

**THE CONSTITUTION OF
THE CHINESE UNIVERSITY OF HONG KONG
HISTORY ALUMNI ASSOCIATION**

To provide for establishment of legitimacy and government of Association.

SECTION I: PRELIMINARY

Article 1: Short Title

1.1 This Constitution may be cited as the Constitution of the Chinese University of Hong Kong History Alumni Association.

Article 2: Interpretation

2.1 In this Constitution, unless the context otherwise requires —

- i. “Administrator” means the Administrator of the Chinese University of Hong Kong History Alumni Association;
- ii. “Association” means the Chinese University of Hong Kong History Alumni Association;
- iii. “Constitution” means this Constitution of the Association;
- iv. “Council” means the Executive Council;
- v. “Department” means the Department of History of the Chinese University of Hong Kong;
- vi. “Group” means the Chinese University Young Historian;
- vii. “History Graduate” includes a holder of history degree, i.e. B.A. (Hons), M.A., M.Phil. or PhD. graduated in the Department of History of the Chinese University of Hong Kong
- viii. “Member” means member of the Chinese University of Hong Kong History Alumni Association, regardless full member, associate member, community member or honorary member;
- ix. “Official” means the President, the Vice President, the Administrator and any Secretary;
- x. “President” means the President of the Chinese University of Hong Kong History Alumni Association;
- xi. “University” means the Chinese University of Hong Kong;
- xii. “Vice President” means the Vice President of the Chinese University of Hong Kong History Alumni Association;
- xiii. “Voting Member” means full member who shall be entitled the right of vote;

SECTION II: GENERAL

Article 3: Name

- 3.1 The name of the Association shall be “The Chinese University of Hong Kong History Alumni Association”(simplified name: CUHAA) [香港中文大學歷史系校友會] (hereinafter referred to as ‘the Association’).

Article 4: Vision

- 4.1 We are determined to serve as one of the best alumni association in Hong Kong, empowering the past, present and future history alumni, students and staff to take pride in contributing to history career.

Article 5: Mission

Our mission is as follows:

- 5.1 To foster and promote history amongst schools, sectors, groups as well as all segments of the community.
- 5.2 To participate to, collaborate with the management of the Department of History with intent to strengthen and build history department’s integrated power and goodwill respectively.
- 5.3 To provide a platform i.) for alumni to feedback the Department, ii.) for the Department to liaise with its graduates, and iii.) for the existing students and staff to communicate with alumni and the Department.
- 5.4 To facilitate History alumni and students to heighten their profile and develop their bright-eyed career pathways.
- 5.5 To encourage regular and well-organized gatherings of history alumni so that they can contribute to our society and our state collectively.

Article 6: Value

We strive for achievement of our mission by embracing these core values:

- 6.1 **Transformation**

We firmly believe transformation as a normal in human story, thus we learn inherent mechanism of transformation in history and through history wisdom to predict, prepare as well as supervise transformations in the future.

6.2 Self-identification

We are proud of the role of historian as generalist with profession in history and committed to provide our value, competent and professional opinions given by history to help the Department and the community to scale new heights.

6.3 Concern the Motherland

We fully understand studying history in CUHK as a commitment and responsibility to highly concern our motherland and energetically serving construction and transformation of China.

6.4 Career Brightening

We are brilliant and hardworking with a wide variety of perspectives and cross-disciplinary skills benefited from history learning, and tasked to develop a bright-eyed career as well as to take lead of our society.

6.5 Glory Upholding

We are pleasant to participate to competitions in optimizing history insights and cognitions aiming to glorify history itself.

Article 7 Organization

7.1 The Association shall be composed of all alumni of the Department of History of the Chinese University of Hong Kong irrespective of degree or higher degree they studied.

Article 8 Power

8.1 Alumni Representative

The Association shall be a general representative of all alumni of the Department of history of the Chinese University of Hong Kong.

8.2 Membership Welfare

The Association shall understand demands of members, illustrate history alumni' stance, and foster all businesses concerning the welfare.

Article 9 Association Site

9.1 The Association shall be situated in registered address of Department of History of the Chinese University of Hong Kong.

Article 10 Language

- 10.1
1. The official language of the Association shall be bilingual in Chinese and English.
 2. Either or both languages shall be used in official meetings or official documents, Chinese, in its oral form, shall mean the Cantonese and Mandarin.

