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# 雪隆海南会馆 章程

## 第 1 条 名称

- 1.1 本会定名为“雪隆海南会馆” PERSATUAN HAINAN SELANGOR DAN WILAYAH PERSEKUTUAN ( SELANGOR AND FEDERAL TERRITORY HAINAN ASSOCIATION ) , 下称为“本会”。
- 1.2 区域：雪隆区。

## 第 2 条 地址

- 2.1 本会之注册地址为：  
No. 65, PERSIARAN ENDAH, OFF JALAN SYED PUTRA,  
50460 KUALA LUMPUR。  
或由理事会所决定之地点。通讯地址为：  
No. 65, PERSIARAN ENDAH, OFF JALAN SYED PUTRA,  
50460 KUALA LUMPUR。
- 2.2 非得社团注册官批准，不得更换注册地址及通讯地址。



### **第 3 条 宗旨**

- 3.1 促进会员之间的情谊。
- 3.2 促进会员之间的经济、文化、宗教、教育及福利等事业。
- 3.3 管理座落于No.65, Persiaran Endah, Off Jalan Syed Putra, 50460 Kuala Lumpur之天后宫的一切事务。
- 3.4 管理本会一切产业及事务。
- 3.5 推动及协助社会和国家公益活动。

### **第 4 条 会员籍**

#### **4.1 资格**

- (a) 凡居住于雪隆区（以身份证地址为准）而年满16岁，行为良好，且能遵守本会章程之海南籍马来西亚公民，皆可申请为本会会员（永久性），惟21岁以下之会员，不得被提名或被投选担任本会理事职位。
- (b) 非海南籍配偶欲申请为本会会员，其丈夫必须是本会会员。若改嫁非海南籍人士，其会员资格即自动丧失。
- (c) 非海南籍配偶会员不得担任本会理事会职位。



## 4.2 申请入会手续

- (a) 申请者须填具由理事会所拟定之入会表格1份，由1名会员提议，另1名附议，再交由理事会通过及缴交所规定之入会费后，会员资格方生效。
- (b) 理事会有权拒绝任何人之申请，而无须说明理由。

## 4.3 会员的权利

- (a) 会员享有出席年度会员大会，及特别会员大会之权利。
- (b) 会员享有会员大会发言权、投票权、选举权及被选权。
- (c) 会员及其子女享有申请奖贷学金之权利。
- (d) 会员皆能享有会馆提供给会员的所有优惠和福利，除了第4.3(e)条。
- (e) 凡入会不足3个月的会员，皆不能享有第4.3(a),(b)和(c)条之权利。

## 4.4 会员的义务

- (a) 会员必须遵守本会章程及会员大会议决案。
- (b) 会员的言行，不可破坏本会形象，名誉、或有损本会的利益。



#### 4.5 释义

- (a) “海南籍”是指父亲或丈夫是海南人（后者适用于非海南籍妇女）。
- (b) “会员”是指雪隆海南会馆之会员。

### 第 5 条 退会

任何欲退出本会的会员，应给予14天期限之书面通知。

### 第 6 条 收入来源

#### 6.1 本会的收入来自：

- (a) 入会费: RM50.00（永久会员）；
- (b) 乐捐/功德金；
- (c) 租金；及
- (d) 本会主办及 / 或进行的某些活动。



## 第 7 条 会员大会

### 7.1 最高权力机构

年度会员大会或特别会员大会均为本会最高权力机构。

### 7.2 年度会员大会

- (a) 年度会员大会须于每年6月30日或之前召开。
- (b) 年度会员大会通告须志明日期、时间、地点及议程，由秘书长与会长联名发出；连同由财政签署的上1年经审计之年度财务报告，在大会前4个星期寄予各会员，同时在本坡至少2家华文报及1家英文报中刊登年度会员大会通告。
- (c) 年度会员大会的议程应包括下列事项：
  - (i) 接纳会务报告；
  - (ii) 接纳财政报告；
  - (iii) 讨论会员提案；
  - (iv) 选举理事（如属选举年）；
  - (v) 委任外部合格审计师1名（如属选举年）；
  - (vi) 选举正副议长各1名（如属选举年）。
- (d) 年度会员大会法定人数须有至少 $\frac{1}{2}$ 会员，或理事会人数的2倍（以少者为准）出席方为有效。
- (e) 如至原定会议时间仍未达法定人数，大会得延迟1个小时举行。延迟后，如仍未达法定人数，则出席会员得进行当日之会议。惟无权修改章程，或作出有影响全体会员之决定。



### 7.3 特别会员大会

- (a) 特别会员大会可由理事会决定而召开。
- (b) 特别会员大会也可由至少90名会员联名要求而召开，但书面要求须说明召开之目的，及附上提案。
- (c) 秘书长必须在接到书面通知之30天内召开特别会员大会，并于大会日期前14天与会长联名发出通告及议程予全体会员，同时在本坡至少2家华文报及1家英文报中刊登特别会员大会通告。
- (d) 特别会员大会法定人数与第7.2(d)条同。
- (e) 惟由会员联名召开者，其法定人数除须符合第7.2(d)条外，尚须有 $\frac{2}{3}$ 联名者出席方为有效。
- (f) 如至原定会议时间仍未达法定人数得延迟半小时举行，如延迟后仍未达法定人数，则该会议即取消之。
- (g) 特别会员大会因未达法定人数被取消后，须由取消日期起至少6个月后方得以同样之理由召开之。

