

Jockey Club Academy Hall Alumni Association
CONSTITUTION

1. Interpretation

- 1.1 “Alumnus” shall mean any person who had resided, but is not currently residing, in Jockey Club Academy Hall for at least one regular semester. “Alumni” is the plural form of “alumnus”.
- 1.2 “The Association” shall mean Jockey Club Academy Hall Alumni Association.
- 1.3 “The Hall” shall mean “Jockey Club Academy Hall of City University of Hong Kong”.
- 1.4 “The Committee” shall mean the Executive Committee of Jockey Club Academy Hall Alumni Association.
- 1.5 “The Constitution” shall mean the Jockey Club Academy Hall Alumni Association Constitution.
- 1.6 “Meetings” shall mean all Annual General Meetings and Extraordinary General Meetings.
- 1.7 “Residence Master” shall mean the Residence Master of Jockey Club Academy Hall of City University of Hong Kong.
- 1.8 “Residents’ Association” shall mean Jockey Club Academy Hall Residents’ Association of City University of Hong Kong Students’ Union.
- 1.9 “Residents’ Association Council” shall mean Jockey Club Academy Hall Residents’ Association Council of City University of Hong Kong Students’ Union.
- 1.10 “Hall Management Team” shall mean the group of people regularly involved by the Residence Master of Jockey Club Academy Hall for the purpose of management of the hall. The group would normally, but not necessarily, include all the Residence Tutors of the Hall, and representatives from Residents’ Association and Residents’ Association Council.
- 1.11 “Members” shall mean all persons holding membership of any kind in accordance with Clause 5 of the Constitution.
- 1.12 Words with masculine gender may be interpreted as equivalent to feminine gender if applicable in this Constitution.
- 1.13 Words in singular may be interpreted as plural if applicable in this Constitution.

2. Name

The official name of the Association shall be “Jockey Club Academy Hall Alumni Association”. In abbreviated form, the Association can be referred to as “JCACAA”.

3. Registered Address and Correspondence Address

3.1 The registered address of the Association shall be:-

*Jockey Club Academy Hall,
City University of Hong Kong Student Residence,
22 Cornwall Street, Kowloon Tong, Hong Kong*

3.2 The correspondence address of the Association shall be the same as the registered address, or otherwise decided by the Committee at their absolute discretion from time to time. Notice of change of correspondence address shall be issued to all members at the time of the change.

4. Objectives

The objectives for which the Association is formed are:-

- 4.1 To promote fellowship among alumni of Jockey Club Academy Hall who shall be admissible as members of the Association (hereinafter called “the Members”) in accordance with Clause 5 hereof;
- 4.2 To provide welfare and social activities for the members;
- 4.3 To contribute to the hall and cultivate hall culture;
- 4.4 To perform as a bridge linking the members and City University of Hong Kong;
- 4.5 To do all such other lawful things as are incidental or conducive to the attainment of all or any of the above objectives.

5. Membership

5.1 Membership in the Association shall consist of:-

5.1.1 Honourary Membership: outstanding persons who have recognized contribution to Jockey Club Academy Hall or the Association, or Members who have contributed to the Association in any other forms, or people falling within the ambit of Clause 5.2 of the Constitution, whom the Committee honour by invitation to and, upon the persons’ acceptance, by conferral of Honorary Membership of the Association.

5.1.2 Ordinary Membership: any alumnus of Jockey Club Academy Hall upon completion of the application procedures prescribed by Clause 5.3 and

5.5.

5.1.3 Affiliate Membership: any current residents of Jockey Club Academy Hall on referral from any Honourary or Ordinary member of the Association. Affiliate membership shall be granted to the said current residents upon their completion of application procedures prescribed by Clause 5.3 and 5.5.

5.2 The Committee shall honour by invitation to and conferral of Honourary Membership of the Association to the Residence Master upon his acceptance.

5.3 Application for Ordinary membership and Affiliate membership shall be in writing and in the form prescribed by the Association from time to time. Admission to membership of the Association is at the sole discretion of the Committee.

5.4 Every ordinary member of the Association undertakes to contribute evenly to the assets of the Association, in the event of its being dissolved or wound up, for payment of the debts and liabilities of the Association, and for the costs, charges and expenses of the dissolution or winding up, but the amount as may be required shall not exceed \$50.00 per member. Nevertheless, whenever the total contribution cannot satisfy the debt, liabilities and/or any other said sum, the Committee members shall jointly bear the remaining sum.

