

**CONSTITUTION OF THE ENVIRONMENTAL MANAGEMENT AND TECHNOLOGY ALUMNI
ASSOCIATION**

Section I: GENERAL

Article 1: Name

The full name of the Association shall be “Environmental Management and Technology Alumni Association, Hong Kong University of Science and Technology (香港科技大學環境管理及科技舊生會)” (known as “EVMTAA” from onwards).

Article 2: Purposes

The purposes of the Association shall be:

- a. To establish and uphold an association for graduates of the Environmental Management and Technology ("EVMT") program so as to maintain and strengthen alumni fellowship;
- b. To engage alumni in continuous contribution to the development of the EVMT program;
- c. To foster personal, academic, and professional development of EVMT students and graduates; and
- d. To promote environmental and sustainable development in the Hong Kong society.

Article 3: Affiliation

- a. The Association shall be affiliated to the HKUST Alumni Association.
- b. Membership in the EVMTAA does not lead to membership in the HKUSTAA.

Article 4: Liability

In the execution of their powers and duties under this constitution, members of the Committee are expected only to act to the best of their ability, and if they do so in accordance with the rules and according to Best Practice, should find that no personal liability attaches to them in the event of a claim.

Section II: MEMBERSHIP

Article 1: Full Membership

- a. The following shall be eligible for Full Membership of the Association:
 - ii. All persons who have received a Bachelor of Science degree in Environmental Management and Technology from The Hong Kong University of Science and Technology (“University”).
- b. The following shall be the rights and obligations of full members:
 - i. Full Membership shall be granted to all EVMT graduates upon approval of their membership application. Full Members shall pay the prescribed one-time membership fee to the Association.
 - ii. Paid membership fees are not refundable.
 - iii. Members shall have the obligation to observe the Constitution and to be abided by the decisions of a General Meeting.
 - iv. Members shall have the right to elect the Executive Committee and to hold office, attend and vote at any General Meetings of the Association of which they are entitled to attend.

v. The violation of terms in this Constitution by any Member may bring disrepute to the Association. The Executive Committee may by resolution call upon such Member to resign from the Association forthwith and, if he/she fails to resign, may by resolution remove his/her name from the roll of Members or may suspend his/her membership for such period of time as the Executive Committee deems expedient.

vi. Any member may terminate his or her membership of the Association by written notice to the Secretary. Membership will be deemed to terminate from the date on which the written notice is received by the Secretary.

Article 2: Associate Membership

a. The following shall be eligible for Associate Membership of the Association:

All persons who-

ii. are registered under the program of BSc Environmental Management and Technology for at least one semester; and

iii. have their membership application approved by the Executive Committee.

b. The following shall be the rights and obligations of associate members:

i. Associate Membership shall be granted to all persons registered under the program of BSc Environmental Management and Technology for at least one semester upon approval of their membership status. Associate members shall pay prescribed annual membership fees to the Association.

ii. Paid membership fees are not refundable.

iii. Members shall have the obligation to observe the Constitution and to be abided by the decisions of a General Meeting.

iv. The violation of terms in this Constitution by any Member may bring disrepute to the Association. The Executive Committee may by resolution call upon such Member to resign from the Association forthwith and, if he/she fails to resign, may by resolution remove his/her name from the roll of Members or may suspend his/her membership for such period of time as the Executive Committee deems expedient.

v. Any member may terminate his or her membership of the Association by written notice to the Secretary. Membership will be deemed to terminate from the date on which the written notice is received by the Secretary.

Section III: 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:

a. represent the Association in all matters concerning the Association;

b. carry out functions as to implement the objectives in the Constitution and the policies laid down by General Meetings for the general interest of the members of the Association;

c. make all regulations and exercise all authorities which shall be necessary and properly vested by the Constitution; and

d. Issues arising at any meetings shall be decided by a majority of votes and in case of an equality of votes the President shall have a casting vote.

Article 2: Composition of the Executive Committee

a. The Association shall have an Executive Committee

consisting of the following:

- i. A President
- ii. A Vice-President
- iii. A Secretary
- iv. A Treasurer, and
- v. Not more than 8 other Executive

Committee Members.

- b. The Executive Committee shall consist of not less than 5 members.
- c. All Executive Committee Members (except for the 1st session) shall be elected at a General Meeting.

Article 3: Session

- a. All Executive Committee Members shall normally hold office for an initial term of 1 session and may be reappointed for further session(s) of office. Should a re-appointment take place, the concerned Executive Committee member(s) is/are eligible for office holding not limited to his/her previous.
- b. The term of the office bearers of the Executive Committee shall be started after the Annual General Meeting of the previous session and ended after the Annual General Meeting of the current session.