### 7.4 议长

- (a) 设议长及副议长各1名，由年度会员大会从提名竞选议长之候选人中推举适当人选担任之。
- (b) 议长负责主持年度会员大会，特别会员大会及理事会复选会议，复选列于第8.1(c)条之职位。
- (c) 副议长于议长缺席时代行其职权。如正副议长皆缺席，则由会员大会选出临时议长主持会议。
- (d) 议长及副议长任期为3年，连选得连任。



## 第 8 条 理事会、常务理事会及其他委员会

### 8.1 理事会

- (a) 会员大会闭会期间，以理事会为最高权力机构。
- (b) 理事会由45名成员组成，其中42名由会员大会中选出，任期3年，另3名由会长委任，其任期及职权与被选之理事同。
- (c) 新届理事必须在2星期内复选下列职位：
  - (i) 会长；
  - (ii) 署理会长；
  - (iii) 副会长（7位）；
  - (iv) 秘书长；
  - (v) 副秘书长；
  - (vi) 财政；
  - (vii) 副财政；
  - (viii) 教育组主任；
  - (ix) 教育组副主任；
  - (x) 福利组主任；
  - (xi) 福利组副主任；
  - (xii) 公关组主任；
  - (xiii) 公关组副主任；
  - (xiv) 青年团团长；
  - (xv) 青年团副团长；
  - (xvi) 妇女团团长；及
  - (xvii) 妇女团副团长。



本会理事必须是马来西亚公民。以上在职理事若连续3次缺席理事会会议，其职位将自动悬空，除非有书面请假。

- (d) 会长、秘书长及财政之职位不得由同一人连任超过2届或6年（以期短者为准）。
- (e) 理事因逝世或辞职时，其空缺得由理事会委任会员填补之。
- (f) 理事会有权设立各小组以协助推展会务。
- (g) 理事会有权在雪隆各地区，设立联络委员会，协助推展会务及照顾该区会员的福利。
- (h) 理事会每年至少须召开4次会议。
- (i) 青年团、妇女团及其它各小组之细则及活动须得理事会之核准后方生效。
- (j) 本会任何受薪职员或接受固定津贴者不得担任理事会中之任何职位。
- (k) 理事会有权委任荣誉会长。
- (l) 理事会会议须有至少 $\frac{1}{2}$ 理事出席方为有效。



## 8.2 常务理事会

- (a) 常务理事会由会长、署理会长、副会长（7位）、秘书长、副秘书长、财政、副财政、教育组主任、福利组主任、公关组主任、青年团团长、妇女团团长及根据章程第8.1(f)条下成立之永久性小组主任所组成。
- (b) 常务理事会管理本会日常之会务活动，或由理事会所授权之事务。
- (c) 常务理事不可同时担任超过1个常务职位。
- (d) 常务理事会会议须有至少 $\frac{1}{2}$ 常务委员出席方为有效。

## 8.3 纪律委员会

- (a) 纪律委员会乃由理事会推选7位非理事之会员担任之。纪律委员会不得同时兼任法律顾问。
- (b) 纪律委员会接到常务理事会投诉调查指示后，必须召集会议，展开调查，并在60天内，将调查结果及建议，以书面提呈常务理事会，并由常务理事会作出裁决。
- (c) 纪律委员会调查后，可向理事会建议以书面警告、冻结或开除触犯下列条规的会员：
  - (i) 破坏本会形象或名誉或有损本会利益者。
  - (ii) 不遵守本会章程者。
  - (iii) 不遵守会员大会的议决者。



- (d) 任何涉及被投诉之会员，若对纪律委员会的建议或常务理事会之裁决有不满意者，有权在30天内，以书面向理事会提出上诉。如超过30天不上诉者，则当自动放弃上诉权利。
- (e) 被投诉者提出上诉后，由理事会召开会议处理。
- (f) 理事会对有关上诉所作出之裁决，为最后之裁决。
- (g) 纪律委员会的会议须有超过4位委员出席，方为有效。

#### 8.4 选举委员会

- (a) 理事会委任5位非候选人之会员，组成选举委员会，全权处理有关选举之工作。
- (b) 秘书长必须在选举年之常年会员大会前4星期，通过常年会员大会通告，通知会员有关选举事项，并印就提名表格以供会员前来索取。
- (c) 候选人的提名表格应由1名会员提议，另1名会员附议，并由候选人签名同意后方为有效。
- (d) 填妥之表格须在大会前14天交回本会。
- (e) 投票日期及天数由理事会决定。会员必须亲自到本会凭身份证领取选票，并当场投票。
- (f) 获最高票数之首42人，正式中选为理事，任期3年。
- (g) 选举委员会有权警告或取消不遵守选举条规与指南的候选人资格，选举委员会之决定乃最后的决定。