5.5 The dues for the membership of the Association shall be as follows:

5.5.1 Ordinary members: \$50 at the time of application, plus an annual subscription fee for renewal of membership for the forthcoming fiscal year, the amount of which shall be decided by the Committee before the end of each fiscal year.

5.5.2 Honorary members: Nil

5.5.3 Affiliate members: at the sole discretion of the Committee

5.6 Ordinary and Affiliate membership shall be automatically extinguished at the end of each fiscal year unless an application for renewal of membership is served to the Committee and the annual subscription fee is paid before the end of that fiscal year. The application for renewal and the annual subscription fee shall be made and paid by any means within any time limit which are prescribed by the Committee.

5.7 In case the application and/or the subscription fee have not been completed and/or paid before the end of a fiscal year, the Committee

retains sole discretion to decide whether to treat the renewal application as a new membership application (where fee at the time of application would be charged according to Clause 5.5) or as a renewal application (where the annual subscription fee for renewal would be charged according to Clause 5.5).

5.8 Only ordinary members shall have the right to vote at the meetings. Each ordinary member shall be entitled to one vote in each election, in each resolution to be voted upon, and in any other issue or matter that has been put to voting at the meetings.

5.9 Any person who has failed to renew their previous membership in accordance with Clause 5.6 and 5.7 shall not be considered as member of the Association. Hence, they are not entitled to notice of any meetings, and not be entitled to be present thereat, and not be recognized as a part of the quorum thereof, and not be entitled to vote.

6. Fiscal Year

The fiscal year of the Executive Committee of the association shall begin on the 1st day of April of every year and shall end with the last day of March in the subsequent year thereof.

7. Executive Committee

7.1 General Principles

7.1.1 The Executive Committee of the Association shall be:-

- 7.1.1.1 the executive authority of the Association,
- 7.1.1.2 the organ to exercise all powers and authorities that the Constitution had granted to the Association and the Committee unless otherwise specified,
- 7.1.1.3 the highest administrative organ within the association, and
- 7.1.1.4 presided over by the Committee Chairman.

7.2 Powers and Functions

7.2.1 The Executive Committee of the Association shall have the following powers and functions:-

- 7.2.1.1 To formulate and implement policies of the Association in accordance with the provisions of the Constitution;
- 7.2.1.2 To conduct administrative affairs;
- 7.2.1.3 To draw up the budget plan and financial report;
- 7.2.1.4 To draw up the year plan and annual report;

- 7.2.1.5 To carry out the resolutions of the Meetings;
- 7.2.1.6 To appoint sub-committees for any purpose and the sub-committees shall be accountable to the Chairman of Executive Committee;
- 7.2.1.7 To invite any person to sit in on the meetings of the Executive Committee, subject to the approval of the Chairman of Executive Committee.

7.3 Members of Executive Committee

7.3.1 The Executive Committee shall include the following five Core Committee Members:-

- 7.3.1.1 Chairman
- 7.3.1.2 Vice-chairman
- 7.3.1.3 General Secretary
- 7.3.1.4 Treasurer
- 7.3.1.5 Public Relations Secretary

7.3.2 For the avoidance of doubt, the five Core Committee Members stated in Clause 7.3.1 shall be five distinct persons. No Core Committee Member can take more than one position listed in Clause 7.3.1.

7.3.3 The five Core Committee Members, having been elected in accordance with Clause 9, shall, within 30 days after the date of election, arrive at a mutual consent among each other the respective positions listed under Clause 7.3.1 that each of the five Core Committee Members shall take. The General Secretary shall then announce the distribution of the positions of the five Core Committee Members to all members of the Association.

7.3.4 The consent required in Clause 7.3.3 is deemed to have been arrived by voting over the distribution of respective positions in which all the five Core Committee Members was present.

7.3.5 In case the five Core Committee Members fail to arrive at mutual consent required under Clause 7.3.3, these five Core Committee Members shall be automatically vacated from the Committee. A re-election shall then be conducted in an Extraordinary General Meeting.

