

# **THE CITY UNIVERSITY OF HONG KONG CONSTITUTION OF THE CONVOCATION**

## **ORIGIN**

1. The Convocation of the City University of Hong Kong is a statutory body formed in accordance with the City University of Hong Kong Ordinance, Chapter 1132, Laws of Hong Kong. Its constitution, functions and privileges shall be as prescribed by Statute 10 of the City University of Hong Kong and subject to the approval of the University Council.

## **PREAMBLE**

2. The establishment of the Convocation of the City University of Hong Kong is a progression, enhancement and recognition of the contribution over the previous years from the alumni, especially the City University of Hong Kong Alumni Association which was established in 1990 and has been working closely with the University to serve the alumni community through its mission of “Uniting Alumni to Support CityU Development”.

## **DEFINITION**

3. In this Constitution of the Convocation of the City University of Hong Kong, unless the context otherwise requires:-
  - 3.1 “Annual General Meeting” means the annual general meeting of the Convocation referred to in Section 38 below;
  - 3.2 “Chairman” means the chairman of the Convocation elected under Section 13 below or, as the context may permit or require, any person acting in that capacity for the time being in accordance with the Constitution;
  - 3.3 “Constitution” means this Constitution of the Convocation;
  - 3.4 “Convocation” means the Convocation of the University established under the Ordinance;
  - 3.5 “Council” means the Council of the University established under the Ordinance;
  - 3.6 “Ordinance” means the City University of Hong Kong Ordinance, Chapter 1132, Laws of Hong Kong;
  - 3.7 “Polytechnic” means the City Polytechnic of Hong Kong;
  - 3.8 “President” means the President of the University appointed under the Ordinance;

- 3.9 “Provisional Standing Committee” means the provisional standing committee of the Convocation referred to in Section 41 below;
- 3.10 “Rules” means the rules of meeting of the Convocation as approved by the Council;
- 3.11 “Secretariat” means the secretariat of the Convocation referred to in Section 20 below;
- 3.12 “Secretary” means the secretary of the Convocation appointed under Section 19 below;
- 3.13 “Senate” means the Senate of the University established under the Ordinance;
- 3.14 “Special General Meeting” means any general meeting of the Convocation other than the Annual General Meeting;
- 3.15 “Standing Committee” means the standing committee of the Convocation referred to in Section 23 below;
- 3.16 “Statutes” mean the Statutes of the University made by the Council under the Ordinance;
- 3.17 “University” means the City University of Hong Kong established under the Ordinance; and
- 3.18 “Vice-Chairmen” means vice-chairmen of the Convocation elected under Section 13 below.

## **OBJECTIVES**

4. Subject to the provisions in the Ordinance, the Convocation shall have the following objectives:-
  - 4.1. to strengthen the relationship among members of the Convocation and between the Convocation and the University;
  - 4.2. to promote good relations between the University and the general public;
  - 4.3. to discuss any matter relating to the development of the University including any matter referred to it by the Council and to make recommendations to the Council; and
  - 4.4. to promote the objectives and activities of the University.

## **MEMBERSHIP**

5. Each graduate on receipt of an academic award granted by the University or the Polytechnic, in accordance with the Academic Regulations as approved by the Senate, shall be a member of the Convocation.
6. Emeritus Professors and honorary award recipients on whom the titles have been conferred by the University shall be members of the Convocation.
7. Subject to the approval of the Council, there shall be such classes of members as the Standing Committee may determine from time to time. Each class of members shall enjoy such rights and benefits as conferred by the Standing Committee.
8. A register containing the names of all members of the Convocation shall be kept by the Secretary.
9. The register shall be conclusive evidence that any person whose name appears therein, and the accuracy of their contact information, at the time of claiming to vote at any general meeting of the Convocation, is entitled so to vote.
10. A member may at any time by giving notice in writing to the Secretary resign from membership of the Convocation.
11. A resigned member may apply in writing to the Standing Committee if he/she intends to have his/her name re-entered to the Convocation register. The Standing Committee shall assess his/her application for approval and have his/her name verified by the University.

## **ADVISORS**

12. Subject to the approval of the Council, the Standing Committee may from time to time invite any persons to be Honorary Advisors to provide advice and guidance to the Standing Committee, in such number and upon such terms and conditions as the Standing Committee may determine. An Honorary Advisor need not be a member of the Convocation or a staff member of the University.

