

CONSTITUTION
OF
SHENG KUNG HUI BISHOP MOK SAU TSENG SECONDARY SCHOOL
ALUMNI ASSOCIATION

Chapter 1 GENERAL TERMS

1. The name of the organization shall be SHENG KUNG HUI BISHOP MOK SAU TSENG SECONDARY SCHOOL ALUMNI ASSOCIATION.
(hereinafter referred to as "the Association").

2. The address of the Association shall be Sheng Kung Hui Bishop Mok Sau Tseng Secondary School (the "School"), No.26, Wan Tau Kok Lane, Tai Po Market, Tai Po, New Territories.

3. The objectives of the Association shall be :-
 - a) To build up a closer link and a greater unity among the Alumni of the School ("the Alumni").
 - b) To promote the welfare of the Alumni by providing various cultural and recreational activities for them.
 - c) To strengthen the Alumni's ties with the School so that they may provide necessary support to the School's development and activities.

Chapter 2 MEMBERSHIP

4. Persons eligible for basic membership of the Association (“Basic Membership”) include “Ordinary Members” and “Student Members” who pay membership fees periodically, and “Life Members” who pay a one-off life membership fee. The executive committee of the Association (“the Executive Committee”) may decide on the amount of membership fees for different categories of members under Basic Membership respectively.

a) Basic Membership

- (i) All graduates of the School shall be eligible for Ordinary Membership of the Association on payment of the prescribed fees.
- (ii) Students of the School other than the graduates of the School mentioned above may apply for Student Membership. They will become members when their applications are approved by the Executive Committee and the Chairman of the advisory committee of the Association (the “Advisory Committee”), and prescribed fees are paid.

b) Honorary Membership

- (i) All past and present teaching staff of the School shall be eligible for honorary memberships and will become members, when their applications are approved by the Executive Committee in consultation with the Chairman of the Advisory Committee.
- (ii) Any person invited by the Executive Committee and the Chairman of the Advisory Committee may become an Honorary Member.

c) The Association may establish an online network of “Friends of the Association”. Any persons who have been studying or working in the School shall be eligible for membership of this online network. On condition that the Association has sufficient financial and manpower resources, Members of the Online Network are entitled to receive free online newsletters of the Association. But they shall not enjoy the other rights and privileges of basic members, including the right to vote in meetings and elections held by the Association enjoyed by the Ordinary Members.

5. Rights of the Members :-

All members of the Association shall enjoy the benefits as set forth in Article 3 "Objectives" of this constitution except that only Ordinary Members (that is those who are Alumni) shall have the right to elect and be elected as office-

bearers in the Executive Committee, and the right to propose, second and vote on any resolutions of the Association. Both Student Members and Honorary Members shall have the right to attend all General Meetings of the Association but they shall not have the right to propose, second or vote on any resolutions of the Association. Both Student Members and Honorary Members shall also not have the right to elect or be elected as office-bearers in the Executive Committee.

6. Obligations of the Members :-

- a) To abide by this constitution of the Association and the resolutions passed in the General and Extraordinary General Meetings of the Association.
- b) To be present in relevant meetings and to support all activities held by the Association.
- c) To pay the prescribed membership fees if they are holding Basic Memberships.
- d) Members who contravene this constitution and/or do anything that impairs the reputation of the Association shall, subject to the approval of both the Executive and Advisory Committees, be expelled from the Association.

Chapter 3 ORGANIZATION, FUNCTION AND POWERS

7. The supreme authority of the Association shall be vested in the General Meetings, during the recess of which, the Executive Committee shall be the executive organ, while, the Advisory Committee shall be a standing committee to provide advice to the Association and to act as a bridge for communications between the Association and the School.

8. Functions and Powers of the General Meetings :-
 - a) To pass amendments to the constitution of the Association.
 - b) To consider and adopt the progress and financial reports of the Association.
 - c) To decide on the Association's business, plans and any revision of the constitution.
 - d) To elect Executive Committee Office-bearers.
 - e) To determine the membership subscription fee.Resolutions shall be executed within fourteen days after the meetings.

9. Functions and Powers of the Executive Committee :-
 - a) To act as the supreme executive organ of the Association.
 - b) To implement the resolutions passed by the General and Extraordinary General Meetings.
 - c) To prepare the annual budgets and financial reports of the Association.
 - d) To be responsible for organizing the General Meetings and Extraordinary General Meetings and accountable to the members.

