会尚未选出前，旧理事会将继续执行职务。
- 7) 有权决定不超过五千令吉之每项开支，若超越此数，须得团员大会之批准。

### **5.3 常务委员会：**

- 1) 执行团理会各项议决案。
- 2) 处理临时及紧急突发事务。

### **5.4 理事：**

- 1) **团长**
  - 负责监督、领导、推动青年团以及确保青年团按照团章进行活动。
  - 充当母会理事会与青年团之间的桥梁，并代表青年团向母会传达青年团之意愿。
  - 主持例常的团理会议。
  - 对外代表本团及签署文件，并连同秘书、财政或第一副团长签署本团支票。
  - 有权决定不超过贰千令吉的每项开支。
- 2) **第一副团长**
  - 襄助团长的工作，于团长缺席或离职时，代行其职。
  - 连同团长、秘书或财政签署本团支票。

**3) 第二副团长**

- 襄助团长及第一副团长的工作，于团长或第一副团长缺席时，代行其职。

**4) 秘书**

- 执行日常团务，办理一切文书工作。
- 保管团员个人资料登记簿、一切来往文件及团章。
- 连同财政审查及核准开销单据，并连同团长、财政或第一副团长签署本团支票。
- 向常年团员大会提呈常年团务报告。
- 有权决定不超过五百令吉的每项开支。

**5) 副秘书长**

- 襄助秘书的工作，于秘书缺席时，代行其职。

**6) 财政**

- 掌管本团一切收支款项及处理账目，向常年团员大会与团理会提呈报告。
- 连同秘书核准开销单据，并连同团长、秘书或第一副团长签署本团支票。
- 有权经常保存本团现款最多五百令吉之零用钱，超额之款项须存入本团名下之银行户口。

**7) 副财政**

- 襄助财政的工作，于财政缺席时，代行其职。

**8) 文教主任**

- 推动各项文化与教育工作。

**9) 副文教主任**

- 襄助文教主任的工作，于文教主任缺席时，代行其职。

**10) 康乐主任**

- 负责推动康乐与体育活动。

**11) 副康乐主任**

- 襄助康乐主任的工作，于康乐主任缺席时，代行其职。

**12) 资讯主任**

- 负责通过资讯工艺，建立青年团内部联系及对外宣传。

**13) 副资讯主任**

- 襄助资讯主任的工作，于资讯主任缺席时，代行其职。

#### 14) 理事

- 协助推动本团团务，必要时出任小组主任或接任临时性任务。

#### 15) 查账

- 负责稽查本团一切账目，并签署常年财政报告。

#### 16) 工作小组

- 团理会在有必要时可成立小组，处理特别团务或活动。

## 6.0 选举

- 6.1 本团团员入团满一年者均有选举权及被选权，附属团员则无此权利。
- 6.2 本团理事每届任期为三年，团长一职不得连选连任超过两届或六年，其他理事职位则可连选连任。所有理事皆属义务性质。
- 6.3 本团团理会的复选会议必须在母会新届理事会产生前举行。
- 6.4 选举前，由团理会成立一个选举小组，负责筹备一切选举事宜；选举采用先提名后投票制，选举细则由小组拟定，小组成员不得竞选团长职位。
- 6.5 新旧理事必须在复选后两星期内处理移交手续。

## 7.0 会议

### 7.1 团员大会

- 1) 常年团员大会为本团最高权力机关。
- 2) 常年团员大会，须于母会常年会员大会前召开。
- 3) 常年团员大会通告连同团理会之常年团务报告及经审查的账目，必须於大会前十四天发出。
- 4) 任何提案必须在大会前七天函达秘书处。
- 5) 团员大会之法定人数为至少 40 人。如到了开会时间仍未达到法定人数，则大会得延迟举行。若延迟一个小时后仍未达法定人数，出席之团员得进行当日之会议而无须法定人数；惟不得更改或修正本团细则及进行团理会的选举。
- 6) 团员大会的议决案，只需在大多数出席会议有投票权的团员赞成通过即告有效，除了修改本细则或具有影响母会的议决案则例外。

### 7.2 特别大会

- 1) 团长或三份之二团理认为需要时，得召开特别团员大会，惟至少要在十四天前，发出通告，说明目的。
- 2) 团长或团理会，在接获不少过 50 位有投票权的团员联名请求召开特别大会的函件，说明召开会议的目的地后，必须在接获信件三十天内



