



香港會所管理協會  
**The Club Managers' Association of Hong Kong**

**Revised in 2010**

**CONSTITUTION AND RULES *of the*  
CLUB MANAGERS' ASSOCIATION  
OF HONG KONG**

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## 1. NAME

The name of the Association is THE CLUB MANAGERS' ASSOCIATION OF HONG KONG, ("The Association"). The Association is registered with the Registrar of Societies, dated *25th May, 1992*.

## 2. ADDRESS

The mailing address is c/o The Honorary Secretary holding office at the time, or such other address as may be notified by the Association from time to time.

## 3. OBJECTIVES AND MISSION STATEMENT

To provide a relevant structure of support for participating Club Managers in Hong Kong

## 4. FUNDS

The funds of the Association shall be applied in pursuance of the objectives and to meet the recurrent expenditure of the Association.

## 5. CATEGORIES OF MEMBERSHIP

The Association shall have the following categories of membership:

### 5.1 *ASSOCIATE MEMBERS*

5.1.1 Successful applicants will initially become Associate Members, for a period of twelve months. During this period, if they attend at least three meetings held, they will automatically become Full Members at the expiry of the designated twelve months.

5.1.2 Any Associate Member who has attended less than three meetings held for the designated twelve months, will not be considered eligible for admission as a Full Member.

5.1.3 Associate Members may not vote, propose or second applicants for membership or serve as an Executive Committee Member of the Association, but may serve on Sub-committees.

### 5.2 *FULL MEMBERS*

5.2.1 Those members who have qualified for full membership, having served the requisite time as an Associate Member.

- 5.2.2 Full Members may convene meetings, vote, propose, and second applicants for membership and serve as an Executive Committee Member of the Association.
- 5.2.3 Should a Full Member, by reason of their employment, fail to maintain their qualification, and still be resident in Hong Kong, Macau or China, may remain as a Full Member, for a period of one year, and thereafter revert to Affiliate Member status.
- 5.2.4 Any Full Member who has attended less than three meetings held within the previous twelve month period, will not be considered eligible for the renewal of his membership in the following year.

5.3 *AFFILIATE MEMBERS*

- 5.3.1 Persons not employed as Club Managers, but in the view of the Association, may contribute to its development and success.
- 5.3.2 Affiliate Members may not vote, propose or second applicants for membership or serve as Executive Committee Members of the Association, but may serve on Sub-committees.

5.4 *HONORARY MEMBERS*

Such persons as decided by the majority of members at a convened meeting, may be admitted as Honorary Members.

5.5 *OTHER*

and such other categories as may from time to time be determined by a General Meeting.

## **6. ELIGIBILITY FOR MEMBERSHIP**

- 6.1 Persons who have had specific training for, experience in or education for the Hospitality Industry and who have had a progressive career and a full time livelihood within such industry or business and who at the time of applying for membership of the Association are employed at a senior executive level in Club management, in Hong Kong, Macau or China, shall be eligible to be admitted as members.
- 6.2 Managers of large residential clubs which have been pre-approved by the Executive Committee shall be eligible for Associate membership but with full membership after one year in the Association.
- 6.3 Academics of the hospitality industry working in Hong Kong, Macau or China, shall be eligible for Affiliate membership.
- 6.4 A manager, who previously was a Full Member of the Association, is

interested to re-join the Association again and meets the eligibility for membership currently in force, will be granted automatic Associate membership but with Full membership after re-joining the Association for one year.

- 6.5 An eligible manager, who has succeeded and replaced the manager of a Club who had been a member of the Association, will be granted automatic Associate membership but with Full membership after one year with the Association.
- 6.6 A Club refers to those leading private, sporting, social, recreational residential and family orientated Clubs in Hong Kong, Macau or China, considered by the Executive Committee of the Association to possess a high enough profile and whose ideals fit those of the Association.

