

# 《香港霎哈嘉文化協會會章》

## Hong Kong Sahaj Culture Society Constitution

(最後修訂 Last edition : 2023.7.22)

### 引言·使命

我們是一群霎哈嘉冥想靜坐法的受益者，每個人背後都有一個故事，因為修習這方法而改變了生命。2011年2月23日當它的創始人，Shri Mataji Nirmala Devi (錫呂·瑪塔吉·涅瑪拉·德維) 女士離世時，我們公開在報章刊文承諾：「從此，霎哈嘉瑜伽進入一個新里程，各地群體將全面接棒要把她的愛廣傳人間，致力持守她的教誨，把她的知識承傳下去，以報答她在我們身上創造的奇蹟。」

香港霎哈嘉群體於2018年1月中經過內部商議，共60多人聯署確認有重組領導層必要，並推選出「臨時理事會」，旋即向全球霎哈嘉群體公布，並得到國際中央委員會及中國理事會認可。再於2月9日內部正式舉行了臨時會員大會，連同委任票共62人出席，佔會員人數超過三分之二，正式確認領導班子，隨即再決定著手安排社團註冊及找尋新會址。本會章就是在這背景下由新理事會編寫。

### Preface · Mission

We are a group of people who benefitted from Sahaja Yoga Meditation; each one of us has a story to tell; our lives are transformed as a result of this practice. On 23<sup>rd</sup> February 2011, when the founder Shri Mataji Nirmala Devi passed away, we made a public commitment on the press that “Henceforth, Sahaja Yoga has entered into a new milestone. Each collective body in every place shall take over fully the mission of spreading Her love, stay committed to Her teachings, and pass on Her knowledge, in order to repay Her for the miracles that She created out of us.”

Hong Kong Sahaja Yoga collective elected a “temporary Committee” in January 2018, following internal discussions and confirmation by over 60 members that a re-organization in leadership is needed. The temporary committee had been announced to the world Sahaja collective, and is recognized by the international Central Committee and the China Council. On 9 February 2018, an extraordinary general meeting was held and attended by 62 members, including those vote by

proxy, representing over two-thirds of all members. It represents an official recognition of the new leadership team; and then the decision to register a new Association with a new venue. The Constitution was written and compiled by the new Council under this background.

#### 生效日期

本會章草案在 3 月 21 日 Shri Mataji 壽辰紀念前一天發予全體會員，在一星期內迅速多人回應修訂和完善，在無反對通知情況下當作通過，待來屆會員大會才正式投票通過追認和進一步修訂，於 2018 年 4 月 1 日正式生效。

#### Effective Date

The draft constitution was sent to all members one day before Shri Mataji's birth anniversary on 21<sup>st</sup> March 2018. Many members swiftly responded with edits and improvements within three days, and was passed without any objections. It is effective from 1<sup>st</sup> April 2018. Further edits can be made upon the members' voting and pursuit in the coming General Meeting.

## 第一章：總綱

### SECTION I : GENERAL

#### 第一條 定名

本會定名為香港霎哈嘉文化協會，英文為“HONG KONG SAHAJ CULTURE SOCIETY”，以下簡稱本會。

#### Article 1 : Name

The name of the Association shall be “HONG KONG SAHAJ CULTURE SOCIETY”, herein called “this/the Association”.

#### 第二條 宗旨

本會乃一非牟利性質之機構，有以下明確宗旨：

- (一) 以公益非牟利方式傳揚和教授霎哈嘉瑜伽的文化和知識，包括其入靜方法及相關理念和哲學 [23 年 7 月修訂]；
- (二) 讓社會大眾認識 Shri Mataji Nirmala Devi (錫呂·瑪塔吉·涅瑪拉·德維) 女士的成就和她改變世界的偉大夢想；
- (三) 推廣印度音樂和舞蹈等傳統藝術文化；
- (四) 推廣健康、積極、正面、關愛包容和靈性取向的價值觀和生活方式。
- (五) 利用霎哈嘉文化提升練習者的入靜和人格質素，從而改善各人身、心、靈三方面的健康，從而貢獻和改變社會。

#### Article 2 : Mission

This Association is verily a non-profit organization with the mission clearly defined as follows:

- (1) To propagate and teach the culture and knowledge of Sahaja Yoga, including meditation method and related values and philosophy through non-profit ways
- (2) Enable the public to recognize the founder Shri Mataji Nirmala Devi, Her accomplishments and Her great vision to transform the world
- (3) Promote Indian music and dance and other traditional arts and culture;
- (4) Promote values and lifestyle that are healthy, active, positive, compassionate, tolerant and Spirit-oriented
- (5) Enable Sahaja Culture to raise the individual's quality of meditation and character, thereby improving his/her tripartite health of body-mind-spirit, leading to societal contribution and improvement.

