

**THE HONG KONG UNIVERSITY STUDENTS' UNION**  
**SOCIAL SERVICE GROUP**  
**CONSTITUTION**

***ENACTMENT HISTORY***

***2002 Amended***

***2008 Amended***

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

***SECTION I: DEFINITION***

***SECTION II: GENERAL***

***SECTION III: MEMBERSHIP***

***SECTION IV: THE COUNCIL***

***SECTION V: THE EXECUTIVE COMMITTEE***

***SECTION VI: FINANCE***

***SECTION VII: MEETINGS***

***SECTION VIII: ELECTION AND VOTING***

***SECTION IX: AMENDMENT AND INTERPRETATION OF CONSTITUTION***

***SECTION X: THE STANDING SUBCOMMITTEE***

***SECTION XI: THE CLUB HOUSE FUND***

**SECTION I: DEFINITION (Amended in 2010-2011 AGM)**

In this constitution,

“University” shall mean the University of Hong Kong.

“Union” shall mean the Hong Kong University Students’ Union.

“Union Council” shall mean the Hong Kong University Students’ Union Council.

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

“Group” shall mean the Hong Kong University Students’ Union Social Service Group.

“Council” shall mean the Hong Kong University Students’ Union Social Service Group Council.

“Committee” shall mean the Hong Kong University Students’ Union Social Service Group Executive Committee.

**SECTION II: GENERAL**

**ARTICLE I: NAME**

The Group shall be called “THE HONG KONG UNIVERSITY STUDENTS’ UNION SOCIAL SERVICE GROUP” (香港大學學生會社會服務團).

## ARTICLE II: OBJECTS

The objects of the Group shall be

- a. To promote an interest in social problems among the members of the Group,
- b. To organize schemes for social betterment, and
- c. To promote and encourage social service and research activities of Hong Kong society.

## SECTION III: MEMBERSHIP

### ARTICLE I: FULL MEMBERSHIP

All Union Full Members shall be Full Members of the Group on handing a duly completed Full Membership enrolment form to the General Secretary. *(Amended in 2010-2011 AGM)*

### ARTICLE II: ASSOCIATE MEMBERSHIP

- a. All graduates of the University and members of the teaching and administrative staff of the University shall be Associate Members of the Group on handing in a duly completed Associate Membership enrolment form to the General Secretary, without disapproval of the Council. *(Amended in 2010-2011 AGM)*
- b. Any interested persons shall be Associate Members of the Group on handing in a duly completed Associate Membership enrolment form to the General Secretary, with the approval of the Council. *(Amended in 2010-2011 AGM)*

### ARTICLE III: HONOURABLE MEMBERSHIP

- a. The Honourable Vice-President(s)  
The Honourable Vice-President(s) shall be elected by the Council. He/she/they shall be the advisor(s) of the activities of the Group.
- b. The Honourable Auditor  
The Honourable Auditor of the coming session shall be elected by the Council on the basis of his/her professional qualifications.

### ARTICLE IV: TERM OF MEMBERSHIP

- a. Full Members  
Term of membership shall start from the date of registration and end at coming 31st July. *(Amended in 2010-2011 AGM)*
- b. Associate Members  
Term of membership shall start from the date of registration and end at coming 31st July. *(Amended in 2010-2011 AGM)*

#### ARTICLE V: MEMBERSHIP FEE AND RENEWAL

- a. The Group has been permitted to exempt from the membership fee collection since Session 2010-2011 until the ICA Council revokes its permission. (*Appended in 2010-2011 AGM*)
- b. Membership shall be renewed annually.

#### ARTICLE VI: PRIVILEGES

- a. All Full Members of the Group may participate in and vote at General Meeting of the Group with full speaking right, and with the right to nominate and be nominated in all elections of the Group.
- b. All members of the Group may
  - i) participate in the activities organized by the Group;
  - ii) attend General Meetings of the Group with full speaking right.