10. Roles and Powers of the Office-bearers of the Executive Committee :-
 - a) The Chairman shall represent the Association externally, direct the various office-bearers of the Executive Committee in their work, take overall charge of the work of the Association and preside over all the meetings of the Association.
 - b) The Vice-Chairman shall assist the Chairman in his work and shall act for him on all businesses when he is absent, on leave or has vacated his office.
 - c) The Secretary shall attend to all the secretarial work and correspondences of the Association and, prepare the agenda and record the minutes of meetings of the Association.
 - d) The Membership Officer shall be responsible for all membership registrations and renewals of the Association, and he shall also keep a record of members' particulars.

- e) The Treasurer shall take charge of the financial matters of the Association and compile its annual financial reports and budgets.
 - f) The Recreation Officer shall take charge of the organization all recreational activities of the Association.
 - g) The Publication Officer shall take charge of all publication and promotional matters of the Association.
11. The term of office of the Executive Committee shall be two years starting from 1st January to the 31st December of the second year and they may be re-elected, but the Chairman shall not serve more than two consecutive terms of service.
12. Resignation and replacement of the members of the Executive Committee shall not be permitted without the consent of three-quarters of the Executive Committee Office-bearers.
13. Advisory Committee :-
- a) The Advisory Committee is composed of the Principal of the School and one or more members as determined and invited by the Principal of the School.
 - b) The Chairman of the Advisory Committee shall be the Principal of the School.
 - c) All agenda and minutes of the Executive Committee meetings and the General Meetings of the Association shall be submitted to the Advisory Committee before and after the corresponding meetings.

Chapter 4 MEETINGS

14. General Meetings shall be held at least once annually and the Annual General Meeting shall be held which convened and chaired by the Chairman of the Executive Committee. Members of the Association shall be notified of the meeting and given the agenda and relevant material fourteen days in advance. The quorum of the Annual General Meeting shall consist of at least one-tenth of all Ordinary Members or one hundred Ordinary Members whichever is lesser. In the absence of a quorum, the meeting shall be adjourned and be convened again within fourteen days by the Executive Committee, and the quorum of the adjourned meeting shall be at least one-fiftieth of all the Ordinary Members or fifteen Ordinary Members whichever is lesser. Any resolution passed in the adjourned meeting is deemed to be passed as in the original General Meeting.
15. Motions at all meetings shall be carried by the approval of over half of those present. Each Ordinary Member present shall have one vote. If a tie occurs in voting, the Chairman of the meeting shall put in his casting vote for the decision.
16. General Meetings, other than the Annual General Meeting, are called Extraordinary General Meetings. If necessary, an Extraordinary General Meeting may be held upon the request of at least fifty Ordinary Members or one-tenth of all Ordinary Members who shall raise such request in written form, bearing their signatures, to the Chairman. Upon receipt of such request, the Chairman shall cause the meeting to be held within fourteen days and all members shall be notified of the meeting ten days before it. The quorum shall be the same as that of the Annual General Meeting, but matters other than those listed in the agenda shall not be discussed. Extraordinary General Meetings shall be convened by the Chairman as and when needed. The agenda and notification of every such meeting shall be given five days before the meeting. In the absence of a quorum, the meeting shall not be adjourned and convened again.
17. The Executive Committee meetings shall be convened twice a year by the Chairman of the Executive Committee. The quorum shall be at least half of all the office-bearers of the Executive Committee. In the absence of a quorum, the meeting shall be adjourned and the quorum of the adjourned meeting shall be

at least three office-bearers of the Executive Committee.

