

Guidelines on Formation of a Local Alumni Association

1. Set up an organising committee

A core group of 3 to 5 alumni to start up the executive/organising committee or to facilitate the establishment of such a committee. These individuals may eventually take up key posts in the executive committee, such as Chairperson, Treasurer, Secretary, etc.

2. Decide on the method of registration

Associations could be registered as a limited company under the Companies Ordinance (Companies Registry: <http://www.info.gov.hk/cr>) or as a society under the Societies Ordinance (Societies Office of Hong Kong Police Force: https://www.police.gov.hk/ppp_en/11_useful_info/licences/societies.html).

Pros and Cons of the two kinds of registration:

<u>Incorporation under the Companies Ordinance</u>		<u>Registration under the Societies Ordinance</u>	
Pros	Cons	Pros	Cons
1. Separate legal entity 2. Limited liability of members	1. *Relatively complicated 2. Higher costs 3. May have tax implications	1. Simple procedures 2. Lower costs	1. No separate legal status, thus may be subject to even stricter scrutiny in opening bank accounts 2. Personal and unlimited liability

* *Setting a company with limited liability also requires business registration. Please check the following links for more information about business registration:*

 https://www.ird.gov.hk/eng/tax/bre_abr.htm

 https://www.ird.gov.hk/eng/pdf/one_stop.pdf

3. **Furnish a constitution**

- (a) Furnish a constitution for the association according to the corresponding registration requirements and decide on details including the name, objectives, membership, general meetings, executive committee, accounts and audits, etc. [[Click here for sample reference of constitution](#)]
- (b) To strengthen the bonding with and obtain support/advice from the *Alma Mater*, alumni associations are strongly advised to invite representative(s) from the Faculty/School/Department to be member(s) of its executive committee.

4. **Advice from the Faculty**

Provide the following documents to Ms Wendy Cheung of HKUMed (Tel: 3917 9459; Email: wendycws@hku.hk) for advice and record. The Faculty will also inform Development & Alumni Affairs Office of HKU of the setting up of your alumni association.

- (a) Registration documents ([registration form to Societies Office of Hong Kong Police Force](#) OR [incorporation form to Companies Registry](#));
- (b) List and contacts of executive committee members; and
- (c) Constitution.

Please feel free to contact Ms Wendy Cheung of HKUMed (Tel: 3917 9459; Email: wendycws@hku.hk) if you have any queries in respect of the formation of alumni association.

5. **Subsequent Support from the Faculty**

- (a) Assist you to contact other alumni and alumni associations: Faculty Office of HKUMed maintains an alumni database of the Faculty. We can help you invite potential alumni to join your new cabinet or join any events of your alumni association. We can also help you line up cooperation with other alumni associations of the Faculty.
- (b) All alumni associations can publicise their events and latest updates via the Faculty periodical e-newsletter.

Remarks:

If your alumni association wishes to use the University's name or Visual Identity in any activity or manner of association, please refer to "[Policies and Guidelines on the Use of the University's Name and Visual Identity](#)".