

Constitution of Po Leung Kuk Alumni for Discharged Residents

Chapter I Name

Po Leung Kuk Alumni for Discharged Residents

Chapter II Mission

- (1) Plan and promote fellowship activities for discharged residents.
- (2) Enhance discharged residents' sense of belonging to Po Leung Kuk.
- (3) Enhance the connection of discharged residents with Po Leung Kuk and among discharged residents.
- (4) Support and participate in the voluntary work of Po Leung Kuk.
- (5) Publicize scholarships and grants and related information of Po Leung Kuk to discharged residents.

Chapter III Address of the Alumni

Lau Chan Siu Po Family & Children Integrated Services Centre of Po Leung Kuk at 66 Leighton Road, Causeway Bay, Hong Kong

Chapter IV E-mail

rccs.alumni@poleungkuk.org.hk

Chapter V Organisation

(1) Po Leung Kuk Alumni for Discharged Residents was set up and organised by Integrated Family Services of Po Leung Kuk. Together with its sub-committees, the Committee of Po Leung Kuk Alumni for Discharged Residents are supervised and managed by staff of Po Leung Kuk. The Committee of Po Leung Kuk Alumni for Discharged Residents (hereinafter referred to as the Committee) is the final decision maker, and shall be responsible to Po Leung Kuk. Its organisation is as follows:

Chairperson:

- * Represent the Alumni externally
- * Internally lead the Alumni to promote the affairs of the Alumni
- * Sign all correspondences and preside over meetings

Vice-chairperson:

- * Assist the Chairperson in handling affairs of the Alumni
- * Act on behalf of the chairperson during his/her absence, leave or after his/her dismissal

Secretary:

- * Be responsible for general communications and meeting minutes
- * Keep all the past and present records of the Alumni

Liaison Officer:

- * Be responsible for internal contacts of the Alumni

Recreation Officer:

- * Be responsible for fellowship and recreational activities of the Alumni

Publicist:

- * Be responsible for publicizing activities, scholarships and grants and relevant information

Finance Officer (held by the designated staff ② of Po Leung Kuk):

- * Manage all financial revenues and expenditures of the Alumni
- * Draft financial budget and annual records
- * All finance-related matters shall be examined and approved by the designated staff ① of Po Leung Kuk

(2) Term of office: The chairperson and all committee members of the Alumni shall serve for two years on a voluntary basis.

Chapter VI Establishment and dissolution of sub-committees under Po Leung Kuk Alumni for Discharged Residents

The Committee can establish sub-committees according to the needs of the discharged residents and make arrangements for dissolution upon approval by the Committee after relevant goals are achieved or when the discharged residents' needs have changed.

Chapter VII Official language

Both Chinese and English are official languages of the Alumni, but Chinese shall prevail.

Chapter VIII Membership

Members shall be the persons who have received long-term residential care services from Po Leung Kuk, completed membership application procedures according to the Alumni's Constitution and are willing to observe the Alumni's Constitution, subject to final examination and approval by the Committee.

Chapter IX Members' rights

- (1) Participate in all the activities held by the Alumni and enjoy relevant welfare.
- (2) Be entitled to attend the meetings of the Committee of the Alumni for Discharged Residents, but have no voting right.
- (3) Be qualified for election as Committee member.
- (4) Give opinions and make enquiries on Committee and financial affairs.

- (5) Receive information and other publications of the Alumni for Discharged Residents.

Chapter X Members' obligations

- (1) Comply with the Constitution of the Alumni and all the resolutions made at the Committee meetings.
- (2) Assist the Alumni in carrying out various activities, and actively participate in the activities held by the Alumni.
- (3) Not to promote products or conduct any activity unrelated to the affairs of the Alumni any member activity or through the personal data of members acquired from member activities.
- (4) Notify the Alumni of any change in personal contact information with initiative so that the Alumni can update it.

