

雪隆興安會館

章程

第一章：總則

1. 名稱

本會定名為雪蘭莪暨吉隆坡興安會館，簡稱“雪隆興安會館”
(PERSATUAN SHING AN SELANGOR DAN KUALA LUMPUR)。

2. 註冊辦公會址

- (A) 本會註冊辦公會址設在吉隆坡十五碑惹蘭淡巴比來門牌十三至十五號(No : 13 & 15, Jalan Thambapillai, Brickfields, 50470 Kuala Lumpur)。
- (B) 除非預先獲得社團註冊官之許可，本會辦公會址與開會地點不得更改。

第二章：宗旨與目的

3. 本會宗旨與目的如下：

- (A) 聯絡同鄉感情，共謀福利。
- (B) 鼓勵及協助會員子女之教育問題，促進文化事業。
- (C) 鼓勵會員在士農工商方面協力合營。
- (D) 排解會員間之糾紛，惟事先必須得到有關各造之書面請求。
- (E) 提供康樂活動。
- (F) 促進各民族間之親善與國家團結。
- (G) 聯合與本會宗旨相同之合法社團，以達致上述目標。

第三章：會員

4. 人數

- (A) 本會會員人數無限制。

種類

- (B) 本會會員祇有永久會員一種。凡於一九八四年十二月卅一日以前加入本會為普通会员者一概被視為永久會員。

5. 資格

- (A) 凡居住在雪蘭莪州或聯邦直轄區（吉隆坡）之福清、莆田、仙遊籍（以下簡稱福莆仙）人士，年齡滿十八歲，不論性別而品德端正者，均可申請加入本會為會員。
- (B) 凡被接納入會者得先繳交本會預定之會費，始能享受會員之權利。
- (C) 凡入會未滿一年者，不得有選舉權及被選權。

6. 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，由会员一名介绍。其申请表格将由本会秘书长提呈理事会批准既生效。理事会有权拒绝任何入会之申请而无须说明理由。

7. 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。

8. 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。

9. 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，经调查属實，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。

第四章：義務与权利

10. 本会会员有遵守本会章程以及一切议决案之义务。

11. 本会会员可享受下列权利

(A) 选举权与被选权（除第三章第五项资格(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。

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

第五章： 组织与任期

13. 理事会

每三年，由会员大会票选三十七位理事连同青年团团长及妇女组主席，共三十九位组成理事会，当选之三十七位理事得於两星期内複选下列各职位（除青年团团长及妇女组主席二职）：

会长	: 一名	副会长	: 六名
署理会长	: 一名	副秘书长	: 一名
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	国文文书	: 一名
华文文书	: 一名	副文教主任	: 一名
英文文书	: 一名	副福利主任	: 一名
文教主任	: 一名	副工商主任	: 一名
福利主任	: 一名	副康乐主任	: 一名
工商主任	: 一名	副联络主任	: 一名
康乐主任	: 一名	理事	: 十名
联络主任	: 一名		
内部查账	: 两名		

14. 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。

15. 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。

16. 小组委员会任期

小组委员会之任期与理事会之任期相同，既理事会任满，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。

17. 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。

18. 名誉会长或名誉顾问或其他名誉职位

理事会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，由会员大会委任之。

19. 义务法律顾问

会员大会得委任法律界人士为本会之法律顾问。

第六章：会议

(A) 会员大会

20. **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。
21. **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，名誉会长，名誉顾问等。
 (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) 商讨本会一切興革事宜。
22. **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。
23. **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**
24. 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。特别会员大会可於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) 在不少过五十名会员联名请求时，请求书须说明开会理由。
25. **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 25(A) 条文外，尚须有四十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。
26. 按照本章程 24(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於开会日期之十四天前寄给全体会员。
- (C) **理事会**
27. **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。

28. 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，须於开会七日前，由秘书长寄发。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。

29. 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。如理事会议於指定开会时间仍未有足够之法定人数，主席可宣布延会一小时举行。该会议即使不够法定人数仍将被视为有效。

30. 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。

第七章：职权

31. (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一千元之会务开销。

(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) 副利主任

(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) 替失业会员觅职。

(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) 工商研究主任

(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) 副工商研究主任

辅助工商研究主任。遇工商研究主任缺席或告假时，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。

- (S) **内部查账**
内部查账得每月一次稽查本会之账目。
- (T) **国文文书**
处理一切国文来往书信。
- (U) **华文文书**
 - (I) 处理一切华文来往书信。
 - (II) 负责为各项会议做记录。
- (V) **英文文书**
处理一切英文来往书信。
- (W) **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樑，并代青年团向理事会传达青年团之意願。
- (X) **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樑，并代妇女组向理事会传达妇女组之意願。
- (Y) **联络主任**
负责内外联络工作，促进会员之联谊。
- (Z) **副联络主任**
辅助联络主任工作，于联络主任缺席时，代行其职。

第九章：财务措施

- 33. (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或金融公司生息。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，须以割死之支票还本会，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。

第十章 : 禁例

- 34. (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。

第十一章 : 修改章程

- 35. (A) 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。凡修改之章程必须於社团注册官批准之日起生效。
- (B) 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。

第十二章 : 解散

- 36. (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。

第十三章 : 会徽

- 37. 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、仙游及福清籍興化同乡、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興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。



38. 产业管理

- (i) 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。
- (ii) 除非得到常年会员大会或特别会员大会超过二份之三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。
- (iii) 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。

RULES OF
PERSATUAN SHING AN SELANGOR DAN
KUALA LUMPUR

CHAPTER I – GENERAL

1. Name

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

2. Registered Place of Business

- (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 and the place of meeting of the Association shall not be changed without the prior approval of the Registrar of Societies.

