

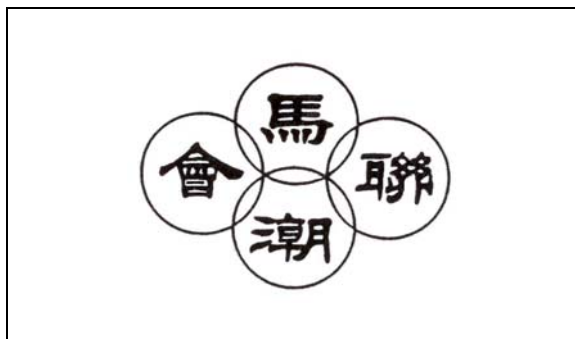
# 馬來西亞潮州公會聯合會 章程

[ 譯稿 ]  
(社團註冊官於 2006 年 1 月 3 日批准)

## 第一章 總綱

- 第一條：名稱  
本會定名為「馬來西亞潮州公會聯合會」，簡稱『馬潮聯會』，國文名稱為“PERSEKUTUAN PERSATUAN-PERSATUAN TEOCHEW MALAYSIA”。  
英文名稱為 “THE FEDERATED TEOCHEW ASSOCIATIONS OF MALAYSIA”。
- 第二條：宗旨  
本會之宗旨如下：  
(甲) 聯絡及促進馬來西亞潮州人之感情及良好關係  
(乙) 促進團結互助，共謀福利  
(丙) 依章商討與處理對會員有重大關係之問題  
(丁) 設立助學基金  
(戊) 培育同鄉子弟效忠國家，促進各民族之親善
- 第三條：會員  
本會會員以團體為單位，凡馬來西亞各地經註冊成立之潮州會館、韓江公會或潮州公會，均可加入為本會會員，惟規定每一地區只限一單位參加。
- 第四條：名譽會員  
本會代表大會可推選非本會會員為名譽會員。名譽會員無需繳納任何年捐，亦無選舉權。
- 第五條：本會會員得依據各所繳交之年捐分為三類：  
甲等 — RM1700  
乙等 — RM1000  
丙等 — RM 600
- 第六條：本會會員雖分為上述甲、乙及丙三類，惟其權利與義務均屬相等。
- 第七條：本會會員可於每年八月十七日之前，向常務委員會申請成為任何一類之會員，常務委員會在收獲有關之申請及年捐後，得接受是項申請，並通知全體會員知照。
- 第八條：凡馬來西亞各地，獲社團註冊官批准註冊之潮州會館、韓江公會或潮州公會，可由會員一單位介紹，由代表大會批准加入或由主席以書面徵求各會員多數同意，可加入為本會會員。
- 第九條：註冊會址：本會註冊會址設在吉隆坡惹蘭暗邦卅五號（英文地址：35, Jalan Ampang, 50450 Kuala Lumpur.），或由常務委員會決定之其他地址，註冊會址未經社團註冊官批准，不得更改。

第十條：本會得製就旗幟及徽章，旗幟之圖樣為黃底青色四連鎖圈，圈內加紅色『馬潮聯會』四字，圖樣如下：



## 第二章 組織

第十一條：本會以馬來西亞各地之潮州會館、韓江公會或潮州公會組成之，各會員單位可選派代表出席常年代表大會。

第十二條：本會以代表大會為最高決策機關。

第十三條：代表大會可推舉對本會會務有巨大貢獻或長久服務者為本會永遠名譽主席、名譽顧問、名譽理事。凡曾任本會常委會主席者可推舉為永遠名譽主席，曾任常委會署理主席、副主席、總秘書、財政至少二屆者，為名譽顧問；副總秘書、常委、查賬、大學助貸學金信委至少二屆者為名譽理事。  
(混合擔任二屆者以最高職位為準)

第十四條：本會產業，以本會名義註冊，並由當任主席、總秘書及財政負責簽署。除非獲得代表大會授權，不得變賣、轉讓或抵押本會不動產業。

第十五條：本會代表大會將選出二十三個會員組成常務委員會並推選值年會館，以負責主辦下一屆之週年紀念大會，並委聘合格會計師負責審核賬目。被選舉為值年會館之主席為當然之值年主席。

