

雪兰莪暨吉隆坡茶阳（大埔）回春馆 章程（2022年修订）

第一章 定名

第一条：本馆由雪兰莪州、吉隆坡及布城大埔籍人士组织而成，定名为“雪兰莪暨吉隆坡茶阳（大埔）回春馆”，简称“雪隆茶阳（大埔）回春馆”。

第二章 馆址、馆幟、馆徽

第二条：1. 本馆馆址为 No. 81-89, 3rd Floor, Jalan Pasar, 55100 Pudu, Kuala Lumpur 或由理事会决定之其他馆址。一经注册之馆址，如未经社团注册官批准，不得更改。

本馆通讯地址为 No. 113, 3rd Floor, Jalan Pasar, 55100 Pudu, Kuala Lumpur.

2. 馆帜：



馆帜的背景代表雪兰莪暨吉隆坡，馆徽在旗幟中央。

3. 馆徽：



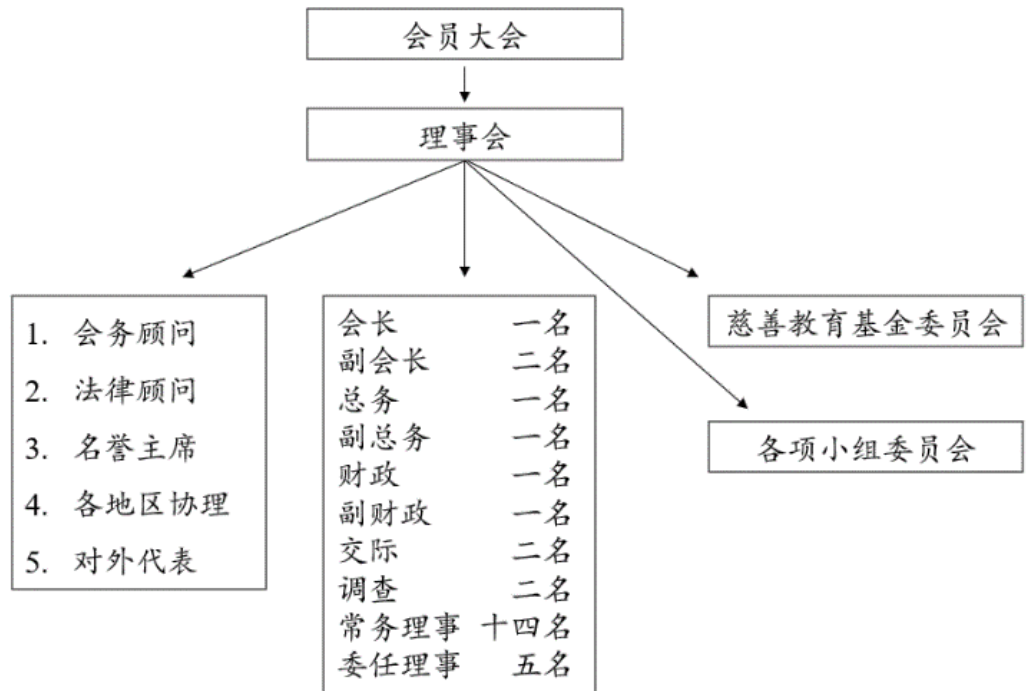
圆形的馆徽代表发扬光大。中、英文字为本馆名称，馆徽中的花朵，代表大埔籍客家人刻苦耐劳的精神。馆徽两旁的曲线，代表大埔人自强不息团结一致。

第三章 宗旨

第三条：1. 本馆以联络大埔籍人士，共谋福利、赞助慈善及文化事业为宗旨，并且与雪兰莪暨吉隆坡茶阳（大埔）会馆 (Persatuan Char Yong Selangor dan Wilayah Persekutuan)，雪兰莪暨吉隆坡茶阳（大埔）励志社 (Persatuan Char Yong Li Chee Selangor Dan Wilayah Persekutuan) 携手合作以达到上述宗旨，共同推动两馆一社之会务与关注大埔人士的商业发展。

2. 本馆为慈善机构，其宗旨为：
 - a. 施济大埔籍人士之老迈无依靠或残废、贫病死亡者。
 - b. 赞助文化教育与慈善。
 - c. 致力会员福利事务。
 - d. 为会员推动室内室外的健康文娱活动。

第四章 组织及职权
第四条 : 1. 组织系统



2. 本馆会员大会为最高权力机关。由会员大会出席会员在候选人名单中票选理事廿五名，组织理事会。新届理事会必须依本章程第十三章第二十八条复选会长一名、副会长二名、正副总务各一名、正副财政各一名、交际、调查各二名及十四名常务理事分担各项工作。

(2.1) 理事会有权委任不超过五名常任理事（无投票权）。

(2.2) 理事会有权委任外坡协理若干名，以协助当地会员与本馆之联系工作。

3. 理事会可敦请会务顾问、法律顾问及名誉主席若干名。

第五条 : 1. 本馆慈善教育基金委员会由理事会推选委员十一名。
 2. 本馆遇必要时可组织各种小组委员会，办理各项特别事宜，小组委员人选，任期及办事细则，由理事会制定。

第六条 : **职权**
 1. 会员大会为本馆最高权力机关，有审核及议决一切重大事件之权。
 2. 理事会有执行大会议决案及办理日常馆务之权。

3. 会长 : 对外为当然代表, 对内为大会及理事会议时当然主席, 有执行一切议案及签发一切重要文件之权。
4. 副会长 : 辅助会长办理馆务, 如果会长不能行使职务时, 由会长指定二人中之一人代理。
5. 总务 : 秉承会长办理一切日常馆务及指挥秘书处职员之工作, 保管各书簿, 包括会员登记簿及其他文件, 如总务缺勤, 由副总务代理。
6. 财政 : 管理本馆一切进支及保管各财政报告和账簿, 如财政缺勤时, 由副财政代理。
7. 交际 : 负责联络大埔人士及各社团, 协助社会公益, 并代表本馆参加各项庆典。
8. 调查 : 负责调查本馆一切事项, 将调查结果向理事会提出报告。
9. 常务理事: 协助本馆理事会日常应办事宜。
10. 内部查账: 有稽核本馆各项进支单据及簿册之权, 每三个月必须查核一次, 提呈报告予理事会。

第七条 : 任期

1. 本馆理事会及各协理皆为义务职, 任期三年, 连选得连任, 唯会长、总务及财政不得连任超过两届。在任期内, 各理事如有充分理由必须辞职者, 经理事会通过, 准其辞职, 遗缺由理事会委任一名会员递补其空缺。
2. 凡理事如有严重失职, 影响本馆声誉, 一经调查属实即由会员大会革除其职务, 再由理事会委任一会员递补。
3. 凡理事必须亲自出席各会议, 如因病或其他事由未能出席时必须提呈合理的文件请假, 如有连续缺席三次者, 本馆即以挂号信通知, 若尚再无理缺席, 则作为自动放弃职权论, 其职位将由理事会委任一会员递补。

