

Rules of Buddhist Sin Tak College Alumni Association (“The Rules”)

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Chapter 1: Name, Address and Objective		
1		NAME OF THE ASSOCIATION
	1.1	The name of the Association is called “Buddhist Sin Tak College Alumni Association” (the “Association”). Its abbreviation will be “BSTCAA” and its Chinese name is “佛教善德英文中學校友會” .
2		ADDRESS OF THE ASSOCIATION
	2.1	The address of the Association is 5 Hing Shing Road, Kwai Chung, New Territories, Hong Kong Special Administrative Region.
3		OBJECTS OF THE ASSOCIATION
	3.1	The objects of the Association include:-
	(a)	Acting as a medium of communication among members of the Association;
	(b)	Holding various activities for members of the Association;
	(c)	Acting as a medium of communication between members of the Association and Buddhist Sin Tak College, its students, teachers and principals;
	(d)	Promulgating the school motto of Buddhist Sin Tak College: (明智顯悲、至善達德); and
	(e)	Participating and supporting activities organized by the School and the community

Chapter 2: Membership Requirement, Rights and Obligation		
4		MEMBERSHIP REQUIREMENT
	4.1	Any person who meets the following requirements may apply to the Association for membership:
A		Application for membership of “Ordinary Member”
	(i)	Past students who had ever been registered and presented as a student of Buddhist Sin Tak College.
B		Application for membership of “Honorary Member”
	(i)	Current and past principals and teachers of Buddhist Sin Tak College and
	(ii)	Current and past staff of Buddhist Sin Tak College.
C		Application for membership of “Associate Member”
	(i)	Relatives and Friends of Ordinary Member or Honorary Member.
	(ii)	Current students studying in Buddhist Sin Tak College.

5		APPLICATION AND ADMISSION OF MEMBERS
	5.1	The First Ordinary Members of the Association are the signatories to the Rules.
	5.2	In applying for a membership, an applicant should submit to the Association a completed application form in the format prescribed by the Association. He/She will become a member when his/her application is approved by the Executive Committee and the prescribed fees are paid. Applications not in accordance with the foregoing may be accepted only after consideration by the Executive Committee. The Honorary Secretary will record names of all members of the Association in the membership register of the Association.
6		RIGHTS OF MEMBERS
	6.1	All members of the Association (including both Ordinary Members, Honorary Members and Associate Members) shall have the following rights:
	(a)	To enjoy the benefits as set forth in Rule 3 of the Rules; and
	(b)	To participate in all activities organized by the Association provided that the participating member shall follow such specific rules and regulation of such activities stipulated by the Association.

	6.2	Notwithstanding anything herein contained to the contrary, only Ordinary Members have the rights to elect, be elected, propose, and vote in Annual General Meeting and Extraordinary General Meeting of the Association.
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7		OBLIGATIONS OF MEMBERS
	7.1	All members of the Association (including both Ordinary Members, Honorary Members and Associate Members) shall:
	(a)	Abide by the Rules and the resolutions duly passed at the Annual General Meetings and Extraordinary General Meetings of the Association.
	(b)	Pay the prescribed fees - Member shall pay an entrance fee and his/her first annual membership fee upon receipt of notice of his/her admission to membership. Thereafter, he/she shall pay the membership fee annually.

8		RESIGNATION OF MEMBERS
	8.1	Any member may resign his/her membership by giving notice in writing to that effect to the Association at the address of the Association by registered post.
	8.2	Every such notice shall, unless otherwise expressed, be deemed to take effect on the postal date of the written notice.

