

Technological and Higher Education Institute
of Hong Kong Alumni Association
香港高等教育科技學院校友會

Memorandum of Association
會章

第一章：總綱

1. 本會中文名稱為「香港高等教育科技學院校友會」，英文名稱為「Technological and Higher Education Institute of Hong Kong Alumni Association」，簡稱為「THEiAA」或「THEi-AA」，以下簡稱本會。
2. 本會會址為香港新界青衣島青衣路 20A 號 227 室及香港柴灣盛泰道 133 號 N033 室。
3. 中文及英文皆為本會法定語文，若有異議，則以中文為準。

SECTION 1: GENERAL

1. The Chinese name of the Association is “香港高等教育科技學院校友會” and English name “Technological and Higher Education Institute of Hong Kong Alumni Association”, and abbreviated as THEiAA or THEi-AA; it will hereafter be known as the Association.
2. The registered address of the Association is Room 227, 20A Tsing Yi Road, Tsing Yi Island, N.T., and Room N033, 133 Shing Tai Road, Chai Wan, Hong Kong.
3. The official languages are English and Chinese, in case of discrepancy, the Chinese version shall prevail.

第二章：宗旨

4. 本會宗旨為：
 - a) 建立及加強香港高等教育科技學院校友間之聯繫，並促進校友與職業訓練局、香港高等教育科技學院及有關業界之間的互動；
 - b) 代表所有香港高等教育科技學院校友會成員；
 - c) 組織教育，康樂，社會和文化等活動，並推動和維護會員的福利和權利；
 - d) 支持及協助香港高等教育科技學院的發展。

SECTION 2: OBJECTIVES

4. The objectives of THEiAA are:
 - a) To build and enhance bonding among THEi alumni; and to foster interaction and collaboration between alumni and VTC, THEi and relevant industry organizations;
 - b) To represent all THEi alumni;
 - c) To organize educational, recreational, social, and cultural activities, and to advance and safeguard the welfare and rights of members;
 - d) To support and assist the development of THEi.

第三章：組織

5. 本會遵循《社團條例》（第一五一章）以社團形式組成。
6. 本會為一獨立組織，享有行政及財政獨立權。職業訓練局、香港高等教育科技學院、香港高等教育科技學院學生會與本會有緊密聯繫，可對本會會務作出查詢及建議。
7. 本會由執行委員會依章運作。

SECTION 3: ORGANISATION

5. THEiAA is registered as a society under Cap. 151 Society's Ordinance.
6. THEiAA is an independent organisation and enjoys administrative and financial independence. It is closely linked with VTC and THEi, and THEi Students' Union, these institutions and organisations can raise questions about and give advice on the affairs of the Association.
7. THEiAA is operated by the Executive Committee in accordance with the Memorandum of Association ("Memorandum").

第四章：會員

8. 會籍年度由每年九月一日開始，至翌年八月三十一日終結。
9. 會籍於執行委員會批核後方可生效。
10. 入會資格：
 - a) 基本會員：所有畢業於香港高等教育科技學院之校友，均自動成為本會會員。曾於香港高等教育科技學院就讀而贊同本會宗旨的人仕，均可申請成為本會會員。
 - b) 附屬會員：所有於香港高等教育科技學院就讀的學生及香港高等教育科技學院教職員均可申請加入本會成為附屬會員，附屬會員只享有參與本會舉辦各項活動之權利。附屬會員之會籍於其畢業、退學或離職後中止。
 - c) 榮譽會員：對曾為本會作出特殊貢獻或對社會有傑出成就之人仕，執行委員會可授予榮譽會員之名譽，榮譽會員只享有參與本會舉辦各項活動之權利。
 - d) 顧問：當屆執行委員會可邀請曾為本會作出特殊貢獻之人仕、曾經在香港高等教育科技學院任職之教職員或執行委員會前任成員為本會顧問。執行委員會亦有權邀請各顧問列席本會之會議，提供意見及參加各項活動，惟顧問不能享有選舉及投票之權利，亦不屬於執行委員會成員之一。顧問之任期與應屆執行委員會之任期相同。

