

**Constitution  
of  
School of Hotel and Tourism Management Alumni Association  
The Hong Kong Polytechnic University**

**SECTION ONE – NAME AND INTERPRETATION**

- 1.1. The official name of the Association shall be "The Hong Kong Polytechnic University, School of Hotel and Tourism Management Alumni Association". The Chinese name of the Association shall be 『香港理工大學酒店及旅遊業管理學院校友會』.
- 1.2. The following definitions of terms shall be adopted for the purpose of interpreting this Constitution:
  - 1.2.1. “University” shall mean The Hong Kong Polytechnic University, unless otherwise stated.
  - 1.2.2. “School” or “SHTM” shall mean the School of Hotel and Tourism Management of The Hong Kong Polytechnic University, unless otherwise stated.
  - 1.2.3. “Association” shall mean the School of Hotel and Tourism Management Alumni Association of The Hong Kong Polytechnic University, unless otherwise stated.
  - 1.2.4. “Constitution” shall mean the Constitution of the School of Hotel and Tourism Management Alumni Association of The Hong Kong Polytechnic University, unless otherwise stated.
  - 1.2.5. “Executive Committee” shall mean the Executive Committee of the Association, unless otherwise stated.
  - 1.2.6. “AGM” shall mean Annual General Meeting, unless otherwise stated.
  - 1.2.7. “EGM” shall mean Extra-ordinary General Meeting, unless otherwise stated.
  - 1.2.8. Words denoting the male gender shall include the female and vice versa, and words denoting singular shall include plural and vice versa.

**SECTION TWO – ORGANISATION**

- 2.1. The fiscal year of the Association shall commence on 1st July each year and end on 30th June the next year.
- 2.2. The address of the Association shall be School of Hotel and Tourism Management Alumni Association, Room TH711, School of Hotel & Tourism Management, The Hong Kong Polytechnic University, 17 Science Museum Road, TST East, Kowloon.

### **SECTION THREE – PURPOSE**

- 3.1. The objective of the Association is to create an effective network to assist personal and career development of its members, while at the same time promote The Hong Kong Polytechnic University in Hong Kong and abroad. Specifically, the following perspectives will be adopted:
  - 3.1.1. Developing the students of SHTM;
  - 3.1.2. Contributing back to SHTM and society;
  - 3.1.3. Providing a platform for gathering;
  - 3.1.4. Providing learning opportunities for our members and students;
  - 3.1.5. Offering social gathering opportunities for our members.

### **SECTION FOUR – MEMBERSHIP**

- 4.1. Associate Membership may consist of any academic and administrative staff of the School and industry practitioners of the hotel and tourism industry upon the approval of the Executive Committee of the Association.
- 4.2. Honorary Membership shall be nominated and elected by the Executive Committee of the Association, and conferred to eminent persons who have either made significant contribution to the hospitality industry or are highly recognized in the community.
- 4.3. Life Membership may consist of any person who has graduated from the SHTM, including full-time and part-time courses, upon payment of membership fees and approval from the Executive Committee of the Association.
- 4.4. Student Membership may consist of any person who is undertaking studies at the SHTM, including full-time and part-time courses, upon payment of membership fees and approval from the Executive Committee of the Association. Student Membership will automatically be changed to Life Membership after graduation.

### **SECTION FIVE – APPLICATION FOR MEMBERSHIP**

Application for Life and Student Membership shall be made on the prescribed or online Application Form and sent to the SHTMAA for acceptance by the Executive Committee. The applicant shall be notified in writing. The Executive Committee shall have the right of refusing any application without assigning any reason therefor.

### **SECTION SIX – SUSPENSION OF MEMBERSHIP**

A membership may be suspended for a period of time, or indefinitely, by a resolution passed at an Annual General Meeting (AGM) or Extra-ordinary General Meeting (EGM) for a misconduct of the member which caused serious damage to the reputation of the Association.

## **SECTION SEVEN – RIGHTS AND OBLIGATIONS OF MEMBERS**

- 7.1. All members are entitled to participate in the social activities and functions organized by the Association.
- 7.2. Only Life Members are eligible to propose, second and vote at an AGM or EGM of the Association.
- 7.3. Only Life Members are eligible to elect or to be elected as Executive Committee Members or Chairman of the Association.
- 7.4. All members shall be obliged to abide by this Constitution that may be amended from time to time by the Executive Committee of the Association and passed at an AGM.

## **SECTION EIGHT – ANNUAL GENERAL MEETING**

- 8.1. The Executive Committee shall hold a General Meeting every year as its Annual General Meeting. The quorum of an AGM is 10 Life Members.
- 8.2. An Extra-ordinary General Meeting (EGM) may be called at the request of a minimum of 1 Life Member and 3 members of the Executive Committee with a quorum of 10 Life Members.
- 8.3. Life Members will be notified of an AGM or EGM at least 14 days in advance.
- 8.4. Any Life Member of the Association may appoint a proxy to attend an AGM or EGM and vote for him/her. Such an appointment of proxy shall be made in writing and given to the presiding officer before the commencement of the meeting(s).
- 8.5. Resolutions in an AGM or EGM are carried with majority votes of the members either during a meeting or, if directed by the Chairman, by mail ballot. Each Life Member is entitled to one vote. In the event of a tie, the Chairman shall have a casting vote.

## **SECTION NINE – EXECUTIVE COMMITTEE**

- 9.1. The management of the business and control of the Association shall be vested in the Executive Committee.
- 9.2. The Executive Committee shall consist of a minimum of four members, including a Chairman, a Vice Chairman, a Financial Secretary, and a Secretary.
- 9.3. All Executive Committee Members should be Life Members and be elected in an AGM. The term of office of the Executive Committee Members is two years from the date of election.
- 9.4. Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes, and in the case of an equality of votes the chairman of the meeting shall have a second or casting vote.

9.5. The Executive Committee shall have power at any time to appoint any person to fill a casual vacancy of the Executive Committee.

9.6. The Executive Committee is empowered to nominate a retiring Chairman of the Executive Committee to become an Honorary Chairman and retiring members of the Executive Committee as Honorary Advisors of the Association.

#### **SECTION TEN – USE OF FUNDS**

10.1. Any expenditure of the Association shall be approved by the Executive Committee and signed by two of the four Executive Committee Members including the Chairman, the Vice Chairman, the Secretary and the Financial Secretary. All expenditures and expenses must be deemed necessary in connection with management of the activities of the Association.

10.2. The Financial Secretary shall be responsible for producing the annual financial statement.

#### **SECTION ELEVEN – DISSOLUTION OF THE EXECUTIVE COMMITTEE**

The dissolution of the Executive Committee shall have to be passed by not less than two thirds of Life Members present in an AGM or EGM.

#### **SECTION TWELVE – DISSOLUTION OF THE ASSOCIATION**

12.1. If for any reason the Association is of the opinion that the Association should be dissolved, notice of the intent to dissolve the Association must be given to all members and to the School at least six months prior to the dissolution.

12.2. The dissolution of the Association shall have to be passed by not less than two thirds of the Life Members present in an EGM convened for the purpose.

12.3. Funds held by the Association at the date of dissolution shall be handed over to the School.

#### **SECTION THIRTEEN – AMENDMENT TO THE CONSTITUTION**

13.1. Request for amendment to this Constitution shall be made by circulating the proposed amendments to the Life Members of the Association at least 14 days prior to an AGM.

13.2. Any amendment of this Constitution shall be made by not less than two thirds of the Life Members present in an AGM.