

THE CHINESE UNIVERSITY OF HONG KONG
CONSTITUTION OF THE CONVOCATION

Origin

1. The Convocation of The Chinese University of Hong Kong is a statutory body created by The Chinese University of Hong Kong Ordinance, Chapter 1109 of the Laws of Hong Kong and its constitution, functions, privileges and other matters relating to the Convocation shall be as prescribed by The Chinese University of Hong Kong Ordinance and the Statutes and subject to the approval of the University Council.

Definition

2. In the Constitution and Rules of the Convocation of The Chinese University of Hong Kong, unless the context otherwise requires:-

‘Ordinance’ means The Chinese University of Hong Kong Ordinance;

‘University’ means The Chinese University of Hong Kong;

‘Statutes’ means the Statutes of The Chinese University of Hong Kong;

‘Senate’ and ‘Convocation’ respectively mean the Senate and the Convocation of the University;

‘Original College’ means any of the following:-

- (a) Chung Chi College;
- (b) The United College of Hong Kong;
- (c) New Asia College;

‘Chairman’, ‘Vice-Chairman’ and ‘Secretary’ respectively mean the Chairman, the Vice-Chairman and the Secretary of the Convocation;

‘Constitution’ means the Constitution of the Convocation of The Chinese University of Hong Kong;

‘Rules’ means the Rules of the Convocation contained in the Schedules;

‘Standing Committee’ means the Standing Committee of the Convocation;

‘The Federation of Alumni Associations’ means The Federation of Alumni Associations of The Chinese University of Hong Kong Limited;

‘Annual Meeting’ means the annual general meeting of the Convocation;

‘Special Meeting’ means any general meeting other than the annual general meeting of the Convocation.

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Objectives

3. The objectives of the Convocation shall be:-

- (a) to further the activities, interests and objectives of the University;
- (b) to promote good relations between the University and the general public;
- (c) to strengthen the relationship between members of the Convocation and other members of the University;
- (d) to promote the interests of members of the Convocation;
- (e) to raise funds for carrying out the objectives of the Convocation.

Membership

4. The Convocation shall consist of all persons whose names appear on the Convocation roll.

5. All persons who are graduates of the University or who obtained a diploma issued by the Post-Secondary Colleges Joint Diploma Board in the academic year of establishment of the University (that is, in August 1963) shall be entitled to have their names entered on the Convocation roll.

6. Any person who was admitted as a registered student of an original College before the date of establishment of the University, pursued a course of study of not less than four years' duration in that original College, and obtained a diploma issued by that original College or by the Post-Secondary Colleges Joint Diploma Board may register with the Registrar of the University to have his name entered on the Convocation roll.

7. Any person who has attended an approved course of study for not less than one academic year after admission as a registered postgraduate student to a Faculty or a School and has been awarded a postgraduate diploma by the Senate may register with the Registrar of the University to have his name entered on the Convocation roll.

8. Persons on whom a degree honoris causa has been conferred shall not solely by reason thereof be members of the Convocation, but may be elected by the Convocation to be members thereof.

9. The Convocation roll shall be kept by the Registrar of the University and the names thereon shall be conclusive evidence that any person whose name

appears therein is entitled to vote at an Annual or Special Meeting. In exercising such entitlement, he shall also be in compliance with other provisions of the Constitution and Rules. Any person whose name does not appear in the Convocation roll is not so entitled.

9A. Any person who is entitled to have his name entered on the Convocation roll, or who has registered with the Registrar of the University to have his name entered on the Convocation roll, shall give notice in writing to the Secretary if he wishes to have his name withdrawn from the Convocation roll.

9B. Any person who, by virtue of section 9A, has given notice in writing to the Secretary of the Convocation to have his name withdrawn from the Convocation roll shall apply in writing to the Standing Committee if he intends to have his name re-entered on the Convocation roll. The Standing Committee shall assess his application for approval and have his name verified by the Registrar of the University before his name is re-entered on the Convocation roll.

Chairman and Vice-Chairman

10. The Convocation shall from its own members elect a Chairman and a Vice-Chairman who shall respectively hold office for a period of three years.

11. No member shall be eligible for election as Chairman or Vice-Chairman unless he is ordinarily resident in Hong Kong. Any retiring Chairman or Vice-Chairman shall be eligible for re-election.

