

**THE CONSTITUTION OF NEW TERRITORIES HEUNG YEE KUK YUEN LONG DISTRICT**

**SECONDARY SCHOOL ALUMNI ASSOCIATION**

**SECTION I - DEFINITIONS**

**SECTION II - GENERAL**

**II.1 - NAME**

**II.2 - AIMS**

**II.3 - MANAGEMENT**

**II.4 - ASSOCIATION SESSION**

**SECTION III –MEMBERSHIP**

**III.1 - ELIGIBILITY**

**III.2 - DUTIES & RIGHTS OF MEMBERS**

**SECTION IV - THE COMMITTEE**

**IV.1 - FUNCTIONS**

**IV.2 - COMPOSITION**

**IV.3 - RIGHTS OF THE COMMITTEE**

**IV.4 - RIGHTS & DUTIES OF THE INDIVIDUAL COMMITTEE MEMBER**

**IV.5 - COMMITTEE MEETING**

**IV.6 - DISSOLUTION OF THE COMMITTEE**

**SECTION V - GENERAL MEETING**

**V.1 - ANNUAL GENERAL MEETING**

**V.2 – EXTRAORDINARY GENERAL MEETING**

**V.3 – NOTICE AND RULES AT GENERAL MEETING**

**SECTION VI – CONDUCT OF COMMITTEE MEMBERS AND PENALTY**

**VI.1 - GENERAL**

**VI.2 – PENALTY FOR IMPROPER CONDUCT OR MISCONDUCT OF COMMITTEE MEMBERS**

**SECTION VII – AMENDMENT AND INTERPRETATION**

**VII.1 - AMENDMENT**

**VII.2 - INTERPRETATION**

**THE CONSTITUTION OF N.T. HEUNG YEE KUK YUEN LONG DISTRICT SECONDARY**

**SCHOOL ALUMNI ASSOCIATION**

**THE CONSTITUTION OF NEW TERRITORIES HEUNG YEE KUK YUEN LONG DISTRICT**

**SECONDARY SCHOOL ALUMNI ASSOCIATION**

**SECTION I - DEFINITIONS**

For the purpose of this constitution,

The School shall mean N.T. Heung Yee Kuk Yuen Long District Secondary School )

“Member” shall mean an ex-student of N.T. Heung Yee Kuk Y.L.D.S.S.;

“Association” shall mean the N.T. Heung Yee Kuk Y.L.D.S.S. Alumni Association;

“Executive Committee” shall mean the N.T. Heung Yee Kuk Y.L.D.S.S. Alumni Association Executive Committee.

**SECTION II - GENERAL**

**Article 1 - NAME**

The name of the Association shall be “N.T. Heung Yee Kuk Y.L.D.S.S. Alumni Association”;

The Chinese name shall be “新界鄉議局元朗區中學校友會”.

**Article 2 - AIMS**

- a) to promote the connection among the Members;
- b) to strengthen the connection between the Members and the School;
- c) to further spread the spirit of the School .

**Article 3 - MANAGEMENT**

The management of the Association during the Association Session shall be vested in the Executive Committee as elected in accordance with the provisions of this Constitution.

**SECTION I – DEFINITIONS**

For the purpose of this Constitution:

‘Association’ means the New Territories Heung Yee Kuk Yuen Long District Secondary School Alumni Association;

‘Chairman’ means the Chairman of the Committee;

‘Committee’ means the Executive Committee of the Association;

‘Committee Member’ means a member of the Committee;

‘General Meeting’ means a general meeting of the Members held in accordance with this Constitution, which can be an Annual General Meeting or Extraordinary General Meeting;

‘Member’ means a member of the Association;

‘School’ means the New Territories Heung Yee Kuk Yuen Long District Secondary School;

“Term” shall have the meaning assigned to it under IV.2 b) of Section IV.

