

# Maryknoll Convent School Former Students' Association Constitution

## **Constitution as amended at the Extraordinary Meeting on [ March 9, 2013 ]**

<b>Article I</b>	<b>Definitions</b>
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1. In this Constitution, unless the context otherwise requires:

“Alumni Manager” means an alumni manager who is nominated for registration as such under section 40AP of the Education Ordinance.

“Association” means the Maryknoll Convent School Former Students' Association.

“Constitution” means this Constitution of the Association.

“FSA Committee Member” means a member of the FSA Executive Committee, including but not restricted to the President, the Vice-President, the Honorary Secretary and the Honorary Treasurer.

“Education Ordinance” means the Education Ordinance (Cap. 279) of the laws of Hong Kong.

“FSA Executive Committee” means the Executive Committee of the Association.

“FSA Member” means a member of the Association in accordance with Article V of this Constitution.

“FSA PS” means the Primary Section Branch of the Association.

“FSA PS Management Committee” means the Management Committee of the FSA PS.

“FSA PS Management Committee Member” means a member of the FSA PS Management Committee, including but not restricted to the President, the Honorary Secretary and the Honorary Treasurer.

“FSA SS” means the Secondary Section Branch of the Association.

“FSA SS Management Committee” means the Management Committee of the FSA SS.

“FSA SS Management Committee Member” means a member of the FSA SS Management Committee, including but not restricted to the President, the Honorary Secretary and the Honorary Treasurer.

“Incorporated Management Committee” means the Incorporated Management Committee of the relevant Section of the School established under Section 40BN and 40BX of the Education Ordinance.

“Primary Section” means Maryknoll Convent School (Primary Section).

“School” means Maryknoll Convent School, which consists of the Primary Section and the Secondary Section.

“Secondary Section” means Maryknoll Convent School (Secondary Section).

“Section” means the Primary Section or the Secondary Section, as the case may be.

<b>Article II</b>	<b>The Association</b>
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- 2.1 The full name of the Association is the “Maryknoll Convent School Former Students’ Association”.
- 2.2 The Association is duly registered as a society under the Societies Ordinance (Cap. 151) of the laws of Hong Kong.
- 2.3 The Association has two branches, namely the Primary Section Branch and the Secondary Section Branch. Each Section has its own by-laws in addition to being governed by this Constitution.

<b>Article III</b>	<b>Registered Address</b>
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3. The registered address of the Association is Maryknoll Convent School, 5 Ho Tung Road, Kowloon Tong, Kowloon, Hong Kong.

<b>Article IV</b>	<b>Objectives</b>
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4. The objectives of the Association are as follows:
  - (1) To promote fellowship among former students of the School;
  - (2) To foster and support realisation of Catholic ideals in every sphere of life;
  - (3) To promote mutual welfare of and provide recreational, social and cultural activities and pastimes for its members;
  - (4) To sponsor charitable activities;
  - (5) To do all such other lawful acts as are incidental or conducive to the attainment of all or any of the above objectives, including without limitation, the raising of the necessary funds;
  - (6) To facilitate FSA PS and FSA SS to elect Alumni Managers for the Primary Section and the Secondary Section respectively.

<b>Article V</b>	<b>Membership</b>
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- 5.1 Any former student of the Primary Section or the Secondary Section may be admitted as an FSA Member in accordance with section 5.2 of this Article.
- 5.2 Membership of the Association consists of the following categories:
  - (1) Life FSA Members  
Any former student of the School may be admitted as a Life FSA Member of the Association upon payment of such life membership subscription fee as may be prescribed from time to time by the Association.
  - (2) Ordinary FSA Members  
Any former student of the School may be admitted as an Ordinary FSA Member upon payment of such annual membership subscription fee as may be prescribed from time to time by the Association.
  - (3) Student FSA Members  
Any former student of the School who is currently in full time education may be admitted as a Student FSA Member upon payment of such annual membership

subscription fee as may be prescribed from time to time by the Association.

(4) **Honorary FSA Members**

The Association may admit as Honorary FSA Members any person who in the opinion of the FSA Executive Committee of the Association has made invaluable contribution to the School or the cause of the Association.

- 5.3 For the purpose of this Article, a former student means a student who has attended the School but is no longer such a student.
- 5.4 The FSA Executive Committee shall from time to time lay down the rules on membership admission and related matters.
- 5.5 An FSA Member who has failed to pay the prescribed subscription fee by the 31st March in any year shall have her name deleted from the membership list and shall not thereafter be entitled to the rights of FSA Members.
- 5.6 Life FSA Members, Ordinary FSA Members and Student FSA Members shall be eligible to vote in person at any general meeting of the Association. Voting by proxy shall not be permitted.
- 5.7 Any member may terminate her membership by giving one month's prior written notice to that effect to the Association and upon the expiration of such notice she shall cease to be a member of the Association.
- 5.8 Any person upon ceasing to be a member of the Association shall forfeit all her rights to, and/or claims upon, the Association, its property and its funds, and she shall have no right to the return of any part of her subscription fee.

<b>Article VI</b>	<b>Fiscal Year</b>
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6. The fiscal year of the Association shall begin on the 1st day of April and ends on the 31st day of March of the following year.