## **7. MEMBERSHIP APPLICATION PROCEDURE AND MEMBERSHIP COMMITTEE**

- 7.1 Any eligible person may apply to join the Association.
- 7.2 Applications for membership shall be made on the standard form, adopted by the Committee, at the time.
- 7.3 The Secretary is responsible for the recruitment of new members and for the review of applications and clubs' information.
- 7.4 Applications will be considered by the Executive Committee for compliance with the Association's rules.
- 7.5 Applications will be approved or rejected without ascribing any reasons therefore by the Executive Committee.
- 7.6 For applications which require specific examination as decided by the Executive Committee, the Membership Committee will be called upon for the conduct of necessary reviews.
- 7.7 The Membership Committee consists of the past Chairmen and an maximum of 6 full members of the Association who are willing to serve. The Membership Committee will be elected on an annual basis and will be chaired by one of the Executive Committee members. Any decision will require a minimum quorum of 3 Membership Committee member.
- 7.8 The Secretary shall keep a register of members and enter therein the full name of the member and address and contact numbers. Members should keep the Secretary informed of any changes.

## **8. TERMINATION OF MEMBERSHIP**

A Member shall cease to be a Member when:

- 8.1 He/she submits his/her written resignation to the Secretary;
- 8.2 He/she leaves Hong Kong, Macau or China, with the evident intention (as determined by the other Members of the Committee) of settling outside these countries;
- 8.3 He/she is no longer employed at a senior executive level in Club management;
- 8.4 He/she is declared bankrupt;
- 8.5 He/she is subject to a prohibition order by reason of being a member of a prohibited society pursuant to s.25 of Societies Ordinance, Cap.151; or
- 8.6 a decision of termination of Membership being made against him/her by the Disciplinary Committee after a disciplinary hearing.

## **9. FEES**

- 9.1 The Executive Committee shall determine the Admission and Subscription Fees for the various categories of memberships provided, and such fees shall not be altered for twelve months from the date of such determination without the prior approval of a General Meeting.
- 9.2 Fees are reviewed annually by the Committee and amendments voted upon and decided by a simple majority.

## **10. EXECUTIVE COMMITTEE**

- 10.1 The Executive Committee shall be responsible for the administration of the Association.
- 10.2 The Executive Committee shall comprise a Chairman, Deputy Chairman, Treasurer and Secretary who must be Full Members of the Association.
- 10.3 At each Annual General Meeting any Full Member may nominate another Full Member for election to the Executive Committee.
- 10.4 Any Executive Committee Member or Sub-committee Member may at any time retire by giving fourteen (14) days prior written notice to the Secretary.

- 10.5 Executive Committee Members shall be eligible for re-election at the Annual General Meeting.
- 10.6 Members of the Association may raise requisition to propose a removal of Executive Committee Member or Sub-committee Member in a General Meeting. Such proposal should comply with the requirements specified in Clause 11 before it can be heard in a General Meeting.
- 10.7 A member of the Executive Committee or Sub-committee shall be removed by a simple majority vote in the General Meeting. The members of the Association shall elect for a replacement from among themselves by a simple majority vote.
- 10.8 Upon removal, the said Executive Committee Member or Sub-committee Member will immediately be relieved of his/her duties as a Member of the Executive Committee.
- 10.9 The replacement Executive Committee Member will assume the duties of the removed Executive Committee Member for the remainder of the serving term.

## **11. MEETINGS**

- 11.1 *REGULAR MEETINGS*  
Meetings will be held at regular intervals with a minimum of nine (9) per year being held.
- 11.2 *ANNUAL GENERAL MEETING*  
The Executive Committee, shall call an Annual General Meeting of all Members at intervals of not less than twelve (12) and not more than fifteen (15) months for the purpose of:
  - a) Receiving the Chairman's report of the Association's activities for the preceding period;
  - b) Receiving and considering the accounts of the Association for the preceding period;
  - c) Electing member(s) of the incoming Executive Committee; and
  - d) Replacing member(s) in the Executive Committee.
- 11.3 *EXTRAORDINARY GENERAL MEETINGS*
  - 11.3.1 The Executive Committee may convene an Extraordinary General Meeting at any time on giving all members not less than twenty-one (21) days written notice; and

- 11.3.2 Shall convene an Extraordinary General Meeting not earlier than twenty-one (21) days and not later than twenty-eight (28) days after receiving a written request to do so, subscribed to by not less than one third of the Full Members.
- 11.4 The quorum for any General Meeting shall be not less than seven (7) Full Members either present in person or by proxy appointed in writing signed by a Full Member, to attend on his behalf.
- 11.5 In the absence of a quorum, the Meeting shall be adjourned and be convened again within one month. For this adjourned Meeting, members of the Association shall again be given not less than fourteen (14) days prior written notice. At this adjourned Meeting, if a quorum is not achieved, the Meeting should be adjourned for half (1/2) hour and the number of persons then present will constitute a quorum and the Meeting may proceed.
- 11.6 Each Full Member shall have one vote.
- 11.7 Resolutions shall be determined by a simple majority provided that if there is equality of voting the Chairman or acting Chairman at the meeting, shall have a casting vote.

