

## **PERSATUAN HOCK KEAN PERAK (PERAK HOCK KEAN KONG HOEY)**

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### **Chapter 1: General Rule**

- 1) The name of the Association is **PERSATUAN HOCK KEAN PERAK (Perak Hock Kean Kong Hoey)** hereinafter referred to as the Association.
- 2) The registered address and place of meeting of the Association shall be No. 111-113 (Tingkat 3), Jalan Sultan Yussuf, Ipoh, Perak.
- 3) The Object of the Association shall be :
  - i. To promote friendly relations amongst all fellow countrymen in Perak, to promote unity and to strive for the moral, intellectual and physical well-being of all members.
  - ii. To promote educational undertakings and to carry out charitable and welfare works.
  - iii. To affiliate to the Federation of Hokkien Association of the Malaysia and to participate in the activities of other registered association.

### **Chapter 2: Membership**

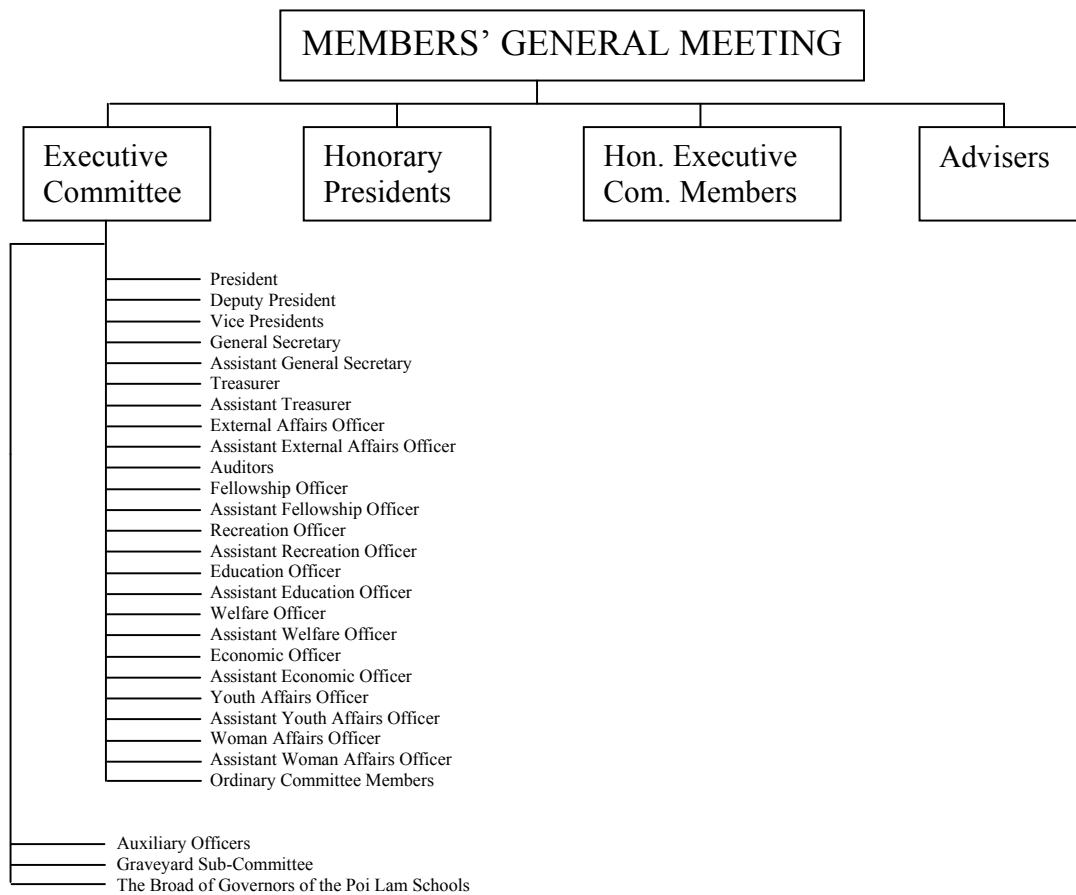
- 4) a. Member shall be divided into three categories known as Individual Membership, Commercial Firm Membership and Association Membership.
  - I. Individual Membership  
Any Hock Kean of good character, irrespective of sex, who is above the age of 21 years, and residing in the State of Perak shall be eligible for membership.
  - II. Commercial Membership  
Any registered firm in Perak owned by Hock Kean shall be eligible for membership. The firm shall appoint one representative to attend the General Meetings.
  - III. Association Membership  
Any registered Hock Kean Association in Perak, shall be eligible for membership. An Association member shall appoint one representative to attend the General Meetings.
- b. Enrolment and Subscription:
  - IV. A candidate seeking admission to the Association must fill in an application on the prescribed form duly proposed and seconded by two members of the Association and must be approved by the Executive Committee at a Committee Meeting of the Association before the application concerned can become a member of the Association.

