

**STAFF ASSOCIATION OF
THE CHINESE UNIVERSITY OF HONG KONG**

RULES

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| | Rule 1 | NAME AND OFFICE |
| Name | 1.1 | The name of the Association shall be the 'Staff Association of The Chinese University of Hong Kong' (香港中文大學職員協會)(hereinafter referred to as the 'Association'). |
| Address | 1.2 | The registered office and postal address of the Association shall be at
Rm 308, John Fulton Centre
The Chinese University of Hong Kong
Shatin, New Territories,
Hong Kong
or such other place as may be decided upon by the Executive Committee. |
| | Rule 2 | OBJECTS |
| Objects | | The objects of the Association shall be:

2.1 To secure the complete organization in the Association of all members specified in Rule 3.1.

2.2 To obtain and maintain just and reasonable rates of salary, hours of work and other conditions of employment, and generally to protect the interests of members.

2.3 To regulate relations, and to settle disputes between members and the University authorities, between members and members, and between members and other employees.

2.4 To strengthen relations with the University authorities on a basis of mutual respect and benefit.

2.5 To negotiate or consult, on behalf of its members, with the University authorities on all matters of common interest.

2.6 To promote generally the material, cultural, social, educational and recreational welfare of the members and/or their families in any lawful manner as the General Meeting may from time to time decide.

2.7 To seek legal advice and legal assistance wherever possible in connection with the employment of members.

2.8 To carry out all such other lawful activities as are incidental or conducive to the attainment of any or all of the above objects. |
| | Rule 3 | MEMBERSHIP |
| Full members | 3.1 | Full membership of the Association shall be open to all full-time non-teaching staff employed by the University under Terms of Service A, B and C irrespective of race, sex, religion and rank. |
| Associate members | 3.2 | Associate membership of the Association shall be opened to all part-time non-teaching staff members employed by the |

University under Terms of Service A, B and C irrespective of race, sex, religion and rank.

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| Retired members | 3.3 | Full members retiring on account of age or ill-health from the service of the University and not being fully employed elsewhere may, subject to the decision of the Executive Committee, become retired members. |
| Rights | 3.4 | (1) Full members shall have the right to vote, to appeal, to elect, to stand for election, and to initiate and to ratify amendments to these rules. They are entitled to participate in all activities organized and to all the benefits provided by the Association.
(2) Associate/Retired members may speak but shall not have the right to vote in any decision of the Association and shall not be an officer of the Association. They may, however, participate in the benefits provided by the Association. |
| Obligations | 3.5 | All full, associate or retired members shall
(1) abide by the rules of the Association;
(2) comply with the resolutions of the General Meeting and of the Executive Committee; and
(3) pay membership fees. |
| Breaking rules | 3.6 | Any member breaking the rules of the Association or in defiance of the resolutions of the General Meeting or of the Executive Committee may be liable to expulsion by the Executive Committee. Any member so expelled shall have the right to appeal to the General Meeting. |
| Cessation of membership | 3.7 | When a full member/associate member leaves the service of the University other than retiring, his membership shall cease on the day when his employment with the University terminates. When a member opts to change his membership status (full/associate/retired), his previous membership will also cease on the day the new membership takes effect |
| Resignation of membership | 3.8 | A member may resign from the Association at any time by writing to the Association, such resignation shall be effective from the date of receipt of the letter. |

Rule 4 ADMISSION

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| Admission | 4.1 | Full-time or part-time non-teaching staff of the University as specified in Rule 3.1 or 3.2 shall be admitted as full/ associate members upon completion of an application form for admission and payment of the entrance and membership fees. |
| Inaccuracies in application | 4.2 | Any omission from or inaccuracy or misrepresentation in the particulars relating to the applicant shall render his admission voidable at the discretion of the Executive Committee. |

