

**Hong Kong University Students' Union  
The Hong Kong Award for Young People  
Constitution**

**ENACTMENT HISTORY**

**27th February 2011 [2010-2011 AGM] Amended**

**Section I: Definition**

**Section II: General**

**Section III: Terms of Membership**

**Section IV: General Meetings**

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**Section I: Definition (Appended in 2010-2011 AGM)**

Term	Meaning
"HKUSU"	"Hong Kong University Students' Union"
"ICA"	"Hong Kong University Students' Union Independent Clubs Association"
"the Award Scheme"	"The Hong Kong Award for Young People Award Scheme"
"Award Operating Authority"	"Award Operating Authority of The Hong Kong Award for Young People"
"HKU"	"The University of Hong Kong"
"Executive Committee"	"Executive Committee of Hong Kong University Students' Union The Hong Kong Award for Young People"
"AGM"	"Annual General Meeting"
"EGM"	"Extraordinary General Meeting"
"ICA Council"	"Hong Kong University Students' Union Independent Clubs Association Council"
"ICA Executive Committee"	"Executive Committee of the Hong Kong University Students' Union Independent Clubs Association"

**Section II: General**

**2.1 Name**

The full name shall be "Hong Kong University Students' Union The Hong Kong Award for Young People", hereafter referred to as "HKAYP, HKUSU". The Chinese name shall be 香港大學學生會香港青年獎勵計劃. **(Amended in 2010-2011 AGM)**

**2.2 Affiliation Status**

HKAYP, HKUSU is directly affiliated to HKUSU through ICA.

**2.3 Relationship with The Hong Kong Award for Young People**

HKAYP, HKUSU is a User Unit under the Award Operating Authority in Operating Unit. The role of User Unit is to carry out the Award Scheme. The programme, finance, routine operations and administrative decisions of HKAYP, HKUSU shall be independent from the Award Operating Authority.

**2.4 Aims and Objectives**

- a) To carry out the aim of the Award Scheme, which is 'self-challenging and developing the potentials of individuals'

- b) To introduce the Award Scheme to students of HKU and encourage them to take part in extra-curricular activities in accordance with the principles and guidelines of the Award Scheme.
- c) To facilitate existing participants to continue the awarded activities in HKU.
- d) To provide a channel for the communication between the Award Operating Authority and participants of the Award Scheme.
- e) To help the Award Scheme participants achieve the award by organizing various courses as well as cooperating with other organizations in HKU.

## 2.5 Official Language

Both English and Chinese are official languages of HKAYP, HKUSU and enjoy equal status. Either one can be used in official documents.

## 2.6 ***(Repealed in 2010-2011 AGM)***

### Section III: Terms of Membership

#### 3.1 Types of Membership

- a) Full Membership ***(Amended in 2010-2011 AGM)***
- b) Associate Membership
- c) Honorary Membership

#### 3.2 Eligibility of Membership

- a) Full Membership ***(Amended in 2010-2011 AGM)***  
Any HKUSU Full Member can register with HKAYP, HKUSU as a Full Member upon the payment of the annual subscription fee.
- b) Associate Membership  
Any HKU alumnus can register with HKAYP, HKUSU as an Associate Member upon the payment of the annual subscription fee.
- c) Honorary Membership  
Anyone who had contributions towards HKAYP, HKUSU is eligible to be the Honorary Member with the appointment in the General Meeting. ***(Amended in 2010-2011 AGM)***

#### 3.3 Rights of the Members

- a) All members are entitled to use the camping equipment owned by HKAYP, HKUSU with the approval of the current Executive Committee.
- b) All members have the right to attend and speak in any General Meeting.
- c) All Full Members have the right to move and to second motions, and to vote in any General Meeting.
- d) All Full Members are eligible to nominate or be nominated in an election.

#### 3.4 Responsibilities of Members

- a) All members are obligated to abide by the constitution and resolution of General Meetings.
- b) All members are responsible for maintaining the camping equipment borrowed from HKAYP, HKUSU in good condition.

#### 3.5 Membership fee

Full Members and Associate Members have to pay the annual subscription fee of which the amount shall be approved by the ICA Council, upon registration with HKAYP, HKUSU. ***(Amended in 2010-2011 AGM)***

#### 3.6 Terms of Memberships

- a) The terms of Full and Associate Memberships shall start from the date of registration and end at the coming 31<sup>st</sup> July.
- b) The term of Honorary Membership shall be permanent.