## 8.5 不达法定人数

除特别会员大会外，其它之会议如至原订会议时间仍未达法定人数，会议得延迟1小时举行。1小时后仍未达法定人数，则出席之会员或理事得进行当日之会议，惟无权修改章程或作出影响全体会员利益之决定。

## 第 9 条 理事会成员之职责

### 9.1 会长

- (a) 负责管理本会一切事务。
- (b) 负责召开会议及担任本会一切会议主席，会员大会、特别会员大会及理事复选会议除外。
- (c) 对外代表本会。

### 9.2 署理会长

当会长缺席时，代行其职权。

### 9.3 副会长

当会长及署理会长均缺席时，副会长根据复选时所获之票数多寡，依序排名代行其职责。



#### 9.4 秘书长

- (a) 负责处理本会一切日常事务。
- (b) 执行大会或理事会所通过之议决案。
- (c) 签署文件及保管一切印信宗卷。
- (d) 保管完整之会员名册。
- (e) 向社团注册官提呈年报。
- (f) 审核一切支款单据。

#### 9.5 副秘书长

当秘书长缺席时，代行其职权。

#### 9.6 财政

- (a) 负责掌管一切之财政开支。
- (b) 保管各种账目结册，并确保其正确性。
- (c) 签署所有之支票。

#### 9.7 副财政

当财政缺席时，代行其职权。

#### 9.8 教育组主任

- (a) 负责推动有利会员之教育及文化活动。
- (b) 代表本会参与各类教育活动。



### 9.9 教育组副主任

当教育组主任缺席时，代行其职权。

### 9.10 福利组主任

- (a) 负责本会之一切福利工作。
- (b) 代表本会参与其它福利工作。

### 9.11 福利组副主任

当福利组主任缺席时，代行其职权。

### 9.12 公关组主任

- (a) 处理本会内部之公共关系工作。
- (b) 处理本会外部之公共关系工作。

### 9.13 公关组副主任

当公关组主任缺席时，代行其职权。

### 9.14 青年团团长

- (a) 处理青年团之一切活动。
- (b) 参与对外之青年活动。

### 9.15 青年团副团长

当青年团团长缺席时，代行其职权。

### 9.16 妇女团团长

- (a) 处理妇女团之一切活动。
- (b) 参与对外之妇女活动。

### 9.17 妇女团副团长

当妇女团团长缺席时，代行其职权。

### 9.18 其他理事

其他理事协助理事会执行其例常任务。

## 第10条 财政拨款及开支

### 10.1 财政

- (a) 本会所收之一切款项必须存入理事会所批准的银行，银行户口必须以本会名义开设。
- (b) 本会所有开支及发出之收条，应由财政签核。
- (c) 财政将年终账目、单据、收条等整理后，交外部合格审计师稽查，经理事会审核后，方提呈常年会员大会中讨论及通过。



- (d) 所有会馆银行户口须由财政或副财政签署外，尚须(i)和(ii)组成员各一位签署，并盖上本会印章方为有效。
  - (i) 组：会长或署理会长
  - (ii) 组：秘书长或副秘书长
- (e) 每年之1月1日为本会财政年开始，12月31日为本会财政年终结。
- (f) 财政有权经常保留不超过现金3千令吉。

## 10.2 开支

- (a) 会长有权决定不超过1万令吉之开支。
- (b) 秘书长有权决定不超过5千令吉之开支。
- (c) 常务理事会有权决定不超过2万令吉之开支。
- (d) 理事会有权决定每次不超过25万令吉之开支。
- (e) 若超过25万令吉之开支，须召开会员大会或特别会员大会讨论之，获得会员大会或特别会员大会通过，方可执行。

## 第11条 查账

- 11.1 由年度会员大会中委任，经政府批准之合格外部审计师以稽查账目。
- 11.2 外部合格审计师之任期为3年，连选得连任。
- 11.3 本会一切全年账目由外部合格审计师查核后向会员大会提呈审计报告及建议。



## 第12条 产业

- 12.1 本会所有的产业，必须依照1966年社团法令第9(b)条，注册在本会的名义下。有关产业之文件，须由当届之会长、秘书长及财政签署。
- 12.2 本会之产业不得变卖，抵押或转换，除非得 $\frac{3}{4}$ 出席年度会员大会或特别会员大会之会员同意方得进行。

## 第13条 章程诠释

- 13.1 在会员大会闭会期间，理事会可针对章程作出诠释，必要时，也可对本章程中未列明之事项作出决定。
- 13.2 在不违反会员大会既定原则之下，理事会对所有会员所作出的决定，为最终之决定，除非及直至会员大会另有决议而取代之。
- 13.3 在会员大会上，议长有权针对章程作诠释；必要时，也可对章程未列明之事项作决定。
- 13.4 此章程如有任何争论及质疑，皆以英文本为准。

