

CONSTITUTION OF
PO LEUNG KUK CAMÕES TAN SIU LIN PRIMARY SCHOOL
ALUMNI UNION
(保良局陳守仁小學舊生會)

NAME

1. The name of the association is Po Leung Kuk Camões Tan Siu Lin Primary School Alumni Union (保良局陳守仁小學舊生會) and abbreviated as PLKCTSLPSAU, hereinafter referred to as “the Union.”

ADDRESS OF THE PRINCIPAL PLACE OF BUSINESS

2. The address is 6 Hoi Ting Road, Kowloon, Hong Kong.

LOGO

3. The logo of the Union is



4. All official documents of the Union should be with the logo.

OBJECTS

5. The objectives for which the Union is established are:
 - (i) To foster, promote and further friendship, relationship and fellowship amongst the past, present and future students, graduates, teaching and administrative staff

of Po Leung Kuk Camões Tan Siu Lin Primary School, hereinafter collectively referred to as “the School.”

- (ii) To enhance, assist and participate in such activities as may be held by the School in the furtherance of its goals.
- (iii) To promote the advancement of education by such means as the Union may think fit and in particular by the provision of scholarships, subsidies and other allowances for any students of the School.
- (iv) To organize and participate in activities which may seem to the Union capable of being conveniently carried on in connection with any of the above specified objectivess or calculated directly or indirectly to enhance the reputation of the Union.

MEMBERSHIP

- 6. Such persons as the Executive Committee shall admit to membership in accordance with the Rules herein contained shall be Members of the Union.
- 7. The Union shall consist of:
 - (i) alumni of the School as Life Members;
 - (ii) alumni of Portuguese Community School who graduated before 1999 as Life Members; and
 - (iii) Honourary Members as may be admitted by the Executive Committee based on his/her contributions and experience.
- 8. Any alumni of the School who have studied in the School for a whole academic year are eligible for Life Membership and shall be entitled to become a Member upon submitting the application and the membership fee.
- 9. All Life Members aged 18 or above shall have the rights to:
 - (i) use all facilities provided by the Union;
 - (ii) attend activities and functions arranged by the Union;

- (iii) vote and speak in General Meetings;
 - (iv) nominate, second and be nominated for election;
 - (v) inspect the minutes of General Meetings and Executive Committee Meetings; and
 - (vi) make comments or complaints directly to the Executive Committee.
10. All Life Members aged below 18 and/or graduated from Portuguese Community School shall have the rights to:
- (i) use all facilities provided by the Union;
 - (ii) attend activities and functions arranged by the Union;
 - (iii) inspect the minutes of General Meetings and Executive Committee Meetings; and
 - (iv) make comments or complaints directly to the Executive Committee.
11. All ex principals and teaching staff, and current teachers with significant contribution to the School are eligible for Honourary Membership and shall be entitled to become a Member upon submitting the application.
12. The Executive Committee shall have the power to invite any alumni of the School or any person who, in the opinion of the Executive Committee, has rendered good service to the Union or the School to become an Honourary Member of the Union, and such person shall enjoy all privileges of the Union but shall have no control over the management and no voting rights.
13. The current principal of the School is ex officio Honourary Member of the Union.

MEMBERSHIP FEE

14. The membership fee for Life Members shall be \$200 or any other amount that the Executive Committee prescribes in that particular period payable upon submitting the application for membership.

15. Honourary Members shall not be required to pay any membership fee.

GENERAL MEETINGS

16. The resolution of a General Meeting shall be regarded as having the highest authority in all matters affecting the Union. The resolution of a General Meeting can only be revoked by subsequent General Meeting or General Polling. General Meetings include the Annual General Meeting and Extraordinary General Meetings.
17. The General Meeting shall have the power to:
- (i) accept, suspend and dismiss Members;
 - (ii) decide the working direction;
 - (iii) dismiss any Executive Committee Members;
 - (iv) by-elect any Executive Committee Members;
 - (v) amend the Constitution;
 - (vi) interpret the Constitution; and
 - (vii) dissolve the Union.
18. The Chairman of the General Meeting shall be the President of the Executive Committee or any Member appointed by the Executive Committee.
19. The Internal Secretary of the Executive Committee shall be responsible for taking notes and preparing minutes of all General Meetings. In the absence of the Internal Secretary, the Chairman shall appoint a Member with his agreement to take up this responsibility.
20. The Union shall in hold its Annual General Meeting in April or other specified date as determined by the Executive Committee, but shall be held within 15 months from the prior Annual General Meeting unless under exceptional circumstances as declared upon a

resolution by Executive Committee Meeting. The business of the Annual General Meeting shall be to:

- (i) receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings, which may have been held since the previous Annual General Meeting;
- (ii) receive and adopt the Annual Report of the General Secretary for the current session of the Executive Committee;
- (iii) receive and adopt the Financial Report including an Audited Financial Statement and a Balance Sheet prepared by the Financial Secretary of the current session of the Executive Committee;
- (iv) confirm the elected Executive Committee of the next session; and
- (v) discuss other motion(s) stated in the agenda in the Annual General Meeting. The motion(s), supported by at least ten per cent (10%) or fifteen (15) of the Members, whichever is the less, wishing to bring before the Annual General Meeting shall be delivered to the Executive Committee fourteen (14) days before the Annual General Meeting.

21. The Executive Committee may, whenever they think fit, and shall upon a requisition made in writing by at least ten per cent (10%) or fifteen (15) of the Members, whichever is the less, convene an Extraordinary General Meeting. In the case of an Extraordinary General Meeting convened upon such requisition, the following provisions shall be observed:

- (i) The requisition shall state the objects of the meeting, and must be signed by the requisitionists and delivered to the General Secretary at least fourteen (14) days prior to the proposed date of the Extraordinary General Meeting, and may consist of several documents in like form each signed by one or more requisitionists.
- (ii) In the event that the Executive Committee fails to convene an Extraordinary General Meeting within fourteen (14) days after delivery of such requisition, the requisitionists, or a majority of them, may convene the meeting themselves.
- (iii) Any meeting convened by the requisitionists as aforesaid shall be convened in the same manner as if the same were convened by the Executive Committee.

NOTICE OF MEETING

22. Prior notice in writing of not less than twenty-eight (28) days specifying the place, date and time of the General Meeting and the nature of the business to be transacted at the meeting shall be given to all Members provided that the accidental omission to give notice to individual Members, or the non-receipt by any Members of such notice, shall not invalidate the proceedings at any General Meeting.

QUORUM

23. No business shall be transacted at any General Meeting unless a quorum is present and such quorum shall consist of ten per cent (10%) or fifteen (15) of the Members, whichever is the less.
24. If a quorum is not present within thirty (30) minutes after the time appointed for the meeting, the meeting if convened upon such requisition as aforesaid, shall be dissolved. In any other case the meeting shall stand adjourned to the same day in the following week at the same time and place, and if at the adjourned meeting a quorum is not present within fifteen (15) minutes after the time appointed for the meeting, the Members present shall form a quorum.

ADJOURNMENT

25. The Chairman may if considered appropriate (and shall if so directed by the meeting) adjourn the meeting from time to time (or sine die) and from place to place provided that no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting previously adjourned.
26. Where a meeting is adjourned sine die, the date, time and place for the adjourned meeting shall be fixed by the Executive Committee and not less than seven (7) days notice in writing of the adjourned meeting shall be given to all members in like manner as in the case of the original meeting.
27. When a meeting is adjourned for ten (10) days or more, not less than seven (7) days notice in writing of the adjourned meeting shall be given to all members in like manner as in the case of the original meeting.

28. Save as aforesaid, it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting.

RESOLUTION AND VOTING

29. At any General Meeting every resolution put to vote, unless otherwise directed by the Chairman of the meeting to be done in such manner as the Chairman may deem fit, shall be decided on a show of hands.
30. In the case of an equality of votes, the Chairman of the meeting shall be entitled to a second or casting vote.
31. Every Life Member shall have one (1) vote.

ACCOUNTS

32. The Executive Committee shall cause a true account to be kept of the sum of money received and expended by the Union, and the matters in respect of which such receipt and expenditure take place and of the assets of the Union.
33. All cheques issued by the Union shall be signed by the President and the Financial Secretary, together with the chop of the Union.
34. Every year at the Annual General Meeting the Executive Committee shall place before the Union the income and expenditure account, balance sheet and the Auditor's report.

EXECUTIVE COMMITTEE

35. The Executive Committee shall consist of not less than nine (9) members holding the following positions:

- a President;
 - an Internal Vice-President;
 - an External Vice-President;
 - a General Secretary;
 - a Financial Secretary
 - an Auditor;
 - a Membership Affairs Secretary;
 - a Programme Secretary;
 - a Publication Secretary and
 - such other Secretaries or Executive Officers as the Executive Committee shall consider appropriate.
36. An Executive Committee member must be a Life Member over the age of 18 of the Union.
37. No remuneration shall be payable to the Executive Committee members.
38. The President of the Executive Committee shall not hold office for more than four (4) consecutive years.
39. The members of the Executive Committee shall retire office at the Annual General Meeting after a term of two (2) years but will be eligible for re-election.
40. The business of the Union shall be managed by the Executive Committee with the advice of the Honourary Adviser.

POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

41. The Executive Committee may exercise all such powers and do all such acts and things the Union is, by its Constitution or otherwise, authorized to exercise and do, subject nevertheless to the provisions of this Constitution and to any regulations not being inconsistent with this Constitution from time to time made by the Union at General

Meetings provided that no such regulations shall invalidate any prior act of the Executive Committee which would have been valid if such regulations had not been made.

42. The Executive Committee may appoint sub-committees for such purposes and with such powers and authorities subject to this Constitution as they may deem desirable in the performance of their tasks and in connection with management of the Union's business.
43. All casual vacancies arising among the officers or other members of the Executive Committee or any sub-committees appointed as aforesaid shall be filled by the Executive Committee.
44. The Executive Committee may meet together for the dispatch of business, adjourn or otherwise regulate their meetings as they shall think fit. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
45. The quorum necessary for the transaction of business of the Executive Committee shall not be less than one-third (1/3) of the total number of Executive Committee members currently holding offices. A meeting of the Executive Committee at which a quorum is present shall be competent to exercise all powers and discretions for the time being exercisable by the Executive Committee.
46. The President, being the Chief of the Executive Committee, shall be responsible for:
 - (i) governing the Union in all affairs;
 - (ii) presiding over all Executive Committee meetings;
 - (iii) appointing individual office bearers of the Union, except the General Secretary and the Financial Secretary;
 - (iv) coordinating the work of the Executive Committee and individual office bearers of the Union;
 - (v) acting as an advisor to the immediately succeeding Executive Committee of the Union after expiration of his term of office;

- (vi) approving all official documents of the Union; and
- (vii) coordinating any other duties deemed necessary to ensure the proper organization and operation of the Union.

47. The Internal Vice-President shall be responsible for:

- (i) acting in the absence of the President;
- (ii) succeeding to the position of President in case of vacancy in that position;
- (iii) serving as the primary liaison between the Union and the School;
- (iv) proofreading all official documents of the Union; and
- (v) assisting the President in any business deemed necessary to ensure the proper organization and operation of the Union.

48. The External Vice-President shall be responsible for:

- (i) acting in the absence of the President;
- (ii) coordinating all external affairs
- (iii) seeking for sponsorships;
- (iv) serving as the primary liaison between the Union and the sponsoring bodies;
- (v) serving as the primary liaison between the Union and other alumni associations;
- (vi) proofreading all official documents of the Union; and
- (vii) assisting the President in any business deemed necessary to ensure the proper organization and operation of the Union.

49. The General Secretary shall be responsible for:

- (i) coordinating all meetings of the Union;
- (ii) preparing and keeping agenda and minutes of all meetings of the Union;
- (iii) keeping records of all activities of the Union;

- (iv) presenting Annual Report at the Annual General Meeting;
- (v) preparing and keeping all general correspondences and documents of the Union;
and
- (vi) performing any other duties deemed necessary to ensure the proper organization and operation of the Union.

50. The Financial Secretary shall be responsible for:

- (i) receiving all subscriptions of membership fee and all other moneys coming to the Union;
- (ii) keeping in the Union's Accounts book a continuous record of all financial transactions and produce official receipts for all payments;
- (iii) preparing the Annual Budget and Annual Financial Report;
- (iv) providing relevant information to facilitate reviewing of the Accounts; and
- (v) performing any other duties deemed necessary to ensure the proper organization and operation of the Union.

51 The Auditor shall be responsible for:

- (i) auditing all the financial documents of the Union;
- (ii) arranging the Annual Financial Report to be presented in the next Annual General Meeting;
- (iii) presenting the Annual Financial Report in the Annual General Meeting; and
- (iv) performing any other duties deemed necessary to ensure the proper organization and operation of the Union.

