

**THE CONSTITUTION
OF
THE HONG KONG SUBSIDIZED SECONDARY SCHOOLS
COUNCIL**

香港津貼中學議會

Section I – General

Art. 1 Name:

The name of the council shall be the Hong Kong Subsidized Secondary Schools Council (hereinafter referred to as “the Council”)

Art. 2 Address:

The Office address of the Chairman shall be the Address of the Council.

Art. 3 Objects:

- a. To provide and advance the cause of Education in Hong Kong.
- b. To promote and protect the rights and independence of all subsidized secondary schools in Hong Kong (hereinafter referred to as “the member schools”)
- c. To promote and enhance the welfare and interest of the staff and students in the member schools.
- d. To provide a representative body for all member schools.
- e. To act as a liaison for member schools with the government and other bodies.
- f. To assert the Council’s corporate opinions on education policies and to render services in respect thereof when necessary.

Section II – Use of Funds

All moneys received on account of subscription, donation, interest or investment, if any, and of other funds belonging to the Council shall only be applied in carrying out the objects of the Council in accordance with this constitution.

Section III – Membership

Art. 1 The membership of the Council is open to all subsidized secondary schools in Hong Kong.

- Art. 2 All subsidized secondary schools in Hong Kong represented by principals or acting principals are entitled to be registered as members of the Council on payment of an annual subscription as approved by the Executive Committee.
- Art. 3 All annual membership fees are due on or before the Annual General Meeting.
- Art. 4 Only principals or acting principals of registered member schools are eligible to vote at all meetings.

Section IV – Executive Committee

- Art. 1 There shall be an Executive Committee consisting of the immediate past chairman, who is an ex-officio member, and 13 other members of fully registered member schools elected at the Annual General Meeting every other year in the following order:
- Chairman
 - Vice-Chairman
 - Hon. Secretary (External)
 - Assistant Hon. Secretary (Council)
 - Assistant Hon. Secretary (Executive Committee)
 - Hon. Treasurer
 - Seven Area Representatives:
(Areas are to be drawn up as necessitated by changing circumstances and announced by the Executive Committee before the Annual General Meeting.)
- Art. 2 The Executive Committee shall have the power to appoint sub-committees consisting of members of the Executive Committee or members of the Council or otherwise for any specific purposes and to delegate to same any of the power of the Executive Committee for such purposes.
- Art. 3 The Executive Committee shall have the power to co-opt any members of the Council to the Executive Committee to fill casual vacancies or as additional members provided the total membership of the Executive Committee shall not exceed 17. The terms of office of all co-opted members shall expire at the same time as the elected members.
- Art.4 The Executive Committee shall have the power to invite non-members to be honorary advisors to serve the Council.

Art.5 Session

- a. The session of the Council shall commence on the first day after the Annual General Meeting to the day of the next Annual General Meeting.
- b. The terms of office of all elected Executive Committee members shall be two sessions.
- c. All members of the Executive Committee shall be elected at the Annual General Meeting every other year and retiring members shall be eligible for re-election provided that no office-bearer members shall hold the same office for more than 4 consecutive sessions.

Art. 6 Executive Committee Meeting:

- a. Executive Committee meetings shall be convened by the Chairman or in his absence the Vice-chairman and shall meet at least six times a session.
- b. Seven members of the Executive Committee present shall form a Quorum.
- c. Each member of the Executive Committee shall have 1 vote. The Chairman or any other member in the Chair shall be entitled to vote on all motions and resolutions, but the Chairman shall have a second or casting vote in the event of a tie vote.
- d. The Executive Committee shall be empowered to make regulations for the conduct of business of their own meetings subject to this Constitution.
- e. The Executive Committee shall cause minutes to be entered in the books for the recording of:
 - i. the names of the Committee members present at each meeting, and
 - ii. all resolutions and proceedings of the Executive Committee Meetings, such minutes shall be signed by the Chairman at the next succeeding meetings.
- f. If an Executive Committee member fails to attend 3 consecutive Committee Meetings per session with no good reasons, he/she shall be taken as having resigned from the Executive Committee.
- g. Management:
 - i. The management and day-to-day administration of the Council shall be vested in the Executive Committee.
 - ii. The official spokesman of the Council shall be Chairman or a member of the Executive Committee duly authorized by the Chairman.
 - iii. The Executive Committee shall be empowered to represent the Council in the promotion of the objects of the Council.

