HONG KONG ASSOCIATION OF UNIVERSITY WOMEN

Constitution (Revised 2019)

Registered address: G.P.O. Box 11708 Hong Kong
HONG KONG ASSOCIATION OF UNIVERSITY WOMEN

Revised Constitution of 2019

1. Name
The name of the Association shall be “Hong Kong Association of University Women”.

2. Registered Office
The registered office of the Association shall be situated in Hong Kong (the Hong Kong Special Administrative Region of the People's Republic of China).
Registered address: G.P.O. Box 11708 Hong Kong

3. Objects
(a) The purpose of the Association shall be in accordance with that of Graduate Women International (GWI) and the Association shall subscribe to that body’s declared aim “to promote understanding and friendship between University Women of all nationalities, irrespective of their race, religion, or political opinions, and thereby to further their interest and to develop mutual sympathy and helpfulness”.
(b) With this aim in view, the Association shall arrange meetings, lectures, social functions, research projects and other activities designed to raise the standard of women’s education and their status, to encourage the pursuit of higher studies by women, and to fit women to take their part in public affairs, the professions and business.

4. Membership
(a) Membership of the Association shall be open to any women who has studied at a recognised University or Institutions of comparable academic standing and who has received from such University or Institution a recognised degree, diploma, license or certificate.
“recognised” in this context means “recognised by the GWI”.
(b) Any woman applying for membership of the Association shall, at the time of her application, be resident in Hong Kong.
“resident” in this context means “physically present in Hong Kong”.
(c) Associate Membership of the Association shall be open to
   i. any woman who is studying for a recognised degree, diploma license or certificate at a recognised University or Institution of comparable academic standing.
   “recognised” being as defined in section 4(a) of this Constitution.
   ii. any woman who has been awarded a professional qualification which is accepted as a degree equivalent.
   iii. any woman who, while not holding a formal qualification, is, nevertheless, recognised as a leader in her field. Acceptance as an Associate Member in this case would be at the discretion of the Executive Committee.
(d) Associate Members shall have no voting rights.
(e) The Executive Committee shall have the discretion to refuse membership to anyone whom it deems to be unsuitable.

5. Committee and Officers
(a) There shall be an Executive Committee consisting of not less than three and not more than eleven members who shall be elected, as hereinafter provided, by ballot held at the Annual Business Meeting of the Association.
(b) The Committee shall have power to co-opt a maximum of four special duties.
(c) If it becomes necessary for any reason to replace a Committee member, the Committee member, the Committee may invite a member of the Association to take the vacant place.
(d) There shall be a President who shall be appointed by and from the Committee.
   i. The president shall be eligible for re-election, but shall not hold office for more than two consecutive terms, each term consisting of two years.
   ii. The retiring President shall be, ex-officio, a member of the incoming committee.
(e) there shall be an Honorary Secretary and an Honorary Treasurer, appointed annually by and from the Committee
(f) The Committee may appoint from among its members such other officers as it may deem necessary for the due discharge of the affairs of the Association.
(g) The incoming Committee members shall, within three weeks of the last Annual Business Meeting, meet for the purpose of appointing the Officers for the current year. The retiring Honorary Secretary shall act as convenor of this meeting.
(h) All Committee members shall have paid all subscriptions due from them to the Association at the time of their election to the Committee.
(i) The Association may invite one or more respected members of the Community in Hong Kong to be the Honorary Patron or Patrons of the Association.
(j) Should any Committee member be absent consecutively three times without acceptable reasons at the Executive Committee meeting, her name will automatically be struck from the Committee roster and she shall no longer be a Committee member.
(k) Association members serving on the GWI Board of Officers and Committee may attend Executive Committee meetings as non-voting members, even should they not themselves be members of the Executive Committee.

6. Powers of the Executive Committee
The Executive Committee shall be responsible for the management of the affairs of the Association. Any decision or arrangement made between meetings shall not be valid without the consent of at least two Officers, one of whom shall be either the President or an Honorary Secretary.

