

CONSTITUTION OF  
MING KEI COLLEGE ALUMNI ASSOCIATION

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CONSTITUTION OF  
MING KEI COLLEGE ALUMNI ASSOCIATION

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SECTION I      GENERAL

Article 1      Name

The name of the association shall be called the “Ming Kei College Alumni Association” 銘基書院校友會 (herein-after referred as the Alumni or MKCAA)

Article 2      Registered Address

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

Article 3      Objectives

The objectives of the Alumni shall be:

- a) to uphold the spirit of Ming Kei College (hereinafter referred as MKC) and further advance its establishment in the society.
- b) to offer any form of assistance and actions as deemed necessary to enhance the spirit and advancement of MKC.
- c) to maintain continued contacts with MKC.
- d) to promote friendship, mutual help and understanding among members.
- e) to organize sports, recreational and welfare activities for members.

SECTION II MEMBERSHIP

Article 4 Permanent Membership

- a) All graduates, upon cessation of study in MKC, or
- b) any students who leave MKC before graduation and subject to the approval of the Council,  
shall be eligible for Permanent Membership.

c) A reference to members wherever appearing in this Constitution in so far as the context permits shall be a reference to permanent members and shall be so construed accordingly.

Article 5      (Repealed)

Article 6      (Repealed)

#### Article 7 Privileges and Duties

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

#### Article 8 Disciplinary Actions

- a)
- a) (Repealed)
- b) The Council shall have power to warn, reprimand, suspend or expel from the Alumni any member who:
  - i) wilfully breaks the Constitution of the Alumni
  - 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 the Alumni to be brought into disrepute
  - iv) is convicted by a Court of any criminal of offence involving dishonesty or any indictable offence.

Provided that any member who is the subject of disciplinary proceedings shall have an opportunity to state his defence.
- c) Notice of such warning reprimand, suspension or expulsion shall be sent to the member concerned in writing over the signature of the Hon Secretary.
- d) The Entrance Fee shall not be refundable on expulsion from the Alumni.
- e) No one shall be entitled to any property of the MKCAA without the authorization of the Council.

### SECTION III GENERAL MEETINGS

#### Article 9 Authority

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

#### Article 10 Annual General Meetings

- a) The Annual General Meeting (herein-after referred as AGM) shall be held in October each year.
- b) The President or Vice-President shall preside.
- c) The business of the AGM shall be:
  - i) to receive the Presidential address
  - ii) to receive and adopt the minutes of the previous AGM together with the minutes of all Extraordinary General Meetings which may have been held since the previous AGM.
  - iii) to receive and adopt the Hon. Secretary's Annual Report.
  - iv) to receive and adopt the Hon. Secretary's Annual Financial Report.
  - v) Constitution amendment, if any.
  - vi) To elect Honorary President, Vice-President and Patrons of the Alumni for the following session.
  - vii) Any other business.
- d) At least fourteen days' notice shall be given to all members.

#### Article 11 Extraordinary General Meeting

An Extraordinary General Meeting (herein-after referred as EGM) may be convened at any time by the Council or by the Hon. Secretary on application in writing by at least fifteen members of the Alumni. Not less than seven days' notice shall be given of any EGM to all members.

#### Article 12 Quorum

- a) At all General Meetings of the Alumni, one fifth or fifteen members, whichever is the less, of the Alumni shall form a quorum.
- b) In the event of the attendance being too small to form a quorum, such a meeting shall be postponed for fourteen days. Then provided seven days' notice has been given to all members, the second meeting need not observe the quorum requirements, and its decisions shall be binding on the Alumni.

#### Article 13 Motions

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

#### Article 14 Casting Vote

The Chairman of the General Meetings shall have a casting vote which he may use at his 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

duties 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 IV COUNCIL

##### Article 16 Function

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

##### Article 17 The Council

a) The Council shall consist of at least the following members:

- i) a President
- ii) a Vice-president
- iii) an Honorary Secretary
- iv) an Honorary Treasurer

b) In addition to the members as provided in Article 17(a) above, the Council may also consists of the following members:

- i) a Publication Secretary
- ii) not more than two Social and Cultural Secretaries
- iii) a Recreation Secretary
- iv) the immediate past President and Vice-President as ex-officio

##### Article 18 Terms of Office

Members of the Council 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 the Alumni. His 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 presenting a report of the activities of the Alumni 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 the Alumni, and seeing to it that

they are not spent in anyway contrary to the Constitution. He shall present a financial report at the AGM.

- e) The Publication Secretary shall be responsible for all circular letters, publicity of the Alumni, and communication between the Alumni and MKC.
- f) The Social and Cultural Secretaries shall be responsible for organizing social and cultural activities of the Alumni.
- g) The Ex-officio shall advice and assists the Council on the execution of the Alumni'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 objective of the Alumni.
- 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 Member of Council may resign his office by notice in writing to the Council.

### SECTION V ELECTION

#### Article 23 Nomination

Nominations for all offices referred in Article 17 shall be opened to all Ordinary and Life Members. All nominations shall be made on official forms provided for the purpose. Each form shall be properly filled in, duly seconded, signed and returned to the Hon. Secretary in a sealed envelope before first day of September at the end of each session.