#### SECTION IV: THE COUNCIL

##### ARTICLE I: THE COUNCIL MEMBERS (*Amended in 2010-2011 AGM*)

The Council of the Group shall be composed of the following, in which Chairperson and Financial Secretary are mandatory. (*Amended in 2010-2011 AGM*)

- i) The President
- ii) The Chairperson
- iii) The Internal Vice-Chairperson
- iv) The External Vice-Chairperson
- v) The General Secretary (*Amended in 2010-2011 AGM*)
- vi) The Financial Secretary
- vii) The Internal Relation Secretary
- viii) The Property Secretary
- ix) The Current Affairs Secretary
- x) The Publication Secretary
- xi) Two Publicity Secretaries (*Amended in 2010-2011 AGM*)
- xii) The Chairperson(s) of the existing Standing Subcommittee(s)  
(Section X Article III)
- xiii) The Past Council Representative(s)

##### ARTICLE II: THE COUNCIL SESSION

The session of Council shall commence from the day after the Annual General Meeting and terminate on the day of the next Annual General Meeting.

### ARTICLE III: QUALIFICATION

All Councillors except the President shall be Full Members of the Group.

### ARTICLE IV: POWER

- a. The Council shall be the highest directory of the Group only second to the General Meeting.
- b. The Council shall have power to co-opt any member and to fill any vacancy in the Council with the exception of the Chairperson. (*Amended in 2010-2011 AGM*)
- c. The Council shall have power to appoint delegates and representatives for the Group.
- d. The Council may frame, alter, or abolish by-laws from time to time.
- e. The Council may delegate their power to subcommittees from Full Members and/or Associate Members of the Group.

### ARTICLE V: PRESIDENT

The President of the coming session shall be elected by the Council on the basis of his/her experience and knowledge in social service. He/she shall be the chief advisor of the activities of the Group.

### ARTICLE VI: STANDING SUBCOMMITTEE CHAIRPERSON

The Standing Subcommittee Chairperson shall be the sole representative of that Subcommittee to the Council. Each shall automatically resign from the Council with the dissolution of the Subcommittee concerned, or with the resignation from the post of Chairperson of the Subcommittee concerned.

### ARTICLE VII: PAST COUNCIL REPRESENTATIVE(S)

The Past Council Representative(s) shall sit in the Council with an advisory capacity.

## **SECTION V: THE EXECUTIVE COMMITTEE**

### ARTICLE I: THE EXECUTIVE COMMITTEE MEMBERS

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

- i) The Chairperson
- ii) The Internal Vice-Chairperson
- iii) The External Vice-Chairperson
- iv) The General Secretary (*Amended in 2010-2011 AGM*)
- v) The Financial Secretary
- vi) The Internal Relation Secretary
- vii) The Property Secretary

- viii) The Current Affairs Secretary
- ix) The Publication Secretary
- x) Two Publicity Secretaries (*Amended in 2010-2011 AGM*)

## ARTICLE II: THE FUNCTION

The function of the Committee shall be to formulate the policies of the Group in accordance with its objects and to carry out the resolutions of the Council and General Meeting. (*Amended in 2010-2011 AGM*)

## ARTICLE III: QUALIFICATION

Only Full Members shall be eligible for the office of the Committee. They shall be elected annually at the Annual General Meeting.

## ARTICLE IV: DUTIES

### a. The Chairperson

The Chairperson shall be responsible for organising activities of the Group. He/she shall preside all meetings of the Group.

### b. The Internal Vice-Chairperson

The Internal Vice-Chairperson shall assist the Chairperson in all his/her duties pertaining to internal affairs in fostering internal cooperation of the Group, and shall be the ex-officio Chairperson of the Group in the absence of the Chairperson.

### c. The External Vice-Chairperson

The External Vice-Chairperson shall assist the Chairperson in all his/her duties pertaining to external affairs in promoting the liaison between the Group and other sub-organisations of the Union, post secondary college social service bodies and the general public.