7.3.6 The Committee may also, at its sole discretion, appoint up to four Committee Members to take part in the operation of the Committee by holding office as 'Committee Member'. Committee Members are entitled to vote at any voting held in the Committee unless the Constitution otherwise specifies.

7.3.7 The student representative duly appointed in accordance with Clause 10.1 shall become an ex-officio member of the Committee, and hence shall be entitled to notices of committee meetings, shall enjoy right of audience in the Committee, but shall not be entitled to vote in the Committee.

7.4 Session

7.4.1 The committee session shall last for 2 years. The first session shall start immediately at the completion of election at the first General Meeting of the Association in the year of 2013 and shall end on 31st March 2014. The session thereafter shall start on 1st April of any even year and shall end on 31st March of the next even year.

7.4.2 All committee members of one session shall retire at the end of the session, but may be nominated and elected for the same post for the following session.

7.4.3 No committee member shall be in the same post for more than two consecutive sessions.

7.5 Duties of the Core Committee Members

7.5.1 The Chairman shall:-

- 7.5.1.1 Be the chief executive of the Association and the Committee;
- 7.5.1.2 Represent the Association;
- 7.5.1.3 Be accountable to the Association in accordance with the Constitution;
- 7.5.1.4 Be responsible for the implementation of this Constitution and for compliance to any other laws which apply to the Association and/or the Committee;
- 7.5.1.5 Decide on executive policies and issue executive orders;
- 7.5.1.6 Present an annual report of the activities of the Association at the Annual General Meeting;
- 7.5.1.7 Sign the minutes of all Committee meetings after they have been adopted by the Committee; (*conflicting specifications*)
- 7.5.1.8 Jointly sign with the Treasurer all cheques pertaining to all financial transactions of the Society;
- 7.5.1.9 Preside over all meetings of the Association;
- 7.5.1.10 Appoint any member of the Committee to be the Acting General Secretary in the event of the General Secretary's absence;
- 7.5.1.11 Inform the General Secretary of the proposed agenda for upcoming Meetings;

7.5.1.12 To handle petitions and complaints regarding the Committee and Association, and in cases of relevance, may seek assistance from the Residence Master of the Hall.

7.5.2 The Vice-chairman shall:-

7.5.2.1 Be the Acting Chairman of the Committee in the absence of or in the vacancy of the Chairman

7.5.2.2 Assist the Chairman in the discharge of his duties.

7.5.3 The General Secretary shall:-

7.5.3.1 Be the Acting Chairman of the Committee in the absence of or in the vacancy of the Chairman and the Vice-chairman;

7.5.3.2 Be responsible for the general correspondence of the Committee;

7.5.3.3 Prepare agenda for meetings in accordance with the Constitution

7.5.3.4 Record the proceedings and minutes of all meetings;

7.5.3.5 Be responsible for giving notice of meetings to the corresponding members of the Association in accordance with the Constitution;

7.5.3.6 Be responsible for issuing notices and preparing documents for compliance with all regulations and by-laws applicable to the Association, and/or for compliance with the Constitution;

7.5.3.7 Deal with membership applications, renewal of membership applications and all matters incidental thereto;

7.5.3.8 Maintain an up-to-date membership roll of the Association.

7.5.4 The Treasurer shall:-

7.5.4.1 Keep an account of all income and expenditure of the Association;

7.5.4.2 Receive all membership dues, and all other monies coming to the Association, and issue receipts thereof which shall serve as the only valid discharge for any dues and/or monies received by the Association;

7.5.4.3 Draft the budget plan of the Association;

7.5.4.4 Prepare Annual Financial Report and present it at the Annual General Meeting;

7.5.4.5 Jointly sign with the Chairman all cheques pertaining to all financial transactions of the Society;

7.5.4.6 Be generally responsible for all financial matter of the Association

7.5.5 The Public Relations Secretary shall:-

7.5.5.1 Be responsible for all social relations and promotional activities;

7.5.5.2 Be responsible for external liaison of the Committee

7.6 Termination of Office

7.6.1 Any Committee member, except the Chairman, wishing to resign shall serve a notice of resignation in writing to the Committee stating the reasons therein, and his resignation shall take effect on the approval of the Committee and on such terms as the Committee may deem fit to impose.