12. The election of a Chairman or Vice-Chairman shall be by secret ballot, in accordance with the Rules made at an Annual or Special Meeting, and approved by the University Council.

12A. In the event that the office of the Chairman or of the Vice-Chairman is vacated upon the expiry of his term of office, and that there is no eligible candidate being nominated, the retiring officer may continue to hold his office for another one-year term subject to his consent and the approval of the Standing Committee.

13. The Chairman shall preside at all Annual and Special Meetings and shall be the Chairman of the Standing Committee at the same time.

14. Subject to section 14A, in the event of any casual vacancy in the office of the Chairman or of the Vice-Chairman, the Convocation shall elect one of its members at the next Annual or Special Meeting to fill the vacancy, and the person so elected shall hold office for the remainder of the term for which his predecessor was appointed.

14A. In the event of the remainder of the term of such casual vacancy in the office of the Vice-Chairman is less than 16 months, the Standing Committee shall have the discretion to defer filling such office by election at the next Annual or Special Meeting.

15. In the event of the Chairman being unable for any reason to fulfil any of the duties or exercise any of the discretion prescribed under the Constitution including those specified in the Rules, the Vice-Chairman shall act in the place of the Chairman until the Chairman resumes his duties and responsibility or when the vacancy is filled.

Secretary

16. The University shall appoint a senior staff of the University as the Secretary of the Convocation.

Powers and Functions

17. The Convocation shall have the following powers and functions:-

- (a) to elect a Chairman and a Vice-Chairman from among the members of the Convocation;
- (b) to discuss any matter relating to the University, including (but not limited to) any matter referred to it by the University Council or the Senate, and to report its views on such matters to the University Council or the Senate as the case may be;
- (c) to elect such number of members of the Convocation, as determined by the University Council, to be members of the University Council, provided that no person who holds an appointment in the University shall be eligible for such election;
- (d) to solicit funds from amongst its own members and from others for the purposes of the Convocation and the University and to determine the manner in which they may be used;
- (e) to make, rescind or amend by resolution at an Annual or Special Meeting, the procedure of its Annual and Special Meetings, the conduct of its election, and the appointment of committees;
- (f) to do any other acts necessary to give effect to the powers conferred on the Convocation by the Ordinance or the Statutes;
- (g) to perform such other functions as may be delegated by the University Council and the Senate.

Standing Committee

18. There shall be a Standing Committee of the Convocation which shall consist of:

- (a) the Chairman of the Convocation, who shall also be the Chairman of the Standing Committee;
- (b) the Vice-Chairman of the Convocation, who shall also be the Vice-Chairman of the Standing Committee;
- (c) the immediate past Chairman of the Convocation;
- (d) six members elected at an Annual or Special Meeting;
- (e) five members nominated by The Federation of Alumni Associations.

19. The Secretary of the Convocation or his deputy shall serve as the Secretary of the Standing Committee.

20. The election of the six elected members to the Standing Committee shall take place by ballot at an Annual or Special Meeting in accordance with the Rules approved by the University Council.

21. All candidates for election as members of the Standing Committee shall be nominated in writing by at least ten members of the Convocation.

22. The six elected members of the Standing Committee shall hold office for three years, one-third of whom shall retire by rotation annually, but shall be eligible for re-election.

23. The term of office of the elected members of the first Standing Committee shall be one, two, or three year(s) for each one-third lot respectively as determined by drawing lots.

24. The five nominated members of the Standing Committee shall hold office for one year or for such term as may be determined by The Federation of Alumni Associations.

24A. The immediate past Chairman shall hold office as member of the Standing Committee for one year upon his retirement as Chairman.