	Rule 5	FEES
Entrance fee	5.1	Entrance fee for full/associate members shall be one-time payment of HK\$10.00 payable upon admission.
Membership fee	5.2	(1) Membership fee shall be HK\$50 p.a. for full/associate members payable upon admission and thereafter in the month of May each year. (2) Life-time membership fee for retired members shall be HK\$200 payable upon application.
	5.3	All fees paid shall not be refundable.
Determination of fees	5.4	The General Meeting of the Association shall have power to review and revise from time to time all prescribed fees, and to impose additional fees, subscriptions and contributions for specific purposes.
Arrears	5.5	Members who are more than three months in arrears of membership fees from the date due shall cease to be members of the Association. Reinstatement of membership shall be subject to the approval of Executive Committee on such term or terms as may be decided by the Committee.
	Rule 6	CONSTITUTION AND GOVERNMENT
General Meeting and Executive Committee		The supreme authority of the Association shall be vested in the General Meeting and, subject to that authority, the Association shall be governed by the Executive Committee.
	Rule 7	GENERAL MEETINGS
Annual General Meeting	7.1	The Annual General Meeting shall be held once in every calendar year at such time (not being more than fifteen months after the holding of the last preceding general meeting) and place as may be prescribed by Executive Committee.
Extraordinary General Meeting	7.2	Extraordinary General Meetings may be called by the Executive Committee or at the request of not less than one-fifth of the total number of full members of the Association. This Meeting shall be chaired by the President and its business shall be restricted to the specific business for which the Meeting is called.
Attendance	7.3	(1) All members shall be entitled to attend General Meetings. (2) Only full members shall be entitled to vote at General Meetings.
Notice of Meeting	7.4	Not less than 10 days' notice of the Annual General Meeting and not less than 5 days' notice of an Extraordinary General Meeting shall be given by the Secretary of the Executive Committee to all members.
Agenda of Meeting	7.5	The agenda prepared by the Secretary on the instructions of the Executive Committee shall accompany the notice. No business not on the agenda shall be discussed if the

President or more than five full members present object.

- Quorum
- 7.6 (1) The quorum for any General Meeting shall be formed by not less than 50 or 1/20 of the total full members whichever is the less.
- (2) In the even that there are not sufficient full members to constitute a quorum, the meeting shall be adjourned to such later date as the President thinks fit, but in no case exceeding 30 days. A notice to this effect shall be sent to all members at least 10 days in advance. Whatever number of full members are present at that meeting shall constitute a quorum and business shall be conducted and decisions taken, except on those matters for which requisite votes are prescribed by the Trade Unions Ordinance or by the rules of the Association, shall be valid if passed by the majority of votes of those present and shall be binding on all members of the Association. In the notice calling the adjourned meeting, the provisions of this rules shall be reproduced in full for the reference and guidance of all the members.
- Business of Annual General Meeting
- 7.7 The business of the Annual General Meeting shall be:-
- (1) to confirm the minutes of the previous Annual General Meeting and of any intervening Extraordinary General Meeting;
 - (2) to consider reports of the Executive Committee and to plan future policies and activities;
 - (3) to consider and approve the statement of accounts for the previous financial year together with the report on the audit of accounts of the Association;
 - (4) to elect members and office-holders of the Executive Committee;
 - (5) to appoint or elect an auditor or auditors;
 - (6) to elect Returning Officers;
 - (7) to consider any other business of the Association.
 - (8) to appoint one or more legal advisers who need not be members of the Association; and
 - (9) to appoint one or more Honorary Presidents.
- Alteration of rules
- 7.8 The General Meeting shall be the sole authority to make, alter, amend or rescind any of these rules provided that no rules providing for any matters specified in the Second Schedule to the Trade Unions Ordinance may be rescinded.
- Business of Extraordinary General Meeting
- 7.9 The business of the Extraordinary General Meeting shall be confined to those matters specified in the agenda. Decisions reached at the Extraordinary General Meeting shall have the same validity and authority as decisions reached at the Annual General Meeting; provided that, where any alteration of the rules of the Association is contemplated, such proposed alteration shall be specifically stated in the agenda of the meeting.

