



新加坡潮州八邑会馆  
TEOCHEW POIT IP HUAY KUAN

章程  
(2024 修正本)

2024 年 5 月 2 日

新加坡社团注册官批准

新加坡潮州八邑会馆秘书处编印

563A Balestier Road Singapore 329879

电话: 6738 2691 电邮: poitip@teochew.sg

[www.teochew.sg](http://www.teochew.sg)

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# 第一章 总则

## 第一条 名称

本会馆定名为“新加坡潮州八邑会馆”（以下简称为本会馆）。

## 第二条 宗旨

本会馆之宗旨为：

- （甲）联络潮州各邑同乡，敦睦乡谊，并与其他社团、组织和会馆联系。
- （乙）致力会员团结及互助，办理公益慈善事业，弘扬传统美德，推广文教活动。
- （丙）促进海内外潮商合作与发展。

## 第三条 会所

本会馆地址设于新加坡第三二九八七九邮区马里士他路五六三 A 号，或其他由董事会决定并获得社团注册官批准的地址。

## 第二章 会员

### 第四条 会员类别

本会馆会员分为三类：有投票及选举权的永远普通会员和普通会员与无投票及选举权的准会员。

#### 一、永远普通会员及普通会员：

- (甲) 凡祖籍潮州八邑的新加坡公民或新加坡永久居民，年满二十一岁，不分性别、职业与宗教，不是破产者并精神状况良好，愿意缴纳会捐者，均可申请为本会馆普通会员。本会馆不接受团体会员。
- (乙) 除了新币一百元入会基金，永远普通会员必须一次过缴交新币一千两百元会捐或由董事会决定的会捐数额。永远普通会员享有投票与选举权。
- (丙) 除了新币一百元入会基金，普通会员必须常年缴交新币一百二十元会捐或由董事会决定的年捐数额。普通会员享有投票与选举权。
- (丁) 现有会员无须缴交年捐，自动转为有投票与选举权的普通会员。

## 二、准会员：

- (甲) 祖籍潮州八邑的新加坡公民或新加坡永久居民，年龄介于十八至二十岁之间，不分性别、职业或宗教，且精神状况良好者；
- (乙) 祖籍潮州八邑的新加坡公民或新加坡永久居民，年满二十一岁，不分性别、职业或宗教，且精神状况良好，但不选择缴交常年会捐者；
- (丙) 于此章程下加入但拖欠两年会捐之普通会员。
- (丁) 年满二十一岁以上的准会员需支付新币一百元的入会基金，未满二十一岁的准会员支付新币二十元，或由董事会决定的任何其他金额。准会员不需缴交常年会捐，也无投票及选举权。

## 第五条 入会手续

申请入会者须办理下列手续及经过下列程序，方得成为本会馆会员。

- 一、填具入会志愿书。
- 二、须有本会馆会员一人介绍。
- 三、经揭示通告处一星期无人反对。
- 四、在志愿书揭示于通告处期间缴纳由董事会决议的入会基金及年捐。
- 五、此外，普通会员必须缴纳一百二十元，或由董事会议决之年捐。

## 第六条 反对入会

入会之申请受到书面反对时，董事会须经过开会讨论，倘认为反对之理由不足，方可批准此项入会之申请。受拒绝入会之申请者，可于六个月后，依照第五条入会手续，重新申请入会。

## 第七条 会员除名

本会馆会员，如有诽谤或破坏本会馆名誉，经董事会查有确实证据时，得召开董事会议将其除名，但须有出席董事三份之二赞成始能生效。凡被本会馆除名，或自行退会之会员，所有之前捐赠予本会馆之款项或各物皆不得索回。

## 第八条 义务

本会馆会员之义务如下：

- (甲) 缴纳基金、会捐及特别捐。
- (乙) 遵守本会馆章程及条规。
- (丙) 担任本会馆委派之职务。

## 第九条 权利

(甲) 本会馆永远普通会员及普通会员之权利如下：

- 一、对会馆兴革事宜有建议之权。
- 二、有选举权及被选权。
- 三、出席会员大会时有发言、建议及表决权。
- 四、有请求会馆排解纠纷之权。

(乙) 除了无投票及选举权，准会员拥有和普通会员一样的权利。

(丙) 凡会员有不遵守本会馆之章程、条规或议决案者，经董事会调查属实，可予以警告或停止其应享之权利。会员可在权利被终止后的一个月内向会员大会提出反对董事会决定的上诉。会员大会的决定是最终的。

