

雪兰莪暨吉隆坡福建会馆

SELANGOR AND KUALA LUMPUR HOKKIEN ASSOCIATION

(Registration No.PPM-008-14-20061951)

(Society registered under the Societies Act, 1966)

章程

Rules of Selangor and Kuala Lumpur Hokkien Association

Chapter I - NAME

第一章：名称

RULE 1 第一条：

The name of the Association shall be "SELANGOR AND KUALA LUMPUR HOKKIEN ASSOCIATION".
(hereinafter referred to as "the Association").

本会馆定名为“雪兰莪暨吉隆坡福建会馆”。

Chapter II - PLACE OF BUSINESS

第二章：地址

RULE 2 第二条：

The registered place of business of the Association is at No. 41-C , Jalan Hang Lekiu, 50100 Kuala Lumpur, Malaysia. The said registered place of business of the Association shall not be changed without prior approval of the Registrar of Societies.

本会会址设在吉隆坡汉利乔街门牌四十一号四楼。此注册地址除非获得社团注册官之批准，否则不得更改。

Chapter III - OBJECTS

第三章：宗旨

RULE 3 第三条：

The objects of the Association are as follows:

本会宗旨如下：

- 3.1 To promote friendly relations, to perform any act that is conducive to the benefit of our fellow countrymen.
联络同乡感情，增进同乡福利。
- 3.2 To manage the cemetery and the columbarium and the Wei Zhen Gong Temple of the Association.
管理义山与骨灰阁，及威镇宫观音寺。
- 3.3 To cultivate a spirit of mutual assistance, carry out social and welfare work and to promote cultural and educational undertakings.
发挥互助精神，推动社会福利工作，促进文化教育事业。
- 3.4 To join and take part in the Federation of Hokkien Associations of Malaysia and also to join any other organizations sponsored by registered societies if appropriate.
可参加马来西亚福建社团联合会暨其他注册社团之组织。
- 3.5 To be a corporate member of Selangor and Kuala Lumpur Hokkien Association, a company

limited by guarantee (CLBG) registered under the Companies Act (hereinafter referred to as "the Company").

成为公司法令注册下之“雪兰莪暨吉隆坡福建会馆”非营利有限公司的团体会员。

- 3.6 To receive donations, aids, subsidies from the Selangor And Kuala Lumpur Hokkien Association registered under the Companies Act 2016 as a non-profit making corporation to meet all necessary expenses for the running and operation of the Association.
接受在二〇一六年公司法令下注册之雪兰莪暨吉隆坡福建会馆非营利有限公司的献捐，资助及津贴，做为本会馆所需的一切经常开销。
- 3.7 To promote goodwill and unity among the various races in the country.
促进各民族亲善与团结。
- 3.8 To discuss and deal with matters of importance and interest to the members.
商讨与处理对会员有关重大的问题。
- 3.9 To express opinions on government policies and measures affecting the members and the society.
关注与提出对会员及社会具有广泛影响的政策或措施的意见。

Chapter IV - MEMBERSHIP

第四章： 会员

RULE 4 第四条：

All members of the Hokkien community of Selangor and Federal Territory of Kuala Lumpur aged 18 and above, of good character and willing to abide by the Rules of the Association are eligible to apply as members of the Association.

凡我会属福建同乡居住在吉隆坡直辖区或雪兰莪州，年龄在十八岁或以上，品行端正，愿遵守本会馆章程，可申请加入本会为会员。

RULE 5 第五条：

At the time of application, the applicant must be recommended by two members of the Association and must complete an Application Form. Upon the approval of the committee of the Association and payment of the membership fee of RM50.00, the applicant shall become a member. The Committee shall have the right to reject any application without assigning any reason.