### **第三條 目標**

(一) 為大眾提供更容易接觸和學習霎哈嘉瑜伽知識的機會，包括主辦定期音樂會、靜坐班、研討會、郊遊和出席外界邀約的講座和訪問。

(二) 為練習者提供更多成長機會，包括對內對外就經驗、知識和資源方面的各種交流和分享、參與各工作小組的策劃和實務工作等。

### **Article 3 : Goals**

- (1) Provide the public with easy and accessible ways to learn about Sahaja Yoga, such as through regular concerts, meditation classes, conferences, outdoor trips, and participation in external seminars and interviews, etc
- (2) Provide practitioners with more opportunities for growth, through all kinds of internal/external exchanges and sharing of experiences, knowledge and resources as well as participation in planning & implementation of small working groups etc.

### **第四條 法定地位**

本會是根據香港法例第 151 章《社團條例》註冊組成的合法團體。

### **Article 4 : Official Position**

This Association is a legal organization registered according to the Laws of Hong Kong, Societies Ordinance (Cap. 151).

### **第五條 權責**

- (一) 本會之專有事權乃由各成員共同授予者。
- (二) 一切有關全體會員福利之活動都是本會各成員之共有事權。
- (三) 組織和參與任何義務與非義務性質活動，均以達成本會宗旨為目的。

### **Article 5 : Accountability & Responsibility**

- (1) The exclusive rights of this Association are granted collectively by the members.
- (2) The members has the right of say regarding all matters & activities relating the members' benefits
- (3) The organization, as well as its participation in any obligatory and voluntary activities should adhere to this Association's mission.

## **第六條 會址**

活動地址：九龍觀塘駿業里 6 號富利工業大廈 10 樓 D 室

通訊地址：香港仔湖北街 12 號裕景中心 1601 室

## **Article 6 : Association Address**

Place of business: Flat D, 10/F, Fully Industrial Building, No. 6, Tsun Yip Lane, Kwun Tong, Kowloon

Correspondence address: Flat 1601, Goodview Center, 12 Wu Pak Street, Aberdeen, Hong Kong

## **第七條 法定語文**

本會以中文及英文為法定語文。若有異議，則以中文為準。

## **Article 7 : Official Language**

Chinese and English shall be the official languages of the Association. In case of any discrepancy between the English and Chinese versions of the Constitution, the Chinese version shall prevail.

## **第八條 組織**

本會設會員大會及執行委員會，兩者均依會章處理本會一切事宜。

## **Article 8 : Organization**

The Association shall establish the General Meeting of members and the Executive Committee and both parties shall handle all matters of the Association in accordance to the Constitution.

## 第二章：會員

### **SECTION II : MEMBERSHIP**

#### **第一條 類別、資格與入會手續**

(一) 普通會員 (ordinary members) -

只接受穩定練習者申請加入，或由本會執行委員會其中一位成員邀請加入。申請者必須 18 歲或以上且認同本會核心理念和宗旨。

(二) 附屬會員 (associate members) -

有意參與本會活動者都可申請成為附屬會員。

凡有意參與本會活動與及願意遵守本會會章者，不論國籍背景，填妥入會申請表及繳交首年會費後，經執行委員會審核批准後便可成為會員。如有經濟困難，可向執委會提出減免請求，由執委會決定其中一人或多人義務代為支付會費。

#### **Article 1: Membership types, qualifications and joining procedures**

There are two types of memberships:

(1) Ordinary membership -

Only stable and regular practitioners shall be eligible to apply as Ordinary Members, or those who are invited to join by an Office-Bearer. Applicants must be 18 years old and above, and accept the core values and mission of the Association.

(2) Associate membership -

Anyone who is interested to join in the Association's activities may apply to be an Associate Member.

Regardless of nationality and background, whosoever interested to join in the Association's activities and obey the Constitution, may fill up the membership application form and pay the first year's fees, and after obtaining the approval by the Executive Committee, become a member proper. In case of financial difficulties, he may request the Executive Committee to waive or reduce the fees. In such a situation, the Executive Committee may call upon one or more members to make the obligatory payment on his behalf.