召开特别团员大会，而开会的通告必须在大会前十四天由秘书发出。

- 3) 有关上述第2项召开的团员大会，至少要有九十巴仙的联名请求者出席会议方为有效，倘至会议时间三十分钟后，出席之联名请求者中人数未达九十巴仙，或倘未足够法定人数，则该特别团员大会被当作流会论。

### 7.3 团理会

- 1) 团理会会议，至少每三个月召开一次或一年不少於四次。在必要时，团长有权召开团理会议。
- 2) 团长在接获不少过半数理事联名要求召开会议并提出讨论事项后，必须在两星期内召开会议。倘逾期仍未召集，上述联名请求者，可自行召开会议，任何联名要求开会的理事在预定开会的时间三十分钟后，尚人数不足则该团理会被当作流会论。
- 3) 团理会会议之法定人数，为全体理事人数的一半。

#### 【常例】

- 1) 所有在任理事皆是义务性质，不能为此职务领取任何薪资。

### 7.4 纪律

- 1) 所有本团之团员，必须遵守良好的行为与纪律。
- 2) 凡是团员在言论上或行动上，违反本团章程或理事会和团员大会的议决案与破坏本团声誉者，经调查属实后，将被停止团籍。
- 3) 任何理事连续三次缺席理事会之会议而无合理的解释，将被视为自动辞职论。
- 4) 任何理事违反章程或常规，滥用职权，谋取私利者，将被革除职位，惟该决定必须获得三分之二出席理事会会议的理事赞成通过，而理事会的决定为最后的决定。
- 5) 凡是因辞职与失去理事资格者必须归还或移交在其保管下的本团文件与物件予理事会。

### 7.5 禁例

- 1) 任何言论和行为不得违反母会理事会或会员大会的议决案或细则。
- 2) 不得参加任何非法活动。
- 3) 严禁任何形式的赌博游戏。

### 7.6 基金

- 1) 本团经费由母会拨款赞助、热心人士及团员的捐献。
- 2) 必要时，在征求母会理事会同意后，可进行募捐或筹款活动及征求赞助人。

### 7.7 附则

- 1) 本细则经母会理事会通过批准后，并获得团员大会的接纳，方为有效。
- 2) 本细则如有未尽善处，得由本团团员大会增删，但仍须提呈母会理事会核准，始得施行之。

### 7.8 解散

- 1) 母会解散时，本团随之解散。
- 2) 母会理事会如获得五分之四理事赞成，亦可解散本团。

# 雪隆兴安会馆妇女组 细则

(2019 年 5 月修订)

# 雪隆兴安会馆妇女组

## 细则

(2019 年 5 月修订)

### 一 名称：

本组定名为 《雪隆兴安会馆妇女组》

### 二 地址：

本组地址设在本会会所即：雪隆兴安会馆  
No：13-15, Jalan Thambapillai, Brickfields,  
50470 Kuala Lumpur.

### 三 宗旨：

- 3-1 联络同乡妇女感情，促进组员团结及福利。
- 3-2 协助母会发展会务。
- 3-3 增进妇女之知识与技能，以提升妇女的素质。
- 3-4 加强妇女之政治及社会意识，提高妇女的政治、社会及经济地位。
- 3-5 促进各乡会华团妇女组织之团结与合作，加强与各族妇女组织之联系及发挥友爱互助精神。

### 四 组员：

- 4-1 正式组员：  
凡母会女性会员年龄在十八岁以上，皆可申请加入本组为正式组员。
- 4-2 附属组员：  
凡年龄在十八岁以上非兴化籍女士，皆可申请加入本组为附属组员。
- 4-3 入组手续：  
凡申请加入本组者，需填妥入组申请表格，经本组理事会批准及缴交入组费后，即为本组组员。
- 4-4 入组费：
  - (1) 正式组员：RM10/=
  - (2) 附属组员：RM10/= 及每年年捐 RM12/=，尚无继续缴交年捐者，当退组论。
- 4-5 权利：
  - (1) 凡组员均可参与本组所举办之一切活动，享有本组提供的利益。
  - (2) 凡组员均可出席组员大会，并有发言权。

