

HONG KONG UNIVERSITY STUDENTS' UNION

ARTS ASSOCIATION

SOCIETY OF COMPARATIVE LITERATURE

CONSTITUTION (AMENDED 2006)

SECTION I

DEFINITIONS

IN THIS CONSTITUTION

"Society" shall mean the Society of Comparative Literature, Arts Association, Hong Kong University Students' Union.

"Members" shall mean members of the Society of Comparative Literature, Arts Association Hong Kong University Students' Union.

"University" shall mean the University of Hong Kong.

"Department" shall mean the Department of Comparative Literature, School of Humanities, the University of Hong Kong.

"Union" shall mean the Hong Kong University Students' Union.

"A.A.H.K.U.S.U." shall mean the Arts Association, Hong Kong University Students' Union.

"Constitution" shall mean the constitution of the Society of Comparative Literature, Arts Association, Hong Kong University Students' Union.

"A.G.M." shall mean the Annual General Meeting of the Society of Comparative Literature, Arts Association, Hong Kong University Students' Union.

"E.G.M." shall mean the Extraordinary General Meeting of the Society of Comparative Literature, Arts Association, Hong Kong University Students' Union.

"Chairperson" shall mean the Chairperson of the Executive Committee of Society of Comparative Literature, Arts Association, Hong Kong University Students' Union.

SECTION II

GENERAL

Article 1 – Name

The name of the Society shall be the "Society of Comparative Literature, A.A.H.K.U.S.U."

Article 2 – Affiliation

The Society shall be a departmental 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 better understanding among members and staff.
- c) to promote the academic interests of the members.
- d) to represent all members of the Society.

SECTION III

MEMBERSHIP

Article 1 – Full Membership

All undergraduates of the Department shall be Full Members of the Society automatically and shall each pay a membership fee of 30 H.K. Dollars for first year students for a three year membership; 20 H.K. Dollars for second year students for a two year membership and 10 H.K. Dollars for third year students for a three year membership.

Article 2 – Associate Membership

- a) All undergraduates of University of Hong Kong and all graduates of the Department shall be eligible for Associate Membership of the Society with the

approval of its Executive Committee and shall each 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 Department shall automatically become Associate Members of the Society without payment of any other fee.

Article 3 – Honorary Staff Membership

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

Article 4 – Honorary President

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

Article 5 – The Term of 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 for three academic years.
- 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) All members shall enjoy the following privileges:
 - i) To use all facilities provided by the Society for the general use of members.
 - ii) To attend functions and activities arranged by the Society.
 - iii) To attend General Meetings of the Society.
- b) All members shall have the rights to vote, to stand for and to nominate candidates to elect the office-bearers of the Society, with the exception of the Honorary President.

SECTION IV

GENERAL MEETING

Article 1 – Authority

A General Meeting shall possess the highest authority in the Society.

- a) One fifteenth 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 at that meeting a quorum is still not present, all Full Members present shall form a quorum.

Article 2 – Annual General Meeting

- a) The A.G.M. shall be convened by the Chairperson and 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 business shall be:
 - 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) To elect the Executive Committee of the coming session.
 - v) Any other business.

Article 3 – Extraordinary General Meeting

- a) The Executive Committee shall have the right to convene an E.G.M. for any purpose at any time.
- b) The Chairperson shall convene an E.G.M. upon a requisition signed by no less than one-tenth of the Full Members of the Society.
- ⑦ c) No less than seven clear day's 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 without the consent of two thirds of the Full Members present.

SECTION V

OFFICE BEARERS AND COMMITTEE

Article 1 – Office Bearers

- a) The Office Bearers of the Society shall comprise the Honorary President and the Executive Committee.
- b) Office Bearers' Meetings
 - i) Office Bearers' Meeting shall be convened by the Chairperson at any time seems fit.
 - ii) At all Office Bearers' Meetings, a simple majority shall form a quorum.

- c) Executive Committee

The Executive Committee of the Society shall comprise the following:

1. Chairperson
2. Internal Vice Chairperson
3. External Vice Chairperson
4. General Secretary
5. Financial Secretary
6. Academic Secretary
7. Publication Secretary
8. Publicity Secretary
9. Social Secretary
10. Sports Captain
11. Welfare Secretary
12. First Year Representative
13. Second-and-Third Year 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 Year

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 sub-committee for any specific purpose. The Chairperson shall be an ex-officio member of all sub-committees.
- b) The Executive Committee shall have the right to invite any person to attend any meeting or function 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 sub-committees of the Society.

- c) Internal Vice Chairperson

The Internal Vice Chairperson shall assist the Chairperson in running the Society's executive routine.

- d) External Vice Chairperson

The External Vice Chairperson shall attend the Arts Students' Council, A.A.H.K.U.S.U., the Faculty Affairs Committee, A.S.C., A.A.H.K.U.S.U. and the Joint Consultative Committee, Faculty of Arts.

- e) General Secretary

- i) The General Secretary shall conduct all general correspondence, records and minutes of all meetings and prepare the Annual Report.
- ii) The General Secretary shall be responsible for keeping all present and former records of the Society.

f) Financial Secretary

The Financial Secretary shall draft the budget, keep an account of all income and expenditure of the Society, prepare Financial Reports and shall be generally responsible for financial matters.

g) Academic Secretary

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

h) Publication Secretary

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

i) Publicity Secretary

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

j) Social Secretary

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

k) Sports Captain

The Sports Captain shall be responsible for organizing all sports activities of the Society.

l) Welfare Secretary

The Welfare Secretary shall be responsible for organizing all welfare services provided by the Society.

m) Year Representatives

The Year Representatives shall represent the interests of the year concerned, act as a medium of communication between the Executive Committee and members.

SECTION 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 closure 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 candidate with a simple majority of votes will be declared elected.
- d) The Returning Officer shall act as a teller of the election of the Executive Committee.
- e) The Chairperson of the meeting shall not vote except in the case of a time when there is a tie voting, or during the election of the Executive Committee.

Article 3 – Returning Officer

The Committee shall invite one member from the Arts Students' Council, A.A.H.K.U.S.U. all except members of the society, to be the returning officer for the General Meeting.

Article 4 – By-Elections

- a) In the event of any committee post falling vacant at any time, a By-Election General Meeting is to be held.
- b) Nominations for a By-Election shall be opened to all members seven clear days before any General Meeting is 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.

SECTION VII

CONSTITUTION

Article 1 – Interpretation

The interpretation of the Constitution shall rest on the Executive Committee of the Society.

Article 2 – Amendment

No amendment of the Constitution shall be made except at the A.G.M. 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 shall firstly be made to the Constitution of A.A.H.K.U.S.U. 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 the occasion.