- V. The Committee shall approved or reject the application without assigning any reasons whatsoever.
- 5) Member shall have the right to elect, to be elected, to vote and other privileges.
- 6) Members shall have to abide by the rules of the Association, to obey all decisions and to pay special contribution to the Association.

**Chapter 3: Organisation and Rights:**

7) The organization of the Association shall be :

**(A) The Organisation**



- 8) The Members' General Meeting shall be highest authority of the Association. When the General Meeting is not in session, the authority shall be vested with the Executive Committee.
- 9) A. 41 Committee Members and 5 reserves shall be elected at Annual General Meeting once in every two years. All members of the Committee and every officer performing executive functions in the Association shall be Malaysian Citizens.

B. The elected Committee Members shall be elected amongst themselves within 14 days to form the Executive Committee, oath taking as well as the handing over of documents shall be done within 14 days.

- 10) The Executive Committee shall consist of : a President, a Deputy President, 3 Vice Presidents, a General Secretary and an Assistant General Secretary, a Treasurer and Assistant Treasurer, an External Affairs Officer and an Assistant External Affairs Officer, 2 Auditors, a Fellowship Auditors and an Assistant Fellowship Auditors, a Recreation Officer and an Assistant Recreation Officer, an Education Officer and an Assistant Education Officer, a Welfare Officer and an Assistant Welfare Officer, an Economic Officer and an Assistant Economic Officer, a Youth Affairs Officer and an Assistant Youth Affairs Officer, a Woman Affairs Officer and an Assistant Woman Affairs Officer and others are Ordinary Committee Members.
- 11) If the Association at any time acquires any immovable property, such property shall be registered in the name of the Association. All documents pertaining to the registration and transfers of property shall be executed and signed jointly by the President, the General Secretary and the Treasurer for the time being of the Association, whose appointments are authenticated by a certificate of the Registrar of Societies. The seal of the Association shall be affixed on the said documents.
 

The Executive Committee shall take charge of all immovable properties of the Association. Any sale, purchase or mortgage of property shall be made with the consent of not less than two-thirds of the total voting membership of the Association at a general meeting convened for the purpose.
- 12) The association may appoint people who are of standing and exemplary character as Advisors of the Association, or members who have held presidential or committee post for five terms or more, as Honorary Presidents or Honorary Committee members. Names for the above appointments shall be proposed by the Executive Committee for the approval of the General Meeting. Honorary President and Honorary Committee Members are not members of the Executive Committee.
- 13) There shall be appointed Auxiliary Officer at every town outside Ipoh to manage matters entrusted to him by the Association. That Officer shall be selected from among all the members in that town by the Executive Committee.
- 14) A Graveyard Sub-Committee which consists of a few executives shall be formed to deal with matters relating to the cemetery, in accordance with the regulation approved the Executive Committee. The executives shall be selected by the Executive Committee amongst the members.

