

HONG KONG ASSOCIATION FOR BUSINESS EDUCATION

CONSTITUTION

Section I General

Art. 1 Name: The name of the Association shall be the Hong Kong Association for Business Education (hereinafter referred to as “the Association”) and the name in Chinese shall be 香港商業教育學會

Art. 2 Address: The office address of the Hon. Secretary shall be the address of the Association.

Art. 3 Objects:

The objects for which the Association if established are: -

- a. To promote the standard of business education in Hong Kong.
- b. To provide a responsible medium through which the opinions of those involved in business education may be exchanged.
- c. To promote a closer union and interest among its members for the purpose of mutual assistance.
- d. To publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- e. To run for the benefit of members activities such as talks, seminars, visits and social functions.
- f. To represent the interests of members on outside bodies connected with business educations.

Section II Use of Funds:

All money received on account of subscription, donation, interest or investment, if any, and of other funds belonging to the Association shall only be applied in carrying out the objects of the Association in accordance with this constitution.

Section III Membership:

Art. 1 The Association for the purpose of this Constitution is hereby declared to be consisting of an unlimited number of members.

Art. 2

(a) Qualification

Any person of good standing who is interested in the objects and activities of the Association may join if approved by the Executive Committee as a member.

(b) Classification

Membership is classified into the following categories:

Ordinary Members, Association Members, Student Members and Honorary Members. In case there is any doubt on membership classification the Executive Committee shall clarify and its interpretation is final.

(i) Ordinary Members

Any person teaching business and/or commercial education in Hong Kong may become an Ordinary Member.

(ii) Association Members

Any person who is interested in the promotion of business education may become an Associate Member.

(iii) Student Members

Undergraduates studying business and/or commercial subjects in the Universities, Post-secondary Colleges, Hong Kong Institute of Education and Institute of Vocational Education may be admitted as Student Members of the Association.

(iv) Honorary Members

(a) The Executive Committee may invite Government officials and staff of the Universities, Post-secondary Colleges, Hong Kong Institute of Education and Institute of Vocational Education as well as local dignitaries to be President, Vice Presidents or Advisers of the Association on such terms and for such periods as it shall deem fit.

(b) The Executive Committee may invite suitable persons to become Patron, Honorary Presidents or Honorary Advisers of the Association, on such terms and for such periods as it shall think fit.

(c) Application for Membership

Applications for membership under categories (i) to (iii) shall be in writing, addressed to the Executive Committee and shall be in such form as the Executive Committee prescribes.

(d) Voting Right

Ordinary Members are entitled to one vote each.

(e) Resignation

Any Member who wishes to resign shall notify the Secretary in writing to that effect, and his resignation shall then be effective forthwith.

(f) Forfeiture of Membership

A Members may be deprived of his membership rights if the Executive Committee should for any reason decide that this is in the best interests of the Association.

Art. 3 Membership Subscription

A member shall pay an annual subscription. The amount of which shall be determined by the Executive Committee.

Section IV Executive Committee

Art. 1 (a) There shall be an Executive Committee consisting of not more than fifteen members who shall be elected at the Annual General Meeting:

Chairman	Three Vice-Chairmen
Secretary	Assistant Secretary
Treasurer	
and Executive Committee Members	

(b) All members of the Executive Committee shall hold office for two years.

(c) All members of the Executive Committee shall be elected at the Annual General Meeting in every other year and retiring members shall be eligible for reelection.

The Chairman of the AGM at which election takes place will accept nominations for different offices in the following order:

Chairman
Three Vice-Chairmen
Secretary
Assistant Secretary

Treasurer
and Executive Committee Members

Voting will be in the form of a show of hands or, if requested by two members and supported by over half of the members present at this meeting, in the form of secret ballot.

