

**PERLEMBAGAAN BAGI
PERTUBUHAN INDUK
GABUNGAN PERSATUAN HUI NING, MALAYSIA (THE FEDERATION OF HUI NING
ASSOCIATIONS MALAYSIA)**

FASAL 1 NAMA

(1) Pertubuhan ini dikenali dengan nama

**GABUNGAN PERSATUAN HUI NING, MALAYSIA (THE FEDERATION OF HUI
NING ASSOCIATIONS MALAYSIA)**

Selepas ini disebut "**Pertubuhan**".

(2) Takrif Nama : **The Name Of The Association Shall Be Gabungan Persatuan Hui Ning, Malaysia. (the Federation Of Hui Ning Associations Malaysia) (hereinafter Referred To As The Association)**

(3) Taraf Pertubuhan : **Lain-lain**

FASAL 2 TEMPAT URUSAN

1. Alamat berdaftar dan tempat urusan pertubuhan ialah

**NO.16A-3, PERSIARAN HO LOK PARK, TAMAN TAIPING, 31650 IPOH, PERAK.
31650 IPOH
PERAK**

dan alamat untuk surat-menyurat adalah

**NO. 8, TINGKAT 2, JALAN PANGGONG,
50000 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR**

atau di tempat lain atau tempat-tempat yang akan ditetapkan dari semasa ke semasa oleh Jawatankuasa;

2. Tempat urusan berdaftar dan alamat surat menyurat Pertubuhan tidak boleh diubah tanpa kebenaran Pendaftar Pertubuhan terlebih dahulu.

FASAL 3 TUJUAN/MATLAMAT

(a) To liaise and unite the fellow villagers of the Hui Ning District, work for the well-being and welfare of the members.

- (b) To help the Member Associations to promote educational work.
- (c) To promote and participate in cultural, educational, social welfare and charitable work.

FASAL 4 KEAHLIAN

Any Member of the Federation shall be a registered organization.

Associations, which are registered in the States in Malaysia in the name of Hui Ning and whose members are from the districts of SI HUI and GUANG NING , and are willing to observe the Rules of the Federation, may apply to join the Federation.

FASAL 5 PERBERHENTIAN DAN PEMECATAN AHLI

(a) Any Member Association, which has withdrawn from the Association for two occasions, shall not be allowed to be member permanently.

(b) Any Member Association who has failed to send representative to attend the Management Committee meeting 3 times consecutively shall automatically cease to be the member of Management Committee.

(c) Members of Management Committee or members of Member Associations, who have contributed towards the Association or nation, in term of monies or services or been conferred Honours or Titles, shall be suitable commended and congratulated by the Management Committee.

FASAL 6 SUMBER KEWANGAN

(a) The annual subscription of Member Associations shall be as follows:

For a Member Association having less than 300 members the annual subscription shall be RM300.00 per year.

For a Member Association having more than 300 but less than 401 members the annual subscription shall be RM400.00 per year.

For a Member Association having more than 400 but less than 501 members the annual

subscription shall be RM500.00 per year.

For a Member Association having more than 500 members the annual subscription shall be RM600.00 per year.

(b)The annual subscription must be paid before the end of April every year. The Management Committee shall send a reminder to Member Association who has failed to pay the annual subscription.

(c)In the event of deficiency, the Association may raise funds from the Member Associations or the public.

FASAL 7 MESYUARAT AGUNG

7.Delegates' General Conference

(a)The Delegates' General Conference shall be held once a year and shall be held in every State by rotation, with the aim of every Member Association shall have a chance to host the Delegates' General Conference.

The notice which stated the date, time and venue of the Delegates' General Conference together with the agenda and annual accounts shall be signed by the President and Honorary General Secretary and shall be sent to the members not less than 3 weeks before the date of such conference.

The agenda of the Delegates'General Conference shall include the following:

- (1) To confirm and review of the minute of the last meeting;
- (2) To receive the Annual Report;
- (3) To receive the Annual Financial report;
- (4) To discuss motions from Member Associations;
- (5) To elect office bearers (if there is election); and to appoint auditors;

(b)At least 2/3 of the delegates from the Member Associations present shall form a quorum. In the event that no quorum is present by the time appointed for holding the Delegates' General Conference, the conference shall be postponed for one hour to be held at the same place, no quorum is necessary at the postponed conference. But if there is insufficient quorum, the conference shall not amend the rules of the Association or make any decision, which will affect the Member Associations.

(c)The number of delegates to attend the Delegates' General Conference:

(1)Where a Member Association is having less than 301 members, the number of delegates to attend the Delegates' General Conference shall be 3.