- (3) 凡本组正式组员及非报穷者,自批准入组日期起届满一年者,方可于本组常年组员大会或特别组员大会时有表决权,选举权及被选权。

#### 4-6 义务 :

- (1) 遵守母会章程及本组细则。
- (2) 遵守本组所有的会议议决案。
- (3) 凡组员须协助本组发展组务,接受理事会分配的工作。

### 五 经费来源 :

- 5-1 组员入会费及年捐。
- 5-2 特别捐款。
- 5-3 母会之津贴。
- 5-4 其他。

### 六 组织 :

由组员大会选出理事十三名组成理事会以处理本组事务。理事会是组员大会期间的最高决策与执行机关。

#### 6-1 理事会职位如下 :

1. 正副主席各一位。
2. 正副秘书长各一位。
3. 正副财政各一位。
4. 文教主任一位。
5. 康乐主任一位。
6. 福利主任一位。
7. 联络主任一位。
8. 理事三位。

6-2 必要时,理事会可委任两名理事以协助组务。

6-3 查账 : 由组员大会选出二名担任(不包括在理事会内)查账不得连任。

#### 6-4 顾问、名誉顾问 :

- (1) 母会会长、署理会长、副会长、正 / 副秘书长及正 / 副财政,皆为本组当然顾问。
- (2) 凡对本组服务表现优越者,可由理事会委为本组名誉顾问,任期与该届理事会相同。
- (3) 凡捐助本组一万元或以上者,得由理事会委为本组名誉顾问。

#### 6-5 执行小组 :

由主席、副主席、秘书、财政及文教主任组成。

#### 6-6 理事职务与权限：

- (1) **顾问：**  
协助及提供意见予理事会。
- (2) **主席：**  
对外代表本组，对内督促，指导及推动一切组务工作，确保理事会按本组章程进行活动。签署本组一切重要文件，主持常年组员大会，理事会会议及代表本组出席母会理事会会议。组员大会或理事会讨论之事项，倘付诸表决时，主席可加一票表决。
- (3) **秘书：**  
负责处理本组之一切组务，担任组员大会及理事会之会议记录工作。督促秘书处之工作，保管文件。于理事会会议及常年组员大会提呈组务报告，出席母会理事会会议。
- (4) **财政：**  
管理本组一切财务事宜，催收年捐并负责处理收支账目，于理事会会议及常年组员大会提呈财务报告。可保存二百元为现金开支，联同本组主席及秘书三人签署支票及财务单据。
- (5) **副主席、副秘书长、副财政：**  
除分别协助主席、秘书、财政之工作外、并在她们缺席或告假时，代理其职务。
- (6) **文教组主任：**  
策划与推动有关文化教育之工作。
- (7) **福利组主任：**  
计划及推展福利活动。
- (8) **康乐组主任：**  
计划及推展健康文娱活动。
- (9) **联络组主任：**  
负责联络工作及促进本组组员之联谊与合作。
- (10) **理事：**  
执行理事会所委托或指示之任务。
- (11) **查账：**  
查核本组一切收支账目。
- (12) **执行小组：**  
执行理事会各项议决案及处理临时及紧急偶发事务。
- (13) **工作小组：**  
理事会必要时有权成立工作小组，处理特别事务或活动。

#### 6-7 理事辞职及委任：

任何理事呈函辞职或连续三次没有请假而无故缺席理事会会议，当辞职论。理事会有权委任其他正式组员递补其职位。该理事必须在七天内归还或移交在其保管下的本组文件与物件予理事会。

#### 6-8 理事会各成员之职务均为义务性质，不得领取或索取任何津贴。

#### 6-9 本组一切会议记录、组务 / 财务报告及议决案须呈于母会备案。

## 七 选举：

- 7-1 于常年（选举年）组员大会中选出十三名理事，理事任期以三年为一届。
- 7-2 理事会各职位由全体中选理事在组员大会后十四天内互选担任之。
- 7-3 主席一职只可担任两届或六年，其他职位可连选连任。
- 7-4 改选前，由理事会成立一个五人选举小组，以负责筹备一切改选事宜，选举采用先提名后投票制，选举细则由选举小组拟定。
- 7-5 选举必须以秘密投票方式进行。
- 7-6 上届理事必须在选举后十四天内，移交各项文件及印章给新届理事。

