

ICAC Retired Officers' Association Constitution

1. Name

The Association shall be called the Independent Commission Against Corruption Retired Officers' Association (hereinafter referred to as the "Association").

2. Objects

- (a) To encourage and promote social and recreational activities and good relations amongst members.
- (b) To maintain regular communications amongst members and to enhance mutual help for the welfare and well being of members.
- (c) To maintain a close relationship with the ICAC Staff Club and to render support to social and recreational activities of the Club.

3. Correspondence Address

The registered office of the Association will be situated in the Hong Kong Special Administrative Region.

4. Membership

(a) The Association shall consist of the following categories of membership :-

- i Ordinary Members – Former staff members who have completed 18 years ICAC service.
- ii Associate Members – Former staff members who have completed 5 years ICAC service.
- iii Life Members – Ordinary Members who have paid in advance 10 years membership fees in a lump sum.

- iv Overseas Members – Former staff members who have completed 5 years ICAC service and settled overseas.
- v Honorary Members – both ICAC and non-ICAC personnel nominated by the Executive Committee (EC) and approved at the Annual General Meeting (AGM).

(b) Every candidate for membership of the Association shall apply in writing by using the Membership Application Form. The EC shall have the sole discretion to accept or refuse the application, and in the event of refusal, shall not be required to give any reason.

(c) Each member will be issued with a membership card, and the member in possession of it should be responsible for its safe custody.

(d) A member who intends to resign is required to inform the Honorary Secretary in writing, and return his membership card to the Association.

(e) Membership may be terminated if a member fails to pay membership fee, behaves in a manner detrimental to the reputation and/or injurious to the interests of the Association, and a resolution to that effect is passed at an EC Meeting.

5. Membership Fee

(a) After EC has accepted a person's application for membership, it shall be effective upon payment of the membership fee.

(b) The rate of membership fee shall be determined by the EC and approved at the AGM. It may be adjusted as appropriate.

(c) Membership fee shall be paid in advance annually, on or before the last day of the preceding year. A receipt will be issued against each payment.

(d) Upon payment of 10 years membership fee in a lump sum, an Ordinary Member shall become a Life Member.

(e) Membership fee will not be refunded in part or in total when a person ceases to be a member either by resignation or otherwise.

6. **Executive Committee**

(a) The Executive Committee (EC) shall be responsible for the general management and control of the affairs of the Association; for the acquisition, safe keeping, and disposal of Association Property; and for the control of all funds of the Association.

(b) The EC shall consist of :-

- i **four Officers** of the Association;
- ii not more than **eight** members to be elected bi-annually at AGM amongst all categories of members;
- iii the Senior Staff Relations Officer of the ICAC or his/her representative; and
- iv the immediate past Chairman.

(c) The **Officers** of the Association shall be elected bi-annually at the AGM, including :-

- i Chairman – shall be an Ordinary member
- ii Vice-Chairman - shall be an Ordinary member
- iii Honorary Secretary - shall be a member
- iv Honorary Treasurer - shall be a member

7. **Patrons and Honorary Presidents**

Persons of good repute and standing, and are supportive of the objects of the Association shall be invited to be the Patrons and Honorary Presidents of the Association. Nomination should be made by the EC and approved at the AGM.

8. **Honorary Advisors and the Legal Advisor**

Persons of good repute and standing, and are supportive of the objects of the Association shall be invited to be the Honorary Advisors and the Legal Advisor of the Association. They should be nominated by the EC and approved at the AGM. Where necessary, the EC might extent invitation as required, and seek for retrospective approval by the EGM/ AGM.

9. Annual General Meeting

The Annual General Meeting (AGM) shall be held annually and it shall be convened by the Chairman. Members of the Association shall be notified of the meeting seven days in advance. The quorum of the AGM shall not be less than **fifteen** members.

(a) Business to be transacted at the AGM :-

- i to read and approve the minutes of the last AGM;
- ii to approve the Chairman's Report;
- iii to approve the Statement of Accounts;
- iv to appoint an Honorary Auditor ;
- v to elect bi-annually **four** Officers; and
- vi to elect bi-annually not more than **eight** members to be members of the EC.

(b) Candidates for election as Officers and EC members shall each be nominated by an Ordinary Member and such nominations shall be delivered to the Honorary Secretary in writing before the AGM. The election will be held at the AGM through majority of votes by Ordinary Members.

(c) The simple majority rule shall be adopted for all decisions at the AGM. In the event of a tie of votes, the Chairman shall have a casting vote.