(2)Where a Member Association is having less than 401 but more than 300 members, the number of delegates to attend the Delegates' General Conference shall be 4.

(3)Where a Member Association is having less than 501 but more than 400 members, the number of delegates to attend the Delegates' General Conference shall be 5.

(4)Where a Member Association is having more than 500 members, the number of delegates to attend the Delegates' General Conference shall be 6.

(5)The number of delegates of a Member Association eligible to attend the Delegates' General Conference shall in accordance with the current year annual subscription of the Member Association. (Rules 6 (a))

(d)The Honorary Secretary shall make a scrutiny of the payment of annual subscription of the Member Associations. In any Member Association has failed to pay such subscription , it shall only to allowed to send 3 delegates to attend the Delegates' General Conference irrespective of the number of its members, and its delegates shall have no right of election and being elected and the right to vote.

(e)Motions for discussion from Members Associations shall reach the Association 2 weeks before the date of the conference, and shall be scrutinized by a sub-committee before being adopted in agenda.

(f)In the event of equality of votes in voting of any motion, the Chairman of the conference shall have a casting vote.

(g)Every delegate shall have the right to speak in the Delegates' General Conference, and in voting of any motion, every delegate attending the conference shall have the right to cast vote.

(h)If necessary, the Delegates' General Conference shall have power to amend these rules.

(i)The Delegates' General Conference shall have power to appoint 2 persons who shall not be members of management Committee as Auditors to audit the accounts of the Association. The term of office of Auditors shall be 2 years.

(j)The Delegates' General Conference shall be held within three (3) months after the close of the financial year at a date, time and venue decided by the Management Committee.

7.1) Election

(a)Except the 2 Automatic Vice Presidents (Youth Section Chief and Women's Section Chairperson), 2 Automatic Committee Members (Youth Section Deputy

Chief and Women's Section Deputy Chairperson and 2 Committee Members

appointed by the Management Committee, the other 23 Committee Members, including the Automatic delegates from Member Associations shall be elected at the Delegates' General Conference as the office bearers.

(b) Any Member Association shall not hold the post of President for more than 2 consecutive terms.

(c) Youth Section Chief and Women's Section chairperson shall automatically be the Vice-Presidents

7.2) Extra-ordinary Delegates' General Conference

(a) The President or Management Committee may at any time convene an Extra-ordinary Delegates' General Conference.

(b) One-third of the Member Associations may jointly request to hold an Extra-ordinary Delegates' General Conference, but they must state the reason and suggest agenda for such conference.

(c) The Honorary General Secretary shall within 30 days upon receipt of such request call for an Extra-ordinary Delegates' General Conference. The Honorary General Secretary or the President must send out notice and agenda for the Extra-ordinary Delegates' General Conference to all the Member Associations.

(d) The quorum for an Extra-ordinary Delegates' General Conference shall be the same as that stated in rule 7(b). In the event that no quorum is present by the time appointed for holding the Extra-ordinary Delegates' General Conference, the conference shall be cancelled, and within 6 months no Extraordinary Delegates' General Conference shall be held with the same reason.

FASAL 8 JAWATANKUASA

8. Management Committee

(a) Members of Management Committee of the Association shall be Malaysia Citizens.

(b) When the Delegates' General Conference is not sitting, the Management Committee shall manage all the affairs of the Association.

(c) At least on-half of the office bearers present shall form the quorum.

(d) The Management Committee shall meet at least once in 6 month or whenever necessary.

(e) The Management Committee shall consist of 29 members including automatics members and elected members whose term of office shall be 2 years. The office-bearers are as follows:

- 1 president
- 1 Deputy President
- 4 Vice President(including Youth Section Chief and Women's Section Chairperson, who are automatic vice presidents)
- 1 Secretary General
- 1 Assistant Secretary General
- 1 Treasurer
- 1 Assistant Treasurer
- 1 Culture and Education Officer
- 1 Assistant Culture and Education Officer
- 1 Welfare Officer Officer
- 1 Assistant Welfare Officer
- 1 Public Relations Officer
- 1 Assistant Public Relation Officer
- 1 Investigating Officer
- 1 Assistant Investigating Officer
- 11 Committee Members(including The Deputy Chief of Youth section, the Women's Section Deputy Chairperson and two members appointed by Management Committee)

(f)For the convenience of carrying out their duties, the newly elected President may nominate the Secretary General for the approval of the Management Committee.

(g)In voting of any motion, every members of Management committee attending the meeting shall have the right to cast vote.

