

# CONSTITUTION OF SIR ELLIS KADOORIE (S) PRIMARY SCHOOL ALUMNI ASSOCIATION (官立嘉道理爵士小學校友會會章)

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## CHAPTER 1: GENERAL SITUATION AND DEFINITION

- 1.1 Name
  - 1.1.1 The name of the association is “SIR ELLIS KADOORIE (S) PRIMARY SCHOOL ALUMNI ASSOCIATION (官立嘉道理爵士小學校友會)” (hereinafter referred to as “the Association”)
- 1.2 Address
  - 1.2.1 The address of the Association is 9 Eastern Hospital Road, Sookunpo, Hong Kong.
- 1.3 The aims of the Association shall be
  - 1.3.1 to foster, promote and further friendship, relationship, fellowship and better understanding amongst the past, present and future students, graduates, and teaching and administrative staff of the Sir Ellis Kadoorie (S) Primary School (hereinafter referred to as “the School”);
  - 1.3.2 to enhance, assist and participate in such activities as may be held by the School in the furtherance of their goals; and
  - 1.3.3 to raise money by subscription or other lawful means for any of the purposes herein provided.
- 1.4 In this Constitution, unless otherwise stated, words importing the singular shall include the plural, and vice versa.

## CHAPTER 2: MEMBERSHIP

- 2.1 Members of the Association shall be such persons, as the Executive Committee shall admit to membership in accordance with the Rules herein contained.
- 2.2 Ordinary members
  - 2.2.1 All ex-students may join as ordinary members.
  - 2.2.2 The life membership fee for ordinary members shall be HK\$50.00 and shall be payable at the time of registration.
  - 2.2.3 Ordinary members may make donations to the Association.
  - 2.2.4 Ordinary members over the age of 18 shall have the right to elect office-bearers, as well as to vote, propose, and second proposal.
  - 2.2.5 Ordinary members over the age of 21 shall have the right to stand for election as office-bearers.
  - 2.2.6 Ordinary members shall enjoy all privileges of the Association.
  - 2.2.7 Ordinary members shall have the obligation to observe the rules of the Constitution and to abide by the decision of the meeting.

- 2.3 Honorary members:
  - 2.3.1 The Executive Committee shall have the power to invite ex-school Heads and teaching staff, and current teachers of the Schools to be an Honorary member of the Association.
  - 2.3.2 The Executive Committee shall have the power to invite any person, who has, in the opinion of the Executive Committee, rendered good service to the Association or the School, to become an Honorary member of the Association.
  - 2.3.3 An Honorary member of the Association shall enjoy all privileges of the Association but shall have no voting rights.
  - 2.3.4 An Honorary member shall not be required to pay any membership fee but may make donations.
- 2.4 Honorary adviser:
  - 2.4.1 The Honorary adviser shall be the Head of the School.
  - 2.4.2 The Honorary adviser shall sit in the Executive Committee meeting, General Meeting and Extraordinary General Meeting, to monitor the financial situation and operation of the Association, but shall have no voting rights.

### CHAPTER 3: GENERAL MEETINGS

- 3.1 The Association shall hold a General Meeting in addition to any other meetings in each term and shall specify the meeting as such in the notice calling it.
- 3.2 Notice Of meeting
  - 3.2.1 Prior notice in writing of not less than seven (7) days specifying the place, date and time of the General Meeting and the nature of the business to be transacted at the meeting shall be given to all members.
- 3.3 Quorum
  - 3.3.1 No business shall be transacted at any General Meeting unless a quorum is present and such quorum shall consist of not less than ten (10) members.
  - 3.3.2 If the quorum cannot be attained within thirty (30) minutes after the time appointed for the General Meeting, then the meeting shall be adjourned. The members shall be informed about this insufficient quorum and also about the date for the next meeting, which shall be carried on even without sufficient quorum.
- 3.4 Chairman of meeting
  - 3.4.1 The Chairman or in his absence, the Vice-Chairman, shall preside as the Chairman at every General Meeting.
- 3.5 Resolution and voting
  - 3.5.1 Every ordinary member over the age of 18 shall have one (1) vote.
  - 3.5.2 At any General Meeting, every resolution shall be put to vote. Unless otherwise directed by the Chairman of the meeting to be done in such manner as the Chairman may deem fit, the resolution shall be decided on a show of hands.
- 3.6 Extraordinary General Meeting
  - 3.6.1 Upon a requisition made in writing by not less than twenty (20) members, the Executive Committee may, whenever they think fit, convene an Extraordinary General Meeting. The requisition shall state the objects of the meeting, and must be signed by the requisitionists and delivered to the Honorary Secretary at least seven (7) days prior to the proposed date of the Extraordinary General Meeting.