<b>Article VII</b>	<b>Management and Duty of the FSA Executive Committee</b>
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- 7.1 The Association is managed by the FSA Executive Committee. The FSA Executive Committee shall consist of four (4) office-bearers, namely the President, the Vice-President, the Honorary Secretary and the Honorary Treasurer, and a minimum of five (5) other FSA Committee Members including the Principal of the Primary Section or Secondary Section. A person may, at the same time, be an FSA Committee Member, an FSA PS Management Committee Member and an FSA SS Management Committee Member.
- 7.2 Nominations for election to the FSA Executive Committee shall be submitted in writing to the Honorary Secretary of the FSA Executive Committee not less than seven (7) days before the Annual General Meeting. Only Life FSA Members shall be eligible to stand for election to the FSA Executive Committee.
- (1) The Association may invite any person who has served or serves as Supervisor, Principal and/or Vice-Principal of the Primary Section or the Secondary of the School to be the Honorary Patron of the Association.
- (2) Election of the FSA Executive Committee Members shall take place at the Annual General Meeting of the Association. The term of office of each FSA Committee

Member shall run from the date of the election to the date of the next Annual General Meeting. Incumbent Committee Members shall be eligible for re-election.

- (3) The FSA Executive Committee shall meet at least three (3) times a year. The quorum for each meeting shall be fifty percent (50%) of the FSA Committee Members.

7.3 The FSA Executive Committee shall:

- (1) manage the Association according to this Constitution;
- (2) approve applications for membership;
- (3) be responsible for the budget of the Association;
- (4) arrange for payment of debts incurred by the Association;
- (5) determine the manner in which the bank accounts of the Association shall be managed;
- (6) appoint an Honorary Auditor for the Association;
- (7) convene the Annual General Meeting and other general meetings and organise other functions;
- (8) have the power to form ad hoc committees;
- (9) seek the views of FSA Members on matters which it shall consider extraordinary before making a decision;
- (10) accept resignation of any FSA Committee Member and appoint an FSA Member to fill the vacancy caused thereby.

7.4 Any Member shall ipso facto cease to be a Member of the Association and/or the FSA Executive Committee if she:

- (1) is convicted of a criminal offence;
- (2) ceases to be a member of the Association;
- (3) becomes of unsound mind;
- (4) resigns from her office by notice in writing to the Association; or
- (5) dies.

<b>Article VIII</b>	<b>Annual General Meeting</b>
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8.1 An Annual General Meeting of the Association shall be held between the 1st day of May and the 31st day of August:

- (1) to approve the minutes of the last Annual General Meeting;
- (2) to receive and to adopt the FSA Executive Committee's Report and Statement of Accounts duly certified by the Honorary Auditor for the previous fiscal year;
- (3) to elect an FSA Executive Committee for the current year; and
- (4) to conduct any other business.

8.2 Written notice and agenda shall be sent to all FSA Members at least two (2) weeks prior to the Annual General Meeting.

8.3 Any other business may be conducted at the Annual General Meeting if:

- (1) an FSA Member gives seven (7) days' written notice to the FSA Executive Committee prior to the meeting; or
- (2) a petition for bringing a matter up is signed by at least twenty (20) FSA Members.

8.4 Thirty (30) FSA Members shall form a quorum.

8.5 Every FSA Member eligible to vote shall be entitled to one vote. The Chairperson of the meeting, the President of the FSA Executive Committee, or the Vice-president of the FSA Executive Committee in case the Chairperson of the meeting or the President is absent, shall have a casting vote in the case of equality.

<b>Article IX</b>	<b>Extraordinary General Meeting</b>
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- 9.1 The FSA Executive Committee may, at any time, and shall, upon receipt of a requisition in writing signed by not less than twenty (20) FSA Members specifying the object of the meeting, convene an Extraordinary General Meeting of the FSA Members for one or more of the following purposes:
- (1) to consider, sanction or otherwise deal with any proposed alteration to or revision of this Constitution;
  - (2) to consider, sanction or otherwise deal with any by-laws or regulation, PROVIDED that no such alteration or revision of the Constitution or additional by-laws or regulations shall take effect unless and until the approval of the Registrar of Societies shall have been obtained;
  - (3) to deal with any special matter which the FSA Executive Committee may desire to place before the members, including expulsion of an FSA Member or FSA Members.
- 9.2 Notice convening Extraordinary General Meeting shall be sent to the FSA Members at least seven (7) days before the meeting and shall specify the date, time and place of the meeting and the objectives for which the meeting is convened.
- 9.3 Thirty (30) members shall form a quorum.
- 9.4 Any resolution passed by an Extraordinary General Meeting of the FSA Members (an "Extraordinary Resolution") shall require 75% votes in favour.

<b>Article X</b>	<b>Funds of the Association</b>
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- 10.1 The income of the Association, however derived, shall be applied solely towards the promotion of the objectives of the Association as set forth in this Constitution.
- 10.2 All expenditure exceeding a sum to be determined by the FSA Executive Committee shall be paid by crossed cheque signed by two FSA Committee Members and where possible shall be supported by an invoice or receipt.
- 10.3 The FSA Executive Committee shall cause a proper books of account to be kept in respect of:
- (1) all sums of money received and expended by the Association; and
  - (2) the assets and liabilities of the Association.
- 10.4 At the Annual General Meeting, the FSA Executive Committee shall present to the FSA Members an account of income and expenditure for the preceding fiscal year.

<b>Article XI</b>	<b>Dissolution</b>
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- 11.1 The FSA Members may by an Extraordinary Resolution declare that the Association be wound up whereupon the Association shall be wound up accordingly.
- 11.2 If the Association is wound up, whether voluntarily or otherwise, the liquidators may, with the sanction of an Extraordinary Resolution of the Association, divide among the FSA Members the assets of the Association or any part thereof and may, with the like sanction, vest any part of the assets of the Association in trustees upon such trusts for the benefit of the FSA Members or any of them as the liquidators may think fit.

<b>Article XII</b>	<b>Indemnity</b>
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12. Every member of the FSA Executive Committee, the ad-hoc committee or sub-committee shall in the management of the Association's affairs be entitled to be indemnified out of the funds of the Association all costs, losses and expenses which the member may incur or become liable to under any contract entered into or act or deed performed by her in the discharge of her duties as a member of the FSA Executive Committee.