

Constitution of the Tung Wah Group of Hospitals Wong Fut Nam College Alumni Association (TWGHsWFNAA)

Version 2026 (Revised)

1. Name

The name of this organization shall be Tung Wah Group of Hospitals Wong Fut Nam College Alumni Association (TWGHsWFNAA) or in Chinese 東華三院黃笏南中學校友會.

2. Definition

In these presents, unless the context otherwise requires:

2.1. The Association means the above named Tung Wah Group of Hospitals Wong Fut Nam College Alumni Association.

2.2. The Executive Committee means the Executive Committee of the Association.

2.3. The school means the TWGHs Wong Fut Nam College.

3. Address

The registered address of the Association shall be 1C, Oxford Road, Kowloon Tong, Hong Kong.

4. Objectives

The Association shall be a non-profit making organization. Any surplus from its activities shall be used in other activities of the Association to enhance the objectives of the Association.

The objectives of the Association shall be:

4.1 To provide opportunity for and encourage mutual support amongst members;

4.2 To maintain relationship and co-ordination between the school and members;

4.3 To secure the rights of the school and the Association.

5. Membership

5.1 Qualifications

Membership shall be open for application by any person who has once enrolled in and has left the school.

Every eligible person, upon application on the form, payment of the enrolment and annual membership fees and approval by the Executive Committee shall become a member of the Association.

5.2 Classification

Members of the Association are divided into Annual Members, Life Members and Pre-members.

5.2.1 Annual Member

5.2.1.1 Any person who fulfils the qualification set out at Article 5.1 shall be eligible to become an Annual Member.

5.2.1.2 Every Annual Member will have to pay the annual membership fee.

5.2.1.3 Eligible Annual Members may become Life Members.

5.2.1.4 Every Annual Member shall have rights and obligations as described hereinafter.

5.2.2 Life Member

5.2.2.1 Pre-members who have ceased to be students of the College shall become Life Members automatically subject to no outstanding Fees and deposit payable to the Association for the time being.

5.2.2.2 Annual Members whose membership as Annual Members have been maintained for at least six (6) years or cumulatively paid \ \$500 shall become Life Members automatically subject to no outstanding Fees payable to the Association for the time being.

5.2.2.3 Alumni who apply for admission and, with approval of the Executive Committee, join the Association will become a Life Member upon payment of prescribed Fees.

5.2.2.4 Life Member is not required to pay annual fee.

5.2.2.5 Every Life Member shall have rights and obligations as described hereinafter.

5.2.3 Pre-member

5.2.3.1 Any student who fulfils the qualification set out at Article 5.1 (except the requirement that he has left the school) shall be eligible to become a pre-member.

5.2.3.2 Every Pre-member will have to pay a prescribed non-refundable deposit.

5.2.3.3 Eligible Pre-members may become Life Members.

5.2.3.4 Every Pre-member shall not have voting right at any and all meetings.

5.3 Rights

Every member shall have the following rights:

5.3.1 To attend, speak and vote (except Pre-member) at all general meetings of the Association; and

5.3.2 Subject to the provisions hereof shall be eligible to be elected to any office of the Executive Committee.

5.3.3 To vote in the election of the Alumni Manager and, subject to the provisions

herein, to stand for election to that office.

5.4 Obligations

5.4.1 Acceptance of Constitution

Every member must accept the Objectives of the Association set out at Article 4 and agree to comply with Constitution of the Association.

No member shall be absolved from the observance of the Constitution on the plea that a copy of it has not been received.

5.4.2 Support and Participation

Every member shall actively participate in the functions organized by the Association.

5.4.3 Goodwill

Every member shall use his best endeavours to promote and protect the goodwill of the Association.

5.5 Fees and Dues

5.5.1 Every member shall pay:

- (a) Upon admission by the Association, an annual subscription fee as may be determined by the Executive Committee from time to time and to be endorsed by way of special resolution of the Association; and/or,
 - (b) any other general or specific contributions as the Executive Committee may from time to time determine and for which it may be liable in accordance with these Articles or any rules made in pursuance hereof
- (Collectively, the "Fees").

