CONSTITUTION AND BY-LAWS
ST. STEPHEN’S CHURCH COLLEGE ALUMNI ASSOCIATION

CONSTITUTION

ARTICLE I – Name
The English name of the organization shall be “ST. STEPHEN’S CHURCH COLLEGE ALUMNI ASSOCIATION”, while the Chinese name of the organization shall be “聖士提反堂中學校友會”, hereinafter referred to as “SSCCAA” or “the Association”.

ARTICLE II – General
The Association is established under the St. Stephen’s Church College School Management Council/ The Incorporated Management Committee of St. Stephen’s Church College. The St. Stephen’s Church College School Management Council/ The Incorporated Management Committee of St. Stephen’s Church College reserves the right to dissolve the Association.

ARTICLE III – Objectives
The objectives of the Association shall be to:
(a) strengthen the link of graduates with teachers and students of St. Stephen’s Church College (“the School” or “SSCC”);
(b) enhance friendship and promote fraternity among members;
(c) organize cultural and recreational activities for members;
(d) raise funds for the School and the Association by organizing charitable functions from members and outsiders.

ARTICLE IV – Operations
The operations of the Association are chiefly to be carried out in Hong Kong.

ARTICLE V – Laws
The Association shall be abided by the laws of Hong Kong Special Administrative Region and Roberts Rules of Order.

BY – LAWS

1) Registered Office
The address of the Association shall be the same as that of St. Stephen’s Church College which is situated at 62, Pokfulam Road, Hong Kong. The Executive Committee shall have the rights to relocate the registered office to another place within Hong Kong as it seems fit, but prior notice to all members and the local authority is required.

2) Membership

a) Ordinary Member

i) All Form Five and Form Seven graduates of or before 2012 and Form Six graduates from 2012 of St. Stephen’s Church College shall be entitled to ordinary membership of the Association upon payment of an annual membership fee.

ii) Students of St. Stephen’s Church College who are not Form Five or Form Seven graduates of or before 2012 and Form Six graduates from 2012 of the School may also be granted ordinary membership provided the application is being approved by the Executive Committee, and they shall be entitled to ordinary membership of the Association upon payment of an annual membership fee.

b) Associate Member

All current and former staff being or once been in service to St. Stephen’s Church College shall be entitled to associate membership of the Association. An Associate Member shall enjoy all rights and privileges of ordinary membership except the rights to vote and to be elected. An Associate Member shall be exempted from paying any membership fees.

c) Honorary Membership

The Association, upon a proposal submitted by its members and an approval granted by not less than two-thirds of the Executive Committee, may invite a person or persons of distinction who, in their opinion, have rendered or may render valuable service to the Association as Honorary Members. Honorary Members shall include any honorary posts as appointed by the Executive Committee. An Honorary Member shall enjoy all rights and privileges of ordinary membership except the rights to vote and to be elected. An Honorary Member shall be exempted from paying any membership fees.

3) Limit on Membership

The membership number of the Association is unlimited.

4) Admission and Terms of Membership

An applicant shall submit to the Association a completed application form and prescribed
member fee, and the application must be duly approved by the Executive Committee. The Executive Committee has the right to reject any application without assigning any reason or whatsoever. Term of membership shall be one year commencing from 1st September to 31st August.

5) Nature and Liability of Members

The Association is a non-profit, private, voluntary organization. Members are treated as owners of the Association through the principle of “one member one vote”. Each member has the same right and privilege and each shall be bound by the rules and regulations of the Association. The liability of the Association will be borne evenly by all ordinary members.

6) Rights of Members

a) All members of the Association shall be entitled to:
   i) use all facilities provided for the general use of its members.
   ii) attend functions arranged by and general meetings of arranged by the Association.

b) Only ordinary members shall have the right to vote, nominate, second and be nominated for election of Executive Committee of the Association.

7) Obligations of Members

a) To abide by the Constitution and By-Laws of the Association and the rules and regulations passed at the Executive Committee Meeting.

b) To pay the annual membership fees as prescribed by the Constitution and By-Laws or the Executive Committee. Unless and until the membership fees are fully paid, all rights and privileges of the members shall be suspended. In the event that the membership fees be in arrears for over six (6) months, the Executive Committee has the power to delist such member from the members’ register without the need to pass a resolution at the General Meeting.

