



**World University Service
The University of Hong Kong Branch
HKUSU
Constitution**

ENACTMENT HISTORY

30th January 2011 [2010-2011 AGM] Amended

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1. NAME

The name of the Association shall be “World University Service, The University of Hong Kong Branch, HKUSU” (香港大學學生會世界大學服務社香港分社) (herein referred to as WUSHKUB). (*Amended in 2010-2011 AGM*)

2. AIMS (*Amended in 2010-2011 AGM*)

WUSHKUB shall promote the followings to all Full Members of Hong Kong University Students’ Union (herein referred to as the Union):

- (a) WUSHKUB has its objects as the expression and promotion of international university solidarity and mutual services within and between universities and centers of higher learning throughout the world.

- (b) WUSHKUB encourages and supports all efforts on the part of students, university staff and others to meet the basic needs of universities and centers of higher learning and their members to make them true communities and real centers of national and international life.
- (c) WUSHKUB shall keep its members abreast of the most recent development of the world.
- (d) WUSHKUB manifests its utmost concern upon all matters relating to exploitation upon or inattentiveness to human rights. Attention shall thereupon or appealing the awareness of its members of such matters.

3. RELATIONSHIP WITH WORLD UNIVERSITY SERVICE (*Appended in 2010-2011 AGM*)

- (a) WUSHKUB shall recognize other branches of World University Service (herein referred to as WUS) as its sister clubs, with a vision of promoting its objectives to a broader horizon. (*Appended in 2010-2011 AGM*)
- (b) The programme, finance, routine operations and administrative decisions of WUSHKUB shall be independent from WUS Hong Kong Committee and all other branches of WUS. (*Appended in 2010-2011 AGM*)

4. MEMBERSHIP

- (a) All Full Members of the Union shall be Full Members upon payment to the annual membership subscription.
- (b) All graduates of the University of Hong Kong upon payment of the annual membership subscription shall become Graduate Members.
- (c) All full-time academic and administrative staff of the University of Hong Kong upon payment of the annual membership subscription shall become Staff Members upon the recommendation of two other members and subject to the approval of the Executive Committee.
- (d) Any person, not a member of the University of Hong Kong, but adhering to principles of WUSHKUB is eligible to become a member upon the recommendation of two other members and subject to the approval of the Executive Committee.

5. MEMBERSHIP SUBSCRIPTION

The membership term shall commence from the date of registration and end at coming 31st July. The membership subscription is to be changed annually according to Independent Clubs Association Council of the Union (herein referred to as ICA Council). (*Amended in 2010-2011 AGM*)

6. PRIVILEGES

- (a) All Full Members, Graduate Members and Staff Members of WUSHKUB shall enjoy the following privileges:

- (i) To use all facilities provided by WUSHKUB for the general use of its members.
- (ii) To attend General Meeting of WUSHKUB with full speaking right.
- (iii) To attend functions and activities arranged by WUSHKUB.
- (b) Only Full Members may nominate, second and be nominated in election.
- (c) Only Full Members may vote at General Meetings and election.

7. GENERAL MEETING

- (a) There shall be Annual General Meeting (herein referred to as AGM) between the first day of January and the last day of February each year. Extraordinary General Meeting (herein referred to as EGM) may be convened at any time by the Executive Committee, or by the requisition of 5% of or 15 Full Members of WUSHKUB, whichever the more. ***(Amended in 2010-2011 AGM)***
- (b) An AGM notice and agenda must be publicized at least 7 clear days before the meeting. For an EGM, the time limit shall be 3 clear days.
- (c) Quorum of all General Meetings shall be 7% of or 20 Full Members of WUSHKUB, whichever the more. ***(Amended in 2010-2011 AGM)***
- (d) The General Meeting of WUSHKUB shall be chaired by the Chairperson or otherwise decided by the Executive Committee.
- (e) The proceedings of all General Meetings shall be recorded by the Honorary Secretary of WUSHKUB and in his/her absence by another member of the Executive Committee appointed by the occupant of the chair.
- (f) The business of the AGM shall at least include: ***(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 members of WUSHKUB Executive Committee for the next session
 - (vii) To authorize the newly elected Chairperson and Honorary Treasurer to be in charge of the official bank account of WUSHKUB jointly
 - (viii) Any Other Business
- (g) Only the ICA Councilor or the Union Councilor invited by ICA Council Chairperson shall act as returning officer.

8. ELECTIONS

- (a) Executive Committee shall be elected in a General Meeting.

