

**CONSTITUTION
ENGLISH SOCIETY
A.A.H.K.U.S.U.
(Amended 2009)**

I. Definitions

In this constitution,

“University” shall mean the University of Hong Kong;

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

“School” shall mean the School of English, University of Hong Kong;

“Society” shall mean the English Society, A.A.H.K.U.S.U.

“A.A.” shall mean the Arts Association, H.K.U.S.U.;

“Members” shall mean members of English Society, A.A.H.K.U.S.U.;

“Constitution” shall mean the constitution of English Society, A.A.H.K.U.S.U.;

“A.G.M.” shall mean the Annual General Meeting of English Society,
A.A.H.K.U.S.U.;

“E.G.M.” shall mean the Extraordinary General Meeting of English Society,
A.A.H.K.U.S.U.;

“Chairperson” shall mean the Chairperson of the executive committee of English
Society, A.A. HKUSU.

II. General

Article 1. Name

The Name of the Society shall be the English Society, Arts Association H.K.U.S.U.

Article 2. Affiliation

The Society shall be an academic society affiliated to A.A.H.K.U.S.U.

Article 3. Aims

The aims of the Society shall be:

- a) to promote the welfare of the members;
- b) to promote a better understanding among members and staff;
- c) to promote the academic interest of the members;
- d) to represent all members of the Society.

III. Membership

Article 1. Full Membership

All undergraduates of the School shall be Full Members of the Society automatically and shall each pay a membership fee of 30 H.K. dollars for three academic years.

Article 2. Associate Membership

- a) Except all Full Members of the Society, all undergraduates of the University and all graduates of the School shall be eligible for the Associate Membership of the Society and shall pay a membership fee of 30 H.K. dollars for three academic years.
- b) All Full Members of the Society who no longer take course(s) offered by the

School shall automatically become Associate Members without payment of any other fee.

Article 3. Honorary Staff Membership

All staff members of the School shall be Honorary staff members of the Society upon invitation from the Society.

Article 4. Honorary President

The Head of the School shall be the ex-officio Honorary President of the Society.

Article 5. The term of the membership

- a) The term of membership starts on the first day of each academic year of the University and ends on the day before the start of the following academic year of the University.
- b) The full membership of any office-bearers of the Society shall be extended until the end of the next A.G.M.

Article 6. Privileges

- a) Any members shall enjoy the following privileges:
 - I. to use all facilities provided by the Society for general use of the members;
 - II. to attend functions and activities arranged by the Society;
 - III. to attend general meetings of the Society.
- b) Only Full members shall have the right to vote, to stand for and to nominate candidates to elections of the office-bearers of the Society, with the exception of the Honorary President.

IV. General Meeting

Article 1. Authority

A general meeting shall possess the highest authority in the Society.

Article 2. Quorum

- a) At least 30 Full members shall form a quorum in all general meetings.
- b) If the quorum is not present, the meetings shall be adjourned to the same day of the following week and if at that meeting a quorum is still not present, all Full members present thereat shall form a quorum.

Article 3. Annual General Meeting

- a) The A.G.M. shall be divided into two sessions.
- b) The second session shall be held within seven days after the first session.
- c) Both sessions shall be convened by the Chairperson or upon requisition signed by no less than one-tenth of the Full Members of the Society.
- d) Both sessions shall be held within October.
- e) Notice of the A.G.M. shall be posted on the official notice boards of the department two weeks before the first session is held.
- f) The duration of each session shall not exceed 16 hours.
- g) The business of the first session shall include:
 - I. to receive and adopt the minutes of the previous A.G.M. and all E.G.M.s within the session.
 - II. to receive and adopt the Annual Report of the Society presented by the

- General Secretary.
- III. to receive and adopt the audited Financial Report of the Society presented by the Financial Secretary.
- IV. any other business
- h) The business of the second session shall include
 - I) to elect the executive committee of the coming session.
 - II) to receive and adopt the Year Plan of the coming session
 - III) to receive and adopt the Financial Budget of the coming session
 - IV) any other business.

Article 4. Extraordinary General Meeting

- a) The executive committee shall have the right to convene an Extraordinary General Meeting for any purpose at any time.
- b) An E.G.M shall be convened by the Chairperson or upon requisition signed by no less than one-tenth of the Full Members of the Society.
- c) No less than seven deal days' notice shall be given for an E.G.M., and the notice convening the meeting shall state the business to be transacted.
- d) No other business shall be discussed thereat without the consent of two-thirds of the Full members present.