欲申请成为本会会员，须填具入会申请书，由本会会员二人推荐，经本会董事会通过，并缴纳入会金伍拾元后，方为正式会员。董事会有权拒绝任何会员入会申请书，不必说明理由。

RULE 6 第六条：

- 6.1 Subject to Rule 12.5 hereof, members of the Association shall have the right to participate in all the activities of the Association, the right to express and to vote to elect and be elected at the Members' General Meeting.
本会会员有权参与本会的一切活动，在会员大会发言与拥有表决权，以及选举与被选权，但要符合第十二条(5)。
- 6.2 All members shall abide by any rules and regulations of the Association, and any resolutions passed in its meetings.
会员有需遵守章程及一切规则，服从所有会议议决案之义务。
- 6.3 If necessary, the Association may appeal to the members and the general public for special donations. Members shall respond positively to such appeal.

- 在需要时，本会可向会员及公众人士征求特别捐，会员应尽其义务响应之。
- 6.4 The Committee shall have the right to terminate the membership of any member whom by words or conducts, violates the Rules of the Association or Resolutions of the Members' General Meeting or meetings of the Committee, or bring the Association into disrepute.
凡会员在言论上或行动上违反本会章程，会员大会或董事会议决案或破坏本会声誉者，董事会有权取消其会员资格。
- 6.5 The membership of a member shall automatically cease upon his/her death or after he/she could not be located for a consecutive period of seven (7) years.
凡本会会员逝世或失联连续七年，其会员资格将自动丧失。

Chapter V - ORGANISATION

第五章： 组织

RULE 7 第七条：

- 7.1 The General Meeting of the members shall be the highest decision making and executive body of the Association.
会员大会为本会最高的决策与执行机关。
- 7.2 During the adjournment of the Members' General Meeting, the Committee shall act as the highest decision-making and executive body.
会员大会在休会期间，董事会为最高决策与执行机构。
- 7.3 The Committee shall comprise of no more than 45 members, of which at most 43 shall be elected at the Members' General Meeting in every three years. The respective heads of the Youth Section and Women Section shall be appointed as the remaining two Committee Members.
董事会由不超过 45 名董事组成，其中至多 43 名由会员大会每三年一次选出，另 2 名董事由青年团团团长及妇女组主任担任。
- 7.4 Any vacancy in the Committee may be filled by the Committee and the new Committee Member so appointed shall hold office until the end of the existing term.
如有董事空缺，由董事会填补至任满当届为止。
- 7.5 The office-bearers of the Committee shall be as follows:
董事会职位如下：
- (a) One (1) President;
会长一名。
 - (b) One (1) Deputy President;
署理会长一名。
 - (c) Five (5) Vice-Presidents;
副会长五名。
 - (d) One (1) Secretary General and One (1) Asst. Secretary General;
正、副总务各一名。
 - (e) One (1) Treasurer and One (1) Asst. Treasurer;
正、副财政各一名。
 - (f) One (1) Educational & Cultural Officer and One (1) Asst. Educational & Cultural Officer;
正、副文教主任各一名。
 - (g) One (1) Social & Economic Officer and One (1) Asst. Social & Economic Officer;
正、副社会经济主任各一名。
 - (h) One (1) Welfare & Charity Officer and One (1) Asst. Welfare & Charity Officer;

