



(Effective from 1 September 2021, the Open University of Hong Kong has been renamed as Hong Kong Metropolitan University.)

Policies and Guidelines for Hong Kong Metropolitan University (HKMU) Alumni Groups

(1) Guiding Principles

All alumni groups are expected to be **self-sustained and financially independent**, and are required to register under either the Societies Ordinance or Companies Registry. The Alumni Affairs Unit of the Public Affairs Office will only provide venue and publicity support to the alumni groups.

(2) Policies and Guidelines

2.1 Definition and Classification

Those who are HKMU graduates, or have obtained at least five credits and are currently not studying with us for 5 consecutive semesters.

The alumni groups can be grouped by years, schools, subjects, programmes, learning modes and locations. And they are welcomed to set up overseas chapters.

2.2 Registration Requirements

Alumni groups are required to register as limited companies or societies. If it is a society, it should decide on a name of the alumni group (society/association) before registering with the Hong Kong Police's Societies Office. Each society is required to form an organizing committee with a chairman or convener and at least five persons, including Chairman, Secretary, Director of Membership, Director of Public Relations and Finance Director.

2.3 Registration Procedures

2.3.1 Every alumni group should seek the HKMU's approval and inform the Alumni Affairs Unit BEFORE its establishment for communication and linkage with the University. It should provide the Unit with the contact details of its chairman and executive committee members as well as a copy of its membership and activity plans.

2.3.2 When forming a society, an alumni group should register with the Hong Kong Police's Societies Office, set up an executive committee and decide on its objective, membership, financing and future plans.

Contact of the Hong Kong Police's Societies Office:

Tel.: +852 2860 3573

Fax: +852 2180 9135

Email: societies-office@police.gov.hk

2.3.3 When forming an Association, an alumni group should register with the Companies Registry (<http://www.info.gov.hk/cr>) as a non-profit making company limited by guarantee. It is required to (i) draft its Memorandum & Articles of Association (M&A); (ii) have a group of subscribers to M&A who are the first batch of members of the association; (iii) set up the first executive committee; and (iv) open a bank account and appoint an auditor.

(3) University's Support for Alumni Groups

3.1 Support from the Alumni Affairs Unit

The Alumni Affairs Unit only provides website links, publicity support (i.e. e-bulletin) and free room bookings to alumni groups.

3.2 Use of the HKMU's Name , Visual Identity and Address

The alumni groups should seek written approval from the HKMU if they wish to use the HKMU's address, name or visual identity in any activity or manner of association. Upon approval, the alumni groups can print their name cards and letterheads using the HKMU's name and assigned logo. (The Alumni Affairs Unit suggested use of the logo.)

The alumni group's address should be presented as below:

'Name of the alumni group
c/o The Alumni Affairs Unit, Public Affairs Office
Hong Kong Metropolitan University
Ho Man Tin, Kowloon, Hong Kong'

The HKMU reserves the right to withdraw approval for the use of the above at any time if an alumni group violates the guidelines.

3.3 Use of University Facilities

University venues are only available for booking by alumni groups officially recognized by the HKMU but not individual alumna/alumnus. Usage of the venues and facilities is limited to HKMU-related purposes and when they are not reserved by other HKMU users. Alumni groups should submit email applications to the Alumni Affairs Unit for any booking request. All rules and regulations of the HKMU apply. The HKMU reserves the right to withdraw approval for the use of university facilities.

(4) Operation Guidelines

An alumni group should have an Annual General Meeting (AGM) and notify the Alumni Affairs Unit of the details. It should submit a report of its AGM, activities and Financial Statements to the Alumni Affairs Unit within two months after its AGM. If the alumni group fails to comply with these guidelines, the HKMU reserves all rights to suspend or terminate the inclusion of the title of 'Hong Kong Metropolitan University' or 'HKMU' in the name of the group.

(5) Financial Matters

The alumni groups are expected to be self-funded. For any fund-raising activities, the alumni groups have to take responsibilities and comply with the ordinances under which they register as entities. They are advised to inform the Alumni Affairs Unit of such fund-raising activities.

(6) Exit Clause

If the alumni group fails to comply with above guidelines, the HKMU reserves all rights to suspend or terminate the inclusion of the title of ‘Hong Kong Metropolitan University’ or ‘HKMU’ in the name of the group.

(Updated on 1 September 2021)