第五章 会员

第八条 : 凡大埔同乡 (根据父亲的祖籍) 马来西亚公民及永久居民, 无官方犯罪记录, 定居于雪兰莪州、吉隆坡及布城, 不论男女, 年满十八岁或以上者, 皆可申请加入本馆为永久会员。凡迁离雪兰莪州、吉隆坡或布城逾期一年以上者 (以身份证地址为准), 将自动失去会员籍。

第九条 : 凡本馆永久会员, 须同时接受自动成为茶阳会馆及励志社永久会员。

第十条 : 凡欲申请加入本馆为永久会员者, 须符合章程第五章第八条要求, 填妥申请表, 提呈相关证明文件予本馆, 包括身份证副本及大埔祖籍证明文件 (如: 报生纸副本、族谱、祖先墓碑照片或其他可证明申请人为大埔籍人士之相关文件)。由一名永久会员签名介绍, 另一名现任、前任理事或协理其中一人签名认证, 经理事会审查所提交之文件并通过后, 缴纳两馆一社入会费 一百令吉, 免缴年捐, 即成为本馆永久会员。

第十一条：凡本馆永久会员之合法妻子（非大埔籍），可申请成为本馆永久会员，唯不得担任本馆理事会会长、副会长、总务、副总务、财政、副财政、交际及调查，只可担任理事会常务理事及所设立之各小组委员职。

第六章 义务及权利

第十二条：凡会员均有选举权、被选权、出席大会发言权、表决权及其他一切会员权利。惟入会未满一年之会员，无选举权和被选权。迁离雪兰莪州、吉隆坡或布城逾期一年以上者（以身份证地址为准），自动丧失会员籍。

第十三条：凡会员均应尽下列义务：
1) 遵守本馆章程及议决案；
2) 介绍大埔籍人士入会。
3) 需要时，应量力赞助本馆经费。

第七章 会员退出会员籍

第十四条：凡会员自动退出会员籍者，必须给予理事会书面通知。

第十五条：凡会员不遵守本馆章程，有损馆誉者，可由理事会按情节轻重，予以警告，或取消其会员资格。凡会员不论自动退出会员籍或取消其会员资格，其已交之各项费用及捐款一概不得退还。

第八章 产业

第十六条：本馆所具有的地契不动产，如果变卖或者抵押，须经会员大会议决通过。出席会议人数至少要达五百人以及出席人数必须超过三分之二赞同。如遇流会时，凡展期召开之大会，亦必须至少要达五百名会员出席，方为有效。如果修改以上章程，同样必定需要会员大会出席人数达五百人以上的三分之二会员通过，方为合法。

第九章 产业管理

第十七条：1. 根据 1966 年社团注册法令第 9 章 b 节，本馆可委任三位当届理事：即会长、总务及财政管理本馆产业。他们的任期随着理事会之任期，届满即自动终止。
2. 如有空缺，理事会有权委任任何一位理事填补其空缺，至来届选举为止。
3. 不可售卖、抵押或转让本会产业，除非得到会员大会的许可。
* 需依据第八章第十六条文处理

第十章 租金

第十八条：本馆产业之租金，由租户直接交予本馆理事会所指定之银行户口，将入银行存根向本馆职员换取经本馆理事会财政签署之正式收条。

第十一章 经费

第十九条：经费来源以本馆产业收益及会员入会费为主，必要时可由会员大会或理事会议决，另行筹募。

第廿条：理事会于召开常年会员大会时，须草拟当年之收支预算案，提交会员大会通过后，方可照案执行，用款不得超过该年预算，其预算案必须包括下列各项：

1. 收入方面：

1.1 本馆产业之租金。

1.2 会员入会费、捐款及其他之收入。

2. 支出方面：

2.1 日常费用。

2.2 拨助本馆慈善教育基金委员会费用。

2.3 捐助其他慈善文教机关及急赈等费用。

3. 有关涉讼（产业管理对租户事项例外）及其他特别开支，在预算案以外，并超过三万令吉数目者，必须召开会员大会或会员特别大会通过，开支方可获准。

4. 理事会须以本馆理事会名义在本坡银行开立户口，凡现款超过三千令吉时，即须存入银行，提款支票须有正副会长三人中之一人，正副总务二人中之一人，正副财政二人中之一人，联同签署，方为有效。

5. 财政手存现金不得超过三千令吉。

第廿一条：支款职权：总务有权决定支付五千令吉以下的每项同类开支，会长有权支付一万令吉以下的开支，理事会有权支付三万令吉以下的开支。超过三万令吉以上，则须会员大会通过。

第廿二条：慈善教育基金委员会：

1. 于常年会员大会之前，草拟当年收支预算案。由理事会提交会员大会通过后，方得照案执行。

2. 用款不得超过该年预算。

3. 其他开支如超过预算者，必须会员大会通过，方得开支。

第廿三条：本馆之财政年由正月一日起至十二月卅一日。

第十二章 会议

第廿四条：1. 常年会员大会：常年会员大会每年举行一次，在每年六月杪由会长召开，如遇现任理事届满，可由该次常年会员大会选举下届理事，大会法定人数为有效会员的半数，或理事会职员之两倍（视何者为少数）。如超过会议指定时间半小时仍不足法定人数，主席可宣告会议展期，在不超过二个月内再行召开。在展延召开之大会，出席人数不论多寡即为法定人数。一切议决案皆为有效，但会议只限原有议程，不得修改章程，不得抵押产业。

2. 常年会员大会所讨论之事项如下：
 - 2.1. 接纳理事会常年会务报告。
 - 2.2 接纳财政报告及已经审计师查核之账目。（截至 12 月 31 日）
 - 2.3 聘请一名合格审计师
 - 2.4 如届选举年即选举廿五名理事会成员及委任两位内部查账。
 - 2.5 其他预先提呈的事项。
3. 常年会员大会通告应于大会三星期前刊登于本地中文报章，并于最少十四天前发出开会通知书。若非选举年，仅邮寄开会通知书、全年进支账目、资产负债表及常年预算案予全体会员。可将有关报告上传至本馆网站，供会员浏览。如遇选举年，须加印发会员名表及开会通知书；选举票须编列号数，并由会长签名及盖本馆印章，会员凭身份证亲自出席领取。

第廿五条：会员特别大会：

1. 理事会认为必要时，可随时召开会员特别大会。
2. 如临时发生重大事件，或由五十名以上会员联名具函请求提出事项，述明理由，经理事会通过后，在三个月内，可由会长召开会员特别大会，凡联名请求之全体会员，皆必须亲自出席。其法定人数及展期，与常年会员大会相同。如未能全体出席，因而散会，则在六个月内，不得以相同事由要求召开会员特别大会。召开特别大会之通知书，应于开会前最少十四天，由总务发出予全体会员。

