

CONSTITUTION

Section 1 : General

1.1 Name

The name of the Association shall be Ho Lap College Alumni Association (可立中學校友會). Hereinafter referred as “the Association”.

1.2 Address

The official address of the Association shall be Ho Lap College, 15, Tseuk Luk Street, San Po Kong, Kowloon.

1.3 Purposes

- a) To give a corporate existence to an association of the former students, former and present staff members of Ho Lap College.
- b) To promote the understanding and fellowship amongst the Alumni.
- c) To consider, investigate and proceed with all matters connected with the benefit and welfare of the members of the Association.
- d) To maintain and promote the good feelings and relations between Ho Lap College and its alumni.

Section 2 : Membership and Associated Privileges

2.1 Life Membership

- a) All F.6 graduates and all former and present staff members of Ho Lap College are eligible to apply for Life Membership upon a lump sum payment of HK\$200.
- b) Students who leave school before graduation may, with the approval of the Executive Committee, enjoy Life Membership.
- c) Associated Privileges :
 - i) To use the facilities provided by the Association for the general use of its members.
 - ii) To attend functions and activities arranged by the Association.
 - iii) To move and second motions and to vote at the General Meetings of the Association.
 - iv) To nominate and be nominated for the election in the Association.

2.2 New Graduate Membership

- a) All F.6 graduates of Ho Lap College shall enjoy a period of free membership if they apply before the end of the academic year in which they graduate. The period of free membership shall be determined by the Executive Committee at the time of application. It will be in the range of one to four years. Thereafter, they are eligible to apply for Life Membership upon a lump sum payment of HK\$200.
- b) New Graduate Members shall enjoy all the privileges of Life Members except those stated in Clause 2.1 c) iii) and iv).
- c) New Graduate Members shall not be eligible to become candidates for the post of Alumni Manager.

2.3 Honorary Membership

- a) The Patrons and past and present School (Ho Lap College) Principals shall enjoy Honorary Membership.
- b) Past and present teaching staff members of Ho Lap College may be invited by the Association Committee to be Honorary Members of the Association in every new term.
- c) Life Members who are recommended by the Association Committee may be elected at a General Meeting to become Honorary Members.
- d) Associated Privileges :
 - i) Honorary Members shall enjoy their membership for life.
 - ii) Honorary Members shall enjoy all the privileges of Life Members.
 - iii) Honorary Members are eligible for President or Honorary Advisers of the Association Committee, but not Alumni Manager.

Section 3 : Conditions for Disqualification

- 3.1 If he/she is found to be guilty by a resolution of the Association Committee with a final approval of a General Meeting for such conducts which may be injurious to the good name or interest of the Association.

Section 4 : Finance

4.1 Financial Year

The financial year of the Association shall begin on the first of January and shall be terminated on the last day of December of the same year.

4.2 Sources of Funds

- a) Subscriptions, donations and gifts (of whatever nature or kind) and bequests from its members or non-members to the Association.
- b) Entrance fees of the Association's activities or fund raising activities or other lawful means of collecting funds for the attainment of the Association's aims.

4.3 Use of Funds

The funds of the Association shall be under the control and direction of the Executive Committee, and may be used as follows:

- a) For the benefit and welfare of all members of the Association;
- b) For the general expenses of the Association such as postage, stationary supplies, audit fees (if required), etc.;
- c) For donations to Ho Lap College, reserve as scholarship funds under the name of the Association.

4.4 Signing of Cheques and Financial Documents

Only the Chairman, Vice-Chairmen and the Vice-Treasurer shall have the authority to sign cheques and financial documents. Any two of their signatures shall suffice, together with the Association's chop, to make such cheques and documents valid.

4.5 Financial Liability

The members of the Executive Committee of the term in which debts or liabilities are incurred, and not ordinary members or the like, shall be jointly and legally responsible for such debts or liabilities incurred by the Association.

4.6 Financial Auditing

The Account and Balance Sheet of the Association shall be rightly and duly audited by the end of each financial year by the current Honorary Auditor.

Sections 5 : General Meeting

5.1 Authority

A resolution of a General Meeting shall possess the highest authority in all matters concerning the Association.

