

CONSTITUTION OF ST. PAUL'S DAY NURSERY ALUMNI ASSOCIATION

I TITLE

1. The name of the association shall be "St. Paul's Day Nursery Alumni Association" (hereinafter called the "**Association**").

II ADDRESS

2. The address of the Association shall be:

St. Paul's Day Nursery
140A Leighton Road, Causeway Bay
Hong Kong

III OBJECTS

3. The objects of the Association shall be:
 - 3.1 to foster and continue the friendship of all former students of St. Paul's Day Nursery (hereinafter called the "**School**");
 - 3.2 to assist the School in ways authorised by the members of the Association (hereinafter called the "**Members**") at General Meetings (as defined in Article 15);
 - 3.3 to provide for Members sports and recreational activities, and to help in Catholic activities; and
 - 3.4 to receive donations of all kinds with the approval of the Executive Committee (as defined in Section V).

IV MEMBERSHIP

4. There shall only be one class of Members, namely Life Members.
5. Membership of the Association shall be open to all graduates of the School. She/He shall be a Life Member upon:
 - 5.1. submission of an application form as prescribed by the Executive Committee from time to time to the Membership Secretary;
 - 5.2. payment of a membership fee of such amount as shall be determined from time to time by the Executive Committee; and
 - 5.3. approval by the Executive Committee.
6. All Members shall have the obligation to:
 - 6.1 abide by and obey the Constitution and all resolutions passed at General Meetings;
 - 6.2 support the decisions and resolutions of the Executive Committee; and

- 6.3 not use the name of the Association for any personal, commercial, profit-making or political activities. The Association hereby reserves the rights in the event of any infringement of this provision by any Member.
7. All Members shall have the following rights and privileges:
 - 7.1. Provided that the Member is not under the age of 18 years (hereinafter known as an “**Adult Member**”), to elect members of the Executive Committee;
 - 7.2. provided that the Member is an Adult Member at the time of nomination, be eligible to be elected as a member of the Executive Committee;
 - 7.3. provided that the Member is an Adult Member, to propose, to vote and to recall a motion in a General Meeting; and
 - 7.4. to join all activities organised by the Association.
8. It is the responsibility of each Member to notify the Association of any change in his/her contact details. Should the Association be unable to contact a Member for more than one year (meaning that the communication from the Association being rejected or returned), the Association shall not be in any way obliged to continue to contact and/or send any communications or notices (including notices of General Meetings) to such Member.

V ORGANISATION

9. The main organ of the Association shall be the General Meeting, and when it is not in session the Executive Committee shall be its governing body.
10. The Principal of the School shall be the Patron (ex-officio) and may attend meetings and activities organized by the Association.
11. The management of the Association shall be directed by the Executive Committee which shall consist of:
 - 11.1. a President;
 - 11.2. a Vice President;
 - 11.3. a Membership Secretary;
 - 11.4. a Correspondence Secretary;
 - 11.5. a School Representative;
 - 11.6. a Treasurer;
 - 11.7. an Honorary Legal Adviser; and
 - 11.8. two General Officers.
12. The tenure of office of the President and other office-bearers shall be two years and they may be re-elected or re-appointed (as the case may be). However, a President and a Treasurer may not hold their posts for more than four consecutive years. Whilst the President, Vice-President, Membership Secretary, Correspondence Secretary, Treasurer and General Officers shall be elected by members, the School Representative and Honorary Legal Adviser shall be appointed by the School and the Executive Committee, respectively, provided that the School Representative shall be a present or past members of the teaching staff of the School.

13. The election of the Executive Committee shall be held every two years on a day no less than 14 days before the Annual General Meeting for the year. The election shall be conducted by electronic means or by such means the Executive Committee shall decide. The candidates elected and the members appointed shall hold office with immediate effect after the conclusion of the Annual General Meeting.
14. The Executive Committee shall have the power from time to time to co-opt any Adult Member either as an additional member of the Executive Committee or to fill a casual vacancy. Any person so co-opted shall hold office until the next election and shall be eligible for re-election thereat.
15. The Annual General Meeting shall be held in November or December every year. 14 days' advance notice of the Annual General Meeting shall be given to the Members by such means the Executive Committee shall decide.

