CONSTITUTION
HKUST Risk Management and Business Intelligence Alumni Association

Last Update: June 2015
SECTION I: GENERAL

ARTICLE 1: NAME
The full name of the Association in English shall be "HKUST Risk Management and Business Intelligence Alumni Association," (thereafter referred to as "the Association"). The full name of the Association in Chinese shall be "香港科技大學風險管理及商業智能學舊生會".

ARTICLE 2: OFFICIAL LANGUAGE
The official languages are English and Chinese, and they should enjoy equal status. In case of discrepancy, unless otherwise stated, the English version shall be referred to.

ARTICLE 3: OBJECTIVES
1. To maintain the relationships among Risk Management and Business Intelligence ("RMBI") alumni, RMBI program office and current RMBI student.
2. To enhance social networks of all RMBI alumni and current students.
3. To promote RMBI in society.

ARTICLE 4: AFFILIATION
The Association shall be affiliated to the HKUST Alumni Association.
SECTION II: MEMBERSHIP

ARTICLE 1: FULL MEMBERSHIP

1. Eligibility
All persons who have received a Bachelor of Science degree in Risk Management and Business Intelligence from The Hong Kong University of Science and Technology (“University”) on payment of a prescribed Full Membership fee shall be eligible for Full Membership of the Association.

2. Privilege
2.1. To use all facilities provided by the Association.
2.2. To attend General Meetings arranged by the Association.
2.3. To attend functions organized by the Association.
2.4. To vote and speak in General Meetings.
2.5. To elect the Executive Committee of the Association and hold office in the Executive Committee of the Association.

3. Obligation
3.1. To follow the resolution(s) of General Meetings.
3.2. To follow the Constitution of the Association.

4. Obligation
4.1. Any Full Members can apply for withdrawal of the membership upon written notice to the Executive Committee.

ARTICLE 2: ASSOCIATE MEMBERSHIP

1. Eligibility
All current full-time RMBI staff, current RMBI students and all non-RMBI alumni from the University shall be eligible for Associate Membership of the Association on payment of the prescribed Associate Membership fee. Any person not being eligible for membership of the Association under Article 1 may be admitted as an Associate Member on the approval of the Executive Committee of the Association and on payment of the prescribed Associate Membership fee.

2. Privilege
2.1. To use all facilities provided by the Association.
2.2. To attend General Meetings arranged by the Association.
2.3. To attend functions organized by the Association.
2.4. To speak in General Meetings.
3. **Obligation**
   3.1. To follow the resolution(s) of General Meetings.
   3.2. To follow the Constitution of the Association.

4. **Obligation**
   4.1. Any Associate Members can apply for withdrawal of the membership upon written notice to the Executive Committee.

**ARTICLE 3: HONORARY MEMBERSHIP**

1. **Eligibility**
   All former Executive Committee members possess Honorary Membership and privileges of Full Members. The privileges as foresaid above include the rights to vote and speak in General Meetings. The Executive Committee may nominate appropriate persons as Honorary Members of the Association. All nominations need to be voted by the Full Members in the Annual General Meeting.

2. **Privilege**
   2.1. To use all facilities provided by the Association.
   2.2. To attend General Meetings arranged by the Association.
   2.3. To attend functions organized by the Association.
   2.4. To speak in General Meetings.

3. **Obligation**
   3.1. To follow the resolution(s) of General Meetings.
   3.2. To follow the Constitution of the Association.

4. **Obligation**
   4.1. Any Honorary Members can apply for withdrawal of the membership upon written notice to the Executive Committee.

**ARTICLE 4: AMENDMENT OF MEMBERSHIP FEE**

Only the Executive Committee of the Association has the right to propose a new fee. A notice of the proposed new fee shall be posted at least seven clear days beforehand.
SECTION III: STRUCTURE

ARTICLE 1: STRUCTURE
The structure of the Association shall consist of:
1. The Referendum
2. The General Meetings
3. The Executive Committee

ARTICLE 2: AUTHORITY
The Referendum shall be the highest authority in all matters affecting the
Association as a whole. The resolution(s) of a General Meeting can only be revoked
by a subsequent General Meeting or a Referendum.
SECTION IV: REFERENDA

ARTICLE 1: REFERENDUM
A Referendum shall be held and conducted by the President of the Association at the request of the Executive Committee or upon a requisition signed by at least 20 percent of the Full Members of the Association, where such requisition shall specify the proposition of the Referendum.
A notice of the Referendum with the motion(s) shall be posted at least seven clear days beforehand under the instruction of the Executive Committee.