7. Finance
(a) For the purpose aforesaid the Association shall
   i. accept donations, endowments and supports of the foundation of scholarships and for
      bursaries for women students and graduates and act as trustees, custodian trustees or
      managers of any funds subscribed or donated for such purposes;
   ii. purchase, take on lease, or in exchange, hire or otherwise acquire any real personal
       property and any rights or privileges which the Association may think necessary or
       convenient for the purpose of the Association and shall transact all matters and do all acts
       for the purpose aforesaid;
   iii. accepts fees, subscriptions, donations and endowments from its members, and shall take
       such legitimate steps as may be necessary to appeal for funds and to apply same for the
       purpose of the Association;
   iv. donate and give assistance to any person, organization, in Hong Kong or elsewhere;
   v. pay the appropriate fee to GWI.
(b) The income and property of the Association whencesoever derived shall be applied solely
    towards the fulfillment of the purpose of the Association as set forth in this Constitution of
    the Association and all the expenses concerned therewith.
(c) The Annual subscription of members, life members and associate members to the
    Association shall be as determined from time to time at the Annual Business Meeting.
(d) Temporary membership shall be available to members of other Associations or Federations
    affiliated to GWI if staying in Hong Kong for less than one year. Such members shall pay a
    fee as determined from time to time by the Executive Committee. They shall have no voting
    rights nor shall they be eligible for election to the Executive Committee.
(e) If a member or associate member shall fail to pay her subscription by 30th June her
    Membership shall automatically be cancelled.
(f) A member or associate member going on leave for nine months or more may pay a fee, as
    determined from time to time by the Executive Committee, during her absence in lieu of
    annual subscription.
(g) The Financial Year of the Association shall be from 1st January to 31st December in any
    year.
(h) If a member of the Executive Committee is in any way (directly or indirectly) interested in a
    transaction, arrangement or contract or proposed transaction, arrangement or contract with
    the Association that is significant in relation to the Association’s operations and her interest
    is material, she must declare the nature and extent of her interest to the other members of
    the Executive Committee.
(i) No member of the Executive Committee or governing body of the Association shall be
    appointed to any salaried office of the Association, or any office of the Association paid by
    fees and no remuneration or other benefit in money or money’s worth shall be given by the
    Association to any member of the Executive Committee or governing body.
(j) A member of the Executive Committee must neither vote in respect of the transaction,
    arrangement or contract or proposed transaction, arrangement or contract in which he is so
interested nor be counted for quorum purposes in respect of the transaction, arrangement or contract, and if he does so vote his vote shall not be counted.

8. Meetings
(a) The Annual Business Meeting of the Association shall be held after the ending of the financial year but not later than 31st March at such place as the Executive Committee shall determine. The Annual Report of the Association, prepared as hereinafter provided, and the Balance Sheet of the Association, duly audited as therein after provide, shall be presented to members at this meeting. The incoming Executive Committee shall be elected by ballot from those members, duly nominated as hereinafter provided, by members present at the meeting. The Hon. Auditor and the Hon. Legal Adviser shall also be elected. The quorum for the Annual Business Meeting shall be ten members. The Hon. Secretary shall keep minutes of the meeting.
(b) The Executive Committee shall meet quarterly. The quorum for Committee Meetings shall be three members, of whom at least two shall be officers.
(c) There shall be not less than one general meeting of the Association annually and such other meetings and functions as the Committee shall arrange.
(d) An Extraordinary General Meeting may be called at any time by the Committee or at the written request of any ten members of the Association. The Hon. Secretary shall be the convenor of such a meeting.

9. Voting
Save as proved in Articles 4(d) and 7(d) hereof, each member present at a meeting shall have one vote. Save as provided in Article 13 hereof, a resolution shall be carried by majority of votes. The Chairman of a meeting shall have a casting vote.
“meeting” — in this Article includes Executive Committee Meetings, Annual Business Meetings and all other meetings held by the Association.

