

CONSTITUTION of The Hong Kong University of Science and Technology Computer Science and Engineering Alumni Association

1 DEFINITIONS

The following definitions of terms shall be adopted for the purpose of interpreting the Constitution:

- a. "University" or "HKUST" shall mean the Hong Kong University of Science and Technology, unless otherwise stated.
- b. "Department" shall mean the Department of Computer Science and Engineering, HKUST, unless otherwise stated.
- c. "Constitution" shall mean the Constitution of the Hong Kong University of Science and Technology Computer Science Alumni Association, unless otherwise stated.
- d. "Association" shall mean the Hong Kong University of Science and Technology Computer Science Alumni Association, unless otherwise stated.
- e. "School" shall mean the School of Engineering, the Hong Kong University of Science and Technology, unless otherwise stated.
- f. "Executive Committee" or "Committee" shall mean the Executive Committee of the Association, unless otherwise stated.
- g. "Member" shall mean the Member and Observer of the Association, unless otherwise stated.
- h. "AGM" shall mean the Annual General Meeting of the Association.
- i. "EGM" shall mean the Extraordinary General Meeting of the Association.
- j. "General Meeting" or "GM" shall mean either an AGM or an EGM.
- k. "He" shall mean "He or she", and the masculine gender shall be deemed to include the feminine and the neuter genders.
- l. "Government" shall mean the Government of Hong Kong Special Administrative Region, unless otherwise stated.
- m. All plurals shall be deemed to include the singular and vice versa.

2 GENERAL PRINCIPLES

2.1 Name

1. The full English name of the Association shall be "The Computer Science and Engineering Alumni Association, HKUST", and abbreviated as CSEAA, HKUST.
2. The name in Chinese shall be 香港科技大學計算機科學及工程學系舊生會.

2.2 Registered address

1. The registered address of the Association shall be "Department of Computer Science and Engineering, The Hong Kong University of Science and Technology, Clear Water Bay, Kowloon, Hong Kong."

2.3 Official Languages

1. The official languages of the Association shall be English and Chinese, both enjoying equal status. Either of the two languages may be used in any official meeting, function and document. If both languages are used, the original version shall be referred to whenever there are ambiguities. Chinese, in its oral form, shall mean the Cantonese and/or Mandarin.

2.4 Objectives

1. The objectives of the Association shall be to:
 - a. cultivate a sense of belonging within the Department and the University;
 - b. advance and safeguard the welfare, rights and privileges of Members;
 - c. promote fraternity among Members;
 - d. represent the Members as a whole;
 - e. support and subscribe to any charitable or public body; and
 - f. assist, whenever possible, in furthering the interests of the computer science and engineering community in the society.

2.5 Session

1. The session of the Executive Committee shall commence at the conclusion of the Annual General Meeting and terminate at the conclusion of the next Annual General Meeting.
2. Each session shall last for approximately one calendar year.

3 MEMBERSHIP

3.1 Composition

1. The Association shall comprise the following types of members:
 - a. Full Members; and
 - b. Associate Members.

3.2 Qualifications

1. All graduates of the Department shall be eligible for Full Membership of the Association.
2. All current staff and students of the Department shall be eligible for Associate Membership of the Association.

3.3 Registration

1. Registration shall be open throughout the session of the Executive Committee.

3.4 Rights

1. All Full Members shall have the rights to:
 - a. participate in the functions of the Association;
 - b. vote and to speak in General Meetings;
 - c. nominate, to second and to be nominated for Election;

- d. inspect the minutes of General Meetings;
 - e. hold office as an office bearer of the Association.
2. All Associate Members shall have the rights of Full Members except the rights to:
 - a. vote in General Meetings;
 - b. nominate, to second and to be nominated for Election; and
 - c. hold office as an office bearer of the Association.

3.5 Obligations

1. All Members shall have the obligations to:
 - a. abide by the Constitution;
 - b. abide by the resolutions passed in General Meetings; and
 - c. not act in any manner detrimental to the interest and welfare of the Association.

4 Observer

4.1 Qualifications

1. The Department may appoint any number of its staff to be the Observer of the Association.

4.2 Registration

1. An observer shall be registered by written notice from the Head of the Department to the Association.

4.3 Rights

1. All Observers shall have the rights to:
 - a. participate in the functions of the Association;
 - b. speak in General Meetings; and
 - c. inspect the minutes of General Meetings.

4.4 Obligations

2. All Observers shall have the obligations to:
 - a. abide by the Constitution;
 - b. abide by the resolutions passed in General Meetings; and
 - c. not act in any manner detrimental to the interest and welfare of the Association.