(h)Whenever necessary, the Management Committee may set up sub-committees to carry out its resolution.

(i)The Management Committee shall help the Member Associations to carry out their activities.

(j)The Management Committee shall have the power to approve expenses on any item of not exceeding RM 50,000.00.

(k)If any member of management Committee resigns or refuses to assume office or dies during the tenure of office or leaving the country for good, the Member Association shall nominate another delegate to fill the vacancy.

(l)When there is any urgent matter required to be decided by the Management Committee which is unable to convene in time, the President may instruct the Secretary General to seek the approval of Committee Members by circular provided that any decision made by circular shall comply with the following conditions:

(1)The Secretary General shall have clearly stated the matter to be decided in the circular to all members of the Management Committee:

(2) Half of the total number of Committee Members shall have stated their consent or objection to the matter to be decided; and

(3)Any matter decided by the Management Committee by circular shall be duly reported by the Secretary General in the next meeting of the Management Committee and recorded in the minutes of the meeting.

(m)The Management Committee shall consist of Automatic Committee Members and Elected Committee Members.

(1) Automatic Committee Members

- i. Each Member Association shall appoint any of its representatives as Automatic Committee Member;
- ii. Automatic Committee Members shall be appointed before the election of the Elected Committee Members.
- iii. Only members holding the post of vice president or vice chairman and above is eligible to be appointed as committee members as of automatic committee.

(2) Elected Committee Members

- i. Elected Committee Members shall be elected among delegates who obtain the highest votes the highest votes at the Delegates' General Conference.
 - ii. Office bearers of the Management shall be elected among Automatic Committee Members and Elected Committee Members.
 - iii. An office bearer shall be elected with a proposer and a seconder and by a simple majority.
- (m) The management Committee may set up Youth Section and Women's Section fo further its objects.

i. Youth Section

- a) The Youth Section shall be a section of the Association and whose administration and rules and regulations shall comply with the instruction of the Management Committee.
- b) The objects of the Youth section shall be similar to that of the Association.
- c) The Youth Section shall assist the Association in carrying out its duties and administration of its affairs.
- d) The Youth section Chief shall be one of the Automatic Vice Presidents while the Youth Section Deputy Chief shall be an Automatic Committee Member.

ii. Women Section

- a) The Women's section shall be a section of the Association and whose administration and rules and regulations shall comply with the instructions of the Management Committee.
- b) The objects of the Women's Section shall be similar to that of the Association.
- c) The Women's Section shall assist the Association in carrying out its duties and administration of its affairs.
- d) The Women's Section Chairperson shall be one of the Automatic Vice Presidents while the Women's Section Deputy Chairperson shall be an Automatic Committee

Member.

FASAL 9 KEWAJIPAN-KEWAJIPAN PEGAWAI

9. The Duties of the Office Bearers

(a) President:

To manage all internal affairs of the Federation.

To represent the Federation in all external affairs.

To recommend 2 members to the Management Committee for appointment as the Committee Members.

To recommend a delegate to the Management Committee for appointment as the Secretary General.

To approve expense on any item not exceeding RM3,000.00.

(b) Deputy President:

To assist the President in managing the affairs of the Association and to deputize the President in his absence.

(c) Vice Presidents

To assist the President in managing the affairs of the Association, and assist the Member Association to promote various activities.

(d) Honorary General Secretary

To handle the affairs of the Association.

To carry out all resolutions passed by the Delegates' General Conference or the Management Committee.

To sign documents and keep all books, documents and assets of the Association.

To sign payment vouchers.

To approve expenses on any item of not exceeding RM1,000.00.

To submit annual report to the Registrar of Societies.

To keep proper minutes of the meetings of the Association.

(e) Assistant Honorary General Secretary

To assist the Honorary General Secretary in dealing matters of the Association and act for him in his absence.

(f) Treasurer

To manage all monetary transactions of the Association, to keep accounts of the income and expenditure and distribute copies of statements of accounts to all

Member Associations.

To take charge of all receipts, bills, cheque book and account books of the Association.

To keep a petty cash of not exceeding RM200.00.

To approve expenses on any item of not exceeding RM1.000.00.

(g) Assistant Treasurer

To act for the Treasurer in his absence.

(h) Investigating Officer

To investigate internal and external affairs of the Association.

(i) Assistant Investigating Officer

To assist the Investigating Officer and act for him in his absence.

(j) Welfare Officer

To plan and promote the welfare and well being of the Member Associations.

To represent the Association in participating and attending the external welfare activities.

(k) Assistant Welfare Officer

To assist the Welfare Officer and act for him in his absence.

