

CONSTITUTION
OF
IVE LEGAL & ADMINISTRATIVE STUDIES ALUMNI ASSOCIATION
專業教育學院行政及法律事務學舊生會
(the “Association”)

(ADOPTED ON 15 JANUARY 2016)

Name and Address

1. The name of the Association is “IVE Legal & Administrative Studies Alumni Association 專業教育學院行政及法律事務學舊生會.”
2. The address of the principal place of business the Association is Department of Business Administration, Hong Kong Institute of Vocational Education (Tuen Mun), 18 Tsing Wun Road, Tuen Mun, N.T., Hong Kong.

Definitions

3. In this constitution,

“IVELASAA”	means the IVE Legal & Administrative Studies Alumni Association 專業教育學院行政及法律事務學舊生會.
“General Meeting”	means meeting of members of IVELASAA.
“Graduates”	means the person upon whom the Hong Kong Institute of Vocational Education has conferred an academic year study relating to legal studies.
“Committee”	means the governing body of IVELASAA.
“Constitution”	means the constitution of IVELASAA
“Members”	means all members of IVELASAA unless otherwise specified.
“Membership”	means the status conferred as result of becoming a Member of IVELASAA following the payment of the subscription appropriate to the category of Membership as determined by the Committee from time to time.
“Associate Member”	means the Members referred to in clause 6 of the Constitution.

Objects

4. The objects of the Association are as follows:
 - (a) To foster and promote relationships among the students and graduates of the following courses offered by IVE (Tuen Mun / Morrison Hill):

- Higher Diploma in Legal and Administrative Studies;
- Higher Diploma in Law and Administration; and
- Professional Diploma for Legal Executives.

(b) To carry out activities to enhance the academic and career prospects of the members.

Memberships

5. Graduate shall be eligible to apply for Membership.
6. A member of the current and past staff of business related teaching departments of the Vocational Training Council shall be eligible to apply for Membership.

Rights and privileges of members

7. Members shall be entitled to the following rights and privileges:
 - (a) To propose or vote for the election of members to the Committee; and
 - (b) To stand for election as members of the Committee.
8. Associate Members shall be entitled to all benefits enjoyed by members except that they shall not be a member of the Committee, or propose or second resolutions, or vote at meetings of the Association.

Committee

9. The Committee shall consist of the Chairman, the Vice-Chairman, the Secretary, the Treasurer, and other Committee Member(s).
10. All members of the Committee shall be elected at the General Meeting of every term.
 - (a) Nomination for election shall be only made on forms provided for the purpose. Each form shall contain the name of one candidate, together with signatures of a proposer and seconder and signature of the candidate signifying his consent.
 - (b) Election shall be by secret ballot at the General Meeting.
 - (c) When there is only one candidate for the post, the candidate shall be declared elected.
 - (d) Where there are two or more than two candidates for one post, electors shall indicate on their ballot papers their order of preference for the candidates. Papers shall be arranged and counted according to first preferences. The candidate at the bottom of the Poll on this first count shall be declared to have lost and his votes shall be distributed among the remaining candidate or candidates according to the second preference of preferences indicated on the ballot papers. This process shall be continued until one

candidate is left and he shall be declared elected provided he has secured at the end of the process a number of votes.

(e) A list of the new office bearers shall be submitted to the Societies Officer for records.

General Meetings

11. The General Meeting shall be held at such time requested and wherever required by the Committee.
12. Notice of the General Meeting shall be given to members at least 7 days before the meeting.
13. Not less than 5 members shall form a quorum at the General Meeting.

Use of funds

14. Funds of the Association shall be applied solely to meet its recurrent expenditure and for the enterprises stipulated in the Object Clause of the Constitution and shall not be used for any other purposes.

Amendment of the Constitution

15. The Constitution shall only be amended at a General Meeting.
16. All amendments to the Constitution shall be reported to the Societies Officer.

Debts and Liabilities

17. Any debts of the Association shall be borne by all the Committee members of the term in which the debts are incurred.

Dissolution

18. The Association shall be dissolved at a General Meeting held for that particular purpose. A resolution to that effect shall be passed by at least three-quarters of the Members who are present.
19. Any surplus fund at the date of dissolution shall be given to local charities as authorized at the General Meeting approving the said dissolution.