

**Note:**

**This note does not form any part of the Constitution. This is to assist members to understand the reasons behind the suggested changes. The highlighted texts are the parts different from the existing Rules of the Association.**

Color code:

**XXX** – suggested changes mainly in response to the enactment of *the Associations Incorporation Act 2009*

**XXX** – suggested changes mainly with a view to improve accountability and flexibility of the operations of the Committee, the AGM and other affairs of the Chinese University of Hong Kong Alumni Association Australia Incorporated

**This part and the colouration would be removed once the AGM approves the new constitution.**

**The **Constitution** of the Chinese University of Hong  
Kong Alumni Association Australia Incorporated  
under  
*the Associations Incorporation Act 2009*  
of  
the State of New South Wales**

**(effective date : 28 July 2013)**

# Part 1 Preliminary

## 1. Definitions

(1) In this **constitution**:

**committee** means the body that governs and manages the Association as stipulated in Part 3 of this **constitution**.

**Director-General** has the same meaning as Director-General in the Act.

**member** means a member of the Association as defined in **clause 2** and member includes spouse member and associate member unless otherwise specified.

**ordinary committee member** means a member of the committee who is not an office-bearer of the Association.

**public officer** means the person who is appointed by the committee as the Association's public officer.

**secretary** means:

- (a) the person holding office under this **constitution** as secretary of the Association, or
- (b) if no such person holds that office – the public officer of the Association.

**special general meeting** means a general meeting of the Association other than an annual general meeting.

**the Act** means *the Associations Incorporation Act 2009*.

**the Association** means The Chinese University of Hong Kong Alumni Association Australia Incorporated.

**the Regulation** means *the Associations Incorporation Regulation 2010*.

**the constitution** means the **constitution** of the Chinese University of Hong Kong Alumni Association Australia Incorporated.

(2) In this **constitution**:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

- (3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.
- (4) The power of interpreting the constitution hereof shall be vested in the committee.

#### **1A Nature.**

The Association is non-profit making and non-commercial in nature. Subject to subsection 5(2) of the Act, no member of the Association shall obtain from, or otherwise be provided by the Association with, any form of pecuniary gain.

#### **1B Objects**

- (1) To promote and encourage fellowship and mutual support amongst members of the Association, and
- (2) To encourage integration of the Association's members and their families into the Australian community and, in this connection, to stimulate interest in economic, social, cultural and political matters that may affect the community, and
- (3) To maintain close ties between members of the Association and the Chinese University of Hong Kong, and
- (4) To promote Chinese culture.

## **Part 2 Membership**

### **1 Membership qualifications**

There are three types of members.

- (1) A person is qualified to be a member of the Association if and only if the person is a natural person who has undertaken an undergraduate or post-graduate course of study at the Chinese University of Hong Kong, or
- (2) A person is qualified to be a spouse member of the Association if and only if the person is a natural person who is eligible to become a member as stipulated in subclause (1) and who is also the spouse of a member of the Association, or
- (3) A person is qualified to be an associate member if and only if the person is a natural person who, while not eligible to become a member stipulated in subclauses (1) and (2), subscribes to the objectives of the Association. An associate member shall be entitled to all the rights and obligations of a member but shall not vote at any kind of general meeting of

the Association or be elected as an ordinary committee member or office bearer of the Association.

## **2 Nomination for membership**

- (1) A nomination of a person for membership of the Association:
  - (a) must be made by a member of the Association in writing in the form set out in Appendix 1, Appendix 1A or Appendix 1B to this constitution, and
  - (b) must be lodged with the secretary or the public officer of the Association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary or the ordinary committee member for membership affairs must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the secretary or the public officer must:
  - (a) notify the nominee that the committee has approved or rejected the nomination (whichever is applicable), and
  - (b) if the committee has approved the nomination, request the nominee to pay the subscription forthwith.
- (4) The secretary or the public officer must, on payment by the nominee of the amounts referred to in clause 8 within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Association.

## **3 Cessation of membership**

A person ceases to be a member of the Association if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the Association, or
- (d) fails to pay the annual subscription under clause 8 for two consecutive years.

## **4 Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the Association:

- (a) is not capable of being transferred or transmitted to another person, and

- (b) terminates on cessation of the person's membership.

## 5 Resignation of membership

- (1) A member of the Association who has paid all amounts payable by the member to the Association in respect of the member's membership may resign from membership of the Association by notifying the secretary or the public officer orally or in writing. Upon notification, cessation of membership takes effect.
- (2) If a member of the Association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary or the public officer must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

## 6 Register of members

- (1) The public officer of the Association must establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales in the custody of the public officer and must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (3) A member of the Association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (4) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (5) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Association or other material relating to the Association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

## 7 Fees and subscriptions

- (1) Subject to **subclauses** (3) and (4), a member of the Association must pay to the Association an annual membership subscription on admission to membership and for each succeeding financial year in which the membership continues. Where an admission date is within 3 months of the end of a financial year, the committee may waive the annual membership subscription for the expiring financial year. Annual membership subscription shall be due on 1 July of each financial year.
- (2) The annual membership subscription for a member or an associate member is \$25.
- (3) A spouse member does not have to pay annual subscription.
- (4) A member of the Association can pay a life membership subscription of 12 times the annual membership subscription if the member wishes to pay in one lump sum for the life time subscription.
- (5) At no time and under no circumstances is the annual or life membership subscription refundable.

