

Sacred Heart Canossian School Alumnae Association

(Established in 2012)

Constitution (effective from 6th July 2012)

Revised on 12th July 2013

GENERAL

Name

1. The name of the Association is “Sacred Heart Canossian School Alumnae Association” (“the Association”).

Registered Address

2. Sacred Heart Canossian School at 26 Caine Road, The Mid Levels, Hong Kong.

Objectives

3. The objectives of the Association are-
 - 3.1 to cultivate and promote friendship and cooperation among alumnae of Sacred Heart Canossian School (“the School”) and sustain a closer relationship between the School and its alumnae.
 - 3.2 to promote and/or organise activities of a social, cultural, educational, recreational, charitable or religious nature in the

interest of the Members of the Association and of the community at large.

- 3.3 to foster and promote close relationship and better understanding between alumnae and current students of the School.
- 3.4 to carry out other undertakings for the benefit of the School or any other cause considered worthy by the Association.

MEMBERSHIP

Membership

4. Any alumna who has attended the School and aged 18 or above is qualified to become an Ordinary Member.
5. Any alumna who has attended the School and is below the age of 18 is qualified to become an Associate Member.
6. Any Ordinary Member may apply to become a Life Member upon payment of an one-off life membership fee.
7. All applications for membership are to be approved by the Executive Committee of the Association, which shall have full power and discretion to reject such applications, and shall not be required to disclose any reason.

Fees

8. The Executive Committee shall determine the rates of the membership fee on a biennial basis covering the term of office of the Executive Committee.
9. All membership fees paid shall not be refundable or transferrable.

Privileges and Obligations

10. An Ordinary Member shall be entitled:

10.1 to vote and stand for election to the Executive Committee;

10.2 to nominate candidates for the Executive Committee or to dismiss them from office;

10.3 to attend or participate in any functions or activities organised or arranged by the Association;

10.4 to use such facilities or enjoy such privileges specified by the Association for its Members from time to time.

11. An Associate Member shall be entitled:

11.1 to nominate candidates for the Executive Committee but not to vote or stand for election;

11.2 to attend or participate in any functions or activities organised or arranged by the Association;

11.3 to use such facilities or enjoy such privileges specified by the Association for its Members from time to time.

12. All Members of the Association shall:

12.1 abide by this Constitution and resolutions passed by the Association;

12.2 pay the requisite membership fees as determined by the Executive Committee.

Termination

13. A Member may withdraw her membership from the Association by giving one (1) month's notice in writing to the Executive Committee.

14. A Member who fails to pay the requisite membership fee shall be deemed to have withdrawn from the Association.
15. If a Member infringes this Constitution or resolutions of the Association or commits any act that is detrimental to the reputation or interest of the School or the Association, the Executive Committee shall have the right to terminate her membership, provided that the Executive Committee shall issue written warning to that Member specifying the ground(s) of termination and giving the Member an opportunity to make representation (whether in writing or in person) before exercising the power of termination against the Member. The decision of the Executive Committee shall be final.

Patrons and Honorary Advisers

16. The Executive Committee may invite alumnae (Member or non-Member) who have rendered distinguished services to the School, the Association or the community to be Patrons or Honorary Advisers of the Association to support and advise on the affairs of the Association. Patrons and Honorary Advisers shall have no right to vote or stand for election if they themselves are not Ordinary Members of the Association.

GENERAL MEETING

Proceedings

17. A General Meeting shall be held annually at such time at such venue as the Executive Committee shall determine.
18. Notice of the General Meeting shall be given to the Members by post/email/posting on the website of the Association or other means at least fourteen (14) days prior to the meeting.

19. The quorum (save and except for dissolution of the Association under Clause 53) for the business at any General Meeting shall be 18 Ordinary Members of the Association in person.
20. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be automatically adjourned to for one (1) hour at which adjournment any number of Ordinary Members present shall form a quorum.
21. The proceedings at the Annual General Meeting shall be (where appropriate):
 - 21.1 to adopt the minutes of the previous General Meeting;
 - 21.2 to amend the Constitution;
 - 21.3 to elect and appoint the Members of the Executive Committee;
 - 21.4 to receive and adopt the annual report of the Executive Committee;
 - 21.5 to receive and adopt the financial reports; and
 - 21.6 to conduct other business of the Association.

Chairperson of Meetings

22. The Chairperson of the Executive Committee shall preside over the General Meeting and Executive Committee meeting. In case of absence of the Chairperson, the Vice-Chairperson shall preside the meeting. In case of absence of the Chairperson and the Vice-Chairperson, the Ordinary Members present in person shall elect from among themselves a Chairperson to preside over the meeting.

Voting

23. All resolutions shall be passed by a simple majority of the Ordinary Members present in person.
24. Every Ordinary Member shall be entitled to one (1) vote, which may be given personally. In the event of equality of votes, the Chairperson of the General Meeting shall have a casting vote.

Extraordinary General Meetings

25. If necessary, and upon the written request of over half of the Executive Committee Members or ten (10) Ordinary Members of the Association, the Chairperson must convene an Extraordinary General Meeting within thirty (30) days after receipt of the request. However, discussions and resolutions at the Extraordinary General Meeting shall be restricted to those subjects as raised in the request. If the Chairperson fails to convene an Extraordinary General Meeting as required, thirty (30) Ordinary Members may convene an Extraordinary General Meeting by compelling the Executive Committee in writing to forthwith issue a valid notice for General Meeting.

