

**CONSTITUTION
OF
The Alumni Association of Master of Arts in Cultural
Management,
The Chinese University of Hong Kong**

**(3rd Amendment on 13 December 2020)
(2nd Amendment on 28 March 2015)
(Original enactment on 23 January 2010)**

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Chapter I: General

- 1.1 The name of the association is “The Alumni Association of Master of Arts in Cultural Management, The Chinese University of Hong Kong”(香港中文大學文化管理碩士校友會) (hereinafter "the Association").
- 1.2 The mailing address of the Association is Room 318, Leung Kau Kui Building, The Chinese University of Hong Kong, Hong Kong.
- 1.3 The objects for which the Association is established are as follows:
 - 1.3.1 To facilitate the communication among alumni and provide support to current students;
 - 1.3.2 To act as a communication channel between The Chinese University of Hong Kong and alumni;
 - 1.3.3 To facilitate and promote the professional exchange of experience and expertise in cultural management among alumni;
 - 1.3.4 To be an advocate and facilitator in the field of cultural management in order to uphold and improve its overall professionalism and status among the society.
- 1.4 The administrative and financial year commences on the first day of April and ends on the thirty-first day of March of the next year.

Chapter II: Membership

- 2.1 Life Membership:
 - 2.1.1 Upon successful application and settlement of subscription fee, all graduates from the Master of Arts in Cultural Management programme, The Chinese University of Hong Kong shall be Life Members of the Association.
 - 2.1.2 Rights of Life Members include the right to vote, the right to elect, the right to stand for election and the right of recall. Life Members shall attend functions and activities arranged by the Association and enjoy all its welfare.
 - 2.1.3 Obligations of Life Members include abiding by the Constitution of the Association and resolutions from the General Meeting, and attending the General Meeting.
- 2.2 Associate Membership:
 - 2.2.1 Upon successful application, any person with the status of a student of the Master of Arts in Cultural Management programme, The Chinese University of Hong Kong shall be an Associate Member of the Association.
 - 2.2.2 Associate Members shall attend functions and activities arranged by the Association and enjoy all its welfare. Rights of Associate Members do not include the right to vote, the right to elect, the right to stand for election and the right of recall.

2.2.3 Obligations of Associate Members include abiding by the Constitution of the Association and resolutions from the General Meeting, and attending the General Meeting.

2.2.4 Associate membership shall be terminated upon the graduation from the programme and shall apply for a life membership as prescribed on Clause 2.1 of the Constitution of the Association.

2.3 Advisory Board:

2.3.1 Honorary Presidents:

2.3.1.1 All presidents shall be conferred Honorary Presidents of the Association after their term. Honorary Presidents shall be in attendance of the Executive Committee Meeting upon invitation by the Executive Committee, to provide suggestions and opinions on the affairs of the Association. Rights of Honorary Presidents include the right to vote, the right to elect, the right to stand for election and the right of recall.

2.3.2 Honorary Executive Committee Member :

2.3.2.1 All Executive Committee Members after their term shall be appointed as Honorary Executive Committee Members of the Association by the Executive Committee. Honorary Executive Committee Members shall be in attendance of the Executive Committee Meeting upon invitation by the Executive Committee, to provide suggestions and opinions on the affairs of the Association. Rights of Honorary Executive Committee Members include the right to vote, the right to elect, the right to stand for election and the right of recall.

2.3.3 Honorary Advisors :

2.3.3.1 Any teaching staff of the Master of Arts in Cultural Management, The Chinese University of Hong Kong or practitioners in the field of cultural management shall be appointed as an Honorary Advisor of the Association by the Executive Committee. Honorary Advisors shall be in attendance of the Executive Committee Meeting upon invitation by the Executive Committee, to provide suggestions and opinions on the affairs of the Association. The appointment period is in accordance with the Executive Committee and the list of Honorary Advisors should be announced at the Annual General Meeting. Rights of Honorary Advisors do not include the right to vote, the right to elect, the right to stand for election and the right of recall.

Chapter III: Organization

3.1 The General Meeting of all members shall possess the highest authority within the Association.

3.2 The Executive Committee is responsible for the daily operations of the Association.

- 3.3 There shall be no fewer than four but no more than eleven Elected Officers of the Executive Committee. The Executive Committee is composed by:
 - 3.3.1 One President;
 - 3.3.2 One Vice President;
 - 3.3.3 One Honorary Treasurer;
 - 3.3.4 No fewer than one but no more than two Honorary Secretaries;
 - 3.3.5 The rest shall be Executive Officers, responsible for but not limited to external affairs, membership management and event planning.
- 3.4 The term of Executive Committee shall be two years, commencing on the first day of April and terminated on the last day of March of the next year. Existing Executive Committee Officers shall be eligible for re-election and consecutive appointment upon expiration of his/her term of Executive Committee according to the election procedures. Presidents may only serve for one more term after expiry of the term.
- 3.5 Executive Committee Officers, except President and Vice President, can hold more than one position.

