

CONSTITUTION OF
MING KEI COLLEGE ALUMNI ASSOCIATION

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CONSTITUTION OF
MING KEI COLLEGE ALUMNI ASSOCIATION

SECTION I DEFINITIONS

In this Constitution, unless context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, namely:-

- “Alumni Manager”** means a person nominated by MKCAA for registration as an alumni manager of the MKC pursuant to the Education Ordinance.
- “Alumni Manager Election”** means the election of Alumni Manger under Article 40.
- “Annual General Meeting”
or “AGM”** means the yearly General Meeting of MKCAA under Article 10.
- “Constitution”** means this Constitution of MKCAA.
- “Council”** means the Council established under Article 17.
- “Council Member”** means members of the Council under Article 17.
- “Entrance Fee”** has the meaning assigned to it by Article 27.
- “Extraordinary General Meeting” or “EGM”** has the meaning assigned to it by Article 11.
- “General Meeting”** means either the Annual General Meeting under Article 10 or the Extraordinary General Meeting under Article 11.
- “Member”** means a member of MKCAA.
- “MKCAA”** means Ming Kei College Alumni Association (銘基書院校友會).
- “MKC”** means Ming Kei College.

Unless the content otherwise requires, words herein importing the masculine feminine or neuter gender shall include the other or others of them and words herein in the singular shall include the plural and vice versa.

SECTION II GENERAL

Article 1 Name

The name of the association shall be called “Ming Kei College Alumni Association” and its Chinese name shall be called “銘基書院校友會”.

Article 2 Registered Address

The registered address of MKCAA shall be “c/o Ming Kei College, 16 Oak Street, Tai Kok Tsui, Kowloon”.

Article 3 Objectives

The objectives of MKCAA shall be:

- a) to promote friendship and co-operation among existing and past students of MKC.
- b) to organize works or other undertakings for the benefit of MKC or any other cause considered worthy by MKCAA.
- c) to foster activities of social, cultural, recreational and/or educational nature in the interests of MKCAA.
- d) to do all such other things as are incidental or conducive to the attainment of all or any of the objectives set out above.

SECTION III MEMBERSHIP

Article 4 Eligibility

- a) All graduates, upon cessation of study in MKC or
 - b) any students who leave MKC before graduation,
- shall be eligible to apply for the membership of MKCAA in accordance with this Constitution.

Article 5 Application

Application for new membership shall be considered after the applicant has completed such prescribed membership form as decided by the Council. The membership will be confirmed upon being approved by the Council.

Article 6 Membership List

The Council shall maintain an updated membership list from time to time. Should there be any dispute of membership, the decision of the Council shall be final.

Article 7 Privileges and Duties

- a) Subject to the directives of the Council, all Members shall be entitled to:
 - i) use all facilities provided by MKCAA for the general use of its Members;
 - ii) attend functions of MKCAA; and/or
 - iii) participate and speak in General Meetings of MKCAA.
- b) All Members shall be entitled to vote, nominate and be nominated in Council Member elections and be eligible for office in the Council.
- c) All Members shall be bound by the Constitution.

Article 8 Disciplinary Actions

- a) The Council shall have power to warn, reprimand, suspend or expel from MKCAA any Member who:
 - i) willfully breaks the Constitution;
 - ii) by his conduct renders him unfit to be a Member if there is a consensus of over four-fifth of the members present in a General Meeting;
 - iii) in the opinion of the Council, causes the name of MKCAA to be brought into disrepute; and/or
 - iv) is convicted by a Court of any criminal of offence involving dishonesty or any indictable offence.
- b) Notice of such warning, reprimand, suspension or expulsion shall be sent to the Member concerned in writing over the signature of the Hon. Secretary.
- c) Any Member being the subject of disciplinary actions shall have an opportunity to state his written defence which shall reach the Council within one month from issuance date of the notice mentioned above.
- d) The Council, upon review of the defence, shall notify the Member who is the subject of disciplinary actions its decision. Such decision shall be final.

SECTION IV GENERAL MEETING

Article 9 Authority

The resolution of a General Meeting shall possess the highest authority in all matters affecting MKCAA.

Article 10 Annual General Meeting

- a) AGM shall be held each year.
- b) The President or Vice-President shall preside.
- c) The business of AGM shall be:
 - i) to receive the President's opening address;

- ii) to receive and adopt the minutes of the previous AGM together with the minutes of all EGM which may have been held since the previous AGM;
 - iii) to receive and adopt the President's Annual Report;
 - iv) to receive and adopt the Hon. Treasurer's Annual Financial Report;
 - v) to approve Constitution amendments, if any;
 - vi) to elect Council Members, if required; and/or
 - vii) Any other business.
- d) Prior notice shall be given to all Members at least fourteen days from the date of the General Meeting (both dates inclusive). Posting of such notice in MKCAA website and/or through any effective means as deemed appropriate by the Council would serve the purpose in this context.