Chapter XI Meetings

- (1) The Committee will hold meetings as required at least three times a year.
- (2) Meetings shall be presided over by the chairperson, who shall issue an announcement and agenda to all members five days before the meetings.
- (3) The Committee meetings shall be attended by at least half of all the Committee members.
- (4) All resolutions made at the meetings shall be passed by over half of the Committee members present. The chairperson may cast the deciding vote on the resolution if the numbers of affirmative and negative votes are equal.
- (5) In case the chairperson fails to attend the meeting, the vice-chairperson shall preside over the meeting on his/her behalf; if neither the chairperson nor the vice-chairperson is present, the related meeting shall be postponed.
- (6) The voting methods at the meeting shall be determined by the participants.

Chapter XII Election of the Committee

- (1) Eligibility for election: All eligible members, aged 12 or above.
- (2) The Committee shall hold re-election once every two years.
- (3) The election may be based on self-nomination and nomination. Those who nominate themselves or others shall fill out a registration form. The nominator shall seek the consent of the nominee before nomination.
- (4) Eligibility of nominators: All eligible members, aged 12 or above.
- (5) The Committee shall print a name list of all the members for election and issue the same to all members along with the election notice five months before expiration of term of the Committee. At most 12 Committee members may be elected from the name list. After open counting, those who get the most votes

will be elected as members. Those with equal votes shall be subject to lot drawing.

- (6) The post assignment of those elected as Committee members shall be subject to mutual election among the Committee members and review by the designated staff ① of Po Leung Kuk. After all posts are determined, the Committee member list shall be announced to the members as soon as possible.
- (7) Committee member shall serve two terms at most in one post.
- (8) If the number of the elected Committee members is less than six, the elected Committee members may recommend persons for by-election, who shall be appointed upon examination and approval by the employee ① designated by Po Leung Kuk.
- (9) If half or less than half of the Committee members resign simultaneously or successively, the posts thereof shall be concurrently held by other members. If half or more than half of the Committee members resign simultaneously or successively, the rest Committee members shall recommend persons for by-election, who shall be appointed upon approval by the designated staff ① of Po Leung Kuk.
- (10) Resignation of any Committee member shall be notified to the Committee in writing at least 30 days in advance and shall be subject to approval by the Committee.

Chapter XIII Finance

- (1) All revenues and expenditures shall be recorded clearly and any expenditure shall have a receipt. Relevant fees may be paid only after verification by the chairperson and finance officer and review by the designated staff of Po Leung Kuk.

Chapter XIV Dismissal

- (1) If any Committee member or member of the Alumni is involved in any of the following circumstances, the Committee shall give warning to the related person or cancel the post and/or membership thereof:
 - (i) Violate the Constitution or disobey the resolutions of the Committee;
 - (ii) Be convicted of a crime due to violation of any criminal law;
 - (iii) Use the name of the Alumni without permission, thereby damaging the reputation of the Alumni;
 - (iv) Conduct any commercial activity in the Alumni.

Chapter XV Withdrawal

Any member who wants to withdraw from the Alumni shall notify the Committee in

written or verbal form, which withdrawal shall be subject to acknowledgement of the Alumni. In addition, if the member fails to provide effective contact information so that the Alumni cannot contact him/her for half or more than half of a year, the said member shall be deemed as having withdrawn from the Alumni automatically and shall not enjoy any members' right.

Chapter XVI Dissolution

If the Alumni needs to dissolve, it shall seek unanimous approval of the Committee and relevant responsible staff in Po Leung Kuk and notify all the members. After dissolution, the assets shall be donated to Po Leung Kuk.

Chapter XVII Amendments to the Constitution

(1) Any amendment to the constitutions of the Alumni and its sub-committees shall be subject to approval by the Committee.

Appendices

Constitution of Po Leung Kuk Alumni Association Sub-committee – Language Training Programme Alumni Activity Advancement (LTPAAA)

- Notes: ① The designated staff of Po Leung Kuk: Officer-in-charge of Small Group Homes of Po Leung Kuk
- ② The employee designated by Po Leung Kuk: Social worker (in charge of community education) of Small Group Homes of Po Leung Kuk

Revised in November 2012