## **12. RULES**

- 12.1 The Members of the Association shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Association are carried out in accordance with the Constitution of the Association.
- 12.2. The Committee may resolve to alter or add to these Rules, including, as provided by Rule 9, the fees, provided that:
- 12.2.1 Written notification of the full text of the alteration or addition is given to all Members within ten (10) days of the resolution. The alteration or addition shall not come into force until a period of thirty (30) days has lapsed since such resolution.
- 12.2.2 Any Full Member may serve notice on the Executive Committee requiring it to convene an Extraordinary General Meeting to seek to amend or abrogate any alteration or addition made by the Committee pursuant to rule 12.2.1 provided that:

- a) such notice is served not later than fourteen (14) days after the notice referred to in Rule 12.1 is sent, and
- b) such notice shall not of itself prejudice or suspend the validity of the alteration or addition.

12.2.3 If at the Extraordinary General Meeting so convened the alteration or addition is amended or abrogated the amendment or abrogation shall not affect any act done prior to the Meeting in reliance upon the alteration or addition increased any fees which are reduced in consequence of the Meeting any member who has paid the increase shall be refunded the appropriate amount.

### **13. ACCOUNTS**

13.1 The Executive Committee shall ensure that proper books of accounts are maintained showing the fees received and other income and the expenditure and the assets and liabilities of the Association and shall ensure that an annual Statement of Accounts shall be put before all members at the Annual General Meeting.

13.2 The accounts of the Association shall be subject to review annually.

### **14. NOTICES**

Notices to Members shall be sent to such address in Hong Kong, Macau or China as appears in the Register of Members.

### **15. LIABILITY**

All debts of the Association shall be borne by all the Full Members equally.

### **16. DISCIPLINARY HEARING**

16.1 The Executive Committee shall :-

- a) at its own stance; or
- b) upon receiving a complaint submitted in writing to the Executive Committee



regarding the behaviour, personal or professional conduct of a Member, issue a written notice to the member so concerned stating the offence / complaint against him/her and inviting him/her to attend a disciplinary hearing.

- 16.2 The disciplinary hearing will occur not less than 7 days and not more than 30 days after the member so concerned is served of the written notice at a time which is reasonably convenient to both the Disciplinary Committee and the member so concerned.
- 16.3 The Disciplinary Committee shall be constituted of 3 members appointed by the Executive Committee.
- 16.4 The member so concerned shall have the right to submit a written statement or to appear at the disciplinary hearing in person to explain his/her actions. The member so concerned has no obligation to attend the disciplinary hearing.
- 16.5 No legal representative of the member so concerned shall attend the disciplinary hearing.
- 16.6 The Disciplinary Committee has the power, upon the disciplinary hearing, to take appropriate disciplinary action including the suspension and termination of Membership of the member so concerned.
- 16.7 The decision of the Disciplinary Committee should be notified in writing to the member so concerned and, where applicable, the person who lodged the complaint within 7 days of the disciplinary hearing.
- 16.8 The decision of the Disciplinary Committee shall be conclusive and final.

## **17. DISSOLUTION**

- 17.1 The Association shall be dissolved if a resolution is passed at a duly convened General Meeting, by more than half of the Full Members then present.
- 17.2 The Executive Committee shall be responsible for the winding up of the assets and liabilities of the Association.
- 17.3 If any properties and assets remain after the discharge of all debts and liabilities of the Association, they will be donated, as decided by the Executive Committee, to either a local and registered charity or another registered organization, with similar objectives.

The Club Managers' Association of Hong Kong  
is registered with the:

Hong Kong Registrar of Societies and was founded on 25th MAY 1992

By the Founding Members named below:

Joe Oxley	Chairman
Ken Millar	Secretary
Suzanne Watkinson	Treasurer
Trevor Allen	
Hubert Aumier	
Martin Carpenter	
Peter Chan	
Michael Forsyth	
Heinz Grabner	
Wyndham Heyring	
Fritz Kahler	
Joe Lam	
Richard Ross	
Fritz Sommerau	