



**Creative Secondary School  
Alumni Association**

# **Constitution**

*Version on 25<sup>th</sup> November 2017*

## Part I

### Preliminary

#### 1. Short Title

- (1) This Constitution may be cited as CSSAA Constitution.
- (2) This Constitution shall have effect only in relation to the Members.

#### 2. Definitions

In this Constitution, unless the context otherwise requires:

**Association** means the Creative Secondary School Alumni Association.

**Constitution** means this Constitution of the Association.

**Executive Committee Member** means a Member of the Executive Committee of the Association.

**Majority Vote** means the Members voting in favour of a question exceed half of the number of Members present at the time of voting.

**Member** means a Member of the Association in accordance with Part II of this Constitution.

**School** means Creative Secondary School.

#### 3. Name

The name of the Association shall be “Creative Secondary School Alumni Association” (啓思中學校友會).

#### 4. Legal Entity

The Association has registered as “Creative Secondary School Alumni Association” (啓思中學校友會) under the Societies Ordinance (Cap. 151), Laws of Hong Kong.

#### 5. Address

The address shall be at Creative Secondary School, 3 Pung Loi Road, Tseung Kwan O, Sai Kung, New Territories.

#### 6. Language

English shall be the official language of the Association.

#### 7. Objectives

The objectives of the Association are as follows:

- (1) to promote fellowship among former students of the School; and
- (2) to promote mutual welfare of and provide recreational, social and cultural activities and pastimes for its Members; and
- (3) to do all other lawful acts as are incidental or conducive to the attainment of any of the above objectives, including but not limited to the raising of the necessary funds.

## **Part II**

### **Membership**

#### **8. Member**

- (1) Any former student of the School may be admitted as a Member in accordance with Part II of this Constitution.
- (2) For the purpose of this Part, a former student means a student who has attended the School but is no longer such a student.

#### **9. Application**

- (1) Executive Committee shall, within two months upon receipt of the Registration Form from the former student, respond to the former student in writing.
- (2) Executive Committee shall vest with the right to approve or refuse the application.

#### **10. The Rights and Obligations**

- (1) Members shall –
  - (a) comply with this Constitution and decisions of meetings; and
  - (b) behave in a manner not to harm the reputation of the Association and the School.
- (2) Members should –
  - (a) elect the Executive Committee; and
  - (b) attend meetings of the Association; and
  - (c) vote at meetings of the Association.

#### **11. Suspension and Termination**

- (1) If a Member commits an act which is in breach of this Constitution, the Executive Committee may suspend or terminate the membership of such Member by a majority vote of the Executive Committee Members in a Hearing presided by an independent party in the presence of such Member.
- (2) The independent party can be, but not limited to, the Consultant and the staff from the School.
- (3) During the Hearing –
  - (a) the Executive Committee shall prove that such Member has committed an act which is in breach of this Constitution before the vote; and
  - (b) such Member shall have the right to defend himself before the vote.
- (1) The suspension period shall not exceed one year.
- (2) The suspension or termination shall take effect from the date of issuing a written notice to such Member by the Executive Committee.

#### **12. Withdrawal**

Any Member may withdraw his or her membership by giving one-month notice in writing to the Association and upon the expiration of such notice he or she shall cease to be a Member.

## **Part III**

### **Executive Committee**

#### **13. Structure of the Executive Committee**

- (1) The Executive Committee shall be composed of –
  - (a) one Chairperson; and
  - (b) one Treasurer; and
  - (c) three other Executive Committee Members.
- (2) The term of office of the succeeding Executive Committee shall be two years from the date after the end of office of the incumbent Executive Committee.
- (3) Incumbent Executive Committee Members are eligible for re-election.
- (4) The Executive Committee shall be constituted in accordance with sections 15 or 16.

#### **14. The Rights and Obligations**

- (1) The Executive Committee Members shall –
  - (a) manage the Association in accordance with this Constitution; and
  - (b) approve applications for membership; and
  - (c) be responsible for the budget of the Association; and
  - (d) manage the bank account of the Association; and
  - (e) convene Annual General Meetings and other meetings; and
  - (f) organize functions and events; and
  - (g) consult the Consultant if an issue is related to the School; and
  - (h) be based in Hong Kong at least 80% of the time throughout the term of office; and
  - (i) be of clear criminal record in the Hong Kong Special Administrative Region; and
  - (j) not receive any personal benefits from the positions.
- (2) In circumstance where an Executive Committee Member breaches subsections (1)(h) and (j), the Executive Committee may immunize such breach.

#### **15. Election**

- (1) Election shall be conducted in the Annual General Meeting once every two years.
- (2) Each member present in the Election shall only have one vote and the right to have one proxy vote.
- (3) The positions of the Executive Committee shall be elected by and from among the Executive Committee Members.