#### **第二條 會員權利**

(一) 普通會員

1. 參與本會之會員大會並可投票及參選
2. 表決及提出議案
3. 要求召開特別會員大會

4. 參加本會舉辦之活動
5. 定期接收有關本會資訊

(二) 附屬會員

1. 列席本會之會員大會
2. 參加本會舉辦之活動
3. 定期接收有關本會資訊

**Article 2: Membership Privileges**

**1. Ordinary membership –**

- (1) Right to attend, vote and be nominated for candidature at General Meetings of the Association
- (2) Right to make any proposal and vote on resolutions at General Meetings
- (3) Right to request for Extraordinary General Meeting (EGM)
- (4) Entitled to attend all activities organized by the Association
- (5) Entitled to receive, on a regular basis, information on the Association

**2. Associate membership –**

- (1) Right to attend the General Meetings of the Association but without the right to vote, make any proposal or vote on any motion therein
- (2) Entitled to attend all activities organized by the Association
- (3) Entitled to receive, on a regular basis, information on the Association

**第三條 會員義務**

- (一) 遵守本會會章
- (二) 服從執行委員會和會員大會通過之決議
- (三) 按期繳交會費或辦理續會事宜
- (四) 積極參與本會舉辦之活動
- (五) 盡力協助本會發展的工作
- (六) 盡力維護本會名譽及愛護本會財物

(註一：如移居外地，只要符合繳費手續和遵守會章等重要要求，不影響其會員資格。)

**Article 3: Members' Obligations**

- (1) Adhere to the Constitution of the Association

- (2) Obey the resolutions passed by the General Meeting and Executive Committee
  - (3) Regularly pay membership fees or membership renewal fees
  - (4) Actively participate in activities organized by the Association
  - (5) Assist in the development of the Association to the best of one's ability
  - (6) Maintain the Association's reputation and protect the Association's assets
- (note 1: If the member migrates overseas, he / she just needs to pay for membership renewal and adhere to the Constitution in order to maintain his / her membership.)

#### **第四條 會費**

- (一) 普通會員：每年港幣 500 元正
  - (二) 附屬會員：每年港幣 50 元正
1. 每年 1 月 1 日起至同年 12 月 31 日為一年度，中途入會者繳交之會費亦以年度計算。
  2. 本會會費金額是由執行委員會通過。除非因行政錯誤，否則包括自行或被要求退會，已繳交的會費將不會被退還。
  3. 本會在有必要時可經由執行委員會決議，調整會費。

#### **Article 4: Membership Fees**

The prescribed annual membership fees as referred to in Article 2 above are as follows:

- (1) Ordinary membership : HK\$500
  - (2) Associate membership : HK\$50
1. The financial year shall be from 1 January to 31 December of the same year. Regardless of the date of joining, annual membership payment will also be for the same period.
  2. The membership fee quantum shall be decided by the Executive Committee. Unless due to administrative errors, paid fees by all members, including those who voluntarily withdraw their membership or those whose membership are terminated, shall not be refundable.
  3. Where the need arises, the Executive Committee can pass a resolution to adjust the fee quantum.

#### **第五條 退會**

- (一) 任何類別的會員，均可以以郵遞或電郵提交退會申請。在本會接獲退會申請一個月後，有關申請將自動被接納，可不另作通知確認。
- (二) 在完成終止會籍程序之前，申請者仍然是會員，仍須遵守本會一切規定。



### **Article 5: Membership Withdrawal**

1. Regardless of membership type, members can apply to withdraw their membership by giving notice via post or electronic mail. Upon the Association receiving the notice, the withdrawal shall automatically come into effect one month later and there shall be no further confirmation notice sent.
2. Till the withdrawal procedure is completed, the applicant remains a member and shall need to adhere to the rules of the Association.