SECTION III: MEMBERSHIP

Article 11: Full Member

11.1 Eligibility Criteria

All degree and higher degree graduates of the Department of History of the Chinese University of Hong Kong shall be eligible for full members of the Association and shall pay prescribed membership subscription.

11.2 Privilege

1. To have the right of electing, being elected, initiative, reviewing and recalling.
2. To attend the General Meeting of the Association.
3. To participate to all activities arranged by the Association.
4. To be an Executive Council Member appointed by the President.
5. To be the President of the Association after election.
6. To benefit from welfare provision of the Association.

11.3 Obligation

1. To serve the Association.
2. To contribute to history alumni affairs of CUHK.
3. To feedback Department of History of CUHK..
4. To treat promotion of history as an integrated part of life.
5. To observe statues of the Association.

Article 12: Associate Member

12.1 Eligibility Criteria

1. All teaching and administrative staff of Department of History shall be eligible for associate members of the Association and shall pay prescribed membership subscription.
2. All graduates of CUHK other than Department of History or History Division interested in history and related to alumni affairs shall be eligible for associate members of the Association and shall pay prescribed membership subscription.
3. All university degree holders of history major irrespective of universities interested in history and related to alumni affairs shall be eligible for associate members of the Association and shall pay prescribed

membership subscription.

12.2 Privilege

1. To attend the General Meeting of the Association.
2. To participate to portion of activities arranged by the Association.
3. To be an officer of a project expect being an Executive Council Member appointed by the President.
4. To benefit from welfare provision of the Association.

12.3 Obligation

1. To serve the Association.
2. To contribute to history alumni affairs of CUHK.
3. To treat promotion of history as an integrated part of life.
4. To observe statues of the Association.

Article 13: Community Member

13.1 Eligibility Criteria

Any person who interested in history and related to alumni affairs with approval of the Chief Secretary shall be eligible to be a community member and shall pay prescribed membership subscription.

13.2 Privilege

1. To attend the General Meeting of the Association.
2. To participate to portion of activities arranged by the Association.
3. To pick up any provisional duties expect of being an Executive Council Member assigned by the Administrator and with consent of the President.
4. To benefit from welfare provision of the Association.

13.3 Obligation

1. To serve the Association.
2. To contribute to history alumni affairs of CUHK.
3. To treat promotion of history as an integrated part of life.
4. To observe statues of the Association.

Article 14: Honorary Member

14.1 Eligibility Criteria

Any person who has made significant contributions to the Association, to the Department, to history career or to society, with nomination of one Executive Council Member and endorsement of fifty percentages of all Officials, may be engaged by the President of the Association as an honorary member.

14.2 **Privilege**

1. To attend the General Meeting of the Association.
2. To participate to portion of activities arranged by the Association.
3. To be a consultant of the Association appointed by the President.
4. To benefit from welfare provision of the Association.

14.3 **Obligation**

1. To provide professional recommendations to the Association.
2. To contribute to history alumni affairs of CUHK.

SECTION IV: THE GENERAL MEETING

Article 15: Definition

- 15.1 General Meeting shall be a decision-making organization with the highest authority of the Association.
- 15.2 General Meeting refers to as i.) Annual General Meeting or ii.) Extraordinary General Meeting.
- 15.3 Annual General Meeting shall be a standing organization to review achievements of the Association in the year before, and to draw up a blueprint for development of the Association in the coming year.
- 15.4 Extraordinary General Meeting shall be convened to handle emergency and significant issues.

Article 16: Powers

- 16.1 Annual Report addressed by the Executive Council shall be approved by the Annual General Meeting.
- 16.2 Year Plan proposed by the Executive Council shall be approved by the Annual General Meeting.
- 16.3 Election, impeachment and amendment of the Constitution shall be conducted in the Annual General Meeting.

Article 17: Organization

- 17.1 All members shall be eligible to attend.
- 17.2 Only Full Member shall be voting member, i.e. the right to vote shall be granted to all full members.
- 17.3 The existing President of the Association shall be the Chairperson of the Annual General Meeting, and the existing Vice President shall be the Convener of the Annual General Meeting.