**SECTION II – GENERAL**

**II.1 – NAME**

The English name of the Association shall be ‘New Territories Heung Yee Kuk Yuen Long District Secondary School Alumni Association’. The Chinese name of the Association shall be ‘新界鄉議局元朗區中學校友會’.

**II.2 – AIMS**

The aims and objectives of the Association are:

- a) to promote the connection among the Members;
- b) to strengthen the connection between the Members and the School;
- c) to further spread the spirit of the School .

**II.3 - MANAGEMENT**

- a) The management of the Association shall be vested in the Committee which shall be elected in accordance with this Constitution.
- b) The revenue of the Association shall come mainly from activities fees and donations of alumni and interested parties.

- c) All incomes and expenses of the Association must be discussed and approved by the Committee.
- d) The revenue and assets of the Association shall only be used in organizing activities relevant to the aims and objectives of the Association as stipulated in this Constitution.
- e) No portion of the revenues or assets of the Association shall be paid or transferred (whether directly or indirectly) by whatever means to any Member without the approval of the Committee and all relevant parties.
- f) The Committee Members shall not receive any form of remuneration for their service.
- g) In the event of dissolution of the Association, all remaining revenues and assets shall be donated to charitable institutions or trusts of a public character which are exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112, Laws of Hong Kong). The last Committee shall be responsible for making the arrangements before the dissolution.

#### **II.4 - ASSOCIATION SESSION**

The Association Session shall begin with the conclusion of an Annual General Meeting and shall terminate at the conclusion of the Annual General Meeting of the following year.

#### **SECTION III - MEMBERSHIP**

##### **III.1 - ELIGIBILITY**

Any person who has studied in the School for one school year or more may apply to the Association to become a Member. The Committee shall be responsible for verifying the application. The Committee shall, if it is satisfied with the eligibility of the application, admit the applicant as a Member. .

##### **III.2 - DUTIES & RIGHTS OF MEMBERS**

- a) A Member shall pay the membership fee which is not refundable. The amount of which shall be determined by the Committee from time to time.
- b) A Member shall be entitled to attend, move motions and vote in the General Meetings.
- c) A Member shall be entitled to elect Committee Members. A Member shall also be entitled to stand for election and be elected as a Committee Member.
- d) A Member may apply to the School through the Association for the permission to use the premises of the School for organizing social activities among fellow alumni.
- b) Members shall observe the Constitution.

#### **SECTION IV - THE COMMITTEE**

##### **IV.1 – FUNCTIONS**

#### **Article 4 - ASSOCIATION SESSION**

The Association Session shall begin with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the year after .

#### **SECTION III - MEMBERSHIP**

##### **Article 1 - ELIGIBILITY**

- a) Any person who is an ex-student of the School may join as a member.

##### **Article 2 - DUTIES & RIGHTS OF MEMBERS**

- a) A Member shall pay membership fee which is not refundable. The amount of which shall be determined by the Executive Committee.
- b) A member shall attend the Annual General Meeting.
- c) A member shall be entitled the rights to elect, be elected, move motion and vote.

#### **SECTION IV - THE EXECUTIVE COMMITTEE**

##### **Article 1 – FUNCTIONS**

The functions of the Committee shall be :

- a) To manage the Association;
- b) To carry out resolutions of the General Meetings

**Article 2 - COMPOSITION**

- a) The Executive Committee shall consist of members elected at the Annual General Meeting. There shall be
  - The Chairman
  - The First Vice – Chairman
  - The Second Vice – Chairman
  - The Honorary Secretary
  - The Honorary Treasurer
  - Other Executive Committee Members (4)

b) All members of the Executive Committee shall hold office for two consecutive years after the Election as mentioned in Section V, Article 2(iv).

c) The immediate Ex-Chairman shall automatically be member of the new committee.