## 第14条 顾问

理事会有权委任荣誉顾问。



## 第15条 禁例

- 15.1 严禁在本会内聚赌或进行非法之活动。
- 15.2 任何就读于大学或学院之学生不能被接纳为会馆会员，除非获得有关校长之批准。
- 15.3 禁止本会理事、青年团团委、妇女团团委及章程第8.1(f)条下成立的小组成员竞标本会一切大小工程；若其亲属（家人如孩子及配偶）有意竞标，须预先表明其利益关系，同时不参与任何竞标决定。

## 第16条 修改章程

- 16.1 除非获得会员大会之通过，本章程不得任意修改。
- 16.2 任何修改章程之建议，必须在会员大会前14天通知会员。
- 16.3 通过修改之章程，必须在会员大会后60天内，呈报社团注册官。
- 16.4 修改后之章程，须从社团注册官批准之日期起生效。

## 第17条 解散

- 17.1 在会员大会中，必须获得不少过的 $\frac{3}{5}$ 会员出席，并且超过 $\frac{3}{4}$ 之出席会员投票通过后，方可解散本会。
- 17.2 本会若遵照第17.1条解散，本会所欠下之所有合法债务必须清还，如有剩余款项，须遵照会员大会之决定去处理。
- 17.3 解散通知书须于解散日起之14天内，提呈社团注册官。



## 第18条 会徽

18.1 雪隆海南会馆之会徽为一深蓝色圆圈，圈内是有五个尖峰的山形及三角状之山形，山形后是浅蓝色的背景。会徽内有“雪隆海南会馆”华文及国文字样。

### 18.2 会徽释义

- (a) “外圆” 象征海南人的团结。
- (b) “五个尖峰山形” 代表五指山，象征海南人原自海南岛。
  - (i) 承传健康民族文化；
  - (ii) 造福今后子子孙孙；
  - (iii) 贯彻自强不息精神；
  - (iv) 全面提升服务素质；
  - (v) 成为一家有公信、能管理、体系化的机构。
- (c) “浅蓝” 代表安宁与和平。
- (d) “深蓝” 代表不断提升、追求进步的力量。



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# The Constitution of Selangor and Federal Territory Hainan Association

## **CLAUSE 1 NAME**

- 1.1 The name of the Association shall be known as  
PERSATUAN HAINAN SELANGOR DAN WILAYAH  
PERSEKUTUAN (SELANGOR AND FEDERAL TERRITORY  
HAINAN ASSOCIATION)  
and hereinafter referred to as “The Association”.
- 1.2 The Level of the Association: Selangor and Federal Territory of  
Kuala Lumpur.

## **CLAUSE 2 ADDRESS**

- 2.1 The registered address of the Association shall be at  
No. 65, PERSIARAN ENDAH, OFF JALAN SYED PUTRA, 50460  
KUALA LUMPUR  
or at such other place or places the General Council may decide  
from time to time. The postal address of the Association shall be at  
No. 65, PERSIARAN ENDAH, OFF JALAN SYED PUTRA, 50460  
KUALA LUMPUR.
- 2.2 The registered address and postal address of the Association  
shall not be changed without the prior approval of the Registrar of  
Societies.



### **CLAUSE 3 OBJECTIVES**

- 3.1 To promote friendly relations among the members of the Association.
- 3.2 To promote economy, culture, religion, education and welfare among the members of the Association.
- 3.3 To manage all the affairs of the Thean Hou Temple located at No. 65, Persiaran Endah, Off Jalan Syed Putra, 50460 Kuala Lumpur.
- 3.4 To manage all the assets and affairs of the Association.
- 3.5 To promote social and national welfare activities.

### **CLAUSE 4 MEMBERSHIP**

#### **4.1 Qualification**

- (a) A Malaysian Hainanese of the minimum age of sixteen (16) years and of good character, residing either in the state of Selangor Darul Ehsan or in the Federal Territory of Kuala Lumpur (based on the address stated in the identity card), and who is willing to observe and follow the Constitution of the Association, shall be eligible to apply for life membership. However, a member below the qualifying age of twenty-one (21) years shall not be eligible for nomination/ election as a General Council Member of the Association.
- (b) For a non-Hainanese woman intending to apply as a member of the Association, her husband must be a member of the Association. In the event of a non-Hainanese woman member who re-marries a man of non-Hainanese descent, her membership shall be revoked automatically.
- (c) A woman member who is of non-Hainanese descent shall not be eligible for nomination/election as a General Council Member of the Association.



#### **4.2 Procedure for Application of Membership**

- (a) Application for membership shall be made on the prescribed Application Form. The application must be proposed by an existing member and seconded by another existing member. All applications are subject to consideration by the General Council. Approved application is subject to payment of the Entrance Fee.
- (b) The General Council reserves the right to reject an application, and it is not obliged to give any reason for the rejection.

#### **4.3 Privileges of Members**

- (a) All members shall be entitled to attend the Association's Annual General Meeting (AGM) and Extraordinary General Meeting (EGM).
- (b) All members shall be entitled to make suggestions and proposals, to nominate and elect office-bearers and they are eligible for election as office bearers.
- (c) All members and their children shall have the privileges to apply for the Study Award and Study Loan offered by the Association.
- (d) All members shall have the rights to enjoy the benefits and privileges provided by the Association except as stipulated in Clause 4.3(e) below.
- (e) A member whose membership is less than three (3) months shall not have the entitlements and privileges as stipulated in Clauses 4.3(a), (b) and (c).