- 正、副福利主任各一名。
- (i) One (1) Liaison Officer and One (1) Asst. Liaison Officer;
正、副联络主任各一名。
- (j) One (1) Officer of Cemetery and Columbarium Management Committee and One (1) Asst. Officer of Cemetery and Columbarium Management Committee;
正、副义山暨骨灰阁管理委员会主任各一名。
- (k) One Officer of Weizhengong Temple Management Committee and One (1) Asst. Officer of Weizhengong Temple Management Committee;
正、副威镇宫管理委员会主任各一名。
- (l) One Officer of Building Development and Maintenance Committee and One (1) Asst. Officer of Building Development and Maintenance Committee;
正、副建筑发展暨维修委员会主任各一名。
- (m) One (1) Auditor and One (1) Asst. Auditor;
正、副稽查主任各一名。
- (n) One (1) Head of Youth Section;
青年团团团长一名。
- (o) One (1) Head of Women Section; and
妇女组主任一名。
- (p) The remaining shall be Ordinary Committee Members.
其余为董事。
- 7.6 The office-bearers stated in (a) to (m) above shall be elected from among the Committee Members.
上述第 5 项中(a)至(m)之董事职位由董事复选选出。
- 7.7 The Head of the Youth Section shall be elected at the General Meeting of the Youth Section.
青年团团团长由青年团团员大会选出。
- 7.8 The Head of the Women Section shall be elected at the General Meeting of the Women Section.
妇女组主任由妇女组组员大会选出。
- 7.9 All members of the Committee and every officer performing executive functions in the Association shall be Malaysian citizens who must not be disqualified under the provisions of the Societies Act 1966 or any applicable laws.
所有董事及有担任职位者必须是在 1966 年社团法令或任何法令下不曾被取消资格之马来西亚公民。
- 7.10 The Committee Members specified in Rule 7.5 (a) to (e) and the Officers or Heads of 7.5 (f) to (o) shall form the Executive Committee.
行政委员会将由本章程第五章第七条 7.5 (a) 至 (e) 所注明的董事会成员及 7.5 (f) 至 (o) 所注明的主任或团长组成。
- 7.11 The Committee shall in its first committee meeting of the new term set up a Properties and Assets Management and Development Committee; the President and the Deputy President shall be the respective Head and the Asst. Head of the said committee.
新届董事会必须于第一次董事会议上成立以会长及署理会长为正副主任之产业管理与建设委员会。
- 7.12 The Committee shall in its first committee meeting of the new term set up a “Shuang-Fu” Literary Publishing Fund Committee; and appoint its Head, Asst. Head, and the Head of the judging panel.
新届董事会必须于第一次董事会议上成立“双福文学出版基金委员会”及委任

其正副主任和评审主任。

RULE 8 第八条:

- 8.1 The Youth Section shall comprise members who are not above 45 years old. The Section shall carry out activities to promote and further the objects of the Association.
本会青年团是由本会不超过 45 岁会员组成，其活动在於推动本会的宗旨及目标。
- 8.2 The Women Section shall comprise women members of the Association. The Section shall carry out activities to promote and further the objects of the Association.
本会妇女组是由本会之妇女会员组成，其活动在於推动本会的宗旨及目标。
- 8.3 The by-laws of the Youth Section and the Women Section shall be approved by the Committee.
青年团及妇女组的组织细则，需经董事会批准。

Chapter VI - General Meeting of the Members

第六章： 会员大会

RULE 9 第九条:

- 9.1 The Members' General Meeting shall be held once a year latest by the end of August to conduct the following businesses:
本会会员大会每年举行一次，必须最迟在八月底召开，处理下列事项：
- (A) To adopt the audited annual accounts and the annual report of the Committee.
接纳会务报告与经审核之常年财政报告。
- (B) To elect Committee Members (once in every three years).
选举董事(每三年一次)。
- (C) To appoint an external qualified auditor (once in every three years).
委任外部合格稽查师一名(每三年一次)。
- (D) Other matters and motions which shall be submitted in writing to the Association's Secretariat ten (10) days before the date of the Members' General Meeting for the scrutiny of the subcommittee appointed by the Committee.
其他事项及任何提案必须在大会召开前十天以书面交到秘书处，经董事会委任之提案小组审核准后提交会员大会。
- 9.2 Notice of the Members' General Meeting, and/or the annual report together with the audited annual accounts of the previous financial year shall be given to all members at least 14 days before the date of the Members' General Meeting either by post, via electronic form by transmitting to the electronics mail address or facsimile number of the members as supplied by him/her, or via social media as determined by the Association, or by publishing on an official website or any mainstream Chinese newspapers, or by any other methods of communication as determined and adopted by the Association.
常年会员大会通告，常年会务报告以及经审核之全年账目报告，必须预先十四天发给全体会员。通知书可以邮寄、电子邮件或传真、或由本会指定之社交媒介、或刊载于官方网站或主流中文报、或任何本会所采纳之通讯方式传达。
- 9.3 The quorum for a Members' General Meeting shall be twice the number of Committee Members. If a quorum is not present half an hour after the time fixed for the meeting, the Meeting shall be postponed and to be held 7 days after at the same time and same venue.
常年会员大会的法定人数为董事人数的双倍，若开会时间逾半小时仍未有足够的法定人数，大会必须展延七天，在同地点同时间举行。

