



新加坡作家協會
Singapore Association of Writers

CONSTITUTION
SINGAPORE ASSOCIATION OF WRITERS
新加坡作家协会章程（2018年修订）

Article No	SAW CONSTITUTION		作家协会章程
	CHAPTER 1 - GENERAL		第 1 章 - 总则
Article 01	This Association shall be known as " The Singapore Association of Writers ".	第 1 条	本会定名为“新加坡作家协会”。
Article 02	Its place of business shall be at: 13-B Smith Street Singapore 058927 , or at any other place decided by the Executive Council subject to the approval of the Registrar of Societies.	第 2 条	本会注册地址设在： 13-B, Smith Street, Singapore 058927 或由执行理事会决定，并经社团注册局批准的任何其他地址。
Article 03	The objectives of this Association shall be:- (1) To promote creative literary works and the study of literary theories in order to raise the literary standard of the nation; (2) To liaise with local writers in order to promote the development of literature in this nation by joint efforts; (3) To liaise with writers of other countries in order to obtain knowledge and understanding of literary activities in other countries; and (4) To safeguard the interests of members and look after their welfare.	第 3 条	本会的宗旨为： (1) 促进文学创作及文学理论研究，以提高我国的文学水平； (2) 联系本地作家，以促进本国的文学发展； (3) 联系其他国家的作家，以得知和了解他国的文学活动；及 (4) 保障会员的权益及照顾他们的福利。

	CHAPTER 2 - MEMBERSHIP		第 2 章 - 会籍
Article 04	All Singapore Citizens or Permanent Residents who endorse the objectives of this Association and published books of literary works (such as poems, fictions, novels, plays, essays and literary criticisms) or books of literary research or who have published a certain amount of literary works or literary research articles may become members of this association on the recommendation of two members and upon approval of the Executive Council.	第 4 条	凡新加坡公民或永久居民，如赞同本会宗旨，出版过文学作品（诸如诗歌、小说、戏剧、散文、文学评论等）或文学研究的书籍，或发表过相当数量的文学作品、文学研究或评论，在两名会员的推荐及执行理事会的通过后，可成为本会的会员。
Article 05	For new membership application, the applicant is required to pay a one-time non-refundable subscription fee of S\$200 and upon the approval of the Executive Council, will become the member of this Association. The term of membership is permanent. A member who wishes to withdraw the membership shall need to inform the Executive Council in writing.	第 5 条	新申请入会的会员须一次过缴交入会费（不能退回）新币 200 元，及经执行理事会批准后即成为正式会员。会员制是永久性质的。往后会员欲退会，必须通过书面的方式通知执行理事会。
Article 06	<p>Members shall abide by this Constitution and the resolutions of the Association. They shall pay the membership fee and other dues to the Association, if any.</p> <p>Members shall notify the Association of any change in particulars (such as mailing address and contact phone number). The Association will make periodical update of members' particulars. Members who fail to provide latest updates, after 2 consecutive reminders (within a year) by the Association, shall not qualify for the rights mentioned in Article 07. Member may appeal to the Executive Council with an appropriate reason.</p>	第 6 条	<p>会员必须遵守本会的章程及本会的决议。会员也必须缴交会费及其他与本会有关的款项（如有）。</p> <p>会员必须通知本会有关个人资料（如通讯处及电话号码）的更改。本会会定期更新会员的资料。若在一年之内本会连续 2 次发出通知后而没有收到会员的回复，该会员将不能享有第 7 条所列之权利。会员可向执行理事会提出合理的上诉。</p>
Article 07	Members shall have the right to elect or to be elected and to propose resolutions as well as enjoy other prescribed privileges.	第 7 条	会员有推选或被选及提出议案的权利，和享有其他规定的权益。
Article 08	Any member who has contravened this Constitution or any resolution/decision of this Association or failed to pay any outstanding fee/payment dues to the Association, without furnishing any reason in writing shall have his membership revoked by the Executive Council. The member involved may appeal to the General Meeting of members against such a decision.	第 8 条	任何会员如违反本会章程，或本会的任何决议，或拖欠本会的款项，执行理事会可取消其会员资格；该会员倘若不接受，可在会员大会上提出上诉。