#### **4.4 Obligations of Members**

- (a) All members shall observe and follow the Constitution of the Association as well as resolutions passed in General Meetings.
- (b) All members shall ensure that their words and deeds do not damage the good image, reputation or goodwill of the Association and whose actions are not against the interests of the Association.



#### **4.5 Definition**

- (a) A Hainanese means a person whose father or husband is a Hainanese (The latter applies to a woman of non-Hainanese descent).
- (b) Member means a member of Persatuan Hainan Selangor dan Wilayah Persekutuan (Selangor and Federal Territory Hainan Association).

### **CLAUSE 5 RESIGNATION**

Fourteen (14) days written notice is required in respect of resignation of membership by a member.

### **CLAUSE 6 SOURCES OF INCOME**

#### **6.1 The income of the Association shall be derived from:**

- (a) Entrance Fee: RM50.00 (Ringgit: Fifty Only) for life membership;
- (b) Donations;
- (c) Rentals; and
- (d) Certain activities organized and/or carried out by the Association.

### **CLAUSE 7 GENERAL MEETINGS**

#### **7.1 The Prime Authority and Power**

Annual General Meetings and Extraordinary General Meetings are vested with the prime authority and power in governing the management of the Association.

#### **7.2 Annual General Meeting**

- (a) An Annual General Meeting of the Association shall be held before or on the 30th day of June of each calendar year.



- (b) Notice of the Annual General Meeting stating the date, time and venue together with the agenda, shall be jointly signed by the Secretary General and the President, together with a copy of audited annual accounts of the preceding year signed by the Treasurer, must be sent to all members not later than four (4) weeks prior to the date of the meeting. At the same time, the notice shall be advertised in at least two (2) local Chinese newspapers and one (1) English newspaper.
- (c) The business of the Annual General Meeting shall include the following :
  - (i) To receive the General Council's report on the operating activities of the Association during the preceding year.
  - (ii) To receive the Treasurer's report on the financial statement of the Association for the preceding year.
  - (iii) To discuss proposals motioned by members.
  - (iv) To elect members to the General Council (each election year).
  - (v) To appoint an External Auditor (each election year).
  - (vi) To elect a Speaker and a Deputy Speaker (each election year).
- (d) The quorum for the Annual General Meeting shall be at least one-half ( $\frac{1}{2}$ ) of total members, or twice the number of the General Council members (whichever is the lesser).
- (e) In the absence of a quorum at the time fixed for the commencement of the meeting, the meeting shall be postponed to one (1) hour later, after that the members present shall proceed to business provided that such meeting shall not amend or alter the Constitution or make any decisions affecting the whole membership.



### **7.3 Extraordinary General Meeting**

- (a) An Extraordinary General Meeting of the Association shall be convened whenever the General Council deems it desirable.
- (b) An Extraordinary General Meeting of the Association shall be convened on the joint requisition in writing of not less than ninety (90) members, stating the objectives of calling the meeting and proposed resolution.
- (c) Upon receipt of the written requisition for holding an Extraordinary General Meeting, the Secretary General shall convene an Extraordinary General Meeting of the Association to be held within thirty (30) days from the date of receipt of the requisition and the Secretary General and the President shall jointly sign the notice together with the agenda to be sent out to all members, at least fourteen (14) days prior to the date of the meeting and at the same time, such notice shall be advertised in two (2) local Chinese newspapers and one (1) local English newspaper.
- (d) The quorum for the Extraordinary General Meeting shall be the same as Clause 7.2(d).
- (e) If the Extraordinary General Meeting is requisitioned by members, in addition to the requirement under Clause 7.2(d), there shall be of two-thirds ( $\frac{2}{3}$ ) of the requisitioners to attend the meeting.
- (f) In the absence of a quorum at the time fixed for the commencement of the meeting, the meeting shall be postponed for half an hour. Should there be no quorum after the postponement, the meeting shall be treated as cancelled.
- (g) In the case of an Extraordinary General Meeting which has been cancelled pursuant to the preceding paragraph, any requisition for another Extraordinary General Meeting for the same agenda shall only be made after a lapse of six (6) months from the date of the cancellation.



## **7.4 The Speaker**

- (a) The Annual General Meeting shall appoint a Speaker and a Deputy speaker nominated by the members.
- (b) The Speaker shall preside at the Annual General Meeting, Extraordinary General Meeting and General Council Meeting for successful candidates to be elected to positions in the General Council mentioned in Clause 8.1(c).
- (c) During the absence of the Speaker, the Deputy Speaker shall act on his behalf. If both the Speaker and the Deputy Speaker are absent, the members shall elect a temporary Speaker to preside at the meeting.
- (d) The Speaker and Deputy Speaker shall hold office for a term of three (3) years and can be reelected for a new term.