- (b) Nomination of the members of the Executive Committee shall be declared open at least 168 hours before the AGM by the Honorary Secretary. Nomination shall only be made on official forms provided for the purpose. Such forms shall not be accepted within 72 hours before the AGM.
- (c) The list of names of candidates shall be released within 24 hours after closing of nomination.
- (d) When there is only one candidate for the post, the attending Full Members of WUSHKUB 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.
- (e) When there is any post without candidates, the matter shall be resolved in the General Meeting.
- (f) When there are two or more candidates for one post, a secret ballot shall be held. The meeting shall decide the voting either for individual candidate or for cabinet, if it happens that there exist more than one candidate.
- (g) ***(Repealed in 2010-2011 AGM)***
- (h) Vacancies in the committee shall be filled at an EGM called for that purpose by the remainder of the Executive Committee or co-opted by the remainder of the committee if the vacancy is not the post of the Chairperson. In case of vacancy of the Chairperson, one of the ICA Council Constitution Review Committee members shall chair the EGM. ***(Amended in 2010-2011 AGM)***
- (i) A vote for no-confidence for infringement of the constitution, neglect of duties or unbecoming conduct may be moved against any members of the Executive Committee at an EGM held especially for the purpose. A vote so passed shall call for the resignation of the person or the people against whom the vote is moved.
- (j) In case an EGM is requested by the Full Members to move a vote of no-confidence against the Chairperson, then the chair of the specially convened meeting will be taken by one of the ICA Council Constitution Review Committee members. ***(Amended in 2010-2011 AGM)***
- (k) The Executive Committee of WUSHKUB shall hold office once elected until the next AGM.

9. EXECUTIVE COMMITTEE

- (a) The Executive Committee shall be composed of the following members, in which Chairperson and Honorary Treasurer are mandatory: ***(Amended in 2010-2011 AGM)***
 - (i) The Chairperson (1 post)
 - (ii) The Internal Vice-chairperson (1 post)
 - (iii) The External Vice-chairperson (1 post)
 - (iv) The Honorary Secretary (1 post)
 - (v) The Honorary Treasurer (1 post)
 - (vi) The Publication Secretary (2 posts) ***(Amended in 2010-2011 AGM)***
 - (vii) The Publicity Secretary (2 posts) ***(Amended in 2010-2011 AGM)***

- (viii) The Social Secretary (2 posts) (*Amended in 2010-2011 AGM*)
- (ix) The Marketing Secretary (2 posts) (*Amended in 2010-2011 AGM*)
- (x) The Current Affairs Secretary (2 posts) (*Amended in 2010-2011 AGM*)
- (xi) The Welfare Secretary (2 posts) (*Amended in 2010-2011 AGM*)
- (xii) The Past Representative (to be elected from the Executive Committee of immediate preceding session) (2 posts) (*Amended in 2010-2011 AGM*)
- (xiii) (*Repealed*)
- (b) (*Repealed*)
- (c) Patrons and Advisors shall be invited by the Executive Committee.
- (d) The simple majority of the Executive Committee shall form a quorum in the Executive Committee Meeting. The Executive Committee Meetings shall be called whenever deemed appropriate by the Chairperson. (*Amended in 2010-2011 AGM*)
- (e) The Executive Committee shall have power to exercise such functions and enact such rules and regulations on behalf of the WUSHKUB. The Executive Committee shall carry out resolutions of the General Meetings.
- (f) (*Repealed*)

10. DUTIES OF THE EXECUTIVE COMMITTEE

- (a) The Chairperson shall be the chief executive of WUSHKUB, taking chair in all Executive Meetings and General Meetings, and be responsible for all external relations with other Union sub-organizations, other students' unions and the public. (*Amended in 2010-2011 AGM*)
- (b) The Internal Vice-chairperson shall assist the Chairperson in all matters and act on behalf of the Chairperson on the absence of the Chairperson.
- (c) The External Vice-chairperson shall be responsible for the coordination and correspondence with WUS Hong Kong Committee, and other WUS branches relating to the reception of oversea visitors.
- (d) The Honorary Secretary shall be responsible for keeping record of registry, dealing with general correspondence, bring secretary and taking minutes in all Executive Committee Meeting and General Meetings.
- (e) The Honorary Treasurer shall be responsible for all financial matters of WUSHKUB.
- (f) (*Repealed in 2010-2011 AGM*)
- (g) The Publication Secretary shall be responsible for all matters relating to publications of WUSHKUB.
- (h) The Publicity Secretary shall be responsible for all matters relating to the promotion of WUSHKUB and its programs.
- (i) The Social Secretary shall be responsible for all matters relating to the communication and solidarity between the WUSHKUB and members.

- (j) The Marketing Secretary shall be responsible for all matters relating to raise funds for WUSHKUB so as to facilitate programs.
- (k) The Current Affairs Secretary shall be responsible for all matters relating to current affairs organized by WUSHKUB.
- (l) The Welfare Secretary shall be responsible for all matters relating to welfare of members. *(Appended in 2010-2011 AGM)*
- (m) The Past Representative shall assist the other Executive Committee members of WUSHKUB in all matters relating to WUSHKUB.

11. FINANCE *(Amended in 2010-2011 AGM)*

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

12. INTERPRETATION AND AMENDMENT OF CONSTITUTION *(Appended in 2010-2011 AGM)*

The interpretation of the Constitution shall rest with the Executive Committee. The amendment of the Constitution shall be passed with a two-thirds majority in a General Meeting. *(Appended in 2010-2011 AGM)*

THE END