25. The duties and powers of the Standing Committee shall be:

- (a) to perform functions in furtherance of the objectives of the Convocation;
- (b) to advise and to make recommendations to the Convocation on matters relating to the

- University;
- (c) to convene Annual or Special Meetings;
- (d) to inform the Convocation regarding University matters;
- (e) to enter into communication directly with the University Council and Senate on any matter relating to the University;
- (f) to implement the resolutions of the Convocation;
- (g) where necessary, to prepare the budget of the Convocation to be approved in an Annual Meeting;
- (h) to authorize disbursements out of the budgetary and other funds of the Convocation in the furtherance of the objectives and the powers of the Convocation, and to present the financial report in an Annual Meeting;
- (i) to establish, modify or abolish sub-committees, define their terms of reference and refer any matter to such sub-committees for consideration. All such sub-committees shall periodically report their proceedings to the Standing Committee and shall be subject to dissolution at the absolute discretion of the Standing Committee;
- (j) to fill any casual vacancy among the offices of the elected members by co-opting another member of the Convocation. Any co-option shall be for a term of office up to the next Annual or Special Meeting when a new replacement member shall be elected. Any new replacement member elected shall hold the remainder of the term of office of the member whose place is taken. Where any elected member who vacates his office within 16 months from the expiry day of his term of office, such co-opted member shall hold the remainder of the term of office of the member whose place is taken;
- (j1) In the event that the office of an elected member is vacated upon the expiry of his term of office, and that there is no eligible candidate being nominated, the retiring officer may continue to hold his office for another one-year term subject to his consent and the approval of the Standing Committee.
- (k) to make, rescind or amend Rules, which shall take effect and be binding, if passed at either an Annual or Special Meeting and approved by the University Council;
- (l) to do any other acts necessary to give effect to the power conferred on the Convocation by the Ordinance or the Statutes.

26. The quorum at any meeting of the Standing Committee shall be half or over half of the total number

of the Committee members.

27. The Standing Committee shall meet at least twice in each calendar year.

28. At the discretion of the Chairman, business of the Standing Committee may be transacted by circular and the signed approval of any resolution by simple majority of the members of the Standing Committee shall have the same effect and validity as if it had been duly passed at a meeting of the Standing Committee.

29. A member of the Standing Committee shall not be personally liable for any acts performed in good faith or within the authority of the Standing Committee nor shall he be personally liable for unintentional acts or omissions.

30. The office of the Chairman or Vice-Chairman of the Convocation or any member of the Standing Committee shall be vacated if the person concerned:-

- (a) ceases to be member of the Convocation; or
- (b) is convicted of any crime which shall be judged by the Standing Committee to be of an immoral, scandalous or disgraceful nature; or
- (c) has suffered from actual physical or mental incapacity which shall be judged by the Standing Committee to prevent the proper execution of the duties of his office; or
- (d) has conducted himself in such a manner which shall be judged by the Standing Committee to be of an immoral, scandalous or disgraceful nature; or
- (e) resigns his office by notice in writing to the Standing Committee.

Election to University Council

31. The Convocation shall elect members of the Standing Committee to be members of the University Council, such number of members shall not exceed three provided that no person who holds an appointment in the University shall be eligible for such election.

31A. The Chairman of the Convocation, upon his being elected to the office, shall deem to be elected to represent the Convocation on the University Council, provided that:

- (a) he does not hold an appointment in the University nor is he a member of the University Council; or

- (b) notwithstanding his holding any of the appointment or membership as specified in (a), he has agreed to resign from such appointment or membership should he be elected to the Chairmanship; and
- (c) he has indicated, at the time of his candidacy, his consent to represent the Convocation on the University Council.

Finance

32. All funds of the Convocation shall be lodged with the Bursar of the University and recorded separately.

Rules

33. The Convocation may make Rules which are specified in the Schedules :

- (a) Schedule 1 Rules of Meeting of the Convocation of The Chinese University of Hong Kong;
- (b) Schedule 2 Rules of Election of the Convocation of The Chinese University of Hong Kong.

The above said Rules may be rescinded, amended or added by simple majority vote at an Annual or Special Meeting but such rescission, amendment or addition shall only take effect upon the approval of the University Council.

Interpretation of Constitution and Rules

33A. If there exists both Chinese and English versions of the Constitution and any Rules, both versions shall be of equal authenticity. Should there be any discrepancy, the interpretation adopted by the Standing Committee shall prevail. Any dispute concerning the interpretation may be submitted to an Annual or Special Meeting for a decision.

Amendments of Constitution

34. At an Annual or Special Meeting, the Convocation may by resolution of not less than two-thirds of the members present rescind, amend or add to the Constitution but such rescission, amendment or addition shall only take effect upon the approval of the University Council.

35. (Repealed at an Annual General Meeting on June 26, 1999)