Chapter IV: Executive Committee Meeting

- 4.1 An Executive Committee Meeting shall be called once at least every three months by the President or Vice President.
- 4.2 Meeting notice must be given two working days beforehand together with its Agenda to all Officers. This schedule shall be applied to the invitation to the Advisory Board.
- 4.3 One half of Elected Officers constitute a quorum of an Executive Committee Meeting. If a quorum of a meeting is not fulfilled, the President or Vice President must adjourn and reschedule the Executive Committee Meeting. The Advisory Board does not constitute the quorum.
- 4.4 For the voting of any motion, more than one half of the Elected Officers must present at the meeting.
- 4.5 The Meeting Minutes shall be adopted by vote in the next meeting, and to be issued to all Executive Committee Officers and the Advisory Board in seven days. It should be made available for members of Association to view.

Chapter V: General Meeting

- 5.1 A General Meeting shall be called once at least every year.
- 5.2 President of the Executive Committee shall be the ex officio Chairperson of the General Meeting.

- 5.3 Meeting notice must be given fifteen working days beforehand together with its Agenda to all Officers, the Advisory Board and all members.
- 5.4 Twenty members constitute a quorum of the General Meeting.
- 5.5 If a quorum is still not fulfilled after sixty minutes of the scheduled meeting time, or during the meeting, the ex officio Chairperson must adjourn the General Meeting owing to lack of quorum.
- 5.6 In case of adjourning the General Meeting, unvoted motions are to be referred to members within ten days for a disclosed poll with a quorum of no fewer than twenty members. A motion shall be passed only if the number of affirmative votes exceeds one half of the quorum.
- 5.7 An Extraordinary General Meeting shall be called by the President within thirty days upon the related resolution passed in the Executive Committee or the related petition of more than one half of the Life members. The statutory status and related regulations of an Extraordinary General Meeting are the same as the General Meeting.

Chapter VI: Executive Committee Election

- 6.1 The President shall announce the date of election, nomination period, election arrangement and the date of the General Meeting, when the next Executive Committee shall be appointed, sixty days before the completion of the current term of office.
- 6.2 Before the end of the current term of office, the entire electoral procedure shall be complete. The next Executive Committee shall be elected and the related motion shall be passed in the General Meeting. If the next Executive Committee has not been elected before the end of the current term of office under any circumstances, the electoral procedure shall be reactivated within ninety days; while the current Executive Committee shall continue its service until the next Executive Committee has been elected and the related motion has been passed in the General Meeting.
- 6.3 The nomination period shall be at least fourteen days and shall be completed at least fourteen days before the election day. If fewer than four candidates are nominated validly within the nomination period, the President shall consider calling an Executive Committee Meeting to put a motion of the extension of nomination period on a vote, or reactivating the electoral procedure based on constitution Clause 6.2, and announce such arrangement to all members as soon as possible. According to Chapter II of this constitution, members who have the right to vote or the right to stand for election can be self-nominated during the nomination period, or can nominate another member who has the right to vote or the right to stand for election.
- 6.4 Regardless of whether a member is self-nominated or nominated by another member, he/she must be subscribed by a member who has the right to vote or the right to stand for election, and must accept the nomination in order to become a prospective candidate.
- 6.5 The president must verify the qualification of prospective candidates once the nomination period ends. A list of validly nominated candidates must be issued to all members no later than ten days

before the election day. The cooling-off period starts from the tenth day before election day. All prospective candidates are not allowed to conduct any canvassing activities during the cooling-off period.

6.6 According to the number of prospective candidates, the President shall announce the corresponding electoral procedure to all members, which is equivalent to Clause 6.7 or 6.8 of this constitution.

6.7 If the number of validly nominated candidates is eleven or below, the election shall be conducted according to the following electoral procedure on the election day:

6.7.1 Each member who has the right to vote shall cast a vote of confidence or no confidence on each candidate.

6.7.2 The election shall be conducted in one person, one vote.

6.7.3 Election shall begin and end at the designated time on the election day. The vote counting shall start immediately after the election period.

6.7.4 After the vote counting, a candidate who receives 50 percent or more votes of confidence shall be elected as an official executive committee officer effectively; otherwise, he/she shall be considered as losing the election.

6.8 If the number of validly nominated candidates is more than eleven, the following election procedures will be followed on Election Day.