Article 11 Extraordinary General Meeting

An EGM may be convened at any time by the Council. Notice shall be given to all Members in such manner as described in Article 10(d).

Article 12 Quorum

- a) One fifth or fifteen members, whichever is the less, of MKCAA shall form a quorum of a General Meeting.
- b) In the event of the attendance being too small to form a quorum, such a meeting may be postponed for at least fourteen days (both days inclusive) at the discretion of the Council. Provided that prior notice shall be given to all Members in such manner as described in Article 10(d), the second meeting needs not to observe the quorum requirements and its decisions shall be binding on MKCAA.

Article 13 Motions

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

Article 14 Casting Vote

The Chairman of a General Meeting shall have a casting vote which he/she may use at his/her discretion in the event of a tied vote.

Article 15 Voting of No-Confidence

A vote of no confidence for infringement of the Constitution, negligence of duty or unbecoming behaviour, may be moved against any Council Member in an AGM or an EGM held specially for that purpose. A vote so passed by two-thirds of the present and voting members shall call for the immediate resignation of the person against whom the vote is registered.

SECTION V COUNCIL

Article 16 Function

The Council shall direct and execute all affairs on behalf of MKCAA.

Article 17 The Council

- a) The Council shall consist of at least the following Council Members:
 - i) a President (會長)
 - ii) a Vice-president (副會長)
 - iii) an Honorary Secretary (義務秘書)
 - iv) an Honorary Treasurer (義務司庫)
- b) In addition to the members as provided in Article 17(a) above, the Council may also consists of the following Council Members:
 - i) a Publication Secretary (刊物秘書)
 - ii) not more than two Social and Cultural Secretaries (社交及文化秘書)
 - iii) a Recreation Secretary (康樂秘書)
 - iv) the immediate past President (上任會長) and Vice-President (上任副會長) as ex-officio
- c) The Council Members so elected shall soonest possible choose amongst themselves for holding the different offices of the Council as mentioned above.

Article 18 Terms of Office

The Council Member shall hold office for two years and shall be eligible for re-election.

Article 19 Duties of Individual Council Members

- a) The President shall be the chief executive of MKCAA. His/Her duties include the calling of meetings and chairing them in accordance with the Constitution and regulations made therefrom.
- b) The Vice-President's duties shall assist the President from time to time and act as President whenever the President is absent.
- c) The Honorary Secretary's duties shall include the handling of all correspondence, documents, filing of all records, keeping minutes of all meetings and preparing a report of the activities of MKCAA at the AGM.
- d) The Honorary Treasurer's duties shall include keeping a continuous record of all financial transactions giving official receipts for all payments received, keeping the funds of MKCAA, and seeing to it that they are not spent in anyway contrary to the Constitution. He/She shall present a financial report at the AGM.
- e) The Publication Secretary shall be responsible for all circular letters, publicity of MKCAA, and communication between MKCAA and MKC.

- f) The Social and Cultural Secretaries shall be responsible for organizing social and cultural activities of MKCAA.
- g) The Ex-officio shall advise and assist the Council on the execution of the MKCAA's affairs.

Article 20 Council Meeting

Ordinary meetings of the Council shall be convened as required by the Hon. Secretary on the instruction of the President. Special meetings of the Council may be convened by the Hon. Secretary on application by any three Council Members. Four members of the Council shall constitute a quorum. If votes be equal, the Chairman of the meeting shall have a casting vote.

Article 21 Boards and Committees

- a) The Council may appoint Boards and Committees for the purpose of dealing with specific subjects connected with the objectives of MKCAA.
- b) The Boards and Committees may conduct their own business and correspondence but save as hereinafter provided they shall not take any public action nor incur any pecuniary responsibility unless previously authorized by the Council. In any case of emergency, they may take such public action as shall have been sanctioned by the President or in his absence by the Vice-President.
- c) At the end of each year, the Boards and Committees shall submit to the Council a report of their proceedings, which report, or a summary thereof, shall be incorporated in the report of the Council to the AGM.
- d) The Council shall have power to dissolve any Board or Committee and to withdraw from them such power as the Council may deem expedient.

Article 22 Resignation

Any Council Member may resign his office by notice in writing to the Council.

SECTION VI ELECTION OF COUNCIL MEMBERS

Article 23 Nomination

- a) Nominations for Council Members referred in Article 17 shall be opened to all Members.
- b) The nominee, proposer and seconder must all be Members.
- c) All nominations shall be made on official form provided for the purpose. Each form properly filled in shall be returned to the Hon. Secretary in a sealed envelope not less than seven days before the relevant General Meeting.

Article 24 Method of Election

- a) If the number of nominees is more than the maximum number of the Council Members referred in Article 17, the Council Members shall be elected by secret ballot of Members present in the relevant General Meeting.
- b) In the event of a tie, a further voting is required for the candidates concerned.
- c) In the event that a tie occurs again, a casting vote shall be made in accordance with Article 14.
- d) A ballot paper in such form as determined by the Council and containing such information as the names of all candidates for election, directions for its use and etc. shall be given to Members present in the relevant General Meeting. Any ballot paper which fails to comply with such directions shall be rejected by the scrutineers and the vote shall be void.
- e) Two scrutineers, who shall be appointed by the Council, shall have the direction of the election, and their decision on any matter relating thereto shall be final.

