

Po Leung Kuk Siu Hon Sum Primary School Alumni Association

Constitution

Section 1: General

1.1 Name

The full name of this organization shall be "Po Leung Kuk Siu Hon Sum Primary School Alumni Association" (or in short "PLKSHSPSAA") in English and "保良局蕭漢森小學校友會" in Chinese, hereinafter referred to as "the Association".

1.2 Goals

The goals of the Association shall be:

- A. To promote friendship and co-operation among its members.
- B. To promote the welfare and privileges of its members.
- C. To gather the alumni and current students by providing them benefits and activities, building up SHS spirit and cultivate the sense of belongings within SHS.
- D. To unite the alumni and current students and promote harmonious school lives.

1.3 Official Language

Chinese and English shall be the official languages of the Association and enjoying equal status. Either or both may be used in official meetings, documents and functions. In case of discrepancy, unless otherwise specified, the English version shall be referred to.

1.4 Session

Each session of the Association shall take up the post for two years. The Session of the Association shall commence immediately after the Annual General Meeting and shall terminate immediately after the next Annual General Meeting.

1.5 Honorary Advisor

The current Principal of Po Leung Kuk Siu Hon Sum Primary School (or in short "PLKSHSPS") shall be the Honorary Advisor of the Association.

1.6 Responsibility

The Association is responsible for all matters and policies affecting the interests of members of the Association.

1.7 Official Logo

The official logo of the Association shall be:



Section 2: Membership

2.1 Full membership

A. Eligibility

1. All registered PLKSHSPS school leavers or graduates shall be eligible to apply for Full Membership of the Association.
2. Membership will be terminated upon the decision of the Executive Committee.

B. Privileges

The full members of the Association shall be entitled to enjoy all the facilities provided by the Association, to take part in all activities and functions, to attend the vote at all elections and meetings conducted by the Association, and to stand for any elections of the Association.

C. Obligation

1. To follow the Constitution of the Association.
2. To follow the resolution(s) of the Referendum and General Meeting.
3. To inform the Secretary any changes in personal information recorded in the file of the Association.

2.2 Honorary Membership

A. Eligibility

The outstanding alumni of PLKSHSPS shall be the Honorary Members of the Association after election (nominated and elected by Honorary Advisor and Executive Committee of current session).

B. Privilege

To make use of all services and facilities provided by the Association and attend the vote at all elections conducted by the Association.

C. Obligation

1. To follow the Constitution of the Association.
2. To follow the resolution(s) of the Referendum and General Meeting.

Section 3: General Meeting

3.1 Authority

1. The resolution(s) of the General Meeting shall possess the highest authority in the Association. The resolution(s) of the General Meeting can be revoked only by a subsequent General Meeting or Referendum.
2. The resolution(s) of the General Meeting shall be followed by all members of the Association.

3.2 General Meeting Regulations

A. Chairperson

1. The President of the Association shall chair the General Meeting.
2. In the absence of the Chairperson, the Internal Vice-President of the Association shall preside the General Meeting. If the Internal Vice-President shall be absent, the Executive Committee members present shall elect one of themselves to preside the General Meeting.
3. The Chairperson shall have no right to vote or second a motion.
4. The Chairperson shall have the casting vote.
5. The Chairperson shall have the right to permit any person who is not a Full Member of the Association to speak in the General Meeting.
6. The Chairperson shall be responsible for preparing the agenda of the General Meetings.

B. Honorary Secretary

The Honorary Secretary of the Association shall be responsible for preparing the minutes of the General Meeting.

C. Full Members

Only Full Members shall have speaking right, the right to raise motion, to second and to vote in the General Meeting. Each member shall be represented by one vote.

3.3 Voting

- A. Any motion on the amendments to the Constitution or removal of any popularly elected office bearer of the Association shall be recognized only if there is more than two-third majority voting in favor of it.
- B. Any motion, other than the amendments to the Constitution of the Association and removal of any popularly elected office bearer of the Association, shall be recognized only if there is a simple majority (i.e. receiving more than fifty percent of the valid votes — votes collected minus void votes) voting in favor of it.

3.4 Annual General Meeting

A. Occurrence

An Annual General Meeting chaired by the President of the current session shall be held within the first two months after the election. The Executive Committee Members of the current and the next session shall attend the Annual General Meeting.

B. Notice

1. The date of an Annual General Meeting shall be decided and announced by the Executive Committee at least two weeks beforehand.
2. The agenda of an Annual General Meeting shall be posted at least two weeks beforehand.
3. Amendment(s) to the agenda shall be posted one week beforehand.

