

**CONSTITUTION OF THE ALUMNI ASSOCIATION
OF
LEUNG SHEK CHEE COLLEGE
(Amendment II – September, 2008)**

**SECTION I
NAME, ADDRESS AND OBJECTIVE**

I.1 NAME

The name of the association is the Alumni Association of LEUNG SHEK CHEE COLLEGE (hereinafter referred to as “the Association”)

I.2 ADDRESS

The registered address is a Leung Shek Chee College, 80, Hiu Kwong Street, Sau Mau Ping, Kowloon.

I.3 OBJECTIVES

The objectives of the Association are as follows:

- (1) To maintain a spirit of cooperation and unity among members.
- (2) To build up a strong relationship between Leung Shek Chee College (hereinafter called “the School”) and its past students.

**SECTION II
MEMBERSHIP AND ADVISERS**

II.1 MEMBERSHIP

- (1) Life Membership;
- (2) Preparatory Membership;
 - (a) Life Membership shall be opened to all Form Five and Form Seven graduates of the school who are not existing students in the School.
 - (b) Life Member rejoins the School, her membership status shall be temporarily changed to Preparatory Membership. Her membership status shall be reverted back to Life Membership once she has ceased to be a student of the School.
 - (c) Preparatory Members shall be entitled to attend and vote in the General Meetings but shall not be entitled the rights to be voted as the Executive Committee.

II.2 ADVISERS

The Executive Committee shall invite such person to be advisers whom the Association can consult in case of need.

SECTION III
GENERAL MEETING

III.1 GENERAL MEETINGS

- (1) General Meetings shall include, but not be limited to, Annual General Meetings and Extraordinary General Meetings, and shall exclude Committee Meetings.
- (2) The President shall be Chairman of General Meetings.
- (3) All members shall be entitled to attend the General Meetings.
- (4) The quorum for any General Meeting shall be formed by not less than fifty percent of the total members who acknowledge her presence one month before the meeting is held, or fifty percent of the total number of the Executive Committee members at the first convocation within forty-five minutes of the scheduled time for the commencement of such General Meetings.
- (5) All decisions of the General Meetings shall be valid if they are made by a majority of votes.
- (6) In the event that such quorum cannot be formed, the second meeting will be called. In that case, fifty percent of the total number of the Executive Committee members shall constitute a quorum within forty-five minutes of the scheduled time for the commencement of such General Meetings.
- (7) The Chairman of the General Meetings shall have a casting vote.

III.2 ANNUAL GENERAL MEETING

- (1) The Annual General Meeting shall be held in the month of June/August every year.
- (2) The Business of Annual General Meetings shall be as follows:
 - a. to receive and adopt the minutes of the last Annual General Meeting;
 - b. to receive and adopt the minutes of all subsequent Extraordinary General Meeting in the previous year;
 - c. to receive and adopt the Annual Report of the preceding year submitted by the Executive Committee;
 - d. to receive and review the Treasurer's report of the preceding year;
 - e. to discuss and adopt amendments and revisions of the Constitution, if any;
 - f. to elect the Executive Committee members for the year; and
 - g. any other business.

III.3 EXTRATORDINARY GENERAL MEETINGS

- (1) An Extraordinary General Meeting may be called by the Executive Committee or at the request of not less than one-twentieth of the total number of members of the Association.
- (2) Such requests for Extraordinary General Meetings shall contain an agenda concerning business to be discussed at such Meetings.
- (3) Discussions held and resolutions passed at Extraordinary General Meeting shall be confined to matters and business listed in such agenda.

SECTION IV ELECTION

IV.1 ELECTION

The Election of Executive Committee members shall be held every 2 years at the Annual General Meeting.

IV.2 NOMINATIONS AND METHOD OF VOTE

- (1) A list of Nominees proposed by the full members shall be produced at the Annual General Meeting.
- (2) Executive Committee members shall be elected by a simple majority of the full members attending the Annual General Meeting.

SECTION V THE EXECUTIVE COMMITTEE

V.1 EXECUTIVE COMMITTEE

Member of the Executive Committee shall be:

- (1) one President
- (2) one Vice-President
- (3) two Secretaries
- (4) one Treasurer
- (5) five General Affairs

PROVIDED that such members and composition may be varied at the discretion of the Executive Committee.

V.2 TERM

Members of the Executive Committee shall serve the Association gratis for a term of 2 years subject of re-election or re-appointment.

V.3 COMMITTEE MEETINGS

- (1) Committee Meetings shall be held from time to time at the request of the president or any other two members of the Executive Committee.
- (2) The President shall be Chairman of Committee Meetings.
- (3) The quorum for Committee Meetings shall be over one-third of the total members of the Executive Committee.
- (4) The main business of Committee Meetings shall be to discuss and decide the general policies, plans, business and matters in relation to the Association.
- (5) Resolutions at Committee Meetings shall be passed by a simple majority of the members of the Executive Committee attending such Committee Meetings.

- (6) The President of the Committee shall have a casting vote.

V.4 FUNCTIONS AND POWERS OF MEMBERS OF THE EXECUTIVE COMMITTEE

- (1) The functions and powers of the President shall include but not be limited to representing the Association, signing all papers, directing the Executive Committee and its members in their work, taking over all the affairs of the Association and presiding over all meetings.
- (2) The Vice-President shall assist the President and act for her under her authority.
- (3) The two Secretaries shall attend to all the secretarial work of the Association, keep the membership and files in safe custody, and record the minutes of all meetings.
- (4) The Treasurer shall take charge of all the financial matters of the Association.
- (5) The five General Affairs shall be in charge of activities or any assigned duty.
- (6) The Treasurer must sign jointly with either the President or the Vice-President of that year to operate the current and/or saving account of the Association opened with the bank.

V.5 REPLACEMENTS

In the event of any one of the members of the Executive Committee being absent, on leave or vacating her office, her office shall be borne temporarily or for the remainder of her term by any other member of the Executive Committee decided on by the committee.

V.6 RESIGNATIONS

Members of the Executive Committee shall resign only upon one month's notice in advance in writing to the Executive Committee, giving sufficient grounds for such resignation and such resignation being consented to by the Executive Committee.

SECTION VI FINANCIAL MATTERS

VI.1 FINANCIAL MATTERS

- (1) The President may approve any item or items of expenditure in relation to the Association not exceeding HK\$ 500.00.
- (2) Any item or items of expenditure in relation to the Association not exceeding HK\$ 5,000.00 shall be resolved by the Executive Committee.
- (3) Any item or items of expenditure in relation to the Association exceeding HK\$ 5,000.00 shall be resolved by General Meetings.

VI.2 DONATIONS

- (1) Any donations to the Association shall, at the discretion of the Executive Committee, be accepted or rejected.
- (2) Such donation shall be free from any condition, commitment or undertaking on the part of the Association.

- (3) Such donations shall not be refundable under any circumstances whatsoever after acceptance by the Executive Committee.

SECTION VII AMENDMENTS

VII.1 AMENDMENTS

Amendments or additions to this Constitution shall be passed by General Meetings and approved by the Registrar of Societies before coming into effect.