

# THE CONSTITUTION OF THE UNIVERSITY OF HONG KONG PUBLIC HEALTH ALUMNI SOCIETY

## 1. Name and Address

The English name of the Society is “The University of Hong Kong Public Health Alumni Society” and the Chinese name is “香港大學公共衛生校友會”, hereafter referred to as the “Society”.

The registered address of the Society is School of Public Health, Patrick Manson Building, 7 Sassoon Road, Pokfulam, Hong Kong.

## 2. Mission

The Society shall promote the interests, welfare and educational aims of the School of Public Health and its alumni; establish and maintain a mutually beneficial relationship between the School of Public Health and its alumni; and encourage lifelong engagement of the School of Public Health’s alumni with their fellow alumni and the University community.

The Society shall provide for the exchange of information and ideas between the School of Public Health and its alumni, and shall seek to develop programs involving alumni in various areas of service to the School of Public Health. Where appropriate, the Society will cooperate in instituting and furthering policies and programs of the School of Public Health and may recommend other policies and programs designed to promote the welfare of the School of Public Health and its alumni.

These purposes of the Society shall remain in effect for as long as the School of Public Health remains organized exclusively for charitable, scientific, literary or educational purposes.

## 3. Membership

- 3.1. Membership in the Society shall be open to all persons who wish to further the interests of the Society and are recognized by the School of Public Health as, respectively, alumni of the following degrees of curriculum:
  - Doctor of Philosophy
  - Doctor of Medicine
  - Master of Philosophy
  - Master of Public Health
  - Master of Medical Sciences
  - Postgraduate Diploma in Public Health
  - Postgraduate Certificate in Public Health
  - Bachelor of Science (Exercise & Health)
- 3.2. Any person who wishes to be a member of the Society must duly complete a membership application form and pay an annual membership fee or a single fee required. Members of the Society are categorized into:
  - 3.2.1. An Ordinary Member is a member who has paid an annual membership fee as determined by the Society.
  - 3.2.2. A Life Member is a member who has made to the Society a single fee in Hong Kong Dollars as determined by the Society. A Life Member is exempted from annual membership fee thereafter.
- 3.3. Each admitted member shall abide by the Constitution of the Society and shall be entitled to all advantages and privileges of membership.

- 3.4. Any person's membership may be terminated by resignation or expulsion. Any motion to suspend or expel any member of the Society must be supported by two-thirds of the Council in a Council Meeting.
- 3.5. A membership year runs from 1 September to 31 August.
- 3.6. Membership shall be renewed by paying the Annual Membership Fee as determined by the Society, which must be paid in full regardless of the start date of membership. Failure to pay the Annual Membership Fee 1 month after the expiry of membership shall constitute a withdrawal from the Society.

## **4. Annual General Meeting**

- 4.1. An Annual General Meeting shall be convened each year for the following business:
  - To receive the annual report of the Society
  - To elect Office Bearers and Council Members of the Alumni Council
- 4.2. All members of the Society shall be given a month's notice of meeting, which shall specify the date, time and venue, and include the agenda of the meeting.
- 4.3. The quorum of an Annual General Meeting shall be 20 members. Formal resolutions at an Annual General Meeting shall be decided by a two-thirds supermajority of vote by members present and valid pre-cast vote by members not present in the meeting.
- 4.4. The business at each Annual General Meeting shall include:
  - Report on the activities of the Society
  - Presentation of the Balance Sheet and Income and Expenditure of Society duly audited
  - Election of Office Bearers (if applicable)
  - Election of Council Members (if applicable)
  - Other business

## **5. Extraordinary General Meeting**

- 5.1. The Alumni Council may convene an Extraordinary General Meeting, as it deems appropriate.
  - 5.1.1. All members of the Society shall be given a two weeks' notice of meeting, which shall specify the date, time and venue, and include the agenda of the meeting.
  - 5.1.2. The quorum of an Extraordinary General Meeting shall be 20 members. Formal resolutions at an Annual General Meeting shall be decided by a two-thirds supermajority of vote by members present and valid pre-cast vote by members not present in the meeting.
- 5.2. The Alumni Council must convene an Extraordinary General Meeting when the following criterion is met:
  - A written requisition for an Extraordinary General Meeting is submitted by a group of members representing at least one-tenth of the Society's membership.
  - 5.2.1. All members of the Society shall be given a two weeks' notice of meeting, which shall specify the date, time and venue, and include the agenda of the meeting.
  - 5.2.2. The quorum of an Extraordinary General Meeting shall be 20 members. Formal resolutions at an Annual General Meeting shall be decided by a two-thirds

supermajority of votes collected from a) paper ballots from members present and b) valid pre-cast vote by members not present in the meeting, i.e. absentee ballots.