## **(B) The Rights**

15) The rights of Members' General Meeting are as follows:-

- i. To receive the Annual Activities Report of the Association and to scrutinize the account.
- ii. To debate and to adopt the motions by ordinary members.
- iii. To elect and to depose Committee Members.
- iv. To terminate the membership of those who go against the Rules.
- v. To make and to amend the Rules.
- vi. To examine and to appoint Honorary President, Honorary Committee Members and Advisers.
- vii. To deal with matters those are not manageable by the Executive Committee.
- viii. To approve all expenditure exceeding RM 10,000/= at any one time.
- ix. To approve the mortgage of the movable and immovable properties of the Association. If necessary, to approve overdraft from the bank.
- x. To set up special committee to manage the permanent educational and welfare funds on behalf of all members and fellow countrymen, in accordance with the bye-laws and regulations approved by the Executive Committee.
- xi. To approve regulations for the smooth running of the Association.

16) The rights of Executive Committee are as follows:-

1. To fix date for Members' General Meeting.
2. To carry out the resolutions of the General Meetings.
3. To elect from among themselves the office bearers.
4. To fill by Co-option any vacant office.
5. To appoint Auxiliary Officer and four (4) intellectually qualified and dedicated individual from the members to be Executive Members.
6. To plan for the execution of Association matters and deal with daily routine of the Association.
7. To examine the application of membership.
8. To look after the property of the Association and matters connected with the cemetery.
9. To approve expenditure not exceeding RM 10,000/= at a time.
10. To nominate Honorary President, Honorary Committee Members and Advisers.
11. To employ Legal Adviser and Accountants.
12. To call for special donations from the members of the Association and fellow countrymen.
13. To form any necessary Sub-Committee and to dissolve them when necessary.
14. To authorize any three office bearers, normally the President, General Secretary and Treasurer, to be the Trustees of Sekolah Menengah (SUWA) Poi Lam, Ipoh, SMJK Poi Lam, Ipoh, SRJK(C) Poi Lam in charge of any immovable property.

17) Duties of the office bearers of the Executive Committee:

- I. The **President** shall manage and conduct the affairs of the Association. He shall be the chairman at all meetings and shall have power to approve expenditure not exceeding RM 5,000/=.
- II. The **Deputy President** shall assist the President to carry out the affairs of the Association. In the absence of the President, the Deputy President shall act in his stead.
- III. The **Vice President** shall assist the president to carry out the affairs of the Association. In the absence of the president and the Deputy President, the Vice Presidents shall act in their stead on order of seniority.
- IV. The **General Secretary** shall carry out the daily routine work of the Association, and have the right to disburse any expenditure not exceeding RM 3,000/=.
- V. The **Assistant General Secretary** shall assist General Secretary to discharge his duties and in the absence of the General Secretary shall act in his stead.
- VI. I) The **Treasurer** shall take charge of receipts and disbursements of the funds of the Association, the custody of account books and the acknowledgement of the cash in hand exceeds RM 500/=, such excess amount shall be deposited with a bank approved by the Executive Committee in the name of the association.  
  
II) All cheques drawn from the bank accounts shall be signed by either the Treasurer or the Assistant treasurer and counter-signed by either the President or the Deputy President together with the signature of either the General Secretary or the Assistant General Secretary.
- VII. The **Assistant Treasurer** shall assist the Treasurer to discharge his duties and in the absence of the Treasurer shall act in his stead.
- VIII. The **External Affairs Office** shall undertake the external affairs in accordance with the decision of the Executive Committee.
- IX. The **Assistant External Affairs Officer** shall assist the External Affairs Office to undertake the external affairs and in the absence of the External Affairs Office to act in his stead.