Article 09	A Singapore youth (from secondary school, junior college or equivalent), who is interested in literary works and achieved adequate standard, with nomination proposed by a member of the Association or his/her teacher, and upon the approval of the Association's Executive Council, can become a youth member of the Association. Such youth member is not eligible to vote or to be elected to the Executive Council. Upon leaving school, the youth membership will be ceased.	第 9 条	凡对文学有兴趣并达到一定的写作水平的新加坡青少年（中学、初院或同等学府），如获得一位本会会员或其老师的推荐，经执行理事会通过后，可成为本会的青少年会员。青少年会员没有投票或被推选为执行理事的权利。青少年会员离开学校后，将自动停止会员籍。
Article 10	Persons of renown and who have made substantial contributions to the work of the Association may be invited by the Council to become Honorary Advisor, Council Advisor, Legal Advisor, Academic Advisor, Honorary patron, Honorary President, Honorary Council Chairman, Honorary Councilor of the Association, or other appointments determined by the Executive Council. The Advisors and Honorary appointment holders shall have a tenure of office only as long as that of the Council which so elects them or not more than 2 years, they can be re-invited to the Council after each term. The Advisors and Honorary appointment holders may participate in all meetings of the Association but they shall have only the right to speak and not to vote.	第 10 条	凡有声望及对本会会务有极大贡献者，理事会可邀请他们成为本会名誉顾问、会务顾问、法律顾问、学术顾问、名誉赞助人、荣誉会长、名誉会长、名誉理事长、名誉理事等，或其他由理事会通过的职衔。其任期与推选他们的理事会相同，或不超过 2 年，来届的理事会可以重新邀请他们担任相关的职衔。顾问及名誉职衔者可参加本会的会议，但只有发言权，没有投票权。
CHAPTER 3 - ORGANISATION		第 3 章 - 组织	
Article 11	The General Meeting of members shall be the supreme authority of this Association.	第 11 条	会员大会将为本会的最高权力机关。
Article 12	The Executive Council of this Association shall comprise 15 members to be elected at the General Meeting by secret ballot and 2 members to be co-opted by the Council. The 17 members are: One President, one to five Vice-President(s), one Secretary, one Vice-Secretary, one Treasurer, one Vice-Treasurer, one Publication Officer, one Vice- Publication Officer, One Academic Officer, one Vice-Academic Officer, one General Affairs Officer, one Vice-General Affairs Officer, and 3 (or balance of 17) Council Members, to assist any of the above appointments. The Vice-President can hold one of these appointments, if required.	第 12 条	本会的执行理事会包括在会员大会上通过秘密投票而推选的 15 名理事，及 2 名受委理事。 17 名理事为： 会长 1 人，副会长 1-5 人，秘书 1 人，副秘书长 1 人，财政 1 人，副财政 1 人，出版 1 人，副出版 1 人，学术讲座 1 人，副学术讲座 1 人，总务 1 人，副总务 1 人，3 人（或其余）为理事，可协助上述任何职位。必要时，副会长可兼任上述的一个职位。