Article 18: Procedure

- 18.1 The Annual General Meeting shall be held in the period from January to March annually.
- 18.2 General Meeting shall be held at such time and place that Executive Council shall decide.
- 18.3 After Executive Council decided to hold the Annual General Meeting, it shall announce to all members at least one month before the meeting date.
- 18.4 Due to the Chairperson of the General Meeting as the President of the Association, the President shall be eligible to adjourn the meeting from time to time or from place to place. All members shall be notified for any adjournment created by the President.
- 18.5 Quorum of the General Meeting shall be not less than fifty percentages of all Executive Council Members and fifteen full members or ten percentages of all full members of the Association, not including Executive Council Members. If quorum is still not presented 30 minutes after commencement of the meeting, the meeting may proceed. In case of any objection raised by participating full members and with consent of half of the participating full members, the Chairperson shall declare that the meeting is suspended and announce the next meeting date and time until the further notice by the Convener.
- 18.6
 1. Regarding the Extraordinary General Meeting, due to emergency and significant issue, the quorum shall count Executive Council Members, but it shall be maintained in the requirement of not less than fifty percentages of all Executive Council Members and fifteen full members or ten percentages of all full members of the Association. If quorum is still not presented 30 minutes after commencement of the meeting, the meeting may proceed. In case of any objection raised by participating full members and with consent of half of the participating full members, the Chairperson shall declare that the meeting is suspended and announce the next meeting date and time until the further notice by the Convener.
 2. The Extraordinary General Meeting shall be held at such time and place as

the Executive Council shall decide and notify all members at least three working days before the meeting.

Article 19: Vote and Election

- 19.1 All full members have right of voting in the General Meeting.
- 19.2 The Annual Report and the Year Plan shall be approved by voting in the Annual General Meeting. Approval shall be given by the motion of one participating full member and the total numbers of votes in favour the motion exceeds half of the quorum.
- 19.3 Any motion in the General Meeting shall be proposed by one full member.
- 19.4 A resolution put to the vote shall be decided on a show of hands.
- 19.5 If full members assign proxy to execute those rights of voting in the Annual General Meeting, it shall be a duty for them to make an application in writing to the Convener for obtaining approval at least 7 working days before the meeting.
- 19.6 Every full member shall be entitled to have one vote, irrespective of personally present or by proxy at the meeting.
- 19.7 Owing to the administrative term of the Executive Council restricted as four years, an election for new term of the Executive Council shall be held in the Annual General Meeting every four years.

Article 20: Initiative, Review and Recall

- 20.1 Priority of discussion shall be given to the meeting agenda prepared by the Executive Council in the Annual General Meeting.
- 20.2 Any initiative, review or recall shall be submitted in writing to the Convener at least 14 working days before the meeting for any further amendment and preparation of the meeting agenda.
- 20.3 If full members generate any request of initiative, review or recall at the Annual

General Meeting, without informing the Convener before, the issue may be classified as remaining agenda and handled by Executive Council in its coming monthly standing meeting.

SECTION V: THE EXECUTIVE COUNCIL

Article 21: Definition

21.1 Executive Council shall be the highest executive organization of the Association with authority subordinate only to the General Meeting.

Article 22: Power

22.1 All matters concerning the Association shall be decided by the Executive Council when the General Meeting is in recess.

Article 23: Structure

23.1 The Executive Council shall be consisted of the following members:-

i. President

- shall be an Official of the Association.
- shall be the Governor of the Association.
- shall be the Chairperson of General Meeting.
- shall be the Chairperson of Executive Council.
- shall represent the Association externally

ii. Vice President

- shall be an Official of the Association.
- shall be the Convener of General Meeting.
- shall assist the President in all duties.

iii. Administrator

- shall be an Official of the Association.
- shall be the Chief Executive of the Association.
- shall be in charge of internal management of the Association.
- shall ensure administrative effectiveness and efficiency.
- shall perform any other duties assigned by the President or the Vice President.

iv. Secretary for Social Affairs

- shall be an Official of the Association.