## Section IV: General Meetings

### 4.1 General

The General Meetings are highest authority of HKAYP, HKUSU.

### 4.2 Authority

Any resolution in a General Meeting has supreme authority.

### 4.3 Quorum

The quorum of any General Meeting is seven percent of or 20 Full Members of HKAYP, HKUSU, whichever the more. **(Amended in 2010-2011 AGM)**

### 4.4 Conventions

- a) A Chairperson shall be appointed for any General Meeting by the current Executive Committee seven days prior to an AGM and three days for an EGM. **(Amended in 2010-2011 AGM)**
- b) All Full Members of HKAYP, HKUSU, ICA Executive Committee and ICA Council Chairperson shall be informed of the arrangements including the date, time, venue and the agenda of the AGM at least 168 hours (seven days) before the commencement of the meeting and 72 hours (three days) for an EGM. **(Amended in 2010-2011 AGM)**
- c) Any General Meeting shall be conducted in either Chinese or English.

### 4.5 Annual General Meeting

- a) Convention  
The AGM shall be held every year within the period from the first day of January to the last day of February.
- b) Functions **(Amended in 2010-2011 AGM)**
  - i. To receive and adopt the agenda
  - ii. To receive and adopt the minutes of the previous AGM and EGM(s) (if any)
  - iii. To receive and adopt the Annual Functional Report
  - iv. To receive and adopt the Annual Financial Report
  - v. To receive and adopt the Year Plan and Financial Budget
  - vi. To elect the Executive Committee officials of next session
  - vii. To authorize the newly elected Chairperson and Financial Secretary to be in charge of the official bank account of HKAYP, HKUSU jointly **(Appended in 2010-2011 AGM)**
  - viii. Any Other Business

### 4.6 Extraordinary General Meeting

- a) Convention  
An EGM is held upon
  - I. the request of the current Executive Committee, or
  - II. the written request of five percent of or 15 Full Members of HKAYP, HKUSU, whichever the more. **(Amended in 2010-2011 AGM)**
- b) Functions
  - I. To deal with special matters arising in the session
  - II. To propose a vote of confidence or no-confidence of any current Executive Committee member
  - III. To elect new Executive Committee member(s) of current session or appoint new acting Executive Committee member(s) **(Amended in 2010-2011 AGM)**
  - IV. To propose any amendment to be made to the constitution
  - V. To propose any addition or cancellation of functions in the Year Plan

### 4.7 Vote of Non-confidence

The vote of no-confidence shall be passed with a two-thirds majority in that EGM and call for immediate resignation of the person(s) whom the vote(s) is/are moved against to.

#### 4.8 General Meeting Regulations

- a) Only Full Members shall have the right to propose and to second motions, and to vote in all General Meetings.
- b) Non-members attending the General Meetings shall not have the right to speak unless prior approval by Chairperson of the meeting is obtained.

### Section V: Executive Committee

#### 5.1 Authority

The Executive Committee shall be the executive body of HKAYP, HKUSU.

#### 5.2 Composition

The Executive Committee shall comprise of a maximum of 14 posts, in which Chairperson and Financial Secretary are mandatory: **(Amended in 2010-2011 AGM)**

- a) The Chairperson
- b) The External Vice Chairperson
- c) The Internal Vice Chairperson
- d) One or two General Secretaries
- e) The Financial Secretary
- f) The Publicity Secretary
- g) The Publication Secretary
- h) The Equipment Secretary
- i) The Welfare Secretary
- j) Five Section Directors (Service, Expeditions, Skills, Physical Recreation and Residential Project)