第廿六条：理事会会议由会长召开，每年至少召开四次会议，于会议七日前由会长及总务发出通知书召开。如有重要事件，可由会长临时召开紧急会议。理事会议以十三人出席为法定人数。如超过会议规定时间二十分钟，仍不足法定人数时，可展期一星期再召开，届时其人数不论多寡，即为法定人数，各议决案一律生效。

第十三章 选举

- 第廿七条**：
1. 候选人提名：凡会员有意提名候选理事者，须在大会七日前，填妥候选人提名表格（不得超过廿五名）提交本馆办事处。候选人须获得一名会员提议及另一名会员附议方为有效，唯不得提议或附议本身为候选人。
 2. 候选人提名适足廿五名时，所提之候选人，即为当选之理事成员。
 3. 候选人提名不足廿五名时，除已提名之候选人为当然理事成员外，其余不足之名额由出席大会之会员当席票选递补。
 4. 候选人超过廿五名时，则由出席大会之会员即席在候选人范围内投票选举。
 5. 如出现重票，（即一个会员投两票）或非会员亲自签名之票，概作无效。
 6. 选举票出现被选人之号数书写不明或涂改或重写者，祇将该号数取消。
 7. 被选人名额不足之选票仍属有效。
 8. 选举结果，依得票多者为当选，若票数相同，用抽签法决定。

第廿八条 : 复选: 会员大会选出廿五名理事后, 于十四天内由大会主席召开新理事复选会议, 选举本章程第四章所规定各职位。新职位成员产生后, 须在两个星期内进行交接手续。

第十四章 执行

第廿九条 : 执行职务:

1. 会员大会各议决案, 得由理事会或其他小组委员会, 分别执行。其执行情况将在下届会员大会中, 由会长或其他委员会负责人提呈报告。
2. 本馆遇必要时, 可由总务秉承会长同意聘用执行秘书、雇员若干名, 以办理一切日常事务。
3. 理事会议决各案, 如执行发生困难时, 可向会长报告召开临时理事会解决。

第十五章 修改章程

第卅条 : 本馆章程, 如非经会员大会通过, 不得增加或修改, 而该增修之条款, 亦须经社团注册官批准, 方为有效。唯本章程第九章第十七条之修改, 则必须有五百名以上会员出席大会, 达五百名以上的三分之二会员赞同, 方为有效。本章程如有未尽善处, 可由会员大会修正, 呈请当地社团注册官批准施行。

第十六章 解散

第卅一条 : 1. 本会可在五分之四会员通过议决案后, 自动解散。
2. 本会若依照上述规定解散, 本会所存之资产, 在偿还一切合法债务后, 如有剩余, 得由会员大会决定处理。
3. 解散通知书, 需於解散后十四天内呈交社团注册官。

附则

第卅二条 : 如遇某种事项, 若本章程及附则内未有明文规定者, 可由理事会阐释, 并依社团注册局条例执行。

备注: 本华文章程为翻译本, 一切以英文本为准。

雪隆茶阳（大埔）回春馆 慈善教育基金会章程

第一条

名称

本委员会定名为【雪兰莪暨吉隆坡茶阳（大埔）回春馆慈善教育基金会】（以后简称为【本委员会】），而【雪隆茶阳（大埔）回春馆】则简称为【本会馆】。

第二条

宗旨

本委员会之宗旨，以促进教育与慈善等事务，如下列各项：

1. 协助会员或其子弟，及其他各民族大众，欲进入学校、工艺学院及大学供读者。
2. 授赠奖励金予品学兼优之会员或其弟子，及其他各民族大众。
3. 协助本会馆贫苦会员子弟，及各民族大众缴付学费、书本及其学校所规定特别费用。
4. 借贷学金予会员或其弟子，及其他各民族的贫苦大众，俾便进入大学或工艺学院攻读，以完成其学业。
5. 依照现行法令，赞助本国学校及文化教育机构，以助其发展。
6. 支持或赞助从事文娱、戏剧、电影、音乐、文艺、文化运动及艺术之机构。
7. 支持或赞助社会慈善工作，包括赠医施药，援助贫苦与年老人士，及资助丧家等事宜。
8. 会员大学毕业奖励金。
9. 特设“新生儿奖励金”，以鼓励青年配偶多生育。

第三条

组织

本委员会由十一位委员组织而成。委员由本会馆理事会推选。

主任一位 副主任一位 委员会财政一位 副委员会财政一位
委员会总务一位 副委员会总务一位 委员会调查员一位
其余的四位委员将为普通委员

第四条

权力

本委员会具有下列各项权力：

1. 策划、筹款及妥善执行与管理。
2. 决定奖励金与贷学金之款额及批准数目，并提呈理事会通过。
3. 制定有关奖励金及贷学金之条例与表格。
4. 调查及证实奖励金及贷学金申请人的背景、家庭情况、记录及学业成绩。
5. 批准奖励金及贷学金之申请。

第五条

任期

本委员会委员之任期为三年，如获连选得连任，唯主任、委员会财政及委员会总务各职，只能连任不超过两届。

第六条

职权

1. 主任须负责处理及监督本委员会全部应执行之职责，包括会议议决案。
2. 副主任须协助主任处理及监督委员会事务，如主任不在，副主任将执行其职务。

3. 委员会财政须负责保管有关全部账务记录、签支单、收据及支票，并将收支账项每年结算一次，提交本馆理事会批准后，再提呈常年会员大会通过。本委员会账目与本会馆账目须分开处理。
4. 副委员会财政须协助财政执行工作，如委员会财政不在，副委员会财政将执行其职务。
5. 委员会总务须协助主任处理全部事务，负责保管本委员会之全部来往书信及文件。
6. 副委员会总务须协助委员会总务执行其职务，如委员会总务不在，副委员会总务将执行其职务。
7. 调查员负责调查与证实奖励金及贷学金申请人之背景、家庭状况、记录及学业成绩。

第七条

会议

本委员会每年最低限度须召开四次会议，如主任认为有需要时，可召集非常会议。会议法定人数为九名委员出席，倘於指定开会时间十五分钟后，出席者不足法定人数，该次会议将由主任宣告展期。展期三日后再函召开之会议，出席者不论人数多寡，得作为足法定人数论，而该次会议决案得作为有效。凡展期召开之会议，只能商讨原有之议程。

第八条

基金来源

1. 雪隆茶阳（大埔）会馆及回春馆每年将分拨一部分基金予本委员会，以便实行本委员会各项宗旨。
2. 本委员会经本馆理事会批准后，可向全部会员要求自愿捐款。如有必要时，本委员可在本国法律允许之下，进行其他方式筹款。
3. 本委员会可接受会员及任何人士之自愿捐款。
4. 全部归还之贷学金，必须存入本委员会基金。

第九条

奖励金及贷学金名额

每年之奖励金及贷学金名额，将由本会馆理事会，视本委员会之经济情况而定。

第十条

委员会基金之保管及支付

全部支票及现金，必须以【雪兰莪暨吉隆坡茶阳（大埔）回春馆慈善教育基金委员会】之名义，存入银行户口。提款之支票，须由主任及委员会总务两位联同签署，再由本会馆财政签署，方为有效。

