

**Constitution**

**Alumni Association**

**of**

**Department of Management Sciences**

**City University of Hong Kong**

**香港城市大學管理科學系校友會**

## **1 Name & Address**

- 1.1 The name of the alumni association shall be "Alumni Association of Department of Management Sciences City University of Hong Kong 香港城市大學管理科學系校友會".
- 1.2 The short form of the name shall be "MS Alumni Association" and abbreviation shall be "MSAA".
- 1.3 The registered address of the alumni association shall be Department of Management Sciences, City University of Hong Kong, 83 Tat Chee Avenue, Kowloon Tong, Hong Kong

## **2 Objectives**

- 2.1 To build and sustain strong relationship amongst the alumni, staff and students of the Department of Management Sciences (hereinafter referred to as “the Department”).
- 2.2 To foster long-term links of its members with, and cultivate the sense of belonging of its members to the Department and the City University of Hong Kong (hereinafter referred to as “the University”).
- 2.3 To promote the employment status of its members and student members by holding career forums, work experience sharing, finding job sharing, site visits, providing job referral services, etc.
- 2.4 To assist proactively in raising the public image and academic standings of the Department and the University.
- 2.5 To facilitate the exchange of information and idea related to life-long learning, quantitative techniques updates amongst its members.

## **3 Membership**

### **3.1 Membership Categories**

- 3.1.1 Ordinary Members: All graduates of Department of Mathematics and Science, Department of Applied Mathematics, Department of Applied Statistics and Operational Research, and the Department of the Management Sciences.

- 3.1.2 Associate Members: All existing academic staff of the Department of the University and dependants of all members.
- 3.1.3 Student Members: All students of full-time or part-time programmes in the Department of the University. After graduation, Student Members shall be automatically transferred to be the Ordinary Members with no charge.
- 3.1.4 Honorary Members: Individual members with monetary donation of HK\$1,000 or above, or any person, who, in the opinion of the Council, has made significant contribution to the development of MSAA and all its members. To nominate an honorary member, there should be one proposer and the approval shall be made with no less than 50% of all existing Council members.
- 3.1.5 Founding Members: Those Ordinary Members who have contributed significantly to the establishment of MSAA.
- 3.1.6 Affiliated Members: Those members who no longer fulfill the eligibility requirement of paragraphs 3.1.1, 3.1.2 or 3.1.3 above.
- 3.2 Membership will become effective immediately upon satisfactory processing of the admission procedure by the Council.
- 3.3 Membership Fees
  - 3.3.1 Ordinary Membership: Free
  - 3.3.2 Associate Membership: Free
  - 3.3.3 Student Membership: Free
  - 3.3.4 Honorary Membership: Donation of HK\$1,000 or above
- 3.4 Rights of Members
  - 3.4.1 Participation rights for the activities and benefits of MSAA.
  - 3.4.2 Contribution rights for the betterment of MSAA.
  - 3.4.3 Ordinary Members have the rights to be candidates for Executive Committee Members if they wish to contribute to the leadership and development of MSAA.
  - 3.4.4 Only an Ordinary Member has the voting right for election.

3.4.5 A member can withdraw his membership from MSAA in writing, however, no request for refund of membership will be entertained.

### 3.5 Duties of Members

3.5.1 Submit the application form or online application to MSAA

3.5.2 Comply with all rules and requirements of each activity organized by MSAA.

3.5.3 Participate in MSAA activities and development.

### 3.6 Data Privacy

3.6.1 Individual member's information shall not be disclosed to a third party except for the Department and the University without prior agreement by the individual member. All information, stored either electronically or on paper, shall be safely protected, and properly handled and used. Unless it has been agreed by individual member, the membership formation shall not be used for non-MSAA, non-Department and non-University related purpose. Only authorized persons who are carrying out the duties of the Association can have access to the members' information.

## 4 Council

### 4.1 Formation of the Council

4.1.1 For the formation of the first Council, the organizing committee shall be the first Council automatically after the establishment of the MSAA.

4.1.2 All Ordinary Members are eligible for election of the Council.

4.1.3 The tenure of all Council members shall be two year. Re-election of all Council members is permissible

4.1.4 The Council Member shall be not less than four and not more than twenty. The Council shall normally consist of one President, one Vice-President, one Honorary Secretary and one Honorary Treasurer.

4.1.5 When elected, Council members may elect the position using a simple majority vote mechanism, form their respective working committees and submit the names of committee members to the Council within one month.

- 4.1.6 The President of the Council shall automatically become the President of MSAA.
- 4.1.7 If there is resignation during the tenure of a Council member, the Council can select a replacement for the original tenure in order to allow it to run smoothly.
- 4.1.8 The Council shall dismiss a member if it considers the member's conducts are harmful to MSAA, on the condition that no less than 75% of the Council members approve the decision.