### d. The General Secretary

The General Secretary shall be responsible for the general correspondence of the Group, general administrative duties, matters concerning the renewal of membership, keeping the membership enrolment forms and preparation of the minutes of the Executive and Council meetings and preparation of the Annual Functional Report. The General Secretary shall keep a record of the Group and be responsible for the keeping of all past and present records and publications of the Group.

### e. The Financial Secretary

The Financial Secretary shall draft the Financial Budget, keep a true account of all income and expenditure of the Group and present the audited Annual Financial Report to the Annual General Meeting and shall be generally responsible for all financial matters (including the financial matters of Associate Membership).

f. The Internal Relation Secretary

The Internal Relation Secretary shall be responsible for facilitating the communications between the members of the Group.

g. The Property Secretary

The Property Secretary shall be responsible for all property possessed by the Group. He/she shall keep a full account of the property of the Group.

h. The Current Affairs Secretary

The Current Affairs Secretary shall be responsible for promoting interest and participation of the member of the Group in social issues.

i. The Publication Secretary

The Publication Secretary shall be responsible for producing all publications of the Group.

j. Two Publicity Secretaries

Two Publicity Secretaries shall be responsible for all publicity work of all the activities and functions organized within the Group.

## **SECTION VI: FINANCE**

### **ARTICLE I**

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

### **ARTICLE II: FINANCIAL BUDGET**

The Financial Budget shall be prepared by the Financial Secretary and shall be submitted for the adoption at the first Council Meeting.

### **ARTICLE III: DEPOSITS AND INVESTMENTS**

No Group money shall be invested of investment sold save by the conjoint signature of the Financial Secretary and the President with the approval of the Council. ***(Amended in 2010-2011 AGM)***

### **ARTICLE IV: MANAGEMENT OF BANK ACCOUNT** ***(Appended in 2010-2011 AGM)***

The official bank account of the Group 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: MEETINGS**

### **ARTICLE I: ANNUAL GENERAL MEETING**

- a. The Annual General Meeting shall be convened by the Chairperson and held within the period starting from the first day January to the last day of February of the year.
- b. The business shall be:- (*Amended in 2010-2011 AGM*)
  - i) To receive and adopt the agenda
  - ii) To receive and adopt the minutes of the previous Annual General Meeting and Extraordinary General Meeting(s) (if any)
  - iii) To receive and adopt of the Annual Report
  - iv) To receive and adopt the Year Plan and Financial Budget
  - v) To elect the Executive Committee of next session
  - vi) To authorize the newly elected Chairperson and Financial Secretary to be in charge of the official bank account of the Club jointly (*Appended in 2010-2011 AGM*)
  - vii) Any Other Business
- c. At the Annual General Meeting, seven percent of or twenty Full Members of the Group, whichever the more, shall form a quorum. (*Amended in 2010-2011 AGM*)
- d. No less than seven days' notice shall be given to all members prior to the Annual General Meeting. (*Amended in 2010-2011 AGM*)

### **ARTICLE II: EXTRAORDINARY GENERAL MEETING**

- a. The Council may convene an Extraordinary General Meeting for any purpose at any time.
- b. The Chairperson shall convene an Extraordinary General Meeting upon a specified requisition signed by five percent of or fifteen Full Members of the Group, whichever the more. (*Amended in 2010-2011 AGM*)
- c. No less than three days' notice shall be given to all members. (*Amended in 2010-2011 AGM*)
- d. No business other than that stated on the agenda may be discussed without the consent of at least two-thirds of the Full Members present. (*Amended in 2010-2011 AGM*)
- e. At all Extraordinary General Meetings, seven percent of or twenty Full Members of the Group, whichever the more, shall form a quorum. (*Amended in 2010-2011 AGM*)

### **ARTICLE III: GENERAL COUNCIL MEETING**

- a. There shall be at least eight general Council meetings in every session.
- b. General Council meetings shall be convened by the General Secretary on the instruction of the Chairperson.
- c. At all general Council meetings, a simple majority of the members of the Council shall form a quorum.