- Voting 7.10 Decisions on matters other than change of name of the Association, its dissolution or federation or amalgamation with another association, reached at a General Meeting shall require a majority vote of the full members present constituting the quorum.
- Voting on important matters 7.11 Resolution regarding change of name of the Association, its dissolution or federation or amalgamation with another association shall require such a number of votes of the full members as prescribed in the Trade Unions Ordinance and with the consent of two-thirds of all current full members of the Association obtained by means of a secret ballot at a General Meeting.
- Casting vote 7.12 At any General Meeting, the President shall be entitled to a casting vote except for election of office-holders or members of the Executive Committee.

Rule 8 EXECUTIVE COMMITTEE

- Government of Association vested in Executive Committee 8.1 The Executive Committee of the Association (hereinafter referred to as "the Committee") shall hold the highest authority in the management and control of affairs, purposes and functions of the Association during the intervals between General Meetings.
- Composition 8.2 The Committee shall consist of not less than 9 and a maximum of 25 members elected biennially in the Annual General Meeting by secret ballot and from among full members of the Association, with no more than 8 members from Terms of Service A; with no more than 12 members from Terms of Service B; and with no more than 5 members from Terms of Service C.
- Office-holders 8.3 The Committee shall consist of the President, Vice-President, Secretary, Assistant Secretary, Treasurer, Publication Officer, Welfare Officer and Recreation & Sports Officer, who shall be elected by secret ballot by and from among the elected Committee members immediately following the election at the same General Meeting.
- Terms of office 8.4 All office-holders and Committee members shall serve a term of office of two years and shall be eligible for re-election.
- Vacancies 8.5 In the event of death, resignation or dismissal of any member of the Committee between two Annual General Meetings for the election or when, during such period, any Committee member is unavoidably absent from Hong Kong and such absence is likely to be permanent or unduly prolonged, the vacancy shall be filled by the candidate of his group who secured the next highest number of votes at the last Annual General Meeting for the election. If the Committee member vacating his office is concurrently an office-holder, the vacant office shall be filled from among all the Committee members by secret ballot. Any resultant vacancies for office-holders shall be filled in the same manner as aforesaid. In case there is no

such reserve candidate in any groups, the Committee shall convene a general meeting to elect by secret ballot as a replacement from among all full members to fill the vacancy.

Meetings &
quorum

- 8.6 (1) The Committee shall meet at least once within three months and the quorum shall be one half.
(2) Ad hoc committee meetings shall be held with the approval of the President, and the quorum shall be one half.
- 8.7 Subject to these rules and subject also to the resolutions of the General Meeting, the Committee shall:
- (1) Pursue the objects of the Association;
 - (2) Make and recommend policies of the Association;
 - (3) Determine the eligibility of applicants for membership;
 - (4) Hold all elections;
 - (5) Give instructions to the office-holders and Committee members for the conduct of the affairs of the Association;
 - (6) Appoint sub-committees or standing committees where necessary to carry out the routine or special work of the Association and may dissolve them;
 - (7) Appoint paid staff and may dismiss them;
 - (8) Protect its funds against extravagance or misappropriation;
 - (9) Give instructions as to the investment of the funds of the Association subject to Rule 12.4(4);
 - (10) Interpret the rules, determine any points which the rules do not adequately cover, and propose alterations to the General Meeting for approval;
 - (11) Suspend, discipline, dismiss or expel any office-holder, Committee member or member for reasons deemed good and sufficient in the interest of the Association. Any office-holder, Committee member or member so suspended, disciplined, dismissed or expelled shall have the right of appeal to a General Meeting; and
 - (12) Establish branches of the Association with the approval of a General Meeting. (Specific rules governing branch affairs shall be made before a branch is established.)