- Art. 2 The Executive Committee shall have the power to appoint sub-committees consisting of members of the Executive Committee and/or members of the Association or otherwise for any specific purposes and to delegate to same any of the power of the Executive Committee for such purposes.
- Art. 3 The Executive Committee shall have the power to elect any member of the Association to fill casual vacancies in the Executive Committee.
- Art. 4 Executive Committee Meeting:
- (a) Executive Committee shall be convened by the Chairman or in his absence the Vice-Chairman and shall meet at least three times a year.
 - (b) One third of the Executive Committee members shall form a Quorum.
 - (c) Each member of the Executive Committee shall have 1 vote. The Chairman or any other member in the Chair shall be entitled to vote on all motions and resolutions, but the Chairman shall have a second or casting vote in the event of equal division of votes.
 - (d) The Executive Committee shall be empowered to make regulations for the conduct of business of their own meetings subject to this Constitution.
 - (e) The Executive Committee shall cause minutes to be entered in the books for the recording of :
 - (i) the names of the Committee members present at each meetings, and
 - (ii) all resolutions and proceedings of General Meeting and Executive Committee Meetings, such minutes shall be signed by the Chairman at the next succeeding meetings.
 - (f) All minutes, records or books of the Association shall be kept by the Secretary.
 - (g) If an Executive Committee member fails to attend 3 consecutive

Committee Meetings a year with no good reason, he/she shall be taken as having resigned from the Executive Committee.

(h) Management :

(i) The decision of the Association in General Meetings shall be final.

The management and the day-to-day administration of the Association shall be vested in the Executive committee.

(ii) The official spokesman of the Association shall be the Chairman or a Member of the Executive Committee duly authorized by the Chairman. No other member shall be entitled to present the views of the Association to the Government or the public.

(iii) The Executive Committee shall be empowered to represent the Association in the promotion of the objects of the Association.

Section V

General Meeting

Art. 1

Annual General Meeting :

(a) Date: The Annual General Meeting shall be held within the first three months of each academic year, the date of which shall be decided by the Executive Committee.

(b) Chairman: The President of the Association shall be the Chairman at the General meetings or in his absence, the Chairman of the Executive Committee or if none of them be present, the Vice Chairman or one other member of the Executive Committee.

(c) Notice: Notice of the Annual General Meeting, General Meeting and Extraordinary General Meeting shall be given to all members at least 14 days before the Meeting and the agenda thereof shall be circulated among members at least 7 days before each Meeting. The accidental omission to give notice of a meeting or the non-receipt of the notice of a meeting or the non-receipt of the notice of a meeting by any member shall not invalidate proceedings at any meeting.

(d) Quorum:

(i) $\frac{1}{5}$ of the total members or twenty ordinary members whichever is the less, shall form a Quorum for a general meeting.

(ii) Should there be an insufficient Quorum after 30 minutes from the time appointed for the meeting, the meeting shall be adjourned and be reconvened within two weeks. At the reconvened meeting, any number of members present shall form a Quorum.

(e) Business:

The business of Annual General Meetings shall be:-

- (i) To receive and adopt the Minutes of the previous General Meetings.
- (ii) To receive and adopt the Annual Report by the Chairman.
- (iii) To receive and approve the Annual Financial Report of the Hon. Treasurer.
- (iv) To elect the Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer and other Executive Committee Members and in that order, i.e. the Chairman shall be elected first, by secret ballot.
- (v) To consider and decide upon any proposal or matter and transact any matters which have been duly submitted by member.
- (vi) To consider and decide upon any matter referred to by the Executive Committee.

Art. 2 Proceedings at General Meetings

- (a) At General Meetings, all motions shall be decided by the show of hands and secret ballot. All motions shall be carried by a majority vote.
- (b) In the event of equal division of votes, the Chairman of the Meeting shall have a second or casting vote.

Section VI Extraordinary General Meeting

An Extraordinary General Meeting may be convened at any time by the Chairman or in his absent by the Vice-Chairman or upon requisition for same in writing signed by 10% of the members of the Association addressed to the Secretary. Notice and agenda thereof shall be given in such manner and such mode as in Section V, Art. 1(c). In case of the Meeting being convened upon the requisition of the members, the discussion held and resolution passed in the Meeting shall be confined to only those questions and points as listed out in the requisition.

Section VII Liability of members and officials

The officials of the Association shall be jointly and severally liable to all debts and liabilities arising out or occurred during their tenure and the members of the Association shall only be liable to contribute a sum not exceeding their annual subscription.

Section VIII Dissolution

- (a) The Association may at any time be dissolved by a resolution passed by not less than 3/4 of the members present at an Extraordinary General Meeting.
- (b) In the event of dissolution, any residual assets after satisfaction of all debts and liabilities shall be donated to the Community Chest or other charitable organization as determined by members present at the Extraordinary General Meeting.

Section IX Amendment

This constitution may be amended in a General Meeting by resolutions passed by not less than 3/4 of the members present and vote thereat. Such amendments so passed shall become effective after approval has been obtained from the Registrar of Societies.

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