

A Guide to form an Alumni Association

There are over 40 alumni associations formed on departmental or interest basis by alumni leaders on voluntary basis. City University of Hong Kong (CityU) is maintaining close communication with these associations which have helped strengthening our alumni network through their platforms. For those who are interested in forming an alumni association, the following are some suggested steps for your reference:

Step 1: Define the alumni association and its objectives

You need to define whether your prospective alumni association is based on a particular academic discipline or a common interest group. After defining the basis of your alumni association, you need to identify its specific objectives.

Step 2: Prevent duplication of efforts

Contact Alumni Relations Office (ARO) of CityU or your respective academic department to check whether a similar alumni association exists or is under formation to avoid duplication of efforts.

Step 3: Assess alumni interest and identify leaders

You need to ascertain the minimum number of alumni leaders required to organise and run your prospective alumni association.

Step 4: Discuss with the University staff and experienced alumni leaders

Alumni intending to establish an alumni association of their particular academic discipline may discuss their plan with the University staff concerned such as Department Head or Course Coordinator in order to obtain relevant information and secure their support. You are also welcome to share your ideas and progress with staff of ARO which will share advice and also may refer you to appropriate leaders of established alumni associations for an exchange of ideas and experience.

Step 5: Form an organising committee

After clarifying the expectations and tasks ahead, you may wish to form an organising committee with a well-defined scope of responsibilities. It is suggested that there are at least four officers — a chairperson, vice-chairperson, treasurer, and secretary — and four to eight other members in an organising committee.

Step 6: Incorporate the alumni association or register for the establishment of your association

Usually an alumni association takes one of the following forms: (1) incorporation under the Companies Ordinance in the form of a limited company, or (2) registration under the Societies Ordinance in the form of a society. If the association opts for the former, it should register with the [Companies Registry](#) (Tel: 2234-9933; Email: crenq@cr.gov.hk) and complete the business registration procedures; if the association opts for the latter, it should apply at the [Societies Office](#) (Tel: 2860 3573; Email: societies-office@police.gov.hk).

Here is a glimpse of the pros and cons for your reference:

(a) Registered under Companies Ordinance:

Advantages	Disadvantages
<ul style="list-style-type: none"> ▪ Separate legal entity ▪ Limited liability of members ▪ Memorandum and articles of association as an operational guide for the association 	<ul style="list-style-type: none"> ▪ Relatively complicated procedures ▪ Higher costs

(b) Registered under Societies Ordinance:

Advantages	Disadvantages
<ul style="list-style-type: none"> ▪ Simple procedures ▪ Lower formation and operation costs 	<ul style="list-style-type: none"> ▪ No separate legal status ▪ Personal liability ▪ Unlimited liability ▪ Lack of ready-made rules to follow (some alumni associations may write their own constitution to counter-act this impact.)

Step 7: Prepare a memorandum and articles (M&A) of association or a constitution as required by the legal form chosen for your association.

Step 8: Send the M&A of association or the constitution to the University for reference

Even though your alumni association will be a separate legal entity, your notification to the University for its formation is recommended. Such arrangement allows the University to have a better understanding about the development of your alumni association, and also recognises your association when offering campus services where appropriate.

Step 9: Inform the ARO and prepare for membership recruitment

No matter which type of alumni association your group has chosen to form, you are encouraged to inform ARO about your successful registration and provide it with contacts of your group including chairman and its executive committee (i.e. list of office-bearers) and constitution or M&A. Meanwhile, you may prepare for membership recruitment for your association. Please note that legally registered body can collect membership fee from members.

Linkage with CityU

The University has been keeping close communication with the alumni associations. Alumni associations can enjoy the following support from the University:

- i. Advice on organisation of alumni associations
- ii. Application for an email account and website under the name of your association via the CityU server
- iii. Information, website and email can be listed on the [alumni association webpage](#) of ARO
- iv. Promotion of activities and news of your alumni association through ARO's publicity channels including [ARO website](#), [ARO Facebook](#), [AlumExpress \(bi-weekly e-newsletter\)](#) etc.
- v. Invitation of joining University functions/activities

Uniting alumni to support University development

W : www.cityu.edu.hk/aro
E : aro@cityu.edu.hk
T : (852) 3442 6075

Other useful links

- [Company registry](#)
- [Contact list of alumni associations of CityU](#)
- [On-campus benefits for alumni associations and general alumni](#)

Enquiries

Alumni Relations Office of CityU

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Updated as of September 2017