

DragoNation Constitution

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A. Association

The title of the Association shall be 'DragoNation 匯龍坊' ("the Association"), and the Association shall include the past participants of programmes Go Go West, Global Citizenship Programme and Dragon 100 Young Chinese Leaders Forum organized by the Dragon Foundation ("members of Association").

The Association aims at establishing a platform for connecting the past participants of activities organized by the Dragon Foundation and encouraging their continual contribution to the society as outstanding Chinese young leaders.

B. Size of the Committee

The Committee of the Association is structured as follows: the Office Bearers and the Executive Committee other than Office Bearers. The size of the Committee is up to 15 persons.

Office Bearers

- ◆ Office Bearers shall act in accordance to this constitution and are responsible for the overall management of the Association.
- ◆ The Committee shall be managed by Office Bearers which shall comprise the following members:
 - the President;
 - the 2 Vice-President;
 - the Treasurer; and
 - the 3 Secretariats who are leading Internal Affair team, External Affair team and International Development team respectively.
- ◆ The Office Bearers shall hold office till the first Committee Meeting of new committee members of the following year.
- ◆ The Office Bearers shall be responsible for the constitution review annually under circumstances with special needs for management of the Committee.
- ◆ Roles and Responsibilities of the Office Bearers shall refer to "**Appendix I: Roles and Responsibilities of the Committee and Sub-Committees**" of this constitution.

Executive Committee

- ◆ The Executive Committee Members refer to all committee members of the Association excluding the Office Bearers, namely the President, the Vice Presidents, the Treasurer and the Secretariats.
- ◆ With the management of the Office Bearers, the Executive Committee shall focus on organizing activities in accordance with this constitution under 3 functional teams, Internal Affairs Committee, External Affairs Committee and International Development Committee.
- ◆ **Roles and Responsibilities of the Executive Committee shall refer to "Appendix I: Roles and Responsibilities of the Committee and Sub-Committees" of this constitution.**

Sub-Committees

- ◆ The Committee may also establish sub-committees in particular aspects. These sub-committees shall be responsible to the Association and shall report to the Committee. Persons who are not members of the Association may be admitted to membership of such sub-committees subject to any rules laid down by the Committee. The Committee shall appoint at least 1 Committee Member to be an ex-officio member of each of such sub-committee.
- ◆ The size, number and component of each sub-committee depend on actual needs.
- ◆ **Roles and Responsibilities of the Sub-Committees shall refer to "Appendix I: Roles and Responsibilities of the Committee and Sub-Committees" of this constitution.**

C. Election and appointment of the Committee

Election and appointment

Election for Office Bearers at Annual General Meeting

- ◆ The 7 Office Bearers, namely President, Vice Presidents, Treasurer, Internal Affairs Secretariat, External Affairs Secretariat and International Development Secretariat, shall be elected by members of Association in the Annual General Meeting.

Appointment for Executive Committee other than Office Bearers at First Committee Meeting

- ◆ Executive Committee other than Officer Bearers shall be nominated by Office Bearers after the Annual General Meeting and shall be confirmed through sufficient discussion among Officer Bearers and final appointed by the President during the First Committee Meeting.

Appointment for Sub-Committee at First Committee Meeting

- ◆ Sub Committees shall be nominated by the Committee during the service term and final appointed by the President.

The Election Process

Formation of Election Committee

- ◆ An Election Committee shall be formed 1 month before the election and be chaired by the immediate past President who appoints President and Vice Presidents. Call for nominations from the Dragon community, nominations and elections shall begin with the President and proceed in descending order.

Announcement for the Nomination

- ◆ Members of the Association would be invited in mass announcement by the Committee around the end of term and 1 month before the Annual General Meeting for the election in the coming service term.

Eligibility

- ◆ Any member of the Association is eligible to propose himself/herself or be nominated for the Election. However, members from that immediate year can only be appointed as sub-committee members by the Executive Committee formed after the election.

Submission of Nomination

- ◆ All submissions shall be directed in writing to the Election Committee or otherwise stated on the mass announcement.
- ◆ A candidate should submit his/her intention before the deadline stated on the mass announcement with supporting documents wherever considered necessarily by the Election Committee.