## **CHAIRMAN & VICE-CHAIRMEN**

13. The Convocation shall, from its own members, elect a Chairman and not more than four Vice-Chairmen who shall respectively hold office for a period of two years. A retiring Chairman or Vice-Chairman shall be eligible for re-election except for the retiring Chairman who has, at the time of such retirement, held an office for two consecutive full terms.
14. The Chairman and Vice-Chairmen of the Convocation shall respectively at the same time be the chairman and vice-chairmen of the Standing Committee.

15. Unless Section 16 applies, the Chairman shall preside at all general meetings of the Convocation.
16. In the absence of the Chairman, one of the Vice-Chairmen shall be appointed by the Chairman to act on his/her behalf. If the Chairman fails to appoint an acting Chairman, the Standing Committee shall appoint one of the members of the Standing Committee to act as the Chairman.
17. In case of a vacancy in the office of the Chairman arising from other than expiry of the term of office of a retiring Chairman, the Convocation shall elect one of its members at a Special General Meeting or the next Annual General Meeting to fill the vacancy. The person so elected shall hold office for the remainder of the term for which his/her predecessor was appointed.
18. During the period between the occurrence of a vacancy in the office of the Chairman and the election of a person to fill that vacancy, the Standing Committee shall appoint one of the Vice-Chairmen to perform the duties of the Chairman until such time when a Chairman is elected.

## **SECRETARY & SECRETARIAT**

19. The Secretary shall be appointed by the President. He or she shall also be the secretary of the Standing Committee but not a member of the Standing Committee.
20. The Secretary shall form, and head, the Secretariat. The Secretariat shall assist the work of the Standing Committee and function as the administrative organ of the Convocation.
21. The Secretariat shall consist of:-
  - 21.1. the Secretary who shall be the Director of Secretariat;
  - 21.2. the Assistant Director of Secretariat who shall act on behalf of the Secretary in his/her absence; and
  - 21.3. such other personnel as may from time to time be deemed necessary or desirable to support such administrative functions.
22. The Secretary and other members of the Secretariat shall be staff members of the University and need not be members of the Convocation.

## **STANDING COMMITTEE**

23. The Standing Committee of the Convocation shall be the executive body of the Convocation.
24. The duties and responsibilities of the Standing Committee shall be:
  - 24.1. to perform functions to realize the objectives of the Convocation;
  - 24.2. to advise and make recommendations to the Convocation on matters relating to the development of the University;

- 24.3. to implement the resolutions of the Convocation;
  - 24.4. to report on the proceedings of the Convocation to the Council;
  - 24.5. to convene Annual General Meetings and Special General Meetings of the Convocation;
  - 24.6. to appoint committees for any general or special purposes as it thinks fit, and to approve their terms of reference and membership; and
  - 24.7. generally to do any other acts necessary to perform the functions of the Convocation as approved by the Council.
25. Members of the Standing Committee shall include:
- 25.1. a chairman and not more than four vice-chairmen, who shall also be the Chairman and Vice-Chairmen of the Convocation respectively;
  - 25.2. the immediate past Chairman of the Convocation (if any) or the last preceding one in case the immediate past Chairman is being re-elected; and
  - 25.3. not more than ten other members elected by the Convocation.
26. Members of the Standing Committee shall be elected from members of the Convocation in accordance with the Constitution and the Rules.
27. The election of members of the Standing Committee shall take place by secret ballot and if so decided by the Standing Committee by electronic voting in accordance with the Rules.
28. A member of the Standing Committee shall not be a full-time staff member of the University at the time of his/her election for or during his/her term of office as a member of the Standing Committee. However, a member of the Convocation who is a full-time staff member of the University may stand for election for a member of the Standing Committee if he/she has declared his/her willingness to resign from the University's full-time employment should he/she be elected.
29. The full term of office of members of the Standing Committee shall be a period of two years.
30. Any retiring members of the Standing Committee shall be eligible for re-election except for the retiring Chairman who has, at the time of such retirement, held an office for two consecutive full terms (for the avoidance of doubt not including the Chairman appointed under Sections 16 or 17).
31. Any vacancy occurring in the Standing Committee, other than a vacancy of the Chairman as prescribed under Section 17 above, may be filled by a qualified person appointed by the Standing Committee. The person so appointed shall hold office for the remainder of the term for which his/her predecessor was appointed. In the case of a vacancy in the office of all members of the Standing Committee, the Convocation shall elect a new Standing Committee in accordance with Sections 41-45 of the Constitution.
32. Members 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 they be personally liable for unintentional omission to do any acts.
33. The office of a member of the Standing Committee shall be vacated if the person concerned:-