## **CLAUSE 8 COMMITTEES**

### **8.1 General Council**

- (a) The General Council shall be the supreme governing body of the Association after adjournment or conclusion of every general meeting of the Association.
- (b) The General Council shall consist of forty-five (45) members, of whom forty-two (42) shall be the same as elected at an Annual General Meeting to serve for a term of three (3) years, while the other three (3) shall be appointed by the President. Their term of service and power shall be same as the elected General Council members.



- (c) The elected General Council members shall meet within two (2) weeks after the election to elect among themselves the following posts:
- (i) President;
  - (ii) Deputy President;
  - (iii) Vice Presidents (7 positions);
  - (iv) Secretary General;
  - (v) Assistant Secretary General;
  - (vi) Treasurer;
  - (vii) Assistant Treasurer;
  - (viii) Education Officer;
  - (ix) Assistant Education Officer;
  - (x) Welfare Officer;
  - (xi) Assistant Welfare Officer;
  - (xii) Public Relations Officer;
  - (xiii) Assistant Public Relations Officer;
  - (xiv) Youth Section Head;
  - (xv) Youth Section Assistant Head;
  - (xvi) Women Section Head; and
  - (xvii) Women Section Assistant Head.
- The office-bearers of the Association must be Malaysian citizens. The post shall be vacant automatically if the office bearer fails to attend three (3) General Council meetings consecutively unless written notice for taking leave is served.
- (d) The President, Secretary General, and Treasurer shall not hold the same offices for more than two (2) consecutive terms or six (6) consecutive years (whichever comes first).
- (e) The General Council may appoint members to fill up vacancies created by resignation or death of the office bearers concerned.
- (f) The General Council shall have power to appoint sub-committees for the furtherance of the objects of the Association.

- (g) The General Council shall have the power to appoint a Liaison Committee in selected locations in Selangor and Federal Territory of Kuala Lumpur to help in promoting the affairs of the Association and to look after the welfare of the members in the said locations.
- (h) The General Council shall meet at least four (4) times in each calendar year.
- (i) All rules and activities of the Youth and Women Sections and other sub-committees require the approvals of the General Council.
- (j) Paid-employee or any person receiving fixed allowance from the Association is not eligible to hold office in the General Council.
- (k) The General Council shall have power to appoint Honorary President(s).
- (l) The quorum for the General Council Meeting shall be at least one half ( $\frac{1}{2}$ ) of their members.

## **8.2 Executive Committee**

- (a) The Executive Committee shall consist of the following office-bearers, the President, Deputy President, Vice Presidents (7 positions), Secretary General and Assistant Secretary General, Treasurer and Assistant Treasurer, Education Officer, Welfare Officer, Public Relations Officer, Youth Section Head, Women Section Head, as well as heads of all permanent sub-committees appointed in accordance with Clause 8.1(f).
- (b) The Executive Committee shall manage the daily affairs of the Association or discharge all duties delegated by the General Council.
- (c) An Executive Committee Member shall not hold more than one position in the Executive Committee, at any one time.
- (d) The quorum for the Executive Committee Meeting shall be at least one-half ( $\frac{1}{2}$ ) of their members.



### **8.3 Disciplinary Committee**

- (a) The Disciplinary Committee shall consist of seven (7) non-General Council members appointed by the General Council. The Disciplinary Committee members shall not be the Legal Advisors appointed by the General Council Member at the same time.
- (b) Upon receipt of an Investigation Order by the Executive Committee, the Disciplinary Committee shall convene a meeting or meetings for the purpose of conducting an inquiry on the complaint. Within sixty (60) days from the date of receipt of the Order, the outcome of the inquiry together with a proposal in writing shall be submitted by the Disciplinary Committee to the Executive Committee for a verdict.
- (c) Upon conclusion of the inquiry, the Disciplinary Committee shall propose to the General Council to take action against any offending members, including issuing of written warnings, to suspend and / or to expel such offending members from the Association based on any of the following grounds:
  - (i) Damaging the good image, reputation or goodwill of the Association and/or acting against the interest of the Association.
  - (ii) Violation of any of the Constitution of the Association.
  - (iii) Violation of any of the resolutions made in General Meetings.
- (d) Members having complaints brought against them, and who are not satisfied with the findings submitted by the Disciplinary Committee or disciplinary decisions subsequently taken by the Executive Committee against



them, may write to the General Council within thirty (30) days, to appeal against the said proposals or disciplinary decisions, thereof. Failure to do so by the members concerned shall be deemed to have waived their rights to appeal against the decisions.

- (e) Upon receipt of a written appeal from the member concerned, the General Council shall arrange for a meeting to hear the said member's appeal.
- (f) Thereafter, upon meeting and hearing the member's case and appeal, the consideration and decision of the General Council shall be final and binding.
- (g) The quorum for a Disciplinary Committee Meeting shall have a minimum four (4) members of the Disciplinary Committee.

#### **8.4 Election Committee**

- (a) The General Council shall appoint five (5) members to form the Election Committee to attend to all affairs related to election. The Election Committee members shall not be the candidates in the Election.
- (b) During the election year, the Secretary General must send notice of election together with the notice of Annual General Meeting to all members at least four (4) weeks prior to the date of the Annual General Meeting. Nomination forms are available at the Association's registered address.  
Each nomination must be proposed by one member and seconded by another member. The candidate must sign the nomination form to signify his or her consent for being nominated.
- (c) Duly completed Nomination Forms must be returned to the Association not later than fourteen (14) days before the date of the Annual General Meeting.



