

**Tang Shiu Kin Victoria Technical School Alumni Association**  
(維工校友會)

**CONSTITUTION**

(Adopted at Annual General Meeting on 10/12/2016)

**Section I - General**

1.1 *Name*

The name of the association shall be '**TANG SHIU KIN VICTORIA TECHNICAL SCHOOL ALUMNI ASSOCIATION (維工校友會)**' or in short '**TVTSAA**' hereinafter referred to as 'the Association'.

1.2 *Definition*

In this constitution, 'the School' means:

- (a) 'Junior Technical School' - Before 1957;
- (b) 'Victoria Technical School' - Between 1957 and 1979;
- (c) 'Tang Shiu Kin Victoria Technical School' - Between 1980 and 1997;
- (d) 'Tang Shiu Kin Victoria Government Secondary School' - From 1998 onwards.

1.3 *Registered Address*

Tang Shiu Kin Victoria Government Secondary School, 5 Oi Kwan Road, Wanchai, Hong Kong.

1.4 *Objectives*

The Association shall be non-profit making body with the following aims:

- (a) To promote friendship amongst its members.
- (b) To organize recreational, social, and cultural activities for the benefits of its members.
- (c) To maintain relationship between the Association and the School.
- (d) To assist current students of the school and members of the Association.

**Section II - Membership**

2.1 *Ordinary Membership*

Any graduate of the School or any former student leaving the School before graduation may upon payment of the requisite fees (if any) and upon approval by the Executive Committee becomes an Ordinary Member.

2.2 *Associate Membership*

Any graduate of the School or any former student leaving the School before graduation may upon approval by the Executive Committee becomes an Associate Member provided that no Associate Membership shall be granted to or sustained by any person who has already graduated from or left (as the case may be) the School for over 5 years.

2.3 *Life Membership*

Any person qualified for Ordinary or Associate membership may upon payment of a special amount of fees and approved by the Executive Committee become a Life Member.

2.4 *Honorary Membership*

Any person or corporation may upon invitation by the Executive Committee become an Honorary Member.

2.5 *Privileges and Responsibilities*

2.5.1 All four kinds of members are entitled to attend functions and activities arranged by the Association and to abide by the Constitution and resolutions of the Association.

2.5.2 Ordinary and Life Members are entitled to the following privileges to the exclusion of the other members:

- (a) To move and second motions, and to vote at General Meetings of the Association.
- (b) To nominate and be nominated for elections in the Association.

2.5.3 Ordinary and Life Members are required to pay the prescribed membership fees (if any) as stated in Section V, Article 5.2.1.

2.6 *Application, Suspension and Reinstatement of Membership*

- 2.6.1 Application for membership shall be made on the Application Form signed by the applicant and delivered to the Honorary Secretary who will submit to the Executive Committee for approval.
- 2.6.2 Any membership of the Association may be suspended for any period of time for contravention of the Constitution or for behaviour prejudicial to the interest of the Association by a resolution at the Executive Committee Meeting.
- 2.6.3 Suspended member has the right to appeal to the General Meeting by writing to the Executive Committee within 30 days after he is notified of the resolution of suspension. Reinstatement of membership may be made by a resolution at General Meeting.

### **Section III - General Meeting**

#### **3.1 Authority**

A resolution of a General Meeting shall possess the highest authority in the Association.

#### **3.2 Chairman**

3.2.1 The President, when present, shall take the chair.

3.2.2 In the event of the President vacating the chair or in his absence, a member of the Executive Committee shall be elected as Chairman, but if no member of the Executive Committee is present and willing to act, the meeting shall elect a Chairman from the members present at the meeting.

#### **3.3 Notification of Meetings**

All members shall be notified of General Meeting and the agenda at least 14 days before the meeting.

#### **3.4 Quorum**

3.4.1 No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business.

3.4.2 Twenty Ordinary and/or Life Members or one-eight of the Ordinary and Life Members of the Association, whichever is lesser, shall be a quorum at an Annual General Meeting or Extraordinary General Meeting.

3.4.3 If within one hour after the time appointed for a meeting the requisite quorum is not present, the meeting shall be postponed for a period of not more than 30 days.

3.4.4 The notice of the adjourned meeting will be sent to all member 14 days prior to the meeting. The number of those members present who are entitled to vote at the adjourned meeting shall form the quorum.

