

**Hong Kong University Students' Union**

**Investment Society**

**CONSTITUTION**

***Enactment History***

***14<sup>th</sup> January 2011 [2010-2011 AGM] Amended***

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**Definitions**

In this Constitution,

“Society” shall mean Hong Kong University Students’ Union Investment Society;

“Union” shall mean Hong Kong University Students’ Union;

“Constitution” shall mean the Constitution of Hong Kong University Students’ Union Investment Society;

“Executive Committee” shall mean the Executive Committee of Hong Kong University Students’ Union Investment Society;

“ICA” shall mean Hong Kong University Students’ Union Independent Clubs Association;

“ICA Council” shall mean Hong Kong University Students’ Union Independent Clubs Association Council.

“AGM” shall mean Annual General Meeting of the Society.

“EGM” shall mean Extraordinary General Meeting of the Society.

## **Section 2**

### **General**

#### Article 1: Name

The name of the Society shall be “Hong Kong University Students’ Union Investment Society”.

The name of the Society in Chinese shall be “香港大學學生會投資學會”.

#### Article 2: Aims

- (a) To enhance students’ understanding of investment affairs.
- (b) To arouse students’ awareness of risks of investing and investors’ rights.
- (c) To provide a platform for members to exchange views on investments.
- (d) To promote understanding and general welfare among members.
- (e) To advocate the importance of personal financial management.

#### Article 3: Official Language

The official languages of the Society shall be English and Chinese. Either of the two languages may be used in any Society’s functions and documentary records.

## **Section 3**

### **Membership**

#### Article 1: Membership

##### (a) Full Membership

All Union Full Members shall be eligible for the Full Membership of the Society upon payment of the annual membership subscription.

##### (b) Associate Membership (*Appended in 2010-2011 AGM*)

All postgraduates, graduates and staff members in the University of Hong Kong shall be eligible for the Associate Membership of the Society upon payment of the annual membership subscription.

#### Article 2: Membership Subscription

##### (a) Full Membership

Annual subscription of Full Membership shall be approved by the ICA Council annually.

##### (b) Associate Membership (*Appended in 2010-2011 AGM*)

Annual subscription of Associate Membership shall be the same as that of Full Membership.

#### Article 3: Privileges

- (a) All members of the Society shall enjoy the following privileges:

- (i) To use all facilities provided by the Society for the general use of its members.
  - (ii) To attend General Meetings of the Society with full speaking right.
  - (iii) To attend functions and activities arranged by the Society.
- (b) Only Full Members of the Society shall nominate and be nominated in the Society's elections.
- (c) Only Full Members shall propose, second motions and vote at General Meetings and elections.
- (Amended in 2010-2011 AGM)*

## Section 4

### Organization

#### Article 1: Structure

An Executive Committee shall be composed of the following posts, in which (a) and (e) are mandatory: *(Amended in 2010-2011 AGM)*

- (a) President
- (b) Vice-President (Internal)
- (c) Vice-President (External)
- (d) General Secretary
- (e) Finance Director *(Amended in 2010-2011 AGM)*
- (f) External Affairs Director
- (g) Marketing Director
- (h) Public Relations Director
- (i) Human Resources Director
- (j) Publications Director
- (k) Investment Analyst *(Amended in 2010-2011 AGM)*
- (l) Two Promotion Directors
- (m) Creative Director
- (n) Information Technology Director
- (o) Welfare Director

#### Article 2: Duties of Individual Executive Committee members

Promotion Division	Management Division	External Division
President	Vice-President (Internal)	Vice-President (External)
Publications Director	General Secretary	External Affairs Director
Promotion Director	Finance Director	Marketing Director
Creative Director	Human Resources Director	Public Relations Director
Information Technology Director	Investment Analyst	
Welfare Director		

- (a) The President: The chief executive of the Society. The position assumes the role of head of promotion division. ***(Amended in 2010-2011 AGM)***
- (b) The Vice-President (Internal): An officer ranking next below the President who assists him/her in all matters and empowers to assume the President's duties in his/her absence. The position leads the management division. ***(Amended in 2010-2011 AGM)***
- (c) The Vice-President (External): A deputy of the President who is generally in charge of all external affairs. He/she would be the head of external division. ***(Amended in 2010-2011 AGM)***
- (d) The General Secretary: A chief administrator, who facilitates the entire administration of the Society, handles correspondence and documentary records and prepares the Annual Functional Report. ***(Amended in 2010-2011 AGM)***
- (e) The Finance Director: A director who is responsible for all financial issues and prepares the Financial Budget and the Annual Financial Report. ***(Amended in 2010-2011 AGM)***
- (f) The External Affairs Director: A director who engages with other institutions and bodies, including the governmental and financial organizations. ***(Amended in 2010-2011 AGM)***
- (g) The Marketing Director: A director who develops the Society's marketing strategy and is responsible for implementing effective marketing and fund-raising activities. ***(Amended in 2010-2011 AGM)***
- (h) The Public Relations Director: A director who facilitates the communication among the general public and keeps the Executive Committee aware of public attitudes. He/she is the frontline ambassador of the Society. Strengthening of relationship (along with the President) with advisors and past Executive Committee members are expected. Liaison of the production of Society's newsletters or other form of communications including but not limited to members, past Executive Committee members, advisors and general public are expected (if any). ***(Amended in 2010-2011 AGM)***
- (i) The Human Resources Director: A director who oversees different departments and is responsible for facilitating the cooperation of all personnel in the Society. He/she (along with Vice-President (Internal) or President) would be responsible for the recruitment campaign of sub-committee, handling matters relating to the applications for forming the new Executive Committee. ***(Amended in 2010-2011 AGM)***
- (j) The Publications Director: A director who acts as the chief editor of all publications of the Society. Publication of the Society's newsletters is expected (if any). ***(Amended in 2010-2011 AGM)***
- (k) The Investment Analyst: An officer who is responsible for boosting members' awareness and understanding of investment affairs, acting as a consultant regarding investment issues within the Society. The position holder would be responsible for the technical content of the Society's newsletter or other external investment-related publications (if any). *(Remark: Prior investment knowledge is essential.)* ***(Amended in 2010-2011 AGM)***