- 9.4 No quorum shall be required for the postponed meeting, however the postponed meeting shall not amend any Rules of the Association, or make any decisions which will affect the welfare of the Association and the members.

展期举行的会员大会，不需要有法定人数，但大会不能修改章程或影响本会及全体会员利益的决定。

RULE 10 第十条：

- 10.1 The President or the Committee may convene an Extraordinary General Meeting as and when he/she or it deems necessary. The notice of meeting shall be sent to the members 14 days prior to the Extraordinary General Meeting. The quorum for an Extraordinary General Meeting shall be twice the number of the Committee Members.

会长或董事会认为必要时，可召集特别会员大会，惟需至少十四天前发出通告，法定人数为董事人数的双倍。

- 10.2 If it is jointly requisitioned by 300 members to hold an Extraordinary General Meeting, the President or the Committee shall convene the meeting to be held as soon as practicable but in any case not later than two months after the date of receipt of the requisition and the notice of Extraordinary General Meeting shall be sent to all members 14 days before the meeting. At least 270 of the aforesaid members who have requisitioned for the Extraordinary General Meeting shall present at the meeting for it to be valid. If the President or the Committee does not after two months from the date of receipt of the requisition proceed duly to convene an Extraordinary General Meeting, the requisitionists shall have the right to duly convene an Extraordinary General Meeting themselves within 30 days thereafter.

会长或董事会在接获由至少 300 名会员联合请求召开特别会员大会的函件及提案后，必须尽快但不能超过两个月召开之，开会通告必须预先十四天发出。特别会员大会需由该联名会员中之至少 270 名出席方为有效。在两个月期满后，若会长或董事会没有召开有关特别大会，有关联名会员有权自行在三十天内依程序召开之。

RULE 11 第 11 条：

- 11.1 Resolutions at the Members' General Meeting or the Extraordinary General Meeting shall be passed by a simple majority provided that resolutions pertaining to the assets or the Rules of the Association shall be passed in accordance with Rule 18, 19 and 20 herein.

会员大会及特别会员大会的提案只需多数出席会员赞成通过即告有效，惟有关影响本会产业或章程的提案分别将依本章程第 18 条、19 条及 20 条规定。

- 11.2 Any resolution pertaining to the disposal, transfer and charge mortgage of property or investment shall be passed by three quarters of the members present at the Members' General Meeting or Extraordinary General Meeting.

任何有关变卖、转让、抵押产业或投资的提案，必须交会员大会或特别会员大会出席人数四分之三的会员赞成，方为有效。

Chapter VII - ELECTION

第七章：选举

RULE 12 第十二条：

- 12.1 The Committee of the Association shall be elected once in every three years at the Members' General Meeting.