第十六條：常務委員會應由一會員單位提議及另一會員單位附議，並在代表大會獲多數票選出。當選會館／公會可推派一人選出任當選職位，惟在任滿六個月內不得更換人選。

第十七條：常務委員會互選主席一名、署理主席一名、副主席四名，其餘為普通常務委員。

第十八條：主席得委任義務總秘書一位，副義務總秘書兩位（東西馬各一位）及義務財政一位及不超過四位常委（其中兩名委任常委為馬潮聯青總團長及馬潮聯婦中委會主席），惟有關人選必須得到常務委員會的贊同。

第十九條：本常委會設有青年團、婦女組及各小組，協助執行及處理本會會務，並擬訂組織及管理之規則，惟有關規則不得抵觸本會之章程。青年團、婦女組及各小組需定時向常委會提呈會務、財政報告及會議記錄，並在主席、總秘書及財政之指示下，隨時作出報告，會議記錄、財政報告及函件副本需交本會秘書處存檔。常委會對屬下各小組具有撤銷、接管、凍結及任何處理行動的權利，惟需獲得至少 2/3 出席常委的同意方為有效。青年團、婦女組之中委會不能挑戰常委會之決定。青年團、婦女組及各小組之資產，為本會之資產。

### 第三章 職責與權限

第廿條：代表大會之職權如下：

- (一) 選舉常務委員會及推選值年主席會館／公會
- (二) 接納各類會務報告及財政報告
- (三) 委聘合格會計師審核賬目
- (四) 修改本會及轄下小組委員會之章程細則
- (五) 討論與決定會員之提案及常務委員會之建議
- (六) 策劃與決定本會會務之興革事宜
- (七) 推選永遠名譽主席及產業受託人
- (八) 批准同鄉組織申請入會
- (九) 決定每年紀念大會暨代表大會之舉行地點

第廿一條：常務委員會之職權如下：

- (一) 執行代表大會之議決案，在代表大會閉會後，為本會最高決策機構；
- (二) 聘任及督導永久秘書處職員之工作；
- (三) 委任內部查賬員二位（非常務委員）以負責查賬工作；
- (四) 向代表大會提出各項會務建議；
- (五) 遞補職位空缺。

第廿二條：常務委員會主席之職權如下：

- (一) 主持本會會務；
- (二) 對外代表本會；
- (三) 委任義務總秘書、兩位副總秘書（東西馬各一位）、義務財政及不超過四位常委。受委之義務總秘書、副總秘書、義務財政及受委常委有發言權及表決權；
- (四) 督促各級職員執行其任務；
- (五) 主持代表大會及常務委員會之會務；
- (六) 簽署一切來往函件
- (七) 聯同署理主席、義務財政及義務總秘書（四人之中任何二位則可）簽署銀行支票；
- (八) 徵詢各屬會之意見，作為改進會務措施之參考。

第廿三條：署理主席之職權如下：

- (一) 遇主席缺席時，代行主席之職權；
- (二) 協助主席執行其職務；

第廿四條：副主席之職權如下：

- (一) 遇主席、署理主席都缺席時，其中一名副主席得代行主席之職權；
- (二) 協助主席執行其職務。

第 廿五 條：義務總秘書之職權如下：

- (一) 保管大會印信及除了財政以外之一切文件；
- (二) 負責代表大會及常務委員會之會議記錄；
- (三) 協助主席執行日常會務，並簽發例常文件；
- (四) 保管一份會員名冊。

第 廿六 條：副義務總秘書之職權如下：

- (一) 協助義務總秘書執行任務；
- (二) 遇義務總秘書不在職時，其中一位副義務總秘書得代行義務總秘書之職權。

第 廿七 條：義務財政之職權如下：

- (一) 負責掌管本會一切進支款項；
- (二) 編制本會各種賬目結冊及財政報告；
- (三) 聯同主席、署理主席及義務總秘書（四人中任何二位則可）簽署銀行支票及其他有關財務文件；
- (四) 可以每次預先保管不超過一千零吉之零用現金，所有超過比數之款項，需存入常務委員會所指定之銀行，銀行戶口需以本會名義開設。