Notice &
agenda

- 8.8 Notices shall be given to all committee members for the calling of a committee meeting at least one day in advance, to be accompanied with an agenda showing the business to be transacted.

Voting

- 8.9 (1) All resolutions, except as otherwise provided in the Trade Unions Ordinance, made at all Committee meetings shall become valid if passed by a majority vote of all members present.
- (2) All resolutions of the Committee shall be binding on all members of the Association.
- (3) The President shall be entitled to a casting vote.

Rule 9

OFFICE-HOLDERS OF THE ASSOCIATION

- Honorary officers 9.1 All officers of the Association shall be honorary officers.
- President 9.2 (1) The President shall preside at all General Meetings and Committee Meetings and shall be responsible for the proper conduct of business. He shall have a casting vote. He shall sign the minutes of each meeting after they are approved.
(2) He shall superintend the general administration of the affairs of the Association and shall endeavour to secure the observance of the Association rules by all concerned.
(3) He shall countersign cheques when necessary on behalf of the Association.
(4) He shall countersign every document of the Association to which the common seal of the Association is affixed as provided under rule 19.2.
- Vice-President 9.3 The Vice-President shall carry out his duties as defined by the Committee. In the absence of the President, he shall deputize until such time as the President returns or until the vacancy is filled in accordance with the provision of Rule 8.5.
- Secretary 9.4 (1) The Secretary shall conduct the business of the Association in accordance with the rules and shall carry out the instructions of the General Meeting and the Committee;
(2) He shall keep the common seal of the Association in safe custody;
(3) He shall keep a register of all members;
(4) He shall attend all meetings of the Association and shall record the proceedings of the meetings;
(5) He shall prepare reports and documents necessary for General Meetings and meetings of the Committee;
(6) He shall countersign cheques when necessary, on behalf of the Association;
(7) He shall countersign any document of the Association to which the common seal of the Association is affixed as provided under Rule 19.2.
- Assistant Secretary 9.5 The Assistant Secretary shall assist the Secretary in conducting the Association business. In the absence of the Secretary, the Committee may appoint him as Acting Secretary until the Secretary returns or until the vacancy is filled in accordance with the provision of Rule 8.5.

- Treasurer
- 9.6 (1) The Treasurer shall be responsible for the safety of all monies and the safeguarding of all investments belonging to the Association and shall keep full and accurate accounts of all transactions conducted in the name of the Association. He shall prepare a financial statement for each meeting of the Committee and shall, as soon after the close of each financial year as possible, prepare an annual statement of accounts to be audited by the auditor for presentation to the Annual General Meeting. He shall forward the audited annual statement of accounts to the Registrar of Trade Unions within three months after the closing of the financial year. He shall have the right to speak and to vote on all matters except voting on financial matters.
- (2) He shall, on request in writing, render to any member of the Association an annual audited statement of accounts of all the receipts and expenditures and of the assets and liabilities of the Association;
- (3) He shall deposit in a bank account opened in the name of the Association as appointed by the Committee all sums over HK\$5,000 retaining the remainder in a safe place;
- (4) He shall, on behalf of the Association, sign all cheques which should be countersigned by either the President, the Secretary or the Welfare Officer;
- (5) He shall countersign any document of the Association to which the common seal of the Association is affixed as provided under Rule 19.2.
- Publication Officer
- 9.7 The Publication Officer shall be responsible for collecting, collating and disseminating information to members.
- Welfare Officer
- 9.8 The Welfare Officer shall be responsible for the promotion of the welfare of, and the operation of a Service Department for, members as defined by the Executive Committee. He shall countersign cheques when necessary, on behalf of the Association.
- Recreation and Sports Officer
- 9.9 The Recreation & Sports Officer shall be responsible for the organization of recreational and sport activities for members as defined by the Executive Committee.

