

THE HONG KONG AUXILIARY POLICE CLUB

CONSTITUTION

1. **(A) NAME :** The club shall be known as “The Hong Kong Auxiliary Police Club” (香港輔助警察會) hereinafter referred to as the “Club”.

(B) ADDRESS : 4/F, 12 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong.

2. OBJECTS OF THE CLUB

- (1) To link together in a sense of service and friendship among all serving and retired members of the Hong Kong Auxiliary Police Force.
- (2) To encourage, promote and stimulate comradeship and the concept of healthy lifestyle amongst members of the Club by, inter alia, providing amenities and organising activities and functions.

3. MEMBERSHIP

There shall be four classes of membership:

- (1) *Ordinary Members:* Any serving member of the Hong Kong Auxiliary Police Force may apply to the Executive Committee to become an Ordinary Member of the Club upon payment of the membership fee specified in paragraph 5 hereinbelow.
- (2) *Associate Members:* (a) Any retired member of the Hong Kong Auxiliary Police Force, Hong Kong Police Reserve or Hong Kong Special Constabulary; (b) any direct dependent of an Ordinary Member; or (c) any person who assists in the general work of the Club may apply to the Executive Committee for Associate Membership.
- (3) *Honorary Members:* The Executive Committee may invite and appoint any person of distinction to be an Honorary Member on such conditions as it thinks fit from time to time. The tenure of each Honorary Member shall be 2 years subject to removal or renewal by the Executive Committee. The maximum number of Honorary Member for each sub-committee of the Club shall be determined by the Executive Committee from time to time. The title of an Honorary Member may be designated by the Executive Committee as it deems fit.
- (4) *Temporary Members:* Visitors of regular, auxiliary or special police forces of other jurisdictions outside Hong Kong shall be eligible for Temporary Membership upon their application to the Executive Committee for such membership.

4. ELECTION OF MEMBERS

- (1) *Ordinary Members:* No election.
- (2) *Associate Members:* Applicant for Associate Membership shall be proposed and seconded by at least two Ordinary Members in writing. Such application shall be submitted to the Executive Committee of the Club for consideration and election. Such application shall succeed if a majority of the Executive Committee present in a meeting vote in favour. Associate Membership may be reviewed by the Executive Committee of the Club on an annual basis. The Executive Committee of the Club reserves the right to discontinue any Associate Membership at any time as it thinks fit.
- (3) *Honorary Members:* Proposal for the election of an Honorary Member shall be submitted to the Executive Committee of the Club in writing by at least two Ordinary Members. Such proposal shall require the unanimous approval of the Executive Committee of the Club. The Executive Committee shall take into account, inter alia, the reputation of the person being nominated to be an Honorary Member of the Club and his/her interest in promoting the Club's activities in determining whether to appoint such person as an Honorary Member of the Club. Upon the unanimous approval of the Executive Committee of the Club, the Chairman of the Executive Committee shall invite the proposed Honorary Member to accept such membership in writing.
- (4) *Temporary Members:* Applicant for Temporary Membership shall be proposed and seconded by at least two Ordinary Members, one of whom shall hold the rank of inspector or above. Such application shall be submitted to the Executive Committee of the Club for consideration. Upon the receipt of such written application and payment of the membership fee specified in paragraph 5 hereinbelow, the applicant shall ipso facto become a Temporary Member for a period not exceeding three months unless his/her application is rejected by the Executive Committee.

5. MEMBERSHIP FEE

- (1) Annual membership fee may be levied on all members of the Club at such rate as determined and announced by the Executive Committee from time to time.
- (2) The membership year of the Club shall run from 1st April to 31st March.
- (3) The financial year of the Club shall end on the 31st March.

6. PRESIDENT

- (1) The Commandant of the Hong Kong Auxiliary Police Force holding the current office shall be the President of the Club and a member ex-officio of the Executive Committee.