### **第六條 終止會籍**

- (一) 執行委員會在相討及表決後，超過三分之二委員贊成，可有權決定取消個別會員的資格或降為附屬會員，但執委會必須向全體會員作出合理解釋。
- (二) 會員觸犯罪行或對本會作出構成負面影響或損害本會利益的行為，均有機會被要求退會，或降為附屬會員。
- (三) 會員身故即自動終止會籍。
- (四) 如會員未有按時繳付會費，在本會以郵遞、電郵及或其他途徑作出最後繳款限期提醒的一個月後，可自行取消有關會員的資格。
- (五) 會籍一旦撤銷或終止，其在本會之一切權利將予取消。若會員當時帶有某工作人員身分，其職權將會自動終止。

### **Article 6: Membership termination**

1. The Executive Committee has the right to terminate a member's qualification (i.e. Ordinary or Associate Membership) or downgrade his / her membership level from Ordinary to Associate, provided over two-thirds of the Executive Committee members consent to it after discussion and voting. However, the Executive Committee must provide a reasonable explanation of its action to all members.
2. If a member violates the law or if his conduct is such that is adverse or injurious to the interest of the Association, he may be liable to have his membership terminated or downgraded from Ordinary to Associate level.
3. Upon the death of a member, his membership shall be terminated.
4. If a member fails to pay membership fees in time, the Association may automatically terminate his membership after one month of sending a final reminder by post, electronic mail or any other means.
5. Upon termination of membership, all attached rights and privileges shall be cancelled. If a member holds any position within the Association, then upon his membership termination, he shall cease to hold on to such position and authority.

### **第三章：會員大會**

### **SECTION III : GENERAL MEETING**

## **第一條 權責**

- (一) 通過及修改本會會章。
- (二) 審閱及通過本會會務及財政報告。
- (三) 討論、規劃及決定有關本會一切事項。
- (四) 會員大會為本會最高權力中心，於會員大會休會期間，執行委員會將行使執行會務的權力。

## **Article 1: Responsibilities & Authority**

- 1) Approve motions and make changes to the Constitution of the Association
- 2) Inspect, review and approve the Association's Financial Report
- 3) Discuss, plan and decide on all matters concerning the Association
- 4) The highest authority of the Association resides with the General Meeting. Until the time the General Meeting is held, the authority to carry out the matters of the Association shall rest with the Executive Committee.

## **第二條 組織**

凡普通及附屬會員皆有權出席會議。只要執委會主席同意，其他人可以列席旁聽。

## **Article 2: Organization**

Ordinary and Associate Members have the right to attend the General Meeting. Other individuals may attend the General Meeting with the consent of the Chairman, but they do not have the right to vote.

## **第三條 會議 (會員大會)**

(一) 會員大會每年召開一次，由主席召集，會議通告在十四天前通知所有會員說明會議之地點、日期、時間及討論事項，並以全體擁有投票權會員四分之一或三十人(以較低者為準)出席為法定人數。如開會時間逾三十分鐘，仍未達到法定人數，則主席可宣佈流會；而流會後於十四天後於同一地點和時間自動再次舉行（除非事實不可能，但必須確保所有會員能獲得合理通知。）如再次流會，則七天後同一地點時間舉行會議，則出席人數超過有投票權會員之十分一或十人（以較低者為準）就算有效。如再流會，本會即時解散。

(二) 執行委員會主席將擔任會員大會主席，主席缺席時，將由副主席代之。於會議規定時間開始後十五分鐘內未見主席及副主席出席會議時，各出席委員可互選一人為該會議之主席。

(三) 如需要解決特殊事務，半數執行委員或全體擁有投票權會員五分之一聯署書面請求，主席須於接到請求之日起三十天內舉行「特別會員大會」。如有全體有投

票權會員中二分之一聯署書，則任何普通會員均可召開特別會員大會，且在這情況下可由會員推舉臨時會議主席。大會所辦理及討論之事項，只限於該特殊事務及議程上所列各點，特別會員大會之通知會員方法及合法人數，均與會員大會相同。如流會，則必須重新正式啟動召集程序。

