

MEMORANDUM AND ARTICLES
PRINCE OF WALES HOSPITAL ALUMNI ASSOCIATION

(adopted in the Inaugural General Meeting on 21 July 2016)

Interpretation

1. “Association” means Prince of Wales Hospital Alumni Association.
“PWH” means Prince of Wales Hospital.
“NTEC” means New Territories East Cluster, Hospital Authority.

Name

2. The Association is called Prince of Wales Hospital Alumni Association, also known as PWHAA.

Members

- 3(a). The Council may admit
 - (i) Retired staff of PWH, including NTEC office staff based in PWH;
 - (ii) Members of PWH Nurse Alumni;
 - (iii) Resigned staff with at least 5 years’ working experience in PWH, including NTEC office staff based in PWH;
 - (iv) Past Honorary staff of PWH;
 - (v) Past Members of PWH Hospital Governing Committee; or
 - (vi) Any person nominated by the Council
as members of the Association.
- (b). All members are eligible to be elected Council, and to vote at general meetings.
- (c). Any member may withdraw his/her membership of the Association by notice in writing.

Objectives

4. The objectives of the Association are:
 - (i) To foster fraternity and maintain network amongst former PWH/NTEC staff and amongst former PWH Hospital Governing Committee members;
 - (ii) To support and participate in social activities and volunteer services organized by the Association or PWH.

Council

- 5(a). The affairs of the Association shall be governed by a Council consisting of eight members, comprising:-
- (i) 6 office bearers;
 - (ii) 1 other council member (“ordinary council member”); and
 - (iii) The Hospital Chief Executive of Prince of Wales Hospital for the time being, who shall be the ex-officio member.

Of which (i) and (ii) shall be elected at Annual General Meetings of the Association.

- (b). The office bearers shall be:
- (i) a Chairperson;
 - (ii) a First Vice Chairperson;
 - (iii) a Second Vice Chairperson;
 - (iv) an Honorary Treasurer;
 - (v) an Honorary Secretary;
 - (vi) a Social Secretary.
- (c). Notwithstanding anything herein the First Council shall consist of the following, who shall hold office until the 2nd Annual General Meeting of the Association:-

List of Office Bearers of the First Council

Ms. Lucia W Y Li	Chairperson
Ms. Chu Yuet Wah	First Vice Chairperson
Ms. Chan Po Sim	Honorary Secretary
Dr. Hung Chi Tim, HCE/PWH	Ex-officio Member

- (d). The Council may from time to time co-opt a member to fill any casual vacancy of an office bearer for the remaining balance of the term of that council.
- (e). The Council may from time to time form committees to undertake such functions as the Council may delegate.

Term of Office

6. The term of office for all office bearers and ordinary council member shall be two years and retiring officers and council member may be re-elected. The term of the First Council shall be the date of registration approval by the Registrar of Societies to the Second Annual General Meeting, and thereafter each term shall commence on the date of election and expire on the 2nd Annual General Meeting next after such election. The Chairperson shall serve for a maximum of two consecutive terms of office after ceasing to be Chairman for at least one term but may be re-elected.
7. The accounts of the Association shall be audited annually and an Auditor and his/her remuneration is to be decided in the Annual General Meeting.

Correspondence Address

8. All correspondence should be addressed to the Secretariat, Prince of Wales Hospital Alumni Association, c/o Human Resources Division/NTEC, 1/F, Block D, Shatin Hospital, Shatin, New Territories.

Annual General Meeting

- 9(a). An Annual General Meeting (AGM) is to be held each year during which an annual report and an audited accounts will be presented; and at which the auditor and his remuneration shall be decided. Notice will be served two weeks before the meeting to all members. At an AGM at which a term of office expires, new office bearers will be elected. 10 members of the Association are entitled to vote at, and who have paid the one-off or annual subscription fee will form a quorum.
- (b). The first AGM shall be convened not more than 13 months nor less than 11 months from the date of registration approval by the Registrar of Societies.
- (c). Subsequent AGMs shall be held in each ensuing calendar year, which shall not be more than 13 months nor less than 11 months after the date of the preceding AGM.
- (d). All AGMs shall be called by the Council.

Extra-ordinary General Meeting

10. The Council may at any time on its own motion, call an Extra-ordinary General Meeting (EGM) and shall within 31 days of the receipt of the written requisition of 3 members entitled to vote, to discuss and decide on such matters as the Council or such requisitions may specify.
11. Notice will be served two weeks before the meeting to all members, except where an EGM is called to consider the amendment of the Constitution three weeks' notice is required.
12. 10 members of the Association who are entitled to vote will form a quorum.
13. All resolutions at an EGM shall only be passed with a two-third majority of votes.
14. Any member who fails to pay the annual membership fee or life membership fee for the Association is not eligible to vote at any AGM or EGM.

Bank Account and Fees

15. The Association is self-financed for its operation and activities. One or more bank account(s) will be opened in the name of the Association. Joint signature of the Honorary Treasurer and one out of the three office bearers (Chairperson, First Vice Chairperson and Second Vice Chairperson) are required to operate the account(s) of the Association.
16. There will be an annual subscription fee for each member and the amount will be decided from time to time by the Council.
17. Members who elect to pay a one time life membership fee will be exempted from payment of future annual subscription fees.

Council Meetings

18. Council meetings will be held from time to time and not less than two times per year to discuss business of the Association and to organize various activities for the Association. Four council members present will form a quorum.
19. Amendment to the Constitution
Constitution can be amended by a resolution passed at an EGM with a two-third majority.

By-laws

20. By-laws can be adopted at an EGM and can be amended or passed in a similar fashion.

Dissolution

21. The Association can be dissolved by an EGM held in the manner mentioned in paragraph 13. Any surplus of the Association after dissolution will be donated to the Hospital.

In case of discrepancies between the English version and its Chinese translation, the English version shall prevail.