- (2) The Deputy Commandant of the Hong Kong Auxiliary Police Force holding the current office shall be the Vice-President of the Club and shall assume the functions of the President in the latter's absence.

7. THE EXECUTIVE COMMITTEE

- (1) The Executive Committee shall comprise of the Commandant of the Hong Kong Auxiliary Police Force (the President of the Club), the Deputy Commandant of the Hong Kong Auxiliary Police Force (the Vice-president of the Club), the Chairman, Vice-Chairman, Hon. Secretary, Hon. Treasurer, two representatives from each Region AUX and one representative from the HQ AUX.
- (2) The representatives of Region AUX and HQ AUX shall be responsible for:-
 - (a) promoting the Club and encouraging their members to join the Club;
 - (b) disseminating news, information or messages of the Club to their members; and
 - (c) collecting membership fees from their members with the assistance of the Hon. Treasurer.
- (3) The following officers are to be nominated by the Commandant of the Hong Kong Auxiliary Police Force and elected at the Annual General Meeting: (a) the Chairman, (b) the Vice-Chairman, (c) the Hon. Secretary and (d) the Hon. Treasurer. The representatives of each Region AUX are to be nominated by their Regional CSP (Aux.) and elected at the Annual General Meeting. The representative of the HQ AUX is to be nominated by SO to Commandant in consultation with the management of HQ AUX and elected at the Annual General Meeting.
- (4) The term of office for the Executive Committee members shall be one year from the date of an Annual General Meeting to the date of the next Annual General Meeting.
- (5) If a member of the Executive Committee vacates his office during his term of office for any reason, the Executive Committee shall have the power to appoint a member of the Club to fill such vacancy for the remainder of the term of his office.
- (6) Honorary posts of the Club may be offered to Honorary Members of the Club, subject to the approval and conditions imposed by way of resolution of the Executive Committee.

8. MEETINGS OF THE EXECUTIVE COMMITTEE

- (1) The Chairman or the Hon. Secretary may, whenever they think fit, convene a meeting of the Executive Committee for the transaction of the business of the Club. Members of the Executive Committee shall be notified of the time, venue and agenda of such meeting, not less than 7 days before the date of such meeting. The accidental omission to give notice of such meeting to, or the non-receipt of notice of

such meeting by, any member entitled to receive notice shall not invalidate the proceedings at such meeting.

- (2) More than half of the total members of the Executive Committee shall form a quorum at any meeting of the Executive Committee. Each member of the Executive Committee present in the meeting has one vote. All decisions at the meeting of the Executive Committee will be made by simple majority vote. In the case of an equality of votes, the Chairman shall be entitled to a second or casting vote which shall be used in the event of a tie.
- (3) The Chairman shall preside at the meetings of the Executive Committee. If the Chairman is absent from the Executive Committee meeting, the Vice-Chairman shall preside at that meeting.

9. DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for:-

- (a) exercising the powers and authority vested in them by the members of the Club in accordance with the Constitution of the Club and any alterations, amendments or additions made thereto;
- (b) monitoring and controlling the funds, expenditures, and accounts of the Club;
- (c) calling General Meetings and preparing reports, if necessary, for presentation at such General Meetings;
- (d) implementing resolutions passed at any meeting of the Executive Committee;
- (e) recommending amendments or additions to the Constitution of the Club, if necessary;
- (f) delegating all or any of their powers for any particular purpose within the scope of paragraph 2 hereinabove to a sub-committee formed by the members of the Club. The chairman of such sub-committee shall furnish a written report of their proceedings, if necessary, to the Executive Committee for consideration;
- (g) promoting the concept of healthy lifestyle among the members of the Club;
- (h) formulating policies for management and administration of the fund of the Club;
- (i) ensuring compliance with the relevant rules and procedures on the operations of the fund and acceptance of gifts, commercial offers, benefits and/or donations;
- (j) preparing the annual accounts of the Club; and
- (k) the management of the Club.