- shall be on behalf of the Association to express concerns to the general public and social issues.
 - shall be responsible for research projects so that the Association may recommend suggestions for government or society.
 - shall perform any other duties assigned by the President or the Vice President.
- v. Secretary for Economic and Finance
- shall be an Official of the Association.
 - shall be in charge of financial affairs of the Association.
 - shall prepare annual budgetary proposals and financial reports in order to ensure a strong and healthy financial ability of the Association.
 - shall be responsible for policy formulation of sustainable economic development of the Association.
 - shall perform any other duties assigned by the President or the Vice President.
- vi. Secretary for Organization
- shall be an Official of the Association.
 - shall take the responsibility to constantly reinforce organizational extent of the Association.
 - shall inspect the effectiveness of the hierarchy of the Association from time to time.
 - shall safeguard the Constitution and discipline of the Association.
 - shall perform any other duties assigned by the President or the Vice President.
- vii. Secretary for Academic
- shall be an Official of the Association.
 - shall be responsible for academic encouragement.
 - shall arrange activities relevant to academic development.
 - shall be in charge of any press or publication of the Association.
 - shall perform any other duties assigned by the President or the Vice President.
- viii. Secretary for Personnel and Training
- shall be an Official of the Association.
 - shall be in charge of human resources affairs of the Association.

- shall take up the duty to layout annual training plan.
 - shall arrange examinations and assessments so that the Association can choose right person to perform right duty with an impartial and ability-orientated institution of promotion.
 - shall perform any other duties assigned by the President or the Vice President.
- xi. Executive Officer
- shall be a committee secretary of the Executive Council.
 - shall prepare discussion agenda and take minutes in the standing meeting of the Executive Council.
 - shall be responsible for liaison between respective Secretary.
 - shall be responsible for arrangements of monthly standing meeting.
 - shall perform any other duties assigned by the President or the Vice President.
- xii. Non-official Member
- shall be a full member of the Association.
 - shall be appointed by the President.
 - shall assist the Officials in policy-formulation.
 - shall perform any other duties assigned by the President or the Vice President.

Article 24: Meeting

24.1 Monthly Standing Meeting

1. Standing Meeting of the Executive Council shall be held on a monthly basis.
2. A notice and a brief agenda of meeting shall be sent to members of Executive Council forty-eight hours beforehand.

24.2 Extraordinary Meeting

1. Extraordinary Meeting shall be convened by the Chairperson in cases of emergency or necessities when the Chairperson deemed it appropriate.
2. A notice and a brief agenda of meeting shall be sent to members of Executive Council twenty-four hours beforehand.

24.3 Quorum

Quorum shall be fifty percentages of the members of Executive Council.

Article 25: Official Member and Non-official Member

25.1 The Executive Council shall be organized by official member and non-official member. Official member shall be an Official of the Association, i.e. President, Vice President, Administrator, Secretary for Social Affairs, Secretary for Economic and Finance, Secretary for Organization, Secretary for Academic and Secretary for Personnel and Training. Non-official member shall be a full member of the Association. In general, official member shall become an Executive Council Member by election. President may appoint new official members in line with the procedure of resignation of Executive Council while facing resignation.

25.2 The appointment of non-official members shall be decided by the President. Provided that the numbers of non-official member shall not exceed half of total numbers of Executive Council Member.

Article 26: Term of office

26.1 The term of office shall be four years, from the first day of April to the last day of March in the fourth year counted from the year of the commencement of the existing Executive Council as the first year.

Article 27: Vacancies

27.1 1. If the President cannot present any meeting which shall be chaired by him, the Vice President shall fill the vacancy. If the President and the Vice President cannot present the meeting, that meeting shall be suspended.

2. In case of the President apply for leaving from his position for official business over half year or the President is satisfied that it is necessary; the Vice President shall be the acting President. In case of the Vice President apply for leaving from his position for official business over half year or the President is satisfied that it is necessary, the Administrator shall be the acting Vice President, unless the President assign any other Executive Council Member to perform acting Vice President duties.

Article 28: Resignation

28.1 Resignation of Executive Council Member shall be adopted by an approval of the President and recorded on the minutes of Executive Council standing meeting. An announcement shall be made for any resignation of Executive Council after it had been approved.

Article 29: Year Plan and Annual Report

29.1 The Executive Council shall submit a year plan and an annual report to the Annual General Meeting for approval.

SECTION VI: FINANCE

Article 30: Financial Year

30.1 The financial year of the Association shall be from the first day of April to the last day of March in the next year.

Article 31: Secretary for Economic and Finance

31.1 Secretary for Economic and Finance shall be the chief in charge of economic development and financial management of the Association. He shall be responsible for all affairs relevant to economic and finance, and report his duties to the President and the Executive Council from time to time.