6.8.1 Members who have the right to elect may elect up to eleven candidates from the list of candidates based on their own will.

6.8.2 Voting shall be conducted on a one-person-one-vote basis.

6.8.3 The first eleven candidates who get the most valid votes shall be elected as designated executive committee officers effectively. The rest shall be considered as losing the election.

6.8.4 If more than one candidate receives the same number of the fewest votes, resulting in more than eleven eligible candidates, candidates with the fewest votes, in the time sequence of when the Executive Committee received the candidate's registration form for election, shall be elected as official executive committee members. Procedure shall stop after the eleventh candidate is elected. The rest shall be considered as losing the election.

6.9 Vote Counting Procedure

6.9.1 The vote counting shall begin immediately after the election period.

6.9.2 Vote counting officers shall include at least half of the current Executive Committee Officers and at least two members of the Advisory Board. The list of vote counting officers shall be announced at the same time as the announcement of the list of candidates.

6.9.3 Executive Committee Officers and Advisory Board members who stand for the election shall

be excluded from the vote counting process.

- 6.9.4 The vote counting officers must complete the counting before the start of the General Meeting and announce the election results to all members of the Association at the same time. The entire vote counting process must remain confidential until the election results are announced.
- 6.10 After the election results are announced, all designated Executive Committee Officers shall discuss the positions listed in Clause 3.3 of the Constitution prior to the General Meeting. If agreement cannot be reached, all designated Executive Committee Officials shall vote according to the below sequence.
- 6.10.1 Firstly, elect a President and a Vice-president at the same round. Designated Executive Committee Officers can self-nominate or nominate other Designated Executive Committee Officers. The motion shall be seconded by another one of them. The nominated Designated Executive Committee Officers can decide whether to accept the nomination on their own will. The vote shall be carried out once nomination is accepted. Candidates with the most votes and the second most votes shall be elected as President and Vice-President respectively. In the event of equal votes, a ballot shall be held.
- 6.10.2 After the election of a President and a Vice-president, the method stated in Item 6.10.1 shall be applied to the election of one Honorary Treasurer and one or two Honorary Secretaries.
- 6.10.3 The rest of the Designated Executive Committee Officers shall become Executive Officers.
- 6.11 Designated President shall inform the current President of the list of posts prior to the General Meeting for the announcement and appointment.
- 6.12 The current President shall call a General Meeting and announce the list of posts of the Designated Executive Committee. Appointment shall be made and the new term of office shall be announced in the General Meeting.

Chapter VII: Vacancy and Substitution of Executive Committee

- 7.1 The mechanism of vacancy substitution of Executive Committee is as below:
- 7.1.1 For any Executive Committee Officer who would like to resign within the term, a written notice with the reason of resignation shall be given to the Executive Committee thirty days prior to the last date of appointment. The position shall become vacant on the last date of his/her appointment.
- 7.1.2 For any Executive Committee Officer who holds more than one position, and would like to resign from either one position within the term, a written notice with the reason of resignation shall be given to the Executive Committee thirty days prior to the last date of his/her appointment. If the position he/she resigns from is also held by another officer, no substitution is required.
- 7.1.3 If any Executive Committee Officer is convicted or sentenced to imprisonment for ninety days or more due to committing an offence within or outside Hong Kong, and that Executive Committee Officer abandons his/her appeal, or his/her appeal has been declared as invalid

or rejected, the position shall become vacant.

- 7.1.4 If any Executive Committee Officer loses the ability to discharge his/her duties as a result of serious illness or other reasons, the position shall become vacant.
- 7.1.5 If any Executive Committee Officer is absent from Executive Committee Meetings for more than three months without any reasonable explanations, the Executive Committee shall recall his/her position by a motion in an Executive Committee Meeting.
- 7.1.6 If any Executive Committee Officer commits infringement of the Constitution or dereliction of duty or damage to the reputation of The Chinese University of Hong Kong or the Association, and such allegation is found proven, the Executive Committee may recall his/her position by a motion in an Executive Committee Meeting. Except the above method, in case of a petition of recall, jointly presented by fifty percent or more of Life Members of the Association, the Executive Committee must recall his/her position in an Executive Committee Meeting without a motion.
- 7.1.7 Motion of recalling an Executive Committee Officer shall be passed only if there are two-third or more affirmative votes from all Executive Committee Officers. The Executive Committee Officer of the motion is not required to vote.
- 7.1.8 All members of the Association must be informed of any of the above situations within thirty days.
- 7.2 The Executive Committee must carry out the below substitution mechanism if any position is vacant three months before the end of Term. If the remaining Term is fewer than three months, the duties of the vacant position shall be shared by the remaining Executive Committee Officers until the end of Term. The substitution mechanism is as below:
 - 7.2.1 If the position of President is vacant, the Vice-president shall substitute the position of President within fifteen days until the end of Term.
 - 7.2.2 If the position of the Vice-president is vacant, the President shall nominate an Executive Committee Officer to substitute within ten days when. The nominee, with more than half of the affirmative votes by all Executive Committee Officers, shall become the Vice-president until the end of Term. If such nomination is not approved by more than half of the Executive Committee Officers, the vacancy shall remain and its duties will be shared by the remaining Executive Committee Officers until the end of Term.
 - 7.2.3 Except the vacancy of President or Vice-president, the Executive Committee shall decide if any vacancy shall be substituted by a motion in an Executive Committee Meeting. If the Executive Committee decides to adopt the substitution, a Life Member or a member of Advisory Broad with the right to stand for election, shall be appointed by the Executive Committee as the substitution until the end of Term. if the Executive Committee decides not to activate the substitution mechanism, the duties of the vacant position shall be shared by the remaining Executive Committee Officers until the end of Term.
 - 7.2.4 All members of the Association must be informed of any of the above substitution within thirty days. Such substitution shall be effective if no petition of objection is jointly presented by fifty percent or more of Life Members of the Association within fourteen days after the