Rule 10
BALLOTING

- Authority in holding ballots
- 10.1 Balloting shall be held under the authority of the Committee or under the authority of an Election Sub-committee or other Sub-committees appointed specifically for the purpose by the Committee.
- Matters to be decided by secret ballot
- 10.2 The following items shall be taken by secret ballot:-
- (1) Election of the office-holders and members of the Committee;
- (2) Change in the name of the Association;
- (3) Federation or amalgamation of the Association with any other association;
- (4) Dismissal of an officer;
- (5) Dissolution of the Association; and

- (6) Any matter as a General Meeting or the Committee may determine.

10.3.(1) Decisions on matters other than change of name of the Association, its dissolution or federation or amalgamation with another association, reached at a General Meeting, shall require a majority vote of the full members present constituting the quorum.

- (.2) Resolutions regarding change of name of the Association, its dissolution or federation or amalgamation with another association shall require such a number of votes of the full members as prescribed in the Trade Unions Ordinance or in the rules of the Association (Rules 7.11) with the consent of two-thirds of all current full members of the Association obtained by means of a secret ballot at a General Meeting.

Returning Officers

10.4 (1) Two or more Returning Officers shall be elected at the General Meeting for the election and shall serve for two years. They shall be responsible for collecting, counting and checking and ballot forms in any balloting held by the Association.

- (2) In the absence of any of the Returning Officers elected during the General Meeting for the election, the meeting shall elect one or more members to serve as temporary Returning Officer(s) for that particular meeting only.

Balloting at a place

10.5 Balloting at a place shall be carried out according to the following procedures:

- (1) All full members of the Association who are present at the specified place shall be issued a ballot form.
- (2) Filling of the ballot form shall be carried out at the place of issue of ballot forms.
- (3) The completed ballot form shall be left unsigned and shall be placed in the sealed ballot box provided only by the member filling in the ballot form.
- (4) The Returning Officers shall be responsible for supervising and safeguarding the ballot box and for counting the votes and certifying the results.
- (5) The results shall be made known to members of the Association within 7 days after the General Meeting.

- Postal balloting
- 10.6 Postal balloting for decisions on matters other than election of office-holders and members of the Committee shall be carried out according the following procedures:
- (1) All full members of the Association shall be issued ballot forms.
 - (2) The completed ballot form shall be left unsigned.
 - (3) The sealed ballot forms shall be returned to the Returning Officers or a Sub-Committee by the date specified.
 - (4) The votes shall be counted by the Returning Officers and results made known to members of the Association within 7 days of close of voting or after the General Meeting, as the case may be.

Rule 11 ELECTIONS

- Elections
- 11.1 All elections shall be conducted under the authority of the Committee or of an Election Sub-Committee appointed specifically for the purpose by the Committee.
- Grouping of members
- 11.2 Members of the Committee shall be grouped according to the Terms of Service to which they belong. The group of Terms of Service A shall take up no more than 8 seats, the group of Terms of Service B shall take up no more than 12 seats, and the group of Terms of Service C shall take no more than 5 seats in the Committee..
- Procedure for election of Executive Committee
- 11.3 The procedures for election of members of the Committee shall be:
- (1) Nominations shall be called for by the Secretary two months before the term of the Committee expires.
 - (2) There shall be no limit in the number of nominations from each group as candidates for the election of the succeeding Committee.
 - (3) Nominations shall be accepted for at least 3 weeks before the Annual General Meeting for the election and the results of the nominations shall be announced at that meeting.
 - (4) Each member presenting himself for election shall have been nominated by at least three members by means of the nominations form provided for the purpose and shall have indicated his willingness to stand for election.
 - (5) The Secretary or the Election Sub-Committee shall be responsible for issuing ballot forms to full members of the Association at the Annual General Meeting.
 - (6) All ballot forms shall be handled as specified in Rule 10 above.