EXECUTIVE COMMITTEE

Organisation

26. The Executive Committee shall be responsible for the management of the Association.
27. The Executive Committee shall comprise not less than seven (7) Ordinary Members and not more than fifteen (15) Ordinary Members.
28. The Executive Committee shall elect amongst themselves-

28.1 a Chairperson;

28.2 a Vice-Chairperson;

28.3 a General Secretary;

28.4 a Membership Secretary;

28.5 a Treasurer;

28.6 a Social Convenor; and

28.7 a Publication Secretary.

29. The term of office of the Executive Committee Member shall be two (2) years and the Executive Committee Member shall be eligible for re-election to the same office but not for more than two (2) consecutive terms.
30. The Executive Committee Members must have attended the School for at least four (4) academic years.
31. The Principal of the School shall be the Honourary Advisor of the Association.
32. The Ex-Chairperson of the preceding Executive Committee shall be an ex-officio Member of the Executive Committee.
33. The Principal of the School shall appoint at least two (2) members of the School staff to liaise between the School and the Association (“Liaison Members”). Liaison Members shall attend the Executive Committee meetings and the General Meetings of the Association.
34. All Executive Committee Members shall serve the Association without remuneration.
35. The Executive Committee may, at any time as it deems necessary, co-opt Members including but not limited to form sub-committees or

ad hoc committees to assist in the running of the affairs of the Association.

36. The office of a Member of the Executive Committee shall be vacated if that Member:
 - 36.1 ceases to be a Member of the Association;
 - 36.2 is absent from two (2) consecutive meetings of the Executive Committee without the prior approval of the Executive Committee;
 - 36.3 dies, or is found to be of unsound mind; or
 - 36.4-resigns her office by notice in writing to the Executive Committee, in which event she shall be vacated upon acceptance by the Executive Committee.
37. If any Executive Committee Member vacates her office, the Executive Committee may appoint any Ordinary Member to fill any vacancy occurring until the next Annual General Meeting of the Association.

Function and Powers

38. The Executive Committee shall:
 - 38.1 implement the resolutions passed at any General Meeting;
 - 38.2 make recommendations to the General Meeting;
 - 38.3 review and approve admission of Members;
 - 38.4 prepare the budget and accounts of the Association; and
 - 38.5 handle and deal with the day to day running, conduct and organisation of the affairs of the Association.

Executive Committee Meetings

39. Executive Committee meetings shall be held at least twice every year at the request of the Chairperson or any other two (2) Members of the Executive Committee.
40. The quorum shall be constituted by the presence of one-third (1/3) of the actual number of Executive Committee Members who are in office.
41. The General Secretary shall keep proper minutes of the meetings of the Executive Committee.
42. Resolutions at Executive Committee Meetings are passed by a simple majority of votes of the Executive Committee Members present. The Chairperson or the presiding Executive Committee Member has a casting vote in case of equality of votes.

FINANCIAL ADMINISTRATION

43. The income of the Association, however derived, shall be applied solely towards the objectives of the Association as set out in this Constitution.
44. All expenditure and payments from the Association's accounts shall be approved by at least one (1) Member of the Executive Committee and at least one (1) of the Liaison Members.
45. The Treasure shall keep proper accounts in respect of:
 - 45.1 all income and expenditure of the Association; and
 - 45.2 all assets and liabilities of the Association.
46. All donation made to the Association shall not be refundable after the acceptance by the Executive Committee.

Relationship with The Incorporated Management Committee of the School ("IMC")

47. The Association shall be responsible for conducting the election of the Alumnae Manager of the School ("the Election") in accordance with the rules and procedures in the Appendix hereto. The Association shall nominate the elected alumna for registration as Alumnae Manager to the IMC.
48. The Executive Committee shall present the rules and procedures relating to the Election or any of amendments thereto to the Members for prior consultation and then to the General Meeting for discussion. Such rules and procedures relating to the Election or any of amendments thereto shall be passed by a simple majority of the Ordinary Members present in person in the General Meeting before taking effect.

AMENDMENTS TO THE CONSTITUTION

49. Notice of proposed amendments to the Constitution shall be given to the Executive Committee in writing and shall be signed by not less than five (5) Ordinary Members.
50. Amendments to the Constitution shall be passed only at the Annual General Meeting or at an Extraordinary General Meeting.
51. Upon receipt of the notice of the proposed amendment of the Constitution, the General Secretary shall give notice to all Members at least fourteen (14) days prior to the meeting.
52. Any amendment to the Constitution passed at the Annual General Meeting or Extraordinary General Meeting shall be effective upon recognition of the IMC and notification to the Registrar of Societies.

DISSOLUTION

53. The Association may, upon the consent of the Principal of the School and a resolution passed by a two-third (2/3) majority vote of Ordinary Members present in person in the Annual General Meeting or Extraordinary General Meeting, be dissolved.
54. In the event of the Association being dissolved, any balance remaining to the credit of the Association after providing for outstanding liabilities shall be donated to the School.