7.6.2 In case where the Chairman wishes to resign from office, upon his service of a notice of resignation in writing to the Committee stating the reasons therein, an Extraordinary General Meeting shall be held for this purpose. The Chairman can only be resigned from office shall the resolution regarding his resignation is passed at the meeting.

7.6.3 The Association may by resolution suspend or dismiss any Committee member for neglect of duty, dishonesty, refusal to carry out the decisions of the Committee and undermine in the interest of the Association. An Extraordinary General Meeting shall be held for this purpose.

7.7 Vacancy of Posts

7.7.1 In the event of the vacancy of the Chairman, the Vice Chairman shall take the post of the Chairman.

7.7.2 When there is one vacancy occurring in the Committee other than that of the Chairman, the Committee can appoint a member to fill the vacancy.

7.7.3 In the event where there are two or more vacancies of Core Committee Members occurring in the Committee, an Extraordinary General Meeting shall be convened. The Committee and/or the joinder of 10 members can nominate to the meeting candidates who could fill the vacancies. Subject to the said requirement on nomination, the rules concerning elections are applicable on this vacancy filling process. In case where no nomination was made, or after the voting there are still two or more vacancies in the Committee, the Committee shall be suspended from operation, except for administrative affairs of the Association, including but not limited to convening the Annual General Meeting and work related or incidental to the election of the Committee of the next session.

8. Honourary Auditor

- 8.1 An Honourary Auditor shall be elected in accordance with Clause 9.
- 8.2 The Honourary Auditor's session shall completely coincide with the corresponding Committee session.
- 8.3 The Honourary Auditor shall retire at the end of each session, but may be nominated and be elected for the same post for the following session.
- 8.4 The Honourary Auditor shall not be eligible to take up any post and/or fill up any vacancies in the Committee whilst he remains the Honourary Auditor of the Association.
- 8.5 The Honourary Auditor shall check and, if thought fit, certify that the Annual Financial Report and/or the Special Financial Report prepared in the year of service of that Honourary Auditor is accurate, and that the accounts of the Association have been properly kept by the Treasurer up to the said report.

9. Elections

9.1 Application of this Clause

- 9.1.1 Unless otherwise specified, Clause 9 applies to election of any office of the Association, including but not limited to members of the Committee, and the Honourary Auditor.

9.2 Nominations

- 9.2.1 The candidate shall submit application form before the deadline for nomination period.
- 9.2.2 The nomination period shall start on the date which is 42 days prior to the Annual General Meeting of the year in which the committee session shall end, and the period shall end on the date which is 21 days prior to the said Annual General Meeting.
- 9.2.3 Nominations for election shall only made on forms prescribed by the current Committee. Each form shall at least contain the nature of the candidature, the name and signature of the candidate signifying his consent to his candidature, together with the names and signatures of one proposer and one seconder.

9.3 Elections and Voting thereof

9.3.1 Elections shall be conducted in an Annual General Meeting or an Extraordinary General Meeting.

9.3.2 Only Ordinary Members are eligible to vote, unless the Constitution specifies otherwise.

9.3.3 All candidates are allowed to vote.

9.3.4 The method of voting shall be by secret ballot and proxy is allowed in accordance with Clause 9.7.

9.3.5 The election shall not be considered valid unless there were in total 15 valid vote cast in the election.

9.4 Elections of the Core members of the Committee and the Voting thereof

9.4.1 The five Core Committee Members stipulated by Clause 7.3.1 are to be elected altogether in one election. In this election, all candidates properly nominated pursuant to Clause 9.2 shall stand the election as candidates for Core Committee Members. For the avoidance of doubt, the nature of candidature is not for any specific positions stipulated in Clause 7.3.1.

9.4.2 The eligible voters qualified under Clause 9.3.2 are given five votes in this election. Each of the eligible voters shall be given a vote paper on which the names of all the candidates are printed. The eligible voters can each cast at most one vote for one candidate, and they are also allowed to cast abstain votes.

9.4.3 The votes casted by an eligible voter on his/her vote paper shall not be valid unless the votes are casted in compliance with Clause 9.4.2 and the total number of votes casted on that vote paper is five.

9.4.4 If the number of candidates for Core Committee Members is no more than five, all candidates shall be declared elected and is deemed to be elected.

