

# **LifePlanet, HKUSU**

## **Constitution**

### ***ENACTMENT HISTORY***

***21<sup>st</sup> February 2011 [2010-2011 AGM] Amended***

***Section I: Interpretation***

***Section II: General***

***Section III: Terms of Membership***

***Section IV: Executive Committee, Honorary Advisor and Patrons***

***Section V: General Meetings***

***Section VI: Election***

***Section VII: Finance***

***Section VIII: Interpretation and Amendment of Constitution***

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

<b>Term</b>	<b>Meaning</b>
“the Club”	“Hong Kong University Students’ Union LifePlanet”
“HKUSU”	“Hong Kong University Students’ Union”
“Executive Committee”	“Executive Committee of the Club”
“AGM”	“Annual General Meeting”
“EGM”	“Extraordinary General Meeting”
“ICA”	“Hong Kong University Students’ Union Independent Clubs Association”
“ICA Council”	“Hong Kong University Students’ Union Independent Clubs Association Council”
“ICA Executive Committee”	“Hong Kong University Students’ Union Independent Clubs Association Executive Committee”

### **Section II: General**

**Article I: Name**

The Name of the Club shall be “Hong Kong University Students’ Union LifePlanet”, with Chinese translation as “香港大學學生會生命村”. (***Amended in 2010-2011 AGM***)

**Article II: Affiliation Status (Appended in 2010-2011 AGM)**

It shall be directly affiliated to the Hong Kong University Students’ Union through ICA.

### Article III: Aims and Objectives

The objectives of the Club shall be: *(Amended in 2010-2011 AGM)*

- i. to promote interest in nature among students in the University of Hong Kong;
- ii. to explore and experience the secrets of life;
- iii. to cherish and respect the living things on Earth;
- iv. to widen and enrich students' knowledge of lives on planet; and
- v. to bring the public closer to the nature.

### Article IV: Official Languages *(Appended in 2010-2011 AGM)*

Chinese and English shall be the official languages of the Club. Either or both languages may be used in official meetings and official documents.

### Article V: Session *(Appended in 2010-2011 AGM)*

The session for the Executive Committee of the Club shall commence once elected at the AGM and terminated at the next AGM.

## **Section III: Terms of Membership**

### Article I: Full Membership

- i. All Full Members of HKUSU, upon payment of annual subscription fee, shall be Full Members of the Club.
- ii. The membership term shall commence from the date of registration and ended at coming 31st July. The membership fee of the Independent Clubs shall be approved by the ICA Council annually. *(Amended in 2010-2011 AGM)*

### Article II: Privileges of Full Membership

All Full Members of the Club shall be entitled:

- i. to use all facilities provided by the Club;
- ii. to nominate and / or be nominated as the Executive Committee Members of the Club; and
- iii. to speak, to vote, to propose and to second motions in all General Meetings.

## **Section IV: Executive Committee, Honorary Advisor and Patrons**

### Article I: Composition of Executive Committee

The Executive Committee of the Club shall consist of the following posts, in which Chairperson and Financial Secretary are mandatory:- *(Amended in 2010-2011 AGM)*

- i. Chairperson
- ii. Internal Vice-chairperson
- iii. External Vice-chairperson

- iv. General Secretary
- v. Financial Secretary
- vi. Three Publication and Publicity Secretaries (*Appended in 2010-2011 AGM*)
- vii. Academic Secretary
- viii. Welfare Secretary (*Appended in 2010-2011 AGM*)
- ix. Social Secretary
- x. General Affairs Secretary
- xi. (*Repealed in 2010-2011 AGM*)

Article II: Duties of the Executive Committee members (*Appended in 2010-2011 AGM*)