(四) 會員大會所討論之議案，須經出席大會人數過半數同意，始得通過。

### **Article 3: General Meeting**

- 1) General Meetings are held once a year. The Chairman calls for the General Meeting, giving members 14 days' notice on the venue, date, time and meeting agenda. The quorum for the voting is one quarter of the total members eligible to vote or thirty voting members (the lower of the two). If within 30 minutes from the time appointed for the meeting a quorum is not present, the Chairman shall announce that the meeting is aborted; and the meeting shall stand adjourned to the same time and venue 14 days later (except where circumstances do not permit, but need to ensure members are reasonably informed). If at the adjourned meeting, a quorum is not present within half an hour from the appointed meeting time, it shall once again be adjourned to 7 days later at the same place and time. The minimum quorum for the adjourned meeting to be effective shall be one-tenth of all voting members or ten members (lower of the two). If the adjourned meeting is once again aborted, this Association shall immediately be dissolved.
- 2) The Executive Chairman shall preside at every General Meeting. If the Executive Chairman is absent, the Vice Chairman shall preside in his place. If within 15 minutes from the appointed meeting time, both the Executive Chairman and Vice Chairman are absent, the rest of Executive Committee can choose one of their members to preside over the meeting. (Revised Dec 2021)
- 3) If it is necessary to settle extraordinary matters, an Extraordinary General Meeting (EGM) may be called by either 50% of the Executive Committee or 20% of the voting members through a signed joint request. Within 30 days of receipt of this request, the Chairman must call for this EGM. If two-thirds or more of the voting members request by writing for an EGM, any Ordinary Member can call for a EGM to be held, and under such circumstances, the voting members can choose an interim meeting Chairman. The matters to be discussed and settled at the EGM are limited to extraordinary issues and points highlighted on the agenda. The minimum quorum and notice period for the EGM shall be similar to those of the AGM. If the EGM is aborted, and to be convened again, it shall follow the same procedures as it is normally and duly convened.

- 4) The resolutions discussed at the General Meeting must be agreed upon by more than half of the attending members before the resolutions can be passed.

#### **第四條 投票權**

- (一) 凡有效普通會員均有投票權。
- (二) 每位親身出席的會員均只擁有一票；如未能親自出席投票，可以委託代表進行投票。但投票委任書必須在會員大會開始前至少半小時前交現屆執委會主席，或執委會授權臨時成立之「選舉委員會」負責人檢查和登記。
- (三) 投票方式一般為舉手，經至少一名投票人提議，一名和議方可進行表決。投票方式可改為不記名投票。由執委會決定。
- (四) 所有決議需由主席及秘書簽署作實。執委會將於會後在會訊中通知會員有關決議。

#### **Article 4: Voting Rights**

- 1) Ordinary members have the right to vote.
- 2) Every voting member physically present at the meeting has one vote only. If he is unable to attend, he may appoint a proxy to cast the vote on his behalf. However, the proxy form must be submitted for checking and verification at least 30 minutes before the appointed meeting time either to the Chairman or the 'interim Committee' temporarily appointed by executive committee.
- 3) A resolution put to the vote is generally decided on a show of hands, and shall be proposed by at least one voting member and seconded by a second member. The manner of voting can be changed to a secret ballot and shall be decided by the Executive Committee.
- 4) All the resolutions passed needs the signature of Chairman and Secretary to be effective. After the General Meeting, the Executive Committee shall inform all members on the resolutions passed.

## 第四章：執行委員會

### **SECTION 4 : EXECUTIVE COMMITTEE**

#### **第一條 定義**

執行委員會乃本會行政及決策機關，跟據會章及會員大會給予的權力及決議執行職務，以及推行本會之一切活動。執行委員會又稱作理事會。

#### **Article 1: Definition**

The Executive Committee (EC) is the Association's administrative and decision-making body. Based on the authority and executive responsibilities vested upon by the Constitution and General Meeting, the Executive Committee shall carry out all of the Association's activities. The Executive Committee is also known as the Council.

#### **第二條 權責**

- (一) 嚴格遵照會章及會員大會決議執行職務。
- (二) 對自己被任命之事務盡其責任。
- (三) 審核及處理入會或退會的申請。
- (四) 根據本會之需要邀請顧問或義工，協助本會事務。
- (五) 處理本會開支及妥善保存財務記錄，每年呈交會員大會審議。
- (六) 連同財務報告及活動回顧/總結，製作全年報告，向會員公布 (如有需要也應向外界發布)。
- (七) 妥善保管本會印章。
- (八) 於會員大會休會期間，如遇某事項不列在會章範圍，作出解釋，決定及履行。
- (九) 代表本會向傷病和困境中的會員提供心理和經濟上支援和輔導。如有會員無能力支付會費，代為募集或支付。

#### **Article 2: Responsibilities & Authority**

- 1) Follow strictly the Constitution and Resolutions of the General Meeting to execute the responsibilities;
- 2) Diligently carry out the responsibilities entrusted upon them;
- 3) To review and handle applications for joining and withdrawal from the Association;
- 4) Based on the needs of the Association, to invite consultants or volunteers to assist in the Association's matters;
- 5) Handle the Association's income and expenditure and properly keep the accounting records, and to present them for review during the annual general meeting.