- X. The **Auditors** shall be responsible for auditing the account of the Association and if such accounts are found to be correct, they shall certify their correctness by signing thereon.
- XI. The **Fellowship Officer** shall attend to all social matters of the Association.
- XII. The **Assistant Fellowship Officer** shall assist Fellowship Officer to undertake the social matters and in his absence shall act in his stead.
- XIII. The **Recreation Officer** shall be responsible for organizing all healthy cultural and academic activities and sports.
- XIV. The **Assistant Recreation Officer** shall assist the Recreation Officer in dealing with all activities and in the absence of the Recreation Officer shall act in his stead.
- XV. The **Education Officer** shall assist and supervise the development of the schools founded by the Association, i.e. Poi Lam Independent School, Poi Lam N.T.P.S. and Poi Lam N.T.S.S. He shall promote activities concerning scholarships issued by the Association and shall formulate plans for education and cultural activities.
- XVI. The **Assistant Education Officer** shall assist the Education Officer to deal with all the educational affairs and in the absence of the Education Officer shall act in his stead.
- XVII. The **Welfare Officer** shall be responsible for the welfare of all the members of the Association, of all the fellow countrymen and that of the society.
- XVIII. The **Assistant Welfare Officer** shall assist the Welfare Officer to discharge his duties and in the absence of the Welfare Officer shall act in his stead.
- XIX. The **Economic Officer** shall be responsible for organizing activities pertaining to economy, commerce and industry, so as to enhance the members' knowledge in this respect.
- XX. The **Assistant Economic Officer** shall assist the Economic Officer and shall act in his stead in the absence of the Economic Officer.
- XXI. The **Youth Affair Officer** shall organize activities for the youth members and to assist the Executive Committee to conduct the affairs of the Association.

- XXII. The **Assistant Youth Affair Officer** shall assist the Youth Affair Officer and in the absence of the Youth Affair Officer shall act in his stead.
- XXIII. The **Woman Affair Officer** shall be responsible for organizing and coordinating the activities for all the lady member of the Association.
- XXIV. The **Assistant Woman Affair Officer** shall assist the Woman Affair Officer in carrying out her duties and in the absence of the Woman Affair Officer shall act in her stead.
- XXV. The **Ordinary Committee Members** shall assist all the office-bearers to discharge their duties.
- 18) A) At least two-thirds of the Executive Committee members of the Association shall sit on the Board of Governors of Poi Lam Independent School. The officers of the Board are elected from amongst the members of the Board of Governors.  
 B) The rules of the Board of Governors of the Poi Lam Independent School shall be submitted for the approval of the Executive Committee.

#### **Chapter 4: Meeting**

- 19) I) The Annual General Meeting shall be held before the end of March of each year at which in Executive Committee's Annual Report shall be submitted. Such meeting shall approve the yearly account and discuss motions. The elections of committee members shall be held once in two years at such meeting.
- II) The date of Annual General Meeting shall be decided by the Executive Committee. 14days notice together with an agenda and audited statement of accounts shall be given to members and the quorum shall not be less than 82 members or one half of the total membership, whichever is the lesser.
- 20) a) The Committee Meeting shall be held at least once every three months. The date shall be decided by the President. 7days' notification shall be given to all members of the Committee.
- b) If the President deems it necessary, or at the joint request in writing of more than 10 Committee Members, an Extraordinary Committee Meeting shall be convened. The requisitioned members must attend the meeting.
- c) The quorum for a Committee Meeting and an Extraordinary Committee Meeting shall be 21 members.
- 21) i) In the event of any of the followings, the President shall convene an Extraordinary Committee Meeting:  
 a. On urgent matters concerning all registered Societies.

- b. On urgent matters of this Association.
  - c. Upon receipt of a letter of requisition signed by 30 members.
  - d. Upon receipt of a letter of requisition signed by 15 members of the Executive Committee and Auxiliary Officers.
- ii) The quorum for the above meeting shall be 82 members or one half of the total membership, whichever is the lesser.
  - iii) The requisitioned members must attend the meeting.
- 22) If half an hour after the time appointed for a meeting, a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Executive Committee; and if a quorum is not present half an hour after the time appointed for the postponed Meeting, the members present shall have power to proceed with the business of the day but they shall not have power to alter the rules of Association or to make decisions affecting the whole membership.