9		EXPULSION OF MEMBERS
	9.1	If at any time the Executive Committee considers that it is in the interests of the Association to require a member to be expelled from the Association, the Executive Committee shall notify its decision to the member concerned by a letter which shall specify the time when such expulsion should take place.
	9.2	If the member concerned wishes to challenge and/or contest such expulsion, he/she shall serve a notice on the Executive Committee stating that he/she wishes to be heard on the matter of expulsion whereupon the Executive Committee shall convene an Extraordinary General Meeting to decide the matter. Such Extraordinary General Meeting shall be convened within six weeks from the receipt of the notice from the member concerned.
	9.3	Not less than 28 days' notice of the Extraordinary General Meeting convened for the purpose set out in Rule 9.1 of the Rules shall be given to all Ordinary Members.
	9.4	At the meeting the member concerned shall be allowed to offer an

		explanation of his conduct verbally or in writing and if after that, two-third of the Ordinary Members present and entitled to vote then vote for his expulsion, he/she will immediately cease to be a member of the Association.
	9.5	The voting at any such Extraordinary General Meeting shall be by ballot if not less than five members present at that meeting so demand.

10		EFFECT OF CEASING TO BE A MEMBER
	10.1	On ceasing to be a member of the Association all his/her right to and claim upon the Association and its property and funds (if any) shall cease and all his/her office of any Honorary Officers shall be vacated with immediately effect.
	10.2	Anyone who had been expelled or had resigned from the Association should submit to the Association a new and completed application form if he/she intends to apply for membership again.

		Chapter 3 Executive Committee
11		EXECUTIVE COMMITTEE
	11.1	The management of the Association (except as otherwise provided by the other rule of the Rules) is deputed to an Executive Committee comprising not more than 10 members (“the Committee Members”).
	11.2	The Executive Committee shall observe, perform and forthwith execute all resolutions passed in all General Meetings.
	11.3	The Executive Committee may invite people with high social status to sponsor for activities organized by the association or to advise the Association on such matters as it deems necessary.
	11.4	The Executive Committee may present letters of commendation to those who have offered meritorious services to the Association and shall report details of all letters of commendation in the following Annual General Meeting.
	11.5	The First Committee Members shall be the signatories to the Rules and the subsequent Committee Members shall be elected in accordance with Rule 12 of the Rules.
	11.6	The First Committee Members shall elect among themselves a President, a Vice-President, an Honorary Secretary and an Honorary Treasurer and other honorary officers and as he/she may decide to remain in office until the Executive Committee meeting following the Second Annual General Meeting or his/her resignation unless he/she is removed from office by the

		Executive Committee in accordance with Rule 14.4 of the Rules.
	11.7	The First Committee Members shall convene the First Annual General Meeting of the Association not later than 63 days after the date of registration of the Association under the Societies Ordinance (Cap. 151) of the Hong Kong Special Administrative Region.

12		ELECTION OF COMMITTEE MEMBERS
	12.1	At each Annual General Meeting (save and except the First Annual General Meeting) all Committee Members shall retire, but are eligible for re-election.
	12.2	Any Ordinary Member of the Association is entitled to submit application to the Honorary Secretary of the Executive Committee to be elected as a Committee Member. Such application shall be endorsed by two other Ordinary Members of the Association.
	12.3	If there is insufficient application from Ordinary Members of the Association to be elected as Committee Members to fill the vacancies, the Executive Committee shall nominate the shortfall. The Ordinary Members of the Association nominated by the Executive Committee to become Committee Members shall be proposed by a Committee Member and seconded by another Committee Member and such Ordinary Member shall become Committee Member without election.
	12.4	The Executive Committee shall post to all members of the Association a list of names of those who have applied to be elected as Committee Members and those who are nominated by the Executive Committee to be Committee Members as the case may be 30 days before the Annual General Meeting. In the event that the number of candidates applying to be elected as Committee Members equals to the number of vacancies available, such candidates shall become Committee Members without election.
	12.5	In the event that the number of Ordinary Members applying to be elected as Committee Members exceeds the number of the vacancies available, an election shall take place.
	12.6	The number of candidates receiving most votes as there are vacancies shall be declared elected, and in the case of two or more candidates receiving an equal number of votes, the chairman of the meeting has a second or casting vote or may determine the matter by lot.

13		CAUSAL VACANCIES ON EXECUTIVE COMMITTEE
	13.1	Executive Committee may appoint an Ordinary Member to fill any causal vacancy on the Executive Committee until the next Annual General Meeting.
	13.2	Any Committee Member so appointed shall retire at the next Annual General meeting but is eligible for re-election.

