

HONG KONG POLYTECHNIC
ELECTRICAL & ELECTRONIC ENGINEERING
ALUMNI ASSOCIATION
(HKPEEEAA)
CONSTITUTION

CHAPTER ONE GENERAL

1. NAME
'The Association' or the abbreviation 'HKPEEEAA' mean the Hong Kong Polytechnic Electrical & Electronic Engineering Alumni Association.
2. ADDRESS
The registered address of the Association shall be the 'Hong Kong Polytechnic, Hung Hom, Kowloon'.
3. OBJECTIVE
The objective of the Association is : (a) to promote friendship amongst members
(b) to exchange experience and knowledge.
4. 'The Departments' means the Department of Electrical Engineering and the Department of Electronic Engineering, Hong Kong Polytechnic.

CHAPTER TWO MEMBERSHIP

5. The Association shall consist of
Honorary Members
Council Members
Life Members
Basic Members
Associates.
6. Honorary Member
A person who is engaging a technical post in the Department, or who is of contribution to the Association will be elected by the Association as Honorary Member.
7. Council Member
The past Chairmans of the Association shall be invited to be a Council Member. The Council Members shall have the rank of consultant in the Association and have the same rights and privilege as Basic Members.
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 transfer 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 is 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 RIGHTS 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 31st 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
Life Member exempted
Basic Member HK\$40.00
Associate HK\$20.00
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 and 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 Executive Committee's Meetings.
30. Sessional General Meeting
The Sessional General Meeting shall be held by the Executive Committee biennially in August.

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 40 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 a month.
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 fourteen days 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 organizations as decide 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.