(l) Culture and Education Officer

To plan and promote cultural and educational activities which will benefit the Member Associations.

To represent the Association in participating and attending the external cultural and educational activities.

(m) Assistant Culture and Education Officer

To assist the Culture and Education Officer and act for him in his absence.

(n) Public Relation Officer

Responsible for the external public relation affairs.

(o) Assistant Public Relation Officer

To assist the Public Relation Officer and act for him in his absence.

(p) Committee Members

To help in promoting activities of the Association.

FASAL 10 **KEWANGAN**

10. Use of Funds

The financial year of the Association shall begin at the 1st October and end on the 30th September each year.

(a) Any expenditure, payment voucher and receipt shall be signed and endorsed by the Treasurer.

(b) Every cheque or withdrawal notice shall be signed by the Treasurer or Assistant Treasurer together with:

(1) President or Deputy President;

(2) Secretary General or Deputy Secretary General, and with the chop of the Association.

FASAL 11 JURUAUDIT

11. Audit

(a) Two persons, who shall not be office-bearers of the association, shall be appointed, by the Delegates' General Conference as Honorary Auditors. They shall hold office for two years and may be reappointed.

(b) The Auditors shall be required to audit the accounts of the association for the year, and to prepare a report or certificate for the Delegates' General Conference. They may also be required by the President to audit the accounts of the association for any period within their tenure of office, at any date, and to make a report to the management committee.

FASAL 12 PENTADBIR HARTA / PEMEGANG AMANAH

12. Properties

The Association's properties shall be registered under the name of the Association, and administer by the Management Committee. The President, Secretary General and Treasurer in office shall be the authorized signatories.

FASAL 13 TAFSIRAN PERLEMBAGAAN PERTUBUHAN

13. Privileges & Duties

(a) All Member Associations shall enjoy the various privileges provided by the Association.

(b) All Member Associations shall observe the rules of the Association and shall abide by

its resolutions, contribute to the fund of Association, establish the reputation of the Association and help in promoting the development of the Association

FASAL 14 PENASIHAT / PENAUNG

14. Advisory

The Management Committee shall have power to appoint advisers; the term of office shall be 2 years.

FASAL 15 LARANGAN

15. Prohibition

(a) The Association strictly prohibits illegal activities in the Association premises.

(b) The Association strictly forbids non-members to harbor and lodge in the Association premises.

(c) The Association shall not take part in politics nor involve in political activities.

(d) Member Associations shall not make use of the Association premises for individual interests, or religious and political purposes.

(e) The Association shall not allow its funds to be used for political purposes nor it be used for payment of fines of Member Associations or their members who have been convicted in courts.

FASAL 16 PINDAAN PERLEMBAGAAN

16. Amendments

No alterations or addition to these rules shall be made except at Delegates General Conference, and these shall not be effective unless with the written approval of the Registrar of Societies.

FASAL 17 PEMBUBARAN

17. Dissolution

(a) The dissolution of the Association shall only be effective with a resolution passed in a Delegates' General Conference.

(b) In the event of the Association being dissolved as provided for above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be donated to Member Associations or HUI NING organizations for charity and education purposes.

FASAL 18 BENDERA, LAMBANG DAN LENCANA

1. Bendera



Keterangan

i. Description: The rectangular flag has a height of 3 feet (914mm) and a length of 6 feet (1828mm), (or a height: length ratio of 1:2). The flag has a parallel tone of orange on top and green below. The logo of the Federation is placed at the centre of the flag, spanning over the two colours.

ii. Rationale: The orange and green colours on the flag represent Si Hui and Hui Ning clan and the parallel arrangement of the two colours signifies unity and co-operation. The other elements of the flag have the same significance as the Federation's logo.

2. Lambang



Keterangan

i. Description: The logo features a giant wheel made up of one big and one small circle. The Chinese and Bahasa Malaysia name of the Federation, the Federation of Hui Ning Associations Malaysia in red is printed on the giant wheel (in between the small and big circles). The inner circle has the shape of a golden mandarin with the traditional Chinese characters "HUI NING" printed on it and the map of Malaysia as background.

ii. Rationale: The small and large circles signify the unity of Hui Ning clansmen while the giant wheel represents progressive. The red colour symbolizes sincerity and courage while the orange and green colours signify the perseverant, pragmatic, innovative and progressive spirit of the Hui Ning clansmen. Overall, the logo

represents the solidarity of Hui Ning clan in Malaysia as a perseverant, pragmatic, innovative, progressive, passionate and positive community, forging ahead in the new age

3. Lencana

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Keterangan

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