

# THE HONG KONG KNOWLEDGE MANAGEMENT SOCIETY

## STATUTES

### Article 1: Name and Registration

The name of the association is: The Hong Kong Knowledge Management Society. (hereafter referred to as the “**Society**”) The Society is registered in Hong Kong.

### Article 2: Purpose

The purpose of the Society, which is non-profit making, is to provide a forum for professionals concerned with or interested in knowledge management theory and practice. More specifically, the Society has the following purposes,

- to provide an infrastructure and network for professionals in this field in Hong Kong;
- to provide a forum for presentations and discussions;
- to facilitate the interaction of its members;
- to serve as an information center on knowledge management related resources (literature, case studies, research, tools and methods);
- to link the professional knowledge management community in Hong Kong to similar organisations in other countries;
- to co-operate with like-minded professional associations in Hong Kong;
- organise conferences, seminars and course for members and non-members;
- and
- to provide thought leadership in knowledge management

### Article 3: Membership

- (a) The Society is set up by the undersigned
- (b) For the purpose of registration the number of members of the Society (“**Members**”) shall be unlimited. Any individual professionally concerned with or interested in knowledge management related theory and practice is eligible for membership of the Society.
- (c) The following types of membership are available:
  - Individual membership (non transferable)
  - Corporate membership (one person from an organisation only, but transferable within that organisation)
  - Corporate membership for several members (more than 2, maximum of 6 people within an organisation).

- (d) The annual subscription fee will be determined by the Coordinating Committee and approved at the Annual General Meeting and shall be payable on 1st of April each year. If the subscription has not been paid by 31st of May each year, the membership shall, subject to the discretion of the Coordinating Committee, become null and void.

#### **Article 4: Meetings**

- (a) An Annual General Meeting of the Members will be convened by the Coordinating Committee annually and in any event not later than fifteen months from the last Annual General Meeting.
- (b) The business at each Annual General Meeting shall include the following:
- A report on the activities of the Society
  - Any amendments to the Statutes
  - The election of the members of the Coordinating Committee (as defined below)
  - The approval of the annual report of the Society (in particular, the balance sheet and the accounts)
  - Any other business
- (c) Members shall be notified of the Annual General Meeting at least 14 days before the Annual General Meeting.
- (d) A Special General Meeting may be held at the request of an officer or upon written request of two or more Members. 14 days' notice must be given of such a meeting to all Members including the business to be discussed.
- (e) The quorum for the Annual General Meeting or Special General Meeting shall be two Members present in person. No proxy voting shall be permitted.
- (f) Each Member present at the meetings of the Society shall be entitled to one vote. The President shall be entitled to a casting vote in the event of a tie.
- (g) All decisions at meetings of the Society shall be decided by a majority vote, unless stated otherwise.

#### **Article 5: Coordinating Committee**

- (a) The day to day business of the Society (including maintenance of a proper record of the Society's accounts) shall be managed by its Coordinating Committee (the "**Coordinating Committee**") that shall consist of the following officers (the "**Officers**"):
- the President
  - the Vice President (1)

- the Vice President (2)
  - the Secretary
  - such number of Executive Member(s) as shall be determined necessary by the President.
- (b) No more than two Officers should come from the same company / organisation. Only Members may be nominated for election as Officers.
- (c) All cheques shall be signed by two Officers.

**Article 6: Nomination & Election of the Coordinating Committee**

- (a) The Coordinating Committee shall be elected at the Annual General Meeting of the Society.
- (b) Nominations, by Members only, for all Officers must be made in writing to the Secretary prior to the Annual General Meeting. All nominations shall be proposed and seconded by Members. Election will be by simple majority.
- (c) Officers elected shall serve for two years from the Annual General Meeting. In case of resignation or absence of any Officer, the President may at his/her discretion co-opt a replacement to serve until the return of the absent Officer or until the next Annual General Meeting.

**Article 7: Coordinating Committee President and Vice Presidents**

- (a) The President shall be the chief spokesperson for the Society. S/he chairs the Coordinating Committee, and is presiding officer at all meetings of the Society and of the Coordinating Committee. S/he shall serve or appoint others to serve as liaison with other professional societies and in general shall be responsible for the proper conduct of the Society's affairs. In the absence of the President, the Vice President (1) or in his/her absence, the Vice President (2) or in his/her absence the Secretary shall be responsible for the President's responsibilities.
- (b) The Vice Presidents shall assist the President in the execution of his/her duties and act for him/her in his/her absence.

**Article 8: Secretary**

The Secretary shall be responsible for the efficient administration of the Society including:

- (a) calling all General and Committee Meetings of the Society;

- (b) to maintain an up-to-date list of all Members of the Society and to ensure that they are all kept fully informed of the Society's activities; and
- (c) such other duties as the Coordinating Committee may allocate to him/her.

#### **Article 9: Executive Members**

The Executive Members shall assist the Coordinating Committee in carrying out its duties.

#### **Article 10: Finance and Administration**

- (a) Members pay an annual membership fee which is reviewed annually by the Coordinating Committee.
- (b) The Coordinating Committee will draw up the accounts of the expenditures and receipts of the Society of the previous financial year, as well as the budget of the next financial year. These documents will be submitted for approval to the next Annual General Meeting. The financial year begins on 1st April and ends on 31st of March.
- (c) The funds of the Society shall be used to further the objects of the Society referred to in Article 2 above.

#### **Article 11: Amendments to Statutes**

Amendments to the Statutes shall be in accordance with the following rules:

- (a) Notice of resolutions shall be submitted in writing to the Coordinating Committee who shall submit them at the next Annual General Meeting or at a Special General Meeting called for this purpose.
- (b) 14 days' notice of the proposed changes must be given to the Members and amendments can only be passed by a two-thirds majority of those Members present at the Meeting.
- (c) Proposals for amendments to the Statutes can be submitted by the Coordinating Committee or at least two Members.

#### **Article 12: Dissolution**

The Society may be dissolved at Special General Meeting called for the purpose, under the conditions provided for the amendment of the Statutes. If a resolution for the dissolution of the Society is passed, the Assembly will designate the liquidator(s), determine their powers and indicate the use to which the net assets of the Society should be put, it being understood that beneficiaries should pursue goals similar to

those of the Society or failing which shall be distributed to a charitable organisation for the benefit of children in Hong Kong.

**Article 13: Notices**

All notices to be given to the members in accordance with these Statutes may be given by electronic communication.