14		HONORARY OFFICERS
	14.1	At the first meeting of the Executive Committee following each Annual General Meeting (save and except the First Annual General Meeting) the Executive Committee shall elect from the Committee Members the President, the Vice-President, the Honorary Treasurer and the Honorary Secretary and other honorary officers (collectively called "Honorary Officers") as he/she may decide to remain in office until the Executive Committee meeting following the next Annual General Meeting or his/her resignation unless he/she is removed from office by the Executive Committee in accordance with Rule 14.4 of the Rules.
	14.2	Candidates for election as the President, the Vice-President, the Honorary Treasurer and the Honorary Secretary shall be proposed by a Committee Member and seconded by another Committee Member.
	14.3	Eight or all the Committee Members (in case the total number of the Committee Member is less than eight) may convene a meeting of Executive Committee for the purpose of electing the President, the Vice-President, the Honorary Treasurer and the Honorary Secretary to fill in the vacancy of the office of the President, the Vice-President, the Honorary Treasurer or the Honorary Secretary, if any. In the said meeting of Executive Committee, eight or all the Committee Members shall form a quorum of the meeting. If the retired President of the immediate preceding Term is re-elected as a Committee Member of this term, he/she shall be the chairman of the meeting unless in his/her absence, the Committee Members present will elect among themselves a temporary chairman to preside over the meeting. The candidates receiving most votes shall be declared elected, and in the case of two or more candidates receiving an equal number of votes, the temporary chairman of the meeting has a second or casting vote or may determine the matter by lot.
	14.4	Eight or all the Committee Members (in case the total number of the Committee Member less than eight) may convene a meeting of Executive Committee for the purpose of removing any of the President, the Vice-President, the Honorary Treasurer or the Honorary Secretary from his/her office. In the said meeting of Executive Committee, eight or all the Committee Members (in case the total number of the Committee Member is less than eight) shall form a quorum of meeting. The Committee Members

		present will elect among themselves a temporary chairman to preside over the meeting. Every Committee Member is entitled, not obliged, to vote upon the motion of removal of any of the President, the Vice-President, the Honorary Treasurer and the Honorary Secretary from his/her office. The motion shall be determined by three-fourth of the members of Committee Members. Every Committee Member present is entitled to one vote upon the motion, and in case of an equality of votes the temporary chairman may have a second or casting vote.
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15		DUTIES OF HONORARY SECRETARY
	15.1	The Honorary Secretary will attend to all secretarial work, keep the seals, rubber chops, membership register and documents of the Association under safe custody, compile the agenda and record the minutes of all meetings.

16		DUTIES OF HONORARY TREASURER
	16.1	Honorary Treasurer will take charge of the financial matters of the Association. He will compile the half-yearly statements of accounts which, after approval by the Executive Committee will be posted up in the Association premises and a copy of the same will be sent to every members for general information. He will also compile the annual statement of accounts that will be submitted to the Executive Committee for audit 28 days before the Annual General Meeting to which it will be presented for adoption.

17		MEETINGS OF EXECUTIVE COMMITTEE
	17.1	The Executive Committee shall meet at least once in every two months to examine the accounts and manage the affairs of the Association.
	17.2	Any meeting of Executive Committee shall be convened by the President (except for the meeting of Executive Committee convened for the purpose of election and removal of the President, the Vice-President, the Honorary Treasurer and the Honorary Secretary of the Association which is provided in accordance with Rule 14.3 and Rule 14.4 of the Rules respectively). The President may delegate to the Vice-President his authority and power to convene any meeting of Executive Committee if he/she desires. Any notice of meeting of Executive Committee shall be sent by post to the registered address of all Committee Members at least three days before the date of the meeting. A copy of any notice of meeting of Executive Committee shall be kept by the Honorary Secretary of the Association and shall be open to