notice.

- 7.3 If the positions of President and Vice-president become vacant at the same or a proximate time, or the positions of more than half of the Executive Committee Officers become vacant at the same or a proximate time, the remaining Executive Committee Officers must call an Extraordinary General Meeting within thirty days to explain the situation and carry out the Executive Committee Election earlier based on Chapter VI of the Constitution. The commencement date of the Term shall be decided and announced according to Clause 6.12 of the Constitution.

Chapter VIII: Finance

- 8.1 The Association is run on a non-profit making basis. All income and properties of the Association shall be applied solely towards events and payments in accordance with the Objects of the Association.
- 8.2 Subject to Clause 8.3, none of the income or property of the Association shall be spent on or transferred directly or indirectly by any ways to any member of the Association.
- 8.3 The regulation under Clause 8.2 above does not prevent the payment by the Association:
- 8.3.1 of any reasonable and proper remuneration to a member of the Association for any goods or services provided by him/her to the Association, and the expense has been approved in the Executive Committee Meeting in advance.
 - 8.3.2 of any reimbursement to a member of the Association for out-of-pocket expenses properly incurred by him/her for the Association, and the expense has been approved in the Executive Committee Meeting in advance.
- 8.4 The income of the Association includes membership fees collected from members, annual funding from The Chinese University of Hong Kong, and any event or service charges, or donation or sponsorship in money or money's worth, approved in the Executive Committee Meeting.
- 8.5 Life Membership fee is two hundred Hong Kong dollars.
- 8.6 No refund of membership fee shall be made available to any member withdrawing from or terminated by the Association.

Chapter IX: Membership Withdrawal and Termination

- 9.1 Any member shall inform the Executive Committee in case of membership withdrawal.
- 9.2 If any eligible person would like to rejoin the Association after withdrawing, they must resubmit the membership application and membership fee.
- 9.3 The Executive Committee shall terminate membership of any member under any of the following circumstances:
- 9.3.1 Violation of the Constitution
 - 9.3.2 The conduct or behaviour of the member is prejudicial to the reputation of The Chinese University of Hong Kong or the Association.

Chapter X: Dissolution of the Association

- 10.1 Dissolution of the Association must be proposed by a petition of two-third of all members of the Association and approved by passing a resolution in the General Meeting.
- 10.2 After liquidation of debts, the remaining property shall be donated to any non-profit organisation(s) which is/are decided in the General Meeting and shall not be divided up to any members in any form.
- 10.3 The current President of the Executive Committee shall inform the Societies Registration by written within one month after the dissolution.

Chapter XI: Constitutional Interpretation and Amendments

- 11.1 The Executive Committee shall be the body of final interpretation for the Constitution.
- 11.2 Should there be any omissions or questions, amendments to the Constitution shall be proposed as a motion to be passed in the Executive Committee Meeting. The passed amendment shall then be adopted in a General Meeting for approval.

Chapter XII: The Personal Data (Privacy) Ordinance

- 12.1 All personal data collected by the Association will solely be used for activities in accordance with the Objects of the Association.
- 12.2 The Association shall not disclose any personal identifiable data of any member unless such use of personal data is permitted or required by law or with the member's consent.
- 12.3 Under the Hong Kong Personal Data (Privacy) Ordinance, all members have the rights to access and request amendment to the personal data he/she previously provided. Members can contact the President of the Association relating to access and amendment of personal data in written form by post or email.

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