Article 13	Members elected into the Executive Council shall by secret ballot elect from amongst themselves the President. The President will then (or at later stage within the term) nominate 2 other members to be co-opted members and from amongst the 16 members nominates all the office-bearers as provided in Article 12 hereof. The nominations are subjected to the approval of the Executive Council.	第 13 条	当选为执行理事会的理事须通过秘密投票从他们当中推选出会长，再由会长（或在较后时段的任期内）委任两名会员为受委理事，并在 16 名人选中分配如第 12 条所述的职务，再由执行理事会通过。
Article 14	The President after discussions with the Vice-President will nominate for the Council's approval not exceeding 15 members to be Invited Councilors who shall have a tenure of office only as long as that of the Council which so invites them. Such invited councilors may participate in all the meetings of the Association but they shall have only the power to speak and not to vote.	第 14 条	会长在与副会长磋商后，可以提名不超过 15 名受邀理事，由执行理事会通过。受邀理事的任期，与执行理事相同。受邀理事只有发言权，没有投票权。
Article 15	The Executive Council serves for a term of two years and are eligible to be re-elected. President shall not be held continuously for more than 6 years. The Treasurer shall not be re-elected to the same appointment for a consecutive term, the Vice-Treasurer is not restricted to this rule.	第 15 条	执行理事会的理事任期为两年，任满后有资格参加重选。会长不可连续担任超过 6 年。正财政不可连任，副财政不受此限。
Article 16	If in any of the Executive Council meetings, there are more than 13 Councilors (including co-opted members) who cast through secret ballot a vote of non-confidence against the President, the President will have to step down. One of the Vice-Presidents will then serve as Acting President until such time when a new Executive Council is elected at the next General Meeting of the Association.	第 16 条	若在任何一次执行理事会的秘密投票中，有超过 13 名理事（包括受委理事）赞同，可以罢免会长。然后即日起由其中一名副会长暂代会长之职，至下届会员大会选出新的执行理事会为止。
Article 17	One or Two Honorary Auditor(s), whom shall not be the member of the Executive Council, shall be appointed at the annual general meeting or at the newly elected Executive Council Meeting for one term.	第 17 条	义务查账 1 或 2 位（不得为执行理事会的理事），须在常年大会或新一届理事会上选出，任期一届。
Article 18	The Executive Council may set up an ad hoc Committee or working groups as and when necessary. The ad hoc Committees or working groups can consist of councilors and members.	第 18 条	执行理事会在必要时，可设立特别委员会或工作小组，处理相关事务，成员可包括理事和会员。

	CHAPTER 4 - AUTHORITIES & DUTIES		第 4 章 - 权限与义务
Article 19	The Report of the Executive Council, the election of Executive Council members, the Statement of Accounts and other motions or resolutions relating to the affairs of this Association shall be tabled at the General Meeting of members for consideration, adoption or approval.	第 19 条	执行理事会的报告、执行理事会理事的推选、账目报告，及其他有关本会事务的动议或提案，须列在会员大会议程上，俾便考虑、采纳或通过。
Article 20	The Executive Council shall elect from its members the President, the Vice-President and other officials to execute the resolution or resolutions of the General Meeting. It shall also be the responsibility of the Executive Council to plan the affairs of the Association, to raise and collect funds for the Association, to control the funds of the Association and to consider written representations or suggestions from members.	第 20 条	执行理事会须从其理事中推选会长、副会长及其他职员，以执行会员大会的议决案，同时须负起理事会的责任，以拟定会务计划，为本会筹集基金，管理本会的基金及考虑会员的书面意见或建议等。
Article 21	The President shall chair meetings of the Executive Council and Annual General Meetings and supervise the work of the various Sections. He shall also be responsible for external liaison work and sign all out-going documents.	第 21 条	会长将主持理事会与会员大会的会议，监督各组的工作，他也将负责对外的联络，及签署所有的对外文件。
Article 22	The Vice-President shall assist the President in the affairs of the Association. In the absence of the President, one of the Vice-Presidents shall act as the Chairman of an Executive Council Meeting or a General Meeting.	第 22 条	副会长将协助会长处理会务。在会长缺席时，其中一名副会长将主持理事会及会员大会会议。
Article 23	The Secretary and the Vice-Secretary shall be responsible for keeping and distributing documents of the Association, taking custody of the files, records and the seal of the Association, and assist the President and the Vice-Presidents in the external liaison work where necessary.	第 23 条	正副秘书长负责保存及分发本会文件，保管文件夹、记录及会印。在必要时，协助会长及副会长对外的联络工作。
Article 24	The Publication Officer and the Vice-Publication Officer shall be responsible for all matters relating to publication work.	第 24 条	正副出版主任负责一切有关出版的工作。
Article 25	The Treasurer and the Vice-Treasurer shall be responsible for the collections and the payments of the Association's money and the preparation of the Statement of Accounts.	第 25 条	正副财政负责本会款项的收支及准备账目报告。