本会董事会每三年改选一次；选举在召开会员大会同时进行。

- 12.2 The Committee shall set up an Election Sub-Committee consisting at least 5 members to prepare and take charge of matters pertaining to the election of the incoming Committee.
改选前由董事会设立一个至少 5 位董事组成之选举委员会以筹备及处理改选工作。
- 12.3 At the Election, members shall be present in person to vote. The Election Sub-Committee shall formulate rules for the election subject to the prior approval of the Committee.
选举时，会员必须亲自填写选票及投票。一切细则由选举委员会制定惟须先提呈董事会通过。
- 12.4 Each candidate for the election shall be proposed and seconded respectively by a member of the Association. The nomination form of the candidate shall be signed by the proposer and the seconder.
选举以提名的方式进行，提名表格须有 1 名会员提议及 1 名会员附议签名，方为有效。
- 12.5 Members who are admitted into the Association for less than a year shall have no right to elect or be elected.
入会未满一年的会员无选举权及被选权。

Chapter VIII - COMMITTEE

第八章： 董事会

RULE 13 第十三条：

- 13.1 The Committee shall meet within 14 days after its election and shall elect the office-bearers amongst its members in accordance with Chapter V Rule 7.5 herein.
董事会必须在选举后十四天内召开会议按本章程第五章第七条第五项举行复选。
- 13.2 The term of office of Committee Members shall be three years and the Committee Members shall be eligible for re-election provided that the President shall not serve for more than two consecutive terms.
董事任期为三年，连选得连任，惟会长一职不得连任超过两届。
- 13.3 The handing over of powers and duties by the outgoing Committee to the incoming Committee shall be carried out within one month from the election of the new office-bearers.
新旧董事必须在复选后一个月内办理移交手续。
- 13.4 The Committee shall be empowered to appoint Honorary Presidents, Advisors, and Executive Advisors to the Association; their term shall coincide with the term of the Committee.
董事会有权敦请名誉会长、顾问及会务顾问；而任期与董事会相同。
- 13.4.1. Honorary Presidents must be past presidents of the Association and they are eligible to be appointed and serve as Executive Advisors.
名誉会长必须曾任本会会长；并可被选为及担任本会会务顾问。
- 13.4.2. Advisors of the Association must be of Hokkien descent, and of stature, and have made significant contribution to the Association or the Hokkien community and the society in general.
本会顾问必须属福建同乡，德高望重，对本会或福建社群及社会贡献良多。
- 13.4.3. Executive Advisors of the Association must be appointed from the current Honorary Presidents. They must be invited to committee meetings, but they do not possess voting right. There shall only be a maximum of two Executive Advisors in each term

of the Committee.

本会会务顾问是从在任的名誉会长中选出，每届最多可敦请两位。会务顾问须受邀出席董事会会议，惟其无表决权。

- 13.5 The Committee shall formulate rules and regulations for the management of the following committees:

董事会须为以下各委员会制订管理规则：

- (a) Cemetery and Columbarium Management Committee;
义山暨骨灰阁管理委员会；
- (b) Wei Zhen Gong Temple Management Committee.
威镇宫管理委员会。

- 13.6 During the adjournment of the Committee Meeting, the Executive Committee shall carry out the Association's daily activities and to execute resolutions of the Committee.

董事会在休会期间，行政委员会将执行会馆的例常活动及董事会之决策。

RULE 14 第十四条：

- 14.1 The Committee shall meet at least three times a year. The President may convene an Emergency Committee Meeting as and when he deems fit.

董事会每年至少召开三次会议，必要时会长有权召开紧急董事会议。

- 14.2 The notice of the Committee Meeting shall be sent to all Committee Members 7 days before the meeting. The quorum for a Committee Meeting shall be 23 members.

召开董事会会议通告，必须在七天前发出，会议法定人数为廿三人。

- 14.3 A Special Committee Meeting shall be convened if jointly requisitioned by 23 Committee Members by stating the grounds for such a meeting. All the aforesaid members who have requisitioned the meeting shall attend the meeting for it to be valid.

如有 23 名董事联名具函要求，并列明事由，得召开特别董事会议。惟联名者必须全体出席会议，方为有效。

- 14.4 Any committee member who fails to attend three consecutive committee meetings without good reasons shall deem to have resigned voluntarily.

任何董事连续三次无故缺席董事会议，当自动辞职论。

RULE 15 第十五条：

- 15.1 The employees of the Association shall not be Committee Members.