*所有會員資格必須經執行委員會批核後方可生效。
11. 基本會員權利及義務：
 - a) 參與本會舉辦之一切活動，並享受一切由本會提供的福利；
 - b) 出席會員大會和在大會中提出動議、和議、發言及投票；
 - c) 在執行委員會選舉中提名、和議及投票；
 - d) 通過選舉進入執行委員會，成為執行委員會成員；
 - e) 列席執行委員會會議，惟無權參與執行委員會之議事投票；
 - f) 遵守本會會章及經會員大會和執行委員會通過之議決。
12. 附屬組織(學院校友會、學系校友會、學科校友會)
 - a) 本會歡迎會員成立以推動校友聯繫為目標的附屬校友會，例如：學院校友會、學系校友會和學科校友會；
 - b) 所有附屬校友會必須堅守以下安排
 - i. 訂立會章，並經由本會審核及通過方可成立；
 - ii. 委派代表成為本會執行委員會的當然成員 (詳見第六章)；
 - iii. 向本會執行委員會及其所屬會員公開其會務及帳目；
 - iv. 向本會執行委員會遞交財政報告，並須經執行委員會審核及通過。

SECTION 4: MEMBERSHIP

8. Membership period is from 1st September to 31st August the following year.
9. Membership is valid only after approval by the Executive Committee.
10. Membership criteria:
 - a) Ordinary member: All alumni of THEi are automatically members of the Association. Anyone who has studied at THEi and concur with the objectives of the Association can apply to become a member;
 - b) Associate member: All current students of THEi and staff of the Institute can apply to become a member of the Association; associate member's privileges are restricted to that of participating in the activities of the Association. Membership will cease upon graduation, withdraw from study or resignation;
 - c) Honorary member: the Executive Committee can bestow honorary membership to those who have made special contributions to the Association or are outstanding members of society, honorary members only have the right to participate in activities organised by the Association;
 - d) Consultant: the current Executive Committee can invite those who have made special contributions to the Association, have been teaching staff of THEi or past members of the Executive Committee to become a consultant. The Executive Member also has the right to invite consultants to attend meetings of the Association, give opinions and participate in different activities; however, consultants do not have the right to be elected or vote and cannot become a member of the Executive Committee. The tenure of consultants should be the same as the term of the current Executive Committee.
* Membership status is valid only after it has been approved by the Executive Committee.
11. Rights and obligations of ordinary members:
 - a) To participate in activities organised by THEiAA, enjoy all the privileges offered by the Association;
 - b) To attend General Meetings and to move a motion, second a motion, speak and vote in a meeting;
 - c) To move a motion, second a motion and vote in the Executive Committee members election;
 - d) To become a member of the Executive Committee through the Executive

Committee members election;

- e) To attend meetings of the Executive Committee, but have no right to participate in voting;
- f) To abide by the Association's Memorandum and resolutions of the General Meeting and Executive Committee.

12. Affiliated Units (Faculty-based, Department-based or Programme-based Alumni Association):

- a) THEiAA welcomes members to establish affiliated Alumni Associations ("AA"), such as ones that are faculty-based, department-based, or programme-based, to enhance bonding among THEi alumni;
- b) All affiliated units, namely AAs, must adhere to the following arrangement:
 - (i) Setting up their Memorandum, which will be established only after it has been reviewed and approved by THEiAA;
 - (ii) Nomination of representative(s) to become Ex officio member(s) of the Executive Committee of THEiAA (see Chapter 6 for details);
 - (iii) Disclosure of their affairs and accounts to the Executive Committee of THEiAA and their members;
 - (iv) Submission of financial report(s) to the Executive Committee of THEiAA, which for review and approval by the Executive Committee of THEiAA.