## CHAPTER 4: FINANCE

- 4.1 The Executive Committee shall cause true accounts to be kept of the sums of money received and expended by the Association, the matters in respect of which such receipt and expenditure take place, and the assets, credits and liabilities of the Association.
- 4.2 The funds of the Association shall be applied for the purposes of:
  - 4.1.1 furthering its aims; and
  - 4.1.2 meeting its recurrent expenses.
- 4.3 It shall be the duty of the Honorary Treasurer to report the financial condition of the Association at Executive Committee meetings and prepare the financial statement for the General Meeting.
- 4.4 The Executive Committee shall have the power to grant to the School at its discretion sums of money from the Association funds to be used for Scholarships, prizes or other purposes and the Head of the School shall have full authority to use the sums so granted.
- 4.5 All cheques for the withdrawal of Association's money shall be signed by two of the following office-bearers: Chairman, Vice-chairman, or Honorary Treasurer.

## CHAPTER 5: EXECUTIVE COMMITTEE

- 5.1 The Executive Committee shall consist of not less than five (5) members holding the following positions: a Chairman, Vice-Chairman, and Honorary Secretary, an Honorary Treasurer, and a Coordinator.
  - 5.1.1 Chairman
    - 5.1.1.1 Chairman will chair meetings of the executive committee, General Meeting, Extraordinary General Meetings and other meetings.
    - 5.1.1.2 Chairman will cast deciding vote in case of a tie.
    - 5.1.1.3 Chairman will present the Report at the General Meeting.
    - 5.1.1.4 Chairman will call the General Meeting.
    - 5.1.1.5 Chairman will call for nomination/election for the Executive Committee posts.
  - 5.1.2 Vice-Chairman
    - 5.1.2.1 Vice-Chairman will conduct the business in the absence of the Chairman.
    - 5.1.2.2 Vice-Chairman will assist the Chairman at the meetings.
  - 5.1.3 Honorary Secretary
    - 5.1.3.1 Honorary Secretary will prepare minutes and agenda for the meetings.
    - 5.1.3.2 Honorary Secretary will prepare and keep record of all documents.
    - 5.1.3.3 Honorary Secretary will handle all matters related to membership.
  - 5.1.4 Honorary Treasurer
    - 5.1.4.1 Honorary Treasurer will handle all the financial matters of the Association
    - 5.1.4.2 Honorary Treasurer will present the financial statement at the General Meeting and other meetings.
  - 5.1.5 Coordinator
    - 5.1.5.1 Coordinator will coordinate activities, functions and gatherings.
    - 5.1.5.2 Coordinator will assist Honorary Secretary and Chairman all matters related to the Association.
- 5.2 An Executive Committee member must be an ordinary member of the Association.

- 5.3 The term of office of the Executive Committee members shall be two (2) years but will be eligible for re-election. The Chairman of the Executive Committee shall not hold office for more than two (2) consecutive terms.
- 5.4 No remuneration shall be payable to the Executive Committee members.
- 5.5 The business of the Association shall be managed by the Executive Committee.
- 5.6 Powers and duties of the executive committee
  - 5.6.1 The Executive Committee may meet together for the dispatch of business, adjourn or otherwise regulate their meetings as they shall think fit. Questions arising at any meeting shall be decided by a two-thirds (2/3) majority of votes. In case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
  - 5.6.2 The quorum necessary for the transaction of business of the Executive Committee shall not be less than half (1/2) of the total number of Executive Committee members currently holding offices.
  - 5.6.3 All legal documents of and cheques issued by the Association shall be signed by two office-bearers comprising the Chairman, the Vice-Chairman or the Honorary Treasurer.
  - 5.6.4 The various positions of the Executive Committee members shall be elected and appointed among the Executive Committee members themselves.
  - 5.6.5 Members of the sub-committees shall be nominated and appointed by the Executive Committee in such manner as it may deem fit.
  - 5.6.6 The Executive Committee may nominate not more than two members as the representatives of the Association to the School Management Committee.

## CHAPTER 6: SETTING UP OF THE ASSOCIATION

- 6.1 An Ad hoc Committee shall be set up to register the Association, open a bank account and arrange for the election of the Executive Committee.
- 6.2 The Ad hoc Committee shall form the first Executive Committee.
- 6.3 The term of office of the first Executive Committee shall not be longer than two (2) years.

## CHAPTER 7: AMENDMENTS

- 7.1 Nothing in this Constitution as contained herein shall be altered or varied except by a resolution duly passed by ordinary members of the Association with a majority vote of not less than two-third (2/3) at an Extraordinary General Meeting or General Meeting convened for the purposes as so particularly stated.

## CHAPTER 8: DISSOLVE OF THE ASSOCIATION

- 8.1 Should the Association be dissolved, the decision shall be assented to by a two-thirds (2/3) majority at the General Meeting or Extraordinary General Meeting. Any remaining assets of the Association shall then be donated to the Extra-curricular Funds of the School.

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