C. Quorum

1. Not less than one-fifth Full Members of the Association shall form a quorum of an Annual General Meeting.
2. If a quorum is not reached after half an hour of the time scheduled for the commencement of the Annual General Meeting, the meeting shall be adjourned to a day in the following week, and if at that meeting, a quorum is still not reached, all Full Members present there shall form a quorum.

D. Business

1. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of the Extraordinary General Meeting(s), which may have been held since the previous Annual General Meeting.
2. To receive and adopt the Annual Report of the Executive Committee for the current session of the Association.
3. To receive and adopt the audited Financial report of the current session of the Association.
4. To discuss and vote for any amendments to the Constitution of the Association, if any.
5. To introduce the Executive Committee members for the coming session.
6. To receive and adopt the annual budget and the year plan of the Executive Committee for the coming session.
7. To introduce the Honorary Advisor of the Association for the coming session.
8. To discuss any other business not stated on the agenda upon the consent of more than one-third of the Full Members present in the meeting.

3.5 Extraordinary General Meeting

A. Occurrence

1. The Executive Committee shall have the right to convene an Extraordinary General Meeting for any purpose whenever necessary.
2. An Extraordinary General Meeting shall also be convened by the President of the Association upon a written requisition signed by not less than thirty Full Members of the Association; such a requisition shall also specify the object(s) of the proposed meeting.

B. Notice

Notice of an Extraordinary General Meeting, together with the agenda of the Meeting, shall be posted two weeks beforehand.

C. Quorum

1. Not less than thirty Full Members of the Association shall form a quorum of an Extraordinary General Meeting.
2. If a quorum is not reached after half an hour of the time scheduled for the commencement of the Extraordinary General Meeting, the meeting shall be adjourned to a day in the following week, and if at that meeting, a quorum is still not reached, all Full Members present there shall form a quorum.

D. Business

To discuss other business not stated on the agenda upon the consent of more than one-third of the Full Members present in the meeting.

Section 4: Referendum

4.1 Authority

- A. The resolution(s) of a referendum shall have the same authority as that of a General Meeting.
- B. The resolution(s) of a Referendum can only be revoked by a subsequent Referendum or General Meeting.
- C. The resolution(s) of a Referendum shall be followed by all members of the Association.

4.2 Occurrence

- A. A Referendum shall be held and conducted by the President of the Association upon the request of the Executive Committee.
- B. The President of the Association shall also conduct a Referendum if it is requested by not less than one-fifth Full Members of the Association.

4.3 Notice

Notice of a Referendum and the motion(s) to be voted shall be posted at least two weeks beforehand.

4.4 Voting

- A. A secret ballot shall be adopted.
- B. Only Full Members of the Association shall possess the right to vote.
- C. Online voting shall be open for not more than two weeks.
- D. Counting of votes shall be finished within forty-eight hours after the closure of voting and a provisional result shall be announced within this period. If no complaints are received, the provisional result shall then be declared to be an official result.
- E. Any complaint shall be made in writing within forty-eight hours after the announcement of the provisional result.
- F. The Executive Committee shall call for a meeting within seven days after the announcement of the provisional result to decide whether the complaint(s) received is/are to be acceptable.
- G. Any decision made shall be announced immediately by the Executive Committee after all the complaint(s) has/have been settled.
- H. Before the complaint(s) is/are settled, the provisional result shall not be regarded as the official result.

- I. The result of a Referendum shall be regarded as valid, provided that the number of votes cast is not less than 15% of the eligible votes from Full Members of the Association.
- J. Any resolution, other than the amendments to the Constitution of the Association and removal of any popularly elected office bearer of the Association, shall be recognized only if there is a simple majority (i.e. receiving more than fifty percent of the valid votes — votes collected minus void votes) voting in favor of it.
- K. Any resolution on the amendments to the Constitution or removal of any popularly elected office bearer of the Association shall be recognized only if there is more than two-third majority voting in favor of it.

Section 5: Executive Committee

5.1 Composition of Executive Committee

The Executive Committee shall comprise of the following:

- A. President
- B. Internal Vice-President
- C. External Vice-President
- D. Honorary Secretary
- E. Financial Secretary
- F. School Affairs Secretary
- G. Publication Secretary
- H. Promotion Secretary

5.2 Authorities and Responsibilities

The Executive Committee shall:

- A. Represent the Association in all matters.
- B. Have the right to appoint Sub-committee(s) of the Executive Committee whenever deemed necessary.
- C. Have the right to interpret the Constitution of the Association.
- D. Achieve the objectives of the Association.
- E. Handle the daily affairs of the Association.
- F. Implement the resolution(s) of the Referendum and General Meeting.