10. DUTIES OF THE HONORARY SECRETARY

The Hon. Secretary shall be responsible for:

- (a) calling Executive Committee meetings from time to time by giving not less than 7 days notice of such meetings to the members thereof;
- (b) convening the Annual General Meeting of the Club by giving 14 days notice of the Annual General Meeting to all members of the Club;
- (c) convening the Extraordinary General Meeting of the Club by giving 14 days notice of the Extraordinary General Meeting to all members of the Club;
- (d) compiling agenda;
- (e) keeping proper records and minutes of the proceedings of all Executive Committee meetings and the Annual General Meeting of the Club;
- (f) preparing a report of the past financial year and submitting it at the Annual General Meeting for members' consideration;
- (g) conducting all correspondence on behalf of the Club, except those correspondence which may be delegated to other members of the Executive Committee or the sub-committees of the Club; and
- (h) keeping a register of all classes of members.

11. DUTIES OF THE HONORARY TREASURER

The Hon. Treasurer shall be responsible for:

- (a) bookkeeping and recording of all accounting records;
- (b) preparing of monthly accounting records and yearly financial statements and submitting a financial report of the past financial year and an audited statement of account at the Annual General Meeting;
- (c) collecting membership fees and receiving donations or gifts to the Club, from members or non-members of the Club;
- (d) compiling a budget forecast for the next financial year;
- (e) informing the Hon. Secretary of the names of persons who have paid membership fees; and
- (f) presenting a Statement of Income and Expenditure showing the income and expenditure, both current month and year to date balances, the corresponding net surplus/deficit, and any relevant notes/explanation highlighting the important points

of the non-government fund for the Executive Committee's endorsement on a regular basis.

12. FINANCE

The funds of the Club shall solely be used to meet the expenditures for the efficient operation of the Club and the furtherance of the Club's objects unless provided otherwise in this Constitution.

13. ACCOUNT

A bank account in the name of the Club shall be maintained at a local licensed bank for safe custody of cash. All monies of the Club shall be deposited into the Club's bank account, except that petty cash flow of a reasonable amount to be fixed by the Executive Committee shall be retained by the Hon. Treasurer for petty expenditures purposes. All cheques drawn from the Club's bank account shall be signed by the Hon. Treasurer (or in his absence the Hon. Secretary) and a member authorized by the Executive Committee.

14. ANNUAL GENERAL MEETING

- (1) The Annual General Meeting shall be held at such place and at such time between April and June each year as the Executive Committee determines.
- (2) 25 or one fifth of the Ordinary Members of the Club, whichever is the less, present in person shall form a quorum at the Annual General Meeting.
- (3) Ordinary Members of the Club shall be notified of the time, venue and agenda of the Annual General Meeting, not less than 14 days before the date of such meeting. The accidental omission to give notice of such meeting to, or the non-receipt of notice of such meeting by, any member entitled to receive notice shall not invalidate the proceedings at such meeting.
- (4) Only Ordinary Members shall be eligible to vote at the Annual General Meeting.
- (5) Each Ordinary Member of the Club present in the Annual General Meeting has one vote. All decisions at the Annual General Meeting will be made by simple majority vote. In the case of an equality of votes, the Chairman shall be entitled to a second or casting vote.
- (6) The Chairman shall preside at the Annual General Meeting. If the Chairman is absent, the Vice-Chairman shall preside at that Annual General Meeting.
- (7) At the Annual General Meeting :
 - (a) the Hon. Secretary shall submit his report;
 - (b) the Hon. Treasurer shall submit his financial report and an audited statement of account for the financial year ending on the 31st of March;

- (c) two Hon. Auditors, who may or may not be members of the Club, are independent of the Hon. Treasurer in the preparation of the accounting records and financial statements, and responsible for auditing the financial statements and/or accounts prepared by the Hon. Treasurer and the annual accounts prepared by the Executive Committee, shall be elected and appointed; and
- (d) the Chairman, Vice-chairman, the Hon. Secretary and the Hon. Treasurer of the new office shall be elected.