## 第三章 组织

### 第十条 组织

本会馆由新加坡之潮安、澄海、潮阳、揭阳、饶平、普宁、惠来、南澳八邑之公民及永久居民组织之。

### 第十一条 会员大会

会员大会由本会馆全体永远普通会员及普通会员组织之，为本会馆之最高机构。

### 第十二条 董事会

一、 董事会董事六十四人，均属义务职，其组织如下：

(甲) 会长一人 副会长六人至十三人

(乙) 总务一人 副总务一人至二人

(丙) 财政一人 副财政一人至二人

(丁) 交际一人 副交际一人至四人

(戊) 遇必要时，董事会可通过设立其他小组委员会并委任董事担任小组组长或组员等职务，办理各种特别事宜。



- 二、所有董事可能不时被董事会指派负责任何其他委员会或工作小组，以便开展临时或特别活动，以促进会馆的宗旨。

### 第十三条 常务会

常务会由会长、前会长、署理会长、副会长、总务、财政及交际组成，均属义务职。

### 第十四条 名誉职衔

#### (甲) 永远名誉会长

凡曾任本会馆之名誉会长，对本会馆著有功绩，或曾捐助由董事会议决金额的潮邑人士，得由董事会通过聘请为永远名誉会长。

#### (乙) 名誉会长

凡曾任本会馆最少两届之正、副会长，对本会馆有功绩，或潮邑人士捐助本会馆巨款者，得由董事会通过聘请为本会馆名誉会长。

#### (丙) 荣誉董事

吾潮乡贤，积极贡献或热心赞助本会馆之发展者，得由董事会通过聘请为荣誉董事。

(丁) 名誉董事

凡曾在本会馆服务超过九年之董事或查账，或曾在本会馆服务最少六年之常务董事，得由董事会通过聘任为名誉董事。

(戊) 名荣誉顾问

i) 董事会可委任新加坡潮籍内阁部长或以上政务拥有者为荣誉顾问。

ii) 董事会可委任拥有政务职位之新加坡潮籍人士或潮籍国会议员、律师或专业人士为名誉顾问、会务顾问或法律顾问。

永远名誉会长、名誉会长、名荣誉董事及名荣誉顾问均属于名誉职，无享受本会馆董事之权利。

## 第四章 职务

### 第十五条 会员大会

会员大会有下列权限：

- (甲) 修订章程。
- (乙) 选举董事，信托人及查账员。
- (丙) 通过本会馆每年会务报告及财政进支。
- (丁) 决定本会馆会务活动。

### 第十六条 董事会

董事会有下列权限：

- (甲) 执行会员大会议决案及办理经常会务。
- (乙) 补选董事、补选常务董事、推选永远名誉会长、名誉会长、名荣誉董事及名荣誉顾问。
- (丙) 筹募款项并管制此款项之开销。
- (丁) 在不抵触章程之下，制定各项细则。
- (戊) 筹备选举董事各项事宜。
- (己) 派员参加我国公益或有关潮人之各项事宜。

## 第十七条 常务会

- 一、常务会由会长、前会长、署理会长、副会长、总务、财政及交际组成，如总务、财政或交际缺席，得由副总务、副财政或副交际替代。
- 二、常务会有下列权限：
  - (甲) 处理及委任小组处理董事会议之间的各项紧急或例常事务；
  - (乙) 审核各组提交董事会之前的各种策划案；
  - (丙) 执行董事会议决案；
  - (丁) 管理本会馆财务；
  - (戊) 依据本会馆章程规定，拟定执行细则；
  - (己) 监控确保本会馆运作符合章程规章。

## 第十八条 会长

会长之职务为：

- (甲) 对内主持会务，对外代表本会馆。
- (乙) 签署一切文件及作为会馆银行户头签署人之一。
- (丙) 掌管本会馆产业契约，重要文件及印章。
- (丁) 召开会议，并于董事会议、常务会议、会员大会担任主席及执行本会馆决议案。

## 第十九条 副会长

副会长之职务为：

- (甲) 所有副会长辅助会长主持本会馆一切会务。
- (乙) 其中一名副会长作为本会馆银行户头签署人之一。

## 第二十条 署理会长

会长可从副会长中委任一名署理会长协助他处理会务，逢会长缺席或请假，署理会长则为代会长。

## 第二十一条 总务

总务之职务为：

- (甲) 秉承会长意见，依照董事会指示，执行本会馆一切会务。
- (乙) 作为本会馆银行户头签署人之一。

## 第二十二条 财政

财政之职务为：

- (甲) 保管本会馆一切收支款项及银行支票。
- (乙) 作为本会馆银行户头之签署人。

(丙) 向董事会呈报本会馆逐月进支，每年造列清册，交查账员查核，提交常年会员大会报告通过之。

### **第二十三条 交际**

交际之职务为处理对外交际及联络会员感情。

### **第二十四条 副总务、副财政及副交际**

副总务、副财政及副交际，协助总务、财政及交际办理其事务，倘遇其缺席时，得代行使其职权。

## 第五章 选举与任期

### 第二十五条 选举时期

本会馆董事任期每届三年，每届选举董事，三年一次在阳历二月间常年会员大会中选举之。新旧职员之交卸，则在阳历三月间举行之。

### 第二十六条 选举方法

- (甲) 由会员投票选出董事三十八位，除另有条文规定外，以得票最多者为当选，并以次多票为候补。
- (乙) 中华总商会之潮籍正或副会长一人，以及醉花林俱乐部正或副总理一人为当然董事。若委派的代表是该会会长，则该代表将自动成为本会馆副会长。惟该三十八名票选董事中，每邑至少须有董事一名。
- (丙) 本会馆董事会得邀请潮州八邑团体中，派出其正副会长、总务或财政之中的一人，担任本会馆特别董事，任期一届。若委派的代表是该邑会长，则该代表将自动成为本会馆副会长。