## **6. Alumni Council**

- 6.1. The governing body of the Society shall be the Alumni Council, referred to in this Constitution as the “Council”. Any member of the Society is eligible to serve in the Council.
- 6.2. The Council’s fiscal year runs from 1 January to 31 December.
- 6.3. The Council shall consist of a President, a Vice-President, an Honorary Secretary, an Honorary Treasurer. These persons are referred to as “Office Bearers”. Office Bearers are responsible for managing the business of the Society and acting as the signatories of the Society. All Office Bearers shall be elected by members in the Annual General Meeting. Each term of office of Office Bearer is two years. No Office Bearers shall serve in the Council in the same position for more than two consecutive terms.
- 6.4. The Council shall consist of no more than 5 Council Members. Council Members are responsible for advising the council on the running of the Society by lending experience and knowledge. All Council Members shall be elected by members in the Annual General Meeting. Each term of office of Council Member is two years.
- 6.5. The Council shall consist of a Faculty Representative and Student Representative(s). They are representatives from the School of Public Health and shall be appointed by the Director of the School of Public Health. Each term of office of Faculty Representative is two years. Each term of office of Student Representative is one calendar year from the date of appointment.
- 6.6. The Council shall hold not less than four Council Meetings each year for the dispatch of business. All members of the Council shall be given a week’s notice of meeting, which shall specify the date, time and venue, and include the agenda of the meeting.
- 6.7. The quorum of a Council Meeting shall be 50% of the Council. Formal resolutions at a Council Meeting shall be decided by a majority of vote. In case of an equal number of votes, the President shall exercise a casting vote.

## **7. Election of Alumni Council**

- 7.1. Nomination period of the Election of Alumni Council shall be at least 7 days and shall close at least 14 days before the election.
- 7.2. The Alumni Council is elected at the Annual General Meeting or when necessary, the Extraordinary General Meeting.
- 7.3. Each member can cast in-person or by absentee ballot.
- 7.4. The result of the Election of Alumni Council must be confirmed by the outgoing President, the outgoing Honorary Secretary, a representative from the elected cabinet, a representative from each of the unsuccessful candidate cabinets and at least one member who is present at the Annual General Meeting or Extraordinary General Meeting.

## **8. Executive Committee**

- 8.1. The Society forms six executive committees that plan, organize and conduct programmes and events for the benefit of all alumni and students of the School of Public Health. The six executive committees are:

- Social Activities Committee
- Membership Committee
- Public Relations Committee (IT/Publications)
- Student Welfare Committee
- Liaison & Outreach Committee
- Donation & Scholarship Committee

8.2. The six executive committees are governed by the Council and supervised by the respective members of the Council with the following responsibilities:

8.2.1. **Social Activities Committee**

To gather the members of the Society and build a strong network, be responsible to organize and manage all events to be held by the Society. Members will be involved in the logistics, the planning and the conducting of the events.

8.2.2. **Membership Committee**

To maintain and review of tiers annual adjustment, the recruitment and retention of Alumni Society members by extending invitations, reviewing and updating benefits of membership, and advising on recruitment materials.

8.2.3. **Public Relations Committee (IT/Publications)**

To be responsible for branding of the Alumni Society, publish recruitment materials, design souvenirs and maintain local, mainland and international outreach.

8.2.4. **Student Welfare Committee**

To develop the Mentorship Program and workshop relating to student welfare.

8.2.5. **Liaison & Outreach Committee**

To develop the public health outreach and explore the practicum opportunities for students.

8.2.6. **Donation & Scholarship Committee**

To coordinate the receipt of donation and award of scholarships.

## 9. Alteration of Constitution

9.1. This Constitution may be reviewed and altered.

9.2. Any requisition for an alteration of the Constitution shall be made by the Council and shall prompt an Extraordinary General Meeting for a resolution.

## 10. Miscellaneous

10.1. In the event of dissolution of the Society, all of its assets, after payment of or provision for its liabilities, shall be distributed to the School of Public Health, provided the School of Public Health then is exempt from income tax and is organized and operated exclusively for charitable, scientific, literary or educational purposes. Any such assets not so disposed of shall be distributed, by The University of Hong Kong, exclusively for such purposes, or to organizations which are organized and operated exclusively for such purposes.

10.2. No part of the net earnings of the Society shall inure to the benefit of any member, director, officer or other private individual, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes stated in the mission.

- 10.3. No substantial part of the activity of the Society shall consist of carrying on propaganda. The Society shall not participate in, or intervene in any manner whatsoever in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. Nothing contained in this Constitution shall authorize, or permit the Society to operate other than exclusively for charitable, scientific, literary or educational purposes and no amendment of this Constitution shall authorize or permit the Society to be organized or operated other than exclusively for the aforesaid purposes.

The effective date of this Constitution of The University of Hong Kong Public Health Alumni Society is 19 January, 2019.