第十一条

申请奖励金及贷学金资格

申请人必须为马来西亚公民，品学兼优，其有关申请必须获得该学校，学院或大学（或其他相等於大学水准之学府）之证明。

第十二条

申请奖贷学金手续

1. 凡奖励金或贷学金申请，需在每年由理事会选定适宜时间内提出申请，并提呈申请表格予本委员会。
2. 全部申请表格，须交由本委员会审查决定，再经本馆理事会核定后，方通知有关合格申请者。
3. 贷学金成功申请者，在接获通知两星期内，必需到本馆签署贷学金合约。
4. 本合约需要申请者的家长，或监护人见证，方为有效。
5. 申请者需有两位担保人签署合约。

第十三条

职责

1. 每名奖励金或贷学金学生，必需提呈每年考试成绩，及品格报告书予委员会。本委员会在下列情况之下，有权取消或更改其奖励金或贷学金之数额：
 - 1) 不良品格，或考试不合格。
 - 2) 获取其他奖学金或津贴。
2. 贷学金学生完成学业六个月后，必须每月付还薪酬十巴仙的数额予本委员会，直至还清其贷学金为止。
 - 1) 贷学金学生之贷款若受委员会停止，必需以分期付款的方式，清还所贷款项予本委员会，若学生拒绝遵照所签合约，其担保人必需负责还此贷款。
 - 2) 若贷学金学生去世，或受政府医生证实无能而无法获得工作，其担保人在职责上，无需清还贷款人仍拖欠的款项。
 - 3) 本委员会如欲解散，必需有本会馆四分之三的会员，在会员大会中表示赞同方可。若本委员会解散的话，除开法律债务之外，本委员会所剩的基金，将捐给与本委员会宗旨相同，并经马来西亚所得税局批准豁免所得税的联邦或地方政府，或其他任何机构。（将根据政府条规执行）

第十四条

查账

1. 内部查账员
根据本会馆章程第十三章第廿五条 2.3 及 2.4 所选出的查账员，即成为内部查账员，每年须查账至少两次，然后呈交账务报告予本馆理事会。
2. 外部查账员
在会员大会中，将委任一位合格会计师为查账员，查核本委员会账目，及提呈报告。每年经审核的账目，需要呈报马来西亚所得税局。

第十五条

其他

1. 本章程唯有在会员大会议决，方得更改或修正，所更改或修正之章程需得到马来西亚所得税局的预先允许方可，需由社团注册官及马来西亚所得税局所批准日期开始，方为有效。
2. 除上述附带条例，本委员会将时常与会馆管理委员会，以及其附属共同商讨联络，全部政府及外界机构来往信件，抑或类似投诉定要本会馆负责人签名盖章签名方可。

备注：本华文章程为翻译本，一切以英文本为准。

**PERSATUAN CHHA YONG FAY CHOON KUAN SELANGOR DAN WILAYAH PERSEKUTUAN
(SELANGOR AND FEDERAL TERRITORY CHHA YONG FAY CHOON KUAN)
CONSTITUTION (Revised in 2022)**

CHAPTER 1 NAME

Article 1 : The Association is under the jurisdiction of Selangor, Kuala Lumpur and Putrajaya. It is organized and formed by people of Dabu (Chha Yong). The Association shall be known as

**PERSATUAN CHHA YONG FAY CHOON KUAN
SELANGOR DAN WILAYAH PERSEKUTUAN
(SELANGOR AND FEDERAL TERRITORY CHHA YONG FAY CHOON KUAN)**

Hereinafter referred to as the “Association”.

CHAPTER 2 ADDRESS, FLAG AND LOGO

Article 2 : (a) The address of the Association is

**NO.81-89, 3RD FLOOR, JALAN PASAR, 55100 PUDU,
KUALA LUMPUR, WILAYAH PERSEKUTUAN.**

or other addresse(s) decided by the Committee. If the address of the Association has been registered, without the approval of the Registrar of Societies, the said address is not allowed to be changed. The postal address of the Association is

**NO.113, 3RD FLOOR, JALAN PASAR, 55100 PUDU,
KUALA LUMPUR, WILAYAH PERSEKUTUAN.**

(b) Flag



Description:

The Flag shall have a background representing the two (2) states of Selangor and Kuala Lumpur (KL is one of the three (3) Federal Territories). The emblem shall be placed centrally of the Flag.

(c) Logo



Description:

The circular shape of the emblem signifies carrying forward and further developing the spirit of the Association. The Chinese and English wordings in the emblem are the names of the Association. The flower within the emblem signifies the diligent characteristics of the Hakka race originated from Dabu. The two curves on the sides of the flower within the emblem signify the solidarity and strength of the Hakka race from Dabu.

CHAPTER 3

OBJECTIVES

Article 3

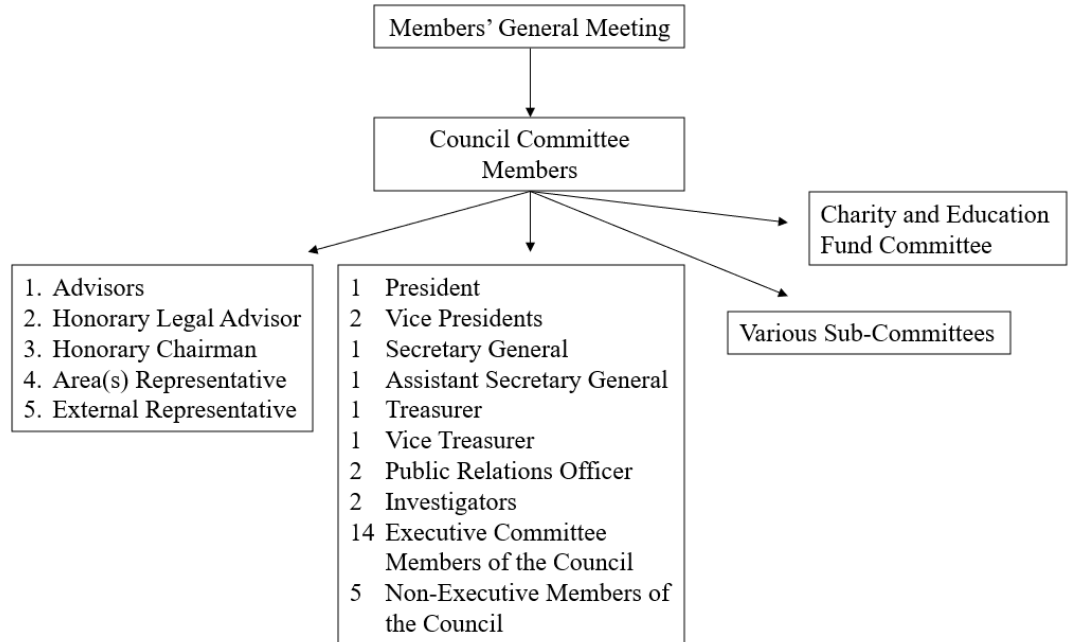
- a. The Association purposes is to up hold welfare, culture and the benefits of all Dabu Clan members. Mainly have a strong hold cooperation and mutual relationship with Persatuan Char Yong Selangor dan Wilayah Persekutuan, Persatuan Char Yong Li Chee Selangor Dan Wilayah Persekutuan, particularly in helping each others on trade and business development.
- b. The Association is a charitable organization. Its objectives are:
 - (a) to render aid and relief to clansmen of Dabu origin in case of illness, destitute, aged, poverty, maimed or death;
 - (b) to sponsor cultural education and charity affairs;
 - (c) to be committed to the members’ welfare;
 - (d) to promote indoor and outdoor recreational activities which are healthy for the members.