- i. Chairperson shall:
  - be the chief executive of the Club; and
  - preside all regular and special meetings of the Club.
- ii. Internal Vice-chairperson shall:
  - assist the Chairperson in all internal affairs of the Club; and
  - be the acting Chairperson of the Executive Committee in the absence of the Chairperson.
- iii. External Vice-chairperson shall:
  - assist the Chairperson in all external affairs of the Club; and
  - represent the Club in all external meetings of the Club.
- iv. General Secretary shall:
  - handle all correspondences and documentary records of the Club;
  - take and prepare minutes of all Executive Committee meetings; and
  - hand in an Annual Functional Report to the ICA Council.
- v. Financial Secretary shall:
  - handle all financial matters of the Club;
  - draft the Financial Budget of the Club;
  - keep an account of all income and expenditures of the Club; and
  - prepare and hand in an Annual Financial Report to the ICA Council.
- vi. Three Publication and Publicity Secretaries shall:
  - be responsible for the promotion of all activities and all publication work of the Club; and
  - manage the Club's website (if any).
- vii. Academic Secretary shall:
  - prepare and introduce the academic background information of Club's activities.
- viii. Welfare Secretary shall:
  - promote and manage members' welfare; and
  - work with the external division to pursue members' welfare.

- ix. Social Secretary shall:
  - organize social activities for members; and
  - facilitate the communications between Executive Committee and members of the Club.
- x. General Affairs Secretary shall:
  - handle all general affairs of the Club.

#### Article III: Honorary Advisor and Patrons

The Club shall have an Honorary Advisor and nine Patrons on invitation of the Executive Committee.

### **Section V: General Meetings**

#### Article I: Date of AGM (*Appended in 2010-2011 AGM*)

The AGM of the Club shall be held within the period from the first day of January to the last day of February every year.

#### Article II: Quorum of General Meetings

20 or seven percent of Full Members of the Club, whichever the more, shall form a quorum in any General Meetings. (*Amended in 2010-2011 AGM*)

#### Article III: Agenda of AGM (*Appended in 2010-2011 AGM*)

The following business must be included in the agenda of 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 Report
- iv. To receive and adopt the Year Plan and Financial Budget
- v. To elect the Executive Committee officials of next session
- vi. To authorize the newly elected Chairperson and Financial Secretary of to be in charge of the official bank account of the Club jointly
- vii. Any Other Business

#### Article IV: Chairperson of General Meetings

The Chairperson shall preside all General Meetings. In his/her absence, the Chairperson shall be appointed from the Executive Committee Members. (*Amended in 2010-2011 AGM*)

#### Article V: EGM

The EGM can only be called by the Executive Committee or upon requisition signed by not less than 15 or five percent of Full Members of the Club. Any such written requisition shall specify the objective of the proposed meeting, and no other matter shall be discussed thereat. (*Amended in 2010-2011 AGM*)

## **Section VI: Election**

### Article I: Election procedure (*Amended in 2010-2011 AGM*)

- i. When there is only one candidate for the post, the candidate shall be declared elected if a simple majority of votes cast is for the candidate.
- ii. When there are two or more candidates for one post, a secret ballot shall be held. The order of preference for all candidates shall be indicated on the ballot sheets. 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 II: Nomination

- i. Nomination for membership of the Executive Committee shall only be made on official forms provided for purpose.
- ii. Nomination shall be declared open at least 168 hours before the General Meeting and close 72 hours before the General Meeting. (*Amended in 2010-2011 AGM*)
- iii. A list of candidates shall be released to all Full Members of the Club, ICA Executive Committee and ICA Council Chairperson within 24 hours after the closing of nomination. (*Appended in 2010-2011 AGM*)

## **Section VII: Finance** (*Appended in 2010-2011 AGM*)

The official bank account of the Club 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.

## **Section VIII: Interpretation and Amendment of Constitution**

### Article I: Interpretation

The interpretation of the Constitution shall rest with the Executive Committee of the Club. (*Appended in 2010-2011 AGM*)

### Article II: Amendment

No amendments to the Constitution shall be made except at an AGM or EGM convened for the purpose. The amendment of the Constitution shall be passed with a two-thirds majority in a General Meeting.