10. Extraordinary General Meeting

(a) An Extraordinary General Meeting (EGM) shall be called at anytime by the EC by giving seven days' prior notice to all the members or upon application in writing by not less than **ten** members of the Association. The quorum of the EGM shall be the same as that of the AGM.

(b) The business to be discussed and resolved at an EGM shall be confined to the business constituting the main cause for calling or applying to call the EGM.

(c) Voting at an EGM shall be conducted in the manner prescribed under Section 9. (c) above.

11. Executive Committee Meeting

- (a) An Executive Committee Meeting (EC Meeting) shall be called as and when necessary, and in any event at least once every **three months**.
- (b) A quorum shall be formed by a minimum of **four** EC members.

12. Power of the Executive Committee

- (a) The EC shall, in accordance with the powers conferred by the Constitution of the Association, manage and promote all the affairs of the Association including the enactment, amendment and repeal of the rules of the Association.
- (b) A Sub-Committee may be formed by resolution of the EC at any time to carry out a specific task. It shall consist of such number of members and co-opted members as the EC shall resolve and shall have a Chairman and Secretary appointed by the EC. If a Sub-Committee is to deal with any financial matters, a Treasurer shall be appointed and responsible for all financial dealings of that Sub-Committee.

13. Tenure of Office

- (a) The Patrons and Honorary Presidents are by invitation of the Association for life.
- (b) The Honorary Advisors, Legal Advisors, Honorary Auditor and Honorary Members are subject to re-appointment at the AGM.
- (c) The tenure of office of EC members shall be two years. Upon expiry of their term of office, they may stand for re-election.
- (d) Unless otherwise approved at the AGM, the tenure of a Sub-Committee shall end with or before that of the EC appointing it.

14. Rights and Obligations of Members

Members of the Association shall be empowered to enjoy all the welfare and facilities provided by the Association and to participate in all the activities organised by the Association. Such rights enjoyed by a member shall be his **individual and personal rights only**. They shall, however, abide by the Constitution and the rules laid down by the Association.

15. Personal Particulars of a Member

The Association only keeps the basic personal particulars of members solely for the purpose of facilitating communication. Members are requested to keep the information with the Association updated, and the Association will stick closely to the requirement as stipulated in the Personal Data (Privacy) Ordinance of the HKSAR when handling such information.

16. Use of funds

(a) The funds of the Association shall be used:

- (i) for the purpose of meeting its recurrent expenditure;
- (ii) for the purpose of meeting the objectives of the Association as stipulated in Section 2 “Objects” of this Constitution; and
- (iii) for any other purposes approved by the EC / AGM.

(b) The EC shall have sole discretion as to the management of the Association’s finance provided that any single item of expenditure does not exceed \$20,000.00. Otherwise, the prior approval of the AGM or EGM is required. The EC is also responsible to maintain that the annual expenditure shall not exceed seventy-five per cent (75%) of total assets.

(c) The Association shall maintain a bank account. Signatures in respect of the bank account shall be valid only if they are jointly signed by **two** officers, one from each of the following groups:-

- Group A : 1. Chairman
 2. Vice-chairman
- Group B : 1. Hon. Secretary
 2. Hon. Treasurer

17. Honorary Treasurer

(a) The Honorary Treasurer shall be responsible for all monies pertaining to income and expenditure and for maintaining a record thereof, and shall present such a statement at each EC meeting.

(b) The Honorary Treasurer shall be responsible for preparing an annual statement of accounts for auditing by the appointed Honorary Auditor, who will then submit to the AGM for approval.

18. Audit of Account

(a) An Honorary Auditor shall be appointed at the AGM .

(b) He shall audit the accounts of the Association which shall be submitted to him, by the Honorary Treasurer, as soon as possible after the end of that financial year.

(c) He shall prepare an Auditor's Report to be presented at the AGM.

19. Endowment

Any endowments, in money or in kind, to the Association shall, before acceptance, be approved by the EC, and the Honorary Treasurer shall make relevant entries in the accounts.

20. Dissolution

In case the Association should dissolve, the decision shall be made by the AGM or EGM and assented to by over 30% of all the members of the Association. Any remaining assets of the Association upon its dissolution shall be donated to the ICAC Welfare Fund or any local charitable organisation as may be decided by the AGM or EGM.

21. Amendments of Constitution

Amendments, alterations or repeal of the Constitution of the Association shall be resolved at an AGM or EGM.