## 八 会议：

### 8-1 常年组员大会

- (1) 常年组员大会为本组最高权力机关，每年举行一次，由理事会订于母会常年会员大会前召开。
- (2) 常年组员大会之通告连同议程、常年组务报告及常年财务报告，须于大会日期十四天前由秘书处寄发予组员。
- (3) 常年组员大会之任务为报告及检讨上年组务报告和通过上年全年财政账目，讨论组员提案，本组活动方针及选举理事会（于选举年）。
- (4) 大会之法定人数为理事会人数之两倍（即 26 人）。如至原定会议时间尚不足法定人数，大会得延迟一个小时举行。延迟后仍未达法定人数，则出席组员得进行当日之会议，人数不论多少皆为合法。除修改本组细则外，所有议决案概属有效。

### 8-2 特别组员大会：

- (1) 理事会认为必要时，可决定召开特别组员大会。如果开会时间尚不足法定人数，该特别组员大会得延迟一个小时举行，延迟后仍未达法定人数，则出席组员得进行当日之会议，人数不论多少皆为合法。除修改本组细则外，所议决事项概属有效。
- (2) 特别组员大会也可由四十五名正式组员联名请求而召开。但须以书面说明召开特别组员大会的理由，列明讨论事项及附上提案。如於指定开会时间超过一个小时仍未有足够之法定人数，该特别组员大会将被取消，而且不得在六个月内以同一理由请求召开特别组员大会讨论之。
- (3) 秘书必须在接到书面通知之三十天内召开特别组员大会。並於大会日期前十四天联同主席发出通告及议程予全体组员。否则联名请求开会的组员有权签署与发出通告及议程。召开特别组员大会之通告最迟於开会日期之十四天前寄给全体组员。
- (4) 特别组员大会之法定人数为理事会人数之两倍（即 26 人）。惟由组员联名召开之特别组员大会，其法定人数除须符合以上人数外，尚须所有联名签署请求书者出席方为有效。

- (5) 特别组员大会仅讨论事先列明在议程中之事项及提案。
- (6) 特别组员大会须选出一名大会主席以主持会议。

### 8-3 理事会会议：

- (1) 每两个月召开一次。由主席或秘书签署之通知书于开会七天前发出。
- (2) 会议以超过半数之理事出席方为合法。
- (3) 主席认为有需要时，随时可召开会议，以讨论有关组务之一切事宜。
- (4) 倘有八名理事联名要求，并列明讨论事项，主席得于两星期内召开会议。否则联名要求开会的理事，可在本会会所内自行召开会议。其法定人数与 8-3 (2) 相同。
- (5) 理事会对组务事宜所作出之决定为最后之决定。

## 九 纪律：

- 9-1 所有本组之组员，必须遵守良好的行为与纪律。
- 9-2 凡组员在言论上或行动上有损本组声誉，违反本组细则或不服从理事会议决案者，经理事会调查属实，将被停止组籍。
- 9-3 凡理事违反细则或常规，滥用职权，谋取私利，将被革除职位，唯该决定须获得三分之二出席理事会会议的理事赞成通过，而理事会的决定为最后的决定。
- 9-4 凡中止组籍者，不得于一年内重新申请入组。

## 十 禁例：

- 10-1 不得发表任何反对理事会，或组员大会议决案之言论。
- 10-2 不得以本组名誉向外举债。
- 10-3 严禁一切违反法律及道德之活动。
- 10-4 严禁在会所内进行任何形式的赌博游戏。

## 十一 提案：

常年组员大会及特别组员大会之提案，只需多数出席组员赞成通过即为有效。

## 十二 修改及诠释细则：

- 12-1 唯有足够法定人数之常年组员大会或特别组员大会有权修改本组细则。
- 12-2 所有细则之修改，必须获得三分之二出席人数的同意及母会理事会之批准，方为有效。
- 12-3 在组员大会上，主席可针对细则作出诠释，必要时，也可对本细则中未列明之事项作出决定。

## 十三 解散：

- 13-1 母会解散时，本组则自动解散。
- 13-2 母会理事会如获得五分之四理事赞成，亦可解散本组。