## 8 Members' liabilities

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by **clause** 8.

## 9 Resolution of internal disputes

- (1) A dispute between members (in their capacity as members) of the Association, and disputes between members and the Association, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (3) The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

## 10 Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the Association:
  - (a) has refused or neglected to comply with a provision or provisions of this **constitution**, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the Association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned; and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member in respect of whom the action is taken of the reasons given by the committee for having taken that action and of the member's right of appeal under **clause 12**.
- (6) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 12, whichever is the later.

## **11 Right of appeal of disciplined member**

- (1) A member may appeal to the Association in general meeting against a resolution of the committee under **clause 11**, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under **subclause (1)**, the secretary must notify the committee which is to convene a general meeting of the Association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the Association convened under **subclause (3)**:
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the Association.**



## Part 3 The committee

### 12 Powers of the committee

Subject to the Act, the Regulation and this constitution and to any resolution passed by the Association in general meeting, **the committee:**

- (a) is to control and manage the affairs of the Association, and
- (b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by this **constitution** to be exercised by a general meeting of members of the Association,
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association **and,**
- (d) **to appoint a public officer.**

### 13 Composition and membership of the committee

- (1) The committee is to consist of:
  - (a) the office-bearers of the Association, and
  - (b) **3** ordinary **committee** members,each of whom is to be elected at the annual general meeting of the Association under **clause** 15.
- (2) The office-bearers of the Association are:
  - (a) the president
  - (b) the vice-president
  - (c) the secretary, and
  - (d) the treasurer
- (3) **A committee member may hold up to two offices (other than both the president and vice-president offices).**
- (4) Each member of the committee is, subject to this **constitution**, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election save that no president shall hold office for more than 2 consecutive terms.

## 14 Election of committee members

- (1) Nominations of candidates for election as office-bearers of the Association or **as ordinary committee members:**
  - (a) must be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) must be delivered to the secretary of the Association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) **The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.**
- (7) **A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the Association must be a member of the Association.**

## 15 Secretary

- (1) **The secretary of the Association must, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address.**
- (2) It is the duty of the secretary to keep minutes of:
  - (a) all appointments of office-bearers and members of the committee,
  - (b) the names of members of the committee present at a committee meeting or a general meeting, and

- (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

## 16 Treasurer

It is the duty of the treasurer of the Association to ensure:

- (a) that all money due to the Association is collected and received and that all payments authorised by the Association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.

## 17 Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
  - (a) dies, or
  - (b) ceases to be a member of the Association, or
  - (c) becomes an insolvent under administration within the meaning of *the Corporations Act 2001* of the Commonwealth, or
  - (d) resigns office by notice in writing given to the secretary, or
  - (e) is removed from office under **clause** 19, or
  - (f) becomes a mentally incapacitated person, or
  - (g) is absent without the consent of the committee from **three consecutive meetings of the committee, or**
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or

- (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporation Act 2001* of the Commonwealth.

## 18 **Removal of committee member**

- (1) The Association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in **subclause** (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the Association, the secretary or the president may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## 19 **Committee meetings and quorum**

- (1) The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under **subclause** (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to another time and place.

- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
  - (a) the president or, in the president's absence, the vice-president is to preside, or
  - (b) if the president and the vice-president are absent or unwilling to act, one of the remaining members of the committee may be chosen by the members present at the meeting to preside.

## **20 Delegation by committee to sub-committee**

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this **clause** may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this **clause** may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this **clause**, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this **clause** has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this **clause**.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

## **21 Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be

- determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
  - (3) Subject to **clause 20(5)**, the committee may act despite any vacancy on the committee.
  - (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## Part 4 General meeting

### 22 Annual general meetings – holding of

- (1) The Association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The Association must hold its annual general meetings:
  - (a) within 6 months after the close of the association's financial year, or
  - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

### 23 Annual general meetings – calling of and business at

- (1) The annual general meeting of the Association is, subject to the Act and to **clause 23**, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the committee reports on the activities of the Association during the last preceding financial year,
  - (c) to elect office-bearers of the Association and ordinary **committee** members,

- (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

## **24 Special general meetings – calling of**

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the Association.
- (3) A requisition of members for a special general meeting:
  - (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed by the members making the requisition, and
  - (c) must be lodged with the secretary, and
  - (d) may consist of several documents in a similar form, each signed by all the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

## **25 Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the

matter required under **subclause** (1), the intention to propose the resolution as a special resolution.

- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under **clause** 24(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

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### **Quorum for general meetings**

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this **constitution** to vote is present during the time the meeting is considering that item.
- (2) Fifteen members or ten percent of members on the membership register, whichever is the less, present in person (being members entitled under this **constitution** to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened on the requisition of members, is to be dissolved,  
and
  - (b) in any other case, is to stand adjourned to another time and place as the committee thinks fit.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the number of members present, not being less than **15** persons, is to constitute a quorum.