- (7) The votes shall be counted in the following order:
 - Terms of Service A
 - Terms of Service B
 - Terms of Service C

Up to eight candidates receiving the highest number of votes in Terms of Service A group, up to twelve candidates receiving the highest number of votes in Terms of Service B and up to five candidates receiving the highest number of votes in Terms of Service C group shall automatically be elected to the Committee. The two candidates in each group receiving the next highest number of votes shall be recorded as reserves for the purpose of Rule 8.5.

- (8) In the case of two or more candidates receiving the same number of votes, the result of which shall affect their being elected to the Committee, a second ballot in respect of those candidates shall be taken.

Election of Association Office-holders

11.4 Election of office-holders of the Association shall be conducted by secret ballot by the elected Committee members from among themselves in the following manner:

- (1) The Secretary or other officers appointed for the purpose shall be responsible for issuing ballot forms to the newly-elected members of the Committee.
- (2) All ballot forms shall be handled as specified in Rule 10 above.
- (3) Election of office-holders of the Association shall be conducted in the following order:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Publication Officer
 - Welfare Officer
 - Recreation and Sports Officer
 - Assistant Secretary
- (4) A list of the office-holders and members of the Committee shall be conspicuously displayed in the office of the Association.

Rule 12 FINANCIAL MATTERS

Financial year

12.1 The financial year of the Association shall commence on 1st May of each year and terminate on 30th April the following year.

Imposition of Levy

- 12.2 (1) The Committee shall impose a levy upon all members of the Association or shall be empowered to levy a special subscription, if the need arises, from the members with the approval of the General Meeting.
- (2) Members of the Association who object to payment of the levy or special subscriptions shall have the right to refer the matter to the General Meeting or call for an Extraordinary General Meeting.

- (3) If any member fails to pay a levy or special subscription within three months of its imposition, the amount shall be treated as arrears of membership fees under Rule 5.5.

- Use of funds
- 12.3 The funds of the Association shall be in a General Fund, and shall be used for:
- (1) the payment of salaries to the paid staff of the Association;
 - (2) the payment of expenses for the administration of the Association;
 - (3) the payment of expenses incurred on official business;
 - (4) the payment of donations or grants to registered associations or other lawful bodies in Hong Kong and subscriptions, fees and contributions necessary for affiliation to any association, federation or other lawful organization in Hong Kong;
 - (5) the payment of expenses incurred in the promotion of recreational, cultural and social pursuits in the interest of members and/or their families;
 - (6) the payment of expenses incurred in the prosecution or defence of any legal proceedings for the purpose of protecting the rights of the Association or any member (subject to Rule 16);
 - (7) the conduct of trade disputes on behalf of the Association or any member and the compensation of members for loss arising out of trade disputes;
 - (8) the payment of fines imposed on the Association for any offence of which it is convicted under the Trade Unions Ordinance or any other ordinance;
 - (9) any other payments approved by the General Meeting.

- Authorization and investment of funds
- 12.4
- (1) The Committee shall be responsible for all expenditures of Association funds.
 - (2) The Committee may, subject to Rule 9.6, authorize an officer of the Association to incur liabilities not exceeding a specified amount in the carrying out of his duties;
 - (3) The President may authorize the expenditure of Association funds not exceeding a total of HK\$500.00 in any month.
 - (4) The funds of the Association may be invested in bonds, securities or property (the acquisition of which may be by means of a mortgage loan from a bank), as determined by the full members at a General Meeting.

Rule 13 AUDITORS

- Auditors
- 13.1 One or more auditors, who shall not be members of the Association, shall be appointed at the Annual General Meeting -
- 13.2 An auditor or auditors shall serve for a term of two years and be eligible for re-appointment

- 13.3 In the event of an auditor or auditors vacating his or their office between two Annual General Meetings for the election, the Committee shall have the power to appoint a suitable person to fill the vacancy. The appointment will be referred to the next General Meeting for covering approval.
- Audit of accounts 13.4 The auditor shall audit all the accounts of the Association as soon after the close of each financial year as possible and at other times when necessary. All books and accounts of the Association will be examined and a certification as to their correctness or otherwise be given by the auditor. A report by the auditor will be made to the members at the Annual General Meeting.
- Copy of auditor's report 13.5 A copy of any auditor's report shall be conspicuously placed at the office of the Association for perusal by any members.