- (d) Date(s) and duration of election shall be decided by the General Council.
- (e) Voting shall be in person, and members must produce their identity cards to obtain ballot papers for voting on the spot.
- (f) The first forty-two (42) candidates, who obtained the highest number of votes, shall become General Council Members for a term of three (3) years.
- (g) The Election Committee has the authority to disqualify election candidates based on the ground of violation of any of the election rules and guidelines, and the decision of the Election Committee shall be final.

### **8.5 Lack of Quorum**

Except for the Extraordinary General Meeting, in the conduct of any other meetings, and in the absence of a quorum at the time fixed for the commencement of the meeting, the meeting shall be postponed to one (1) hour later, then the members present shall proceed to business provided that if such a meeting is proceeded without a quorum, it shall not amend or alter any rules or make decisions affecting the whole membership.

## **CLAUSE 9 DUTIES OF OFFICE BEARERS**

### **9.1 President**

- (a) To be responsible for the management of all the affairs of the Association.
- (b) To convene and chair all meetings except Annual General Meetings, Extraordinary General Meetings and the General Council Meetings for election of office-bearers.
- (c) To represent the Association on external affairs.



## **9.2 Deputy President**

The Deputy President shall act on the behalf of the President in his or her absence.

## **9.3 Vice President**

In the absence of the President and Deputy President, the Vice President with the highest number of votes obtained, shall act on his or her behalf.

## **9.4 Secretary General**

- (a) To manage all daily affairs of the Association.
- (b) To execute resolutions passed by the General Meetings and General Council Meetings.
- (c) To sign correspondence and keep custody of all documents, seal and etc.
- (d) To keep custody of the Register of Members.
- (e) To make annual returns to the Registrar of Societies.
- (f) To verify all payment vouchers and bills.

## **9.5 Assistant Secretary General**

In the absence of the Secretary General, the Assistant Secretary General shall act on his or her behalf.

## **9.6 Treasurer**

- (a) To take charge of all receipts and payments of the Association.
- (b) To keep proper books of accounts.
- (c) To sign cheques of the Association.



**9.7 Assistant Treasurer**

In the absence of the Treasurer, the Assistant Treasurer shall act on his or her behalf.

**9.8 Education Officer**

- (a) To attend all educational and cultural matters on behalf of the Association.
- (b) To attend all external cultural meetings, related to Association matters.

**9.9 Assistant Education Officer**

In the absence of the Education Officer, the Assistant Education Officer shall act on his or her behalf.

**9.10 Welfare Officer**

- (a) To attend to all welfare matters on behalf of the Association.
- (b) To attend to all welfare meetings, related to the Association matters.

**9.11 Assistant Welfare Officer**

In the absence of the Welfare Officer, the Assistant Welfare Officer shall act on his or her behalf.

**9.12 Public Relations Officer**

- (a) To attend to all public relation matters of the Association.
- (b) To attend to all external public relation affairs relating to the Association.



**9.13 Assistant Public Relations Officer**

In the absence of the Public Relations Officer, the Assistant Public Relations Officer shall act on his or her behalf.

**9.14 Youth Section Head**

- (a) To attend to all activities of the Youth Section.
- (b) To attend all meetings of youth community related to Association matters.

**9.15 Youth Section Assistant Head**

In the absence of the Youth Section Head, the Youth Section Assistant Head shall act on his or her behalf.

**9.16 Women Section Head**

- (a) To attend to all activities of the Women's Section.
- (b) To attend all meetings of woman community related to Association matters.

**9.17 Women Section Assistant Head**

In the absence of the Women Section Head, the Women Section Assistant Head shall act on her behalf.

**9.18 Other General Council Members**

Other General Council Members shall assist the other office-bearers in carrying out their duties whenever directed by the General Council.



## **CLAUSE 10 FINANCIAL PROVISIONS**

### **10.1 Financial Matters**

- (a) All monies, whether in cash, cheques or other promissory notes, received by the Association shall be deposited in a bank account approved by the General Council in the name of the Association.
- (b) All payments and receipts of the Association shall be signed by the Treasurer.
- (c) The Treasurer shall prepare and submit the final accounts for the preceding year together with all bills, receipts and other documents to the External Auditor for auditing, and the audited accounts shall be approved by the General Council before being tabled at the Annual General Meeting for discussion and adoption.
- (d) All cheques and other banking documents shall be signed by the Treasurer or Assistant Treasurer as a joint signatory with two (2) other signatories, each from Group (i) and Group (ii) respectively as stated below:
  - Group (i) : President or Deputy President
  - Group (ii) : Secretary General or Assistant Secretary General
- (e) The financial year shall start on the 1st day of January and end on the 31st day of December of each calendar year.
- (f) The Treasurer shall keep cash in hand of not more than RM3,000 (Ringgit: Three Thousand Only).