### **Chapter 5: Election and Tenure**

- 23) A) The election of the 41 members of the Executive Committee shall be carried out once in every two years.  
The candidate seeking election as Executive Committee Member has to be nominated.
- B) The Incumbent Executive Committee Members shall automatically be the candidate.
- C) Any member of the Association intending to be the candidate shall obtain the nomination form from the Secretariat within a week, after receiving the Notice of Annual General Meeting.  
The form has to be filled personally by the candidate and nominated by a member and seconded by another.  
The nominated form has to be submitted to the Secretariat six (6) days before the General Election for the Election Committee to prepare the list for voting.
- D) Only those who have become members of the Association for more than a year are qualified as Nominee, Proposer and Secunder.
- E) Ballot which are found with no signature or illegible in writing or to be ballots other than those sent out by the Association or to be ballots where the members do not attend the meeting personally and sign their names in the book of the meeting, shall not be valid.
- 24) I) The term of office of all Committee Members shall two years but they are Eligible for re-election.
- II) The President, the General Secretary and the Treasurer shall not hold the same office for more than 3 consecutive terms (6years).
- III) During an election year, the Executive Committee shall set up an Election Committee to take charge of the election of the office-bearers.

### **Chapter 6: Finance**

25) In the event of a deficit or some special expenditure is needed, the Committee may call for special donations from members of this Association.

### **Chapter 7: Encouragement**

26) Any Office bearer or member having any distinction of activities, the Executive Committee shall recommend ways and means of encouragement which shall be carried out.

### **Chapter 8: Punishment**

27) Members shall be punished by the Association if they commit any one of the following:-

- I. To refuse in abiding by the rules and resolutions of the Association.
- II. To hold meetings in the Association that infringes the laws of the government.

The mode of punishment shall be left to the discretion of the Execution Committee who shall either give them warning or submit the matter to the General Meeting.

### **Chapter 9: Mediation**

28) In the event of any fellow countrymen being ill-treated by others and being introduced by a member, appealing to the Association for help, the Association after investigation shall find ways and means to help the appellant, within the sphere of their power, but all expenses incurred shall be borne by the applicant.

29) In the event of any dispute or civil suits arising among fellow country men who appeal to the Association for arbitration, they have to present written reasons and written consent signed by both parties agreeing to obey the arbitration of the Association. Then the Association shall undertake to arbitrate but all incurred shall be borne by two parties.

### **Chapter 10: Additional Rules**

30) The Bylaws of the Association shall be drawn up separately.

31) These rules have been approved by the General Meeting of members and have been submitted to the Registrar of Societies before they are brought into force.

32) Rules which are found inappropriate shall be subjected to the investigation of the Executive Committee and may be amended with the consent of the General Meeting.

Such amendments shall take effect from the date of their approval by the Registrar of Societies.

### **Chapter 11: Prohibition**

- 33) No university or University College student shall be admitted as member of the Association without the written permission of the Vice Chancellor of the University concerned.

### **Chapter 12: Dissolution**

- 34) The Association may be voluntarily dissolved by a resolution of not less than three-fifths of the total membership.
- 35) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and remaining funds shall be disposed of in such manner as may be decided upon by a general meeting.
- 36) Notice of dissolution shall be given within 14 days of the dissolution to the Registrar of Societies.

### **Chapter 13: Badge**

- 37) The Badge of the Association, a drawing of which is attached here to shall be the official badge of the Association. A full description of the badge is as follow:-
1. The blue circular motion of the design with white lines in between denotes forward motion in accordance with time.
  2. The white lines represents the ever presence of good luck and success.
  3. The word “福” in the middle represents the first letter of the word “Hokkien” in Mandarin.
  4. The red color represents luck and prosperity handed down from generation to generation.
  5. Yellow denotes the high status and nobility of the community.
  6. Blue represents the bright future of the community.