第 廿八 條：普通常務委員會之職務為協助常務委員會推行會務及執行一切議決案。

第 廿九 條：內部查賬員之職權為審核本會之財務月結，提呈常務委員會核准之。合格會計師則需查核全年之財政總結，然後提呈常年代表大會通過。

第 卅 條：凡遇重大事件，主席認為不宜在常務委員會決定者，得函詢各屬會之意見，以多數同意取決之。倘有關事件無法達致決定，應召開特別代表大會決定之。

第 卅一 條：值年主席之職權如下：常務委員會

- (一) 主持週年紀念大會；
- (二) 協助常務委員會安排召開代表大會事宜。

#### 第四章 選舉及任期

第 卅二 條：常務委員會委員之任期為兩年，連選得連任之，惟主席之職，不得連續蟬聯超過兩屆（即四年）。

第 卅三 條：常務委員會選出後，應在召開第一次常務委員會會議時，辦理移交手續，新屆常務委員會必須在代表大會舉行後一個月內召開首次會議。

第 卅四 條：常務委員會新舊職員辦理移交手續時，移交印信及重要文件等物，均需記錄備案。

第 卅五 條：常務委員會新舊職員移交之前，即代表大會後至第一次新常務委員會會議之前，期間一個月的過渡時期，會務仍由舊屆常務委員會負責。

第 卅六 條：當常務委員會閉會期間，一切日常會務由正、署理、副主席、正副義務總秘書及義務財政共同處理之。

第 卅七 條：值年會館訂於每年之八月十六日及十七日當週年紀念大會及代表大會閉會時辦理移交手續。

## 第五章 會議

- 第卅八條：本會之紀念大會及常年代表大會訂於每年八月十六日及十七日（本會之成立紀念日）舉行，地點由常務委員會徵詢全體屬會之意見後，得在各州輪流舉行。
- 第卅九條：每屆常年代表大會，主席得在開會前四十五天函告各屬會有關會議安排，俾使各屬會呈上提案及選派代表出席之，各屬會之提案及代表名單得於常委會規定之日期內寄達永久秘書處，以便處理。常委會有權對提案作出刪正。
- 第四十條：常務委員會每三個月得至少召開會議一次，會議通告需於開會前七天發出，主席本身或至少五名常務委員聯名，可隨時要求召開常務委員會會議，常務委員會會議之法定人數至少為常務委員會人數的一半。
- 第四十一條：在特殊情況下，常務委員會或不少過六個單位屬會聯名要求，本會得召開特別代表大會，特別代表大會之法定人數，至少需有半數的會員代表出席。會議通告及議程，得於開會前十四天發出。若開會時間逾半小時仍未有足夠的法定人數，大會必須展延常務委員會決定之日期召開（惟需於三十天內）。被展延之特別代表大會，若在規定之時間超過半小時後仍然不足法定人數，主席得宣佈流會，而在六個月內不得以同樣理由要求召開特別代表大會。
- 第四十二條：在常年代表大會或特別代表大會，每會員單位可派出首席代表及副首席代表各一名，代表若干名。首席代表及副首席代表有發言權，每會員單位只有一票表決權，代表則無發言權及表決權。
- 第四十三條：常年代表大會或特別代表大會之法定人數至少為會員人數的一半。凡會員若未克派代表出席會議，可以書面委任任何另一單位之會員為代表，惟規定每一出席會員，只可代表另一會員（不得超逾），獲另一會員委託，連其本身共有兩票表決權。委任方式應以正式公函交達。代表大會的開會規定時間若逾半小時仍未有足夠的法定人數，大會得展延於常務委員會所決定之日期（不超過三十天）召開。展期召開的代表大會，若開會時間逾半小時仍不足法定人數，則出席會員有權進行會議，惟無權修改章程或作出任何影響全體會員的決定，
- 第四十四條：任何會議，若遇票數相等，會議主席得加投一票取決之。