52. The Membership Affairs Secretary shall be responsible for:

- (i) recruiting members;
- (ii) managing the data base system of the Union;
- (iii) serving as the point of contact for the alumni population;

- (iv) assisting the Internal Secretary to issue the notice;
 - (v) assisting the External Secretary to update the website of the Union; and
 - (vi) performing any other duties deemed necessary to ensure the proper organization and operation of the Union.
53. The Programme Secretary shall be responsible for:
- (i) planning, organizing and executing activities for the Members of the Union;
 - (ii) promoting activities and events of the Union and following up on all matters; and
 - (iii) performing any other duties deemed necessary to ensure the proper organization and operation of the Union.
54. The Publication Secretary shall be responsible for:
- (i) strengthening the presence of the Union;
 - (ii) producing publicity material such as newsletters, posters, emails and advertisements for publications and events;
 - (iii) collaborating with the President on publicity material;
 - (vi) liaising with staff over publicity on the School; and
 - (v) performing any other duties deemed necessary to ensure the proper organization and operation of the Union.
55. Other Secretaries or Executive Officers shall be responsible for:
- (i) performing any other duties deemed necessary to ensure the proper organization and operation of the Union.
56. All legal documents of the Union shall be signed by either two of the President, Vice-Presidents and the Financial Secretary, with the chop of the Union.

57. The financial year shall be from 1 April to 31 March.
58. The Executive Committee shall cause minutes to be duly entered in books provided for the purposes:
- (i) of all appointments of officers;
 - (ii) of all the names of the members present at each meeting of the Executive Committee and sub-committees;
 - (iii) of all orders made by the Executive Committee and sub-committees; and
 - (iv) of all resolutions and proceedings of General Meetings and of meetings of the Executive Committee and sub-committees.

Any such minutes of any meeting of the Executive Committee, or any sub-committees, or of the Union, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the adjourned meeting shall be receivable as prima facie evidence of the matters stated in such minutes and such may be inspected by any member of the Union upon request.

59. The Executive Committee shall provide for the safe custody of the cheque book and chop of the Union. The chop of the Union shall not be used without the authority of the Executive Committee or of a sub-committee so authorized by the Executive Committee.
60. The Executive Committee shall provide for the safe custody of the members' register and produce the same for inspection by members upon request.
61. The office of an Executive Committee member shall be vacated in any of the following events:-
- (i) if he shall resign or if he shall offer to resign and the other Executive Committee members shall resolve to accept such an offer, and so that in either such case the office of Executive Committee shall be vacated with effect from the date of or, as the case may be, specified in any notice of such resignation or offer which is lodged with the General Secretary or, if no such notice is lodged, such date and time as the other Executive Committee members may resolve;

- (ii) if in Hong Kong or elsewhere an order shall be made by any court on the ground of mental disorder for his detention or for the appointment of a guardian or other person to exercise powers with respect to his properties or affairs;
- (iii) if in Hong Kong or elsewhere an order shall be made by any court which would in the opinion of other Executive Committee members render him unfit to continue to act as an Executive Committee member;
- (iv) if, without leave or satisfactory reasons, he is absent from meetings of the Executive Committee for six (6) consecutive months and the Executive Committee resolve that his office be vacated; or
- (v) if he shall be removed from office by a resolution passed at any General Meeting.

ELECTION

62. The members of the Executive Committee shall be elected by Members with the highest votes received. Election of Executive Committee members shall be done by ballot papers duly completed and casted by Members. The ballot papers in the prescribed form must be sent to Members entitled to vote at least twenty eight (28) days before the General Meeting and the completed ballot papers must be received by the Union at least fourteen (14) days before the General Meeting is held. If the number of candidates standing for election to the Executive Committee at the General Meeting is equal to or less than the number of vacancies to be filled, then no voting is required and all such candidates shall be deemed to be elected automatically.
63. Nomination of candidates shall be submitted before 1 February of each year or a specified date determined by the Executive Committee. Nomination shall be made only on official forms and these, properly filled out, shall be placed in the hands of the Executive Committee. All nominated candidates must be Life Members aged 18 or above of the Union.

64. The members of the first Executive Committee shall be elected from the promoters of the Union and shall consist of not less than nine (9) members. The number of members of the succeeding Executive Committee and their respective positions shall be determined by the outgoing Executive Committee of that year.
65. The various positions of the Executive Committee members shall be elected and appointed among the Executive Committee members themselves.
66. The members of the sub-committees shall be nominated and appointed by the Executive Committee in such manner as it may deem fit.

HONOURARY ADVISER

67. The Honourary Advisers shall be the current Principal of the School but not at the time of such appointment Executive Committee members.

ALUMNI MANAGER ELECTION

68. In accordance with the Education Ordinance (the Ordinance), there shall be one (1) Alumni Manager in the Incorporated Management Committee (IMC). The election of the Alumni Manager should be conducted by the Union.
69. All alumni at the age of 18 or above of the school are eligible to become candidates.
70. An alumnus should not be nominated in the event of the following situations -
 - (i) He / she is a serving teacher of the school (because teachers can join the IMC in the capacity of teacher managers); or
 - (ii) He / she does not meet the registration requirements of managers set out in section 30 of the Ordinance.