## 4.2 Election of the Council

- 4.2.1 The Council election shall take place every alternate year at the Annual General Meeting which is described in paragraph 5.1 below. All Ordinary Members have the right to vote and to stand for election.
- 4.2.2 Each candidate shall have at least one proposer and two seconders.
- 4.2.3 In an election, each Ordinary Member may propose one candidate and second another candidate.
- 4.2.4 A proposer or seconder must be an Ordinary Member.
- 4.2.5 The election of Council Members shall be conducted in the following manner. Every member presents at the AGM (as defined below) shall be entitled to cast one vote per each vacancy. Candidates up to the number of vacancies who shall receive most votes shall be declared elected and in the case of two or more candidates receiving an equal number of votes the President of the Meeting shall have a second or casting vote.
- 4.2.6 The Council Members shall be appointed to the positions described in 4.1.4 by consensus, or other means accepted by the Council, within the Council.

## 4.3 Duties of the Council

- 4.3.1 Be responsible for the MSAA's administrative work.
- 4.3.2 Use the MSAA's assets and properties in a proper manner.
- 4.3.3 Provide activities, benefits and careers information for its members.
- 4.3.4 Prepare annual work report and financial report for discussion and adoption at the Annual General Meeting.

- 4.3.5 Serve as a bridge to facilitate communication between members and the Department / University.
- 4.3.6 Invite the incumbent Department Head and a lecturer as Honorary Chairman and Honorary Advisor respectively.
- 4.3.7 Handle all matters which the MSAA concerns.
- 4.3.8 Promote the image and increase the publicity of MS alumni to the public.

## **5 Meetings**

- 5.1 Annual General Meeting (hereinafter referred to as “AGM”)
  - 5.1.1 An AGM shall be convened once each year by the Council. The supreme authority of the Association shall be vested in the AGM.
  - 5.1.2 All Ordinary Members shall have the right to speak and vote at the AGM. Other types of members may also speak if there is no objection from any Ordinary Member. They, however, do not have the right to vote.
  - 5.1.3 The Honorary Secretary of the Council shall give notice of the AGM to all Ordinary Members two weeks in advance, specifying the date, time and venue, as well as enclosing the agenda of the meeting.
  - 5.1.4 The quorum of the AGM shall consist of not less than one-tenth of the Ordinary Members or 5 members, whichever is lower. If there is not a quorum, the Chairman shall adjourn the meeting and re-convene it within four weeks. The re-convened meeting may proceed irrespective of the number of persons present. However, those present may have the discretion to decide whether the re-convened meeting shall proceed or not.
  - 5.1.5 The AGM may deal with any matters which the MSAA concerns, provided that they are raised by the Council or a notice to that effect has been sent by an Ordinary Member to the Council at least one week before the AGM.
  - 5.1.6 The following matters may be discussed and adopted at an AGM:
    - 5.1.6.1 Amendments to the Constitution.
    - 5.1.6.2 Matters relating to last year's work and financial report.
    - 5.1.6.3 Election of the new Council.

- 5.1.7 A valid voting shall involve no less than one-tenth of the total number of Ordinary Members or 5 members, whichever is lower, except in the case of a re-convened AGM.
- 5.1.8 The President of the Council shall be the Chairman of the AGM. In his absence, the Vice-President shall be the Chairman. If both of them are absent, the Honorary Treasurer shall be the Chairman.
- 5.1.9 The President has a casting vote in case the votes for and against a resolution are the same.
- 5.1.10 The resolutions of the AGM shall be the final decisions of the MSAA. The resolutions of an AGM can only be revoked by a subsequent AGM or an Extraordinary General Meeting.

## 5.2 Council Meeting

- 5.2.1 Meetings of the Council shall be convened and chaired by its President, or one of Council members if in the absence of the President.
- 5.2.2 The Council shall hold meetings at least once every six months.
- 5.2.3 The Council meetings deal mainly with matters relating to the organization of various activities as well as the general operation of the committee. All members of the Council have the right to speak and vote.
- 5.2.4 The quorum of a Council meeting shall be at least four of the members of the Council.

## 5.3 Extraordinary General Meeting (EGM)

- 5.3.1 The Council and members may also call Extraordinary General Meetings at such times as deemed necessary to carry on the management of the Association.
- 5.3.2 An Extraordinary General Meeting is held if (a) it is requested by ten percent of Ordinary Members, or (b) it is decided by the Council.
- 5.3.3 Notice of meeting, with the date, time and venue specified and the agenda enclosed, should be given to all members by the Secretary two weeks in advance.

## **6 Dissolution**

- 6.1 The MSAA shall be dissolved if at a general meeting more than half of all Ordinary Members vote to dissolve the Association.
- 6.2 In case of dissolution of the MSAA, all of its assets and properties shall be taken over by the Department of Management Sciences of City University of Hong Kong.

## **7 Others**

- 7.1 Any member who, by reason of his or her conduct, brings discredit on the MSAA might have his or her membership revoked
- 7.2 The right of interpretation of this constitution is vested on the Council.