CHAPTER 4

ORGANISATION AND DUTIES OF BEARERS

Article 4

- (a) Organization Structure



- (b) The General Meeting of Members is the highest authority of the Association. Members present at the General Meeting shall elect by voting Twenty-Five (25) Executive Members among the list of candidates to form the Council. The New Executive Committee Members shall follow on Article 28 of Chapter 13 and elect among themselves a President, Two (2) Vice-Presidents, a Secretary General, an Assistant Secretary General, a Treasurer, an Assistant Treasurer, Two (2) Public Relation Officers, Two (2) Investigators and Fourteen (14) Executive Members of the Council to carry out their respective duties.

- (i) The Council has the right to appoint no more than five (5) Non-Executive Members of the Council (with no voting rights).
- (ii) The Council has the right to appoint a number of external associates to assist in the liaison work between the local members and the Association.

(c) When necessary, the Committee has right to appoint several advisors, legal advisors and Honorable Chairman.

Article 5 : (a) The Council shall appoint eleven (11) members to form the Charity and Education Funds Sub-Committee.

(b) When necessary, various Sub-Committees may be formed to deal with various special matters. The appointment of members to such Sub-Committees, their tenure of offices and the detailed rules in dealing with matters shall be determined by the Council.

Article 6 : **Duties of Office Bearers**

(a) The General Meeting of Members shall be the highest authority of the Association, and shall have the power to examine and resolve in all important matters.

(b) The Council shall have the power to execute all the resolutions of the General Meetings, and to manage the daily affairs of the Association.

(c) The President shall be the official representative of the Association in external matters. He/she shall be the Chairman in all General Meetings and Council Meetings, and has the power to execute the resolutions and sign important documents.

(d) The Vice-President shall assist the President in dealing with the affairs of the Association. When the President is unable to perform his/her duty, the President he shall appoint one of the Vice Presidents them to act on his/her behalf.

(e) The Secretary General shall in consultation with the President, attend to the daily affairs of the Association and supervise the duties of the clerk and employees. He/she shall keep all books including the membership register and other all documents, in his/her absence, the Assistant Secretary General shall act on his/her behalf.

(f) The Treasurer shall have control over all the receipts and payments of the Association. In his/her absence, the Assistant Treasurer shall act on his/her behalf. He shall oversee all financial statements and account books of the Association.

(g) The Public Relations Officers shall be responsible for liaison among the Dabu clansmen and various societies. They shall assist in public charities and represent the Association in various ceremonies.

(h) The Investigators shall be responsible for investigating all matters of the Association, and submit their reports to the Council.

(i) The Executive Members of the Council shall assist the Council in dealing with the daily affairs of the Association.

- (j) The Internal Auditor shall have the rights to audit all receipts of income and expenditures, books and financial records of the Association. The audit must be done every three months and the audit report shall be submitted to the Council.

Article 7 : Term of Service

- (a) The offices of the Office-bearers and other Assistant Sub-committees shall be voluntary offices, and the term of office shall be three years. Those re-elected shall continue to hold their offices, but the President, Secretary General and the Treasurer are not allowed to hold their offices for more than two (2) terms. If, during the term of his/her office, an office-bearer has sufficient cause to resign, his/her resignation shall have to be approved by the Council. His/her vacancy shall be filled up by a member appointed by the Council.
- (b) If a Council Member serious wrong doing, has badly tarnish reputation of the Association image, and such circumstance has been confirmed to be true via by investigation, the said Member shall be terminated from his/her office through a General Meeting and the Council shall appoint another member to replace the said Member.
- (c) A Council Member shall personally be present at any meeting. If he/she is unable to do so on account of illness or other affairs, he should apply in writing for leave with submission of reasonable documents. If a member of the Council fails to attend meetings on Three (3) occasions consecutively, the Association shall notify him/her by registered letter and if he/she still absents himself/herself without reason, he/she shall be deemed to have automatically relinquished his post and the vacancy left behind by him shall be filled up by a member appointed by the Council.

CHAPTER 5 MEMBERSHIP

Article 8 : Anyone from Dabu district (shall base on father ancestry) who is a Malaysian or a permanent resident, free of any criminal record, residing in Selangor, Kuala Lumpur or Putrajaya and fulfils the membership application requirements, regardless of gender and has reached eighteen (18) years of age or above, is eligible to apply for Life Membership. Any members does move house from State of Selangor, Kuala Lumpur or Putrajaya more than one year (base on the address stated in MyCard), his / her memberships will be expel automatically.

Article 9 : Members of the Association, shall automatically accepted to be the life members of Persatuan Char Yong Selangor and Wilayah Persekutuan and Persatuan Char Yong Li Chee Selangor and Wilayah Persekutuan.

Article 10 : Applicant who apply to join the Association as a permanent member must fulfill the requirements of Constitution Article 8 of Chapter 5, fill up membership application form, provide relevant supporting documents to Administration Office of The Association, included photocopies of MyCard and copies of Dabu documentations (Examples: photocopies birth certificate, ancestor book of record, photo of tombs or any others forms of prove), and must be introduced and signed by a member as a proposer, witnessed by another current, former Council Member or Associate. All the relevant application form and documents must reviewed, examined and approved by the Council, and after paying the membership fee of Ringgit Malaysia One Hundred (RM100.00), excluded yearly donation, the applicant shall officially become a Permanent Member of the Association.

Article 11 : Life member legal spouse (not from Dabu clan), can apply as association life member, but restricted to hold any of the following designation, namely: President, Vice President, Secretary General, Assistant Secretary General, Treasurer, Assistant Treasurer, Investigators and Public Relations Officer. But can be hold as Executive Members and sub-committees' members.

CHAPTER 6 OBLIGATIONS AND PRIVILEGES

Article 12 : A member shall have the right to vote or to be voted as a committee member, to attend general meetings, to speak at the meetings and to vote for a decision and all others member's privileges. Member who have joined the Association for less than one (1) year shall no right to elect or be elected as a committee member. Any members does move house from Selangor, Kuala Lumpur or Putrajaya more than one year (base on the address stated in MyCard), his / her memberships will be expel automatically.