10. Notice of Meetings
Written notice of the Annual Business Meeting and of Extraordinary General Meetings shall be posted to all members of the Association at least 15 days before the meeting.

11. Nominations
A form asking for nominations for the Committee for the current year shall be posted to all members with the notice of Annual Business Meeting. The consent of a member shall be obtained before she is nominated. Nomination forms, duly signed by the proposer and by a seconder, shall reach the Committee not later than the day preceding the Annual Business Meeting. In addition, nominations shall be taken from the floor, subject to the consent of the nominee.
12. Minutes, Annual Report and Balance Sheet
(a) The Hon. Secretary shall keep minutes of every Executive Committee meeting.
(b) The Hon. Secretary and the Executive Committee shall prepare the Annual Report, a copy of which shall be sent to all members with the notice of Annual Business Meeting.
(c) The accounts of the Association shall be kept by the Hon. Treasurer who shall prepare the Balance Sheet and shall arrange for the auditing thereof. A copy of the Balance Sheet, duly audited, shall be sent to all members with the notice of the Annual Business Meeting.
(d) A copy of the duly audited Balance Sheet may be sent to the registered office of GWI.

13. Amendments to the Constitution
Notice of proposed amendments to the Constitution shall be given to the Executive Committee in writing and shall be signed by a minimum of ten members of the Association. Amendments to the Constitution shall be passed only at the Annual Business Meeting or at an Extraordinary General Meeting, provided always that such Business Meeting or Extraordinary General Meeting shall be held not sooner than six weeks after the receipt by the Executive committee of the proposed amendments. Upon receiving notice of proposed amendments to the Constitution, the Hon. Secretary shall give written notice thereof to all members. Such notices shall be posted at least fifteen days before the Annual Business Meeting or Extraordinary General Meeting as the case may be.
The quorum for an Extraordinary General Meeting shall be twenty members.
No Amendment to the Constitution shall be valid unless passed by a two-third majority of all those present at the meeting.

14. International Relations
The Association may appoint an Executive Committee member for International Relations who will be in direct communication with GWI and with the Committees of other local Associations and National Federations.
The Executive Committee member for International Relations shall endeavour to work on the aims of GWI as follows:
(a) The foundation of International fellowships and scholarships.
(b) The selection and nomination of candidates for the fellowships and scholarships offered by or through GWI.
(c) The investigation and promotion of plans for the exchange of lecturers, instructors etc., in institutions of university grade, and of secondary school teachers holding a university degree or its equivalent between their own and other countries.
(d) The establishment of clubhouses and the provision of such hospitality for members of foreign federations and associations as shall enable them to enjoy pleasant social relations in Hong Kong and to obtain any assistance needed for making the contacts specially required by their professional interests.
15. **Membership Cards and Letters of Introduction**

Members shall be issued with membership cards of the Association. Those members intending to travel abroad may apply for a Letter of Introduction issued by the Association, which will enable them to make use of the facilities provided by Associations and Federation in other countries. Associate members shall be issued with associate membership cards.

16. **International Conference & Council Meetings**

The Association shall endeavour to send the appropriate number of delegates to the International Conference and Council Meetings held by GWI. The Executive Committee member for International Relations, shall accept responsibility for delegateship to the Conference and Council Meetings of GWI, and shall endeavour to appoint an accredited substitute when neither of them is able personally to attend a meeting at which physical presence is deemed desirable.

17. **Dissolution**

The Association shall not be dissolved except with the consent of the majority of members present at the Annual Business Meeting or any Extraordinary General Meeting.

18. In the event of the Association being dissolved, any balance remaining to the credit of the Association shall be disposed of as the Committee members may direct, provided that it is handed to some welfare fund with aims similar to those of the Association.

19. Any liabilities remaining shall be the responsibility of the current Committee members.