Validation, Approval and Processing of Candidate Nominations

- ◆ Election Committee shall collect and validate all submitted candidate proposals, and report in writing to the Chairperson of the Election Committee, on the progress and statistics of submitted candidate proposals were considered referential for the existing Committee, and provide supporting documents of candidates wherever considered necessary.
- ◆ The Election Committee must report in writing to the Executive Committee on the candidate list within 5 days after the deadline date of nomination submission for all qualified candidate submissions.
- ◆ Election Committee and Executive Committee shall communicate with candidates that proposal shall be presented in Annual General Meeting for election.

Disclosure of Candidate Nominations

- ◆ All qualified candidate nominations and details of the Annual General Meeting shall be publicized to members of the Association 1 week in advance of the Annual General Meeting.

D. Obligations of Executive Committee and member of Association

Executive Committee

Service Term of Committee

- ◆ The term of office of the Executive Committee is 1 year or till the election of the following year, whichever is later.
- ◆ Each Office Bearer can be re-elected to the Committee for at most 2 times while the President and the Vice-President may be re-elected to the Committee for more than 2 times under the circumstance that there are no other competitors during election in Annual General Meeting.

Annual General Meeting

- ◆ An Annual General Meeting shall be conducted and organized by Executive Committee in each calendar year in the third quarter of a year or the first weekend evening after Dragon 100 Young Chinese Leaders Forum, whichever is later.
- ◆ An agenda for the Annual General Meeting shall be sent to all members of the Association, not less than 7 days before the Annual General Meeting.
- ◆ The President shall present an Annual Report and the Treasurer shall present the Financial Report in the meeting. Revision of the constitution shall be proposed and discussed if necessary, and the proposed revision shall be submitted alongside with the notice to all members not less than 7 days before the meeting.

Special General Meeting

- ◆ The Committee may at any time summon a Special General Meeting of the members of the Association to consider any business related to the Association. A notice stating the business for discussion shall be sent to members by any methods as the Committee sees fit, at least 7 days before the time appointed by the Committee for the Special General Meeting. The business of the meeting shall be limited to matters stated in the notice convening the meeting.

First Committee Meeting

- ◆ The First Committee Meeting shall be conducted as soon as it is practicable and within 1 month after the Annual General Meeting in the immediate year.
- ◆ The President shall ~~present a presidential address;~~ confirm and appoint the role of Executive Committee in the meeting. Treasury shall prepare the financial plan at the First Committee Meeting.
- ◆ **President, Vice Presidents and Treasurer shall prepare and confirm the update of registration in the Hong Kong Police Force and/or other relevant legal documents after the First Committee Meeting.**

Regular Committee Meeting

- ◆ Regular Committee Meeting shall be convened by the President at least once per 2 months. The Secretariat shall prepare the agenda and notify the Committee at least 14 days in advance.
- ◆ The Committee reserves the right to terminate the membership of anyone in the Committee who has been absent from the Regular Committee Meeting for more than 3 times, without trying his/her best to contribute to the discussion.

Resignation and Casual Vacancy Replacement

- ◆ The President reserves full rights on the approval of resignation of any Committee Members.
- ◆ Possible proposals of casual vacancy replacements, if any, could be raised for final decision and approval of the Committee by the President, at any Special General Meeting to be summoned.
- ◆ Vacancy of any Office Bearer shall be announced to the members and the Association shall welcome any nomination within 1 month. In case of more than 1 candidate, Executive Committee shall vote for the replacement. Newly elected member shall be announced to members of Association within 1 month after he/she was elected. For the resignation of Executive Committee other than Office Bearers,

announcement shall be made within 1 month to members of Association after the replacement is chosen.

Members of the Association

Annual General Meeting

- ◆ The Annual General Meeting of the Association, of which members shall be noticed not less than 7 days notice by any methods as the Committee sees fit, shall be held at a time and venue decided by the Committee.
- ◆ All members of the Association shall have the right to attend the Annual General Meeting.
- ◆ Members of the Association shall have the rights to vote in the Annual General Meeting.
- ◆ Office Bearers of the Association shall be elected at the Annual General Meeting.

