

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

Constitution

Chapter I: Name

Chinese name: 保良局宿友會屬會—語文培訓計劃同學會 (「本屬會」)

English name: Po Leung Kuk Alumni Association Sub-committee – Language Training Programme Alumni Activity Advancement (LTPAAA)

Chapter II: Mission

- (1) Strengthen the discharged residents' knowledge about the language training programme.
- (2) Maintain discharged residents' interest in learning language.
- (3) Provide a connection platform to discharged residents through different language training or recreational activities.
- (4) Provide more support to discharged residents through different language training or recreational activities.

Chapter III: Email address

ltpaaa@ltp.edu.hk

Chapter IV: Organisation

(1) LTPAAA is a sub-committee of Po Leung Kuk Alumni for Discharged Residents and shall be responsible to Po Leung Kuk and Po Leung Kuk Alumni for Discharged Residents.

(2) Chairperson:

- ✧ Represent LTPAAA externally
- ✧ Promote affairs of LTPAAA internally
- ✧ Preside over meetings
- ✧ All external correspondences shall be signed by the chairperson of the Alumni for Discharged Residents, the chairperson of LTPAAA and the designated staff ① of Po Leung Kuk simultaneously, or by the representative staff designated by Po Leung Kuk

Vice-chairperson (internal affairs)

- ✧ Assist the chairperson in handling internal affairs
- ✧ Act and preside over meetings on behalf of the chairperson when the latter is absent
- ✧ Substitute the chairperson after his/her dismissal

Vice-chairperson (external affairs)

- ✧ Assist the chairperson in handling external affairs
- ✧ Act on behalf of the chairperson and vice-chairperson in charge of internal affairs during their absence
- ✧ Act on behalf of the chairperson and vice-chairperson in charge of internal affairs after their 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 LTPAAA
- ✧ Activity planner (recreation)
- ✧ Be responsible for fellowship and recreational activities of LTPAAA

Activity planner (volunteer)

- ✧ Be responsible for the volunteer activities of LTPAAA

Finance Officer:

- ✧ 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 by Po Leung Kuk (refer to Chapter VIII Finance)

Publicity Officer:

- ✧ Be responsible for external publicity and designing promotional materials

(3) Term of office:

The chairperson and all committee members of LTPAAA shall serve for one year on a voluntary basis.

Chapter V: Members' obligations

- (1) Comply with the constitutions of the Alumni for Discharged Residents and LTPAAA, and all the resolutions made at meetings of the Committee of the Alumni for Discharged Residents and Committee of LTPAAA.
- (2) Assist LTPAAA in carrying out various activities, and actively participate in the activities held by LTPAAA.
- (3) Not to promote products or conduct any activity unrelated to the affairs of LTPAAA in any member

activity or through the personal data of members acquired from member activities.

(4) Notify LTPAAA of any change in personal data with initiative so that LTPAAA can update it.

Chapter VI: Meetings

(1) LTPAAA will hold meetings as required at least three times a year.

(2) Meetings shall be presided over by the chairperson of LTPAAA, who shall issue an announcement and agenda to all committee members five days before the meetings.

(3) Meetings of LTPAAA shall be attended by at least half of all the Committee members of LTPAAA.

(4) All resolutions made at the meetings shall be passed by over half of the Committee members of LTPAAA 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 of LTPAAA fails to attend the meeting, the vice-chairperson (internal affairs) shall preside over the meeting on his/her behalf; if neither the chairperson nor vice-chairperson (internal affairs) of LTPAAA is present, the related meeting shall be postponed.

(6) The voting methods at the meeting shall be determined by the participants.

Chapter VII: Election of the Committee of LTPAAA

(1) Eligibility for election: All eligible members, aged 12 or above.

(2) The Committee of LTPAAA shall hold re-election once a year.

(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 incumbent Committee of LTPAAA shall print a name list of all the members for election and issue the same to all members along with the election notice two months before expiration of term of the Committee of LTPAAA. At most 10 Committee members may be elected from the name list. After open counting, those who get the most votes will be elected as Committee 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 approved 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 of LTPAAA is less than nine, the elected Committee members may recommend persons for by-election, or the vice-chairperson (internal affairs) may serve concurrently as vice-chairperson (external affairs)/the activity planner (recreation) may serve

concurrently as activity planner (volunteer)/the liaison officer may serve concurrently as publicity officer, subject to approval by the designated staff ① of 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 Committee 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 LTPAAA in writing at least 30 days in advance and shall be subject to approval by the Committee of LTPAAA.

Chapter VIII: 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 of LTPAAA and review by the designated staff of the Language Training Programme.
- (2) All expenditure receipts shall be verified and signed by the director of the Language Training Programme.

Chapter IX: Dissolution

Dissolution of LTPAAA (if necessary) shall be subject to decision by the Committee of LTPAAA, approval by the Committee of the Alumni for Discharged Residents and examination and approval by the employee ① designated by Po Leung Kuk. After dissolution, the assets shall be donated to Po Leung Kuk or the Language Training Programme.

Notes: ① The employee designated by Po Leung Kuk: Officer-in-charge of Small Group Homes of Po Leung Kuk