5.2 Annual General Meeting (AGM)

- a) The AGM shall be held in March or April of each year.
- b) The Chairman or one of the Vice-Chairmen shall present.
- c) The time, date and place shall be determined by the current Executive Committee and not less than two weeks' notice shall be given to all full members.
- d) Business :

- i) To receive and adopt minutes of last AGM.
- ii) To receive and adopt an annual report of the activities of the Association of the current term prepared by the Secretary.
- iii) To receive and adopt a financial report and a duly audited Account and Balance Sheet of the current term prepared by the Treasurer.
- iv) To elect a Chairman, an Honorary Auditor and an Alumni Manager of the Executive Committee of the Association for the following term.
- v) To transact any other business.

5.3 Extra-ordinary General Meeting (EGM)

- a) EGM shall be convened by the Executive Committee or upon a written requisition made to the Executive Committee and signed by not less than 20 voting members. Such requisition shall specify the objects of the proposed meeting.
- b) The meeting shall be convened within one month from the day of requisition and seven days in advance to notify all full members.
- c) The Chairman or one of the Vice-Chairmen of the Association is responsible to chair the Meeting, unless a vote is moved against the Chairman or the Vice-Chairman. In such case, the Chairman of the meeting shall be appointed by the members present.

5.4 Quorum

- a) At all General Meetings of the Association, the number of people required to form a quorum shall be one tenth or thirty members (excluding New Graduate Members) of the Association, whichever is less.
- b) In the event of the attendance being too small to form a quorum, such a meeting may be postponed for fourteen days. Then provided seven days' notice has been given to all full members, the second meeting need not observe the quorum requirements, and its decisions shall be binding on the Association.

5.5 Standing Orders

Standing orders for a General Meeting shall be suggested by the Chairman of the meeting and approved by the members present.

5.6 Motion

Motion at a General Meeting shall be decided by a simple majority of those present and voting.

5.7 Casting Vote

The Chairman of the Meeting shall have a casting vote in the event of a tied vote at that General Meeting.

Section 6 : Association Committee

6.1 Composition

The Committee of the Association (Association Committee) shall consist :

- a) President – Honorary Members of the Association may be invited by the Executive Committee at the beginning of its term to be the President of the Association.
- b) Honorary Advisers – Honorary Members or eminent members of the community may be invited by the Executive Committee to be the Honorary Advisers during the Executive Committee’s term of office.
- c) An Executive Committee, which shall comprise:
 - i) Chairman
 - ii) 3 Vice-Chairmen
 - iii) Secretary (ies)
 - iv) Treasurer
 - v) Vice-Treasurer
 - vi) Honorary Auditor
 - vii) School Representatives -- Ex-officio
 - viii) Alumni Manager (校友校董)*
 - ix) Any other members to be co-opted by the Executive Committee

*New post created and governed by the Education Ordinance replacing the School Management Committee Alumni Representative since the establishment of the Incorporated Management Committee (IMC) in September, 2005. (Please refer to Appendix 1.)

6.2 Function

- a) To direct all affairs concerning the interest of the Association.
- b) To formulate board policies of the Association in accordance with its purposes.
- c) To represent the Association’s members in such matters affecting their interests.

6.3 Meeting of the Association Committee

- a) A resolution of the Committee Meeting shall have power and authority second only to that of a General Meeting.
- b) Committee Meetings shall be held at least once a year, which are convened by the Chairman and the Vice-Chairmen under the direction of the Executive Committee.
- c) Seven members of the Association Committee shall form a quorum.
- d) In the event of the attendance being too small to form a quorum, such meeting may be postponed for seven days. Then provided three days’ notice has been given to all members of the Association Committee, the second meeting need not observe the quorum requirement stated in c), and its decisions shall be binding on the Committee.

6.4 Term of Office

The two-year term of the Association Committee shall commence after the conclusion of

the immediate past Annual General Meeting with elections, and shall terminate at the conclusion of the AGM two years later.