5 GENERAL MEETINGS

5.1 Resolution

1. The resolution of a General Meeting shall be regarded as having the highest authority in all matters affecting the Association. The resolution of a General Meeting can only be revoked by subsequent General Meetings.
2. No business outside the agenda shall be transacted at any General Meeting.

5.2 Authority

1. The General Meeting shall have the power to:
 - a. accept, suspend and dismiss Members;

- b. decide the working direction;
- c. dismiss any members in the Executive Committee;
- d. elect any Full Members to fill the Executive Committee;
- e. amend the Constitution;
- f. interpret the Constitution; and
- g. dissolve the Association.

5.3 Chairman of the General Meeting

1. The chairman of the General Meeting shall be the President of the Executive Committee.
2. In the absence of the President, the GM shall have the right to elect the chairman of the GM from among those Full Members that attend the meeting.

5.4 Secretary of the General Meeting

1. One member of the Executive Committee shall be the secretary of the General Meeting, to take notes and prepare the minutes of the GM.
2. In the absence of the proposed secretary, the chairman of the GM shall appoint a Full Member with his agreement to take up the Secretary's responsibility.

5.5 Notice

1. Notice of General Meeting, together with the agenda, shall be delivered to all Members no less than seven (7) days before the General Meeting.

5.6 Quorum

1. Ten percent (10%) or fifteen (15) of the Full Members, whichever is less, shall form a quorum for the General Meeting.
2. No business shall be transacted at any General Meeting unless a quorum is present and continues to be present until the conclusion of the Meeting.

5.7 Annual General Meeting

1. The Annual General Meeting shall be held at the end of the session.
2. The business of the Annual General Meeting shall be to:
 - a. 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;
 - b. receive and adopt the Annual Report of the current session of the Executive Committee;
 - c. receive and adopt the Financial Report including an Audited Financial Statement and a Balance Sheet of the current session of the Executive Committee;
 - d. elect the office bearers of the next session; and
 - e. discuss other motion(s) delivered to the Executive Committee no less than fourteen (14) days before the Annual General Meeting and supported by no less than ten percent (10%) or fifteen (15) of the Full Members, whichever is the less.

5.8 Extraordinary General Meeting

1. The Executive Committee shall have the right to convene an EGM for any purpose whenever necessary.
2. An EGM shall be convened by the President of the Executive Committee within thirty (30) days after receiving a requisition. Except specified otherwise in this constitution, the

requisition must be signed by ten percent (10%) or fifteen (15) of the Full Members, whichever is less.

5.9 Voting

1. Voting shall only be conducted with the quorum present.
2. Except specified otherwise in this Constitution, motions shall be adopted by a majority vote.

6 EXECUTIVE COMMITTEE

6.1 Formation

1. Each Executive Committee member shall be elected individually in the AGM, and shall hold office from the conclusion of the AGM in the year of their election until the conclusion of the AGM of the next election.

6.2 Composition

1. The Executive Committee shall be composed of the following members:
 - a. a President;
 - b. two Vice-presidents;
 - c. a Treasurer; and
 - d. any number of Committee members other than the above.
2. Two thirds of the Executive Committee members shall be present in the first Executive Committee meeting to decide the positions of President, Vice-presidents, and Treasurer, after the AGM of their election.
3. The positions of President, Vice-presidents, and Treasurer can be re-decided with a majority vote in an Executive Committee meeting, in which two thirds of the Executive Committee members shall be present.

6.3 Authorities

1. The Executive Committee shall have the power to:
 - a. represent the Association in all matters;
 - b. organize functions to achieve the objectives of the Association;
 - c. handle the daily affairs of the Association;
 - d. implement the resolutions of the General Meetings; and
 - e. take appropriate actions in response to cases of emergency.

6.4 Obligations

1. The Executive Committee shall have the obligation not to receive any salary or remuneration except indemnity paid out of the funds of the Association in respect of traveling and other expenditure properly incurred from the affairs of the Association.

