

HONG KONG TECHNICAL COLLEGE
ELECTRICAL & ELECTRONIC ENGINEERING
ASSOCIATION

CONSTITUTION

1966

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**CONSTITUTION
OF
HONG KONG TECHNICAL COLLEGE
ELECTRICAL & ELECTRONIC ENGINEERING
ASSOCIATION**

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CHAPTER 1. GENERAL

1. **NAME:** The name of the Association shall be "Hong Kong Technical College Electrical and Electronic Engineering Association" hereinafter referred to as "the Association".
2. **ADDRESS:** The registered address of the Association shall be The Hong Kong Technical College, Hunghom, Kowloon, or such other place as may be decided upon later by the General Meeting.
3. **OBJECT AND PURPOSE:**
The object and purpose of the Association shall be:—
 - (a) To promote closer friendship among its members.
 - (b) To exchange experience, views and knowledge in Electrical and Electronic Engineering among its members.

CHAPTER 2. MEMBERSHIP

1. **ELIGIBILITY:**
Membership in the Association shall be as follows:—
 - (a) **Basic Member:**
All past full-time students; part-time and evening class graduates holding Ordinary National Certificate in Electrical Engineering or higher are eligible for Base Membership.
 - (b) **Association Member:**
All other past part-time and evening Electrical Engineering students are eligible for Associate Membership.
 - (c) **Honorary Member:**
All Staff Members of the Hong Kong Technical College concerned in the study of Electrical Engineering may be invited by the Association to become Honorary Members.
2. **TERM OF ADMISSION:**
An eligible person shall become a member when his/her application has been approved by the Executive Committee of the Association and the subscription paid to the Association.
3. **RIGHTS AND PRIVILEGES:**
 - (a) Basic Members only are entitled to elect or be elected as officers of the Association; to propose, second, vote or to recall officers from offices, in addition to other rights and privileges in general.
 - (b) All members are entitled to participate in the Annual General Meeting, and to be invited to participate in other meetings called by the Executive Committee.
 - (c) All members are entitled to participate in all activities sponsored by, and to benefit from the work of, the Association.

4. **GROUPING OF MEMBERS:**

- (a) Electrical and Electronic Engineering Diploma full-time students.
- (b) Radio Officer Certificate full-time course students.
- (c) All other full-time course students in Electrical Engineering Department, e.g. Electrical Technicians course, Radio Technicians course, etc.
- (d) All day-time release, part-time and evening courses' graduates and students.

When an applicant for membership is eligible for two or more groups membership, he will state in his application which group he intends to enter. The Executive Committee reserves the right for such decision which would be final.

5. **OBLIGATIONS:**

All grades of members of the Association shall fulfill the following:—

- (a) To abide by the Constitution and bye-laws of the Association.
- (b) To abide by and carry out the Resolutions of the Association.
- (c) To pay membership fees.

6. **RESIGNATION:**

A member who wishes to resign from the Association should give notice one month in advance of resignation, and if elected as an office bearer, should discharge all duties before handing over his/her officer to the new officer. All membership fees paid shall not be refunded.

CHAPTER 3. MEMBERSHIP FEE

- 1. All basic and associate members shall pay an annual membership subscription of HK\$5 at the commencement of each financial year, being the 1st of June.
- 2. Under no circumstance shall the subscription fee be refunded.

CHAPTER 4. ADMINISTRATION

The supreme authority of the Association shall be vested in the General Meeting which shall be held annually. The business of the Annual General Meeting shall be:—

- (a) To approve or amend the Constitution and bye-laws of the Association.
- (b) To examine and approve the Annual Report and Financial Report of the Association.
- (c) To nominate and invite Honorary President and Advisers.
- (d) To discuss and determine the work of the Association.
- (e) To elect a new Executive Committee.
- (f) To appoint a new Auditor.

2. **MODE OF ELECTION:**

(a) **NOMINATION:—**

Nomination of candidates for the Executive Committee shall be in writing by the following procedure:

- (i) When giving notice of an Annual General Meeting, the Secretary will forward to all members a full list of all the names of basic members.
- (ii) Any basic member may nominate in writing not more than 4 members from his group as candidates for election; such nomination should be supported in writing by another member of the same group, together with written agreement from the Nominees that they would serve the Executive Committee when elected.

Such nomination should reach the Secretary 2 weeks before election.

