



8. Life Member  
Basic Members who have paid an amount equal to ten times of the annual subscription of the current year to the fund of the Association will be transferred to the class of Life Member. The liability of annual subscription will be exempted thereafter.
9. Basic Member  
Every candidate for election or transfer to the class of Basic Member shall satisfy the requirements:
  - (a) that he has graduated from a full-time or part-time day/evening courses of the Departments.
  - (b) that he has paid his annual subscription for the financial year.
10. Associate  
Every candidate for election to the class of Associate shall satisfy the requirements:
  - (a) that he is attending a full-time or part-time day/evening course held by the Departments.
  - (b) that he has paid his annual subscription for the financial year.
11. Term of Admission  
An eligible person shall become a member subject to the approval of the Executive Committee of the Association and the payment of the annual subscription to the association.
12. Transfer of Membership  
All Associates should transfer to the class of Basic Member upon graduation. The new subscription will be effective on the next succeeding year.
13. Resignation  
Member of any class who wishes to resign from the Association should inform the Executive Committee in writing one month in advance.
14. Disqualification  
The Executive Committee reserves the right to disqualify any member of any class who is misconduct.

### **CHAPTER THREE                      RIGHT AND PRIVILEGES**

15. Only Basic Members and Life Members are entitled to elect or to be elected as office bearers of the Association; to propose, second, vote in addition to other rights and privileges in general.
16. All members are entitled to participate in the General Meetings.
17. All members are entitled to participate in all activities sponsored, and to benefit from the work of the Association.

18. Obligation

All members of the Association shall fulfill the following:

- (a) to abide by the Constitution and By-laws of the Association.
- (b) to abide by and carry out the Resolution of the Association.
- (c) to pay annual subscription at the commencement of the financial year.

**CHAPTER FOUR MEMBERSHIP FEE**

19. Financial Year

The financial year of the Association shall end on the 31<sup>st</sup> of July in each year; and the accounts of the Association shall be made up each year to that date.

20. Membership Fee

The following annual subscription shall be payable by the members to the Association:

Honorary Member	exempted
Council Member	exempted
Life Member	exempted
Basic Member	HK\$40.00 (adjustment can be by the Executive Committee)
Associate	half of the Basic Member

21. The Life Member shall pay an amount equal to ten times of the annual subscription of the current year on transfer of Membership, and the annual subscription will be exempted thereafter.

22. Under no circumstance shall the subscription fee be refunded.

**CHAPTER FIVE THE EXECUTIVE COMMITTEE**

23. The Executive Committee shall consist of the following office bearers:

- one Chairman
- one Vice-Chairman
- eight Secretaries
- one Ex-officio.

24. Term of Office

- (a) All members of the Executive Committee shall be honorary and without remuneration.
- (b) All members of the Executive Committee shall hold the office of the post for the duration of two years.
- (c) Any Executive Committee's member who wishes to resign should discharge all duties before handover his office to the new office bearer.

25. Duties of the Office Bearers:
- (a) The Chairman shall preside all General Meetings of the Association and shall represent the Association to the public.
  - (b) The Vice-Chairman shall assist the Chairman in all his duties.
  - (c) The General Secretary shall handle all official documents, records the official correspondences of the Association and shall prepare the minutes of all General Meetings.
  - (d) The Financial Secretary shall be responsible for the finance of the Association and shall compile statements, monthly and annually.
  - (e) The Cultural Secretary shall be responsible for the coordination to exchange experience and knowledge between members.
  - (f) The Publicity Secretary shall edit Bulletins, and any other publications of the Association.
  - (g) The Membership Secretary shall prepare the membership directory of the Association and shall handle the enrollment of new members.
  - (h) The Welfare Secretary shall be responsible for the welfare activities to the members.
  - (i) The Social and Recreational Secretary shall organize recreational activities to the members.
  - (j) The Sport Secretary shall arrange sport activities to the members.
  - (k) The Ex-Officio should be the past chairman and shall be invited in an advisory capacity to the Executive Committee.