6.5 Responsibilities of Individual Executive Committee Members

1. The President, being the chief of the Executive Committee, shall:
 - a. govern the Association in all affairs;
 - b. preside over all meetings;
 - c. co-ordinate the work of the Executive Committee and individual office bearers of the Association; and

- d. act as an advisor to the immediately succeeding Executive Committee of the Association after expiration of his term of office.
2. The Vice-presidents shall:
 - a. keep agenda and minutes of all General Meetings;
 - b. keep agenda and minutes of all Executive Committee meetings;
 - c. keep records of all activities of the Association;
 - d. present Annual Report at the Annual General Meeting;
 - e. prepare and keep all general correspondences and documents of the Association;
 - f. file and keep record of all Members;
 - g. pass all filed records to the succeeding Vice-presidents;
 - h. prepare and send letters to Members, person related and other organizations; and
 - i. help the President in communicating with publics and community.
3. The Treasurer shall:
 - a. prepare the Annual Budget and Annual Financial Report and presenting them in the Annual General Meeting;
 - b. keep in the Association's Accounts book a continuous record of all financial transactions and producing official receipts for all payments;
 - c. provide relevant information to facilitate auditing of the Accounts; and
 - d. pass all financial accounts to the succeeding Treasurer.
4. The members in the Executive Committee shall assist the President in all general affairs of the Committee.

6.6 Quorum of the Executive Committee Meeting

1. All Executive Committee meetings should be conducted with a quorum of half or more of the Executive Committee members, in which any two (2) of the President, Vice-presidents, and Treasurer must be present.

6.7 Dismissal of Executive Committee Members

1. The dismissal of a member in the Executive Committee shall be considered in a General Meeting at the request of no less than ten percent (10%) or fifteen (15) of the Full Members, whichever is more.
2. Two-third majority votes are required for a motion of dismissal.
3. The responsibilities and authorities of a member in the Executive Committee shall be suspended by the conclusion of the GM in which his dismissal is adopted.

6.8 Resignation

1. Any members in the Executive Committee wishing to resign shall give written notice to the Executive Committee in no less than thirty (30) days prior to the date of effect.

6.9 Vacancy

1. The Executive Committee can appoint a Full Member, with his agreement, to fill a vacancy in the Executive Committee, with the consent of no less than fifty percent (50%) of the Executive Committee members.
2. In case of vacancy in the position of President, Vice-presidents, or Treasurer, the vacancy shall be filled within thirty (30) days.

6.10 Notice

1. Notice of changes in membership or positions in the Executive Committee shall be delivered to all Members no less than seven (7) days after the date of effect.

7 Election

7.1 Frequency

1. An election of Executive Committee members shall be held once every two sessions in an Annual General Meeting.

7.2 Nomination

1. The nomination period shall last for no less than thirty (30) days, before the AGM. The exact dates shall be delivered to all Members before the nomination period starts.
2. A candidate shall be nominated in the form of individual by five (5) Full Members.
3. The list of nominations received shall be attached to the agenda of the AGM.

7.3 Voting

1. A nominated candidate will be successfully elected if no less than half of the quorum present in the GM vote for him.

8 FINANCE

8.1 Financial Year

1. The financial period of the Association shall coincide with the Association session.

8.2 Executive Fund

1. The Executive Fund includes the outstanding balance, donation and proceeds of the last financial period.
2. All Executive Fund shall be used only for activities of the Association and other purposes that comply with the Association's objectives.
3. The Executive Committee shall aim to balance the revenue and the expenditure for each function and ultimately for each Association session.

8.3 Annual Financial Report

1. At the end of each session, the Treasurer shall prepare an Annual Financial Report, together with a Financial Statement audited by a Full Member outside the Executive Committee, and a Balance Sheet, which shall be presented at the Annual General Meeting.

8.4 Expenditure

1. Any expenditure of the Association shall be approved by the Executive Committee and signed by any two (2) of the President, the Vice-presidents and the Treasurer.

8.5 Membership Fee

1. The Association shall not collect any membership fee.

8.6 Loans

1. The Association shall not borrow any loans.

8.7 Bank Account

1. The Association may open a current and/or savings account(s) in any Government approved financial institutions under the name of the Association, provided that money can only be withdrawn with two (2) signatures from the authorized persons, which are the President, the Vice-presidents and the Treasurer.

9 AMENDMENT TO THE CONSTITUTION

9.1 The Procedure for Amendment

1. Any amendment to the Constitution will be effective by the conclusion of the GM in which the amendment is adopted.
2. Request for amendment to the Constitution can be made by no less than two (2) Full Members to the Executive Committee. A GM for a motion of amendment shall be convened by the President of the Executive Committee within thirty (30) days after receiving such requisition.
3. Two-third majority votes are required for a motion of amendment.

10 DISSOLUTION

10.1 Requirement for Dissolution

1. Request for dissolution of the Association shall be made by two-thirds of the Full Members. A GM for a motion of dissolution shall be convened by the President of the Executive Committee within thirty (30) days after receiving such requisition.
2. Two-third majority votes are required for a motion of dissolution.
3. Before the dissolution of the Association, all assets and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds shall be disposed of in accordance with the resolution at the GM.