9.4.5 If the number of candidates for Core Committee Members is more than five, the five candidates who gained the greatest number of votes to the fifth greatest number of votes shall be declared elected.

9.4.6 In case where there are two or more candidates who gained an equal number of votes that amounts to the fifth greatest number of votes ("the

sub-election candidates”), a sub-election shall be held after the candidates who gained more votes than the sub-election candidates are declared elected. This sub-election shall be conducted according to this Clause 9.4 save and except that the candidates standing in this sub-election shall exclusively be the sub-election candidates, and that the number of votes each eligible voters shall have shall be the difference between five and the number of candidates declared to be elected. A sub-election to the previous sub-election shall be held by the same method and exceptions as those in the sub-election to resolve the problem of filling up the five Core Committee Member vacancies arising from the equal votes gained by the sub-election candidates.

9.4.7 Any election held pursuant to Clause 7.7.3 shall be conducted by the same method stipulated in this Clause 9.4 save and except that the candidates standing in this election shall exclusively be the candidates nominated properly pursuant to Clause 7.7.3, and that the number of votes each eligible voters shall have shall be equal to the number of vacancies existing in five Core Committee Members.

9.5 Election of Honourary Auditor and the Voting thereof

9.5.1 Eligible voters pursuant to Clause 9.3.2 are given one vote in this election. For the avoidance of doubt, abstain vote is permissible.

9.5.2 When there is only one candidate running for the election of the Honourary Auditor, the candidate shall be declared elected and is deemed to be elected.

9.5.3 Where there are two or more than two candidates, the candidate who gained the greatest number of votes shall be declared elected.

9.6 Counting of Votes

9.6.1 All candidates shall observe the counting of votes.

9.6.2 Counting of votes shall be completed within twenty-four hours after the closure of voting. During the counting of votes, a representative from Hall Management Team shall be present.

9.6.3 The incompliance of Clause 9.6.1 and/or 9.6.2 shall void the counting of votes only. Such incompliance shall not affect the validity of the voting.

9.7 Proxy

9.7.1 Proxy is allowed in all elections unless the Constitution otherwise specifies.

9.7.2A proxy must be an Ordinary Member of the Association and the instrument appointing him must have been properly signed and deposited with the Secretary of the Association before the time of the Meetings in which the elections are held. No such member can be the proxy of more than two other members.

10. Management

10.1 The Association shall be managed by the Committee. A current member of Residents' Association shall be designated by the decision of the current Executive Committee of Residents' Association as the Student Representative, who shall observe the management of the Association by being an ex-officio member of the Committee pursuant to Clause 7.3.3.

10.2 The Committee shall conduct the affairs of the Association in accordance with this Constitution and such other rules and by-laws applying on the Association sanctioned, either explicitly or by implication, by the Registrar of Societies from time to time.

10.3 The Committee shall meet from time to time and at such time and place as shall be determined by the Chairman of the Committee to discourse on and to attend to the general affairs of the Association including the furtherance of the objects for which the Association is formed.

10.4 At any Committee meeting, a quorum shall be constituted when there are at least 5 members of the Committee entitled to vote present thereat.

10.5 The Committee may delegate its executive duties or any aspect thereof to any Member or members of the Association appointed by the Committee. The Committee may also form a sub-committee or sub-committees, appoint members of the Association to work in the said sub-committee(s), and thereafter delegate its executive duties or any aspect thereof to the said sub-committee(s).

11. Annual General Meeting

11.1 An Annual General Meeting of the Association shall be held in the last month of each fiscal year to transact the following business:

