

Constitution of Hong Kong Chinese Women's Club College Alumni Association

Chapter 1 General Situation and definition

1. The English name of the organization shall be “Hong Kong Chinese Women’s Club College Alumni Association”, while the Chinese name of the organization shall be “香港中國婦女會中學舊生會”, hereinafter referred to as “the Association”.
2. The address of the Association shall be the same as that of Hong Kong Chinese Women’s Club College, hereinafter referred to as “the College”, which is situated at 2B, Tai Cheong Street, Sai Wan Ho, Hong Kong.
3. The objects of the Association shall be:
 - (a) to maintain contact with members and to develop welfare for members;
 - (b) to promote the spirit of co-operation among members;
 - (c) to strengthen the link of members with teachers and students of the College;
 - (d) to organize cultural and recreational activities for members; and
 - (e) to participate in community activities.
4. A calendar year of the Association shall be defined from 1st January to 31st December of a year.
5. “Member” refers to any member of the Association as defined in this Constitution.
6. In this Constitution, unless otherwise stated,
 - (a) words importing the singular shall include the plural, and vice versa; and
 - (b) words importing one gender shall include both genders and the neuter.

Chapter 2 Membership

7. (a) Qualification for the two types of membership:
 - Full member
an alumnus of the College as defined in the Annex
 - Honorary member
a full member who is considered that he has a great contribution to the

Association and nominated by the Executive Committee, and approved in the General Meeting.

(b) Application procedure:

In applying for membership, an applicant shall submit to the Association a completed application form. He shall become a member when his application is approved by the Executive Committee and the prescribed fees are paid.

(c) Verification procedure of full members

After the first registration of a full member, a verification of identity must be made by either:

- (1) providing an supportive object as a proof of identity; or
- (2) having a teacher of the College as a referee.

8. Rights of Members:

All members enjoy the benefits as set forth in Article 3 "Objects" of this Constitution. All verified full and honorary members have the right to elect, be elected, vote and recall.

9. Obligations of members:

- (a) to abide by the Constitution of the Association and the resolution passed by the General Meeting;
- (b) to pay the annual subscription fees which shall be announced and passed at the General Meeting every year; and
- (c) to inform the Executive Committee in writing in the event of voluntary withdrawal from the Association.

Chapter 3 Organization and Functions & Powers

10. The supreme authority of the Association shall be vested in the General Meeting, during the recess of which the Executive Committee shall be the executive organ.

11. The Executive Committee shall consist of at least five and at most twenty Executive Committee Members who shall be elected at the General Meeting of every term. The Executive Committee shall elect from among themselves five Office Bearers: a Chairman, an Internal Vice-Chairman, an External Vice-Chairman, a Secretary and a Financial Secretary.

12. All the Executive Committee Members of the Association shall serve gratis. Their term of office shall be 2 calendar years and they may be re-elected. The Chairman and the Financial Secretary may only be re-elected once. The Executive Committee Members shall not be salaried staff of the Association, nor shall they receive from it any remuneration.
13. If any of the Executive Committee post is vacated, the responsibility shall be taken over by other Executive Committee members, or if necessary, the post shall be elected among the Executive Committee members.
14. The Association may recruit new Executive Committee from the members, with the consent of the majority of Executive Committee members.
15. Functions and powers of the Members at the General Meeting:
 - (a) to pass any amendments to the Constitutions of the Association;
 - (b) to elect Executive Committee Members;
 - (c) to consider and adopt the budget and financial reports of the Association;
 - (d) to decide on any innovation which the Association may require and on the recall of the derelict office bearers; and
 - (e) to expel members from the Association who have committed a breach of the Constitution of the Association.
16. Functions and powers of the Executive Committee:
 - (a) to implement the resolutions passed at the General and Extraordinary General Meetings;
 - (b) to prepare the budget;
 - (c) to attend to the daily affairs of the Association;
 - (d) to decide on the employment, discharge, and salaries of the employees;
 - (e) to appoint sub-committees; and
 - (f) to make recommendations to the Members at the General Meetings.

Chapter 4 Meetings

17. Members of the Association shall be notified of the General Meeting fourteen days in advance. The quorum of the General Meeting shall be thirty members of the Association. In the absence of a quorum, the meeting shall be adjourned and be convened again within fourteen days. For this adjourned meeting,

Members of the Association shall again be notified of the meeting. At this adjourned meeting, any number of members present shall be a quorum.

18. The Executive Committee shall hold no less than one Meeting per quarter. The quorum of an Executive Committee Meeting shall consist of half of all the Executive Committee Members. In the absence of a quorum, the meeting shall be adjourned and be convened again within three weeks. At this adjourned meeting, any number of Executive Committee Members present shall be a quorum.
19. In any Meeting, the Chairman, Internal Vice Chairman or the External Vice Chairman shall be present.
20. Motions at all meetings shall be carried by the approval of over half of those present. In case of an equality of votes, the Chairman of the meeting shall put in his casting vote for the decision.

Chapter 5 Election

21. A General Meeting regarding the change of office must be held within the fourth quarter of the present calendar year. Two weeks prior to the General Meeting of every term, the Executive Committee shall notify every member of the Association the details of the election and the candidates. Procedures and details of the election shall be stipulated in the Annex. The next term of office shall be admitted by the approval of over half of the members in presence in the General Meeting. The hand-over of the office must be made on or before 31st December of the present calendar year.

Chapter 6 Awards and Penalties

22. The Executive Committee may, subject to the approval of the General Meeting, recommend those who have offered meritorious services to the Association as Honorary Member by the approval in the General Meeting.
23. Members who commit one of the following breaches may, subject to the approval of the General Meeting, be warned or expelled from the Association by the Executive Committee:
 - (a) Infringement of the Constitution of the Association and the resolutions passed by the General Meetings;

- (b) Convicted of a criminal offence in Hong Kong;
- (c) False use of the name of the Association in unlawful acts whether thereby impairing its reputation or not; or
- (d) Arrears of payment of the membership fee for one year.

Chapter 7 Use of Funds

- 24. The use of funds shall be approved by the Executive Committee.

Chapter 8 Debts and Liabilities

- 25. Any debts and liabilities of the Association shall be borne by all the Executive Committee Members of the term in which the debts and liabilities are incurred.

Chapter 9 Others

- 26. The Association shall invite the Principal and at least two teachers of the College to be advisers. They shall have the right to attend all meetings.
- 27. In case the Association shall dissolve, the decision shall be made by voting at the General or Extraordinary General Meeting, with over half of the total Members voted for the motion. Any remaining assets of the Association upon its dissolution shall be donated to the College or local charitable organization.
- 28. Any amendment to this Constitution shall be passed at the General or Extraordinary General Meeting and approved by the Registrar of Societies before it comes into effect.
- 29. The Association may nominate an alumnus as the Alumni Manager of the College, as stipulated in the Constitution of the Incorporated Management Committee of the College. The nomination procedures shall be set according to the Education Ordinance and the procedural guidelines as approved by the Association.