

**THE HONG KONG POLYTECHNIC UNIVERSITY**  
**CIVIL AND ENVIRONMENTAL ENGINEERING**  
**ALUMNI ASSOCIATION**

**CONSTITUTION**

**(Revision 3)**

<b><u>Revision No.</u></b>	<b><u>Date</u></b>
Revision 1	2010.4.23
Revision 2	2014.4.11
Revision 3	2021.5.25

## **SECTION ONE – GENERAL**

The Government Trade School was established in Year 1937 and its activities were suspended during the World War II. It was reopened in Year 1947 and renamed as Hong Kong Technical College, which subsequently was renamed as Hong Kong Polytechnic and The Hong Kong Polytechnic University in Year 1972 and 1994, respectively. In Year 1967, the Department of Building, Surveying & Structural Engineering was developed from the Building Department of the Technical College. As a result of its steady growth, the Building Department was re-structured into two departments in Year 1973, one of which was the Department of Civil and Structural Engineering.

The Hong Kong Polytechnic University Civil and Structural Engineering Alumni Association (CSEAA) was founded in October 1994 when Hong Kong Polytechnic was renamed as The Hong Kong Polytechnic University in Year 1994. The vision and mission of CSEAA are to develop the networks and friendship amongst our alumni, graduates, students and the Department.

In September 2012, the Department was renamed as the Department of Civil and Environmental Engineering (CEE) in view of the global focus on environmental protection and conservation. Accordingly, it is desirable to rename CSEAA to The Hong Kong Polytechnic University Civil and Environmental Engineering Alumni Association (CEEAA) aligning with the revised name of the Department of Civil and Environmental Engineering. The proposal was discussed in the Executive Committee meetings and the CSEAA Members' Reception held on 19 April 2013 and a consensus was reached on the proposed amendments.

1.1 The name of the Association shall be:

The Hong Kong Polytechnic University Civil and Environmental Engineering Alumni Association  
(Hereinafter referred to as the Association)

1.2 The Chinese name of the Association shall be:

香港理工大學土木及環境工程系校友會

1.3 The Registered address shall be:

15/F, Li Ka Shing Tower  
The Hong Kong Polytechnic University  
Hung Hom, Kowloon, Hong Kong

## **SECTION TWO – OBJECTIVES**

2.1 The Association shall be non-profit making and non-political body with the following aims:-

- (a) To promote friendship amongst its members.
- (b) To organize recreational, social and cultural activities for the benefits of its members.
- (c) To initiate and assist the professional furtherance amongst its members.
- (d) To promote and maintain the status of the members of the Association.
- (e) To serve as a communication channel among the members of the Association, The Hong Kong Polytechnic University and other organizations.

## **SECTION THREE – MEMBERSHIP**

3.1 Members of the Association shall be divided into the following categories:-

### 3.1.1 Ordinary Members

Subject to the approval of the Executive Committee, graduates of

- (a) Any courses, which continuously take minimum two semesters or one year duration, of the Department of Civil and Structural Engineering of The Hong Kong Polytechnic University, or the former Hong Kong Polytechnic, or
- (b) Structural Engineering discipline of the former Hong Kong Technical College before 1972, or
- (c) Any courses, with minimum duration of one year, of the Department of Civil and Environmental Engineering of The Hong Kong Polytechnic University,

upon payment of the requisite fees, shall become Ordinary Members.

### 3.1.3 Patrons and Honorary Members

Patrons and Honorary Members shall be such persons as the Association may wish to honour by invitation and whose membership would further the objectives of the Association. [The existing Patrons and Honorary Members will remain as Patrons and Honorary Members of the CEEAA.](#)

[The Department Alumni Liaison Officer of the Department of Civil and Environmental Engineering of The Hong Kong Polytechnic University shall be invited as an Honorary Member and shall automatically become an official of the Executive Committee.](#)

3.2 Rights and Subscription of Associate and Ordinary Members:-

### 3.2.1 Ordinary Members

- (a) To enjoy the facilities and functions provided by the Association.
- (b) To propose and vote at general meetings.
- (c) To elect and be elected as Executive Committee officials.
- (d) To receive notification and publication issued by the Association.

- (e) To subscribe life membership fee of HK\$300.

#### **SECTION FOUR – APPLICATION FOR MEMBERSHIP**

- 4.1 Application for Ordinary Membership shall be made on the prescribed Application Form duly completed and signed by the applicants and delivered to the Federation of The Hong Kong Polytechnic University Alumni Associations with the requisite fee.
- 4.3 The Executive Committee shall nevertheless have the right of acceptance or refusal of any application without assigning any reason therefor.