Article 26	The Academic Officer and the Vice-Academic Officer shall be responsible for all research work, arrangement of seminars/forums, literary awards and training.	第 26 条	正副学术主任负责研究工作，安排座谈会/讲座、文学奖、组织文学培训班等。
Article 27	The General Affairs Officer and the Vice-General Affairs Officer shall be responsible for all the publicity, liaison work of the Association and welfare of the members.	第 27 条	正副总务负责对内对外联络工作，负责会员福利和康乐。
Article 28	The Auditor shall be responsible for checking and auditing the accounts of the Association and shall present a report thereof to the General Meeting.	第 28 条	查账负责核查及审计本会的账目并向常年会员大会提呈报告。
	CHAPTER 5 - MEETINGS		第 5 章 - 会议
Article 29	A General Meeting of members shall be held annually in the first quarter of the calendar year after the Secretary has given at least 2 weeks written notice in advance. Motions or resolutions, if any, shall reach the Association in writing at least 1 week before the General Meeting.	第 29 条	会员大会将于每年的首 3 个月内举行。秘书须预先给会员至少 2 周的书面通知。动议或提案（如有）至少须在大会召开的前 1 周，以书面送交到本会。
Article 30	There shall be more than one quarter of the total number of members eligible to vote present to constitute the quorum of the General Meeting. In the absence of a quorum at the meeting first called, after adjourned for half an hour, one-sixth of the total number of members eligible to vote present at the meeting called the second time shall be adequate to form a quorum, provided that no amendments shall be made to the Constitution at such a meeting.	第 30 条	会员大会现场，有资格投票会员出席的人数如超过四分之一出席，即达法定人数。如出席会员大会的法定人数不足，在延后半小时再召开的会员大会中，如有六分之一有资格投票会员人数出席，则视为达到足够的法定人数。但在此情况下召开的大会，不得修改章程。
Article 31	A member who is unable to attend the meeting may appoint in writing for another member to act as his representative at the meeting provided that a member present shall represent only one absent member.	第 31 条	如会员不能出席大会，他可以书面委托另一名会员代表他参加。但一名出席的会员只能代表一名缺席的会员。
Article 32	Should there be extraordinary circumstances, or should 12 or more members propose to the effect, the Council may summon an Extraordinary General Meeting, and the Secretary shall inform all members of the Association of such a meeting at least 3 days before the meeting takes place.	第 32 条	如有特殊情况，或有 12 名或更多名会员提出要求召开特别会员大会，执行理事会可召开特别大会，秘书须在大会举行之前至少 3 天，通知所有的本会会员。

Article 33	The Executive Council shall hold meetings, which includes video conference meetings, once in 3 to 4 months of which at least three days' written notice or new media notification (such as email) shall be given by the Secretary. The secretary's office may also call for meetings as and when deemed necessary. An emergency Executive Council Meeting may be held as and when necessary, with the agreement of at least half of the number of Executive Council members.	第 33 条	执行理事会须每 3 至 4 个月间召开一次会议, 包括视屏会议, 秘书处可根据需要召开会议。秘书须给予至少 3 天的书面、或新媒体通知 (如电邮)。若必要时, 在超过一半的执行理事同意下, 可召开紧急执行理事会会议。
Article 34	More than half of the number of Executive Council members shall be present before the Executive Council Meeting can transact any business.	第 34 条	执行理事会会议有超过一半的执行理事出席, 即可处理任何事项。
Article 35	An Executive Council Member absent at a meeting may appoint in writing another Council member to act as his representative at the meeting provided that a Council member present shall represent only one absent Council member. Any member of the Executive Council who absents himself from 3 consecutive meetings without leave of absence shall cease to be a member of the council and the vacancy thus caused shall be filled by appointment of another member.	第 35 条	一名缺席的理事可以书面授权另一名出席会议的执行理事为代表; 但一名出席理事只能代表一名缺席的理事。任何执行理事, 连续 3 次没有参加执行理事会会议, 而又没有书面说明理由者, 当作自动放弃执行理事职位论。执行理事会可以另外委任一名会员以填补其职位。
Article 36	The Secretary shall record proceedings of the Executive Council meetings and Annual General Meetings and prepare minutes thereof.	第 36 条	秘书须记录执行理事会会议与会员大会的进行及准备会议记录。
Article 37	All motions or resolutions at a General Meeting or an Executive Council Meeting shall be agreed to by more than half of those present before they can be considered approved. In the event of an equal number of votes, the President shall have a casting vote.	第 37 条	会员大会或执行理事会会议的所有决议或提案, 须获得超过一半的出席会议人数的赞同, 方可当作是通过。若遇到票数相同时, 会长拥有表决权。