CHAPTER II – AIMS AND OBJECTS

3. The aims and objects 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 join with lawfully constituted societies with like aims and objects to materialise the above objects.

CHAPTER III – MEMBERSHIP

- 4. (a) The number of members is unlimited
- (b) The Association shall have only one class of membership viz Life Members. All Ordinary Members who joined the Association prior to 31st December 1984 shall be deemed to be Life Members.

5. Membership Qualification

- (a) All countrymen, originating from the Districts of FU-CHING 福清,

CHAPTER IV – DUTIES AND PRIVILEGES

10. Members must subscribe to and abide by the rules of the Association as well as all the resolutions passed.
11. Members shall be eligible to enjoy the following rights and privileges :-
 - (a) To elect and be elected (except those members under Chapter III Rules 5(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.
12. 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 V – ORGANISATION AND TERM OF OFFICE

13. Executive Committee

Every **three years**, the General Meeting shall elect by voting **37** members together with the Youth Division Leader and the Women Division Leader to form the Executive Committee. Within two weeks after the preliminary election, those elected shall fill the following positions by electing among themselves (except the post of the Youth Division Leader and the Woman Division Leader) :-

- 1 – President
- 1 – Deputy President
- 6 – Vice President
- 1 – Secretary-General
- 1 – Assistant Secretary-General
- 1 – Treasurer
- 1 – Assistant Treasurer
- 1 – Youth Division Leader
- 1 – Woman Division Leader
- 1 – Chinese Language Secretary
- 2 – Internal Auditors
- 1 – National Language Secretary
- 1 – English Language Secretary
- 1 – Cultural and Education Officer
- 1 – Assistant Culture and Education Officer
- 1 – Welfare Officer
- 1 – Assistant Welfare Officer

- 1 – Trade and Industry Research Officer
- 1 – Assistant Trade and Industry Research Officer
- 1 – Sport and Recreational Officer
- 1 – Assistant Sport and Recreation Officer
- 1 – Liaison Officer
- 1 – Assistant Liaison Officer
- 10 - Ordinary Committee Members

14. 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** at a stretch. An Executive Committee member may not concurrently hold more than one officer at the same time.

15. Sub-Committee

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

16. 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.

17. 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

18. Patrons, Honorary Advisers or Other Honorary Positions

The Executive Committee may recommend FU-PU-Hsien (福莆仙) countrymen who have rendered meritorious services or contributed abundantly to the Association for appointment as Patrons or Honorary Advisers or other positions of an honorary nature by the General Meeting.

19. 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 VI – MEETINGS

(A) GENERAL MEETING

20. Annual General Meeting

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

21. 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, Patrons, Honorary 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.

22. 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.

23. 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

24. All other General Meeting 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 50 members, stating the ground for requesting such meeting.

25. 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 24(c) hereof shall be the same as that provided under Rule 25(a) hereof and at least forty (40) 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

- 27.**
- (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 DeputyPresident,the Vice President,the Secretary-General, the Assistant Secretary-General, the Treasurer, the Assistant Treasurer, the Youth Division Leader and the Woman 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.

28. 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 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.

29. 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.

30. 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 VII – DUTIES OF OFFICE – BEARERS

31. (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 RM1,000.00 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 Secretary-General

The Assistant Secretary-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 dependants. The Welfare Officer shall be responsible for rendering medical aid to needy members and for giving assistance to social welfare and charitable work. It shall also be his duty to seek employment for unemployed members.

- (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) **Trade and Industry Research Officer**
The Trade and Industry Research 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) **Assistance Trade and Industry Research Officer**
The Assistance Trade and Industry Research Officer shall assist the Trade and Industry Research 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) **Assistance 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.
- (s) **Internal Auditors**
The Internal Auditors shall audit the Association's accounts once a month.
- (t) **National Language Secretary**
The National Language Secretary shall take charge of all correspondence in Bahasa Malaysia.
- (u) **Chinese Language Secretary**
The Chinese Language Secretary shall take charge of all correspondence in Chinese and shall be responsible for recording the minutes of meetings.
- (v) **English Language Secretary**
The English Language Secretary shall take charge of all correspondence in English.
- (w) **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.

(x) 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.

(y) Liaison Officer

The Liason 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.

(z) Assistant Liaison Officer

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

CHAPTER IX - FINANCIAL PROVISION

33. (a) The financial year of the Association shall be from 1st January to 31st December each year.
- (b) The funds of the Association may be expended for any purpose necessary for the implementation of its objects, 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 or a Licensed Borrowing Company, 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 must always be in crossed cheques in the name of the Association and that cash shall not be paid to the Association under any circumstances.

- (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 X - PROHIBITIONS

- 34. (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 XI – AMENDMENT OF RULES

- 35. (a) 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.
- (b) 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 XII - DISSOLUTION

36. (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 XIII – ASSOCIATION’S EMBLEM

37. 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 (兴化) of Putian (莆田), Xianyou (仙游) and Fuqing (福清) counties, earnestly united with one heart and one mind.
- (d) The three revolving-wheel-liked 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.



38. ADMINISTRATION OF PROPERTY

- 1) 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.

- II) 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 attendant in the Annual General Meeting or Extraordinary General Meeting.
- III) 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.