71. As stipulated in the Ordinance, 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.
72. The term of office of an Alumni Manager comes into effect on 1 April and terminates on 31 March.
73. The Union shall assign the chairperson 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.
74. The Alumni Manager shall be elected by Members with the highest votes received. Election of the Alumni Manager could be done by voting of Members personally attending the General Meeting or by ballot papers duly completed and casted by Members. In the event of voting by ballot papers, the ballot papers in the prescribed form must be sent to Members entitled to vote at least twenty eight (28) days before the General Meeting and the completed ballot papers must be received by the Union at least seven (7) days before the General Meeting is held. If the number of candidates standing for election to the Alumni Manager at the General Meeting is equal to or less than the number of vacancies to be filled, then no voting is required and all such candidates shall be deemed to be elected automatically.
75. The Returning Officer shall inform all its members of the number of alumni manager vacancies, the period of nomination, method of nomination, date of voting and counting, date of announcement of results and other relevant information.
76. An alumnus may nominate oneself or another eligible candidate to stand for the election.
77. If no one is nominated, the Union shall extend the deadline of nomination or conducting the election again after a month.

78. Each nominated candidate shall supply a brief statement of his personal information to the Returning Officer within two hundred (200) words as required by the Union.
79. Not less than seven (7) days before the election day, the Returning Officer shall issue a letter to all alumni listing the names of the candidates being nominated and the brief introductory statements of the candidates including their declarations shall be attached. The letter shall explain the procedures and the time-table of the election. If possible, the Returning Officer can arrange a meeting for the candidates to introduce themselves to all alumni and answer questions from them.
80. All alumni of the school are eligible to vote. All eligible electors have equal voting right.
81. The period between the date of voting for alumni manager election and the deadline of nomination shall at least be fourteen (14) days.
82. To ensure a fair election, the voting shall be conducted by secret ballot, i.e. electors are not allowed to put down their names or any other marks of identification on the ballot paper and shall not let the other electors see whom they have voted for.
83. The Returning Officer shall arrange to conduct voting and counting on the same day. All members of the Union and all candidates may be invited to witness the counting of votes.
84. The Returning Officer shall inform all its members of the results of the election.
85. Unsuccessful candidate may, within one week of the announcement, appeal to the Union in writing together with the reasons.
86. The Union shall nominate to the IMC the alumnus elected as an alumni manager of the school.

87. If an Alumni Manager vacancy arises as a result of an Alumni Manager resigning during his term of office, the Union shall conduct a by-election in the same manner to elect another Alumni Manager to fill the vacancy within three months. If the Union cannot conduct the by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for further extension of the period for filling the vacancy.

NOTICES

88. Any notice or other document from the Union to a Member shall be given either personally or by post, by facsimile transmission or by electronic mail or any other electronic means to such Member at his last known address as appearing in the members' register or at any other address, facsimile transmission number or electronic mail address supplied by him to the Union for the giving of notice to him or which the person transmitting the notice reasonably and bona fide believes at the relevant time will result in the notice being duly received by the member.

89. Any notice or other document:

- (a) if sent by post (airmail in the case of a registered address outside Hong Kong), it shall be deemed to have been received at the time when the envelope containing the same is put into the post, in proving such service or delivery it shall be sufficient to prove that the letter containing the notice or documents was properly addressed and put into the post and a certificate in writing signed by the General Secretary or other officer of the Union that the envelope containing the notice or other documents was so addressed and put into the post shall be conclusive evidence thereof; and
- (b) if sent in any other manner contemplated by these Rules, shall be deemed to have been received at the time of personal service or delivery or, as the case may be, at the time of the relevant dispatch or transmission; and in proving such service or delivery a certificate in writing signed by the General Secretary or other officer of the Union as to the fact and time of such dispatch or transmission shall be conclusive evidence thereof.

AMENDMENT

90. Nothing in this Constitution as contained herein shall be altered or varied except by a resolution duly passed by Members with a majority vote of not less than three-fourths (3/4) at an Extraordinary General Meeting convened under Rule 20 or at an Annual General Meeting for the purposes as particularly stated.

DISSOLUTION

91. The Union shall be dissolved only:
- (a) if a motion is passed by not less than sixty per cent (60%) of the Life Members present at a General Meeting for which proper notice has been given; and
 - (b) if the Executive Committee of the Union consists of less than nine (9) members for four (4) consecutive years.
92. Before the dissolution of the Union, all assets and liabilities legally incurred on behalf of the Union shall be donated to the School for school development.