Section V – Annual General Meeting

- Art. 1 Annual General Meeting
- a. Date: The Conduct of Meeting shall be held within the first three months of each academic year, the date of which shall be decided by the Executive Committee.
 - b. Chairman: The Chairman of the Executive Committee shall be the Chairman at the meetings or in his absence, the Vice-Chairman, or if none of them be present, one other member of the Executive Committee.
 - c. Notice: Notice of the Annual General Meeting shall be given to all members at least 14 calendar days before the Meeting and the agenda thereof shall be circulated among members at least 7 calendar days before each meeting. (The accidental omission to give notice of a meeting or the non-receipt of the notice of a meeting by any member shall not invalidate proceedings at any meeting.)
 - d. Quorum:
 - i. 1/5 of the total number of registered members shall form a Quorum.
 - ii. Should there be an insufficient Quorum after 30 minutes from the time appointed for the meeting, the meeting shall be adjourned and reconvened within 14 calendar days. At the reconvened meeting, any number of members present shall form a Quorum.
- Art. 2 Business: The business of Annual General Meeting shall be:
- a. To receive and adopt the Minutes of the previous Annual General Meeting together with the Minutes of all the General Meetings and/or Extraordinary General Meeting which have been convened since the previous Annual General Meeting but have not yet been adopted.
 - b. To receive and adopt the Annual Report by the Chairman.
 - c. To receive and approve the Annual Financial Report of the Hon. Treasurer.
 - d. To elect the Chairman, Vice-Chairman, Hon. Secretary, Assistant Hon. Secretaries, Hon. Treasurer and seven Executive Committee members every other year and in that order. The Chairman shall be elected first by secret ballot or show of hands as decided by the meeting.
 - e. To consider and decide upon any proposal or matter and transact any matters which have been duly submitted by members.
 - f. To consider and decide upon any matter referred to by the

Executive Committee.

Section VI – General Meetings

- Art. 1 There shall be at least two General Meetings in each session. The date of each General Meeting shall be decided by the Executive Committee and notice of same and agenda thereof shall be given in accordance with Section V, Art.1(c) hereof.
- Art. 2 At General Meeting, all motions shall be decided by a show of hands or secret ballot. All motions except dissolution of the Executive Committee or the Council shall be carried by a simple majority vote of those present and willing to vote.
- Art. 3 In the event of a tie vote, the Chairman of the Meeting shall have a second or casting vote.
- Art. 4 Quorum:
- i. 1/5 of the total number of registered members shall form a Quorum.
 - ii. Should there be an insufficient Quorum after 30 minutes from the time appointed for the meeting, the meeting shall be adjourned and reconvened within 14 calendar days. At the reconvened meeting, any number of members present shall form a Quorum.
- Art. 5 Notice:
Notice of the General Meeting shall be given to all members at least 14 calendar days before the Meeting and the agenda thereof shall be circulated among members at least 7 calendar days before each meeting. (The accidental omission to give notice of a meeting or the non-receipt of the notice of a meeting by any member shall not invalidate proceedings at any meeting.)

Section VII – Extraordinary General Meeting

- Art. 1 An Extraordinary General Meeting may be convened at any time by the Chairman or in his absence by the Vice-Chairman or upon requisition for same in writing signed by 10% of the registered members of the Council addressed to the Assistant Hon. Secretary (Council). Notice and agenda thereof shall be given in such manner and such mode as in Section V, Art. 1(c). In case of the Meeting convened upon the requisition of the members, the discussion held and resolution passed in the Meeting shall be confined to only those questions and points as listed out in the requisition.

Art. 2 Quorum:

- i. 1/5 of the total number of registered members shall form a Quorum.
- ii. Should there be an insufficient Quorum after 30 minutes from the time appointed for the meeting, the meeting shall be adjourned and reconvened within 14 calendar days. At the reconvened meeting, any number of members present shall form a Quorum.

Section VIII – Liability of members and officials

The officials of the Council shall be jointly and severally liable to all debts and liabilities arising out of or occurring during their tenure and the members of the Council shall only be liable to contribute a sum not exceeding their annual subscription.

Section IX – Dissolution of the Executive Committee

Art. 1 The Executive Committee shall be dissolved by a resolution upon a vote of non-confidence passed by not less than 3/4 of the members present and willing to vote at an Extraordinary General Meeting. In the event of the Executive Committee being dissolved by a vote of non-confidence, the Extraordinary General Meeting shall appoint a temporary caretaker committee to arrange for the election of a new Executive Committee within 30 calendar days.

Art. 2 The executive Committee shall be dissolved upon the resignation of the majority of the elected members during their term of office, the remaining members shall form a caretaker committee to call for the election of a new Executive Committee within 30 calendar days.

Section X – Dissolution of the Council

The Council may at any time be dissolved by a resolution passed by not less than 3/4 of the members present at an Extraordinary General Meeting. In the event of dissolution, any residual assets after satisfaction of all debts and liabilities shall, where possible, be returned to the donors proportionally. In the event when donors cannot be identified or traceable or they refuse to accept the refund within the time specified, such funds shall be donated to the Community Chest.

Section XI – Record Keeping

All minutes, records or books pertaining to the business of the Council (External), Council (Internal) and Executive Committee shall be kept by the Hon. Secretary and Assistant Hon. Secretary (Council) and Assistant Hon. Secretary (Executive Committee) respectively.

Section XII – Amendment

This constitution may be amended in an Extraordinary General Meeting by resolutions passed by not less than 3/4 of members present and vote thereat. Such amendment so passed shall become effective after approval has been obtained from the Registrar of Societies.

- End -

This constitution was unanimously amended at an Extraordinary General Meeting of the Council held on 30 October, 1996 in the Kimberley Hotel, Kimberley Road, Kowloon.