**Article 3 - RIGHTS OF THE EXECUTIVE COMMITTEE**

- a) The Executive Committee shall have the right to appoint sub-committees, consisting of members of the Executive Committee and / or members of the Association or otherwise for any specific purposes and to delegate the same any of the power of the Executive Committee for such purposes.
- b) The Executive Committee shall have the power to elect any member of the Association

The functions of the Committee shall be :

- a) To promote and manage the Association;
- b) To carry out the resolutions of the General Meetings.

**IV.2 - COMPOSITION**

- a) The Committee shall be composed of the following office bearers:
  - The Chairman
  - The First Vice-Chairman
  - The Second Vice-Chairman
  - The Secretary
  - The Treasurer
  - Four Committee Members (including the retiring Chairman)

b) The Committee Members shall be elected at an Annual General Meeting in accordance with this Constitution. The Committee Members elected at an Annual General Meeting shall hold office for a term of two consecutive Association Sessions until the conclusion of the second next Annual General Meeting ("Term").

c) The retiring Chairman (the person who just finished his Term as Chairman at an Annual General Meeting) shall be deemed to have been elected during that Annual General Meeting as one of the four Committee Members of the new Committee.

d) No Member shall hold office as Chairman or Honorary Treasurer (as the case may be) for more than two consecutive Terms. However, with the specific approval of the Members in a General Meeting, a person may hold office as Chairman or Honorary Treasurer (as the case may be) for more than two consecutive Terms.

e) The handing over between the current and the newly-elected Committee is expected to be carry out within three months, starting from the election date. In case it could not be completed, an Extraordinary General Meeting should be convened within 14 days after the transition period for getting an extension.

f) A Committee Member may resign by giving written notice to the Chairman.

**IV.3 - RIGHTS OF THE COMMITTEE**

- a) The Committee may delegate any of its powers to sub-committees consisting of such Committee Members or such Members as the Committee may think fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Committee.
- b) The Committee shall have the right to appoint any Member to be a Committee Member to fill a vacancy in the Committee.

to fill any casual vacancy in the Executive Committee.

- c) The Executive Committee shall be empowered to represent the Association in the promotion of the aims of the Association.

#### **Article 4 - DUTIES OF THE INDIVIDUAL COMMITTEE MEMBER**

- a) The Chairman shall be the Chief Executive of the Association, chairing all Committee meetings.
- b) The Vice Chairmen shall assist the Chairman in all his duties, be the Acting Chairman of the Committee in the absence of the Chairman, where the First Vice – Chairman is the first to act, then the Second Vice – Chairman.
- c) The Honorary Secretary shall assist the Chairman in all his duties and be responsible for the general correspondence of the Association.
- d) The Honorary Treasurer shall be in-charge of all materials matters relating to the finance of the Association and present a full financial report at the end of the Association Session.

#### **Article 5 - EXECUTIVE COMMITTEE MEETING**

- a) Executive Committee Meeting shall be convened by the Chairman or in his absence the First Vice – Chairman.
- b) 1/2 of the Executive Committee members shall form a Quorum.
- c) Each member of the Executive Committee shall have 1 vote except the Chairman. The Chairman shall have a casting vote in the event of equal division of votes.
- d) The Executive Committee shall be empowered to make regulations for the conduct of business of their own meetings subject to this constitution.
- e) The Executive Committee shall cause minutes to be entered in the books for the recording of :
  - i) the names of the Committee Members present at each meeting, and
  - ii) all resolutions and proceedings of General Meetings and Executive Committee Meetings,
  - iii) Such minutes shall be signed by the Chairman at the next succeeding meeting.
  - iv) All minutes, records or book of the Association shall be kept by the Honorary

A person so appointed as Committee Member shall hold office only until the next following Annual General Meeting.

- c) The Committee shall represent the Association in the promotion of the aims and objectives of the Association.