Section 7: Executive Committee

7.1 Composition

- a) Chairman
- b) 3 Vice-Chairmen
- c) Secretary (ies)
- d) Treasurer
- e) Vice-Treasurer
- f) Honorary Auditor
- g) School Representatives – Ex-officio
- h) Alumni Manager
- i) Any other member to be co-opted by the Executive Committee

7.2 Function

- a) To carry out the general duties related to the business of running the Association.
- b) To implement the resolution of the General Meetings and Committee Meetings.
- c) To respond and take appropriate actions in case of emergency.

7.3 Meeting of the Executive Committee

- a) The Executive Committee shall be convened by the Chairman or one of the Vice-Chairmen from time to time and at any time as he deems fit.
- b) The Executive Committee shall meet at least two times a year. Notice of such a meeting should reach the Committee Members at least three days before the meeting.

7.4 Duties of Individual Members

- a) The Chairman shall be the chief executive of the Association. His/her duties include the calling of meetings and chairing them, in accordance with the regulations laid down in this Constitution and present an annual report of his/her term at the Annual General Meeting.
- b) The Vice-Chairmen shall assist the Chairman in all his duties. In the absence of the Chairman, one of the Vice-Chairmen shall act in his/her capacity.
- c) The Secretary (ies) shall record and prepare the minutes of all general meetings, keep a continuous record of the Association's activities and all publication matters of the Association.

- d) The Treasurer shall keep the Association Account Book a continuous record of all financial transactions and give official receipts for all financial payments. He/She shall furnish all the information required for any audit of the Accounts and present an Annual Financial Report at the Annual General Meeting.
- e) The Vice-Treasurer shall assist the Treasurer in all his/her duties. In the absence of the Treasurer, the Vice-Treasurer shall act in his/her capacity.
- f) The Honorary Auditor shall audit the Account and Balance Sheet of the Association prepared by the Treasurer at the end of each financial year.
- g) The School Ex-officio shall assist and facilitate any dealings between the Association and Ho Lap College.
- h) The Alumni Manager shall act on behalf of the Association to assist in school management and decision-making for Ho Lap College. He/She shall also facilitate any dealings between the Association and the IMC.
- i) Other Committee Members shall assist in the organization of activities as decided by the Executive Committee.

7.5 Term of Office

The term of office of the Executive Committee shall be two years.

Section 8 : Election of Executive Committee

8.1 Bi-Annual Election

- a) The Chairman of the Executive Committee for a new term shall be elected at the Annual General Meeting before termination of a term. He/She shall then appoint other members of the Executive Committee except the School Representatives who shall be appointed by the School.
- b) One Honorary Auditor shall be elected at the Annual General Meeting.
- c) One Alumni Manager shall be elected at the Annual General Meeting (Appendix 1).

8.2 Nomination and Voting

[with the exception to the electoral procedures of the Alumni Manager which shall be governed by the Education Ordinance and subject to changes accordingly. (Appendix 1)]

- a) Nominations of candidates shall be open to all Life Members excluding Honorary Members and New Graduate Members for all posts except School Ex-officio, and all nominations shall be duly seconded. The School Ex-officio shall be appointed by the School (Ho Lap College) at the beginning of every new term.
- b) All the members of the Association shall be notified of the nomination at least one month before the election, and the deadline of the nomination shall be two weeks before the election.
- c) The names of the candidates shall be notified to all members before the election.

- d) The election of the Executive Committee Members (excluding School Ex-officio) shall be by show of hands unless requested by at least two voting members present to have other forms of voting which shall then be decided by the Chairman of the Meeting.
- e) The Executive Committee members shall be entitled to be re-elected or re-appointed.

8.3 Replacement

In case any vacancies occur in the Executive Committee, the Committee shall have the right to select any appropriate members to fill the vacancies.

Section 9 : Dissolution

9.1 Decision

The Association shall not be dissolved except by a resolution passed by two-thirds of all Life Members in a General Meeting specially convened for this purpose.

9.2 Property Disposition

The Disposal of the assets and property of the Association shall be decided at the special General Meeting mentioned in Clause 9.1.