Article 4: Resignation of Executive Committee Member

- a. Should any Executive Committee resign during office, the Committee may co-opt any Full Member to fill the office so vacated until the next Annual General Meeting
- b. 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.
- c. Notice of any changes of the office bearers shall be posted 7 calendar days before the changes are made.

Article 5: Vacancies of Officers

- a. 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 Extra-Ordinary General Meeting shall be convened to approve the appointment.
- b. The minimum of office bearer should be not less than 5. If the number of office bearer is less than 5 for 1 calendar month, the Executive Committee is declared dissolute. A notice shall be posted within 7 calendar days. The existing office bearers shall form a temporary Election Board consisting of a Chairperson and at least two other members.
- c. The Temporary Election Board shall be responsible to recruit, nominate and elect a new executive committee for the Association within three calendar months. Dissolution of the Association shall be called by the Temporary Election Board if a new executive committee could not be formed within the time period.

Article 6: Vote for Non-Confidence

Any office bearer of the Association may be discharged from office by a vote of non-confidence passed by two-third majority of full members at a General Meeting.

Article 7: Sub-Committees

The Executive Committee shall have power at any time to appoint and dissolve sub-committees or committees and may determine the powers, functions and duties of such sub-committees or committees when deemed appropriate.

Section IV: GENERAL MEETINGS

- a. The General Meeting shall be the highest authority of the Association and is composed of all Full Members. When the General

Meeting is in recess, all matters concerning the Association shall be decided by the Executive Committee. All General Meetings shall be held at such time and place as the Executive Committee shall decide.

b. The Association shall in each year hold a General Meeting as its Annual General Meeting in addition to any other meetings, and shall specify the meetings as such in the notices calling it. 14 calendar days' notice of such meeting shall be given to all Full Members entitled to attend and vote thereat.

c. The business of the Annual General Meeting shall consist of but not be limited to the following:

ii. To receive and adopt the minutes of the previous Ordinary General Meetings and Extra-Ordinary General Meetings, which may have occurred since the previous Annual General Meeting;

iii. To receive and adopt the Agenda of the Annual General Meeting

iv. To receive and adopt the Annual Report by the Secretary of the current session;

v. To receive and adopt the Financial Report by the Treasurer of the current session;

vi. To elect the Executive Committee of the next session;

vii. To pass and approve or amend the year plan of the Executive Committee of the next session; and

viii. To pass amendments of the Constitution, if any.

d. No A.O.B. other than those matters listed in the agenda can be discussed in the Annual General Meeting.

e. 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.

f. The President and, in his/her absence, the Vice-President shall preside as the chairman at every General Meeting of the Association. The chairman of the meeting may with the consent of any meeting at which a quorum is present adjourn the meeting from time to time and from place to place, but no business shall be transacted at adjourned meetings. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given.

g. At any General Meeting a resolution put to the vote of the meeting shall be decided by a majority of votes by show of hands by the Members personally present unless a poll is demanded by at least two Members personally present. In case of any equality of votes, the chairman of the meeting shall be entitled to a second or casting vote. A declaration by the chairman of the meeting that a resolution has been carried or carried unanimously shall be conclusive.

h. If a poll is demanded, it shall be taken in such manner as the chairman of the meeting directs, and the result of the poll shall be treated as the resolution of the meeting at which the poll was demanded.

i. Every Member personally present at any General Meeting and entitled to vote shall have one vote.

j. Minutes of a General Meeting shall be taken by The Secretary or, in his/her absence, an Executive Member deemed appropriate by the Executive Committee. Minutes of a General Meeting that is signed by the chairman of the meeting shall be conclusive evidence of the proceeding at the meeting.

k. All General Meetings other than Annual General Meetings shall be called Extra-ordinary General Meetings.(EGM)The Executive Committee shall have the right to convene an Extra-Ordinary General

Meeting for any purpose at any time. 7 calendar days' notice of such meeting shall be given to all Members entitled to attend and vote thereat.

l. Extra-Ordinary General Meetings may be called on receipt of a written request of at least 20% Full Members entitled to attend and vote thereat, stating the subject(s) for discussion. 14 calendar days' notice of such meeting shall be given to all Members entitled to attend and vote thereat.

m. The quorum of any General Meeting shall consist of not less than 5 members. The meeting shall be called off if within one hour from the time appointed for the meeting a quorum is not present.

n. No business shall be transacted at any General Meeting unless a quorum of Members who are entitled to vote thereat is present personally at the time when the meeting proceeds to business.

Section V: REFERENDA

a. A Referendum shall be held and conducted by the President of the Association at the request of the Executive Committee or at least 20% of the full members of the Association.

b. A notice of a Referendum with the motion(s) shall be posted at least 7 clear days beforehand by the President under the instruction of the Executive Committee.