第五章：會員大會

- 13. 會員大會為本會之最高權力機關，負責倡議、討論及以投票方式通過一切決策。
- 14. 會員大會由本會所有會員參與組成，分週年會員大會和特別會員大會，兩者均具有同等的權力。
- 15. 週年會員大會將負責處理以下事務：
 - a) 通過來年會費；
 - b) 通過和接納去年執行委員會會務報告；
 - c) 通過和接納去年執行委員會財務報告；
 - d) 通過會章改動建議（如適用）；
 - e) 通過由執行委員會或會員提交的議案（如適用）；及
 - f) 討論會員對本會提議及任何其他事宜（如適用）。

16. 會員大會主席為執行委員會會長；倘若會長因事未能出席會議，則由副會長署理其主席職能。會員大會秘書為執行委員會秘書；倘若秘書因事未能出席會議，主席有權委任其他成員充當會議臨時秘書。
17. 週年會員大會將每年召開一次。執行委員會須於大會舉行三十日以前，將會議議程及有關文件發給全體會員。
18. 經不少於二十位會員聯署提出書面要求，執行委員會必須在十四天之內召開特別會員大會，並在特別會員大會舉行三日前，將議程及有關文件發給全體會員。
19. 會員大會之法定人數為不少於所有會員之十分一或三十人（以較少者為準）。會議預定正式開始後十五分鐘仍不足法定人數，作「流會」論。會員大會須在一星期內通知各會員續會之日期及時間。流會後之會議必須於流會十四天後及一個月內召開。屆時不論出席人數之多寡，其會議之舉行，均視為合法。
20. 大會議案以投票方式決定，由半數以上之出席會員贊成方可通過。若遇贊成及反對票相等，主席有權多投一票。若棄權票多於投票人數二分之一，則重新表決；如重新表決時之棄權票仍多於投票人數二分之一，則擱置議案。
21. 如出席會員需要提出一項議案，必須得到至少兩名會員和議才能成立。

SECTION 5: MEETINGS

13. General Meeting is the highest authority of the Association and responsible for proposing, discussion and to make decisions through voting.
14. General Meeting is formed by all members of the Association, the two types of meeting are Annual General Meeting and Extraordinary General Meeting, both have the same power.
15. General Meeting is responsible for the following matters:
 - a) To approve the membership fee for the coming year;
 - b) To receive and approve reports on the affairs of the Association from the Executive Committee of the previous year;
 - c) To receive and approve financial reports of the Association from the Executive Committee of the previous year;
 - d) To pass any amendment to the Memorandum (if applicable);

- e) To approve motions from Executive Committee members or ordinary members (if applicable); and
 - f) To discuss matters about the Association brought up by members and any other matter (if applicable).
16. The Chairperson of the Executive Committee shall be the Chairperson of General Meeting. If he or she is unable to attend a meeting, the position shall be taken up by a Vice Chairperson. One Secretary of the Executive Committee shall be the Secretary of General Meeting. If he or she is unable to attend a meeting, the Chairperson shall appoint another member as temporary secretary of the meeting.
17. The Annual General Meeting shall take place once a year. The Executive Committee shall distribute the agenda of the meeting and relevant documents to all members of the Association 30 days before the meeting.
18. The Executive Committee shall convene an Extraordinary General Meeting within 14 days of receiving a joint written request from not less than 20 members. The Executive Committee shall distribute the agenda of the meeting and relevant documents to all members of the Association three days before the meeting.
19. Quorum for a General Meeting shall be one-tenth of the members or 30 members (whichever is less). If within fifteen minutes after the time appointed for the meeting and the number of members present is less than a quorum, the meeting shall be adjourned. Members shall be notified of the date and time of the rescheduled meeting within a week. The rescheduled meeting shall be held within 14 days and one month from the initial General Meeting. In this meeting, a quorum shall be formed regardless of the number of members present and the meeting shall be considered as legal.
20. Motions shall be decided by a simple majority vote of more than half of the members present. In case of a tie in the number of votes received by both sides, the Chairperson shall have a second vote. If over half of the members present cast abstention votes, a vote has to be taken again. If again, over half of the members abstained, the motion shall be put on hold.
21. If a member presents a motion at the meeting, it should be seconded by at least two members for the proposed motion to be valid.