8) Awards and Discontinuance of Membership

a) The Executive Committee may, with the approval by not less than two-thirds of the Executive Committee members, present letters of commendation to those who offered contributory services to the Association.

b) Members who commit one of the following breaches may, subject to the approval at the General Meetings, be warned or expelled from the Association by the Executive Committee:
i) Infringement of the Constitution and By-Laws of the Association and the resolutions passed at the General Annual or Extraordinary General Meetings;

ii) Violation and convicted of a criminal offence in Hong Kong; or

iii) False use of the name of the Association in unlawful acts.

c) Fees already paid or donations being made to the Association by members who have withdrawn voluntarily from the Association or their membership being delisted from the Association shall not be recoverable. If the members concerned are office bearers, their terms of service shall cease automatically.

9) Membership Fees

Membership fees shall be determined and passed at the Annual General Meetings.

10) Funds

Funds collected from members or by other means shall be applied according to the objectives of the Association. No interest, dividends, or any other kind of profits shall be paid-out to any member of the Association. Members of the Executive Committee shall not receive any salary, wage, or remuneration for their service rendered to the Association but they shall be indemnified out of the funds of the Association in respect of travelling and other expenditure properly incurred from the affairs of the Association.

11) Executive Committee

a) Organization and Responsibilities

i) The Executive Committee shall consist of not less than five (5) members holding the following positions: a Chairman, a Vice-Chairman, a Secretary, a Treasurer and a General Affairs Officer.

ii) The Executive Officio shall be the current school principal of St. Stephen’s Church College who acts as advisor of the Association.

iii) The Chairman shall represent the Association and preside over all the meetings. He/She shall coordinate the work of the Executive Committee and individual office bearers of the Association, and govern the Association in all affairs.

iv) The Vice-Chairman shall assist the Chairman in his/ her work and shall act for him/her during his/her absence, or incapacity.

v) The Secretary shall attend to all secretarial work, keep the seals and documents under safe custody, compile agenda and record minutes of all meetings of the
vi) The Treasurer shall keep an account of all financial transactions of the Association, prepare the annual budget and Annual Financial Report and arrange them to be presented in the next Annual General Meeting. He/She shall be generally responsible for all financial matters of the Association.

vii) The General Affairs Officer shall make purchases for the Association and shall attend to all work which do not fall within the charters of other Executive Committee members.

viii) The Executive Committee shall be responsible to the Association for all its actions.

b) Quorum

At all Executive Committee meetings of the Association, a quorum shall be half or more of the total number of Executive Committee members.

c) Functions

i) To formulate the policies of the Association;

ii) To implement the resolutions passed at the General Meetings;

iii) To consider and adopt the progress and financial reports of the Association; and

iv) To draft amendments to the Constitution and By-Laws of the Association.

d) Meetings

i) The Executive Committee shall meet at least once a year and each meeting shall be convened by the Chairman, or in his/her absence by the Vice-Chairman or such other officers as may be appointed by the Executive Committee.

ii) Each Executive Committee member shall be informed of the agenda for each meeting no less than seven days before the meeting.

e) Power

The Executive Committee may:

i) appoint any sub-committee;

ii) delegate such authority to a member or officer;

iii) prescribe the functions and purposes be in consistent with the Constitution and By-Laws; and
iv) revoke any such delegations.

f) Vacancy

Without calling for an Extraordinary General Meeting or Annual General Meeting, the Executive Committee shall have the power and absolute discretion to appoint any member to fill up the post should there be a vacant position or any Executive Committee member resigns or retires from office.

12) Notice of Meeting

Notice of Annual and Extraordinary General Meeting together with the agenda, shall be given to all members at least fourteen (14) days prior to meetings.

13) Annual General Meeting (AGM)

An Annual General Meeting AGM shall be held once every calendar year at such time and place as may be prescribed by the Executive Committee. The Executive Committee shall be elected at the Annual General Meeting AGM once every calendar (school) year and election shall be held before the end of their service term.