#### **IV.4 – RIGHTS & DUTIES OF THE INDIVIDUAL COMMITTEE MEMBER**

- a) The Chairman shall preside all Committee meetings.
- b) If the Chairman is not available or unwilling to discharge his/her duties, the First Vice-Chairman shall act as the Chairman. If the First Vice-Chairman is not available or unwilling to so act, the Second Vice–Chairman shall act as the Chairman.
- c) The Secretary shall assist the Chairman and be responsible for the keeping all documentation and correspondence of the Association.
- d) The Treasurer shall be in charge of all financial matters of the Association, and shall maintain all accounting records and present a full financial report at the end of each Association Session.

#### **IV.5 - COMMITTEE MEETING**

- a) Committee meetings shall be convened by the Chairman or in his/her absence, the First Vice-Chairman.
- b) One-half of the total number of the serving Committee Members shall constitute a quorum.
- c) Questions arising at any Committee meeting shall be decided by a majority of votes. Each Committee Member shall have one vote. In case of an equality of votes, the Chairman shall have a second or casting vote.
- d) The Committee may make regulations governing its meetings. Any such regulation shall not contravene this Constitution.
- e) The Committee shall ensure that the minutes of its meeting are properly and safely kept. The minutes shall record:
  - i) the names of the Committee Members present at each meeting; and
  - ii) the progress and all matters resolved during General Meetings and Committee meetings.
- f) Minutes of Committee meetings shall be signed by the Chairman and the Secretary and be tabled at the subsequent meeting.

Secretary.

If an Executive Committee Member fails to attend 3 consecutive Committee Meetings a year without acceptable reason, he / she shall be taken as having resigned from the Executive Committee.

#### **Article 6 - DISSOLUTION OF THE EXECUTIVE COMMITTEE**

The Executive Committee may at any time be dissolved by a resolution passed by not less than two thirds of the members present at the General Meeting.

### **SECTION V - GENERAL MEETING**

#### **Article 1 - ANNUAL GENERAL MEETING**

- a) Date : The Annual General Meeting shall be held once a year. The date of which shall be decided by the Executive Committee.
- b) The Chairman of the Executive Committee, or the First Vice – Chairman in case of his absence, shall be the Chairman at the General Meeting.
- c) Notice : Notice and the Agenda of the Annual General Meeting shall be given to all members by post or via email at least 7 days before each meeting.

#### **Article 2 – BUSINESS**

The business of Annual General Meetings shall be :

- i) To receive and adopt the minutes of the previous General Meeting
- ii) To consider and decide upon any matter referred to by the Executive Committee.
- iii) To receive and approve the Annual Financial Report of the Honorary Treasurer;
- iv) To elect Members of the Executive Committee as it deems necessary;
- v) To consider and decide upon any proposal or matter and transact any matters which have been duly submitted by members;

- g) If a Committee Member fails to attend three consecutive Committee meetings within one year without any reason acceptable to the Committee, he/she shall be taken as having resigned from the Committee. The Committee may appoint a Member to fill the vacancy in accordance with this Constitution.

#### **IV.6 - DISSOLUTION OF THE COMMITTEE**

The Committee may at any time be dissolved by a resolution passed by not less than two-thirds of the Members present at a General Meeting.

### **SECTION V - GENERAL MEETING**

#### **V.1 - ANNUAL GENERAL MEETING**

- a) The Annual General Meeting shall be held once a year, the date of which shall be decided by the Committee.
- b) The business of Annual General Meetings shall be:
  - i) To receive and adopt the minutes of the last General Meeting;
  - ii) To receive and adopt the Annual Work Report prepared by the Chairman;
  - iii) To receive and adopt the Annual Financial Report prepared by the Treasurer;
  - iv) To discuss and resolve motions brought up by the Committee;
  - v) To appoint legal, auditing and teacher advisors;
  - vi) If necessary, to elect members of the Committee;
  - vii) Any other business as may be set out in the Agenda.

#### **V.2 - EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting may be convened by the Chairman or upon a requisition in writing signed by not less than five percent of the total number of Members or 100 Members (whichever is the lower) and addressed to the Chairman. The requisition shall be accompanied by an agenda for the meeting.