Article 13 : A member shall fulfil the following obligations:
(a) Observe the Constitution of the Association and its resolutions;
(b) Introduce clansmen from Dabu to join the Association;
(c) To sponsor expenses of the Association when necessary.

CHAPTER 7 WITHDRAWAL OF MEMBERSHIP

Article 14 : Withdrawal life membership from the Association shall submits a written notification letter to Administration Office of Association.

Article 15 : A member who fails to abide by the Constitution of the Association, or has damaged the reputation of the Association, may be warned or dismissed from membership by the Council depending on the gravity of the case. All payments or donations to the Association, given by the member who has withdrawn or dismissed from membership, shall not be refunded to him/her.

CHAPTER 8 PROPERTY

Article 16 : All immovable property of the Association held under title deeds shall not be sold off or mortgaged without a resolution passed in a General Meeting. The latter shall be attended by at least five hundred (500) members and the resolution must be approved by at least two third (2/3) of the total members present. Any amendment to the aforementioned Constitution shall also require the approval of two third (2/3) of the total members (at least 500 members) who are present at the General Meeting.

CHAPTER 9 PROPERTY MANAGEMENT

Article 17 : (a) Pursuant to Section 9(b) of the Societies Act, 1966, the Association may appoint three officers from the current Council members: i.e. the President, Secretary General and Treasurer to manage the property of the Association. They will serve in their term of office in the Council. They will automatically cease to hold that position when their term of office ends.

(b) In the event that a post falls vacant, the Council shall have the right to appoint any member of the Association to fill up the vacancy until the next annual general meeting.

(c) They are not allowed to sell, mortgage or transfer the property of the Association unless they are given the authority to do so by members at a general meeting.
* Must be dealt in accordance with Article 16 of Chapter 8.

CHAPTER 10

RENTS

Article 18 : Rents from the properties of the Association shall be paid directly by the tenants to the bank account of the Association designated by the Council, the pay-in receipts of the bank shall then be handed over to an officer of the Association for exchange of official receipts signed by the Treasurer.

CHAPTER 11

FINANCIAL PROVISION

Article 19 : The source of finance of the Association shall be the membership fees of members and the income from renting out the Association's properties. If necessary, resolutions on fundraising may be passed in a General Meeting or Council Meeting.

Article 20 : The Council, when convening a General Meeting of Members, has to present a budget of income and expenditure for the ensuing year for approval of the General Meeting, before the budget could take effect. The expenditure shall not exceed the budget for the said year, which shall include the following items:

(a) Income:

- (i) Rents from properties of the Association.
- (ii) Membership Fees and donations from members, special donations and other income.

(b) Expenditure:

- (i) Regular expenses.
- (ii) Aids to the charity and Education Funds of the Association.
- (iii) Aids to other charity and educational organizations and emergency reliefs.

(c) In regard of litigations (except for matters of property management on tenants) and other special expenditure, if they are not included in the budget and exceed Ringgit Malaysia Thirty Thousand (RM30,000.00), they must be approved through a General Meeting.

(d) The Council has to set up a local bank account in the name of the Council of the Association. Any sum in excess of Ringgit Malaysia Three Thousand (RM3,000.00) shall be deposited in the bank. Cheques for withdrawal of funds shall be valid only when jointly signed by three (3) officers: the President or one of the Vice-Presidents, AND either the Secretary General or Assistant Secretary General, AND either the Treasurer or Assistant Treasurer.

(e) The petty cash kept by the Treasurer shall not exceed Ringgit Malaysia Three Thousand (RM3,000.00).

Article 21

: Power to Approve Expenditure:
The Secretary General has the right to approve payment that is not exceeding Ringgit Malaysia Five Thousand (RM5,000.00), the President has the right to pay for expenses which do not exceed Ringgit Malaysia Ten Thousand (RM10,000.00), and the Council has the right to pay for the expenses which do not exceed Ringgit Malaysia Thirty Thousand (RM30,000.00). Any payment that exceeds Ringgit Malaysia Thirty Thousand (RM30,000.00) has to be approved by a General Meeting of Members before it could be made.

Article 22

: Charity and Education Funds Committee shall:
(a) Draw up a budget of income and expenditure before the Annual General Meeting is convened, and submit it through the Council in the General Meeting of Members for approval, before it become effective.

- (b) The expenditure shall not exceed the budget of the said year.
- (c) Expenses in excess of the budget must be approved through the General Meeting before they could be paid.

Article 23 : The financial year of the Association begins on 1st January and ends on 31st December.

CHAPTER 12 MEETINGS

Article 24 : Annual General Meeting:

- (a) The Annual General Meeting of Members shall be held once annually before end of June and it shall be convened by the President. If the term of office of the current Council Members expires in that year, the office-bearers for the next term shall be elected in the said Annual General Meeting. The quorum for an Annual General Meeting is half the total voting membership or twice the number of Council Members (whichever is lesser). If half an hour after the time appointed for the meeting, the quorum is still not achieved; the meeting shall be postponed by the President to a date not exceeding Two (2) months. At the postponed meeting, regardless of the number of members present, the number of attendees shall be the quorum and all resolutions passed at the meeting shall be valid. But the meeting shall be confined to the original agenda, it is not allowed to amend the Constitution and shall not mortgage any Association Properties.
- (b) The agenda of the Annual General Meeting shall be:
 - (i) To adopt the Council reports on the meetings during the year.
 - (ii) To adopt the Chartered Audit Annual Financial Reports. (Before 31st December)
 - (iii) To appoint a Chartered Auditor.
 - (iv) To elect Twenty-Five (25) Council Members and two (2) Internal Auditors when election is due.
 - (v) To deal with other matters which are submitted in advance.
- (c) Notice of the Annual General Meeting should be published in local daily newspapers Three (3) weeks before the meeting. The Association shall send the notice of the meeting to all the members at least Fourteen (14) days ahead. If not the election year, the Committees will only post out the Notice of meeting, end of the year income and expenditure, reports on asset and liabilities and budget. The reports will only upload to Association Official page, restricted for members reading only. If the Annual General Meeting falls on the election year, a list of the names of members shall also be printed and distributed together with the notice calling for the meeting. The ballot paper for voting shall be numbered, signed by President and stamped with the Association official seal. Members must present their MyCard in person to pick up the election ballot ticket.

Article 25 : **Extraordinary General Meeting:**

- (a) When necessary, the Board of Committee has right to call upon Extraordinary General Meeting at any time.
- (b) In the event of an important matter, or upon a joint request in writing by more than fifty (50) members, stating the reasons thereof, and after it has been approved by the Council, the President shall, within three (3) months, convene an Extraordinary General Meeting. All members who signed the joint request must be present at the meeting and the quorum and postponement of the

Extraordinary General Meeting shall be the same as for the Annual General Meeting. If all the members fail to be present and the meeting is dismissed as a result, they shall not be allowed to request for another Extraordinary General Meeting within the next six (6) months with the same reasons. The notice for an Extraordinary General Meeting shall be sent by the General Secretary to all members at least fourteen (14) days before the meeting.