- 6) Produce a full-year report consisting of the financial statement and review of the year's activities, and present it at the General Meeting (and if required, to external parties)
- 7) Keep the Association's stamp / chop properly
- 8) During the time when the Association is not having its General Meetings, if there are certain issues not covered within the Constitution, to provide explanations, make decisions and carry out the obligations
- 9) Represent the Association to provide psychological & financial support and counselling to members who are ill or are in difficulties. If there are members who are unable to pay membership fees, to raise the necessary funds or make payments on their behalf.

### 第三條 組織

(一) 執行委員會由最少三位委員組成，包括主席、副主席、及司庫。[23年7月修訂]

(二) 首屆執行委員會成員由創會成員書面確定，其後加入的執行委員則由會員大會投票決定。

(三) 人數或職銜方面可因應本會情況，由執行委員會動議，並由會員大會決議，而職銜方面可以增減或兼任。

(四) 執行委員會工作為義務性質，執行委員不得就這職銜而負責之職務向本會收取任何酬金。(2023年6月修訂)

### Article 3: Organization

- 1) The Executive Committee shall consists of at least three committee members, including Chairman, Vice-Chairman, and Treasurer. [ Revised July 2023]
- 2) The first Executive Committee is confirmed by writing by founding members, thereafter future committee members who join in shall be voted and decided by the General Meeting.
- 3) Based on the needs of the Association, the number of EC members and their positions in the EC can be changed or hold concurrently, as long as such change or situation is duly motioned by the EC and, recognized and resolved at the General Meeting.
- 4) The jobs of the committee members are voluntary in nature. Committee members shall not ask for any remuneration from the Association for the responsibilities arising from their designations.

### 第四條 委任任期

(一) 所有委員任期為二年，經會員大會選出可獲連任，但必須經過正式參選和表決程序。

(二) 同一人不得連任同一職位超過三屆(即六年)，唯可以擔任執行委員會內的其他職位。

(三) 當執行委員會內因成員離職或其他原因而出缺時，可由執行委員會委員提名其他普通會員遞補並由執行委員會以一半以上委員通過，其任期直至下一屆選舉為止。(2021年12月修訂)

#### **Article 4: Term of appointment**

- 1) The term for all committee members is two years. Following the General Meeting, they can be re-elected, but they must undergo official election and proper voting procedures.
- 2) A committee person shall not be re-elected to the same position for more than 3 consecutive terms (6 years), but they can undertake other roles / positions in the Committee.
- 3) When an executive member resigns or if there is a vacant position in the Committee, the Executive Committee can nominate a member to fill in the vacant position, which has to be agreed by more than half of the Committee members. The nominated member shall serve for the remaining term until the next Election.

#### **第五條 選舉**

(一) 每屆的執行委員會委員，由本會週年會員大會中選出。

(二) 參與委員選舉，需由一名普通會員提名並於週年大會前十四天書面送達本會執行委員會。

(三) 候選人必須每位逐一經表決而成為委員。當選成為委員後再逐一表決擔當之職位。如該委員職銜只有一名會員競逐，則自動當選。如超過一名會員競逐，則由本會會員在會員大會上，以一人一票方式選出，得票多者為勝。如同票，由現屆主席投決定性一票。

#### **Article 5: Elections**

- 1) The Executive Committee at every term shall be elected at the Association's annual General Meeting.
- 2) Those who wanting to stand for elections needs to be nominated by an Ordinary Member and the nomination sent to the Executive Committee 14 days before the annual General Meeting.
- 3) Candidates must be voted one-at-a-time into the Executive Committee. After being elected in, they must be voted into the various Committee positions one

by one. If the Committee position has only one member contesting, he / she shall automatically be elected. If there is more than one member contesting, the General Meeting shall decide the outcome through a one-member-one-vote system, with the winner obtaining the most votes. In the event of a tie, the present Chairman shall cast the deciding vote.

## **第六條 職能**

### **(一) 主席**

計劃本會工作方針，策劃及統籌各項活動，召集並主持各種會議，對外代表本會。

### **(二) 副主席**

協助主席推行會務，及統籌外務工作和日常事務。如遇主席請假缺席、離職或不能執行其職務時，則代行其職務

### **(三) 司庫**

管理本會一切資產，處理本會一切財政事務，提交財政預算報告。

### **(四) 秘書**

處理會議議案及紀錄、檔案、函件往來，並負責聯絡各委員。

## **Article 6: Committee Positions**

### **1) Chairman**

To plan the Association's overall direction, to strategize and coordinate activities; to call for and conduct meetings; to externally represent the Association.