第六章：執行委員會

22. 執行委員會基本功能包括：
- a) 代表及維護會員利益。
 - b) 堅守本會宗旨，並按照本會訂立之原則去計劃和推動會務發展。
23. 執行委員會基本職責包括：
- (一) 召開會員大會。
 - (二) 制定、諮詢及公佈來年度活動計劃和財政預算。
 - (三) 編寫及在會員大會上公佈年終工作報告和財政報告。
 - (四) 籌備及安排會員大會。
 - (五) 處理日常會務。
 - (六) 委任選舉委員會。
 - (七) 按需要成立專責小組，展開研究、推動及跟進個別計劃。
24. 執行委員會成員包括：
- a) 民選成員
由會員選出所屬學院之代表三名（如有三個學院，則為九名，不設上限）；
 - b) 當然成員
 - i. 學科校友會主席/會長（各一名）；
 - ii. 學系校友會主席/會長代表及從其執行委員會/幹事會中選出之代表一名（各兩名）；
 - iii. 學院校友會主席/會長代表及從其執行委員會/幹事會中選出之代表兩名（各三名）。
25. 執行委員會職位包括：
- a) 會長（1名）為最高行政執行人，代表本會簽署一切文件，領導執行委員會發揮其應有功能，主理本會會議，督導執行委員會推行會務及活動，代表本會與外界接觸和交往。
 - b) 副會長（2名）協助會長處理及統籌本會事務，並於會長離職或缺席時，代行其職責。
 - c) 秘書（2名）處理本會一切書信、電郵、會議記錄、檔案及告示事宜。
 - d) 司庫（1名）負責管理本會財政事務，日常財政事務，協助執行委員會制定財政預算並於每年財政年度終止時編製週年收支帳表及資產負債表，並向會員匯報財務狀況。
 - e) 委員負責協助會務之推動和執行、聯絡會員、帶領不同專責小組執行任務

及負責各項推廣活動。

*以上職位於當選後第一次會議中以簡單多數票方式選出。執行委員會成員不能同時兼任兩個或以上委員職位。

26. 執行委員會任期為兩年。
27. 執行委員會會議由會長或應三分之一或以上執行委員會成員要求而召開，出席委員人數為不少於二分之一，執行委員會至少每六個月召開一次會議。會議時各執行委員會委員均有發言權及投票權。執行委員會秘書須於會議舉行前兩星期向所有委員發出會議通告，列明會議日期、時間、地點，並夾附會議的議程。
28. 執行委員會成員如有出缺時，執行委員會可委任其他合適會員遞補，而遞補委員之任期是原委員之剩餘任期。
29. 所有委員辭職須以書面形式通知會長及秘書，必須得執行委員會通過，並由執行委員會公告全體會員後方可生效。
30. 委員如無故缺席會議多於三次者，執行委員會有權罷免其職位，並需向全體會員公佈。
31. 如執行委員會少於五人時，餘下委員（不少於三人）將自動成為臨時執行委員會成員，負責公開招募並委任選舉委員會，以選出新任執行委員會。
32. 如執行委員會少於三人，餘下成員須於一個月內召開會員大會推舉臨時執行委員會繼續執行會務，當中包括委任選舉委員會，以選出新任執行委員會。
33. 委員須於卸任後一個月內，將所有工作及文件移交妥當給新一屆委員。

SECTION 6: EXECUTIVE COMMITTEE

22. The basic functions of the Executive Committee are:
 - a) To represent and uphold members' interest;
 - b) To uphold the Association's objectives, and to plan and promote the development of the Association according to its objectives;
23. The responsibilities of the Executive Committee are:

- i. To organise General Meetings;
- ii. To formulate, consult on and announce activities for the upcoming year and budget;
- iii. To produce and publish an annual working report and financial report at General Meetings;
- iv. To organise and plan General Meetings;
- v. To deal with the daily affairs of the Association;
- vi. To appoint Election Committee members
- vii. To establish task sub-committees for research, promotion and following up on individual tasks.