本会受薪职员，不得担任本会董事。

Chapter IX - DUTIES AND POWERS

第九章： 职权

RULE 16 第十六条：

- 16.1 The President 会长：

The duties and powers of the President shall be as follows: -

会长的职务和职权如下：

- 16.1.1 To oversee and supervise the affairs of the Association and to represent the Association in all external matters.

领导会务，对外代表本会。

- 16.1.2 To preside over Members' General Meetings and the Committee Meetings.

为会员大会，董事会当然主席。

- 16.1.3 To sign all documents of the Committee.
负责签署一切董事文件。
- 16.1.4 To sign cheques together with the Treasurer.
签署支票。
- 16.1.5 To approve extraordinary expenditure not exceeding RM2,000.00 at any one time. Expenditure of more than RM2,000.00 as at any one time shall obtain the approval of the Committee.
有权批准不超过二千元的特别开销。超过二千元的开销须获得董事会通过。
- 16.2 The Deputy President 署理会长：
The duties and powers of the Deputy President shall be as follows: -
署理会长的职务和职权如下：
- 16.2.1 To assist the President in conducting the affairs of the Association.
协助会长领导会务。
- 16.2.2 To perform the tasks assigned by the President.
执行会长委托的任务。
- 16.2.3 To assume the duties of the President during his/her absence.
在会长缺席或告假时，署理会长代行其职务。
- 16.3 The Vice-President 副会长：
The duties and powers of the Vice President shall be as follows:-
副会长的职务和职权如下：
- 16.3.1 To assist the President in conducting the affairs of the Association.
协助会长领导会务。
- 16.3.2 To perform the tasks assigned by the President.
执行会长委托的任务。
- 16.3.3 To assume the duties of the President and the Deputy President during their absence.
在会长与署理会长缺席或告假时，代行其职务。
- 16.4 The Secretary General 总务：
The duties and powers of the Secretary General shall be as follows: -
总务的职务和职权如下：
- 16.4.1 To implement the resolutions and decisions of the Committee.
执行董事会议决案。
- 16.4.2 To oversee and supervise the operations of the secretariat of the Association.
督促秘书处职员工作。
- 16.4.3 To employ or dismiss employees with the authority of the Committee.
在董事会授权下，征聘及解雇受薪职员。
- 16.4.4 To keep all records, documents and the register of members.
保管本会文件及会员名册。
- 16.4.5 To submit plans and annual report to the Members' General Meeting and the Committee.
负责向常年会员大会与董事会提呈会务报告与计划。
- 16.4.6 To scrutinize and approve payment vouchers.
审查及批准支银单。
- 16.4.7 To execute administrative documents on behalf of the Association.
有权代表本会签署有关行政方面的文件。
- 16.4.8 To approve extraordinary expenditure not exceeding RM1,000.00 at any one time. 9

有权批准不超过一千元的特别开销。

16.5 The Asst. Secretary General 副总务：

The duties and powers of the Assistant Secretary General shall be as follows: -
副总务的职务和职权如下：

16.5.1 To assist the Secretary General in discharging his duties.
协助总务的工作。

16.5.2 To assume the duties of the Secretary General during his/her absence.
在总务缺席或告假期间，代行其职务。

16.6 The Treasurer 财政：

The duties and powers of the Treasurer shall be as follows: -
财政的职务和职权如下：

16.6.1 To manage the finances, deeds and accounts of the Association.
管理本会款项，契据与账目。

16.6.2 To pay salaries to the employees and other expenses approved by the Secretary General; and to jointly sign cheques with the President.
支发职员薪金及各项杂费，惟出款须总务批准，并由会长与财政联合签署支票，方为有效。

16.6.3 To submit the statements of accounts to the Committee Meetings, and the audited annual accounts to the Annual General Meeting.
负责向董事会提呈财政报告及向常年会员大会提呈经审核的年度财务报告。