ARTICLE 2: VOTING
1. Only Full Members shall have the right to vote.
2. Voting shall take place at polling station(s) on the day of polling.
3. The result of a Referendum shall be regarded as valid, provided that the number of valid votes is not less than 50 percent of the Full Members of the Association and with a two-thirds majority for the motion except in cases of dissolution of the Association or dissolution of the existing Executive Committee.
4. Counting of votes shall be finished within 24 hours after the closure of the voting. A provisional result shall be announced within this period. If no complaint is received within 48 hours after the closure of the voting, the provisional result shall be declared as the official result within 72 hours after the closure of the voting.
5. If there is a(are) complaint(s), the Executive Committee shall call for a meeting within three days after receiving the complaint(s) to decide whether the complaint(s) received is(are) to be acceptable. Any decisions made shall be announced immediately by the Executive Committee.
SECTION V: GENERAL MEETINGS

ARTICLE 1: ANNUAL GENERAL MEETING
1. An Annual General Meeting shall be held once in of each calendar year.
2. A notice of the Annual General Meeting and the agenda thereof shall be prepared and posted seven clear days beforehand.
3. The business of the Annual General Meeting shall be:
   3.1. To receive and adopt the minutes of the previous Annual General Meeting and Extraordinary General Meetings, which may have occurred since the previous Annual General Meeting;
   3.2. To consider and vote for the nomination(s) of Honorary Members of the Association;
   3.3. To receive and adopt the Annual Report for the current session;
   3.4. To receive and adopt the Annual Financial Report;
   3.5. To elect the Executive Committee of the following session;
   3.6. To pass and approve or amend the year plan and Annual Budget of the Executive Committee of the following session;
   3.7. To pass amendments of the Constitution, if any
   3.8. To discuss other items which are listed in the agenda.
4. No business other than those listed in the agenda can be discussed at the Annual General Meeting.

ARTICLE 2: EXTRAORDINARY GENERAL MEETING
1. The Executive Committee shall have the right to convene an Extraordinary General Meeting for any purpose at any time.
2. The President shall convene an Extraordinary General Meeting upon a requisition signed by at least 10 percent of the full Members or 10 Full Member (whichever is smaller) of the Association, where such requisition shall specify the objects of the proposed Meeting.
3. A notice of the Extraordinary General Meeting and the agenda thereof shall be prepared and posted seven clear days beforehand.
4. No business other than those stated on the agenda shall be discussed at the Extraordinary General Meeting without the consent of at least two-thirds of the members present.

ARTICLE 3: QUORUM
1. 10 percent of the full members or 5 Full Members (whichever is smaller) of the Association shall form a quorum of a General Meeting.
2. If a quorum cannot be formed within one hour, the General Meeting shall be postponed for at least a week. If the quorum still cannot be formed, all attendants form the quorum.
ARTICLE 4: MOTIONS VOTING
Motions at General Meetings except amendments of the Constitution shall be declared carried if a simple majority of votes cast for the motion and the number of votes cast is greater than two-thirds of the Full Members present.

ARTICLE 5: CHAIRPERSON AND SECRETARY OF MEETING
1. The Chairperson of a General Meeting shall be the President of the Association, or in his/her absence, the Vice-President of the Association. The Chairperson shall have the right to second but no right to raise a motion or to vote. The Chairperson shall have the casting vote.
2. The Secretary of a General Meeting shall be the Secretary of the Association, or in his/her absence, an Executive Committee member appointed by the Chairperson. The Secretary shall take the minutes of the General Meeting.
SECTION VI: EXECUTIVE COMMITTEE

ARTICLE 1: AUTHORITY
The Executive Committee shall be the executive body of the Association, unless otherwise ruled by the General Meeting or Referendum, and shall have the power to:
1. Represent the Association in all matters concerning the Association;
2. Carry out functions as to implement the objectives in the Constitution and the policies laid down by Referenda and General Meetings for the general interest of the members of the Association.
3. Make all regulations and exercise all authorities which shall be necessary and properly vested by the Constitution.

ARTICLE 2: RESPONSIBILITY
1. The Executive Committee shall be responsible to the General Meeting and for all the undertakings of the Executive Committee.
2. The President shall not hold any other positions in the Association.

ARTICLE 3: COMPOSITION OF EXECUTIVE COMMITTEE
The Executive Committee shall be composed of the following:
1. A President
2. A Vice-President
3. A Secretary
4. A Treasurer
5. General Executive Committee(s)

ARTICLE 4: DUTIES OF EXECUTIVE COMMITTEE
1. The President shall be the chief executive, representing the Association in all affairs and presiding at all meeting of the Association.
2. The Vice-President shall assist the President in all affairs and shall be ex-officio President of the Executive Committee in the absence of the President.
3. The Secretary shall be responsible for internal executive duties, keeping the membership record of the Association, and the preparation of agenda and minutes of the Executive Committee meeting(s) and General Meeting(s) and the annual report of the Association.
4. The Treasurer shall be responsible for all matters in relation to the finance of the Association.
5. The General Executive Committee(s) shall be responsible for general affairs of the Association.
ARTICLE 5: SESSION
The term of the office bearers of the Executive Committee shall be started after the Annual General Meeting and ended after the Annual General Meeting of the following year.

ARTICLE 6: EXECUTIVE COMMITTEE MEETING
1. The Executive Committee meeting shall be convened by the President or in his/her absence, by the Vice-President.
2. Two-thirds of the members of the Executive Committee shall form the quorum.
3. No proxy shall be allowed at the Executive Committee meeting.

