

Youth Literary Awards Association , HKUSU Constitution

香港大學學生會青年文學獎協會憲章

Section 1 General

1.1 The name of the association is "Youth Literary Awards Association, Hong Kong University Students' Union" (香港大學學生會青年文學獎協會), abbreviated as "Youth Literary Awards Association ". Hereafter, referred as "YLAA".

1.2 The aims of YLAA are:

- To promote literature;
- To increase the interest of literature among HKU students;
- To provide a platform for students and writers to interact;
- To promote Youth Literature Awards Competition; and
- To encourage students to involve more in the writing competitions

Section 2 Membership

2.1 There is one type of membership:

- Full Membership;

2.2 Requirements of Membership

- Full Membership:

Any Full Members of the Hong Kong University Students' Union can become a full member of YLAA on payment of annual subscription fee.

2.3 Rights of Members

- All members have the rights to use the facilities and enjoy the welfare provided by YLAA.
- All members have the rights to participate in any function organized by YLAA.

- All members have the rights to attend any General Meeting of YLAA.
- All members have the rights to speak, second, move and vote in any General Meeting.
- All members have the rights to nominate or to be nominated in an election of any General Meeting.

2.4 Term of Membership

- The term of Full Membership starts from 1st August and ends on 31st July of the coming year.

Section 3 Executive Committee

3.1 The executive committee consists of the following members:

- 1 Chairperson;
- 1 Internal Vice-Chairperson;
- 1 External Vice-Chairperson;
- 1 Financial Secretary;
- 1 General Secretary;
- 1 Welfare Secretary;
- 1 Publication Secretary.

3.2 The duties of executive committee members are:

- Chairperson
 - Supervises all functions and activities
 - Presides over all the executive committee meetings
- Internal Vice-Chairperson
 - Assists Chairperson for internal affairs
 - Be the acting Chairperson in the absence of Chairperson
 - Enhances relationship and coordination among executive committee members

- External Vice-Chairperson
 - Assists Chairperson for external affairs
 - Be responsible for external communication
- Financial Secretary
 - Be responsible for financial issues
 - Drafts annual budget
 - Be responsible for annual financial report
- General Secretary
 - Takes minutes at meetings
 - Be responsible for general administrative duties
 - Be responsible for annual report
- Welfare Secretary
 - Be responsible for welfare
 - Be responsible for marketing
 - To assist external chairperson on external communications
- Publication Secretary
 - Be responsible for general publications

3.3 A simple majority shall form a quorum for executive committee meetings.

3.4 The executive committee members are elected during General Meeting (s).

3.5 Open nomination for new executive committee should be held seven days before the Annual General Meeting.

3.6 Vacancies in the executive committee shall be filled at Extraordinary General Meeting called by the current executive committee members.

3.7 A session of the executive committee must include the Chairperson, the Internal Vice-Chairperson and the External Vice-Chairperson.

Section 4 General Meeting

4.1 The business of the Annual General Meeting includes:

- Consideration of the annual report and financial reports;
- Election of executive committee of next session.

4.2 YLAA would inform its Full Members of the arrangements in written form at least seven clear days before the meetings. For an Extraordinary General Meeting, the time limit shall be three clear days.

4.3 For any General Meeting of YLAA, 7% or twenty full members of YLAA, whichever the more, shall form a quorum.

Section 5 Constitution

5.1 The executive committee, represented by Chairperson, has the sole right to interpret this Constitution.

5.2 Constitution can only be amended in a General Meeting. Proposal or amendment (with clauses in detail) should be publicized at least seven clear days before the meeting.