Article 32: Subscription

32.1 Full Member

Full member shall pay a one-off membership subscription of HK\$300 on first joining the Association after his graduation.

32.2 Associate Member and Community Member

Associate member or community member shall pay a one-off membership subscription of HK\$300 on first joining the Association.

32.3 Honorary Member

Due to courteous reception, membership subscription of honorary member would be waived with respectful invitation of the President.

32.4 Member of the Chinese University Young Historian

Concerning that entrance fee had been paid by each member of the Chinese University Young Historian (CUYH) while they joining the Group, all members of CUYH shall only pay the surplus amount of the CUYH entrance fee deduced from HK\$300 for membership subscription on joining the Association after their graduations.

32.5 Any amendment of the subscription shall be proposed by the Executive Council, and endorsed by the General Meeting. When the General Meeting is in recess, any amendment of the subscription that the Executive Council may

decide. The resolution shall be effective subject to approval granted by the President and he shall put the reasons of that amendment on record and submit to the General Meeting that the Council's decision in the coming Annual General Meeting.

Article 33: Operation

33.1 The Executive Council shall deposit all sums of money received by the Association to a licensed bank. Any cheques for the withdrawal of money shall be valid provided they are signed by the President and the Secretary for Economic and Finance or the Administrator or any member of the Executive Council appointed from time to time.

Article 34: Budgetary Proposal and Financial Report

34.1 An annual budgetary proposal and an annual financial report shall be submitted to the Annual General Meeting for approval by the Secretary for Economic and Finance.

SECTION VII: THE PROVISIONAL COMMITTEE

Article 35: Definition

35.1 The Provisional Committee shall be established during the vacancy of the Executive Council.

Article 36: Powers and Responsibilities

36.1 Having regard to vacancy of the Executive Council, the Provisional Committee shall ensure a normal administration of the Association including internal and external affairs.

36.2 The term of office shall start from the vacancy of the Executive Council and end at the commencement of the new session of the Executive Council. In such of the period, the Provisional Committee shall be acting the highest executive organization of the Association with authority subordinate only to the General Meeting.

36.3 The Executive Council shall be an integral part of the Association; therefore all members shall endeavor to assume office of the Executive Council as a normal administrative mechanism. Hence, the Provisional Committee shall assist all proposed cabinets in arranging electoral affairs with equity and justice.

Article 37: Organization

37.1 The Provisional Committee shall be at least composed of a chairperson, a convener, a committee secretary and a liaison officer.

Article 38: Resignation and Reformation

38.1 Any resignations of the Provisional Committee shall be approved by the Chairperson of the Provisional Committee, and recorded on its minutes.

38.2 The Chairperson of the Provisional Committee, when deemed it appropriate, may reform the committee. An announcement shall be made for such reformation which shall be reported to the General Meeting in the coming Annual General Meeting.

SECTION VIII: PENALTY

Article 39: Impeachment

39.1 The Executive Council may be impeached or recalled by the General Meeting for violation of the Constitution or neglect of its duties.

39.2 The President of the Association or Executive Council Members may be impeached by a resolution of the General Meeting adopted in a two-thirds majority of all full members of the Association for violation of the Constitution or neglect of its duties.

Article 40: Punishment

40.1 Any member of the Association who is found guilty of or pleads guilty to violation of the Constitution or neglect of its duties may be punished by the award of any one or more of the following punishments:

- i. recorded interview
- ii. warning letter
- iii. severe reprimand
- iv. reprimand
- v. extra duties

40.2 Any punishment awarded shall be entered by Secretary for Personnel and Training in the personnel record of the member so punished.

SECTION IX: MISCELLENOUS

Article 41: Interpretation of the Constitution

41.1 The General Meeting shall be the highest authority to interpret the Constitution of the Association. When the General Meeting is in recess, the Executive Council shall be empowered with authority to interpret the Constitution of the Association.

Article 42: Amendment of the Constitution

42.1 Any amendment shall be approved by the President, endorsed by five participating full members of the General Meeting.

Article 43: Conflict of the Constitution

43.1 The Constitution shall be the ultimate authority of the Association if there is any conflict between the Constitution and any regulation of branch, patrol or team of the Association.

Article 44: Commencement of Validity

44.1 The Constitution has to be adopted by the General meeting and approved by the Executive Council before it may be declared effective as of the date of announcement.

- END -