(b) *ELECTION OF EXECUTIVE COMMITTEE:*

The election of the Executive Committee shall be conducted in writing and by ballot at the Annual General Meeting. The ballot shall comprise of a list of candidates previously nominated in writing by basic members. The four candidates having the highest number of votes from each of the four groups of basic members (total 16 members) shall be elected as members of the Committee. Election ballots should reach the Secretary of the Association at least 3 days before the General Meeting but will not be opened until the Annual General Meeting.

- (c) Upon election, the Executive Committee members shall elect among themselves within seven days after the Annual General Meeting the Chairman, Hon. Secretary and Hon. Treasurer of the Association.

3. *TERM OF OFFICE:*

Executive Committee members or Office bearers, unless re-elected, shall hold office of the post for one year's duration, this being the period between Annual General Meetings. All offices are honorary and without remuneration.

4. *DUTY OF OFFICE BEARERS:*

- (a) The Chairman shall preside at the meetings of the Association, both General and Executive meetings, motivate all activities within the Association and represent the Association in matters without.
- (b) The Hon. Secretary shall keep the official documents and records of the Association and shall be responsible for all official correspondence of the Association and shall prepare the minutes of the meetings of the Executive Committee.

- (c) The Hon. Treasurer shall be responsible for the finance of the Association and will issue receipts. All withdrawals must be jointly signed by the Chairman and the Treasurer. He shall deposit in the bank appointed by the Executive Committee odd sum of money over HK\$100, retaining the remainder in a safe place. The Hon. Treasurer will compile monthly statement of accounts which, after being examined by the Executive Committee shall be made available for the general information of the members. The Hon. Treasurer will also compile an annual statement of accounts, which being audited shall be submitted to the General Meeting for adoption.
- (d) Members of the Executive Committee shall assist the Office bearers to carry out the resolutions passed by the General meeting, to organise activities and to support functions sponsored by the Association.
- (e) The auditor shall be appointed in the Annual General Meeting who shall check and audit the accounts of the Association and verify the validity of all receipts and payments.
- (f) Other Activities Committee for promotion of the work of the Association will be appointed by the Executive Committee from time to time or as resolved by the Executive Committee as deemed required.

CHAPTER 5. MEETINGS

1. **GENERAL MEETING:**

The General Meeting shall be convened annually in the month of September by the Executive Committee. A notice in writing shall be served by the Secretary to all members fourteen days prior to the meeting.

2. **QUORUM:**

The quorum of the Annual General Meeting shall be constituted by the presence of one eighth of the basic members of the Association. If a quorum is not formed half an hour after the designated time of the convention, the meeting shall be postponed. The postponed General Meeting shall be convened by the Chairman within one month after the first meeting.

3. At the second convocation, the presence of any number of basic members shall constitute a quorum.

4. **EXTRAORDINARY GENERAL MEETING:**

An Extraordinary General Meeting may be called upon a written request and a proposed agenda to the Secretary by at least 25 basic members, or upon justification by resolution of the Executive Committee. The procedure of convocation of an Extraordinary General Meeting shall be similar to that of an Annual General Meeting be held within a month upon receipt of the written request.

No other business will be discussed in the Extraordinary General Meeting other than items listed in the agenda.

5. *EXECUTIVE COMMITTEE MEETING:*

The Executive Committee of the Association shall meet at least once every month and at such times as deemed necessary by the Chairman. Written notice giving the date, time and place of the meeting shall be sent by the Secretary to all Committee Members seven days prior to the meeting. The quorum of an Executive Meeting shall be the presence of over one half of the Committee members (Office bearers inclusive). If a quorum is not formed at the first convocation, the meeting will be postponed and convened again by the Chairman within 7 days. A quorum for the second meeting shall be any number of members present.

6. *ACTIVITIES COMMITTEE MEETING:*

If considered necessary by the Executive Committee, activities committee may be organised from time to time. The Committee of such nature shall consist of not less than three basic members, at least one of whom shall be an executive Committee member. The Chairman of the Association will also be a nominal member.

7. *RESOLUTIONS:*

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 meeting shall be entitled to a decisive vote.

CHAPTER 6. MISCELLANEOUS

1. *USE OF FUNDS*

Funds of the Association 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.

2. *OFFICIAL LANGUAGE*

English shall be the official language of the Association, in all the meetings and official correspondence.

3. *DISSOLUTION*

A. The Association shall not be dissolved except with the approval of over two-thirds of members present at an Extraordinary General Meeting.

B. Upon dissolution, the assets of the Association will be contributed to Charity Organisations as decided by the Executive Committee.

4. *LIABILITY*

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.

5. *AMENDMENTS*

This Constitution and any amendment thereto shall take effect having been passed at a General Meeting and approved by the Registrar of Societies.

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