V. Office Bearers and Committee

Article 1. Office Bearers

- a) The office bearers or the Society shall comprise the Honorary President and the executive committee.
- b) Office bearers' meetings:
 - I. Office bearers' meetings shall be convened by the Chairperson at any time he deems fit.
 - II. At all office bearers' meetings, a simple majority shall form a quorum.
- c) Executive Committee of the Society shall comprise the following:
 - I. Chairperson
 - II. External Vice-Chairperson
 - III. Internal Vice-Chairperson
 - IV. General Secretary
 - V. Financial Secretary
 - VI. Publication Secretary
 - VII. Promotion Secretary
 - VIII. Academic Secretary
 - IX. Social Secretary
 - X. Programme Secretary
 - XI. Marketing Secretary
 - XII. Student Representative
- d) Executive Committee Meetings
 - I. Executive Committee Meetings shall be convened by the Chairperson at least once in each term of the academic year.
 - II. At all executive committee meetings, a simple majority shall form a quorum.

Article 2. Session of Office

The session of office for the executive committee shall commence immediately after the A.G.M. and terminate before the end of the A.G.M. of the succeeding year.

Article 3. Powers

- a) The executive committee shall have the power to appoint subcommittee for any specific purpose. The Chairperson shall be an ex-official member of all such subcommittees.
- b) The executive committee shall have the power to frame, alter, or abolish by-laws. Proposals made under this heading shall not become effective until seven days have elapsed from the time that such proposals are made public.
- c) The executive committee shall have the right to invite any person to attend any meetings or functions of the Society.

Article 4. Duties

- a) Honorary President
The Honorary President shall be the advisor and Honorary auditor of the Society.
- b) Chairperson
 - I. The Chairperson shall preside at all meetings of the Society.
 - II. The Chairperson shall be the chief executive of the Society.
 - III. The Chairperson shall be the ex-officio member of all the subcommittees of the Society.
- c) External Vice-Chairperson
The External Vice-Chairperson shall assist the Chairperson in all external affairs of the Society and shall represent the Society in all external meetings of the Society.
- d) Internal Vice-Chairperson
The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs of the Society and shall be the ex-official chairperson at the executive committee in the absence of the Chairperson.
- e) General Secretary
 - I. The General Secretary shall conduct all general correspondence, record the minutes of all meetings and prepare the Annual Report.
 - II. The General Secretary shall be responsible for keeping all present and past records of the Society.
- f) Financial Secretary
The Financial Secretary shall draft the budget, keep account of all income and expenditure of the Society, prepare the Annual Financial Report and shall be generally responsible for all financial matters.
- g) Publication Secretary
The Publication Secretary shall be responsible for publishing newsletters, journals and all other publications of the Society.
- h) Promotion Secretary
The Promotion Secretary shall be responsible for all promotion affairs of the Society.
- i) Academic Secretary
The Academic Secretary shall be responsible for organizing all the academic activities of the Society.
- j) Social Secretary
The Social Secretary shall be responsible for organizing fund raising activities

- and sports functions of the Society.
- k) Programme Secretary
The Programme Secretary shall be responsible for the orientation programme and all the social activities of the Society.
- l) Marketing Secretary
The Marketing Secretary shall be responsible for getting sponsorship for the Society.
- a) Student Representative
The Student Representative shall act as a coordinator between the Society and the students and help the running of the Society.

VI. Election and Voting

Article 1. Nominations

- a) Nominations for the executive committee shall be opened fourteen clear days before the date of the A.G.M. and the nominations shall be closed at 12:00 noon on the day one week before the A.G.M.
- b) The General Secretary shall announce the names of the candidates within twenty-four hours after the close of nominations.
- c) Nominations for election shall only be made on forms provided for the purpose. Each form shall contain the name of the candidate, together with the signature of the candidate signifying the consent.

Article 2. Voting

- a) Any voting shall be in the form of secret ballot or a show of hands as decided by the meeting.
- b) When there is only one candidate for the post, the candidate will be elected ipso facto.
- c) When there are two or more candidates for one post, the candidates with a simple majority of votes will be declared elected.
- d) The Returning Officer shall act as teller of the election of the executive committee.
- e) The Chairperson of the meeting shall not vote except in the case of a tie, or during the election of the executive committee.

Article 3. Returning Officer

A Councillor of Arts Student's Council shall be invited as the Returning Officer who shall act as a teller of the result of the voting.

Article 4. By-election

- a) In the event of any committee post falling vacant at any time, a by-election General Meeting is to be held.
- b) Nomination for a by-election shall be opened to all members seven clear days before the date of the General Meeting held specifically for the purpose.
- c) All Nominations for the post laid vacant shall be in the hands of the Chairperson of the by-election General Meeting twenty-four hours before the meeting takes place.

VII. Constitution

Article 1. Interpretation

The interpretation of the constitution of the Society shall rest with the Executive Committee of the Society.

Article 2. Amendment

No amendment of the constitution may be made except at the Annual General Meeting or an E.G.M. convened for the purpose.

Article 3. Reference

In case of dispute for which no ruling has been given in this constitution, references should first be made to the constitution of A.A. and secondly to the constitution of the Union. Ruling acquired by way of reference shall not apply to any occasion if opposed by a simple majority of Full members present at that occasion.