- (丁) 另由筹备选举委员会于票选后就会员中增选十七名为董事，倘(乙)项之当然董事，已经在章程第二十六条(甲)项获选为董事，则筹备选举委员会可照其空额继续增选董事，凑足董事六十四名。
- (戊) 所有类型董事于董事会议上均有发言权及表决权。
- (己) 每届董事会改选后，倘由新人担任会长，董事会将委任刚卸任之会长为前任会长，任期与该届会长相同。前任会长可参与常务董事会和董事会，并具有与董事相同之投票权。
- (庚) 常务董事由董事互选之，选举董事须亲自出席投票，不得委派代表。
- (辛) 董事如有辞职或出缺时，则由候补董事以次多票依序递补之。
- (壬) 常务董事如有辞职或出缺时，则由董事中选举一位递补之。
- (癸) 筹备选举委员会于新董事会正式就职之日即行解散。



## 第二十七条 各邑董事

- (甲) 依照章程第二十六条（甲）项选出之董事中，潮州各邑，至少须占有董事一名。
- (乙) 倘八邑中任何一邑之会员，因票数不足，未能在（甲）项中获选，得选该邑会员中得票最多者为董事；倘该邑会员全无被选，得由筹备选举委员会，就该邑之会员中，推选出一人为董事。

## 第二十八条 任期

本会馆常务董事及各董事任期均为三年，期满连选得再连任，惟会长任期不得超过二届，财政则不得连任。

## 第二十九条 查账

每逢选举年之常年会员大会，须选出会员二人为查账员，其任期定为三年，该两查账员不得兼任本会馆董事，期满不得连任。查账员负责查核本会馆每年账目并向常年会员大会报告。此外亦得于其任期内受会长指示，查核本会馆任何一时期之账目，然后向董事会报告。

### 第三十条 董事资格

本会馆董事须品行端正，有正当职业者方为合格，如患精神病，或报穷而未脱离穷籍者，或犯刑事者，皆不得被选。

## 第六章 会议

### 第三十一条 常年会员大会

常年会员大会每年召开一次，定于每年二月间或二月以前举行之，开会前应发出不少过十四日之通告予全体会员，并在本国华文报，至少登报一天，俾会员周知。

### 第三十二条 特别会员大会

会长或董事会认为必要时，可召开特别会员大会。倘有董事至少七人或普通会员三十人联名请求，亦得召开特别会员大会。联名请求开会者，须将开会理由呈交董事会，开会前须发出二个星期之通告予全体会员，并在新加坡华文报刊登此项通告。会议事项，不得越出通告所列之议程范围。联名请求开会者须全体亲自出席，否则会议宣布取消。

### 第三十三条 大会法定人数

常年会员大会及特别会员大会，须有永远普通会

员及普通会员不少过一百人出席，方合法定人数，如不足法定人数，会议可延会半小时后召开，届时无论出席人数多寡，均为合法，照为开会；惟该次会议对现有章程，一概无权加以增删修改。

### **第三十四条 董事会议**

董事会议至少三个月开会一次，会议时须有三分之一董事出席，方足法定人数。除由会长通知总务召集开会之外，如有董事四人联名请求亦得开会，惟请求人须全体亲自出席，否则会议宣布取消。董事会议至少须于二十四小时前分发通知。

### **第三十五条 常务会议**

- (甲) 本会馆常务会议每月召开一次；会长也能根据实际情况随时召开常务会议。
- (乙) 会议时须有三分之一常务董事出席，方足法定人数。
- (丙) 所有常务会议决案须呈报董事会议确定之。
- (丁) 常务会成员均属义务性质，均不领薪酬，但可报销董事会批准之经费。

## 第七章 财政

### 第三十六条 财政年度

本会馆财政年度从阳历每年一月一日起至同年十二月三十一日止。

### 第三十七条 常年经费

本会馆常年经费由本会馆进款项下支出之，如遇不敷或有特别需要时，得由董事会议决，向会员筹募特别捐。

### 第三十八条 财政存根

本会馆零用现金，由财政保管之，但存银不得超过一千元，倘存银超过一千元，财政应将逾额存入本会馆之银行户口。

### 第三十九条 费用

支出款项在五千元以内的单个项目，总务有权批准之。五千零一元至十万元之费用，须由会长批准。

十万零一元至二十万元之费用由常务会批准。二十万零一元至五十万元由董事会批准。超过五十万元之费用，须由会员大会通过方得使用。倘若是自筹资金举办活动，则不受此条例限制。

#### **第四十条 银行户头**

本会馆所有银行开支，由下列四人之中二人共同签名，方为有效：

- 一、会长；
- 二、指定副会长；
- 三、总务；及
- 四、财政。

## 第八章 信托人

### 第四十一条 信托人

- (甲) 本会馆所置之不动产，由信托人管理之，惟信托人须签订受托书。信托人代管本会馆不动产，必须遵守董事会之决议案而执行。
- (乙) 信托人不得超过四人，但不得少过二名。信托人由会员大会选任之。
- (丙) 信托人须品行端正，有正当职业者，方为合格。如患精神病，或报穷而未脱离穷籍者，犯刑事罪，或被剥夺公民权力者，皆不得成为信托人。
- (丁) 信托人如已逝世，或离开本国达一年以上，或不愿任职，或因行为不检被革职者，均须于会员大会另选他人以承其缺。