- 33.1. ceases to be a member of the Convocation; or
  - 33.2. becomes or remains an undischarged bankrupt; or
  - 33.3. is convicted of a criminal offence in Hong Kong and punishable by imprisonment for more than 12 months; or
  - 33.4. has suffered from actual physical or mental incapacity which shall be judged by the Standing Committee or the Council as not suitable for his/her office; or
  - 33.5. resigns his/her office by notice in writing to the Standing Committee.
34. The Standing Committee shall meet at least twice in each calendar year.
35. Half of the total number of the members of the Standing Committee, of which attendance via tele-conferencing shall also be recognized, shall form a quorum for a meeting of the Standing Committee.
36. Subject to Section 4 above, the Standing Committee may transact any of its business at any of its meetings or by circulation of papers or via electronic means, and a resolution in writing or via electronic means which is made by a majority of the members shall be as valid and effectual as if it had been passed at a meeting of the Standing Committee.
37. All bona fide acts done at any meeting of the Standing Committee or by a committee or sub-committee of the Standing Committee or by any person acting as a member of the Standing Committee shall, notwithstanding that it may afterwards be discovered that there was defect in the appointment of such committee or sub-committee or election of any member of the Standing Committee or of any such person acting as aforesaid, or that any of them or they were disqualified, be as valid as if every such committee or sub-committee had been duly appointed and any such person had been duly elected and was qualified to be a member of the Standing Committee.

## MEETINGS

38. The Convocation shall meet at least once in each calendar year and the meeting shall be called Annual General Meeting of the Convocation.
39. The Annual General Meeting shall be convened by the Standing Committee. Thirty members of the Convocation shall form a quorum for an Annual General Meeting or a Special General Meeting.
40. The Standing Committee may, as and when necessary, convene Special General Meetings.
- 40A. The Standing Committee shall, upon receiving a request in writing from not less than 1% of total members or 300 members of the Convocation, convene a Special General Meeting within three months from the date of receipt of the request by the Secretary provided that:-
- (a) the request is accompanied by the written motion(s) proposed to be passed at the Special General meeting;
  - (b) the proposed motion(s) must explain the objectives and reasons for the motion(s) and that those objectives must fall within Section 4 above and must be signed by all proposing members and addressed and delivered to the Secretary;

- (c) there shall be no more than three Special General Meetings to be convened pursuant to this Section in the same calendar year;
- (d) no Special General Meeting shall be held pursuant to this Section before the expiration of three months from the date of the last Special General Meeting convened pursuant to this Section; and
- (e) if any issue arises as to whether any purposes of any two Special General Meetings convened pursuant to this Section are the same, the decision of the Standing Committee shall be final.

## **PROVISIONAL STANDING COMMITTEE**

- 41. Before the Convocation elects the first Standing Committee or a new Standing Committee pursuant to Section 31 above, the Council shall appoint a Provisional Standing Committee which shall consist of a group of Convocation members.
- 42. The Provisional Standing Committee shall conduct the election of the first or a new Standing Committee in accordance with the Constitution and the Rules.
- 43. The Provisional Standing Committee shall also execute other duties and responsibilities of the Standing Committee as stated in the Constitution.
- 44. The term of office of members of the Provisional Standing Committee shall be one year or the period expiring on the date of election of a new Standing Committee in accordance with the Constitution, whichever is the shorter.
- 45. The chairman and vice-chairmen of the Provisional Standing Committee shall serve as the acting Chairman and acting Vice-Chairmen of the Convocation and execute the duties and responsibilities of the Chairman and Vice-Chairmen of the Convocation.

## **FINANCE**

- 46. There shall be an account known as ‘City University of Hong Kong Convocation Account’ to be held within the University.
- 47. All funds of the Convocation shall be lodged with the University Finance Office and recorded separately.
- 48. Any income of the Convocation shall be applied solely towards the promotion of the objectives of the Convocation and no portion shall be paid or transferred to any members of the Convocation by way of dividend, bonus or profit.
- 49. All moneys to be disbursed by the Convocation shall be payable at the direction of the Standing Committee unless the Convocation otherwise directs.
- 50. The Standing Committee shall prepare and present the financial report of the Convocation to be approved in an Annual General Meeting.

## **INTERPRETATION OF CONSTITUTION**

51. The interpretation of the Constitution shall rest with the Standing Committee. In case of any dispute, the matter shall be put forward to the Council and the interpretation adopted by the Council shall prevail.

## **AMENDMENTS OF CONSTITUTION OF THE CONVOCATION**

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

## **SANCTION OF COUNCIL**

53. All acts of Convocation, unless over-ruled by the Council within 6 months therefrom, are valid.