#### **SECTION FIVE – MANAGEMENT**

- 5.1 The supreme authority of the Association shall be vested in the General Meeting or Extraordinary General Meeting. The affairs of the Association shall be managed by the Executive Committee.
- 5.2 The Executive Committee shall include the following honorary officials – the President, two Vice-Presidents, one Honorary Secretary, one Deputy Secretary, one Honorary Treasurer, three Convenors, the Immediate Past President, the Department Alumni Liaison Officer and not more than three Ordinary Members elected in the General Meeting or Extraordinary General Meeting under Section Seven of this Constitution to serve in the Executive Committee as Co-opted Members.
- 5.3 The President shall chair all meetings and direct the business of the Executive Committee. In his absence, one of the Vice-Presidents appointed by the President shall perform his duties.
- 5.4 The Honorary Secretary and the Deputy Secretary shall conduct the correspondence of the Society, take minutes of all meetings and keep all records.
- 5.5 The Honorary Treasurer shall deal with financial matters, keep an account of the income and expenditure, and present a Statement and Balance Sheet to the Executive Committee at the end of the period of service.

- 5.6 The Convenors shall organize all recreational, social and technical activities for the benefits of all members.
- 5.7 An Audit Board consisting of two non-members shall be appointed by the Executive Committee as Honorary Auditors to audit and sign the annual statement, prepared by the Honorary Treasurer.
- 5.8 The Executive Committee officials shall not hold the same office for consecutive period of service.
- 5.9 Holders of the posts of Honorary Secretary and Convenors are empowered to organize sub-committees to assist them in carrying out their duties.

## **SECTION SIX – MEETING**

- 6.1 The General Meeting of the Association shall be held at interval of not more than 2 years and not later than 30<sup>th</sup> April of the last year of the service period to transact the following business:-
- (a) To receive reports from the Executive Committee.
  - (b) To receive the statements for accounts.
  - (c) To pass any amendments to the Constitution.
  - (d) To receive suggestion from members regarding the business of the Association.
  - (e) To elect the President and other officials for the next Executive Committee.
- 6.2 The Executive Committee shall convene an Extraordinary General Meeting within one month of receiving written joint request from over 40 members.
- 6.3 Members shall be notified of the General Meeting or Extraordinary General Meeting and the agenda at least 14 days before the meeting.
- 6.4 The Executive Committee shall meet bimonthly or at a date agreed by the Executive Committee to conduct business of the Association.

- 6.5 At all meetings, all decisions shall be made by a simple majority of the members present. In case of an equality of votes on each side the President shall have a second vote.
- 6.6 Notwithstanding the provision in Section 6.5, amendments of Constitution can only be passed by at least two thirds of the members present at a General Meeting or an Extraordinary General Meeting.
- 6.7 The quorum for a General Meeting or an Extraordinary General Meeting shall be thirty members and for the Executive Committee Meeting shall be six. If the number of members present is less than the quorum, the meetings shall be postponed for 14 days when the meeting must be carried out regardless of the numbers present, which shall form a quorum.

### **SECTION SEVEN – ELECTIONS**

- 7.1 With the exception of the Immediate Past President and the Department Alumni Liaison Officer, who shall automatically become officials of the Executive Committee, all other officials of the Executive Committee shall be nominated and elected at the General Meeting.
- 7.2 The Executive Committee shall have power to appoint any Ordinary Member to fill casual vacancies occurring in the Executive Committee.

### **SECTION EIGHT – EXPULSION OF MEMBER**

- 8.1 The Executive Committee may expel any member who is proved, to the majority of the Executive Committee, to have committed conduct prejudicial to the interest of the Association. Any member so expelled shall have the right of appeal to the General Meeting or Extraordinary General Meeting.

### **SECTION NINE – FINANCE**

- 9.1 A period of service shall be from 1<sup>st</sup> April of the year of the election in the General Meeting for a period of 2 years.
- 9.2 The funds of the Association shall be deposited in a bank approved by the Executive Committee and withdrawal shall only be made with the signatures of any two of the

following: the President, the Vice-Presidents, and the Honorary Treasurer.

- 9.3 The funds of the Association shall only be used to meet its recurrent expenditure and to further the objectives stipulated in Section Two of this Constitution, unless decided otherwise by the General Meeting or Extraordinary General Meeting.
- 9.4 Subscriptions from the Members shall form a separate account and not more than 30% of this fund shall be used annually.
- 9.5 In the event of debts or liabilities of the Association exceeding its assets, the current Executive Committee officials shall jointly be responsible for such excess.

## **SECTION TEN – DISSOLUTION**

- 10.1 Should the Executive Committee consider that the objectives of the Association can no longer be achieved, a General Meeting or an Extraordinary General Meeting will be called whereby the motion of dissolution shall be passed by two-thirds of the members present.
- 10.2 After dissolution, the remaining asset of the Association shall be donated to charitable organizations in Hong Kong.

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