15. EXTRAORDINARY GENERAL MEETING

- (1) The Hon. Secretary shall convene an Extraordinary General Meeting of the Club upon the joint request made in writing by a quarter of the Ordinary Members or the resolution of the Executive Committee, as soon as possible after the receipt of such request or resolution.
- (2) 25 or one fifth of the Ordinary Members of the Club, whichever is the less, present in person shall form a quorum at the Extraordinary General Meeting.
- (3) Ordinary Members of the Club shall be notified of the time, venue and agenda of the Extraordinary General Meeting, not less than 14 days before the date of such meeting. The accidental omission to give notice of such meeting to, or the non-receipt of notice of such meeting by, any member entitled to receive notice shall not invalidate the proceedings at such meeting.
- (4) Only Ordinary Members shall be eligible to vote at the Extraordinary General Meeting.
- (5) Each Ordinary Member of the Club present in the Extraordinary General Meeting has one vote. All decisions at the Extraordinary General Meeting will be made by simple majority vote. In the case of an equality of votes, the Chairman shall be entitled to a second or casting vote.

16. ALTERATIONS, AMENDMENTS OR ADDITIONS TO THE CONSTITUTION

- (1) Any alternation, amendment or addition to this Constitution of the Club shall be passed at an Annual General Meeting or Extraordinary General Meeting.
- (2) Any issue regarding the interpretation of the Constitution shall be submitted to the Executive Committee for consideration and determination. The interpretation of the Constitution by the Executive Committee shall be final and binding on all members of the Club.

17. RETENTION OF ACCOUNTING RECORDS

All books and records, original forms, vouchers, and financial statement should be retained for 7 years from the date of thereof and subject to there being no outstanding audit queries.

18. OBLIGATIONS OF MEMBERS

All members of the Club shall:-

- (a) abide by the Constitution of the Club;
- (b) abide by resolutions or decisions passed at the Annual General Meeting, Extraordinary General Meeting, or Executive Committee meeting;
- (c) uphold and maintain the reputation of the Club; and
- (d) act in the best interest of the Club.

19. CESSATION OF MEMBERSHIP

- (1) If any Ordinary Member is expelled, dismissed, discharged or required to retire (except for health reasons) from the Hong Kong Auxiliary Police Force, his name shall forthwith be struck off from the membership register of the Club and he shall forthwith cease to be a member of the Club.
- (2) Any member of the Club who acts in breach of the Constitution of the Club, renders himself offensive to other members of the Club or brings the Club into disrepute shall be expelled from the Club by the Executive Committee upon its unanimous decision. The name of that member shall forthwith be struck off from the membership register of the Club. In such case, any membership fees paid in advance shall not be refundable and shall be regarded as forfeited.
- (3) Notice of any expulsion shall be in writing signed by the President, the Chairman and the Honorary Secretary. Such notice stating the reason for the member's expulsion shall be served upon that member who shall have the right to appear before the Executive Committee to state his reasons as to why his membership shall be retained. The Executive Committee shall then make a final decision as to whether that member shall be expelled from the Club.

20. DISSOLUTION

In the event of the dissolution of the Club as a result of force majeure or other reasons, the net assets and cash balances of the Club shall forthwith fall into and form an accretion to the Hong Kong Auxiliary Police Welfare Fund or failing which, to the Hong Kong Police Welfare Fund.

21. LIABILITY

Every member of the Executive Committee, every committee member of the sub-committees of the Club or the servant of the Club, having been granted the express authority to act for and on behalf of the Club by the Executive Committee, shall be indemnified by the Club against all costs, losses and expenses he/she may incur or become liable for in the lawful and reasonable discharge of his/her duties to the Club. It shall be the duty of the Executive Committee to pay such costs, losses and expenses out of the funds of the Club.