## 第六章 經費

- 第四十五條：本會之開銷經費應由會員承擔。甲等會員應繳納年捐一千七百零吉，乙等一千零吉，丙等六百零吉。年捐最遲需於每年六月卅日之前繳清，凡逾期未繳清者，不得享有選舉權及被選權。在必要時，本會得向會員徵求特別捐。
- 第四十六條：凡出席代表大會之代表，其川資及其他費用，一概由各會員自行負責。
- 第四十七條：主辦紀念大會暨代表大會所涉及之一切開銷，應由代表大會決定之主辦會館或公會負擔。會議及慶典之一切節目，儀式由常務委員會劃一擬定，值年會館可常委會提出建議，惟必須得到常委會的批准。如值年會館因特別事故放棄主辦大會，常委會有權委任任何屬會為新的值年會館遞補之。
- 第四十八條：本會永久秘書處之經費，應由常務委員會擬定辦法籌措之。
- 第四十九條：常務委員會主席及義務總秘書各有權一次批准不超過五千零吉及二千零吉之非經常開支。

## 第七章 附則

第五十條：本會所有職員及執行工作職員必須是馬來西亞公民。

第五十一條：本會不得參與政治活動，本會公款亦不得移作有關政治用途。

第五十二條：本章程如有未盡善處，可由代表大會議決修改，呈請社團註冊官批准後施行之，修改章程之申請必須在大會通過後之六十天內呈上給社團註冊官。

第五十三條：本會的解散必須由五份之三之會員同意，通過代表大會或以書面表達意見方為有效。在有關的代表大會，會員可自派代表出席，或委託其他會員代表出席。解散後，一切合法之債務得全數付清，倘有剩餘資產，得依照解散大會所議決之辦法處理之。解散通知書必須在廿八天內呈交給社團註冊官。

第五十四條：本會之財政年度由一月一日開始。

(註：本章程各條文之釋義，應以英文本為準)

**PERSEKUTUAN PERSATUAN-PERSATUAN TEOCHEW MALAYSIA  
(THE FEDERATED TEOCHEW ASSOCIATIONS OF MALAYSIA)**

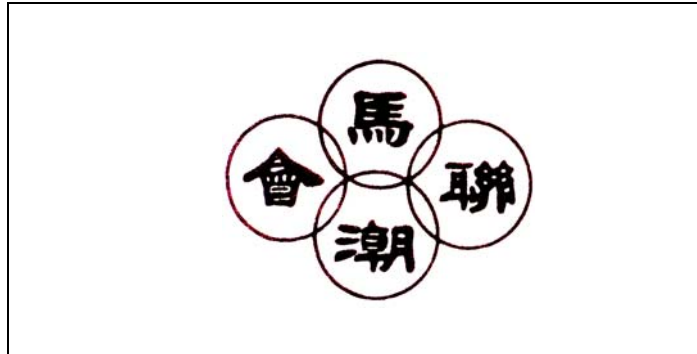
**RULES AND REGULATIONS**

**CHAPTER 1  
GENERAL OUTLINE**

- Rule 1. Name:  
This organization shall be called Persekutuan Persatuan-Persatuan Teochew Malaysia (The Federated Teochew Associations of Malaysia).
- Rule 2. Objects:  
The objects of the organisation are:  
(a) To promote the good relationship of the Teochew community throughout Malaysia.  
(b) To foster the unity, mutual assistance and social welfare of the community.  
(c) To discuss and resolve matters important to the members and consistent with its registered rules.  
(d) To establish a fund for educational purposes.  
(e) To instil into the Teochew community a sense of loyalty to our nation and promote the goodwill of all races of Malaysia.
- Rule 3. Members: The members of this organisation shall be the registered associations, each of which is a unit. Any registered Teochew Hoay Kuan, Han Kang Kong Huay or Teochew Association in Malaysia may join as a member but only one unit in each district or place shall be allowed to become a member.
- Rule 4. Honorary members - The Delegates Conference may elect Honorary members who shall not be liable to pay any subscription and not be entitled to vote at any meetings of the organisation.
- Rule 5. The member associations shall be divided into 3 classes in accordance with the amount of annual subscription stipulated to be paid for each class as follows:-
- |       |     |   |            |
|-------|-----|---|------------|
| Class | I   | - | RM 1700.00 |
| Class | II  | - | RM 1000.00 |
| Class | III | - | RM 600.00  |
- Rule 6. Notwithstanding the division of the member associations into classes as aforesaid, all their rights and obligations shall be equal.
- Rule 7. Any member association shall be entitled at any time prior to 17th August of each year to apply to the Standing Committee for change of its existing class to any other classes as aforesaid and the Standing Committee shall accept such change upon receipt of the requisite annual subscription as stipulated by 17th August of the particular year. Upon acceptance of such change, the Standing Committee shall inform all other member associations of the same.
- Rule 8. Any Teochew Huay Kuan, Han Kang Kong Hoay or Teochew Association registered with the Registrar of Societies may be introduced by a member association, and, if approved by the Delegates Conference or by a majority of members whose views have been sought by the Chairman in writing, may become a member of this organisation.