ARTICLE 7: RESIGNATION OF EXECUTIVE COMMITTEE MEMBER
1. Should either the President, Vice-President, Secretary or Treasurer resign during office, the Executive Committee must co-opt a Full Member to fill the office within one calendar month.
2. Should any Executive Committee member resign, the Executive Committee may co-opt any Full Member to fill the office so vacated until the next Annual General Meeting.
3. The resigning Executive Committee member shall be discharged from his office of all his undertakings as an Executive Committee at the adoption of his resignation by the Executive Committee meeting.
4. Notice of any change(s) in office-bearers shall be posted seven clear days before the change(s) are made.

ARTICLE 8: VACANCIES OF OFFICERS
1. The minimum of office bearer at any time should be two, including the President and the Vice-President.
2. If the number of office bearer is less than two, the Executive Committee declares dissolution. An Extraordinary General Meeting shall be convened to nominate a new cabinet.
3. Any vacancy in the Committee other than the President can be filled by any Full Member of the Association appointed by the Executive Committee. An Executive Committee Meeting shall be convened to approve the appointment.

ARTICLE 9: VOTE OF NON-CONFIDENCE
Any office bearer of the Association may be discharged from office by a vote of non-confidence passed by two-thirds majority of Full Members at a General Meeting.
ARTICLE 10: SUB-COMMITTEES
All kinds of Sub-committees shall be appointed or dissolved by the Executive Committee, be directly responsible to the Executive Committee, and shall bear specific functions. All Full Members and Associate Members shall be eligible to become a Sub-committee member.
SECTION VII: ELECTION

ARTICLE 1: OCCURRENCE
1. Election shall be held for the position of Executive Committee members at each Annual General Meeting.
2. A by-election could be held to fill a vacancy on any of the offices at an Extraordinary General Meeting call for the purpose.

ARTICLE 2: ELIGIBILITY OF CANDIDATES
All nominated candidates must be Full Members of the Association.

ARTICLE 3: NOMINATION
1. Nomination of candidates shall be submitted before Annual General Meeting.
2. Each candidate shall submit his nomination in the prescribed form before the closure of the nomination period.
3. Nominations shall be seconded by a Full Member of the Association.
4. In case there is no nomination of full cabinet after the deadline of the nomination period, the matter shall be resolved in the Annual General Meeting.

ARTICLE 4: VOTING
1. Only Full Members of the Association shall have the right to vote.
2. Each Full Member shall have one vote with respect to each post
SECTION VIII: CONSTITUTION

ARTICLE 1: INTERPRETATION
The interpretation of the Constitution shall rest with the Executive Committee.

ARTICLE 2: AMENDMENT
1. The Constitution shall not be amended except by a motion carried at a General Meeting convened specifically for the purpose or by a Referendum.
2. The Constitution can only be amended in the General Meeting with simple majority of votes for the amendment motion.
SECTION IX: FINANCIAL AFFAIRS

ARTICLE 1: AMENDMENT OF MEMBERSHIP FEE
Membership fee can be revised once a session by the Executive Committee through General Meetings.

ARTICLE 2: MEMBERSHIP FEE
Members, apart from Honorary Members, shall pay full membership fee to the Association annually. The amount would only be revised at the General Meeting. Membership fee paid shall not be refundable.

ARTICLE 4: FINANCIAL YEAR
The financial year shall follow the session of the current Executive Committee.

ARTICLE 4: EXPENDITURE
1. The balance and proceeds of the last financial year, the membership fee and the donation of the current financial year shall be spent on the activities and functions of the Association.
2. All expenditure of the Association shall be approved and signed by both the President and the Treasurer.

ARTICLE 5: BUDGET
1. At the beginning of each financial year, a financial budget shall be prepared and presented by the Treasurer in the Annual General Meeting for adoption.
2. The budget proposed shall include the revision of membership fee, if any.

ARTICLE 7: FINANCIAL REPORT
At the end of each financial year, a financial report shall be prepared and presented by the Treasurer in the following Annual General Meeting for adoption. The financial report shall be approved by the President and signed by both the President and the Treasurer.

ARTICLE 8: BANK ACCOUNTS
The Association may open a current account and/or a saving account in any government approved financial institutions specifically for the Association, provided that money can be withdrawn only with two authorized signatures including those of the President and the Treasurer or an appointed Executive Committee member.
SECTION X: DISSOLUTION

ARTICLE 1:
A General Meeting shall be convened to discuss the matter concerning the dissolution of the Executive Committee if necessary.

ARTICLE 2:
A General Meeting shall be held if at least 50 percent of the Full Members of the Association should request the dissolution of the Executive Committee. The result will be valid if and only if at least 75 percent of the valid vote for the motion.

ARTICLE 3:
Upon dissolution, the Executive Committee is required to submit and distribute to all members of the Association a full report stating the current financial position of the Association and the effect of the dissolution on the Association within one calendar month. The treatment to any remaining assets and liabilities of the Association shall be discussed in the General Meeting.