

**HONG KONG ASSOCIATION FOR APPLIED LINGUISTICS
CONSTITUTION**

1. Name

The Association shall be called ‘The Hong Kong Association for Applied Linguistics’ and is hereinafter referred to as ‘the Association’.

2. Address

The Association’s address shall be that of its Honorary Secretary.

3. Object

The object of the Association is the promotion by lawful means of Applied Linguistics in all its forms.

4. Membership

- a. The members of the Association shall be those whose names appear on the Schedule of Members, subject to payment of the annual subscription in accordance with paragraph 6(d) below.
- b. Membership of the Association shall be open to any person who supports the object of the Association, and who meets such criteria for membership as shall from time to time be laid down by the Association.

5. Organisation

- a. The Association Year shall be from Annual General Meeting to Annual General Meeting.
- b. The governing body of the Association shall be the Annual General Meeting of members, which shall be the first General Meeting (other than a Special General Meeting) after 1 September, such Annual General Meeting to take place before 31 October each year.
- c. The Annual General Meeting shall elect the following officers:
 - a President
 - an Immediate Past President
 - a Secretary
 - a Treasurer
 - a Webmaster

The tenure of any Office shall be two years. An Officer other than the Immediate Past President shall be eligible for re-election but the continuous

tenure of any Office shall be limited to six years.

- d. The Officers specified in (c), together with three other members elected at the Annual General Meeting to serve for the ensuing year, shall constitute the Executive Committee. The Executive Committee shall manage the Association's affairs between Annual General Meetings and shall have power to co-opt up to three other members at its discretion to serve until the next Annual Meeting. No ordinary Member of the Executive Committee may serve as such for more than three years consecutively.
- e. Of the eight persons constituting the Executive Committee, no more than three shall be employees of a single institution.
- f. The Executive Committee shall be empowered to set up Sub-Committees with such membership (including co-option) and for such purposes as may be expedient from time to time.
- g. If any Office shall fall vacant between Annual General Meetings, the remaining Officers shall have power to appoint another member of the Association to the vacant Office for the period until the next General Meeting (other than Special General meeting).
- h. The quorum for Committee Meetings shall be a number greater than half the number of Committee Members.
- i. In the absence of the President from a Committee Meeting the members present shall select from among themselves an acting President for the occasion.
- j. If at a Committee Meeting there shall be an equality of votes the President or Past President may exercise a casting vote.
- k. The Executive Committee shall arrange General Meetings of members.
- l. On the written requisition of not less than twelve members, the Secretary shall call a Special General meeting, to take place in any month other than July and August, normally immediately before the next Ordinary General Meeting or Annual General Meeting, provided that, in any case, at least one month's notice of the Special General Meeting shall be given. Such a Special General Meeting shall deal only with the business for which it is called,

which shall be clearly stated in the requisition, which latter shall state also the terms of any Motion which the Requisitioners propose to put to the Special General Meeting.

- m. At all Ordinary General and Annual General Meetings and at Special General Meetings ten shall constitute a quorum; if at such meetings a quorum shall not be present, the Meeting shall be adjourned until the next General Meeting; and at any such adjourned Meeting the members present shall constitute a quorum.
- n. At General Meetings the President, if present, shall preside; but in his/her absence a member of the Executive Committee shall be elected acting President for the Session.
- o. For all General Meetings other than Special General Meetings the Executive Committee shall arrange an Agenda.
- p. The business of the Annual General Meeting shall be as follows:
 - i. The reception of the retiring Executive Committee's Report, and of the Accounts for the Association's preceding financial year.
 - ii. The election of three members of the Executive Committee for the forthcoming year, and the election to any of the Offices specified in 5 (c) that may be vacant by retirement or other reason.
 - iii. The discussion of any Motion duly submitted.
 - iv. The transaction of any such business as the Committee may have arranged, or as the Meeting shall resolve.
- q. Voting at all General Meetings shall be by a show of hands except in the matter of elections to the Executive Committee, where the Executive Committee may arrange a secret ballot; in the event of an equality of votes the President may give a second or casting vote; the President's decision on the result of any vote shall be final.

6. Finance

- a. The financial year shall run from Annual General Meeting to Annual General Meeting.

- b. The capital and income of the Association shall be applied solely to support the objects of the Association; and no part thereof shall be distributed among members.
- c. The Association's funds shall be collected, held and disbursed by the Treasurer, who shall keep accounts.
- d. The annual membership subscription shall fall due on the first day of the financial year. The amounts of such membership shall be decided at the Annual General Meeting.

7. Cessation of Membership

- a. A person shall cease to be a member if:
 - i. S/he shall submit to the Secretary his/her resignation in writing.
 - ii. His/her subscription remains unpaid wholly or in part two months after the subscription falls due.
- b. In either case membership may be resumed at any time without re-election provided that the subscription for the financial year then current be paid.

8. Amendment of Rules

These rules may be amended at any General Meeting provided that written notice of the proposal shall have been given to the Membership at least fourteen days before the Meeting and provided always that no amendment shall be valid that deprives or is likely to deprive the Association of its status at law. Prior approval for any amendment must be given by the Registrar of Societies.

9. Dissolution

Upon dissolution of the Association any surplus assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed amongst the members but shall be given or transferred to a charitable educational institution or institutions.

5 October 2010