

# CONSTITUTION FOR ST. ROSE OF LIMA'S SCHOOL PAST STUDENTS' ASSOCIATION

## SECTION ONE (GENERAL)

### ARTICLE I: - NAME

The name of the Association shall be "St. Rose of Lima's School Past Students' Association", hereafter referred to as the Association. Its name in Chinese shall be 聖羅撒學校校友會.

### ARTICLE II - ADDRESS

The address of the Association shall be:  
c/o St. Rose of Lima's College  
29 Ngan Shing Street  
Shatin  
Hong Kong

### ARTICLE III - AIMS

The aims of the Association shall be:

- (a) To maintain and promote unity, friendship and welfare among the members.
- (b) To further the interests and development of St. Rose of Lima's College (hereafter referred to as S.R.L.) whenever possible.
- (c) To serve as a medium through which up-to-date news of S.R.L. is communicated to the members and vice versa.
- (d) To organize activities for members of the Association and/or students of S.R.L.

## SECTION TWO (STRUCTURE)

### ARTICLE I: - GENERAL MEETING

- (a) The General Meeting shall be the highest decision making body of the Association.
- (b) The quorum of any General Meeting shall be 15 members of the Association.
- (c) Should the number of members present at a General Meeting be insufficient to form a quorum, the Executive Committee shall adjourn that meeting and convene within a month's time an Extra-ordinary General Meeting and the number of members present at that Extra-ordinary meeting shall form the quorum.
- (d) There shall be at least one General Meeting every calendar year.

- (e) General Meetings shall be convened by the Executive Committee of the Association. Extra-ordinary General Meetings may be held on the written request signed personally by not less than ten members of the Association.
- (f) The business of an Annual General Meeting shall comprise :
  - (i) consideration and adoption of the yearly audited accounts of the Association;
  - (ii) consideration and adoption of the annual report of the Association;
  - (iii) election of the Executive Committee (if any office is open);
  - (iv) to appoint an Hon. Auditor; and
  - (v) any other business that the Executive Committee may deem appropriate.
- (g) General Meetings shall be chaired by the President of the Association or in the absence of the President, the Vice-President shall take the chair. In the absence of both, a chairman shall be elected by those members present by a simple majority.
- (h) There shall be no less than two weeks' written notice for calling of any General Meetings.

#### ARTICLE II: - THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall comprise:
  - (i) The President
  - (ii) The Vice-President
  - (iii) Hon. Secretary
  - (iv) Hon. Treasurer
  - (v) Other Committee Member(s)
- (b) The Executive Committee may form sub-committees or ad hoc committees with the participation of other members of the Association for any purposes if it deems appropriate. The Executive Committee may co-opt person(s) who are not members of the Association into the sub-committees or ad hoc committees to supplement the expertise/ experience of the committee(s) concerned. Such non-members shall constitute no more than one-fourth of the total number of members of the committee(s) concerned.
- (c) Election:
  - (i) candidates must be members of the Association;
  - (ii) candidates shall be nominated by one member of the Association and seconded by another;
  - (iii) a nominee or proxy must be present at the General Meeting at which she stands for election;
  - (iv) while a member may accept nomination for more than one post, she may not accept more than one post;

- (v) members of the Executive Committee shall be elected by members of the Association by a simple majority at a General Meeting of the Association.
  - (vi) Should there be only one nominee for every post, the committee may be elected en bloc by a simple majority.
- (d) Meetings of the Executive Committee shall be summoned by the President. Half of the total number of the Executive Committee shall form a quorum.
  - (e) Members of the Executive Committee shall hold office for two years, from the conclusion of the Annual General Meeting till the conclusion of the Annual General Meeting of the year after next.
  - (f) Members of the Executive Committee may hold office for more than one term of re-election.
  - (g) Member of the Executive Committee may be dismissed from her office if she is absent from Committee meetings more than three times without valid reasons.

#### ARTICLE III: - MEMBERSHIP

- (a) Any past students of St. Rose of Lima's School (only students from the secondary school and the commercial section before 1 September 1999) and St. Rose of Lima's College shall be eligible for membership of the Association on payment of a life membership fee.
- (b) Every member shall have the right to nominate and elect Executive Committee members.
- (c) Every member shall have the right to be nominated, elected and hold office in the Executive Committee.
- (d) Every member shall have speaking and voting rights at any general meetings of the Association.
- (e) Every member shall have the right to participate in any activities organized by the Association.

#### ARTICLE IV: - PATRON AND HON. ADVISERS

- (a) The Patron of the Association shall be the Principal of S.R.L.
- (b) The Executive Committee shall have the right to invite any benefactors or well-wishers to be the Hon. Advisers of the Association.

### **SECTION THREE (IMC)**

#### ARTICLE I ELECTION OF ALUMNI MANAGER OF THE INCORPORATED MANAGEMENT COMMITTEE (IMC)

- I. The Candidature

- (a) All alumni of the school who are members of the Association are eligible to become candidates.
- (b) An alumnus should not be nominated in the event of the following situations –
  - (i) She is a serving teacher of the school; or
  - (ii) She does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance.
- (c) No manager shall serve in an IMC in more than one capacity. Thus, no one can serve as an alumni manager and a parent manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.
- (d) The Candidate ~~is reminded to note that she meets~~ must satisfy all the provisions under Section 30 of the Education Ordinance.