#### **3.5 Annual General Meeting**

The Annual General Meeting of the Association shall be held within the period between 1st October and 31st December to transact the following business: -

- (a) To receive and adopt the minutes of the last Annual General Meeting, together with the minutes of the Extraordinary General Meeting which may have occurred since the last Annual General Meeting.
- (b) To receive and adopt the Annual Report of the Executive Committee on the state of the Association.
- (c) To receive and adopt the Financial Report submitted by the Honorary Treasurer.
- (d) To pass any amendments to the Constitution by secret ballot by 2/3 of those members present and entitled to vote.
- (e) To receive suggestion from members regarding the business of the Association.
- (f) To appoint an Honorary Auditor for the coming financial year.
- (g) To elect members of the Executive Committee by secret ballot.
- (h) To decide on whether or not any particular motion should be put to vote by secret ballot by show of hands. Approval by 2/3 of those members present and entitled to vote.

#### **3.6 Extraordinary General Meeting**

Extraordinary General Meeting shall be convened by the Executive committee or by any member upon a written requisition made and signed by not less than 20 members who are entitled to vote. Such requisition shall specify the objects of the proposed meeting. Upon receipt of the written requisition the Executive Committee should convene the Extraordinary General Meeting within 30 days.

#### **3.7 Voting and Resolution**

3.7.1 Only Ordinary and Life Members are entitled to vote in the meetings. Associate and Honorary Members may attend such meetings but shall have no voting right.

- 3.7.2 At all General Meetings, all resolutions shall be made by a simple majority of those members present and entitled to vote except for item (d), (g) and (h) under Article 3.5. If an equal number of votes are cast for and against a motion, the Chairman shall recess the meeting. Immediately upon its resumption, the motion shall be put to vote at once without any discussion. Upon a further tie of votes, the chairman shall have a second vote.

## **Section IV - Executive Committee**

### **4.1 Functions**

The functions of the Executive Committee shall be:

- (a) To direct all affairs of the Association.
- (b) To formulate policies of the Association in accordance with its objectives.
- (c) To carry out the resolution of the General Meetings.
- (d) To accept and suspend membership.
- (e) To recommend to the General Meeting on membership fees revision.

### **4.2 Composition**

The Executive Committee members shall not at any time exceed 13 in number, who may include the followings:

- (a) The President.
- (b) The Vice-president (Internal Affairs).
- (c) The Vice-president (External Affairs).
- (d) The Honorary Secretary.
- (e) The Honorary Treasurer.
- (f) The Membership Co-ordinator.
- (g) The Recreation Organiser
- (h) Two Representatives from the School..
- (i) The immediate past-President if he or she accepts the offer of the office.
- (j) Within the limit of 13 members in total, the elected Executive Committee is allowed to appoint not more than 5 co-opted Executive Committee members.

### **4.3 Term-of-office**

4.3.1 The term-of-office of all Executive Committee members is two years.

4.3.2 All Executive Committee members can be re-elected. Co-opted members can be re-appointed. The immediate past-President may serve as an Executive Committee Member in such capacity for one term immediately after his original presidency but not more unless he will be re-elected or co-opted.

### **4.4 Quorum**

A simple majority of the Executive Committee Members shall form a quorum.

### **4.5 Resolution**

At all meetings all decisions shall be made by the simple majority of the Executive Committee Members present. In case of equality of votes on each side the Chairman shall have a second vote.

### **4.6 Meeting**

The Executive Committee shall meet at least four times in one year. At all meetings of the Executive Committee, any Life Member though not being an Executive Committee Member shall have the right to personally attend the same and give his views in the discussion session but he shall have no voting right.

## **Section V – Finance**

### **5.1 Financial Year**

The Financial Year of the Association shall begin on the 1st September and shall be ended on the 31st August of the following year.

### **5.2 Fees and Subscriptions**

5.2.1 The subscription fee for membership shall be HK\$150 payable for each tri-yearly period and the subscription fee for Life Members shall be HK\$1,000 payable once for life-long period. These can only be revised in the General Meeting.

- 5.2.2 The Executive Committee in consideration of the situation may decide to waive the membership fee for that particular year.
- 5.2.3 For those memberships expire and who fail to renew any necessary payment, the Association will regard them as voluntary withdrawal of their membership.
- 5.2.4 Subscriptions already paid to the Association shall not be refundable to any member who voluntarily withdraws or is expelled from the Association.