#### 5.3 Duties of Individual Executive Member

- a) Chairperson
  - I. To preside over all the Executive Committee meetings.
- b) External Vice Chairperson
  - I. To assist the Chairperson in external affairs.
  - II. To assist the Section Directors in organizing inter-club activities.
- c) Internal Vice Chairperson
  - I. To assist the Chairperson in internal affairs.
  - II. To preside over the Executive Committee meetings in the absence of the Chairperson.
- d) General Secretaries
  - I. To take minutes of Executive Committee Meetings and General Meetings.
  - II. To record and update the Award Scheme progress of all members.
  - III. To draft the Annual Functional Report at the end of session.
  - IV. To be responsible for any other documentation and administration.
- e) Financial Secretary
  - I. To record all financial transactions of HKAYP, HKUSU.
  - II. To draft the Financial Budget and Annual Financial Report.
- f) Publicity Secretary
  - I. To be responsible for the publicity of HKAYP, HKUSU.
  - II. To facilitate the communication among the Executive Committee members.
  - III. To maintain and update the homepage of HKAYP HKUSU.
- g) Publication Secretary
  - I. To issue the publication and periodicals of HKAYP, HKUSU.
  - II. To maintain and update the homepage of HKAYP, HKUSU.
- h) Equipment Secretary
  - I. To keep in check the equipment stock of HKAYP, HKUSU.
  - II. To be responsible for maintenance of equipment of HKAYP, HKUSU.
- i) Welfare Secretary
  - I. To provide welfare to the members of HKAYP, HKUSU.

- II. To help the members access the welfare provided by Award Operating Authority.
- j) Section Directors
  - I. To organize at least one award activity related to their corresponding section.
  - II. To assist and supervise the members to complete the awarded activities.
  - III. To facilitate the participation of the members in activities organized by other clubs and societies of HKU.
  - IV. Section Director (Expeditions) is responsible for the warehousing of the camping equipment owned by HKAYP, HKUSU.

#### 5.4 Election of Executive Committee

- a) The nomination of the Executive Committee of the new session shall reach the current Executive Committee at least one week before the AGM. **(Amended in 2010-2011 AGM)**
- b) The nomination of the Executive Committee of the new session shall be in form of a cabinet.
- c) The Executive Committee of the new session has to submit a Year Plan and a Financial Budget to the current Executive Committee.
- d) The election shall be held during the AGM.

#### 5.5 Functions

- a) To formulate the policies of HKAYP, HKUSU in accordance with its objectives.
- b) To carry out the resolutions of the General Meetings of HKAYP, HKUSU.
- c) To act as a supervisory body of the members over the affairs of HKAYP, HKUSU and the Award Scheme.

#### 5.6 Executive Committee Meetings

- a) Executive Committee meetings shall be conducted at least once every two months.
- b) Executive Committee meetings shall be conducted upon request of the Chairperson of HKAYP, HKUSU or upon request of a simple majority of the Executive Committee members.
- c) A simple majority of the Executive Committee members shall form a quorum of all Executive Committee meetings.

#### 5.7 Resignation of Executive Committee Members

- a) In case of the resignation of the Chairperson, an EGM shall be conducted to elect a new Chairperson among the Executive Committee members. The Internal Vice Chairperson shall take the responsibility to be the acting Chairperson until a new Chairperson is elected.
- b) In case of any resignation of the Executive Committee members other than the Chairperson, the vacancy shall be filled in by any Full Member appointed by the current Executive Committee in a General Meeting convened for that purpose. **(Amended in 2010-2011 AGM)**

#### 5.8 Session

The sessions of the Executive Committee shall commence once elected at the AGM and terminate at the next AGM. **(Amended in 2010-2011 AGM)**

### Section VI: Finance

#### 6.1 **(Repealed in 2010-2011 AGM)**

#### 6.2 Financial Report

Annual Financial Report shall be prepared by the Financial Secretary of HKAYP, HKUSU before the AGM.

#### 6.3 Income

- a) The income of HKAYP, HKUSU shall include annual subscription, subsidy, donation, sponsorship and surplus from services and functions organized by HKAYP, HKUSU.

b) Fees for annual subscription and activities are non-refundable unless otherwise specified.

6.4 Use of Income

The income of HKAYP, HKUSU shall be used for administrative purpose and service expenses of HKAYP, HKUSU.

6.5 Management of Bank Account

The official bank account of HKAYP, HKUSU shall be kept by the Chairperson and Financial Secretary jointly. Another Executive Committee member shall be authorized to be responsible for the management of bank account if one is both the Chairperson and Financial Secretary. The signatures of both are required in all matters related to the bank account. **(Appended in 2010-2011 AGM)**

Section VII: Interpretation and Amendment of Constitution

7.1 Interpretation

The interpretation of the constitution shall rest with the Executive Committee unless revoked by a two-thirds majority in a General Meeting. **(Amended in 2010-2011 AGM)**

7.2 Amendment

Any amendment of the constitution shall be passed with a two-thirds majority in an AGM or an EGM with the proposed amendment announced seven clear days prior to the meeting. **(Amended in 2010-2011 AGM)**