24. Executive Committee members include:

- a) Elected members
THREE (3) persons in each faculty to be elected by members of the corresponding faculty (9 persons in total if there are three faculties, no upper limit);
- b) Ex officio members
 - i. Chairperson/President of Programme-based AA (1 person for each);
 - ii. Chairperson/President of Department-based AA and one (1) person selected from their Executive Committee (2 persons for each);
 - iii. Chairperson/President of Faculty-based AA and two (2) persons selected from their Executive Committee (3 persons for each).

25. The Executive Committee consist of

- a) One (1) Chairperson, the most senior executive position of the Association, the Chairperson shall sign all documents on behalf of the Association, lead the Executive Committee in fulfilling its function and direct meetings of the Association, supervise the Executive Committee in conducting the affairs and activities of the Association, and represent the Association in dealing with outside parties.
- b) Two (2) Vice Chairpersons, who shall assist the Chairperson in dealing with and coordinating the affairs of the Association and act as Chairperson in his or her absence;
- c) Two (2) Secretaries, who shall be responsible for all correspondences of the Association, including handling letters and emails, taking minutes of meetings, keeping records and publishing bulletins;
- d) One (1) Treasurer, who shall deal with the financial matters of the Association, which include keeping account of income and expenditure, assisting the Executive

Committee to produce the annual budget and prepare the annual income and expenditure accounts as well as balance sheet for reporting to members at the end of the financial year;

- e) Executive Committee members shall assist in the promotion and execution of the affairs of the Association, including contacting members, leading different task sub-committees in fulfilling their duties and taking charge of various promotion activities.

* The above positions shall be selected by ballot by a simple majority vote in the first meeting after election. An Executive Committee member shall not occupy two or more positions at the same time.

26. The term of the Executive Committee is two years.
27. Executive Committee meetings shall convene at the request of the Chairperson or one-third or above of its members, the number of members attending the meetings shall not be less than half. A meeting must be held every six months. Each member has the right to speak and vote during the meeting. The Secretary of the Executive Committee shall send each member a notification stating the date, time and venue of the meeting, as well as agenda.
28. In the event of a vacancy in the Executive Committee, the Committee shall have the power to appoint another suitable member to fill the vacancy; the term of the replacement member shall be the remaining term of his/her predecessor.
29. Resignation of an Executive Committee member should be effected by submission of a letter of resignation to the Chairperson and a Secretary, it must be approved by the Executive Committee and all members notified before it becomes effective.
30. If any Executive Committee Member is absent for meetings more than three times without a reason, the Executive Committee has the power to dismiss him or her, the committee shall notify all members of the decision.
31. If the number of members of the Executive Committee falls below five, the remaining members (not less than three) shall automatically become temporary members, they shall be responsible for open recruitment of and appoint Election Committee members in order to elect new Executive Committee members.
32. If the number of members of the Executive Committee falls below three, the

remaining members shall organize a General Meeting to elect temporary Executive Committee members to continue to carry out the affairs of the Association. This includes appointment of Election Committee members to elect a new Executive Committee.

33. Outgoing officers shall hand over their offices and documents to new Executive Committee Members within one month of their leaving office.