Article 26 : The Board of Committee Meeting shall call by President and hold at least four (4) times in a year, the President and the Secretary General shall issue the notice to hold the meeting(s) seven (7) days before the meeting(s). In the event of an important matter, the President may convene an interim emergency meeting. The quorum for the meeting is thirteen (13) members. If twenty (20) minutes after the time appointed for the meeting, the quorum is still not achieved, the meeting shall be postponed for a week. At the postponed meeting, regardless of the number of members present, the number of attendees shall be the quorum and all resolutions passed therein shall be valid.

CHAPTER 13 ELECTION

Article 27 : (a) Nomination of candidates:
Any member submitting the names of the proposed candidates for election to the Constitution, shall seven (7) days before the meeting, send in a list of the names of such candidates (not exceeding Twenty (25) names) to the office of the Association. The candidates must be proposed by one member and seconded by another one member before they are valid. But no candidate is allowed to propose or second himself/herself.

(b) Should the number of candidates nominated be Twenty-Five (25), those nominated candidates shall automatically become the Council Members.

(c) In the event that the candidates proposed be lesser than Twenty-Five (25), those nominated shall automatically become Council Members and the deficit number shall be elected by the members present at the meeting.

(d) If the candidates nominated exceed the number of Twenty-Five (25), the members present at the meeting shall elect among those nominated candidates by ballot.

(e) If happen one member cast vote for two times or not the respective members sign on the vote, its shall be consider as invalid.

(f) Shall consider invalid on the respective Candidate Number only, if found out has written unclear or rewrite or erase.

(g) The insufficient numbers in the Colum still consider as a valid vote.

(h) Those who get the highest number of votes shall be elected and in cases of equal votes, lots shall be drawn to decide the elected candidates.

Article 28 : Re-election:
Within Fourteen (14) days after the Annual General Meeting whereby Twenty-Five (25) Council Members have been elected, the Chairman of the General Meeting shall convene a re-election meeting of Council Members whereby the various office-bearers as specified in Chapter 4 are elected. Within Two (2) weeks after the new committee are elected, they have to take over their respective offices from their old counterparts.

CHAPTER 14

Article 29

EXECUTE

: Execution of Duties:

- (a) Resolutions of the General Meeting shall be executed by the Council or other Sub-Committees. The report for the execution of the resolution shall be submitted in the next General Meeting by the President or responsible officers of the Sub-Committees.
- (b) When necessary, the Secretary General may, with the approval of the President, employ an executive secretary and some employees to carry out the daily work of the Association.
- (c) Any resolution or matters arising cannot be implements, Chairman shall call up Board of Committees Meeting to resolve the matters.

CHAPTER 15

Article 30

AMENDMENTS TO CONSTITUTION

: The Constitution of this Association shall not be amended or added except by resolution(s) passed by a General Meeting of Members. Such amendment or addition shall not be effective unless it has been approved by the Registrar of Societies. Any amendments on Article 17 of Chapter 9, shall have the attendants of 500 members, and shall have 2/3 total members agreed during Annual General Meeting. In the event, this constitution is unsatisfied, it may be amended by the general meeting and submitted to the local Registrar of Societies for approval.

CHAPTER 16

Article 31

DISSOLVED

- (a) The Association may be automatically dissolved by a resolution passed by members who make up at least four-fifths (4/5) of the total membership.
- (b) In the event of the Association being dissolved according to the aforementioned provisions, after all the debts and liabilities legally incurred on its behalf have been paid with the assets of the Association, the remaining funds (if any) shall be disposed of in such manner as may be decided upon by a General Meeting.
- (c) The notice of dissolution is required to be submitted to the Registrar of Societies within fourteen (14) days after the Association has been dissolved.

Article 32

ATTACHMENT RULES

: Any matter, for which no provision has been made in this Constitution or other supplementary provisions, shall be dealt with according to the interpretation of the Council and follow the Registrar Office instruction to execute.

Remarks: This Chinese version of Constitution is a translated copy, in the event of any discrepancies, the English version shall prevail.

**PERSATUAN CHHA YONG FAY CHOON KUAN
SELANGOR DAN WILAYAH PERSEKUTUAN
(SELANGOR AND FEDERAL TERRITORY CHHA YONG FAY CHOON KUAN)**

**Charity and Education Funds Committee
Constitution**

Article 1

NAME

The name of the Committee is Charity and Education Funds Committee of PERSATUAN CHHA YONG FAY CHOON KUAN SELANGOR DAN WILAYAH PERSEKUTUAN (SELANGOR AND FEDERAL TERRITORY CHHA YONG FAY CHOON KUAN) (hereinafter referred to as “The Committee”), and SELANGOR AND FEDERAL TERRITORY CHHA YONG FAY CHOON KUAN is hereinafter referred to as “The Association.”

Article 2

OBJECTIVES

The objectives of the Committee stated below are to promote education, charity and other affairs.

- (i) Assist the members or their children and masses of various races who would like to study in schools, institutes of technology and universities.
- (ii) Grant academic awards to members or their children, as well as masses of various races who are excellent in character and studies.
- (iii) Assist needy members or their children, as well as masses of various races to pay for their school fees, books and special expenses stipulated by their schools.
- (iv) Loan funds to members or their children, as well as needy masses of various races to allow them to enter universities or institutes of technology to study and complete their studies.
- (v) In accordance with the current law, sponsor schools and cultural and educational institutions of the home country for their development.
- (vi) Support or sponsor institutions which are engaged in culture and entertainment, dramas, movies, music, literary arts, cultural activities and art.
- (vii) Support or sponsor social charity work, including free medical consultation and medicine, aid needy and elder persons, as well as offer financial assistance to families of the deceased and other matters.
- (viii) Members University Graduated Incentive.
- (ix) Set up Newborn Baby Incentive.

Article 3

ORGANISATION

The Committee is organized and formed up by 11 committee members. The Committee is elected by the Council of the Association.

1 Head 1 Assistant Head

1 Committee Member Treasurer

1 Committee Member Assistant Treasurer

1 Committee Member Secretary General

1 Committee Member Assistant Secretary General

1 Committee Member Investigator

The remaining 4 committee members shall be general members.

Article 4

POWER AND AUTHORITY

The Committee possesses the following power and authority:

- (i) Plan, raise funds, as well as properly execute and manage the planning and fundraising.
- (ii) Decide on the amount and approved number of the academic awards and student loans, and submit to the Council for approval.
- (iii) Formulate the rules and forms relating to the academic awards and student loans.
- (iv) Investigate and verify the background, family situation, records and academic results of the applicants of the academic awards and student loans.
- (v) Approve the applications for the academic awards and student loans.

Article 5

TERM OF OFFICE

The term of office of the committee members of the Committee is 3 years. If they are re-elected, only the Head, the Committee Member Treasurer and the Committee Member Secretary General cannot be re-elected for more than 2 terms.