**Article 3 – Proceedings at General Meeting**

- a) At General Meetings all motions shall be decided by a show of hands or secret ballot;
- b) in the event of an equal division of votes, the Chairman of the Meeting shall have a casting vote
- c) One tenth of the members or 50 members, whichever the lesser, shall form a Quorum for a General Meeting.

**SECTION VI - EXTRAORDINARY GENERAL MEETING**

**Article 1**

An Extraordinary General Meeting may be convened at any time by the Chairman or in his absence the first Vice – Chairman or upon a requisition for same in writing signed by not less than 30% of the members or 30 members, whichever the lesser, of the Association addressed to the Chairman.

**Article 2 – QUORUM**

One - tenth of the members or 50 members, whichever the lesser, shall form a Quorum for the Extraordinary General Meeting.

**V.3 – NOTICE AND RULES AT GENERAL MEETING**

- a) The notice and agenda of a General Meeting shall be issued to all members by post or via email at least seven days before the meeting;
- b) The Chairman (or the First Vice-Chairman or the Second Vice-Chairman, as the case may be) shall preside as chairman at General Meetings;
- c) The chairman of the General Meeting shall decide whether voting shall be carried out by a show of hands or secret ballot;
- d) In the case of equality of votes, the chairman of the General Meeting shall have a casting vote;
- e) Five percent of the total number of Members or 100 members (whichever is the lower) shall constitute a Quorum for a General Meeting.

**SECTION VI - CONDUCT OF COMMITTEE MEMBERS AND PENALTY**

**VI.1 - GENERAL**

- a) A Committee Member shall not behave in such a manner as to bring the School or the Association into disrepute.
- b) A Committee Member shall keep confidential all information (including personal data) that he/she comes to know in the course of discharging duties as Committee Member and shall not divulge such information to any other Member or outside party without proper authorization from all relevant parties.

**VI.2 –PENALTY FOR IMPROPER CONDUCT OR MISCONDUCT OF COMMITTEE MEMBERS**

- a) The Committee shall investigate and decide on any complaint that a Committee Member is guilty of improper conduct or misconduct.
- b) The Committee shall give the Committee Member concerned a reasonable opportunity to make representations. In deciding on the complaint, the Committee Member concerned shall not be entitled to vote.
- c) If the Committee decides that the Committee Member concerned is guilty of improper conduct or misconduct which is not serious, the Committee shall issue a verbal or written warning.
- d) If the Committee decides that the Committee Member concerned is guilty of serious misconduct, the Chairman shall convene a special Committee Meeting to consider dismissal of the Committee Member concerned. During the special Committee Meeting, the Committee shall give the Committee Member concerned a reasonable opportunity to make further representations. If the resolution to dismiss is supported by more than three quarters of the Committee Members present and voting, the Committee Member concerned shall be dismissed with immediate effect.

- e) If a Committee Member has taken advantage of his/her position to gain benefits or misappropriated the assets of the Association, the Association has the right to demand for the return of all benefits or assets involved.
- f) If a Committee Member has committed a criminal offence directly related to the Association, the Association will report to the police.

## **SECTION VII - CONSTITUTION**

### **Article 1 - AMENDMENT**

The Constitution may be amended in a General Meeting by resolutions passed by not less than two-thirds of the members present .

### **Article 2 - INTERPRETATION**

The Executive Committee shall have the sole right of interpretation of this Constitution during its terms of office.

**Amendment date : 10th March, 2012**

## **SECTION VII - AMENDMENT AND INTERPRETATION**

### **VII.1 - AMENDMENT**

The Constitution may be amended in a General Meeting by a resolution passed by not less than two-thirds of the Members present and voting.

### **VII.2 - INTERPRETATION**

The Committee shall have the sole right of interpretation of this Constitution.

**Amendment date : 21st March, 2015**