16.6.4 To sign cheques together with the President.
联同会长签署支票。

16.6.5 To keep petty cash not exceeding RM500.00
保管不超过五百元的零用现款。

16.7 The Asst. Treasurer 副财政：

The duties and powers of the Assistant Treasurer shall be as follows: -
副财政的职务和职权如下：

16.7.1 To assist the Treasurer in discharging his duties.
协助财政处理其职务。

16.7.2 To assume the duties of the Treasurer during his/her absence.
在财政缺席或告假期间，代行其职务。

16.8 The Auditor 正稽查：

The Auditor shall audit the accounts of the Association and report to the Committee.
查核董事会账目，并向董事会报告。

16.9 The Asst. Auditor 副稽查：

The Asst. Auditor shall assist the Auditor in auditing the accounts.
协助查核董事会账目。

16.10 Educational & Cultural Officer 正文教主任：

The Education and Cultural Officer shall take charge of matter pertaining to education and culture.
负责办理有关文教事项。

16.11 Social & Economic Officer 正社会经济主任：

The Social & Economic Officer shall take charge of social economic matters.
处理社会，经济问题。

16.12 Welfare and Charity Officer 正福利主任：

The Welfare and Charity Officer shall take charge of matter pertaining to the community or charity and assist in promoting the welfare of the Hokkien community.

负责办理社会上公益，慈善事业及协助同乡福利事项。

16.13 Liaison Officer 正联络主任：

The Liaison Officer shall be responsible for implementing and coordinating activities undertaken by the Association.

负责推行与联络工作。

16.14 Officer of Cemetery and Columbarium Management Committee 正义山暨骨灰阁管理委员会主任：

To perform duties as formulated by the Committee pursuant to Rule 13.5(a).

执行董事会根据 13.5(a) 条款所制订的管理规则。

16.15 Officer of Weizhengong Temple Management Committee 正威镇宫管理委员会主任：

To perform duties as formulated by the Committee pursuant to Rule 13.5(b).

执行董事会根据条款 13.5(b) 所制订的管理规则。

16.16 Officer of Building Development and Maintenance Committee 正建筑发展暨维修委员会主任：

The Building Development and Maintenance Committee Officer shall be responsible for matters pertaining to maintenance and development of Association's buildings and properties.

负责办理会馆之建筑及产业维修及发展事项。

16.17 The Assistants to the above Officers shall respectively assist the Officers in discharging their duties and assuming the duties of the Officers during their absence.

各委员会及各组副主任协助各该主任办理有关各该组事务，如遇正主任缺席时，得代行其职权。

16.18 The Head of Youth Section shall be responsible for overseeing and supervising the activities of the Youth Section in compliance with its by-laws.

青年团团团长须负责领导及督促遵照青年团简章活动。

16.19 The Head of Women Section shall be responsible for overseeing and supervising the activities of the Women Section in compliance with its by-laws.

妇女组主任须负责领导及督促遵照妇女组细则活动。

RULE 17 第十七条：

No Committee Member shall enter into any agreement, contract, deeds on behalf of the Association with any person or persons or body corporate which may affect the assets of the Association or the welfare of members without the prior approval of the Committee or the Members' General meeting. 未经董事会或会员大会的批准，董事无权代表本会与任何个人或团体签订任何影响本会产业或全体会员利益的合约。

RULE 18 第十八条：

18.1 The movable and immovable assets of the Association shall be registered under the name of the Association.

本会所拥有动产及不动产业须注册在本会名下。

18.2 No assets of the Association shall be disposed off, transferred, charged, mortgaged without the approval by three-quarters of the members present at a General Meeting.