## 第九章 禁例

### 第四十二条 禁例

- (甲) 除了在私人赌博法令第 250 章允准的宣传活  
动或开设私人彩票活动，任何形式的赌博不  
得在会馆内进行。至于赌具、毒品与不正当  
人物，亦在禁止之列。
- (乙) 本会馆公款不得用于缴付任何会员受法庭处  
罚之款。
- (丙) 本会馆不得用会馆名义，或董事会名义，或  
常务会或会员等名义开设彩票，无论是否仅  
限于会员购买，一概均在禁止之列。
- (丁) 本会馆不得将公款或会所供作政治用途。
- (戊) 本会馆不得从事在新加坡现行职工会相关法  
律下的任何职工会活动。
- (己) 除非事先获得新加坡警察部队执照署助理局  
长（行动）和其他相关部门的书面批准，本  
会馆不得因任何目的而向公众募款。



## 第十章 解散

### 第四十三条 解散

- (甲) 本会馆如欲解散，须召开会员大会，由会员亲身出席或委托代表出席，须得到居住新加坡之会员，不少过五分之三人数表决赞同，方为有效。
- (乙) 本会馆如依照上述（甲）项条文解散时，则本会馆一切合法债务须先全数付清，所有剩余财物，须由大会议决，送交本国潮州人士主持人之慈善或教育机关；剩余财物不得由会员均分之。
- (丙) 解散后须于七日内具函向社团注册官报告。

# 第十一章 附则

## 第四十四条

- (甲) 纪念：本会馆成立于一九二九年九月四日，即以每年九月四日为本会馆成立纪念日。
- (乙) 董事之丧事：本会馆现任董事，如不幸身故，得其家属报告，由本会馆发出通告予各董事前诣丧家探丧及执紼，并送奠致祭。
- (丙) 章程之修改，本会馆章程经会员大会通过及经社团注册官批准后，即刻生效。一切修改增删，须经会员大会通过，并须先获得社团注册官批准后方可执行。

## 附注

- (甲) 本章程在下列日期曾作修订，经会员大会通过，并获得新加坡社团注册官批准。

会员大会日期

1. 2016年2月13日
2. 2024年2月25日

社团注册官批准日期

- 2016年4月15日
- 2024年5月2日

- (乙) 本章程之华文译本，如有遗漏或错误，概以英文本为准。





**新加坡潮州八邑会馆**  
**TEOCHEW POIT IP HUAY KUAN**

**AMENDED CONSTITUTION**  
**(2024 EDITION)**

**APPROVED BY**  
**THE REGISTRAR OF SOCIETIES**  
**ON**  
**2 May 2024**

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563A Balestier Road Singapore 329879  
Tel: 6738 2691    Email: [poitip@teochew.sg](mailto:poitip@teochew.sg)  
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# CHAPTER 1 PRELIMINARIES

## 1. Name:

The name of the association shall be the TEOCHEW POIT IP HUAY KUAN, Singapore. (hereinafter called the huay kuan).

## 2. Objects:

The objects of the Huay Kuan are:-

- a) to cultivate friendship and fellowship amongst the members of each Teochew District, and to keep in contact with other societies or organisations and Huay Kuans.
- b) to foster the spirit of mutual aid, cooperation and unity amongst the members; to carry out charitable works; to promote traditional virtues; and to popularise cultural and educational activities.
- c) to promote business cooperation and exchanges amongst Teochews, locally and globally.

### **3. Place of Business:**

The place of business of the Huay Kuan is at 563A, BALESTIER ROAD Singapore 329879 or such other place as the Board may determine from time to time, subject to the approval of the Registrar of Societies.

## **CHAPTER 2 MEMBERSHIP**

4. There shall be three types of membership: Life Ordinary Members and Ordinary Members who have voting and election rights and Associate Members who have no voting and election rights.

### **4.1 Life Ordinary Membership and Ordinary**

#### **Membership :**

- a) Any Singapore citizen or Singapore permanent resident who belongs to any of the eight Teochew Districts, and has attained the age of 21 years, irrespective of occupation, gender and religion, is not an undischarged bankrupt and is mentally sound, and willing to pay the membership subscription fee, shall be eligible to apply for Life Ordinary membership or Ordinary membership. For the avoidance of doubt, no clan or bodies corporate shall be eligible for membership.



- b) A life Ordinary Member shall pay a lump sum subscription fee of \$1,200 and an entrance fee of \$100 or any other amount that the Board may decide and shall have the voting and election rights.
- c) An Ordinary Member shall pay an annual subscription fee of \$120 and an entrance fee of \$100 or any other amount that the Board may decide and shall have voting and election rights.
- d) All existing members shall be deemed to be Ordinary Members and they are exempted from paying the annual subscription fee. However, they still enjoy all privileges and retain their voting and election rights.