Section VI: FINANCE

a. The purposes to which the funds of the Association may be applied are towards the attainment of its purpose.

b. The Executive Committee shall apply at its discretion the proper appropriation of the funds of the Association.

c. The Executive Committee may from time to time prescribe the amount of Membership Subscriptions.

d. The Executive Committee shall cause all sums of money received by the Association to be deposited in a licensed bank. Any cheques for the withdrawal of Association money shall be valid provided they are signed by the President or the Honorary Treasurer.

e. A member of the Executive Committee may not receive any salary or remuneration but he shall be indemnified out of the funds of the Association in respect of expenditure properly incurred in and about the affairs of the Association.

f. Shall there be change of any membership fee, only the Executive Committee of the Association has the right to propose a new fee during a General Meeting. A notice of at least seven calendar days beforehand shall be given for the proposed new fee. It is validated after being passed at the General Meeting.

g. The Association shall not apply for or accept any loans.

Section VII: NOTICE

a. A notice shall be given to all Full Members if the following occurs:

ii. Should appointment, replacement or resignation of Executive Committee member(s) of the Association take(s) place

iii. Amendments in the constitution of EVMTAA

iv. Annual General Meeting/ Extra-Ordinary General Meeting

v. Amendment of membership fee

vi. Any other conditions of which the Executive committee deems fit.

b. A notice may be given by the Association to any Member to the address in Hong Kong or e-mail address provided by Members.

c. Service of the notice shall be deemed effective at the expiration of 48 hours after it is posted or sent. All notices and letters sent to the address or contact details provided by Members shall be considered as having been duly received by the Member.

d. Notice of every General Meeting shall be given to, and only to all Full Members, except those who have not supplied an address in Hong Kong, e-mail address or other contact details to the Association.

e. Members changing their address of contact details shall give due notice to the Association and furnish the Association with an address in Hong Kong, e-mail address or other contact details to which notices may be sent.

f. Notwithstanding anything contained here, the accidental omission to give notice of a General Meeting to, or the non-receipt of notice of a General Meeting by, any person entitled to receive notice shall not invalidate the proceedings at that General Meeting.

Section VIII: CONSTITUTION

Article 1: Amendment to the Constitution

Any amendment to the Constitution must be approved by a two-third majority of the Voting Members personally present or by proxy at a General Meeting.

Article 2: Interpretation

a. In this Constitution, the following expression have the following meanings:

ii. "Constitution" means this Constitution of the Association as altered from time to time in accordance with the provisions hereof;

iii. "Executive Committee" means the Executive Committee as defined in Section III, Article 2;

iv. "Executive Committee Member" means a member for the time being of the Executive Committee;

v. "Division" means the Division of Environment of the University, which expression shall include any past, present or future department, and division of Environment of the University;

vi. "General Meeting" means a meeting of Full Members of the Association;

vii. "Hong Kong" means the Hong Kong Special Administrative Region of the People's Republic of China;

viii. "Secretary" means the secretary for the time being of, or any person acting in such capacity by the direction of the Executive Committee to perform the duties of the secretary for, the Association;

ix. "Treasurer" means the treasurer for the time being of, or any person acting in such capacity by the direction of the Executive Committee to perform the duties of the honorary treasurer for, the Association;

x. "Graduate" means a holder of an Environment Management and Technology degree conferred by the University;

x. "Full Member" means a full member for the time being of the Association as provided for in Section II, Article 1;

x. "President" means the president for the time being of the Association;

x. "University" means The Hong Kong University of Science and Technology;

x. "Association" means Environmental Management and Technology Alumni Association, Hong Kong University of Science and Technology;

x. "Students" means students enrolled in Environmental Management and Technology undergraduate program offered by the Division of the University;

b. In this Constitution, if not inconsistent with the subject or context, words importing the singular number shall include the plural number and vice versa, words importing any gender shall include all other gender;

c. The Executive Committee shall have ultimate interpreting power of the Constitution.

Section IX: DISSOLUTION

a. Under any of the following shall the Association be dissolved:

i. A referendum of at least 50% full member presenting a non-confidence vote to the executive committee.

ii. When the Executive Committee have less than 5 members, and within one calendar month the existing members are not able to co-opt any Full Member to fill the vacant position.

iii. When there is no Executive Committee formed during or within one calendar month after the end of the Annual General Meeting, followed by the Temporary Election Board not being able to elect a new committee for the Association within 3 calendar months.

b. If there are any remaining funds of the association after it dissolves, all funds should be donated to Environment Students' Society, HKUSTSU.

c. Should the Association dissolve, notice shall be posted within 14 calendar days stating the reason of dissolution and resolution to all financial matters.

--THIS IS THE END OF THE CONSTITUTION--