## **CHAPTER SIX                      THE AUDITOR**

26. The Auditor shall be appointed at the Sessional General Meeting for two year's service.
27. The duties of the Auditor is
- (a) to audit the annual statement of the Association.
  - (b) to verify the validity of all receipts and payments.

## **CHAPTER SEVEN                      MEETINGS**

28. All meetings can be classified into:  
Sessional General Meetings  
Extraordinary General Meetings  
Executive Committee Meetings.
29. Twenty-day's notice at the least shall be given of all General Meetings and seven-day's notice at the least shall be given of all Executive Committee's Meetings.
30. Sessional General Meeting  
The Sessional General Meeting shall be held by the Executive Committee biennially in August/September.

31. The business of the Sessional General Meeting shall
  - (a) approve or amend the Constitution and By-laws of the Association.
  - (b) examine and approve the annual report and financial report of the Association.
  - (c) nominate and invite Honorary President and Advisors.
  - (d) appoint a new Auditor.
  - (e) elect a new Executive Committee.
  - (f) handover offices to the new Executive Committee.
32. The quorum at the Sessional General Meeting shall be 25 at the commencement of the business.
33. If a quorum be not present within half of an hour from the time appointed for holding the meeting, the meeting shall be dissolved.
34. Extraordinary general Meeting  
An Extraordinary General Meeting may be called at any time for any specific purpose relating to the direction and management of the affairs of the Association.
35. The Extraordinary General Meeting may be called upon
  - (a) justification by resolution of the Executive Committee, or
  - (b) a writing request together with a proposed agenda to the Secretary by at least 25 basic members.
36. The procedure of convocation of an Extraordinary General Meeting shall be similar to that of a Sessional General Meeting.
37. The Meeting shall be held within one month upon receipt of the written request.
38. No other business will be discussed in the Extraordinary General Meeting other than item listed in the Agenda.
39. Executive Committee Meeting  
It is the ordinary meetings of the Association and shall be conducted by the Executive Committee from time to time, usually once every two months.
40. The quorum at the Executive Committee Meeting shall be over one half of the Committee members. If a quorum is not formed at the first convocation, the meeting will be postponed. A quorum for the second meeting shall be any number of member present.
41. Resolution  
Resolutions at all meetings shall be passed by over one half of the number of votes present. In case of a tie in voting, the Chairman of the meetings shall be entitled to a decisive vote.

## **CHAPTER EIGHT NOMINATIONS FOR ELECTION TO THE COMMITTEE**

42. Nomination of candidates for the Executive Committee shall be in writing by the following procedures:
- (a) when giving notice of an Sessional General Meeting, the General Secretary will forward to all members a full list of all the names of Basic Members.
  - (b) any Basic Member may nominate member/members from Basic Members list. Such nomination should reach the General Secretary one week before election.
43. Election of Executive Committee  
Election of the Executive Committee shall be conducted in writing and by ballot at the Sessional General Meeting. The candidate having the maximum number of votes shall be the Chairman of the Executive Committee.
44. Upon election, the other nine Executive Committee members shall elect among themselves in the Executive Committee Meeting held within one months after the Sessional General Meeting for the posts: the Vice-Chairman, the General Secretary, the Financial Secretary, the Cultural Secretary, the Publicity Secretary, the Membership Secretary, the Welfare Secretary, the Social and Recreational Secretary and the Sport Secretary.

## **CHAPTER NINE MISCELLANEOUS**

45. Use of Fund  
The Association's fund may be used only for its regular expenditure and for activities and matters stipulated under its object, and shall not be used for any other purposes.
46. Official Language  
English or Chinese shall be the official languages of the Association in all meetings and official correspondences.
47. Dissolution  
  - (a) The Association shall not be dissolved except with the approval at least two-third of members present at an Extraordinary General Meeting called by the Executive Committee for this purpose.
  - (b) Upon dissolution, the assets of the Association will be contributed to Charity organization as decided by Executive Committee.
48. Liabilities  
In case the Association is involved in any debt or liability, it shall be the responsibility of all the office bearers of the current tender.
49. Amendment of Constitution  
This Constitution and any amendment thereto shall take effect having been passed at a General Meeting and Approval by the Registrar of Societies.

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