- d. Those Council members except the President who fail to attend two successive sessions of the Council Meetings without a written letter or is absent for more than one half of the Council meetings shall be regretted at the coming Annual General Meeting with exception of the President.
- e. No less than seven days' notice shall be given for all general Council meetings. (*Amended in 2010-2011 AGM*)
- f. Each Council member shall have a vote at all Council meetings. In cases of a tie, the Chairperson shall have a casting vote if he/she wishes.

#### ARTICLE IV: EMERGENCY COUNCIL MEETING

- a. Emergency Council meetings shall be convened by the Chairperson at his/her own discretion or at the request of five members of the Council.
- b. At the Emergency Council meetings, a simple majority of the members of the Council shall form a quorum.
- c. No less than 24 hours' notice shall be given for all Emergency Council meetings.

#### ARTICLE V: EXECUTIVE COMMITTEE MEETING

Executive Committee meetings shall be convened by the Chairperson at his/her own discretion, and shall be held as often as required.

#### ARTICLE VI: STANDING ORDERS

The Standing Orders for all meetings of the Group shall correspond to the Standing Orders of the Union Council wherever applicable.

### **SECTION VIII: ELECTION AND VOTING**

#### ARTICLE I: NOMINATION

- a. Nomination for the Committee of the Group must be signed by the nominator and seconder who must be Full Members of the Group, and must be in the hands of the General Secretary of the Group not less than three clear days before the Annual General Meeting.
- b. The General Secretary shall publicize a list of all nomination not less than two days before the Annual General Meeting.
- c. In case that no nomination for one or more posts has reached the General Secretary three days before the Annual General Meeting, the matter shall be left to the decision of the Annual General Meeting.



## ARTICLE II: METHOD OF VOTING

- a. At any meeting of the Group, the method of voting may be decided for the occasion by a show of hands, except that the election of the Committee of the Group at the General Meeting shall be a ballot. (*Amended in 2010-2011 AGM*)
- b. When there is only one candidate for the post the attending Full Members shall vote for or against the candidate or abstain. The candidate shall be declared elected if the simple majority of votes is cast for the candidate. (*Amended in 2010-2011 AGM*)
- c. 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*)
- d. 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. (*Appended in 2010-2011 AGM*)

## ARTICLE III: VOTE OF NO-CONFIDENCE

A vote of no-confidence for infringement of the constitution of duties or unbecoming conduct may be moved against any member of the Council at an Extraordinary General Meeting held specifically for the purpose. A vote so passed with a two-third majority shall call for the resignation of the person against whom the vote is moved.

## **SECTION IX: AMENDMENT AND INTERPRETATION OF CONSTITUTION**

### ARTICLE I: AMENDMENT

No part of this constitution may be rescinded, modified or supplemented unless being passed with a two-thirds majority at a General Meeting convened for the purpose.

### ARTICLE II: INTERPRETATION

The interpretation of this constitution shall rest with the Council.

## **SECTION X: THE STANDING SUBCOMMITTEE**

### ARTICLE I: INTERPREATION

Standing Subcommittees shall refer to Fund Committee and Coordinating Service Committee. Ad hoc subcommittees are not to be included.

## ARTICLE II: FORMATION AND DISSOLUTION

The Standing Subcommittee will be directly responsible to the Council and shall be set up or dissolved at the discretion of the Council.

## ARTICLE III: THE CHAIRPERSON

The Subcommittee Chairperson shall be appointed by the Council.

## **SECTION XI: THE CLUB HOUSE FUND**

### ARTICLE I: DEFINITION

It refers to the Social Service Fund and Group Fund.

### ARTICLE II: FORMATION AND RESOLUTION

The Club House Fund is established by resolution of a General Meeting and the Union Council, and shall be dissolved by a General Meeting with the approval of the Union Council.

### ARTICLE III: MANAGEMENT

The Social Service Group Council is directly responsible for the management of the Club House Fund, while an annual report shall be submitted to the Union Council.