5.3 Duties of Individual members of Executive Committee.

A. The President shall be responsible for:

- 1. Being a chief executive of the Association.
- 2. Representing the Executive Committee in all affairs.
- 3. Residing at all meetings of the Association.
- 4. Preparing the agenda of all General Meetings and Executive Committee Meetings.
- 5. Preparing annual report.

B. The Internal Vice-President shall be responsible for:

- 1. Assisting the President in all internal affairs of the Association.
- 2. Acting as ex-office President in the absence of the President.

C. The External Vice-President shall be responsible for:

- 1. Assisting the President in all external affairs of the Association.
- 2. Issuing membership cards to members.

- D. The Honorary Secretary shall be responsible for:
 - 1. Keeping all records, except the financial reports, of the Association.
 - 2. Preparing minutes of all General Meetings and Executive Committee meetings of the Association.
 - 3. Updating members' information.
- E. The Financial Secretary shall be responsible for:
 - 1. All financial matters of activities and functions conducted by the Association.
 - 2. Presenting the annual financial report at the Annual General Meeting.
- F. The School Affairs Secretary shall be responsible for handling matters related to the Association and PLKSHSPS.
- G. The Publication Secretary shall be responsible for preparing the publication (posters, newsletters and other presses) and web updating of the Association.
- H. The Promotion Secretary shall be responsible for promoting the activities and functions conducted by the Association.

5.4 Sub-Committee

- A. The Executive Committee shall have the authority to appoint or approve members of any Sub-Committee.
- B. The Executive Committee shall have the authority to delegate power to a Sub-Committee for any purpose.
- C. Members of the Sub-Committee should be Full members of the Association.
- D. Members of Sub-Committee shall help organizing activities and functions conducted by the Association.

5.5 Session of Executive Committee

- A. The session of an Executive Committee shall commence at after an Annual General Meeting and cease after the coming Annual General Meeting.
- B. The session of an Executive Committee shall be lasted for two years.
- C. In case of special reasons, the session of the Executive Committee shall be extended for not more than one year after notifying all the Full Members.

5.6 Executive Committee Meeting

- A. The Executive Committee shall meet at least eight times in each year and at other times as it seems necessary.
- B. The Executive Committee meeting shall be convened by the President or in his/her absence by the Internal Vice-President. If the President and the Internal Vice-President shall be absent, the Executive Committee members presented shall elect one of themselves to preside as the Chairperson.

- C. Each Executive Committee Member except the Chairperson shall be given one vote. If there are an equal number of votes, the Chairperson shall have a casting vote.
- D. Two-third of the Executive Committee members shall for the quorum of the meeting.

5.7 Resignation of the Executive Committee Member

- A. Any Executive Committee member who wished to resign shall inform all other Executive Committee members and write a signed letter at least a month before the effective date of resignation. A notice concerning the resignation shall also be posted on web and emailed to all members.
- B. Any Executive Committee member, having committed any infringement of the Constitution of the Association, used the name of the Association in illegal or corrupt acts, or been found negligent for his/her duties, may be requested by the Executive Committee to resign at an Extraordinary General Meeting.
- C. Should the President resign, an Extraordinary General Meeting shall be convened by the Internal Vice-President to elect a new President among the Executive Committee members.
- D. A vacancy in the Executive Committee, other than that of the President, can be filled by any Full Member of the Association appointed by the Executive Committee.

Section 6: Advisory Committee

6.1 Composition of Advisory Committee

The Advisory Committee shall comprise of the following:

- A. Honorary Advisors
- B. Teacher Advisors
- C. Past-Executive Committee Advisors

6.2 Eligibilities

A. Honorary Advisors

The current Principal of PLKSHSPS shall be the Honorary Advisor of the Association.

B. Teacher Advisors

1. There shall be at least four Teacher Advisors for the Association.
2. Only the teachers who are teaching in PLKSHSPS can be the Teacher Advisors of the Association.

C. Past-Executive Committee Advisors

1. There shall be at least two Past-Executive Committee Advisors from each previous session of the Executive Committee.
2. Interested parties can become Advisors at the end of the session.
3. Only past Executive Committee Members can become the Past-Executive Committee Advisors.

6.3 Duties of Individual members of Advisory Committee

1. To attend Executive Committee Meetings.
2. Do not have the right to vote in Executive Committee Meetings.
3. To give advice to Executive Committee if necessary.

Section 7: Election

7.1 Purpose

The purpose of the Election is to elect the Executive Committee for the following session.

7.2 Election Board

A. The Executive Committee shall be responsible for the formation of the Election Board.

1. It should be formed at least three months before the election and it will be dismissed after the coming Annual General Meeting is completed.
2. It shall consist of the President and an Executive Committee member of current session and three other Full Members of the Association.