#### **4.2 Associate Membership :**

- a) Any Singapore citizen or Singapore permanent resident who belongs to any of the eight Teochew Districts, and between eighteen (18) and twenty (20) years of age, irrespective of occupation, gender or religion, and is mentally sound;

- b) Any Singapore citizen or Singapore permanent resident who belongs to any of the eight Teochew Districts, and has attained the age of 21 years, irrespective of occupation, gender and religion, is not an undischarged bankrupt and is mentally sound and does not contribute to the annual subscription fee.
- c) Any newly recruited Ordinary Member who has two consecutive years of arrears in annual membership subscription fee payment;
- d) An Associate Member who is above the age of twenty-one (21) shall pay an entrance fee of \$100, while those below the age of twenty-one pay a reduced fee of \$20 or any other amount as determined by the Board. They need not pay annual membership subscription fee and shall have no voting and election rights.

## **5. Admission Procedure:**

An applicant to the Huay Kuan to be a member will be admitted provided:-

- a) He fills and signs an application form;

- b) He is proposed by any member of the Huay Kuan;
- c) The application form is posted on the Notice Board of the Huay Kuan for one week during which period no objection has been made by any member against his admission; and
- d) He pays the entrance fee within two weeks of the posting of the application form.
- e) In addition, all newly recruited Ordinary Members shall have to pay an annual membership fee of \$120 or such other amount as decided by the Board.

## **6. Objection to Membership:**

Any objection in writing made against an application for membership shall be considered by the Board who must be satisfied that the grounds of such objection are not valid before approving the application. Any applicant who has been rejected by the Board may re-apply for admission to the Huay Kuan after a lapse of six (6) months, provided he keeps to the procedure laid down in article 5.

## **7. Expulsion and Resignation:**

Any member who scandalizes or slanders the good name of the Huay Kuan may, upon sufficient evidence being obtained by the Board, be expelled by a decision of two-thirds of the board members present at a Board Meeting held for the purpose. Any member so expelled or any member who resigns from membership of the Huay Kuan shall have no claim to any contribution in money or in kind made prior to such expulsion or resignation.

## **8. Obligation:**

The obligations of a member are:-

- a) to pay entrance fee and any special subscriptions or contributions.
- b) to abide by the Huay Kuan's Constitution, Rules and Regulations.
- c) to assume any duties that may be assigned by the Huay Kuan.

## **9. Privileges:**

9.1 The privileges of an Life Ordinary Member and Ordinary Membre are:-

- a) the right to propose on matters relating to the Huay Kuan's development.
- b) the right to elect and to be elected.
- c) the right to speak, propose and resolve at General Meetings.
- d) the right to seek the Huay Kuan's mediation in his disputes with others.

9.2 All the Associate Members shall enjoy the same privileges except that they do not have the right to vote, elect or to be elected.

9.3 Any member who has failed to comply with the Constitution or Clauses and Regulations or Resolutions of the Huay Kuan, may have his privileges terminated by the Board after the Board has made investigations as to the truth or falsity of any allegation against the member. The Board may alternatively warn the member of his non-compliance. The member may appeal to the General Meeting of members within one month of the termination of privileges against the decision of the Board. The decision of the General Meeting shall be final.

## **CHAPTER 3 ORGANISATION**

### **10. Organisation:**

The Huay Kuan is organised by Singapore citizens and permanent residents of the following Teochew Districts in Singapore:

- |              |                |
|--------------|----------------|
| a) Teo Ann   | e) Jiow Pheng  |
| b) Theng Hai | f) Pho Leng    |
| c) Teo Yeo   | g) Hui Lai and |
| d) Kit Yeo   | h) Nam Oa      |

### **11. General Meeting of Members:**

The General Meeting of Members, formed of all Ordinary Members and Life Ordinary Member, shall be the Huay Kuan's Supreme Body.

### **12. Board of Directors (Board):**

12.1 The Board shall consist of up to sixty-four (64) members all of whom shall serve in an Honorary

capacity. Among them shall be the following office-bearers to manage the Huay Kuan's affairs and organisation:

- a) 1 President and 6 – 13 Vice Presidents;
- b) 1 Secretary and 1-2 Deputy Secretaries;
- c) 1 Treasurer and 1-2 Deputy Treasurers;
- d) 1 Public Relations Secretary and 1-4 Deputy Public Relations Secretaries;
- e) If necessary, the Board may form committees and/or subcommittees to deal with any other or special matters.

12.2 All Directors may from time to time be assigned by the Board to head any other committees or sub-committees for the purposes of carrying out ad hoc or special events in furtherance of the objects of the Huay Kuan.

### **13. Executive Committee:**

The President, Immediate Past President, Deputy President, Vice-Presidents, Secretary, Treasurer and Public Relations Secretary shall form the Executive Committee.