Article 25 Vacancies in and Co-option of Members to the Council

The Council shall have power to appoint any Member to fill any vacancy occurring on the Council until the next election. The Council shall also have power to co-opt any Member to the Council, at any time, for a term not exceeding the term of office of the Council.

SECTION VII FINANCE

Article 26 Financial Year

The Financial Year of MKCAA shall be commenced from the first of April to the thirty-first of March of the following year.

Article 27 Entrance Fee

All applicants for memberships shall pay an Entrance Fee in the amount as determined by the Council from time to time as it sees fit upon enrolment.

Article 28 Funds

The Council may accept any Entrance Fee and donation from Member or other source, to take such legitimate steps as may be necessary to appeal for funds and apply same for the attainment of the objectives of MKCAA.

Article 29 Fund Raising

The Council may, if it deems necessary, raise funds by subscription or other lawful means by an unanimous resolution at a meeting for the purpose of providing any benefit for Members or MKC.

Article 30 Control of Finance

The Finance of MKCAA shall be duly controlled by the Council under the direct supervision of Hon. Treasurer.

Article 31 Bank Accounts and Signing of Cheques

- a) The Hon. Treasurer shall deposit any funds and incomes of MKCAA into a bank account(s) designated by the Council under the name of “Ming Kei College Alumni Association”.
- b) The President, the Vice-President, the Hon. Treasurer or such other Council Members as determined by the Council shall have the authority to sign cheques and financial documents. Any two of their signatures shall suffice, together with MKCAA’s official chop, to make such cheques and financial documents valid.

Article 32 Annual Financial Report

The Council shall cause the annual account(s) of MKCAA to be examined and certified by Hon. Treasurer and one Council Member. Hon. Treasurer shall submit an annual financial report in AGM for endorsement.

SECTION VIII CONSTITUTION

Article 33 Amendment

- a) No part of the Constitution shall be amended, save by a resolution passed by at least three-fourths of the Members present and voting at a General Meeting convened specially for this purpose.
- b) Prior notice for the proposed amendments shall be given to all Members in such manner as described in Article 10(d).

Article 34 Interpretation

The interpretation of the Constitution shall rest on the Council.

SECTION IX DISSOLUTION

Article 35 Method of Dissolution

MKCAA shall not be dissolved except by a resolution passed by all Members present and voting at a General Meeting.

Article 36 No Property returnable to Members

No property of MKCAA shall be returnable to any Member and no Member shall be entitled to any property of the MKCAA upon dissolution.

Article 37 Disposal of Properties upon Dissolution

Upon dissolution, the management and disposal of the property of MKCAA shall be decided by the General Meeting immediately prior to the dissolution. The property of MKCAA may be donated to MKC upon dissolution.

SECTION X ELECTION OF THE ALUMNI MANAGER

Article 38 Nomination

- a) Subject to the Education Ordinance, Constitution of Incorporated Management Committee of CCC Ming Kei College, this Constitution and any directives as determined by the Council, the nomination of the Alumni Manager shall be opened to all Members.
- b) The nominee, proposer and seconder must all be Members.
- c) All nominations shall be made on official form provided for the purpose. Each form properly filled in shall be returned to the Hon. Secretary in a sealed envelope not less than seven days before the relevant General Meeting.

Article 39 Method of Election

- a) If the number of nomination is more than required, the Alumni Manager shall be elected by secret ballot of Members present in the relevant General Meeting.
- b) In the event of a tie, a further voting is required for the candidates concerned.
- c) In the event that a tie occurs again, a casting vote shall be made in accordance with Article 14.
- d) A ballot paper in such form as determined by the Council and containing such information as the names of all candidates for election, directions for its use and etc. shall be given to Members present in the relevant General Meeting. Any ballot paper which fails to comply with such directions shall be rejected by the scrutineers and the vote shall be void.
- e) Two scrutineers, who shall be appointed by the Council, shall have the direction of the election, and their decision on any matter relating thereto shall be final.

Article 40 Submission of the elected candidate in the Alumni Manager Election to MKC

The Council shall submit the name(s) and details of the elected candidate in the Alumni Manager Election to MKC for registration with the government authority within 1 month from the date of the official announcement of the election result.

SECTION XI LIABILITIES

Article 41 Limitation of Liabilities

In case MKCAA or any Council Member thereof in proper discharge of his/her duty under this Constitution has incurred any expenses or liabilities, it shall be MKCAA's responsibility to pay the expenses or to discharge the liabilities (as the case may be) and keep such Council Member fully indemnified, provided that such expenses and liabilities were not incurred solely as a result of willful misconduct on that part of the Council Member concerned.

- END -

[Version as at 2 October 2019]