第七章：選舉

34. 由執行委員會委任選舉委員會，處理執行委員會之選舉事宜。選舉委員會法定人數最少為三人，成員必須為基本會員。所有選舉委員會成員不得於同屆參選。
35. 執行委員會成員均須投票方式產生。執行委員會候選人需獲兩名基本會員提名方可被接納，及由會員投票選出。會員須就每位候選人投贊成、反對或棄權票。投票結果以得贊成票最多者為當選，惟反對票或棄權票不可多於投票人數之半數，否則不能當選。如最後之席位的票數相等，則就該席位重新投票，如再出現票數相等，則以抽籤之方式取決之。
36. 選舉委員會必須在處理執行委員會成員選舉而召開之選舉舉行前最少三十日正式通知會員有關選舉事宜。選舉委員會必須公開接受候選人之提名，並須於會員大會召開前二十天截止提名。截止提名後，選舉委員會須於會員大會舉行前十五日正式通知會員合資格候選名單及投票程序。
37. 如當選人數不足五人，由選舉委員會於一個月內舉行補選，選出執行委員會餘下普選成員名額。

SECTION 7: ELECTIONS

34. The Executive Committee shall appoint members to the Election Committee to manage the election of the Executive Committee. The statutory minimum number of members of the Election Committee is three; members must be ordinary members of the Association. No Election Committee member shall stand for office in the current election.
35. Executive Committee members shall be selected by ballot. Any member may be

nominated for election to the Executive Committee by any two ordinary members. Members shall cast a vote for or against, or abstain from voting for each candidate. The candidates receiving the highest number of for votes shall be elected, but the number of against or abstention votes must not be higher than half of the votes cast. If the votes for the last remaining seat are equal, that seat will be decided by a new ballot; if the subsequent ballot yields the same result, the seat will be decided by a lottery.

36. The Election Committee must, when organising an election for members of the Executive Committee, formally notify members of the Association at least 30 days before the date of the election. The Election Committee must openly accept nomination of candidates and set the deadline for nomination at 20 days before the election. After the deadline, the Election Committee shall notify members the list of qualified candidates and voting procedure 15 days before the election.
37. If the number of elected candidates is less than five, a by-election shall be organized by the Election Committee within one month to fill the remaining seats of the Executive Committee.

第八章：財政

38. 本會財政年度由每年 4 月 1 日至翌年 3 月 31 日止。
39. 基本會員會費由執行委員會議定，並於會員大會內通過，附屬及榮譽會員會費全免。
40. 執行委員會應制定當年的財政預算，有責任謹慎處理一切開支和賬目，並必須在週年會員大會上提交年度財政報告。
41. 本會經費來源為：
 - a) 會員繳交之會費（如適用）（會費一經繳交，不獲發還）；
 - b) 會員、熱心人士或其他機構之捐款或贊助，惟所有捐款需由執行委員會通過作實；
 - c) 職業訓練局校友事務組校友會資助計劃；
 - d) 活動收費及其他收益。
42. 執行委員會須負責主理本會所有款項之運用，並必須符合本會宗旨。

43. 本會會款須存入執行委員會指定之銀行戶口，一切支出須經執行委員會通過，並由會長、副會長及司庫中任何兩位核實及簽署。
44. 本會會款只可用於本會宗旨所訂定的會務活動及事項，其他支出用途必須提交會員大會通過方可使用。
45. 未經會員大會議決，執行委員會不得以任何形式借貸。

SECTION 8: FINANCE

38. The financial year of the Association shall be from 1st April to 31st March of the following year.
39. The membership fee for ordinary members shall be determined by the Executive Committee and approved by the General Meeting. Associate members and honorary members are exempted from paying the membership fee.
40. The Executive Committee shall prepare the budget for the current year, prudently handle all expenses and accounts, and submit the year-end financial report at the Annual General Meeting
41. The sources of funding of THEiAA are:
 - a) Membership fees (if applicable) (membership fees are non-refundable once they are paid);
 - b) Donations from members, persons sympathetic to the Association's causes, or other organisations provided that they have been approved by the Executive Committee;
 - c) VTC Alumni Relations Section Alumni Association Sponsorship Scheme;
 - d) Fees collected from activities and other receipts.
42. The Executive Committee shall be responsible for the use of funds of the Association, their use must meet the objectives of the Association.
43. The funds of THEiAA shall be deposited in a bank account designated by the Executive Committee, all expenditures should be approved by the Executive Committee and withdrawal shall be made only with the signatures of any two of the following persons: The Chairperson, Vice Chairperson and Treasurer.