		inspection by any member of the Association on application to the Executive Committee.
	17.3	Five Committee Members shall form a quorum of meeting of the Executive Committee (except for the meeting of Executive Committee convened for the purpose of election and removal of the President, the Vice-President, the Honorary Treasurer and the Honorary Secretary of the Association which is provided in accordance with Rule 14.3 and Rule 14.4 of the Rules respectively).
	17.4	The President shall be the chairman of all meetings of the Executive Committee (except for the meeting of Executive Committee convened for the purpose of election and removal of the President, the Vice-President, the Honorary Treasurer and the Honorary Secretary of the Association which is provided in accordance with Rule 14.3 and Rule 14.4 of the Rules respectively). If the President is absent from a meeting, the Vice-President shall be the temporary chairman of the meeting.
	17.5	Any transaction of business or question arising at any Executive Committee meeting shall be determined by a majority of votes. Every Committee Member present is entitled to one vote upon every motion. No irregularity in issuing notice of meeting of Executive Meeting to Committee Members may invalidate any resolution which is unanimously passed by all then current members of Committee Members.
	17.6	In case of an equality of votes, the chairman of the meeting of Executive Committee meeting shall have a second or casting vote (except for the meeting of Executive Committee convened for the purpose of election and removal of the President, the Vice-President, the Honorary Treasurer and the Honorary Secretary of the Association which is provided in accordance with Rule 14.3 and Rule 14.4 of the Rules respectively).
	17.7	Minutes of all proceedings of the Executive Committee shall be taken and shall be open to inspection by any member of the Association on application to the Executive Committee.

18		SPECIAL COMMITTEE
	18.1	The Executive Committee may appoint special committees and depute to them any of its powers, except the power relating to the admission and expulsion of members, to carry out special tasks and functions as it deems necessary. Such special committee will be dissolved automatically after it has finished the work assigned by the Executive Committee.

Chapter 4 General Meetings		
19		ANNUAL GENERAL MEETING
	19.1	The Annual General Meeting of the Association shall be held in May in each year on a date and at a time to be fixed by the Executive Committee and shall:
	19.1.1	receive from the Executive Committee a report, audited balance sheet and statement of accounts of the Association for the preceding financial year;
	19.1.2	fill the vacancies in the Executive Committee and appoint an auditor for the ensuing year;
	19.1.3	decide on any resolution which may be submitted to the meeting in the manner provided below;
	19.1.4	fix the annual membership fee and entrance fee of members of the Association and
	19.1.5	consider any other business as determined by the Executive Committee.

20		NOTICE OF BUSINESS AT ANNUAL GENERAL MEETING
	20.1	Any member who desires to propose any resolution at the Annual General Meeting shall give notice in writing to the Honorary Secretary not later than 14 days previously to the meeting.
	20.2	No amendment (other than a motion for adjournment) to any resolution proposed at any Annual General Meeting shall be proposed unless written notice of the amendment is sent to the Honorary Secretary not less than 7 days prior to the relevant meeting.
	20.3	Whenever notice of business or notice of any amendment to be proposed is given, it shall be sent to all Ordinary Members entitled to vote forthwith.

21		EXTRAORDINARY GENERAL MEETING
	21.1	The Executive Committee may call an Extraordinary General Meeting at any time for any special purpose, and shall do so immediately upon a requisition in writing (stating the purposes for which the meeting is required) from any 10 Ordinary Members or one-fifth of the then current member of Ordinary Members of the Association entitled to vote, whichever is the lesser.

22		CONVENING GENERAL MEETINGS
	22.1	At least 28 days before the Annual General Meeting, or any Extraordinary General Meeting (the "General Meetings"), notice of the General Meeting and the business to be transacted thereat shall be issued and a copy of the said notice shall be sent to every Ordinary Member.
	22.2	No business other than that of which notice has been given may be brought forward at an Annual General Meeting or Extraordinary General Meeting.

23		PROCEEDINGS AT GENERAL MEETINGS
	23.1	At all General Meetings of the Association the President, or in his absence an Ordinary Member selected by the Executive Committee, shall take the chair.
	23.2	At all General Meetings, every motion shall be determined by majority of votes (except as otherwise provided by the other rule of the Rules). Every Ordinary Member of the Association present is entitled to one vote upon every motion, and in case of an equality of votes the chairman may have a second or casting vote.
	23.3	The Executive Committee may, if it thinks fit, make regulations enabling members of Ordinary Members unable to be present to vote by proxy or in writing.