11.1.1 To adopt the Minutes of the last Annual General Meeting;

- 11.1.2 To receive and, if thought fit, to adopt the Annual Work Report and Annual Financial Report, duly certified by the Hon. Auditor, for the expiring fiscal year;
- 11.1.3 To deal with any other business that has been duly submitted to the Annual General Meeting for discussion in accordance with Clause 11.4.
- 11.2 The Annual General Meeting of the Association held in each even year shall also transact the following business:-
 - 11.2.1 To elect a Committee for the ensuing session;
 - 11.2.2 To elect an Hon. Auditor.
- 11.3 Notice convening the Annual General Meeting shall specify the date, time and place of the meeting and all business to be transacted thereat including, in details, any other business to be transacted. The notice shall be sent to all members not less than 14 clear days before the specified date of the meeting.
- 11.4 Any other business to be transacted at the Annual General Meeting shall be limited to any resolution to be voted upon on any issue or matter relating generally to the Association or specifically to any aspect of the Association, its organization, its objectives, and/or management. At least 7 clear days' notice regarding the resolution to be voted upon shall have been given to the Committee if brought up or proposed by a Member of the Association. When notice regarding such a resolution to be voted upon is given to the Committee accordingly, the Committee shall give a notice to all members who are eligible to vote 5 days prior to the meeting, and the notice shall be deemed to be a valid supplement to the notice convening the Annual General Meeting given in accordance with Clause 11.3.
- 11.5 Fifteen members entitled to vote physically present at the Annual General Meeting shall be sufficient to constitute a quorum.
- 11.6 A proxy must be a Member of the Association and the instrument appointing him must have been properly signed and deposited with the Secretary of the Association before the time of holding the Meeting. No member can be the proxy of more than two other members.

12. Extraordinary General Meeting

- 12.1 The Committee may at any time convene, and shall convene upon receipt of a request in writing signed by not less than 10 members specifying the objective(s) of the meeting, an Extraordinary General Meeting of the members of the Association for one or more of the following purposes:-
 - 12.1.1 To consider, sanction or otherwise deal with any proposed alterations or

revision of this Constitution;

12.1.2 To consider, sanction, comply to or otherwise deal with any rules and by-laws;

12.1.3 To deal with any special matter which the Committee may desire to place before the members including the expulsion of any member;

12.1.4 To receive the resignation of the Committee or any member thereof;

12.1.5 To remove any member thereof from office in accordance with Clause 7.6.3.

12.2 In case re-election is to be conducted pursuant to Clause 7.3.5, the Committee in office in the session prior to the one the then re-elected Committee would take shall convene the Extraordinary General Meeting for the purpose of re-election.

12.3 Notice convening Extraordinary General Meeting shall be sent to all members 7 clear days before the Meeting and shall specify the date, time and place of the Meeting and the purpose for which the Meeting is convened.

12.4 Fifteen Ordinary Members entitled to vote physically present at the Extraordinary General Meeting shall be sufficient in constituting a quorum.

12.5 A proxy must be a Member of the Association and the instrument appointing him must have been properly signed and deposited with the Secretary of the Association before the time of holding the Meeting. No member can be the proxy of more than two other members.

13. Use of Funds of the Association

13.1 The funds of the Association, howsoever derived, shall be applied solely towards the promotion of the objectives of the Association as set forth in this Constitution and, except insofar as permitted by the Constitution, no portion of income of the Association shall be paid or transferred to any member of the Association.

13.2 Any member of the Committee or any other member of the Association shall be indemnified by the Association out of its funds against all expenses or liabilities which the member has incurred pursuant to any decision of the meetings and/or the Committee or attributable to or incident to the discharge of his duties provided that a valid proof regarding the expenses or the liabilities incurred has been produced to the Treasurer.

14. Dissolution and Thereafter

14.1 The Association shall be wound up and dissolved when a special resolution,

which can only be passed by not less than three-fourth of the valid votes casted for the resolution, for its dissolution is passed at an Extraordinary General Meeting solely convened for this purpose.

14.2 If upon the winding up or dissolution of the Association, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the Members of the Association but shall be wholly transferred by way of an outright gift to the Hall.

15. Authority of the Constitution

15.1 The Constitution shall be the highest and governing law of the Association. Every person, once having become a member of the Association, is deemed to have consented to abide by the Constitution. No act of the Committee and/or the members shall contravene this Constitution.

15.2 Acts which are not expressed to be permitted by the Constitution are prohibited by the Constitution.

16. Interpretation and Amendment

16.1 The power of interpretation of the Constitution shall be vested in the General Meetings.

16.2 No amendment of the Constitution can be made unless a special resolution, which can only be passed by not less than three-fourth of the valid votes casted for the resolution, is passed in any Extraordinary General Meeting convened specifically for the purpose of amendment. Any proposal of Amendment can only be raised by the Committee or by the joinder of at least 10 members.

-----Adopted in the JCACAA General Meeting on 20 January 2013-----