#### Article 24 Method of Election

- a) The election of the Council Members shall be by secret Ballot of all those members
- b) There shall be a Ballot paper on which all members may vote for the offices to be filled. The names of all candidates for election shall be printed in the same type and in alphabetical order. Each Ballot paper shall contain directions for its use by members and any Ballot paper which fails to comply with such directions shall be rejected by the Scrutineers and the vote shall be void.
- c) Ballot papers shall be sent to each Member not less than fourteen days before the AGM and shall be returned to the Hon. Secretary so as to be received by him before the opening of the AGM.
- d) Four 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. At the AGM they shall receive from the Hon. Secretary the envelopes containing the Ballot papers. They shall count the votes in favour of the candidates for the various vacancies; adopting for this purpose such procedure, as they shall deem fit, and shall thereafter report the result of the election to the AGM.
- e) The candidate or candidates who receive the most votes shall be declared elected to the vacancies available. In the event of an equality of votes for any vacancy, there shall be one recount of the votes cast for the candidates having such equality. If, after such a recount, there is still an equality of votes for that vacancy, the election of the candidates so receiving such equality shall be by Ballot of the members present having the right to vote and voting at the AGM.

#### 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 AGM. The Council shall also have power to co-opt any Member to the Council, at any time, for a term not exceeding two years.

## SECTION VI FINANCE

### Article 26 Financial Year

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

### Article 27 Entrance Fee

- a) All applicants for memberships shall pay an Entrance Fee in the amount specified in this Article upon enrolment in the Alumni.
- b) An applicant who has left MKC for 7 years or less shall pay an Entrance Fee in the amount as specified in Column 1 of the Schedule hereto and an applicant who has left MKC for more than 7 years shall pay an Entrance Fee in the amount as specified in Column 2 of the Schedule hereto.
- c) The Council shall have the power to revise the amount of Entrance Fee from time to time as it sees fit.
- d) For the purpose of reckoning whether an applicant has left MKC for a period of 7 years or less, the period shall commence from the deemed commencement date and end on the relevant date as respectively defined in Article 27(e) & (f) herein below.
- e) The “deemed commencement date” shall be the 31<sup>st</sup> day of July of the year on which the applicant left MKC.
- f) The relevant date shall, in the case of Article 4(a), be the date on which the application is received and in the case of Article 4(d), the date on which approval is given by the Council.

### Article 28 Funds

The Council may accept entrance fees and donations from its members or other sources, to take such legitimate steps as may be necessary to appeal for funds and apply same for the attainment of the aims of the Alumni. The Council may also accept and receive donations and gifts of whatever nature or kind, and bequests to the Alumni.

### 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 Funds

Disbursements of Alumni funds in excess of \$300, whether in cash or by cheque, shall be approved or sanctioned by the Council.

Article 31 Bank Accounts and Signing of Cheques

- a) The Hon. Treasurer shall deposit any cash of the Alumni in excess of \$300 into a current account in a bank designated by the Council under the name of “Ming Kei College Alumni Association”.

The President, Vice-President and the Hon. Treasurer, as officers of the Alumni, shall have the authority to sign cheques and financial documents. Any two of their signatures shall suffice, together with the Alumni’s official chop, to make such cheques and financial documents valid.

Article 32 Auditing

- a) The Council shall cause the annual accounts of the Alumni to be examined and certified by a qualified accountant who shall submit a report which shall be approved and countersigned by the Honorary Auditors.
- b) The Council shall elect annually two members, not being Members of the Council, as Honorary Auditors.

Article 33 Financial Statement

There shall be at least one Financial Statement prepared by the Hon. Treasurer and approved by the Council at the end of each financial year.

SECTION VII CONSTITUTION

Article 34 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 the AGM or a General Meeting convened specially for this purpose.
- b) A notice intimating the proposed amendments shall be posted at least seven days before the General Meeting.

Article 35 Interpretation

The interpretation of the Constitution shall rest on the Council.

SECTION VIII DISSOLUTION

Article 36 Properties

The MKCAA shall not be dissolved except by a resolution passed by fourth-fifths of the members present and voting at an EGM specially convened for this purpose .

Article 37 No Property returnable to Members

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

Article 38 Disposal of Properties upon Dissolution

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

SECTION IX TRANSITIONAL PROVISIONS

Article 39 Previous Ordinary Members, Life Members and Honorary Members

- a) All Ordinary Members and Life Members who, immediately before the 15<sup>th</sup> \_\_\_ day of November 2003, are entitled to vote in a General Meeting of the Alumni shall become Permanent Members of the Alumni.
- b) All Honorary Members shall cease to be such as from the 15<sup>th</sup> \_\_\_ day of November 2003.

**THE SCHEDULE HERETO (Article 27)**

**The Entrance Fee Payable**

Column 1	\$100.00
Column 2	\$500.00

Amended on 15<sup>th</sup> \_\_\_ of November 2003.