Rule 14 INSPECTION OF BOOKS

Inspection of books Any member or his authorized agent will be allowed to inspect the account books, the register of members and the registered rules of the Association. Applications must be made in advance to the Secretary or Treasurer, who will be allowed reasonable time to make the necessary documents available.

Rule 15 TRADE DISPUTES

- Industrial action 15.1 When a trade dispute arises the members concerned shall inform the Secretary who shall immediately report it to the Committee. In no case shall a stoppage of work take place or be threatened to take place without the sanction of the General Meeting.
- Action for better conditions of employment 15.2 Should any branch or body of members of the Association desire steps to be taken for an increase of salary or for better conditions of employment, the Secretary shall report it to the Committee which shall made proposals to the General Meeting for decision on what action to be taken.

Rule 16 LEGAL ADVICE OR ASSISTANCE

Legal advice or assistance In pursuance of the objects in Rule 2.7, the Committee shall have power to provide legal advice or assistance wherever possible to any member on any matter connected with the prosecution or defence undertaken for the purpose of securing or protecting any rights arising out of the relations of the member with the University, provided that the Committee is satisfied that the case merits legal advice or assistance.

Rule 17 RULE BOOK

- Rules 17.1 A copy of these rules shall be given to every person accepted into the membership of the Association.
- 17.2 A copy of these rules shall be readily available at the Association Office for perusal by any members.

Rule 18 ALTERATION OF RULES

Alteration of rules

- 18.1 These rules may be altered by any resolution passed at a General Meeting by a majority of full members present constituting the quorum.
- 18.2 The motion for any alteration must be proposed either by the majority number of Committee members, or by not less than one-fifth of the number of full members to the President in writing.
- 18.3 Any alteration of these rules shall take effect and be binding upon every member immediately upon its registration with the Registry of Trade Unions.
- 18.4 The Committee shall be empowered to make minor modifications of any alteration in consultation with the Registrar of Trade Unions without undergoing a further process at a General Meeting, but members shall be notified of the registered version of the alteration with reasons.

Rule 19 COMMON SEAL AND CONTRACT

Common seal

- 19.1 The Association shall have a common seal which shall be in the safe custody of the Secretary, and it shall only be used by the authority of the Committee.

Contract

- 19.2 Any contracts or instruments made by the Committee on behalf of the Association to which the common seal of the Association is affixed shall be signed by an officer or a full member appointed by the Committee for the purpose and countersigned by the President together with the Treasurer or the Secretary.

Rule 20 DISSOLUTION

Dissolution

- 20.1 The Association shall not be dissolved except with the consent of two-thirds of all current full members of the Association obtained by means of a secret ballot at a General Meeting.
- 20.2 In the event of the Association being dissolved, any surplus asset remaining after the satisfaction of all its debts and liabilities shall be disposed of in such manner as decided at the General Meeting called for such purpose.
- 20.3 The Secretary shall inform the Registrar of Trade Unions of the dissolution of the Association within 14 days thereof.

Rule 21 DEFINITIONS

Definitions

In these Rules, unless the context otherwise requires:

“General Meeting” includes Annual General Meeting and Extraordinary General Meeting.

“The Committee” means the Executive Committee.

“Officer” includes any member and office-holder of the Executive Committee.

“full member” means any member of the Association entitled to vote for any purpose under the rules of the Association.

Note: In case of any discrepancy between the English and Chinese versions of the rule, the English version shall prevail.

Latest amendments approved according to resolutions made in General Meetings on 22nd Oct., 2019. Previous amendments approved at AGM on 24th Oct., 2018