44. The funds of THEiAA shall only be used for Association activities and matters to further the objectives of the Association, other expenditures must be submitted to General Meeting for approval.
45. Unless approval is given by a General Meeting resolution, the Executive Committee shall not take out a loan of any kind.

第九章 其他

46. 任何會員違反本會會章、作出損壞本會聲譽或利益的行為，執行委員會必須給與可能遭懲處之委員會成員或會員不少於七天之書面通知，提醒有關委員會成員或會員有權在指定限期之內就事件作出申辯或澄清。於調查後，執行委員會有權向違規會員發出口頭警告、書面警告、譴責聲明或暫停其會籍。如執行委員會就處分事項上接獲任何上訴，執行委員會須於十四天內作出調查及將結果以書面形式通知各會員。如在會員大會若獲得過半數以上出席者票數支持，本會有權革除其會員會籍資格或/及罷免其委員職權。
47. 一切議案將以簡單多數票方式表決；一旦出現正反雙方票數相等，會議主席有權投下其決定性一票。
48. 若擬解散本會，必先由執行委員會或五十名以上會員聯名提出書面動議及經會員大會以不少於投票人數四分之三票數通過方能生效。本會解散時，如有剩餘資產，由該會員大會議決後，捐贈予職業訓練局、香港高等教育科技學院、香港高等教育科技學院學生會或指定慈善團體。
49. 本會章之修訂，必須在週年會員大會或特別會員大會上提出。以投票方式表決，由半數以上之投票人數贊成方可通過。
50. 會員名冊及個人資料：會員名冊及其他會員的個人資料，概由執行委員會妥善保存，並須遵循《個人資料（私隱）條例》規定處理。會員若須更改個人資料，須以書面通知本會。
51. 在會員大會休會期間，執行委員會對本會章有解釋權。

SECTION 9: OTHERS

46. If a member is found violating this Memorandum or behaving in a manner which brings disrepute to or damages the interests of the Association, the Executive

Committee must inform the said committee member or member in writing to remind him or her that he or she has the right to defend himself/herself or clarify the matter in question within a period of seven days. After investigation, the Executive Committee has the right to issue a verbal warning, written warning, condemnation statement or suspend his or her membership. If the Executive Committee receives an appeal in relationship to the disciplinary action, the Committee should investigate the matter and inform Association members in writing within 14 days. If support is received from more than half of the attenders in a General Meeting, the Association has the right to suspend a member's membership or/and remove him or her from his or her committee position.

47. All motions shall be decided by ballot, in the event of a tie in the number of votes, the Chairperson shall have the right to cast the deciding vote;
48. Should it be decided to dissolve THEiAA, the motion shall be put forward by the Executive Committee or more than 50 members in writing and the motion approved by not less than three-quarters of those voting in a General Meeting. On the dissolution of the Association, any remaining assets shall be donated to VTC, THEi, THEi Students' Union or designated charity organisations as decided by the General Meeting.
49. Revision of the Association's Memorandum must be put forward in a motion at an Annual General Meeting or Extraordinary General Meeting. The motion should be decided by ballot, approval would require a majority of over half the votes in favour of the motion.
50. Members list and personal data: members' directory and other personal data shall be under the proper supervision of the Executive Committee, and shall follow the Personal Data (Privacy) Ordinance. Members who wish to update their personal data should inform the Association in writing.
51. During the period when the General Meeting is in recess, the Executive Committee shall have full authority to interpret this Memorandum.

[The end of Memorandum]