VI MEETING

16. General Meeting means a meeting of the Adult Members of the Association. At any General Meeting, 15 Adult Members shall form a quorum.
17. If within half an hour after the time appointed less than 15 Adult Members are present at an Annual General Meeting, then a second meeting shall be called within 14 days after the Annual General Meeting at which those Adult Members present shall be deemed to form a quorum.
18. The President shall take the Chair at every General Meeting of the Association. In the absence of the President, the Vice-President shall take the Chair at such General Meeting. If the President and the Vice-President are both not present at the time appointed for such meeting, one of the members of the Executive Committee shall be elected by those present at the meeting to take the Chair.
19. The function and powers of the General Meetings are as follows:
 - 19.1. to receive and adopt the Correspondence Secretary's Annual Report;
 - 19.2. to receive and adopt the audited accounts for the previous financial year by the Treasurer;
 - 19.3. to amend and pass the Constitution;
 - 19.4. to decide on the policies of the Association;
 - 19.5. to consider and decide on the progress of the affairs of the Association; and
 - 19.6. to discuss and decide on other affairs of the Association;
20. If necessary, upon the jointly signed written request of not less than 5 members of the Executive Committee or 25 Adult Members in asking the President to convene an Extraordinary General Meeting, the President should convene the meeting within 30 days after receipt of the request.
21. Executive Committee Meetings convened by the President may be held from time to time.

22. At all Executive Committee Meetings, 4 members of the Executive Committee shall form a quorum.
23. Save as otherwise provided herein, proposals at all General Meetings must be passed by over half of those Adult Members present before they can become resolutions. In the event of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

VII POWER AND DUTIES OF THE EXECUTIVE COMMITTEE

24. The President shall be the Chairman of the Executive Committee and shall preside at all Executive Committee Meetings.
25. The Vice-President shall assist the President and, in the absence of the President, shall act as Acting President.
26. The duties of the Correspondence Secretary shall be:
 - 26.1. to be responsible for the general correspondence of the Association;
 - 26.2. to keep a full record of the activities of the Association;
 - 26.3. to take minutes of all meetings held by the Association; and
 - 26.4. to submit an Annual Report to be read and adopted at the Annual General Meeting.
27. The duties of the Membership Secretary shall be:
 - 27.1. to maintain the membership database of the Association; and
 - 27.2. to distribute circulars, newsletters and other relevant information to the Members, and to manage distribution of information on the website.
28. The duty of the School Representative shall be to maintain close communication between the School and the Association.
29. The duties of the Treasurer shall be:
 - 29.1. to prepare the budget of the Association for the year;
 - 29.2. to keep an up-to-date account of all income and expenditure of the Association to be audited by the Honorary Auditor;
 - 29.3. to be responsible for all financial affairs of the Association;
 - 29.4. to receive fees and donations, issue receipts and make payments as ordered by the Executive Committee; and
 - 29.5. to submit an audited financial report up to 30th September of the year, to be read and adopted at the Annual General Meeting.
30. The duty of the Honorary Legal Adviser shall be to provide legal advice as and when necessary to the Association.
31. The duties of the General Officers shall be to assist the Executive Committee in all aspects and perform such duties as the Executive Committee shall assign from time to time.

VIII SUBSCRIPTION

32. Every person who wishes to join as a Member shall on first joining the Association pay a membership fee as shall be determined from time to time by the Executive Committee.
33. The Executive Committee shall have the power from time to time to adjust the amount of membership fee payable by the Members upon first joining the Association.
34. Any Member who commits any one of the following may be warned or expelled from the Association by the Executive Committee:
 - 34.1 infringement or disobedience of the Constitution or any resolution of the General Meetings; or
 - 34.2 committing any unlawful acts, violation of the Constitution or committing any acts that impairs the reputation of the Association.
35. The membership fees already paid by a Member whose membership has been ceased for whatever reason shall not be refundable. The office held by such Member shall also be terminated automatically.

IX FINANCE

36. The Honorary Auditor shall be appointed by the Executive Committee. The duty of the Honorary Auditor is to audit the account of all income and expenditure of the Association and the financial report to be tabled at the Annual General Meeting.
37. Funds of the Association should be deposited with a bank account designated by the Executive Committee. Cheques for drawing money from the bank must be jointly signed by any two of the three authorised signatories, including the President and Treasurer.
38. Funds of the Association shall only be used in accordance with the objects as stipulated in Article. All expenses must be approved by the Executive Committee.

X OTHERS

39. A motion to dissolve the Association shall be voted in favour by not less than two-thirds of all Adult Members present at a General Meeting. If there is any surplus in the funds of the Association, it shall be donated to the School.
40. The Constitution of the Association once approved and adopted, shall not be amended except by a resolution approved and adopted at a Annual General Meeting or an Extraordinary General Meeting convened specially for that purpose and such amendments shall take effect after being passed in the said Annual General Meeting or Extraordinary General Meeting.

41. This Constitution and all communications, notices and documents mentioned or required under this Constitution may be written in the English Language or in the Chinese Language. In the event that any document (including this Constitution) is provided or drafted in both English and Chinese, then the English version shall prevail should there be any inconsistency between the two versions. The interpretation of the Constitution shall be rested with the Executive Committee.
42. The Association is an affiliated association of the School.

Version 1.2