## **14. Honorary Appointments:**

a) Life Honorary President

Any person who has served as Honorary President of the Huay Kuan and has rendered invaluable services and/or donated to the Huay Kuan an amount as determined by the Board may be invited to be a Life Honorary President by the Board.

b) Honorary President

Any person who has served as President, or Vice-President of the Huay Kuan for at least two (2) terms and has rendered invaluable services to the Huay Kuan or any person from the Teochew Districts who has donated to the Huay Kuan a substantial sum of money as donations may be invited to be an Honorary President of the Huay Kuan by the Board.

c) Honourable Board Member

Any person from the aforesaid eight (8) Teochew Districts who has contributed significantly to the development of the Huay Kuan or donated to the Huay Kuan may be invited by the Board to be an Honourable Board Member.



d) Honorary Board Members

Any Board Member or auditor who has served the Huay Kuan for more than nine (9) years or served in the Executive Committee of the Huay Kuan for more than six (6) years may be invited to be an Honorary Board Member by the Board.

e) Honourable and Honorary Advisors

i) Any Teochew Minister or higher-ranking political office holders may be invited by the Board to be an Honourable Advisor.

ii) Any Teochew politicians, professionals or advocates and solicitors practising in Singapore may be appointed by the Board as an Honorary Advisor or Honorary Legal Advisor.

Life Honorary President, Honorary President, Honourable Board Member, Honorary Board Member, Honourable Adviser and Honorary Adviser shall have no voting rights or privileges as given to a Board Member of the Huay Kuan except the title which is purely honorary.

# CHAPTER 4 DUTIES AND POWERS

## 15. General Meeting:

The General Meeting has the power to:-

- a) amend the Constitution;
- b) elect the board members, trustees and auditors;
- c) approve the annual reports and accounts of the Huay Kuan; and
- d) decide on the activities of the Huay Kuan.

## 16. Board Meeting:

The Board Meeting has the power to:-

- a) carry out the resolutions of the General Meeting and to manage the routine matters of the Huay Kuan;
- b) elect members to fill up any vacancy as board members (if necessary) or as office-bearers, and to elect the life Honorary Presidents, Honorary Presidents, Honorable/Honorary Board Members and Honorary Advisors.
- c) to raise funds and to control the expenditure of the Huay Kuan;

- d) to draw up rules and bye-laws and all details not inconsistent with Constitution relating to all matters of the Huay Kuan;
- e) to prepare for the election of board members;
- f) to appoint representatives to any charities in the Republic or any matters relating to the Teochew people in Singapore.

## **17. Executive Committee Meeting:**

17.1 The Executive Committee Meeting shall be attended by:

- a) The President;
- b) The Immediate Past President;
- c) The Deputy President, if any;
- d) The Vice Presidents;
- e) The Secretary, or in his absence, the Deputy Secretary;
- f) The Treasurer, or in his absence, the Deputy Treasurer; and
- g) The Public Relations Secretary, or in his absence, the Deputy Public Relations Secretary.

17.2 The Executive Committee shall:

- a) appoint committees it deems necessary to deal with matters that are routine or urgent or important to the Huay Kuan;
- b) study proposals made by various committees before submitting to the Board for final decision;
- c) carry out all resolutions of the Board;
- d) manage the Huay Kuan's financial affairs;
- e) promulgate by-laws provided that such by-laws shall not conflict with the Articles in this Constitution; and
- f) exercise such other powers and discharge such other duties as the Articles of this Constitution and by-laws may for the time being provide and generally to act on behalf of the Huay Kuan in all matters in a manner consistent with the objects of the Huay Kuan.

**18. President:**

The duties of the President are:-

- a) to manage the Huay Kuan's affairs internally and to represent the Huay Kuan externally;

- b) to sign all documents and be a co-signatory of Huay Kuan's bank accounts;
- c) to keep all title deeds, contracts and other important documents and seals of the Huay Kuan;
- d) to call meetings and to preside as Chairman at all Board, Exco and General Meetings and to implement the Resolutions of the Huay Kuan.

**19. Vice Presidents:**

- a) All Vice Presidents shall assist the President in the running of the Kuay Kuan.
- b) One of the Vice Presidents shall act as a co-signatory of Huay Kuan's bank accounts.

**20. Deputy President:**

The President has the right to appoint only one Vice President as Deputy President to assist him in the running of the Huay Kuan when he is absent or on leave.

**21. Secretary:**

- a) To implement all matters of the Huay Kuan under the direction of the President in accordance with

the directions of the Board.

- b) To be a co-signatory of the Huay Kuan's bank accounts.

## **22 . Treasurer:**

- a) To keep and control all the funds, expenses, monies and cheques of the Huay Kuan;
- b) To be a co-signatory of the Huay Kuan's bank accounts;
- c) To submit monthly reports on the Huay Kuan's income and expenses to the Board, and to balance the accounts annually for submission to the auditors for auditing and reporting to the Annual General Meeting.

## **23. Public Relations Secretary:**

To promote public relations and friendship amongst the members.

## **24. Deputy Secretary, Deputy Treasurer & Deputy Public Relations Secretary:**

The Deputy Secretary, Deputy Treasurer and Deputy

Public Relations Secretary will deputise the Secretary, Treasurer and Public Relations Affairs Secretary respectively in their absence to act on their behalf.

# **CHAPTER 5**

## **ELECTION AND TENURE OF OFFICE**

### **25. Election Date:**

The tenure of office of the board members is three (3) years per term of office. Election of board members shall be held at the Annual General Meeting once in every three (3) years in the month of February and the taking-over of office from the old Board by the new Board shall be in the month of March.