- Rule 9. Registered Address : The registered address of the Organisation shall be at 35, Jalan Ampang, 50450 Kuala Lumpur or at such other address as fixed by the Standing Committee. The registered address shall not be changed without the prior approval of the Registrar of Societies.
- Rule 10. This organisation shall design its flag and badge. The flag of the organisation shall be four green circles inter-locking each other on yellow back ground. In the circles shall be inscribed four Chinese characters in red colour bearing the name of the body.

Specimen of the Flag is as follows:-



## CHAPTER II ORGANISATION

- Rule 11. This organisation shall be formed by the Teochew Hoay Kuan, Han Kang Kong Huay and Teochew Associations in Malaysia. Members may nominate representatives to attend the Annual Delegates Conference.
- Rule 12. The Delegates Conference shall be the highest authority of the organisation.
- Rule 13. The Delegates Conference may elect Honorary Life Chairmen, Honorary Advisers and Honorary Committee Members from among persons who have made major contributions or have rendered long services to the development of the organisation. Any person who has been the Chairman of the organisation shall be elected as Hon. Life Chairman. Deputy Chairman, Vice-chairmen, Hon. General Secretary and Treasurer who have rendered services for at least four years shall be elected as Hon. Advisers; Assistant General Secretaries, Standing Committee Members, Internal Auditors and Trustees Members of the University Scholarship and Study Loan Trustees Committee shall be elected as Hon. Committee Members. (All the office-bearers that hold mixed office in the Federated Association or Trustees Committee for four years, only the highest post shall be applied.)
- Rule 14. The organisation's immovable property shall be registered under the name of the organisation and the present Chairman, Hon. General Secretary and Hon. Treasurer are authorised to sign. Unless authorised by the Delegates Conference, the Chairman, Hon. General Secretary and Hon. Treasurer shall not dispose of, transfer or mortgage the immovable property.
- Rule 15. The organisation will elect in the Delegates Conference 23 member associations to form the Standing Committee and the presiding Hoay Kuan which shall organise the anniversary celebrations for the following year. The Conference shall also appoint a qualified accountant responsible for auditing the accounts. The Chairman of the elected presiding Hoay Kuan shall also be the ex-officio chairman of the organisation for the year.



- Rule 16. The aforesaid member associations forming the Standing Committee shall be proposed and seconded and election will be by a simple majority vote of members at the Delegates Conference. The elected Hoay Kuan/Kong Huay shall be entitled to send one representative to hold office, but shall not be replaced within six months before the term of office expires.
- Rule 17. The elected Standing Committee members shall elect amongst themselves a Chairman, a Deputy Chairman and four (4) Vice-Chairmen. The remaining members shall be the ordinary Committee Members. Should there be any Chairman, Deputy Chairman or Vice-Chairmen have resigned or replacement, the elected Standing Committee members shall re-elect amongst themselves to fill the vacancy.
- Rule 18. The Chairman shall appoint an Hon. General Secretary, 2 Hon. Assistant General Secretaries (one each for East and West Malaysia), an Hon. Treasurer and not more than four Committee Members (one of them is the Chief of the current Teochew Youth and the other is the current Teochew Women Section's Central Committee Chairman), but only with the consent of the Standing Committee.
- Rule 19. The Standing Committee consists of Youth and Women Section and sub-committees, if necessary, to assist and carry out functions and affairs of the organisation: The Standing Committee shall empower to draft out its organising and management Rules, but the Rules should not contradict with the constitutions of the parent body.