### **2) Vice Chairman**

To assist the Chairman on the Association's matters; to coordinate external matters and regular tasks. If the Chairman is on leave of absence, resigns or unable to carry out his duties, the Vice Chairman shall stand in his place.

### **3) Treasurer**

Manage the Association's assets; handle all its finances and accounting; submit finance budget reports

### **4) Secretary**

Handle the General Meeting's motions and record of minutes, cases, incoming and outgoing correspondences; responsible for contacting the Committee members

## **第七條 會議**

(一) 執行委員會會議至少每兩月召開一次，有必要時應加密，會議通告在十天之前通知各委員及剛退任之前委員會成員，說明會議之地點、日期、時間及討論事項，並以委員四分之三出席為合法人數，否則改期於十天內再行召集。



(二) 主席缺席時，將由副主席代之。於會議規定時間開始後十五分鐘內未見主席及副主席出席會議時，各出席委員可互選一人為該會議之主席。(2021年12月修訂)

(三) 所有在執行委員會表決的議案，以法定出席人數過半數同意，方為通過生效。如同票，則主席投決定性一票。

(四) 剛退任之委員，有權列席新一屆執委會會議，但無投票權。

(五) 會議紀錄，應連同最少兩月的財務報表，在會後 14 天內向會員公布，且必須以實體和電子版保存至少 6 年。

### **Article 7: Committee Meetings**

- 1) Committee meetings shall be called at least once in two months, and where the need arises, called more frequently. Notice for the Executive Meeting shall be made known 10 days in advance to all committee members and newly retired committee members, detailing the meeting venue, date, time and meeting agenda. The meeting quorum is three-quarters of the committee members; if the quorum is not met, the meeting shall be re-convened within the next 10 days.
- 2) If the Chairman is absent, the Vice-Chairman shall preside the meeting. If within 15 minutes from the appointed meeting time, both the Executive Chairman and Vice Chairman are absent, the remaining Committee members can choose one person to preside over the meeting. (Revised Dec 2021)
- 3) All the motions by the Executive Committee needs half of the committee members to agree before they can be effected. In the event of a tie, the Chairman shall cast the deciding vote.
- 4) Newly retired committee members have the right to attend the new term's committee meeting, but bears no voting rights
- 5) Committee meeting minutes, together with minimum two months financial statements, shall be made known to Association members within 14 days after the meeting. These records in both hard copies and digital format shall be preserved for at least 6 years.

## 第五章：財政

### **SECTION V : FINANCES**

#### **第一條 財政來源**

依 Shri Mataji 訓示，本會財政來源應主要依賴本身成員基於愛護集體和關心社會的心而自發自願的支持，包括會費，也盡量避免接受外間大筆贊助。另外，活動時向參加者供應印刷品和 CD 等可收取合理服務費以作幫補。經執委會同意，會員也可執行與會章沒有抵觸的開源節流方案。[23 年 7 月修訂]

會費年度由每年 1 月 1 日起至同年 12 月 31 日止。會費調整由執行委員會議決並通過。

#### **Article 1: Sources of Funds**

As per Shri Mataji's teachings, this Association's main revenue shall depend on the self-motivated and voluntary contributions of members themselves, arising out of their love for the collective and concern for the society. The revenue sources include membership fees, and as far as possible, shall avoid large external sponsorship. Separately, the Association may collect reasonable service fees to compensate for costs incurred during activities, such as photocopying and CD production expenses. Subject to Executive Committee's approval, members can carry out ways to broaden income sources and reduce expenditure that do not contravene the Constitution. Membership fees are for the period 1 January to 31 December every year. Fee adjustments shall be effected by the Executive Committee upon the passing of the resolution. (Revised July 2023)

#### **第二條 用途**

(一) 本會之會款（包括會費及其他收入）只限用於附合本會宗旨的用途，包括經常及突發性開支。[23 年 7 月修訂]

(二) 獲執行委員會或會員大會通過動用之費用。

#### **Article 2: Uses of Funds**

- (1) The Association's funds (including membership fees and other incomes) is limited to uses that are in line with the Association's mission, including regular as well as unexpected expenses. (Revised July 2023)
- (2) Other uses include those approved by the Executive Committee or passed and approved at the General Meeting.