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### **Presiding member**

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the Association.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their members to preside as chairperson at the meeting.



## **28 Adjourment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting to a time and place as agreed by the majority of the members present at the meeting, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **29 Making of decisions**

- (1) A question arising at a general meeting of the Association is to be determined by either :
  - (a) a show of hands, or
  - (b) if on the motion of the chairperson or if 15 or more members present at the meeting decide that the question should be determined by a written ballot- a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

## **30 Special resolution**

A special resolution may only be passed by the Association in accordance with section 39 of the Act.

## **31 Voting**

- (1) On any question arising at a general meeting of the Association, a member has one vote only.
- (2) A spouse member is entitled to vote and has one vote only.
- (3) An associate member is not entitled to vote.
- (4) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (5) A member is not entitled to vote at any general meeting of the Association unless all money due and payable by the member to the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

## **32 Proxy votes not permitted**

Proxy voting must not be undertaken at or in respect of a general meeting.

## **Part 5 Miscellaneous**

### **33 Insurance**

The Association may effect and maintain insurance.

### **34 Funds – source**

- (1) The funds of the Association are to be derived from subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the committee determines.
- (2) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account or other authorised deposit-taking institution account.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **35 Funds – management**

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the committee determines.

- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee, being members authorised to do so by the committee.

### **36 Change of name, objects and constitution**

An application to the Director-General for registration of a change in the Association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

### **38 Custody of books**

Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

### **39 Inspection of books etc**

(1) The following documents must be open to inspection, free of charge, by a member of the Association at any reasonable hour:

- (a) records, books and other financial documents of the Association,
- (b) this constitution,
- (c) minutes of all committee meetings and general meetings of the Association.

(2) A member of the Association may obtain a copy of any of the documents referred to in subclause(1) on payment of a fee of not more than \$1 for each page copied.

### **40 Service of notices**

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
- (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

- (2) for the purpose of **this constitution**, a notice is taken, unless the contrary is proved, to have been given or served:
- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

#### **41 Financial year**

**The financial year of the Association is:**

- (a) the period of the time commencing on the date of incorporation of the Association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of the Association, commencing on 1 July and ending on the following 30 June.

# Appendix 1

(Clause 3 (1))

## APPLICATION FOR MEMBERSHIP OF ASSOCIATION

The Chinese University of Hong Kong Alumni Association Australia Incorporated  
(incorporated under the *Associations Incorporation Act 2009* of the State of New  
South Wales)

I,.....  
(full name of applicant)

of.....  
(address)

being a graduate of .....  
(college/major/year of graduation)

hereby applies to become a member of the above-named incorporated association.  
In the event of my admission as a member, I agree to be bound by the constitution of  
the Association for the time being in force.

.....  
*Signature of applicant*

Date.....

I,..... a member for the Association,  
(full name)

nominate the applicant, who is personally known to me, for membership of the  
Association.

.....  
*Signature of proposer*

Date.....

I,..... a member for the Association,  
(full name)

second the nomination of the applicant, who is personally known to me, for  
membership of the Association.

.....  
*Signature of seconder*

Date.....

# Appendix 1A

(Clause 3 (1))

## APPLICATION FOR SPOUSE MEMBERSHIP OF ASSOCIATION

The Chinese University of Hong Kong Alumni Association Australia Incorporated  
(incorporated under the *Associations Incorporation Act 2009* of the State of New  
South Wales)

I,.....  
(full name of applicant)

of.....  
(address)

being a graduate of .....(if applicable)  
(college/major/year of graduation)

and being the spouse of .....hereby applies to become  
spouse member of the above-named incorporated association. In the event of my  
admission as a spouse member, I agree to be bound by the constitution of the  
Association for the time being in force.

.....  
*Signature of applicant*

Date.....

I,..... a member for the Association,  
(full name)

nominate the applicant, who is personally known to me, for membership of the  
Association.

.....  
*Signature of proposer*

Date.....

I,..... a member for the Association,  
(full name)

second the nomination of the applicant, who is personally known to me, for  
membership of the Association.

.....  
*Signature of seconder*

Date.....

# Appendix 1B

(Clause 3(1))

## APPLICATION FOR ASSOCIATE MEMBERSHIP OF ASSOCIATION

The Chinese University of Hong Kong Alumni Association Australia Incorporated  
(incorporated under the *Associations Incorporation Act 2009* of the State of New  
South Wales)

I,.....  
(full name of applicant)

of.....  
(address)

hereby apply to become an associate member of the above-named incorporated  
association. In the event of my admission as an associate member, I agree to be  
bound by the constitution of the Association for the time being in force.

.....  
*Signature of applicant*

Date.....

I,..... a member for the Association,  
(full name)

nominate the applicant, who is personally known to me, for membership of the  
Association.

.....  
*Signature of proposer*

Date.....

I,..... a member for the Association,  
(full name)

second the nomination of the applicant, who is personally known to me, for  
membership of the Association.

.....  
*Signature of seconder*

Date.....