#### **16. By-election**

- (1) In circumstance where there is a vacant position of the Executive Committee specified in sections 18 or 19 and the remaining term of office is more than three months, subsection (3) shall be applicable and the incumbent Executive Committee shall arrange an Extraordinary General Meeting for a by-election within two months in accordance with section 27.

- (2) In circumstance where there is a vacant position of the Executive Committee specified in sections 18 or 19 and the remaining term of office is less than three months, subsection (3) shall be applicable.
- (3) During a vacant period, such vacant position shall be assumed by one of the incumbent Executive Committee Members.
- (4) Each Member present in the by-election shall only have one vote and the right to have one proxy vote.
- (5) The Candidate with the highest number of votes shall be the Executive Committee Member.

### **17. Candidate**

- (1) For the purpose of Part III, Candidate means a Candidate who stands for an election or a by-election.
- (2) For the purpose of Part III, Member who is graduated from the School means Member who has completed Form 6 in the School.
- (3) Any Member, graduated from the School, can be a Candidate without any nominator.
- (4) Any Member, not graduated from the School, can be a Candidate with three nominators who shall be Members graduated from the School.

### **18. Resignation**

Executive Committee Member can terminate his or her service at any time by giving the Association a three-month notice in writing.

### **19. Impeachment**

- (1) If an Executive Committee Member commits an act which is in breach of this Constitution, the Executive Committee may impeach such Executive Committee Member by a majority vote of the other Executive Committee Members in a Hearing presided by an independent party in the presence of such Executive Committee Member.
- (2) The independent party can be, but not limited to, the Consultant and the staff from the School.
- (3) During the Hearing –
  - (a) other Executive Committee Members shall prove that such Executive Committee Member has committed an act which is in breach of this Constitution before the vote.
  - (b) such Executive Committee Member shall have the right to defend himself or herself before the vote.
- (4) The Executive Committee shall inform the Members, Consultants, and the School about the reason of impeachment by written notice within fourteen days from the date of impeachment.
- (5) The impeached Executive Committee Member shall not be an Executive Committee Member in the future, subject to the discretion of the Executive Committee.
- (6) The impeached Executive Committee Member can be a Member of the Association.

## **Part IV**

### **Consultant**

#### **20. Applicability**

This Part shall have effect in relation to the Consultant.

#### **21. Composition of Consultants**

- (1) There shall be at least one but not exceeding three Consultants.
- (2) Two of the Consultants could be composited by the School Consultant. The principal of the School can be a School Consultant. Otherwise, the principal of the School can appoint the vice-principal or the teacher of the School to be the School Consultant.
- (3) One of the Consultants could be composited by a Member Consultant. He or she shall only be a former Executive Committee Member who is invited to become a Consultant by the incumbent Executive Committee.
- (4) The term of appointment of a Consultant shall be two years.

#### **22. The Obligations**

Consultants shall –

- (1) behave in a manner not to harm the reputation of the Association and the School; and
- (2) enhance the communication between the School and the Association; and
- (3) provide suggestions to the Executive Committee.

#### **23. Resignation**

Consultant can terminate his or her service at any time giving the Association and the School a one-month notice in writing.

#### **24. Impeachment**

- (1) If a Consultant commits an act which is in breach of section 22, his or her appointor may impeach such Consultant by a written notice specifying the reason of impeachment.
- (2) The Executive Committee shall inform the Members, Consultants, and the School about the reason of impeachment by written notice within fourteen days from the date of impeachment.

## **Part V**

### **Annual General Meeting**

#### **25. Objective of Annual General Meeting**

The objectives of the Annual General Meeting are as follows –

- (1) to approve the minutes of the last Annual General Meeting; and
- (2) to receive and to adopt the Executive Committee's Report and Statement of Accounts duly endorsed by Executive Committee and an independent party, including but not limited to the Consultant, for the previous year; and
- (3) to elect the Executive Committee every two years; and
- (4) to conduct any other business.

#### **26. Formalities**

- (1) Annual General Meeting shall be conducted at least once an academic year and the duration between two Annual General Meetings shall not exceed fifteen months.
- (2) The Executive Committee shall announce the date, time and venue of Annual General Meeting to all Members by written notice not less than one month prior to the date of Annual General Meeting and announce the agenda of Annual General Meeting to all Members by written notice not less than two weeks prior to the date of Annual General Meeting.
- (3) The quorum shall be 20 Members or not less than 5% of all Members, whichever is lower.
- (4) If after the expiration of 60 minutes a quorum is not present, Chairperson shall adjourn the Annual General Meeting.
- (5) Each Member present in the Annual General Meeting shall only have one vote and the right to have one proxy vote.
- (6) Any motion shall only be passed by a majority vote, except in circumstance under sections 33(2) and 34(2).