### **26. Method of Election:**

- a) Members shall by means of ballots elect 38 board members. Subject to any provisions to the contrary, the first 38 members with the highest number of votes polled in their favour shall be elected to the Board and other members not so elected shall be deemed to be reserved Board members;
  
- b) The President or Vice President of the Singapore Chinese Chamber of Commerce and Industry and



Chui Huay Lim Club who must be a Teochew shall be Ex-officio Board Members; provided if the nominated ex-officio board member happens to be the President of the respective organisation, he shall automatically be the Vice President of Teochew Poit Ip Huay Kuan. Amongst the 38 elected board members, at least one must belong to each Teochew District.

- c) The Board may invite any organisations representing any of the eight (8) Teochew Districts to nominate its President, Vice President, Treasurer or Secretary to sit in the Board as Special Board Members for a period of one term. Provided if the nominated special board member happens to be the President of the eight (8) Teochew District he shall automatically be the Vice President of Teochew Poit Ip Huay Kuan.
  
- d) The election committee shall additionally appoint up to seventeen (17) voting members to be Nominated Board Members. However, if the aforesaid ex-officio board members is/are already elected to the Board under Article 26(a), then the

election committee shall be empowered to elect a further one to two members to fill in the vacancy/vacancies so created, making up the total number of board members to sixty-four (64).

- e) All the above types of Board directorship shall have the right to vote and speak on all matters of the Huay Kuan during Board Meetings.
- f) Office-bearers shall be elected by and amongst the board members. Votes are to be cast personally by the board members and no proxy can be appointed.
- g) After each board election where a new President is elected, the Board shall appoint the out-going President as the Immediate Past President for the same term of office as the new Board and he shall sit on the Board as an Executive Committee member.
- h) If any board member should resign or vacate his office, the reserved board member with the highest number of votes polled in his favour shall

automatically become a board member to fill up such vacancy;

- i) If any office-bearer should resign or vacate office, the vacancy created shall be filled up by the board members electing a member to replace the vacancy.
- j) The election committee shall cease to exist on the day the new Board takes office.

**27. District Representative:**

- a) Amongst the board members elected under Article 26 (a), at least one shall be a person belonging to each Teochew District.
- b) Should any member belonging to any of the eight (8) Teochew Districts fail to obtain sufficient votes to be elected as a board member so as to comply with paragraph (a), then any member belonging to that District who has received the highest vote compared to other members of that District shall be deemed to be elected. Should no member of any District receive any vote at all, the election

subcommittee shall elect a member of that District to be a board member.

**28. Tenure of Office:**

Office-bearers and board members shall hold office for a period of three (3) years per term of office and will be eligible for re-election except the President who shall not hold office for more than two consecutive terms of office and the Treasurer who shall not be re-elected on a consecutive basis.

**29. Internal Auditors:**

At the Annual General Meeting at which elections are held, two (2) members will be elected as internal auditors for one term of office. The internal auditors shall not act or be elected as board member in the Huay Kuan and shall not be eligible for re-election. The internal auditors shall be responsible to audit each year's account for reporting to the Annual General Meeting. The internal auditors may be required by the President to audit the Huay Kuan's accounts for any period during their tenure of office at any time and to make a report to Board.

### **30. Board Member:**

The requirements of a board member are that he must be of good character and has a proper occupation. No one shall be elected to the Board if he is of unsound mind, or is an undischarged bankrupt, or is a person convicted of a criminal offence.

## **CHAPTER 6 MEETINGS**

### **31. Annual General Meeting:**

The Annual General Meeting shall be held once a year in or before February of each year. Not less the 14 days' notice of such a meeting must be sent to all members entitled to such Notice and must be published within the Republic in any one of the Chinese Language Newspapers at least once.

### **32. Extraordinary General Meeting of Members:**

The President or the Board may call on Extraordinary General Meeting of members if he or the Board think it necessary; alternatively such a meeting shall be called on a requisition of not less than seven (7) board members or thirty (30) voting members. Request must first be made by the requisitionists to the Board giving reasons for the holding of such a meeting, but two (2) weeks' notice must be given to all members eligible to attend and subject to notification being advertised in any one of the Chinese Language Newspapers in Singapore. Such a meeting shall not discuss matters

not stated in the Agenda and it is required that all requisitionists must present themselves at such a meeting, otherwise such a meeting shall be cancelled forthwith.

### **33. Quorum of General Meeting:**

The quorum for the Annual General Meeting and the Extraordinary General Meeting shall be not less than 100 voting members present at the commencement of the meeting. In the absence of a quorum, the meeting shall be adjourned for half an hour, thereafter irrespective of the number of members present, the meeting shall be proceeded with; however such a meeting shall have no power to amend, alter, add or in any way change the Constitution.