- (l) The two Promotion Directors: Directors who germinate the promotion strategy and supervise the promotion division to stimulate awareness of the public. *(Amended in 2010-2011 AGM)*
- (m) The Creative Director: An ultimate designer who manages all creative projects by transforming marketing objectives into creative strategies and leads a team to produce item collaterally. *(Amended in 2010-2011 AGM)*
- (n) The Information Technology Director: A director who is responsible for the IT utilization of the Society and enhances the Executive Committee's productivity. *(Amended in 2010-2011 AGM)*
- (o) The Welfare Director: A director who is responsible to promote and manage members' welfare. This position might work with the external division to pursue members' welfare. *(Amended in 2010-2011 AGM)*

#### Article 3: Sub-committee

The Executive Committee shall have the right to appoint volunteers as sub-committees for specific purposes.

### Section 5

#### General Meetings

- (a) The Society shall inform all its Full Members of the arrangements including the date, time, venue and the agenda of the Annual General Meeting in written form at least 168 hours (seven days) before the meeting. For an Extraordinary General Meeting, the time limit shall be 72 hours (three days).
- (b) A written notice and the agenda shall be submitted to the ICA Executive Committee and ICA Council Chairperson at least 168 hours (seven days) before the commencement of the General Meeting concerned. For an EGM, the time limit shall be 72 hours (three days).
- (c) Except with permission of the ICA Council, the AGM of the Society shall be held within the period starting from the first day of January to the last day of February.
- (d) Seven percent of or 20 Full Members or of the Society, whichever the more, shall form a quorum. *(Amended in 2010-2011 AGM)*
- (e) The business of the AGM shall include the followings: *(Amended in 2010-2011 AGM)*
  - (i) To receive and adopt the agenda
  - (ii) To receive and adopt the minutes of the previous General Meeting(s)
  - (iii) To receive and adopt of the Annual Functional Report
  - (iv) To receive and adopt of the Annual Financial Report
  - (v) To receive and adopt the Year Plan and Financial Budget
  - (vi) Election of Executive Committee officials of next session

- (vii) To authorize the newly elected President and Finance Director to be in charge of the official bank account of the Society jointly (*Appended in 2010-2011 AGM*)
- (viii) A.O.B.
- (f) All EGMs shall be convened by the President of the Society at the request of the Executive Committee, or upon requisition signed by five percent of or 15 Full Members of the Society, whichever the more. (*Amended in 2010-2011 AGM*)

## **Section 6**

### **Election**

#### Article 1: Nomination

Nomination of the Executive Committee members shall be opened 168 hours (seven days) and closed 72 hours (three days) before the General Meeting. The notice of open nomination shall be delivered to all its Full Members, ICA Executive Committee and ICA Council Chairperson. (*Amended in 2010-2011 AGM*)

#### Article 2: Voting

- (a) When there is only one candidate for the post, the attending Full Members of the Society shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes cast is for the candidate. (*Amended in 2010-2011 AGM*)
- (b) When there are two candidates for one post, a straight ballot shall be held. In the event of a tie a re-election shall be held. (*Appended in 2010-2011 AGM*)
- (c) When there are more than two candidates for one post, the attending Full Members shall indicate on their ballot sheets their order of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the poll on the count shall be declared to have lost, and his/her votes shall be distributed among the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he/she is declared elected.

#### Article 3: Vacancy and Resignation

- (a) Vacancies in the Executive Committee shall be filled at an EGM called for that purpose by the President of the Society if the vacancy is not the post of the President. In case of vacancy of the President, a member of the Constitution Review Committee of ICA Council shall take the chairmanship of the EGM.
- (b) Any resignation in the Executive Committee shall be received only with a motion carried with a two-thirds majority in a General Meeting of the Society.

(c) A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct, may be moved against an Executive Committee member of the Society at a General Meeting in which the discussion of the vote of no-confidence is one agenda item. The person/persons concerned shall be terminated from his/her office once the motion is passed with a two-thirds majority. If the vote of no-confidence is moved against the President of the Society, a member of the Constitution Review Committee of ICA Council is authorized to take the chairmanship of the General Meeting in the relevant agenda item. (*Amended in 2010-2011 AGM*)

## **Section 7 (*Appended in 2010-2011 AGM*)**

### **Finance**

#### Article 1: Management of bank account

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

## **Section 8**

### **Amendment and Interpretation of the Constitution**

#### Article 1: Amendment

Amendments to the Constitution of the Society shall be passed with a two-thirds majority in a General Meeting. (*Amended in 2010-2011 AGM*)

#### Article 2: Interpretation

The Executive Committee shall have the right to interpret the Constitution within the Society. (*Amended in 2010-2011 AGM*)