Article 6

FUNTIONS AND POWER

- (i) The Head has to be responsible for handling and supervising the Committee in carrying out all the due duties, including the resolutions of the meetings.
- (ii) The Assistant Head has to assist the President in handling and supervising the affairs of the Committee. If the Head is absent, the Assistant Head shall carry out the duties of the Head.
- (iii) The Committee Member Treasurer has to be responsible for keeping all the relevant financial records, signed expenditure bills, receipts and cheques, and settle the revenue and expenditure accounts once a year, after being approved by the Council of the Association, they are submitted to the general meeting of members for approval. The accounts of the Committee have to be handled separately from the accounts of the Association.
- (iv) The Committee Member Assistant Treasurer has to assist the Committee Member Treasurer in carrying out the work. If the Committee Member Treasurer is absent, the Committee Member Assistant Treasure shall carry out the duties of the Committee Member Treasurer.
- (v) The Committee Member Secretary General has to assist the Head in handling all the affairs, and he/she is responsible for keeping all the correspondence and letters of the Committee.
- (vi) The Committee Member Assistant Secretary General has to assist the Committee Member Secretary General in carrying out his/her duties. If the Committee Member General Secretary is absent, the Committee Member Assistant Secretary General shall carry out the duties of the Committee Member Secretary General.
- (vii) The Committee Member Investigator is responsible for investigating and verifying the background, family situation, records and academic results of the applicants of the academic awards and student loans.

Article 7**MEETINGS**

The Committee has to convene meetings at least 4 times a year, if the Head deems it necessary, he/she may convene an extraordinary meeting. The quorum of the meeting is to have 9 committee members to attend the meeting, if after 15 minutes of the specified time of the meeting, the number of attendees does not satisfy the quorum, the Head shall announce to postpone the said meeting. A letter on convening the meeting shall be sent out 3 days after the postponement, regardless of the number of attendees, it shall be the quorum of the meeting, and the resolution(s) passed in the said meeting shall be valid. For meetings which are postponed, only the original agenda shall be discussed.

Article 8**SOURCE OF FUNDS**

- (i) Persatuan Char Yong Selangor dan Wilayah Persekutuan and Persatuan Chha Yong Fay Choon Kuan Selangor Dan Wilayah Persekutuan shall appropriate a portion of funds to the Committee so as to allow the Committee to carry out each of its objectives.
- (ii) The Committee, after obtaining the approval of the Association, may request for voluntary donations from all the members. When necessary, the Committee may, as permitted by the law of Malaysia, raise funds via other ways.
- (iii) The Committee may accept voluntary donations made by the members and any individual.
- (iv) All the student loans which have been returned must be deposited in the funds of the Committee.

Article 9**QUOTA OF ACADEMIC AWARDS AND STUDENT LOANS**

The quota of the academic awards and student loans for each year shall be determined by the Council of the Association according to the economic situation of the Committee.

Article 10**SAFEKEEPING AND PAYMENT OF THE FUNDS OF THE COMMITTEE**

All the cheques and cash must be deposited in the bank account in the name of SELANGOR AND FEDERAL TERRITORY CHHA YONG FAY CHOON KUAN, and they must be jointly signed by the Head and the Committee Member Secretary General, after which the Committee Member Treasurer of the Association shall sign to become effective.

Article 11**ELIGIBILITY OF THE APPLICATION OF THE APPLICATION FOR ACADEMIC AWARDS AND STUDENT LOANS**

The applicant must be a student who is a citizen of Malaysia, being excellent in character and studies, and the application shall sign and verified by schools, institutes or universities for studies.

Article 12

PROCEDURES FOR THE APPLICATION OF ACADEMIC AWARDS AND STUDENT LOANS

- (i) For any application for the academic award or student loan, the application is required to be made within the appropriate time decided by the Council each year, and the application form shall be submitted to the Committee.
- (ii) All the application forms have to be handed over to the Committee for review and approval, and after the Council of the Association has given approval, the relevant qualified applicants shall be notified.
- (iii) For applicants who are successful in applying for the student loans, within 2 weeks after receiving the notice, they have to sign the agreement on student loan at the Association.
- (iv) This agreement requires the witness of the parent(s), or guardian of the applicant to become effective.
- (v) The applicant needs to have 2 guarantors to sign the agreement.

Article 13

DUTIES AND RESPONSIBILITIES

- (i) For every student receiving the academic award or student loan, he/she requires to submit the examination results and the report on character for each year to the Committee. If the following circumstances occur, the Committee has the right to take away the academic award or student loan or revise the amount of the academic award or student loan:
 - (1) Bad character, or failing examinations.
 - (2) Receive other scholarships or subsidies.
- (ii) 6 months after the completion of studies, the student receiving the student loan must pay back an amount of 10% of his/her salary to the Committee each month, until his/her student loan has been paid off.
 - (1) If the loan of the student receiving the student loan is ceased by the Committee, the said student is required to pay back the loan amount by instalments to the Committee. If the student refuses to adhere to the signed agreement, his/her guarantors have to take responsibility in repaying this loan.
 - (2) If the student receiving the student loan passes away, or that the government doctor confirms the said student has no ability and cannot get a job, the guarantors, in their duty, do not need to repay the amount that is still in arrears.
 - (3) If the Committee wishes to dissolve, it requires 3/4 of the members of the Association to express consent in the general meeting of members for approval of the dissolution. If the Committee is dissolved, apart from the legal debt, the remaining funds of the Committee shall be donated to the federal or local government(s) which have been approved by Inland Revenue Board of Malaysia to be exempt from paying income tax and have the same objectives as the Committee, or any other institution.
(shall follow the instruction and rules and regulation to implements.)

Article 14**CHECKING OF ACCOUNTS****(i) Internal Auditors**

The auditors selected according to Article 25 2.3 and 2.4 of Chapter 13 of the Constitution of the Association shall be the internal auditors, they have to check the accounts at least twice a year and submit the financial reports to the Council of the Association.

(ii) External Auditors

In the general meeting of members, a qualified accountant shall be appointed to be the auditor to check and verify the accounts of the Committee and submit the relevant reports.

The accounts that have been audited each year are required to be submitted to the Inland Revenue Board of Malaysia.

Article 15**OTHERS**

(i) This Constitution shall only be changed or amended through resolutions(s) passed in the general meetings of members. The Constitution which has been changed or amended requires the prior permission given by Inland Revenue Board of Malaysia to be valid, and it shall become effective on the date of approval of the Registrar of Societies and Inland Revenue Board of Malaysia.

(ii) Other than the supplementary regulations mentioned above, the Committee shall jointly discuss and liaise with the management committee of the Association and its affiliate(s), all the correspondence with the government and external institutions, or similar complaints must be signed and affixed with seal by the person-in-charge of the Association.

Remarks: This Chinese version of Constitution is a translated copy, in the event of any discrepancies, the English version shall prevail.