Section 10 : Constitution

10.1 Amendment

- a) No part of the Constitution shall be supplemented, abolished or amended, saved by a resolution passed by a two-thirds majority of the voting members present at the Annual General Meeting or a General Meeting convened specially for this purpose.
- b) Such an amendment shall be subject to the approval of the Registrar of Societies, Hong Kong.
- c) The amendment shall be immediately valid as soon as it has secured the approval of the Registrar of Societies, Hong Kong.
- d) A notice intimating the proposed amendment shall be posted seven days before the General Meeting.

10.2 Interpretation

The Chairman, representing the Executive Committee shall have the sole right of interpretation of the Association Constitution.

END

Appendix 1

Alumni Manager

Provisions relating to the Election of the Alumni Manager as advised by the Education and Manpower Bureau.

1. The Candidature

- a) All members excluding Honorary Members and New Graduate Members, who are of good standing and have become members for a minimum of two years, are eligible to become candidates.
- b) A member should not be nominated in the event of the following situations:
 - i) He/She is a serving teacher of the school (because teachers can join the Incorporated Management Committee (IMC) in the capacity of teacher managers); or
 - ii) He/She does not meet the registration requirements of managers set out in section 30 of the Education Ordinance.
- c) As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as an alumni manager and a parent manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.

2. Number and Tenure

- a) The number of alumni managers shall be determined by the IMC. At present, the number is one.
- b) The tenure of office of the Alumni Manager shall be two years, commencing 1st September the same year after election at the Annual General Meeting and terminating on 31st August two years later.
- c) The Alumni Manager shall be entitled to be re-elected or re-appointed, but shall not hold office for more than four (4) years pursuant to Clause 16.1 of the IMC Constitution of SSY Schools, HLC.

3. Duties of Alumni Manager

- a) The Alumni Manager shall act on behalf of the Association to assist in school management and decision-making for Ho Lap College. He/She shall also facilitate any dealings between the Association and the IMC.

- b) The Alumni Manager shall become a member of the Executive Committee automatically and has to attend and assist in Committee Meetings regularly.

4. Returning Officer

The Chairman or an office-bearer, who must not be a candidate for the alumni manager, shall be assigned by the Association as Returning Officer to monitor the nominations and supervise the counting of votes.

5. Nomination

- a) All members of the Association shall be notified of the nomination at least one month before the election, and the deadline of the nomination shall be two weeks before the election.
- b) The names of the candidates shall be notified to all members at least seven days before the election.
- c) A member (excluding Honorary Members and New Graduate Members) may nominate himself/herself or another nominee to stand for the election. Each nominee shall be seconded by at least one other eligible member.
- d) If there is only one candidate nominated for the election, he/she shall be elected automatically.
- e) If no one is nominated, the Association shall appoint an appropriate member to fill the post.

6. Voting

- a) The voting shall be conducted either by a show of hands or secret ballot. The Returning Officer shall have the right of final decision on the method of voting.
- b) When two or more candidates obtain the same number of votes, the result shall be determined by a drawing of lots.

7. Registration

The IMC shall apply to the Permanent Secretary of the Education and Manpower Bureau for registration of the member elected as an Alumni Manager of the school.

8. Replacement

- a) Under special circumstances, the Alumni Executive Committee shall have the ultimate right to replace the Alumni Manager.

- b) If an alumni manager vacancy arises during his/her term of office, the Association shall conduct a by-election in the same manner to elect another member to fill the vacancy within three months. If an alumni manager vacancy arises during his/her term of office, the Association shall conduct a by-election in the same manner to elect another member to fill the vacancy within three months.

Education Ordinance

Provisions relating to Election of Alumni Managers

Section	Content
30	<p>The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —</p> <ul style="list-style-type: none"> • the applicant is not resident in Hong Kong for at least 9 months in each year; • the applicant is not a fit and proper person to be a manager; • the applicant is a person in respect of whom a permit to teach has previously been cancelled; • the applicant is under the age of 18 years; • the applicant has attained the age of 70 years and he fails to produce a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • in making or in connection with any application — <ul style="list-style-type: none"> (i) for registration of a school; (ii) for registration as a manager or a teacher; or (iii) to employ a person as a permitted teacher in a school, <p>the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular;</p> <ul style="list-style-type: none"> • the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; • the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or • the applicant has been registered as a manager of 5 or more schools.