The various reports, accounts and minutes meeting of the Youth and Women Section and all sub-committees shall be submitted to the Standing Committee from time to time and to make reports as instructed by the Chairman, Hon. General Secretary and Hon. Treasurer at any time. All minutes of meetings, accounts and duplicate copies of various correspondence shall be forwarded to the Secretariat of the organisation for filing purposes.

The Standing Committee shall have power to remove, take-over, freeze and any action taken against the Youth and Women Section and all sub-committees only by agreement of two-thirds of the Standing Committee present at a meeting of the Standing Committee.

The Annual Delegates Conference and Central Committee Meeting of Youth and Women Section shall not challenge the decision made by the Standing Committee.

The assets of Youth and Women Section and all sub-committees shall be the assets of the organisation.

### **CHAPTER III DUTIES AND POWERS**

- Rule 20. The duties and powers of the Delegates Conference shall be as follows:-
- (1) To elect the Standing Committee members and the presiding Hoay Kuan/Kong Hoay for the year.
  - (2) To receive and approve the various reports and accounts of the organisation.
  - (3) To appoint qualified accountant to audit the accounts.
  - (4) To amend the rules and regulations of the organisation and its sub-committees.
  - (5) To discuss and decide on draft resolutions by members and proposals by the Standing Committee.
  - (6) To plan and decide on all matters of the organisation.
  - (7) To elect Hon. Life Chairmen and Trustees.
  - (8) To approve applications for membership by Teochew Associations.
  - (9) To decide on the venues for anniversary celebration and the annual Delegates Conference.

- Rule 21. The duties and power of the Standing Committee shall be as follows:-
- (1) To implement the resolutions of the Delegates Conference and after the closing of the Delegates Conference, it shall be the highest authority of the organisation.
  - (2) To employ the staff of the Secretariat and supervise their work.
  - (3) To appoint two Internal Auditors (who are not members of the Standing Committee) to audit the accounts.
  - (4) To put forward various proposals on the organisation's affairs at the Delegate Conference.
  - (5) To fill vacant posts.
- Rule 22. The duties and powers of the Chairman shall be as follows:-
- (1) To manage the affairs of the organisation.
  - (2) To represent the organisation in its external affairs.
  - (3) To appoint Hon.General Secretary, Hon.Treasurer and two Hon. Assistant General Secretaries (one each for East and West Malaysia) and not more than four Committee Members. The appointed Hon.General Secretary, Hon. Treasurer, Hon.Assistant General Secretaries and the appointed Committee Members are authorised to speak out their opinions and have voting power.
  - (4) To supervise the work of the staff of all levels.
  - (5) To preside at the Delegates Conference and Standing Committee meetings.
  - (6) To sign all correspondence.
  - (7) To sign bank cheques jointly with the Deputy Chairman, Hon.Treasurer, Hon.General Secretary (any two of the four shall be adequate).
  - (8) To ascertain the views of member associations as a basis for the improvement of the organisation's affairs.
- Rule 23. The duties and powers of the Deputy Chairman shall be as follows:-
- (1) To take the place of the Chairman during his absence.
  - (2) To assist the Chairman in carrying out his duties.
- Rule 24. The duties and powers of the Vice-Chairman shall be as follows:-
- (1) One of the Vice-Chairmen shall take the place of the Chairman or the Deputy Chairman during the absence of either of them.
  - (2) To assist the Chairman in carrying out his duties.
- Rule 25. The duties and powers of the Honorary General Secretary shall be as follows:-
- (1) To take charge of the seal and all correspondence other than financial documents of the organisation.
  - (2) To record the proceedings of meetings of the Delegates Conference and the Standing Committee.
  - (3) To assist the Chairman in carrying out routine duties and signing routine correspondence.
  - (4) To keep a copy of member register book.
- Rule 26. The duties and powers of the Hon. Assistant General Secretaries shall be as follows:-
- (1) To assist the Hon. General Secretary in his duties.
  - (2) In the absence of the Hon. General Secretary, one of the Hon. Assistant General Secretaries shall act for him.
- Rule 27. The duties and powers of the Hon. Treasurer shall be as follows:-
- (1) To take charge of all receipts and payments of money of the organisation.
  - (2) To prepare the statements of accounts and financial reports of the organisation.
  - (3) To sign bank cheques and financial documents jointly with the Chairman, Deputy Chairman and Hon. General Secretary (any two of the four shall be adequate).
  - (4) May hold a petty cash advance not exceeding one thousand dollars (RM1000.00) at any one time. All money in excess of this sum shall be deposited in a bank approved by the Standing Committee. The bank account shall be in the name of the organisation.