## Part VI

### Extraordinary General Meeting

#### 27. Objective of Extraordinary General Meeting

- (1) The Executive Committee may, at any time, and shall, subject to section 28(1), within two months upon receipt of a requisition in writing signed by not less than 20 Members specifying the objective of the meeting, convene an Extraordinary General Meeting to consider, sanction or otherwise deal with the specific objective.
- (2) In circumstance under section 16(1), the Executive Committee shall arrange an Extraordinary General Meeting.

#### 28. Formalities

- (1) In circumstance where the date of receipt of a requisition from the Members is within three months to the date of Annual General Meeting, the Executive Committee may deal with the specific objective in the up-coming Annual General Meeting.
- (2) The Executive Committee shall announce the date, time, venue and agenda of Extraordinary General Meeting to all Members by written notice not less than two weeks prior to the date of Extraordinary General Meeting.
- (3) The quorum shall be 20 Members or not less than 5% of all Members, whichever is lower.
- (4) If after the expiration of 60 minutes a quorum is not present, Chairperson shall adjourn the Extraordinary General Meeting.
- (5) Each Member present in the Extraordinary General Meeting shall only have one vote and one proxy vote.
- (6) Any motion shall only be passed by a majority vote, except in circumstance under sections 33(2) and 34(2).

## **Part VII**

### **Finance**

#### **29. Formalities**

- (1) The first financial year shall commence on the first day of the term of office of the first Executive Committee. The subsequent financial year shall commence on the first day after the end of the preceding financial year.
- (2) Executive Committee shall cause a proper books of account to be kept in respect of –
  - (a) all sums of money received and expended by the Association; and
  - (b) the assets and liabilities of the Association.
- (3) Executive Committee shall present to the Members an account of income and expenditure for the preceding financial year in the Annual General Meeting.
- (4) Chairperson and Treasurer shall monitor the bank account of the Association.

#### **30. Source of Income**

- (1) The source of income of the Association shall only be –
  - (a) interest from the bank account; or
  - (b) profit from activities organized by the Association; or
  - (c) other types of income approved by the Executive Committee.
- (2) Members shall conduct any event in name of the Association only if it is approved by the Executive Committee.

#### **31. Expenditure**

- (1) The expenditure of the Association shall only be used in accordance with section 7.
- (2) All expenditure exceeding a sum to be determined by the Executive Committee shall be paid by crossed cheque signed by Chairperson or Treasurer with another Executive Committee Member and where possible shall be supported by a receipt or a valid proof.
- (3) Official receipt or a valid proof of each expenditure shall be kept by Treasurer for at least seven years.

## **Part VIII**

### **Interpretation and Amendment of the Constitution**

#### **32. Interpretation of the Constitution**

- (1) The power of interpretation of this Constitution shall be vested in the Executive Committee.
- (2) The Executive Committee may, at any time, and shall, within one month upon receipt of a requisition in writing signed by not less than 20 Members specifying the reason for interpretation of specific section(s) of this Constitution, interpret the specific section(s) of this Constitution in writing.
- (3) The interpretation shall have a prospective effect, but not a retrospective effect, to the Association.

#### **33. Amendment of the Constitution**

- (1) The Executive Committee may, at any time, and shall, subject to section 27(1), within two months upon receipt of a requisition in writing signed by not less than 20 Members specifying the reason for amending specific section(s) of this Constitution, convene an Extraordinary General Meeting to consider, sanction or otherwise deal with such requisition.
- (2) The proposed amendment shall take effect only if two-third of the Members presented at the Annual General Meeting or Extraordinary General Meeting vote in favour of the amendment.
- (3) Executive Committee shall publish the amended Constitution within one month from the date of the amendment.

## Part IX

### Dissolution of the Association

#### 34. Dissolution of the Association

- (1) In circumstances where the Executive Committee or a Member considers –
  - (a) the Association can no longer operate sustainably; or
  - (b) the operation of the Association ought to cause harm to the Members, the Association or the School,the Executive Committee may, at any time, and shall, subject to section 28(1), within two months upon receipt of the requisition in writing signed by not less than 20 Members specifying the reason for dissolving the Association, convene an Extraordinary General Meeting to deal with such requisition.
- (2) The dissolution shall take effect only if two-third of the Members presented at the Annual General Meeting or Extraordinary General Meeting vote in favour of the dissolution.
- (3) In circumstance where the Association is dissolved –
  - (a) the Executive Committee shall be dissolved; and
  - (b) the Members presented at the Annual General Meeting or Extraordinary General Meeting shall vote for two or more Members to be the Liquidators; and
  - (c) the Liquidators shall be responsible for dissolving the Association; and
  - (d) all assets of the Association shall be donated to the School or a charity in the Hong Kong Special Administrative Region.