

ICAC Retired Officers' Association Constitution

1. Name

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

2. Objectives

- (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 and to render support to social and recreational activities of the ICAC Staff Club.

3. Correspondence Address

The ICAC Headquarters, HKSAR.

4. Membership

- (a) The Association shall consist of the following categories of membership :-
 - i Full Members – Former staff members who have completed 18 years ICAC service.
 - ii Life Members – Full Members who have paid in advance 5 years membership fees in a lump sum.
 - iii Associate Members – Former staff members who have completed 5 years ICAC service, and Spouses of Full or Associate Members
 - iv Honorary Members – Former staff members invited by the Executive Committee (EC) to join.

- (b) Application for membership shall be made by using the Application Form or online through the Association's website. The EC shall have the sole discretion on the application and will not disclose reasons. With acceptance by EC, membership shall be effective upon payment of the entrance fee.
- (c) Each member will be issued with a membership card, and the member in possession shall be responsible for its safe custody.
- (d) A member who intends to resign is required to inform the Secretary in writing, and return the membership card to the Association thereafter.
- (e) Membership-related rights and benefits may be suspended if a member fails to pay membership fee.
- (f) Membership may be terminated if a member behaves in a manner detrimental to the reputation or injurious to the interests of the Association, and a resolution to that effect is passed at an EC Meeting.

5. Membership Fee

- (a) The rate of membership fee shall be determined by the EC and approved at the AGM. It may be adjusted as appropriate.
- (b) Entrance fee is also the membership fee for the first year. Subsequent membership fee shall be paid in advance annually, on or before **1st March** each year. A receipt will be issued against each payment.
- (c) Anytime, upon payment of 5 years membership fee in a lump sum, a Full Member shall become a Life Member, and is no longer required to pay annual subscription.
- (d) 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 all the affairs of the Association; for the acquisition, safe keeping, and disposal of Association property, and for the management of all funds of the Association.
- (b) The EC shall consist of :-
 - i. **thirteen** members to be elected bi-annually at AGM amongst all categories of members
 - ii. an authorized Officer of the ICAC or his/her representative
 - iii. the immediate past Chairman

- (c) The **Office Bearers** of the Association shall all be **Full** members, and shall be derived through mutual election amongst EC Members in the **First Meeting** within one month after the AGM, including :-
 - i. Chairman
 - ii. Two Vice-Chairmen
 - iii. Secretary
 - iv. Treasurer
- (d) An EC Meeting shall be called at least once every **three months**.
- (e) A quorum shall be formed by a minimum of **Six**.
- (f) The Secretary shall be responsible for drafting, preparing and keeping all the necessary documents of the Association, including official communication records such as letters and emails, minutes of all meetings, official Notices, etc.
- (g) The 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.
- (h) The Treasurer shall be responsible for preparing an annual statement of accounts for auditing by the Honorary Auditor, after which will then submit to the AGM for approval.

7. Power of the Executive Committee

- (a) Manage all the affairs of the Association and responsible to AGM.
- (b) Propose enactment, amendment and repeal of rules of the Association.
- (c) Enlist the support and voluntary services of any member, but that particular person shall not be considered as an EC Member.
- (d) Form a Sub-Committee to organize an event, and in case there is a financial implication, appoint by resolution a Chairman and a Treasurer.

8. Patrons and Honorary Presidents

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

9. Honorary Advisors and Legal Advisors

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

10. 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 is **fifteen**.

- (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 **thirteen** EC members
- (b) Candidates who stand for election as EC members shall each be nominated by a Full Member and such nominations shall be delivered to the Secretary **in writing or online through the Association's website** before the AGM. The election shall be held at the AGM through majority of votes.
- (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.

11. Extraordinary General Meeting(EGM)

- (a) EGM shall be called by the Chairman, or by not less than **ten** members of the Association in names by writing.
- (b) A **7-days' Prior Notice** shall be given to all members of the Association
- (c) The quorum of the EGM shall be the same as that of the AGM.
- (d) The item to be discussed at an EGM shall be confined to the business constituting the main cause for calling or applying to call the EGM.
- (e) Voting at an EGM shall be conducted in the manner prescribed under Section 10. (c) above.

12. Tenure of Office

- (a) The Patrons and Honorary Presidents are by invitation for life.
- (b) The Honorary Advisors and Legal Advisors may be re-appointed at AGM as necessary.
- (c) The Honorary Auditor is subject to appointment at each AGM.
- (d) The tenure of office of EC members shall be two years. They may stand for re-election.
- (e) Unless otherwise approved at the AGM, the tenure of a Sub-Committee shall end with or before that of the EC appointing it.

13. Rights and Obligations of Members

Members of the Association have the rights to elect and stand for election, and shall be empowered to enjoy all the welfare and facilities provided by the Association and to participate in all the activities organized 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 of the Association.

14. 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.

15. 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 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 purchase item **does not exceed \$10,000** and any single item of expenditure **does not exceed \$50,000**. 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. one of the Vice-chairmen

Group B : 1. Secretary
2. Treasurer

16. Audit of Account

The Honorary Auditor shall

- (a) be appointed at each AGM.
(b) audit the Annual Accounts submitted by the Treasurer before AGM.
(c) prepare an Auditor's Report to be presented at the AGM.

17. Endowment

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

18. 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 organization as may be decided by the AGM or EGM.

19. Amendments of Constitution

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

[Revised on 4 December 2023]