- Rule 28. The duties of the ordinary members of the Standing Committee shall be to assist the Standing Committee to further the activities of the organisation and implement all resolutions.
- Rule 29. The duties of the Internal Auditors are to audit the monthly statements of account for submission to the Standing Committee for approval. The qualified accountant shall audit the annual financial statements for submission to the Annual Delegates Conference for approval.
- Rule 30. Any matter of this organisation which the Chairman considers to be too important to be decided by the Standing Committee may be referred in writing to member associations whose majority view on the matter shall be taken as a decision of the organisation and put into effect. If the matter cannot be so decided, an Extraordinary meeting of Delegates shall be convened for the purpose.
- Rule 31. The duties of the presiding Hoay Kuan/Kong Huay shall be as follows:-  
(1) To take charge of the anniversary celebrations.  
(2) To assist the Standing Committee in matters of arranging the Delegates Conference.

#### **CHAPTER IV ELECTION AND TENURE OF OFFICE**

- Rule 32. The Committee Members of the Standing Committee shall hold office for a term of two (2) years but they are eligible for re-election save and except the Chairman who shall not hold office for more than four (4) years consecutively.
- Rule 33. After election of the Standing Committee the handing over of office to the new Committee shall be at the first meeting of the Standing Committee which shall be held within one (1) month after the Delegates Conference.
- Rule 34. When the in-coming and out-going members of the Standing Committee arrange the handing-over of offices, records should be made of the seals, correspondence and important documents.
- Rule 35. Prior to the handing-over of offices aforementioned, i.e. after the closing of the Delegates Conference and before the new Standing Committee holds its first meeting, for a transitional period of one month, the affairs of the organisation shall be managed by the out-going Standing Committee.
- Rule 36. After the closing of the Standing Committee meeting, the day-to-day business of the organisation shall be attended to by the Chairman, Deputy and Assistant Chairmen, Hon. General Secretary, Hon. Assistant General Secretaries and Hon. Treasurer.
- Rule 37. The presiding Hoay Kuan/Kong Huay shall arrange the handing-over of offices on 16th & 17th August each year after the anniversary celebration and the Delegates Conference have been held.

#### **CHAPTER V MEETINGS**

- Rule 38. The organisation shall hold its Anniversary Celebrations and Annual Delegates Conference on the 16th & 17th August of each year (being the day this organisation was formed). The venue to be fixed by the Standing Committee after consulting all its member associations such that the venue shall be on a rotating basis amongst the States.