### **34. Board Meeting:**

A Board Meeting shall be held at least once in every three (3) months. The quorum shall be 1/3 of the board members present at the commencement of the meeting. Other than the President calling for the meeting through the Secretary, any four (4) board

members may make a requisition for a Board Meeting to be held subject to the requirement that all requisitionists must be personally present at the meeting to be held, otherwise such a meeting shall be cancelled forthwith. Notice of at least 24 hours must be given to board members before a Board Meeting can be held.

### **35. Executive Committee Meeting:**

- a) The Executive Committee shall meet once a month or as frequently as the President shall deem fit and expedient.
- b) The quorum shall be one-third (1/3) of the number of members in the Executive Committee.
- c) All resolutions passed shall be reported at the next Board meeting for approval and acceptance.
- d) The Executive Committee members are not entitled to any form of remuneration for their services with the Huay Kuan but may be reimbursed for all expenses incurred in connection with the work of the Huay Kuan, subject to Board approval.



# CHAPTER 7 FINANCE

## **36. Financial Year:**

The financial year shall be from 1st January to 31st December of each calendar year.

## **37. Annual Expenses:**

The annual expenses shall be paid out of the Huay Kuan's funds. If there are not sufficient funds available, or if there are special requirements for funds, the Board may decide to ask for special subscriptions from members.

## **38. Cash with the Treasurer:**

The petty cash of the Huay Kuan shall be held in the custody of the Treasurer and shall not exceed \$1,000. If the cash is in excess of the amount of \$1,001, the Treasurer must deposit such excess amount with the Huay Kuan's Bankers.

### **39. Expenses:**

For every single project or item, the Secretary may sign and authorise payment not exceeding \$5,000; any expenditure above the sum of \$5,001 but not exceeding \$100,000 must be authorised by the President; any expenditure between \$100,001 and \$200,000 must be authorised by the Executive Committee, and for any other single project between \$200,001 and \$500,000 must be authorized by the Board and in excess of \$500,000 must be approved by a General Meeting of Members. Projects using self-raised fund shall not be subject to the clause.

### **40. Bank Accounts:**

All payments of the Huay Kuan shall be signed by any two of the following four authorised signatories:

- a) The President;
- b) The designated Vice-President;
- c) The Secretary; and
- d) The Treasurer.

## CHAPTER 8 TRUSTEES

### 41. Trustees:

- a) All real properties of the Huay Kuan shall be vested in the Trustees subject to a declaration of Trust in accordance with the Resolutions passed by the Board.
- b) There shall not be more than four (4) Trustees at any one time and shall not be less than two (2) in number. The Trustees are to be elected at a General Meeting of Members.
- c) Trustees must be of good character and have a proper occupation. Any person who is mentally sick or who is an undischarged bankrupt or who is a convicted criminal or has been deprived of his civics rights, shall not become a Trustee.
- d) If a Trustee has passed away or leaves the Republic for more than a year or retires or refuses to accept office or appointment, or has been discharged for misconduct as a Trustee, a General Meeting shall elect a new Trustee in place of the said Trustee.

## CHAPTER 9 PROHIBITIONS

### 42. Prohibition:

- a) Gambling of all kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Huay Kuan's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- b) The funds of the Huay Kuan shall not be used to pay the fines of any member who is convicted in a Court of Law.
- c) The Huay Kuan shall not hold any lottery either in the name of the Huay Kuan or the Board or its office-bearers or its members, whether such lottery is held only amongst members or not.
- d) The Huay Kuan shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

- e) The Huay Kuan shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
  
- f) The Huay Kuan shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities where necessary.

# CHAPTER 10 DISSOLUTION

## 43. Dissolution:

- a) The Huay Kuan shall not be dissolved, except with the consent of not less than three-fifths (3/5th) of the members of the Huay Kuan for the time being reside in Singapore. Such consent to be given either in person by the members or by proxy at a General Meeting convened for the purpose.
- b) In the event of the Huay Kuan being dissolved in accordance with the aforesaid paragraph, all debts and liabilities legally incurred shall be fully discharged and any remaining funds shall be disposed at a General Meeting of members, amongst the various charities, educational organisations in Singapore organised or managed by the Teochew Community. No remaining funds shall be distributed to the members.
- c) Notice of dissolution shall be given to the Registrar of Societies within seven (7) days of dissolution.

## CHAPTER 11 MISCELLANEOUS

44.

- a) Commemoration: The Huay Kuan was established on the 4th day of September 1929. The Huay Kuan will thus commemorate the occasion of its founding every year on the 4th day of September.
  
- b) Respect to Deceased Board Member: In the event of the death of any board member, and on notice being received from the deceased's family, the Huay Kuan shall notify the board members to attend the funeral of and pay the last respect to the deceased board member and also to make offerings in his honour.
  
- c) Amendments to Constitution: This Constitution shall be effective immediately after approval is given by a General Meeting of Members and by the Registrar of Societies. No alternations or additions to this Constitution shall be made except at a General Meeting of Members, and they shall not come into force without the prior approval of the Registrar of Societies.

Notes: The Constitution have been previously amended, duly passed at the General Meeting and approved by the Registrar of Societies, Singapore on the following dates:

<u>Date of General Meeting</u>	<u>Date Approved by Registrar of Societies</u>
13 February 2016	15 April 2016
25 February 2024	02 May 2024