

**THE UNIVERSITY OF HONG KONG  
FACULTY OF EDUCATION**

**Centre for Advancement of Chinese Language Education and Research**

**CONSTITUTION**

**1. General Stipulation**

- 1.1 The name of the centre is “Centre for Advancement of Chinese Language Education and Research”, Faculty of Education, The University of Hong Kong (hereinafter referred as ‘The Centre’).
- 1.2 The aims of the Centre are:
  - 1.2.1 to initiate, facilitate and participate in research projects related to the advancement of Chinese Language education;
  - 1.2.2 to disseminate research on Chinese language education throughout the region and further afield through publications, seminars, conferences and workshops;
  - 1.2.3 to establish and maintain contacts with school teachers and principals, education researchers and research institutions in Chinese speaking territories, locally and internationally;
  - 1.2.4 to provide a centre from which institutions and organisations can draw upon human and other resources for contracted research, consultation and training in relation to the Chinese language education; and
  - 1.2.5 to provide a platform for in-service teachers and educational researchers to share experience in the teaching of Chinese, the use of Chinese Language across the curriculum and the use of information technology in Chinese Language learning and teaching.

**2. Membership**

2.1 Full membership

In the interests of encouraging the widest possible participation in the work of the Centre, membership will be open to any member of staff or currently registered higher degree student from within the University of Hong Kong who is interested in research into, and development of, Chinese Language education.

2.2 Associate membership

Associate membership will be open to researchers and practitioners from outside the University of Hong Kong who are interested in research into, and development of, Chinese Language education.

2.3 Tenure and renewal of membership

Membership will be granted initially for three years, subject to review for renewal every three years. Continuation of membership will depend on the individual member’s participation in the activities of the Centre.

### 3. Administration

#### 3.1 The Management Committee

##### 3.1.1 Membership

###### a) Composition of membership

The Management Committee shall consist of the following members:

- i) Associate Dean (Centres and Outreach), Faculty of Education;
- ii) Four elected members who are non-student members, full members of the Centre and also members of the Board of the Faculty of Education, to be elected by full members of the Centre;
- iii) The Honorary Director (Chairman), to be elected by the elected management committee members from among the four elected members, for nomination to the Faculty Board and the Vice-Chancellor for appointment under Statute XXV; and
- iv) up to two members co-opted from the Centre membership.

###### b) Term of Office

###### i) Elected members

Elected members, including the Honorary Director, shall be elected to a tenure of two years, and shall be eligible for re-election.

###### ii) Co-opted members

Members may be co-opted for a period of up to one year at any one time of co-option.

- iii) All members of the Management Committee, including elected members, co-opted members and ex-officio members, have the right to vote at committee meetings.

###### c) Terms of reference

The terms of reference of the Management Committee are:

- i) to implement the aims of the Centre;
- ii) to oversee the implementation of the resolutions passed at General Meetings;
- iii) to supervise the daily operation of the Centre;
- iv) to prepare agendas for General Meetings;
- v) to set up committees and sub-committees as appropriate; and
- vi) to make recommendations to General Meetings.

##### 3.1.2 Honorary Director

The Honorary Director shall take charge of the Centre's daily work and preside over General Meetings and Management Committee meetings.

##### 3.1.3 Quorum

The quorum of a Management Committee meeting shall consist of at least three elected members of the Committee.

#### **4. General Meetings**

- 4.1 A General Meeting should be held once a year:
  - 4.1.1 to review and adopt the Annual Report and Financial Report from the Director;
  - 4.1.2 to consider any other business deemed necessary by the Management Committee;
  - 4.1.3 to elect members of the Management Committee upon the expiry of the terms of office of committee members.
- 4.2 Additional General Meetings may be held upon the request of over one-third of members or one-half of the Management Committee members of the Centre, who should raise such a request in written form, bearing their signatures, to the Honorary Director.
- 4.3 Any amendment to the Constitution, and other motions, shall be passed by a simple majority vote of the members attending the General Meeting.
- 4.4 The quorum of the General Meeting shall consist of at least one-third of all members or 10 members, whichever is smaller.
- 4.5 All full members of the Centre have a right to vote.