Chapter 5 ELECTION

18. The election of the Executive Committee shall be held once every two years, in the Annual General Meeting.
19. One month before the Annual General Meeting of election years, the Executive Committee assign its chairperson or elect an office-bearer as the Returning Officer (“the Returning Officer”) to conduct monitoring the electoral affairs.
20. The responsibilities of the Returning Officer include :-
 - a) To check the nominees’ qualifications.
 - b) To count the votes and release the election results.
 - c) To notify the newly-elected to elect amongst themselves to fill the various offices in the Executive Committee within fourteen days after the election.
 - d) To supervise the handover of the outgoing committee. The Returning Officer shall be dissolved immediately after the handover.
21. A nominee shall have two nominators (one proposer and one seconder) before he can be elected. Both the nominees and their nominators shall be Ordinary Members, that is Alumni of the School. Those who receive the highest number of votes shall become the office-bearers within the Executive Committee and they shall elect among themselves to fill the various offices of the Executive Committee. In the event of a tie in votes, the decision shall be made by drawing lots.
22. The members of the Executive Committee and the Advisory Committee together may convene a meeting to decide and co-opt Ordinary Members to be office-bearers of the Executive Committee to fill any vacancies in the Executive Committee which still exist after an election if no new office-bearers could be elected for the next term in two consecutive elections.
23. The members of the Executive Committee and the Advisory Committee together may nominate two students from the graduating year to assist the Executive Committee in its work.

Chapter 6 FINANCE

24. The financial year of the Association shall be from 1st January of the current year to the 31st December of the same year.
25. Basic Members of the Association shall pay the prescribed annual membership fee as subsistence of membership. If further funds are needed for further development, the Executive Committee may seek the agreement of the members at the Annual General Meeting or an Extraordinary General Meeting and of the Advisory Committee to raise funds from the members and the public.
26. The Executive Committee shall prepare the annual budget for approval in the Annual General Meeting.
27. The Treasurer shall report on the financial situation of the Association at the Annual General Meeting.
28. The membership fees shall be used for the regular expenses of the Association, the installation of facilities and on any project or activity in accordance with the "Objectives" of the Association.
29. Funds of the Association shall be deposited in a bank account designated by the Executive Committee, and the petty cash to be held shall not exceed \$1,000.
30. Expenses amounting to \$2,000 or less may be authorized by the Chairman of the Executive Committee, but if any expense exceeds \$2,000, approval from the Executive Committee shall be obtained before the expense may be incurred. Any cheques of the Association to be issued shall be signed jointly by the Treasurer and the Chairman or the Vice-Chairman of the Executive Committee.
31. Any debts incurred by the misconduct or improper administration of the Executive Committee shall be borne by the concerned Executive Committee serving the term in which the debts are incurred. The Advisory Committee has the power to decide whether the Executive Committee has committed the misconduct or improper administration alleged.

Chapter 7 ELECTION OF ALUMNI MANAGER

32. The Association is recognized by the sponsoring body of the School as the recognized alumni association of the School pursuant to Section 40AP of the Education Ordinance (Cap. 279) (“the Ordinance”).
33. Being the recognized alumni association of the School, the Association shall be responsible for conducting the election of the alumni manager of the School in accordance with the Ordinance, the constitution of the Incorporated Management Committee of the School and the “Rules of the Election of the Alumni Manager of Sheng Kung Hui Bishop Mok Sau Tseng Secondary School”.
34. Any amendment to the abovementioned Rules of the Election of the Alumni Manager shall become effective only upon the written consent of the sponsoring body of the School.

Chapter 8 DISSOLUTION

35. In case the Association should dissolve, the decision shall be made by the Ordinary members at an Annual General Meeting or Extraordinary General Meeting and be resolved by at least four-fifths of all the Ordinary Members of the Association present at the Meeting. Any remaining assets of the Association upon its dissolution shall be donated to the School or any local charitable organizations in Hong Kong. Such a resolution shall be reported to the Incorporated Management Committee of the School, the sponsoring body of the School and the Registrar of Societies in writing.

Chapter 9 AMENDMENTS & INTERPRETATION OF CONSTITUTION

36. Any addition, alteration or amendment to this constitution shall be passed by over half of the Ordinary Members present at an Annual General Meeting or an Extraordinary General Meeting and approved. Such a resolution shall be reported to the sponsoring body of the School and to the Registrar of Societies in writing.

37. The Executive Committee shall have the final right to interpret this constitution.

Chapter 10 USE OF NAME OR INSIGNIA OF “HONG KONG SHENG KUNG HUI”

38. Any use of the name or insignia of the “Hong Kong Sheng Kung Hui”, or any of its abbreviated forms or derivatives, by the Association, its agents or members shall be subject to the terms and conditions of a licence or consent to be granted by the Archbishop of Hong Kong Sheng Kung Hui in writing from time to time.

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