

HOLY FAMILY CANOSSIAN COLLEGE ALUMNAE ASSOCIATION

CONSTITUTION

ARTICLE I: NAME

This organization shall be known as the “Holy Family Canossian College Alumnae Association (嘉諾撒聖家書院校友會)” (“HFCCAA”)

ARTICLE II: THE ADDRESS OF THE HFCCAA

The address of the HFCCAA shall be the same as that of Holy Family Canossian College (“the School”) which is situated at 33 Inverness Road, Kowloon City, Kowloon, Hong Kong.

ARTICLE III: AIMS

1. To promote the common welfare of the alumnae of the School and to foster unity among them.
2. To promote the union of the alumnae and the Alma Mater in co-operation with it, under the guidance of the President and the Principal of the School.

ARTICLE IV: MEMBERSHIP

1. All students who once studied in the School are eligible to join as members of the HFCCAA, subject to the approval of the Executive Committee and upon payment of such membership fees as are determined by the Executive Committee from time to time.
2. All members shall obey the Constitution and Regulations of the HFCCAA.
3. All members are entitled to participate in policy-making and the development of the HFCCAA to enjoy full facilities and participate in all activities organized by the HFCCAA.
4. All members enjoy equal voting right and are eligible to be nominated and elected as the Executive Committee members of the HFCCAA and as the Alumnae Manager of the Incorporated Management Committee (“IMC”) of the School.
5. All members are encouraged to be present in the Annual General Meeting and the Extraordinary Meeting.

ARTICLE V: VOTING

1. All members present in the Annual General Meeting or the Extraordinary Meeting shall have the primary voting rights.
2. If a member cannot attend a meeting at which voting occurs, her voting right will be given up.
3. Resolution shall be passed by not less than two-thirds of the vote cast by the members participating in the meeting.
4. The Chairlady has a casting vote where there is an equality of votes "for" and "against" a motion.
5. A vote may be taken by a show of hands, or by a roll call vote or by ballot. It is

for the Executive Committee themselves to decide what method of voting shall be adopted.

6. At the meetings, the Principal or a teacher of the School appointed by the Principal shall be present for the counting of votes.
7. A resolution in writing signed by two-thirds of the members and annexed or attached to the minutes book of the HFCCAA shall be as valid and effective as a resolution passed at a meeting duly convened. Any such resolution may be contained in one document or separate copies prepared and/or circulated for this purpose.

ARTICLE VI: USE OF FUND

1. All income and the membership fees of the HFCCAA shall be used for the activities organized by the HFCCAA, and for other purposes resolved by the Executive Committee to the furtherance of the HFCCAA.
2. If the income and the membership fees collected cannot meet the expenses in the activities organized during the year, the Executive Committee may make use of the accumulated fund from the preceding years to cover the deficit.
3. All use of funds of the HFCCAA shall be approved by the Executive Committee.
4. The annual financial report shall be prepared and presented to the members at the Annual General Meeting for approval.

ARTICLE VII: EXECUTIVE COMMITTEE

1. Only the members may elect or become the Executive Committee members of the HFCCAA.
2. The affairs of the HFCCAA shall be directed by an Executive Committee of at least six members including one Chairlady, one Internal Vice-Chairlady, one External Vice-Chairlady, one Treasurer, one Secretary, two Promotion Directors and one Membership Director.
3. The term of office for the Executive Committee shall be two years.
4. Chairlady of the preceding session shall become an "Honourable Representative", whose duty is to contact members when there is a special function.
5. The Executive Committee shall seek advice from the Principal of the School or any independent advisors (if necessary) on planning their activities.
6. An ad hoc sub-committee (a special working committee) shall include at least two Executive Committee members plus other members to be appointed at the discretion of the Executive Committee for organizing particular functions if necessary.
7. Functions and powers of the Executive Committee members:-
 - a. ***The Chairlady*** shall represent the HFCCAA to direct the Executive Committee members in their work, be responsible for the general affairs of the HFCCAA and preside over all the meetings. When a vacancy within the Executive Committee arises anytime during the term, the Chairlady shall have the right to appoint another member of the HFCCAA to replace the vacant post until the next election.
 - b. ***The Internal Vice-Chairlady*** shall assist the Chairlady in all internal affairs of the HFCCAA and give advice wherever possible. She shall be the ex-officio Chairlady of the Executive Committee in the absence of the Chairlady. The Internal Vice-Chairlady shall replace the Chairlady if the Chairlady vacates her office and the post of Internal Vice-Chairlady shall be left vacant until the