24		QUORUM
24.1		The Quorum at all General Meetings:
	24.1.1	for motions proposing any repeal, addition to, or amendment of the Rules forty Ordinary Members or three-fourth of the then current member of Ordinary Members of the Association entitled to vote whichever is the lesser;
	24.1.2	for motions relating to expulsion of any member is twenty members or half of the then current member of Ordinary Members of the Association entitled to vote whichever is the lesser;
	24.1.3	for all other business is five Ordinary Members of the Association entitled to vote.

Chapter 5 Financial Year		
25		FINANCIAL YEAR
	25.1	The financial year of the Association shall be ended on 31 st March in each year, and accounts of the Association shall be made up to that day.

Chapter 6 Management of the Funds of the Association		
26		SOURCE OF FUNDS
	26.1	Sources of funds of the Association (the "Funds") include: -
	(a)	Entrance fee and annual membership fee received from members;
	(b)	Donation made by members and sponsors; and
	(c)	Incomes from any functions, programmes and activities organized by the Association.

27		APPLICATION OF FUNDS
	27.1	The Funds shall not be applied otherwise than for the benefit of the Association as a whole or for some charitable and benevolent purpose(s) chosen by resolution of a General Meeting.
	27.2	All expenses of the Committee Members reasonably incurred on behalf of the Association for stationery, printing, postage and other things for the benefit of the Association shall be paid or reimbursed by the Association.

28		MANAGEMENT OF FUNDS
	28.1	Valid cheques of the Association shall be signed jointly by either two of the following persons: (1) the President, (2) the Vice-President, (3) the Honorary Treasurer and (4) the Honorary Secretary. Total monthly expenses of less than HK\$1,000 may be authorized by the President, but if the total sum of monthly expenses exceeds HK\$1,000, approval from the Executive Committee shall be obtained before the money may be used.

29		AUDIT OF ACCOUNTS
	29.1	The accounts shall be audited by a professional accountant as soon as practicable after the end of the financial year.
	29.2	The auditor shall be appointed at each Annual General Meeting and shall be a member of the Association.
	29.3	The auditor shall audit the accounts of the Association not less than 14 days before the Annual General Meeting. The Honorary Treasurer shall deliver the audited balance sheet and statement of accounts of the Association for the preceding financial year to all members of the Association by prepaid ordinary post not less than 7 days before the Annual General Meeting.

		Chapter 7 Debts and Liabilities
30		DEBTS AND LIABILITIES
	30.1	All Committee Members of each Term shall be jointly responsible for payment of the outstanding amount of debts which are incurred during the term but could not be settled by the Funds raised during the Term. In the Rules, the Term means the period from the date immediately after the Annual General Meeting from which the Committee Members are elected to be or become members of Committee Members to the date of subsequent Annual General Meeting, both dates are inclusive.

Chapter 8 Appendix		
31		INTERPRETATION OF THE RULES
	31.1	The Executive Committee is the sole authority for the interpretation of the Rules from time to time.
	31.2	The decision of the Executive Committee upon any question of interpretation or upon any matter affecting the Association and not provided for by the Rules is final and binding on the members of the Association.

32		AMENDMENT OF THE RULES
	32.1	The Rules may be added to, repealed or amended by resolution passed at any Annual or Extraordinary General Meeting by at least two-third of the Ordinary Members present in the meeting.

33		DISSOLUTION OF THE ASSOCIATION
	33.1	<p>If at any General Meeting a resolution for dissolution of the Association is passed by a majority of the Ordinary Members present and at an Extraordinary General Meeting held not less than six weeks later (of which not less than 28 days' written notice has been given to each member) and at which not less than one-half of the Ordinary Members are present the resolution for dissolution is confirmed by a resolution passed by a majority of two-third the Ordinary Members voting on it, the Executive Committee shall immediately, or at such future date as is specified in the resolution, proceed to realize the property of the Association (if any) and after the discharge of all liabilities shall donate the outstanding balance of the Funds to local charitable organization and on the completion of the division the Association will be dissolved.</p>

END

Updated 15 July 2022