14) Extraordinary General Meeting (E.G.M.)

If necessary, an Extraordinary General Meeting E.G.M. may be held upon a written request of by over half of all the Executive Committee members or of by over 10% of the ordinary members of the Association to the Chairman. The Chairman shall convene the Extraordinary General Meeting E.G.M. within one month after the requisition. If the Chairman fails to convene the Extraordinary General Meeting E.G.M., any member who requested for the Extraordinary General Meeting E.G.M. may convene the meeting in the name of the Chairman.

15) Quorum and Resolution

a) The quorum of the Annual General Meeting shall be at least 15 of ordinary members of the Association.

b) At any General Meeting, motions shall be put to vote and be decided on a show of hands according to the simple majority rule, that is being more than 50% of those voting and abstinence not being counted.

c) At any General Meeting, every ordinary member shall have one (1) vote and in the case of an equality of votes, the Chairman shall be entitled to a second or casting vote.

16) Adjournment of General Meetings

a) If a quorum is not present within one (1) hour after the time appointed for the meeting, the
meeting shall be dissolved.

b) In the absence of a quorum, the meeting shall be adjourned and be convened again by the Chairman within two (2) weeks at such time and place as decided by Executive Committee.

c) The Quorum of the second meeting held under Clause 16(b) shall be the number of members present.

17) Election of Members of Executive Committee

a) An Election Committee consisting of five (5) Executive Committee Members shall be formed by ten (10) weeks before Annual General Meeting of the next session.

b) Voting

   i) Voting shall be conducted in secret ballot.

   ii) Candidates who receive the highest number of votes shall become the Executive Committee Members. In the event of a tie, the decision shall be made by the drawing of lots.

   iii) The various positions of the Executive Committee members shall be filled by elected election and appointed among the Executive Committee members themselves.

18) Election of Alumni Manager

   a) The Association is recognized by the sponsoring body of the School as the recognized alumni association of the School pursuant to Section 40AP of the Education Ordinance (Cap. 279) (“the Ordinance”).

   b) Being the recognized alumni association of the School, the Association shall be responsible for conducting the elections of the alumni manager of the School in accordance with the Ordinance, the constitution of the Incorporated Management Committee of the School and the “Rules of the Election of the Alumni Manager of St. Stephen’s Church College”.

   c) Any amendment to the abovementioned Rules of the Election of the Alumni Manager shall become effective only upon the written consent of the sponsoring body of the School.

19) Finance

The Association may raise funds by any legitimate means or methods provided that they do not violate the spirit and objectives of the Association.

20) Bank Account

The Association may open a current and/or savings account(s) in any Government
Government-approved financial institution(s) under the name of the Association, provided that money can only be withdrawn with approval from two (2) out of three (3) authorized persons, including the Chairman, the Vice-Chairman and the Treasurer.

20) Use of Funds

Funds of SSCCAA shall be used to meet its recurrent expenditure and for the activities as stipulated in Article II of Constitution and shall not be used for any other purposes.

21) Interpretation

Interpretation of Constitution and By-Laws shall be determined by the Executive Committee.

22) Amendments

Amendments of Constitution and By-Laws may only be made by the Executive Committee as situation requires and are deemed to be effective only when they are approved in writing by the sponsoring body of the School and passed at an Annual General Meeting or Extraordinary General Meeting and approved by the St. Stephen’s Church College School Management Council/Incorporated Management Council.

23) Dissolution

The Association shall be dissolved if a resolution is passed at the Annual General Meeting or Extraordinary General Meeting and print notice of dissolution must be sent to all members. Upon the dissolution of the Association, all assets and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining assets shall be donated to local charitable organizations as deemed appropriate by the Executive Committee.

24) Use of Name or Insignia of “Hong Kong Sheng Kung Hui”

Any use of the name or insignia of the “Hong Kong Sheng Kung Hui”, or any of its abbreviated forms or derivatives, by the Association, its agents or members shall be subject to the terms and conditions of a licence or consent to be granted by the Archbishop of Hong Kong Sheng Kung Hui in writing from time to time.

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