5.5.2 All Fees, once paid, are non-refundable and shall be payable in advance at such time and in such manner as the Executive Committee may from time to time determine.

5.6 Termination

5.6.1 The Executive Committee shall, after full inquiry, request a member to renounce his membership if he:

- (a) acts against the Objectives of the Association; or
- (b) violates any provisions of the Constitution; or
- (c) is guilty of any conduct likely to be obstructive or injurious to the interests, activities of Objectives of the Association; or
- (d) does anything to hinder the business of the Association; or
- (e) is convicted of an indictable offence (traffic offences excepted).

5.6.2 If such member shall not renounce his membership within fourteen days, the Executive Committee shall call for an Extraordinary General Meeting to expel such member from the Association. No appeal shall lie from their such determination of expulsion to any other meeting or Court of Law.

5.6.3 Members renouncing membership at the request of the Executive Committee and those expelled shall not be entitled to any refunds of membership fee.

6. Executive Committee

The governing body of the Association shall be the Executive Committee. All decision, policies, and actions of the Executive Committee and the Association shall be subject to the provisions of this Constitution and policies established by its members.

6.1 Organisation

6.1.1 The Executive Committee shall consist of the following Officers:

- (a) a President
- (b) a Vice-president
- (c) a Secretary
- (d) a Treasurer
- (e) a Public Relations & Publication Officer
- (f) a Membership Officer
- (g) General Affairs Officers
- (h) Alumni Manager

6.1.2 The Officers shall be elected under the provisions set out hereafter.

6.1.3 The term of the office of the Officers elected at the Annual General Meeting shall be 2 years until the conclusion of the next alternate Annual General Meeting, except for the Alumni Manager (under 6.1.1(h)) which shall follow the tenure defined by the Incorporated Management Committee (IMC).

6.2 Qualifications

All members save and except the pre-members shall be eligible to be elected or appointed to any office of the Executive Committee.

7. Meetings

7.1 Type of Meetings

7.1.1 A general meeting shall be held once every calendar year. Such general meeting shall be called the Annual General Meeting.

7.1.2 All other general meetings are called Extraordinary General Meetings.

7.1.3 An Extraordinary General Meeting may be held:

- (a) by the Executive Committee at any time; or
- (b) upon the request of 20 members.

On the above request(s), the Executive Committee shall hold the Meeting within one month.

7.1.4 The Executive Committee shall meet at least twice annually and otherwise necessary, either in person, electronically, or in hybrid mode. Matters may also be resolved by written consent, which shall be as valid and effective as if passed at a duly convened meeting of the Executive Committee.

7.2 Notice

Notice of a General Meeting shall be given to all members at least 7 days before the meeting and not less than 14 days in case of Annual General Meeting. Such notice may be communicated by any means approved by the Executive Committee reasonably ensuring that members are informed.

7.3 Quorum

7.3.1 At Executive Committee Meeting

Any four committee members, one of whom must be the President or the Vice-president, shall constitute a quorum at any meeting of the Committee.

7.3.2 At General Meeting

No business shall be transacted at any general meeting unless a quorum of members with voting right is present at the time when the meeting proceeds to business and continues to be present until the conclusion of the meeting; save as otherwise provided, at least twenty-three (23) members or such numbers of the members having five (5) per cent of voting right at any general meeting of the Association, whichever the number is lesser, for the time being personally present shall be a quorum.

If within half an hour from the time appointed for a general meeting of the Association a quorum is not present, the meeting of convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and place or to such other day and at such other time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present with half an hour from the time appointed for the meeting the members present shall be quorum.

The President, if any, of the Executive Committee shall preside as chairperson at every general meeting of the Association, or if there is no such President, or if he/she shall not be present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act or is absent from Hong Kong or has given notice to the Association of his/her intention not to attend the meeting, the Committee Members present shall elect one of their number to be chairman of the meeting.