### **10.2 Expenditures**

- (a) The President shall have the authority to authorize expenditure up to RM10,000.00 at any one time.



- (b) The Secretary General shall have the authority to authorize expenditure up to RM5,000.00 at any one time.
- (c) The Executive Committee shall have the power to approve expenditure up to RM20,000.00 at any one time.
- (d) The General Council shall have the power to approve expenditure up to RM250,000.00 at any one time.
- (e) For any amount of expenditure exceeding RM250,000.00, approval is needed from an Annual General Meeting or Extraordinary General Meeting.

## **CLAUSE 11 AUDITOR**

- 11.1 An approved External Auditor shall be appointed at the Annual General Meeting to audit the accounts of the Association.
- 11.2 The External Auditor shall hold office for a term of three (3) years and can be re-appointed for a new term.
- 11.3 The External Auditor shall report and make recommendation to the Annual General Meeting pertaining to the audited accounts for the preceding year.

## **CLAUSE 12 PROPERTIES**

- 12.1 The properties of the Association shall be registered under the name of the Association in accordance with Section 9 (b) of the Societies Act 1966. The current President, the Secretary General and the Treasurer shall be the authorized signatories.
- 12.2 No Sale, Charge and Conversion of the Association's properties shall be made unless resolved by Annual General Meeting or Extraordinary General Meeting, with three-quarters ( $\frac{3}{4}$ ) majority from the members present in the meeting.



## **CLAUSE 13 INTERPRETATION**

- 13.1 Between annual general meetings, the General Council shall interpret the Constitution of the Association and, when necessary, determine any point on which the Constitution is silent.
- 13.2 Where there are contrary to, or inconsistent with, the Constitution previously adopted at the Annual General Meeting, the decisions of the General Council shall be final until new resolutions are adopted at the next General Meeting.
- 13.3 During the course of a General Meeting, the Speaker shall interpret the Constitution of the Association and, when necessary, determine any point on which the Constitution is silent.
- 13.4 The English version shall always prevail in case of any discrepancy between the English version and the Chinese version of the Constitution.

## **CLAUSE 14 ADVISOR**

The General Council shall have power to appoint Honorary Advisor(s).

## **CLAUSE 15 PROHIBITIONS**

- 15.1 The members of the Association shall not gamble or commit any unlawful acts at the premises of Association.
- 15.2 No university or college student shall be admitted as member of the Association without the prior written approval of the Vice Chancellor of the university or the Principal of college concerned.
- 15.3 Members of the General Council including members of Youth Section, Women Section and sub-committees under Clause 8.1(f) are prohibited from making any tender for any project of the Association regardless of its scale; should their next of kin (family members such as children and/or spouse) intend to tender the said project, they shall make a prior declaration of interests and refrain from any such decision making.



## **CLAUSE 16 AMENDMENT OF CONSTITUTION**

- 16.1 The rules of the Association may not be altered or amended except by resolution of a General Meeting.
- 16.2 Fourteen (14) days' notice of the proposed amendments or alteration shall have been given to the members before the date of the meeting.
- 16.3 Amended Constitution of the Association shall be lodged with the Registrar of Societies within sixty days from the date of the amendment.
- 16.4 Amendments shall take effect from the date of the approval by the Registrar of Societies.

## **CLAUSE 17 DISSOLUTION**

- 17.1 The Association may be voluntarily dissolved if not less than three-fifths ( $\frac{3}{5}$ ) of the total members of the Association present at a General Meeting and a resolution of more than three quarters ( $\frac{3}{4}$ ) of the total number of the attending members is passed at such meeting for dissolving the Association.
- 17.2 In the event of the Association being dissolved as provided in Clause 17.1 above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed off in such manner as may be decided upon by a general meeting.
- 17.3 The resolution of dissolution shall be lodged with the Registrar of Societies within fourteen (14) days of passing the resolution.



## CLAUSE 18 LOGO

18.1 The logo for the Selangor and Federal Territory Hainan Association is made up of a Prussian blue circle, which encloses a snow-white mountain formation consisting of five peaks cutting across a Wathet blue background and a Prussian blue mountain formation in triangular shape. Also found in the logo is the name of the Association in Mandarin and Bahasa Malaysia.

### 18.2 Decipherment of Logo

- (a) The outlining circle symbolizes the close unity among Malaysian Chinese of Hainanese descent.
- (b) The five-peak formation represents Wuzhishan, a landmark that symbolizes Hainan Island and home to the ancestral origin of overseas Hainanese people. The five peaks stand for the five major benchmarks of the Association as follows:
  - (i) Bringing healthy cultures into greater scope of development.
  - (ii) Creating wellness for the generation to come.
  - (iii) Upholding spirit of perseverance and self-reliance.
  - (iv) Upgrading the total quality of the Association's service in all aspects.
  - (v) Striving to be a credible, reputable, well-managed and systematic organization.
- (c) The soft, light Wathet Blue colour symbolizes peace and harmony.
- (d) The hard, dark Prussian Blue colour symbolizes the driving force for dynamic growth and constant perfection.