5.3 *Fund*

- 5.3.1 The funds of the Association as managed by the Executive Committee shall be deposited in a bank approved by General Meeting and all withdrawal shall be made only with any two signatures among the President, the Vice-President (Internal Affairs), the Vice-President (External Affairs) and the Honorary Treasurer.
- 5.3.2 The funds of the Association as managed by the Executive Committee shall only be used to meet its recurrent expenditure and to further the objectives of the Association stipulated in section I, Article 1.4, unless decided otherwise by General Meeting.
- 5.3.3 Cash in hand shall not exceed the amount approved by the Executive Committee at the beginning of its term.
- 5.3.4 Expenses during the intervals of the two Executive Committee Meetings shall not exceed the amount adopted by the Executive Committee at its last meeting.

5.4 *Auditor*

The Honorary Auditor elected by the Annual General Meeting shall have access at all reasonable times to the accounts of the Association and the Foundation Fund, and he shall verify and sign the Financial Report before it is submitted to the Annual General Meeting.

5.5 *Liabilities*

In the event of debts or liabilities of the Association exceeding its assets, the current Executive Committee Members of the Association shall be jointly responsible for such excess.

**Section VI - Foundation Fund**

6.1 *Establishment*

It is hereby established a Foundation Fund of the Association to be operated and managed by a Foundation Fund Committee with the following objectives: -

- (i) to accept gifts and donations and to manage any funds in such conservative manner as to ensure a steady growth in values and the General Meeting may from time to time give specific direction as how the same shall be managed and utilised.
- (ii) to give out scholarships and other donations for educational, charitable or other non-profit making purposes.
- (iii) to finance any project in furtherance of the objectives of the Association.
- (iv) to keep and manage the funds of the Foundation Fund in bank account(s) separated from those of the Association as managed by the Executive Committee.
- (v) to report to the General Meeting on the financial status and affairs of the Foundation Fund.

6.2 *Membership*

6.2.1 The Foundation Fund Committee ("the FFC") shall, unless the General Meeting otherwise decide, consist of the following members of whom not less than one-half shall be members of the Association: -

Three Ex-official members who are:

- (i) The President from time to time of the Association;
- (ii) The Principal of the School; and
- (iii) The Honorary Auditor.

AND other members including: -

- (i) one Vice-President appointed to the FFC by the General Meeting;
- (ii) one officer of the School nominated by the Principal;
- (iii) one Solicitor or Barrister; and
- (iv) one other person nominated by the Executive Committee

6.2.2 The term-of-office for each of the FFC members shall be one year and may from time to time be renewed or determined.

6.3 *Meeting and Operation*

6.3.1 The FFC members shall: -

- (a) manage and operate the Foundation Fund in accordance with the above objectives.
- (b) meet and discuss about the management and operation of the Foundation Fund and all other related matters.
- (c) set their own rules of operation and the rules of proceedings for their meetings and resolutions including the quorum, manner of voting and frequency of meetings.

6.3.2 The FFC shall have to obtain the prior approval from the General Meeting before giving out any gift donation or finance support from the Foundation Fund. However, if they choose not to do so because of such urgent or other expedient reasons as recommended by the Executive Committee, they have to seek the ratification of the same from the next coming General Meeting. The monies they can spend under these circumstances shall be not more than HK\$50,000.00 or 50% of the total amount of the funds vested with them at that time whichever is the lesser.

**Section VII - Dissolution**

7.1 Should the Executive Committee consider that the objects of the Association can no longer be achieved, a General Meeting will be called whereby the motion of dissolution shall be passed by two-thirds of the members present and entitled to vote.

7.2 After dissolution, the remaining asset of the Association shall be donated to charitable organizations in Hong Kong.

**Section VIII - Constitution**

8.1 No part of the Constitution of the Association, once having been approved and adopted by a General Meeting of the Association, may be cancelled, modified, supplemented or revised without the approval by another General Meeting.

8.2 The Executive Committee can set down By-Laws within the framework and principles of the Constitution in order to facilitate the implementation of the Constitution.

8.3 The interpretation of the Constitution of the Association shall be vested in the General Meeting.

- End of Constitution -