- Rule 39. When a Delegates Conference is to be held, the Chairman, shall not less than forty-five (45) days before the Conference, inform member associations by letter regarding the arrangement of the meeting, in order that they submit draft resolutions and nominate representatives. All draft resolutions and representatives name lists shall be forwarded to the Secretariat within a date fixed by the Standing Committee before the Conference. The Standing Committee shall have power to amend all draft resolutions.
- Rule 40. The Standing Committee shall meet at least once every three (3) months and seven (7) days notice of each meeting shall be given to the Standing Committee members. The Chairman acting alone, or not less than five (5) of the Standing Committee members acting together may call for a meeting of the Standing Committee to be held at any time. The quorum for a Standing Committee meeting shall be half of the numbers of the Standing Committee.
- Rule 41. The Standing Committee may in special circumstances or at the request of not less than six (6) member associations, call an Extraordinary Delegates Conference. The quorum for such Extraordinary Delegates Conference shall be at least half of the membership of the organisation. Notice of such Conference and the agenda shall be sent out fourteen (14) days prior to the meeting. If half an hour after the time appointed for the Extraordinary Delegates Conference a quorum is not present, the meeting shall be postponed to a date (not exceeding thirty (30) days to be decided by the Standing Committee, and if no quorum is present after half an hour from the time appointed for a postponed Extraordinary Delegates Conference requisitioned by the Standing Committee or member associations the meeting shall be cancelled, and no Extraordinary Delegates Conference shall be requisitioned for the same purpose until after the lapse of at least six (6) months from the date thereof.
- Rule 42. At the Annual Delegates Conference or at Extraordinary Delegates Conference, each member association may send Chief Delegate and Deputy Chief Delegate each respectively and other as Delegates. Only the Chief Delegates and Deputy Chief Delegates are entitled to speak and each member association has only one vote. Delegates do not have the right to speak or cast votes at the Conference.
- Rule 43. At any Delegates Conference, not less than half the total membership of this organisation shall form a quorum. In the case of any member association being unable to attend any meeting, it may appoint any one of the other member association as its proxy, but no member association may stand proxy for more than one other member association and have more than two votes including its own. The instrument appointing a proxy shall be in writing. If half an hour after the time appointed for the Delegates Conference a quorum is not present, the meeting shall be postponed to a date (not exceeding thirty (30) days) to be decided by the Standing Committee, and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have power to proceed with the business of the day but they shall not have power to alter the rules of the organisation or to make decisions affecting the whole membership.
- Rule 44. In the event of a tie in voting at all meetings, the Chairman shall have a casting vote.

#### **CHAPTER VI FUNDS**

- Rule 45. The expenses of this organisation shall be borne by member associations. Class I Member Association shall pay an annual subscription of RM1700.00, Class II RM1000.00 and Class III RM600.00 and the subscription must be paid on or before 30th June each year. Any member associations who fails to pay such subscription after the said date have no power to elect and be elected. If necessary, member associations shall be asked to pay special subscriptions.

- Rule 46. All travelling expenses incurred by the representatives attending the Delegates Conference shall be wholly paid by the member associations.
- Rule 47. The member association decided by the Standing Committee to hold the Anniversary Celebrations and the Annual Delegates Conference shall be responsible for all the expenses incurred. The details of the function shall be drawn up by the Standing Committee. The presiding Hoay Kuan can submit the proposal but only with the consent of the Standing Committee. If, under special circumstances, the presiding Hoay Kuan relinquish to organise the Anniversary Celebrations and the Annual Delegates Conference, the Standing Committee shall have authority to appoint any member association to replace it.
- Rule 48. The Standing Committee shall arrange and provide for the expenses of the Secretariat.
- Rule 49. The Chairman and the Honorary General Secretary shall have authority at any one time to sanction a sum not exceeding RM5000.00 and RM2000.00 for non-routine expenditure respectively.

#### **CHAPTER VII MISCELLANEOUS**

- Rule 50. All office bearers of this organisation and every officer performing executive functions in this organisation shall be Malaysian citizens.
- Rule 51. This organisation shall not take part in political activities and the funds of this organisation shall not be used for political purposes.
- Rule 52. Any defects in these Rules and Regulations may be amended by a resolution passed at the Delegates Conference and become effective after approval of the Registrar of Societies has been obtained. Applications to the amendments shall be made to the Registrar of Societies within sixty (60) days from the date of the decision to amend.
- Rule 53. This organisation may be dissolved only by agreement of three-fifths of its total membership, either at a Delegates Conference or in writing. At such a Conference, a member association may send its own representatives or vote by proxy. In case the organisation is dissolved, all its lawful liabilities shall be met in full and any remaining assets shall be disposed of in accordance with the decision reached at the Conference held for the dissolution. The Registrar of Societies shall be informed in writing within 28 days of the decision to dissolve.
- Rule 54. The financial year of the organisation commences on 1st of January.