- next election.
- c. **The External Vice-Chairlady** shall assist the Chairlady in all external affairs of the HFCCAA and give advice wherever possible.
 - d. **The Treasurer** shall take charge of the financial matters of the HFCCAA. She shall keep clear records of all the transactions occurred and compile the annual financial report.
 - e. **The Secretary** shall attend to all the secretarial work, prepare the agenda and minutes of every meeting and keep all the relative correspondence of the HFCCAA.
 - f. **The Promotion Director** shall be responsible for all publications of the HFCCAA. She shall maintain a communication channel between the alumnae and the Executive Committee.
 - g. **The Membership Director** shall take charge of the membership records of the HFCCAA and correspondence between all members and the HFCCAA.
8. The Executive Committee shall have the right to dismiss an Executive Committee member from the Executive Committee if she has been absent for four consecutive executive meetings or her conduct has seriously damaged in any way the image and reputation of the HFCCAA.
 9. The Executive Committee may meet together for the discussion of affairs, adjourn and otherwise regulate their meetings as they think fit and determine the quorum necessary for the transaction of affairs. Until otherwise determined, the Chairlady or the Vice-Chairlady together with half of the Executive Committee shall constitute a quorum.

ARTICLE VIII: MEETINGS

1. The Annual General Meeting shall be held annually. Members of the HFCCAA shall be notified of the meeting at least two weeks in advance by posting a notice at the website of the HFCCAA..
2. At the Annual General Meeting the annual financial report shall be presented by the Chairlady, or in her absence, the Vice-Chairlady.
3. An Extraordinary Meeting may be called by the Chairlady or more than half of the Executive Committee on its own initiative or upon the signed request of one-third of the members of the HFCCAA.
4. Minutes of every meeting shall be compiled by the Secretary after each meeting and sent to all Executive Committee members for information.

ARTICLE IX: ELECTION OF EXECUTIVE COMMITTEE

1. At the Annual General Meeting, elections shall be held for the opening posts in the Executive Committee to those whose terms of office have expired.
2. The Executive Committee members shall be elected in alternative years. The Executive Committee members can be elected to serve for further terms of office.
3. All members are eligible for election for the opening posts in the Executive Committee at the Annual General Meeting.

ARTICLE X: ELECTION OF ALUMNAE MANAGER

1. The HFCCAA shall be the only recognized alumnae association of the School under the Education Ordinance, Chapter 279.

2. According to the Education Ordinance, the Alumnae Manager shall be elected to join the IMC in accordance with the Regulations for the Election of the Alumnae Manager at Appendix.
3. The mechanism of election has to be fair and transparent.

ARTICLE XI: DEBTS AND LIABILITIES

1. Neither Executive Committee members nor the members shall invest, raise loans or mortgages chargeable on the funds or properties of the HFCCAA under the name of the HFCCAA or its office bearer in any circumstance.

ARTICLE XII: AMENDMENTS TO THE CONSTITUTION

1. The Constitution may be amended prior to due notice at the Annual General Meeting or the Extraordinary Meeting, provided that two-thirds of the members present vote in favour of such amendments.
2. Amendments to any part of this Constitution in relation to the election of the Alumnae Manager is subject to this Constitution and the IMC Constitution of the School.
3. Any amendment to the Constitution of the HFCCAA shall be submitted to the Registry of Societies in accordance with the laws and regulations of Hong Kong.

ARTICLE XIII: DISSOLUTION OF THE ASSOCIATION

1. The HFCCAA shall be dissolved if, at the Annual General Meeting or any Extraordinary Meeting not less than two-third of the total members of the HFCCAA vote in favour of such a dissolution.
2. In case of dissolution of the HFCCAA, the fixed assets under the name of the HFCCAA will be donated to the Alma Mater, while cash will be donated to the School Library for purchase of books for the benefit of the students.