本会之产业不得变卖、转让或抵押，除非得到会员大会四分之三出席者同意。

Chapter X - AMENDMENTS TO THE RULES

第十章： 修改章程

RULE 19 第十九条：

Any amendments to the Rules of the Association shall be approved by two thirds of the Committee Members before presenting to the General Meeting for consideration. Such amendments shall be passed by two thirds of the members present at the General Meeting and approved by the Registrar of Societies. Any amendment shall be submitted to the Registrar of Societies within sixty (60) days after being passed by the General Meeting.

本会章程增删须三分之二董事接纳呈交大会考虑，而会员大会至少三分之二出席会员通过之，方为有效。并须经社团注册官批准方为有效。任何在会员大会通过之修改，必须在通过后 60 天内呈交社团注册官。

Chapter XI - DISSOLUTION

第十一章： 解散

RULE 20 第二十条：

20.1 The dissolution of the Association shall be approved by four-fifths of the members present at a General Meeting. At least 21 days' notice shall be given to all the members before the date of such Meeting.

本会之解散须获得出席大会五分之四会员同意，方能解散。会议通告至少 21 天前通知全体会员。

20.2 If a General Meeting resolves to dissolve the Association, the Association shall before dissolution, settle all debts legally incurred by it and any residual funds shall be dealt with by the General Meeting in accordance with the Societies Act.

倘会员大会决定解散本会时，本会须先清还所有合法负担之一切债务，而余款将由会员大会根据社团法令处理。

20.3 Notification of the dissolution of the Association shall be jointly signed by the President, the Secretary General and the Treasurer and submitted to the Registrar of Societies within 14 days from the date of approval of the resolution by the General Meeting.

解散通知书须由主席、总务、财政三人联名於大会通过解散十四天内呈交社团注册官。

Chapter XII – Selangor and Kuala Lumpur Hokkien Association, a company limited by guarantee (CLBG)

第十二章：“雪兰莪暨吉隆坡福建会馆”非营利有限公司

RULE 21 第二十一条：

21.1 The Association's [Reg. No. PPM-008-14-20061951] President or in his/her absence, the Secretary General shall be the official representative of the Association to exercise the decision of the General Meetings of the Association on matters pertaining to any dealings of the immovable assets of the "Selangor and Kuala Lumpur Hokkien Association" [Reg. No. 197101003341 (10705-P)], a company limited by guarantee (CLBG), hereinafter refers to as "the Company", but not limited to the acquisition or the disposal thereof. In the event the President or the Secretary General is unable to be present at any of the General Meetings of the Company, the Committee of the Association shall appoint an official proxy to the General Meetings.

雪兰莪暨吉隆坡福建会馆[注册编号 PPM-008-14-20061951]之会长，或在他缺席时，本会总务将正式代表行使本会会员大会有关任何牵涉“雪兰莪暨吉隆坡福建会馆”非营利有限公司[注册编号 197101003341 (10705-P)] (简称“非营利有限公司”)不动产业之议决，包括购买或变卖不动产业。若会长或总务不克代表出席非营利有限公司之任何会员大会，本会董事会则可委派一位董事正式代表出席非营利有限公司之会员大会。

Chapter XIII - MISCELLANEOUS

第十三章：其他

RULE 22 第二十二條：

- 22.1 All resolutions and decisions made by the Committee in accordance with the existing Rules prior to these amendments shall remain valid.
凡在本章程修改前董事会依据现有章程所作之议决皆为有效。
- 22.2 The Committee shall have the power to formulate any by-laws in order to carry out the activities of the Association.
董事会有权拟定任何其他规条，以推动本会活动。
- 22.3 The Committee shall be empowered to clarify or interpret any ambiguity of these Rules.
本章程若有含义不清之处，董事会有权厘清或作出诠释。
- 22.4 The Committee shall be empowered to deal with and to decide any matters not expressly dealt with in these Rules.
本章程未明文规定之事项，董事会有权处理及决定。
- 22.5 Any rule herein shall only be amended in the Members' General Meeting.
本章程的任何条款得由会员大会或特别会员大会提出修订通过。