Special General Meeting

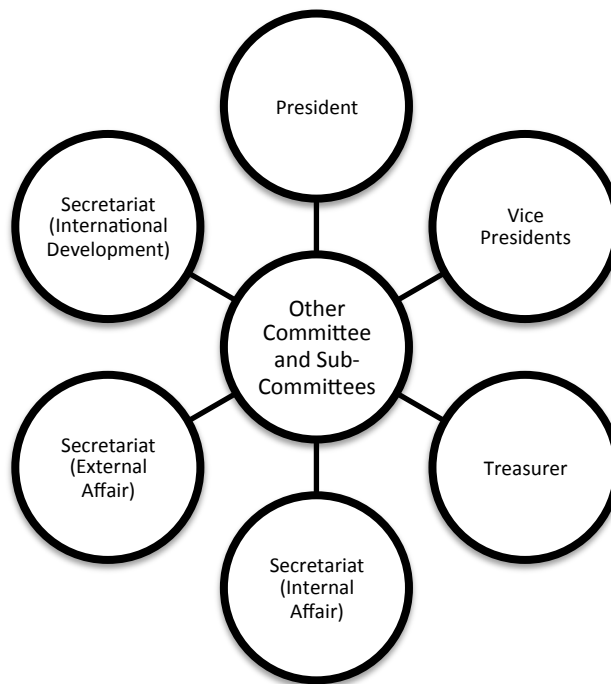
- ◆ All members of the Association shall have the right to attend Special General Meetings.
- ◆ Members of the Association shall have the rights to vote in the Special General Meeting.

Rights to Vote

- ◆ All members of Association should have the rights to vote for any items defined by Executive Members in Annual General Meeting and Special General Meeting.
- ◆ Proxies or absentees are allowed if the member cannot attend the Annual General Meeting in person.
- ◆ Voting by proxy is only valid if the authorized person is member of the Association at the time of voting.
- ◆ When exercising the right of proxies, authorization letter shall be submitted to and verified by Election Committee before the start of Annual General Meeting.
- ◆ A quorum shall be 20 members.
- ◆ Should any matter submitted to a formal vote, the motion shall be carried only if the number of votes exceed two-third of a quorum, or of the Executive Committee members whereas more than half of the Committee have attended the meeting.

Appendix I: Roles and Responsibilities of the Committee and Sub-Committees

Team Structure of the Committee and Sub-Committees



- ◆ Committee and Sub-Committees shall work in team on all events initiated by DragoNation during regular committee meeting and confirmed by the President.
- ◆ Sub-Committee members outside Hong Kong shall work closely with committee members and/or members to host activities locally.

Responsibilities of the Office Bearers

President

- ◆ Shall oversee and represent the Association.
- ◆ Shall appoint the roles of Executive Group of the Association
- ◆ Shall convene and chair all Committee meetings.
- ◆ Shall prepare the Annual Report for the Annual General Meeting.
- ◆ Shall prepare the annual plan at the First Committee Meeting.
- ◆ Should any matter submitted to a formal vote of the Committee result in an equality of votes, the President shall have a second or casting vote.

Vice-President

- ◆ Shall organize the Annual General Meeting.
- ◆ Shall be the acting President in the absence of the President.

Treasurer

- ◆ Shall manage all finance related matters of the Association.
- ◆ Shall prepare the financial report at the Annual General Meeting.
- ◆ Shall prepare the financial plan at the First Committee Meeting.

Secretariats

- ◆ Shall prepare the agenda and notify the Committee for the meeting 2weeks before the meeting.

- ◆ Shall prepare the minutes of meeting within 1 month after the meeting.
- ◆ Shall assist in internal and external communication.
- ◆ **Internal Affair**
Secretariat (Internal Affair) shall lead and facilitate the team for event organizations happened in Hong Kong with purpose of member connection of the Association.
- ◆ **External Affair**
Secretariat (External Affair) shall lead and facilitate the team for close coordination with the Dragon Foundation and other partnerships with purpose of member connection of the Association.
- ◆ **International Development**
Secretariat (International Development) shall lead and facilitate the team for overseas member connection inner the region and across the regions.