### **第三條 管理**

(一) 一切款項需由主席、副主席及司庫一同授權使用，一切提款之支票須由主席、副主席、司庫三人中其中二人簽署方為有效。[23 年 7 月修訂]

(二) 司庫需於每次執行委員會會議中報告本會之財政狀況，並於每年十二月製作該財政年度之收支結算表。經義務會計師核妥後，再提交會員大會審核並通過。

(三) 司庫需保留一切收支單據六年，往後該等單據可註銷作廢，惟總帳目冊則永久保留。

(四) 凡牽涉本會重要或敏感資產的改動，包括重大改裝或買賣，必須經會員大會通過方可執行。

(五) 如有債務，由所有會員共同負責。如債務明顯來自人為失誤，例如管理不善，由產生該債務事宜的執行委員及/或會員負責。

### **Article 3: Management of Funds**

(1) The use of any funds shall be authorized by the Chairman, Vice-Chairman and the Treasurer together. All withdrawal of funds via cheques shall be signed by at least two persons among the Chairman, Vice-Chairman, and the Treasurer in order for it to be effective. (Revised July 2023)

(2) The Treasurer is required to present the Association's financial status at every Executive Committee Meeting, and produce an income & expenditure report for the financial year on December. After the report is audited by the voluntary auditor/certified accountant, it shall be presented at the General Meeting for inspection before it is approved.

(3) The Treasurer is required to retain all expense receipts for 6 years, and thereafter can be obsoleted. Only the financial statements shall be kept in perpetuity.

(4) Any changes to the Association's important or sensitive assets, including their structural alteration or sale, must be approved and passed at the General Meeting before they can be implemented.

(5) Any liabilities or debts shall be borne jointly by the members. If the debt or liabilities are clearly arisen out of personal faults or mistakes, such as mismanagement, the Committee member or member responsible for it shall bear the liability.

### **第六章：其他**

## **SECTION VI : OTHERS**

### **第一條 會章修訂**

如欲修改本會會章，需得到會員或特別會員大會出席人數四份之三或以上通過，並呈社團註冊官批准後方得施行。相關文件需 20 天內呈交相關政府部門存案。

### **Article 1: Revisions to Constitution**

If there are proposed changes to the constitution, they must be voted and approved by three-quarter of the voting members at the General Meeting or EGM, and after submitted and approved by the Registrar become effective. The necessary documents must be submitted to the relevant authorities for safekeeping within 20 days of the voting.

### **第二條 解散**

(一) 若本會因故解散，需經會員大會或特別會員大會出席人數四份之三或以上通過。

(二) 如本會解散時，在支付所有法定債權人後，所有資產一概捐給予本會理念相近的非牟利機構。全體會員需在本會解散之前，投票決定捐贈之機構。

### **Article 2: Dissolution**

(1) For the Association to be dissolved, it requires to be voted and agreed by at least three-quarters of the voting members at the General Meeting or Extraordinary General Meeting.

(2) If the Association is dissolved, after the due payments are made to all lawful creditors, all the assets shall be donated to a non-profit organization with values and ideals that are closest to this Association. Before the Association's dissolution, all voting members shall need to vote on the organization to gift the assets to.

### **第三條 合法性**

本會所討論的事項及舉辦的活動均不能抵觸本港或活動當地的法例。

### **Article 3: Legality**

The matters discussed and activities organized by this Association must not conflict with the laws of Hong Kong or that of the local place (where the activities are held).

#### **第四條 罷免及彈劾**

- (一) 如執行委員做出違反會章行為，會員可利用週年會員大會或特別會員大會機制提出彈劾或即時或在一定時間後 (例如 7 天後)終止其職務及/或會籍等罷免動議。
- (二) 受影響一方，有權出席會議並作出辯護。主席應確保會議有充足討論和答辯才展開有關罷免或彈劾的投票決議。(2021 年 12 月增訂)

#### **Article 4: Recall & Impeachment**

- (1) If any member of the Executive Committee behaves in any way in violation of the constitution, members can use the mechanisms of either the Annual General Meeting or Emergency General Meeting to propose impeachment or termination of their duties and/or membership immediately or after a certain period of time (for example, 7 days later).
- (2) The affected party has the right to attend the meeting and make a defense. The Chairman shall ensure that the meeting has sufficient discussion and defense before proceeding with the voting resolution on the recall or impeachment (Added Dec 2021)

(完) (End)