## II. Nomination Procedures

- (a) Returning Officer
  - (i) The Association shall assign the President or an office-bearer as Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes, but the Returning Officer must not be a candidate for the alumni manager election.
- (b) Nomination
  - (i) An alumnus who has registered as a member of the Association may nominate herself or another eligible candidate to stand for the election.
  - (ii) Candidate must be nominated by a member of the Association and seconded by no less than ten members of the Association.
  - (iii) An alumnus may nominate not more than one candidate at an election.
  - (iv) The Association should invite nomination no later than one week before the close of the nomination period.
  - (v) The nomination should reach the Association at least thirty days before the election day.
  - (vi) Where no person is nominated, ~~the Executive Committee of the Association-IMC~~ may nominate an alumnus under Section 40AP of the Education Ordinance for registration as Alumni Manager if the nomination is supported by a majority of all the Managers.

## III. Tenure

- (a) Term of office for the Alumni Manager is two years. The Alumni Manager may hold office for not more than two consecutive terms. After serving for two consecutive terms, the Alumni Manager shall not be eligible for nomination as Alumni Manager until after a period of two years.
- (b) The term of office of an alumni manager shall come into effect on 1 September and terminate on 31 August.

- (c) The Alumni Manager should attend General Meetings convened during her term of office and to answer thereat questions that Members of the Association may have on her role as the Alumni School Manager.

#### IV. Candidate's Information

- (a) Each nominated candidate should submit to the School the completed nomination form at Annex A no later than 10 working days before the General Meeting at which the election of the Alumni School Manager would be held.
- (b) The Association would liaise with the School with a view to uploading the completed nomination forms on the School's website no fewer than seven days before the election day.
- (c) The nominated candidate shall attend the General Meeting at which the School Manager election in respect of which she is one of the candidates would take place.

#### V. Elector's Eligibility

- (a) All alumni of the school who are members of the Association are eligible to vote. All eligible electors have equal voting right.
- (b) All eligible electors must register as member of the Association at least three months before the election day.

#### VI. Voting Method

- (a) To ensure a fair election, the voting should be conducted by secret ballot.
- (b) A nominee must be present at the General Meeting at which she stands for election.

#### VII. Counting of Votes

- (a) The Returning Officer may arrange to conduct voting and counting on the same day. All members of the Association, all candidates, and the principal shall be invited to witness the counting of votes.
- (b) The Alumni Manager shall be elected by members of the Association by a simple majority at a General Meeting of the Association.
- (c) Should there be only one nominee, the nominee will be appointed as the Alumni Manager by default.
- (d) Should two or more candidates obtain the same number of votes, a second round of voting shall be conducted at the same meeting. In case of a draw in the second round, the Returning Officer shall draw lots to decide who shall be the Alumni Manager.

#### VIII. Announcing Results

- (a) The Returning Officer should inform all members of the Association of the results of the election through a notice on the School's website.

- (b) Unsuccessful candidate may, within a week of the announcement, appeal to IMC in writing together with the reasons.

IX. Resignation and Cessation of Office

- (a) The Alumni Manager may resign from office by giving a notice in writing to IMC.
- (b) A person shall cease to be a Manager of the IMC in the event of one or more of the following situations:
  - (i) when she has tendered her resignation by notice in writing to the IMC, such cessation to take effect from the date as specified in the notice;
  - (ii) when her registration as Manager has been cancelled by the Permanent Secretary in accordance with the Ordinance;
  - (iii) when the Association has resolved in accordance with the Ordinance that the alumni concerned is no longer suitable to continue to hold office as Manager, and has so notified the IMC in writing, and the registration of that Manager has been cancelled by the Permanent Secretary upon the request of the IMC;
  - (iv) when she has been found by the IMC to be non-conforming to the vision and mission as stated in this Constitution, and the Supervisor has requested the constituency that nominated her to withdraw her nomination and to nominate a replacement;
  - (v) when she has passed away;
  - (vi) when she has been adjudged bankrupt by a court of competent jurisdiction or has made any arrangement or composition with her creditors generally;
  - (vii) when her physical or mental health has rendered her unfit to perform her duties as Manager; or
  - (viii) she has been convicted for an offence for which a sentence of imprisonment was passed (including a suspended sentence).

X. Filling of Vacancies of Managers

- (a) If an Alumni Manager vacancy arises as a result of an alumni manager resigning during her term of office, the Association shall conduct a by-election in the same manner to elect another alumni manager to fill the vacancy within three months.
- (b) The term of office for a new Alumni Manager filling a vacancy arising prematurely should not run afresh but is the remainder of the term of the outgoing Alumni Manager.

**SECTION FOUR (FINANCE)**

- (a) The source of finance shall be the membership fee of members of the Association and donations from members or well-wishers, as well as any

- other sources of funding that are approved by a simple majority of the Members present at a General Meeting.
- (b) The Executive Committee may accept donations from non-members of the Association.
  - (c) The funds of the Association shall only be used for the promotion of the aims of the Association.
  - (d) The Association is a legally competent body on its own and by its own with regard to any legal/financial responsibilities and liabilities.

#### **SECTION FIVE (CONSTITUTION)**

- (a) The Constitution shall be registered with Hong Kong Police under the Societies Ordinances.
- (b) The Constitution may only be amended at the General Meetings and with the consent of not less than two-thirds of the members present.
- (c) Ultimate interpretation of the Constitution shall rest with the General Meetings.
- (d) If the Annual General Meeting is at rest, then, the interpretation of the Constitution shall rest with the Executive Committee during its term of office.

#### **SECTION SIX (NATURE AND EXTENT OF THE LIABILITY OF MEMBERS)**

All debts and liabilities of the Association shall be borne by all members.

#### **SECTION SEVEN (DISSOLUTION AND DISPOSAL OF REMAINING ASSETS)**

In case the Association should dissolve, it must be approved by the sponsoring body of S.R.L. and over 80% of the quorum at a General Meeting or an Extraordinary General Meeting. Any remaining assets of the Association should be donated to S.R.L.