B. Full Members who are nominated candidates of the Association shall not be the members of the Election Board.

C. Duties of the Election Board

1. To conduct all the activities concerning the Election, which include counting the ballots, announcing the results of the election and accepting or rejecting any complaints.
2. To examine the eligibility of candidates and to approve or disapprove the application of candidates within three days after receiving their applications.
3. To explain the Election Regulations and Rules in accordance with the Constitution.
4. Election Board shall help the nominated cabinet to post printed materials to all members for two times only.

7.3 Nomination

A. Nominations shall be in form of cabinets.

B. Each nominated Executive Committee member should be aged 15 or above.

C. Each cabinet shall have a name.

- D. Each cabinet shall compose of at least eight candidates. The permission of vacancies do not include the following posts:
1. President
 2. Internal Vice-President
 3. External Vice-President
 4. Honorary Secretary
 5. Financial Secretary
 6. School Affairs Secretary
 7. Publication Secretary
 8. Promotion Secretary
- E. No candidates can be nominated for more than one post.
- F. The cabinet shall submit their nomination in the prescribed form before the closure of the nomination period. Each candidate must be seconded by at least one Full Member who does not belong to the cabinet he/she nominates of the Association. Each form submitted shall contain the name of the cabinet, the year of leaving school and the current position of job of each candidate and his/her respective seconder and the respective signature of each seconder.
- G. Nomination of candidates for the posts open for election may be made from the day of announcement of the election date to the day which is two weeks before the date of the election.

7.4 Voting

- A. Only Full Members of the Association shall possess the right to vote.
- B. A secret ballot shall be adopted in the Election.
- C. Online voting shall be open for not more than two weeks.
- D. Counting of votes shall be finished within forty-eight hours after the closure of voting and a provisional result shall be announced within this period. If no complaints are received, the provisional result shall then be declared to be an official result.
- E. Any complaint shall be made in writing within forty-eight hours after the announcement of the provisional result.
- F. The Election Board shall call for a meeting within seven days after the announcement of the provisional result to decide whether the complaint(s) received is/are to be acceptable.
- G. Before the complaint(s) is/are settled, the provisional result shall not be regarded as the official result.
- H. The result of an Election shall be regarded as valid, provided that the number of votes cast is not less than 15% of the eligible votes from Full Members of the Association.

- I. In case of two or more cabinets, the cabinet with the highest vote shall be elected into office.
- J. In case of one cabinet, the cabinet is successful upon receiving more than fifty percent of the valid votes (votes collected minus void votes).
- K. An abstained vote is a vote that does not indicate confidence or non-confidence to the cabinet. An abstained vote will not be counted as "for" or "against" the cabinet.

7.5 Follow-up

- A. Conditions under which Follow-up arrangements shall be made:
 - 1. In case of misconduct of any proposed candidate of the cabinet, or
 - 2. In case of one cabinet, the cabinet is unsuccessful upon receiving the confidence votes not more than the non-confidence votes, or
 - 3. No nomination of the cabinet during the nomination period.
- B. An Extraordinary General Meeting shall then be convened by the President of the Association to discuss the follow-up arrangement.
- C. Should re-election be held, it shall follow the same rules and regulations in this section.

7.6 Re-election

A re-election shall be held in the event of a tie occurring in Election. If the event of tie occurring again in the re-election, then one cabinet shall be elected by a lot.

Section 8: Finance

8.1 Financial Year

The Financial period shall follow the Session of the Association.

8.2 Budget

- A. At the beginning of each financial period, a financial budget shall be prepared and presented by the Financial Secretary for the following session in the Annual General Meeting for adoption.
- B. The budget proposed shall include the revision of the membership, if any.

8.3 Financial Report

At the end of each financial period, a financial report including an audited balance sheet and other financial statements shall be prepared and presented by the Financial Secretary in the following Annual General Meeting for adoption.

8.4 Membership Fee

All membership fee once received shall not be refundable.

8.5 Honorary Auditor

Honorary advisor should be the Honorary Auditor of the Association.

8.6 Auditing

The Financial Secretary of the Association shall submit the Financial Report to the Honorary Auditor at least two weeks before the Annual General Meeting for auditing purpose.

8.7 Bank Accounts

All bank accounts of the Association shall be operated by the President, the Honorary Secretary and the Financial Secretary for the current session. All the cheques and the bank accounts should be signed by the President, the Honorary Secretary and the Financial Secretary.

Section 9: Constitution

9.1 Amendment

The Constitution shall not be amended except by a motion carried at a General Meeting or Referendum. Notice of the proposed amendments shall be posted two weeks before the General meeting or Referendum.

9.2 Interpretation

The interpretation of this Constitution shall rest with the Executive Committee of the Association unless revoked by a motion carried in a General Meeting or Referendum.