If at any meeting no Committee Members is willing to act as chairperson or if no Committee Members is present within 15 minutes after the time appointed for

holding the meeting, the Voting Members present shall choose one of their members to be chairman of the meeting.

The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

8. Voting

8.1 At Executive Committee Meeting

The resolution put to vote at the meeting shall be decided by a show of hands or by ballot. No member shall vote by proxy, any other instrument, or his representative.

8.2 At General Meeting

8.2.1 With the exception of the Officers Election, the resolution put to vote at a meeting shall be decided by a show of hands, unless a poll is (before or on the declaration of the result of show of hands) demanded by the President or by at least 2 members present in person.

8.2.2 Each member shall be entitled to one vote personally.

8.3 A re-vote on spot shall be carried out when same votes received on any single resolution. If the position is still undecided in the re-vote, the President of the Meeting shall cast the deciding vote.

9. Officers Election

9.1 Election of the Officers shall be held at the Annual General Meeting, separate from the election of the Alumni Manager as outlined in Clause 9.3.

9.2 All Officers are eligible for re-election in the ensuing year.

9.3 Election of Alumni Manager

9.3.1 Mandate and Recognition

In accordance with Section 40AP of the Education Ordinance (Cap. 279), the Association, as the Recognized Alumni Association (RAA), shall be responsible for conducting elections for the Alumni Manager(s) for nomination to the IMC of the School. The Executive Committee of the Association is hereby empowered to administer such elections.

9.3.2 Powers and Responsibilities

The Executive Committee shall have the authority to:

- a) Formulate and publish fair and transparent election procedures, including the Guide for Alumni Manager Election;
- b) Appoint a Returning Officer and/or an Election Sub-committee to oversee the election process;
- c) Determine the eligibility criteria for candidates and voters, ensuring compliance with the Ordinance.
- d) Set the election timetable and notify all members in a timely manner;
- e) Supervise the nomination, voting, and counting processes;
- f) Certify and announce the election results;
- g) Handle disputes, appeals, or irregularities and make final decisions thereon.

9.3.3 Candidate Eligibility and Nomination Period

- a) Only Members of the Association who are Annual Members or Life Members prior to the commencement of the nomination period shall be eligible to stand for election as Alumni Manager.
- b) The nomination period shall not be less than 14 calendar days. The exact dates shall be specified in the election notice issued by the Executive Committee.

9.3.4 Compliance and Transparency

The Executive Committee shall ensure that the election system complies with the Education Ordinance and the latest Guide for Alumni Manager Election issued by the Education Bureau. Consultation with members of the Association shall be conducted before formulating or amending the election system, except where amendments are strictly required to achieve such compliance. Any amendments to the election system shall be properly documented and communicated to members. All relevant documents, including the election guide, candidate eligibility, and voting procedures, shall be made available to members in advance of the election.

10. Sub-Committee

10.1 The Executive Committee shall determine the numbers and types of the sub-committees deemed proper and necessary for carrying out and promotion of the Objectives and purposes of the Association.

10.2 Sub-committee chairman shall be appointed by the Executive Committee from amongst the members.

10.3 The sub-committee chairman shall report to the Executive Committee from time to time on request of the affairs of the sub-committee and shall execute and carry resolution of the Executive Committee with respect to those duties and

directions to which he has been specifically designated.

11. Debts and Liabilities

The debts and liabilities of the Association shall be borne equally among all members.

12. Duration

The Association shall exist so long as it continues to function in accordance with the provisions of the constitution or until it is dissolved by the Association upon its own determination and action confirmed by over two third of the members present in person and voting in a general meeting.

Upon dissolution, all rights and privileges of the Association relating to the name shall be relinquished. Any usage of the remaining assets shall be decided by the members.

13. Amendment

This Constitution may be amended by a resolution adopted by over two third of its members present and voting in a general meeting of the Association.