	CHAPTER 6 - FUNDS		第 6 章 - 基金
Article 38	The funds of the Association shall be derived from the following :- (a) One-time non-refundable subscription fees of S\$200 per new member. (b) External donations to be raised by the Executive Council, if necessary provided that the acceptance of donations from non-members shall be subjected to approval by the Executive Council.	第 38 条	<p>本会基金将由下列途径筹得：</p> <p>(b) 新会员的入会新币 200 元（不能退回）。</p> <p>(c) 在执行理事会认为必要时，可向外募捐，但接受非会员的捐款，必须获得执行理事会的批准。</p>
Article 39	The Treasurer or Vice-Treasurer of the Association shall hold in cash a sum not exceeding S\$200 and within one month shall deposit in the Association's bank account any sum of money in excess thereof.	第 39 条	本会正副财政可保有不超过新币 200 元的现金，逾额在一个月内需存入本会所开设的银行户口。
Article 40	The Association shall open an appropriate number of bank accounts to handle the transactions of this Council. The cheque book shall be kept by the Treasurer. Cheques to be signed by any 2 of these 3 key Council Members, namely the President, the Vice-President and the Treasurer, shall be considered valid. All items of expenses which exceed S\$500 shall be approved by the President in person.	第 40 条	本会将开设适当数目的银行户口，处理本会的来往款项。支票簿由财政掌管。所有支票须由会长、副会长、财政中任何 2 人签署，始为有效。若支出款项超过新币 500 元，必须由会长签署批准。
	CHAPTER 7 - PROHIBITION		第 7 章 - 禁例
Article 41	All forms of gambling, such as the playing of Mahjong, whether for money or otherwise, shall be prohibited in the Association premises and no person of undesirable character shall be introduced into the Association premises.	第 41 条	本会严禁任何赌博，如打麻将等，不论有赌注与否，一概不准在本会会所内进行。不良份子也不准被带入本会会所。
Article 42	The funds of the Association shall not be utilized to pay the fine for any member who has committed an offence.	第 42 条	本会基金不得用作为缴付任何会员犯法的罚款。
Article 43	The Association shall not take part in or interfere with any trade union activities.	第 43 条	本会不得参加或干预任何职工会的活动。

Article 44	The Association shall not conduct any lottery either in the name of the Executive Council or in the name of the members, irrespective of whether the lottery is confined to members or not.	第 44 条	本会不得用执行理事会或会员的名义开设幸运抽奖，无论幸运抽奖是否仅限于会员参与。
Article 45	The Association shall not be involved in any political activities nor shall the funds or premises of the Association be used for any political purpose.	第 45 条	本会不得参与任何政治活动，或利用本会的基金或会所作为任何政治目的用途。
	CHAPTER 8 - DISSOLUTION		第 8 章 - 解散
Article 46	The Association may only be dissolved with the consent of three fifths of the members eligible to vote for the time being resident in Singapore.	第 46 条	本会只有在获得住在新加坡的五分之三有资格投票的会员赞同的情况下，方能宣布解散。
Article 47	In the event that the Association is dissolved as provided in the preceding article, all legitimate debts and properties shall be settled. The last General Meeting shall dispose of the balance of the funds, if any.	第 47 条	本会如依上述规定解散时，则本会一切合法债务及产业必须解决，最后一次会员大会须处理基金的余额（如有）。
Article 48	If it is decided that the Association shall be dissolved, the Registrar of Societies shall be notified within 7 days thereof.	第 48 条	如果本会决定解散，须于 7 天内通知社团注册官。
	CHAPTER 9 - OTHERS		第 9 章 - 其他
Article 49	Amendments to this Constitution may be made at the General Meeting, provided that such amendments shall not be implemented before the approval of the Registrar of Societies.	第 49 条	本会章程可在会员大会上进行修改，但这些修改不得在社团注册官批准之前实行。