

Constitution of The Society

SECTION 1—DEFINITION

In this constitution,

“Members” shall mean the members of Japanese Society, A.A.H.K.U.S.U., the University of Hong Kong.

“Department” shall mean the Department of Japanese Studies, School of Modern Languages and Cultures, Faculty of Arts, the University of Hong Kong.

“Union” and “H.K.U.S.U.” shall mean the Hong Kong University Students’ Union.

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

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

“G.M.” shall mean the General Meeting of Japanese Society, A.A.H.K.U.S.U. and shall include A.G.M. and E.G.M. of Japanese Society, A.A.H.K.U.S.U.

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

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

“Chairperson” shall mean the chairperson of the executive committee of Japanese Society, A.A.H.K.U.S.U.

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

SECTION 2—CONSTITUTION

Article I: General

All members and executive committee members of Japanese Society, A.A.H.K.U.S.U. shall not act contrary to the constitution.

Article II: Interpretation

The interpretation of this constitution shall rest with the executive committee of Japanese Society, A.A.H.K.U.S.U.

Article III: Amendment

No parts of this constitution shall be supplemented, abolished, or amended, except for a motion carried at the Annual General Meeting or a General Meeting convened specifically for this purpose. A notice intimating the proposed amendment shall be posted seven days before the General Meeting.

SECTION 3—GENERAL

Article I: Definition

The name of Japanese Society shall be “Japanese Society, A.A.H.K.U.S.U.” [Abr. JASO AAHKUSU]

Article II: Aims

The aims of the Society shall be

- A. To promote the welfare of the members,
- B. To promote better understanding among members and staff,
- C. To promote the academic interest of the members,
- D. To represent all members of the Society.

Article III: Society session

The Society session shall commence with the conclusion of the Annual General Meeting.

SECTION 4—MEMBERSHIP

Article I: Full Membership

All undergraduates who fulfill the majoring requirements of the Department shall automatically be the Full Members of the Society and each shall pay a membership fee for each Society session.

Article II: Affiliated Membership

All undergraduates who cannot fulfill the majoring requirements of the Department shall be eligible for Affiliated Membership of the society with the approval of the executive committee and each shall pay a membership fee for each Society session.

Article III: Associated Membership

All postgraduates of the Department shall be eligible for Associated Membership of the Society with the approval of the executive committee and each shall pay a membership fee for each Society session.

Article IV: Honorary Membership

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

Article V: President

The head of the Department shall be the President and the advisor of the Society.

Article VI: Privileges

All members shall enjoy the following privileges:

- A. To use facilities provided by the Society,
- B. To attend general meetings of the Society,
- C. To attend functions and activities arranged by the Society.

Only Full Members have the right to vote, to stand for and to nominate candidates to elections of the executive committee members of the Society.

Article VII: Membership fee

The amount for membership fee shall be HK\$10 for each Society session.

SECTION 5—GENERAL MEETING

Article I: Authority

General meetings shall possess the highest authority in the Society.

Article II: Quorum

- A. One-tenth of the Full Members shall form a quorum in all general meetings.
- B. If the quorum is not present, the meeting shall be adjourned to the same day of the following week and if on that day a quorum is still not present, all Full Members present thereat shall form a quorum.

Article III: Annual General Meeting

- A. The A.G.M. shall be held within November.
- B. Notice of an A.G.M. shall be posted on the official notice boards of the Department two weeks before the A.G.M. is held.
- C. The A.G.M shall be called and chaired by the Chairperson.
- D. The business shall be:-
 - i. To receive and adopt the minutes of the previous A.G.M. and all E.G.M. within the session.
 - ii. To receive and adopt the annual functional report of the Society presented

by the General Secretary.

- iii. To receive and adopt the audited annual financial report of the Society presented by the Financial Secretary.
- iv. To elect the executive committee of the next session.
- v. Any other business.

Article IV: Extraordinary General Meeting

- A. An E.G.M. shall be called by the executive committee for any purpose at any time, or upon a requisition signed by no less than 15 Full Members of the Society.
- B. No less than 7 clear days' notice shall be given for an E.G.M. and the notice convening the meeting shall state the business to be transacted.
- C. No other business shall be discussed thereat without the consent of two-thirds of the Full Members present.
- D. All E.G.M. shall be convened by the Chairperson.

SECTION 6—Executive Committee

Article I: Composition

The executive committee of the Society shall consist of

- A. Chairperson
- B. Internal Vice-Chairperson
- C. External Vice-Chairperson
- D. General Secretary
- E. Financial Secretary
- F. Academic Secretary
- G. Publication Secretary
- H. Publicity Secretary
- I. Social Secretary
- J. Welfare Secretary
- K. First Year Representative
- L. Second Year Representative
- M. Third Year Representative

Article II: Duties

- A. The Chairperson

The Chairperson shall be the chief executive of the Society and shall be responsible for the schedule and the smooth progress of the activities of the Society and shall preside at all meetings of the executive committee.

B. Internal Vice-Chairperson

The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs of the Society and shall be the acting chairperson of the executive committee in the absence of the Chairperson.

C. External Vice-Chairperson

The External Vice-Chairperson shall assist the Chairperson in all external affairs of the society.

D. General Secretary

The General Secretary shall handle all correspondence of the Society, record minutes of the executive committee meetings and prepare an annual functional report of the Society at the end of the Society session.

E. Financial Secretary

The Financial Secretary shall handle all financial matters of the Society, record minutes of the executive committee meetings and prepare an annual financial report of the Society at the end of the Society session.

F. Academic Secretary

The Academic Secretary shall be responsible for organizing all academic activities of the Society.

G. Publication Secretary

The Publication Secretary shall be responsible for all publication works of the Society.

H. Publicity Secretary

The Publicity Secretary shall be responsible for all publicity works of the Society.

I. Social Secretary

The Social Secretary shall be responsible for organizing all social activities of the Society.

J. Welfare Secretary

The Welfare Secretary shall be responsible for handling all sponsorship of the Society.

K. Year Representatives

The Year Representatives shall act as a medium of communication between the executive committee and the members of the respective year.

Article III: Function

The executive committee shall be responsible for the resolution for the general meetings.

Article IV: Authority

The executive committee shall possess an authority second to the general meetings in all matters affecting the Society.

Article V: Election

A. Nomination

- i. Nomination shall be opened 14 clear days before the date of the A.G.M. and shall be closed one week before A.G.M.
- ii. General Secretary shall announce the names of the candidates within 24 hours after the closing of the nomination.
- iii. Nomination for election shall only be made on forms provided for the purpose. Each form shall contain the name of the signature of the candidate signifying the consent.

B. Campaign Meeting

Campaign meetings shall be held between the closing date of the nomination and the Election Day for Each election.

C. Voting

- i. Any voting shall be in the form of secret ballot or by a show of hand as decided by the meeting.
- ii. When there is only one candidate for the post, the candidate will be elected, provided that one has secured number of votes not less than two-third of the Full Members present.
- iii. When there are two or more candidates for one post, the candidate with the majority of votes shall be elected provided that the total number of votes cast for the post is not less than two-third of the Full Members present.

D. Vacancy

In the event of any vacancies existing in the executive committee, the executive committee shall appoint any Full Members of the Society to be the acting executive committee members until a by-election is held.

E. By-election

A by-election shall be held in the event of any vacancies existing in the executive committee in the form of E.G.M.

F. Vote of No-Confidence

If any vote of no confidence is given to any executive committee members of the Society upon the approval of the three quarters of the Full Members present in a general meeting, one shall resign from the post immediately.