

CONSTITUTION**Amended Feb 2011****ARCHITECTURAL STUDENTS' ASSOCIATION****SECTION I GENERAL**

- Article 1** **Name**
The name of the Association shall be "Architectural Students' Association, Architectural Society, Hong Kong University Students' Union" hereinafter referred to as "the Association".
- Article 2** **Purpose**
The purposes of the Association shall be:
- (a) To represent the student body of the Department of Architecture.
 - (b) To promote the welfare among the Association members.
 - (c) To arouse interest in, to further the appreciation of, and to make contribution to Architecture.
 - (d) To provide a communication channel between the Association members and the Architectural Society, H.K.U.S.U., other student bodies, and the University authorities.
- Article 3** **Affiliation**
The Association shall be affiliated to the Architectural Society, H.K.U.S.U., hereinafter referred to as "the Society".
- Article 4** **Association Session**
The Association Session shall commence from the seventh day after the conclusion of the Annual General Meeting and shall terminate at the seventh day after the conclusion of the Annual General Meeting of the following year.

SECTION II MEMBERSHIP

- Article 1** **Membership**
- (a) **FULL MEMBERSHIP**
 - (i) All registered undergraduates of the Department of Architecture shall be Full Members of the Association and shall pay the prescribed fee as stated in Section VIII, Article 2.
 - (ii) All registered post-graduates taking full-time courses in the Department of Architecture who are also full members of the Hong Kong University Students' Union and Architectural Society shall be Full Members of the Association and shall pay the prescribed fee so stated in Section VIII, Article 2.
 - (b) **ASSOCIATE MEMBERSHIP**
 - (i) All registered undergraduates and post-graduates taking full-time courses in the Department of Architecture who are not full members of the Hong Kong University Students' Union and Architectural Society shall be Associate Members of the Association and shall pay the prescribed fee so stated in Section VIII, Article 2.
 - (ii) All fresh graduates of the B.A.(A.S.) or M. Arch. of the Department of Architecture shall be entitled to one year free Associate Membership.
 - (c) **LONG TERM ASSOCIATE MEMBERSHIP**

All graduates of the B.A.(A.S.) or B. Arch. of the Department of Architecture, after 1985, the School of Architecture from 1978 to 1985 and the Department of Architecture before 1978, not eligible for Full Membership and all members of the Academic Staff of the Department of Architecture, shall be eligible for Long Term Associated Membership for a period of 5 years upon payment of the prescribed fee as stated in Section VIII, Article 2. Long Term Associate Membership for fresh graduate Associate Members shall start hereafter upon payment of the prescribed fee.

(d) HONORARY MEMBERSHIP

Any person who has special contribution in Architecture or to the Association shall be eligible for Honorary Membership upon recommendation by the Association Committee and shall be adopted in the following A.G.M.

Article 2 Privilege

- (a) All members of the Association shall be entitled to:
 - (i) Use all facilities provided by the Association for the general use of its members;
 - (ii) Attend functions of the Association;
 - (iii) Participate and speak in General Meetings of the Association.
- (b) All Full Members of the Association may participate in the vote at General Meetings and vote in General Polling of the Association, attend Association Committee meeting of conditions as stated in Section V, Article 6(e) and shall be entitled to vote, nominated for election in Association Elections and be eligible for office in the Association Committee.
- (c) On the approval of the Association Committee, any person eligible as full member stated in Section II Article 1(a) infringed with Section VIII Article 2 shall nevertheless be suspended from the privilege stated above.

SECTION III GENERAL MEETING**Article 1 Authority**

The vote of a General Meetings of the Association shall possess the highest authority in the Association.

Article 2 Annual General Meeting

- (a) The Annual General Meeting of the Association, here in after referred to as "the A.G.M." of the Association, shall be convened by the Chairman of the Association and held within the first twenty-one working days of the second term.
- (b) The business of the A.G.M. shall be:
 - (i) To receive the Presidential Address.
 - (ii) To receive and adopt the minutes of the previous A.G.M. together with the minutes of all Extraordinary General Meetings which may have been held since the previous A.G.M.
 - (iii) To receive and adopt the General Secretary's Annual Report.
 - (iv) To receive and adopt the Financial Secretary's Annual Financial Report.
 - (v) To elect on President and three patrons of the Association for the following session as Honorary Advisers of the Association. The President shall be the head of the Department of Architecture.
 - (vi) Any other business.
- (c) The A.G.M. report of the Association shall be submitted to the

Architectural Society within two weeks after the A.G.M.

- Article 3** ***Extraordinary General Meeting***
No Extraordinary General Meeting shall be held unless it is convened by the Chairman of the Association Committee, at the request of the Association Committee or not less than one-tenth of Full Members. Any such requisition shall specify the objects of the proposed meeting and no other matter shall be discussed thereat without the consent of at least two-thirds of the voting members present.
- Article 4** ***Vote of No-confidence***
A vote of No-confidence for infringement of the constitution, negligence of duties or unbecoming conduct may be moved against any office-bearer at an Extraordinary General Meeting held specially for the purpose. A vote so passed shall call for the resignation of the person against whom the vote is moved.
- Article 5** ***Notice***
(a) A notice of any General Meeting of the Association and the agenda and relevant reference materials thereof shall be posted at least five working days in advance on the official board of the Association.
(b) Postponement of any General Meeting shall be posted at least three working days in advance on the official notice board of the Association.
- Article 6** ***Quorum***
At all General Meetings of the Association, one-seventh of the Full Members of the Association shall form a quorum.
- Article 7** ***Returning Officer***
The Returning Officer for the General Meeting shall be invited by the Association Committee and shall be a member of the Architectural Society Council.

SECTION IV **GENERAL POLLING**

- Article 1** ***Authority***
The vote of General Polling of the Association shall possess the same authority as the vote of a General Meeting. The resolution(s) of a General Meeting or General Polling can only be revoked by a subsequent General Meeting or a subsequent General Polling.
- Article 2** ***General Polling***
No General Polling shall be held unless it is conducted by the Chairman of the Association Committee, at the request of the Association Committee or not less than one-tenth of Full Members whose request is approved by the Committee. Any such requisition shall specify the motion or motions to be voted on at the General Polling. Should the Association Committee not approve of a request by not less than one-tenth of Full Members to hold a General Polling of the Association, a General Meeting of the Association shall be held to consider the proposed motion or motions.
- Article 3** ***Notice***
A notice of any General Polling of the Association and the motion or motions to be voted on shall be posted at least five working days in

advance on the official notice board of the Association.

- Article 4** ***Returning Officer***
The Returning Officer for the General Polling shall be invited by the Association Committee and shall be a member of the Department teaching staff.
- Article 5** ***Voting***
Voting shall take place at polling station(s) which shall be open for no less than eight hours. The result of the polling shall be declared valid provided the number of valid votes cast is no less than one-seventh of Full Members of the Association.
- Article 6** ***Publicity***
The Executive Committee shall deem it their duty to publicize any General Polling to be held. The result of that Polling shall be posted on the official notice board within one clear day after the Polling is closed.
- Article 7** ***Complaint***
Any complaint concerning irregularity in the polling procedure must be raised within twenty-four hours from the declaration of the result of polling to the Chairman of the Association Committee and must be signed by the complainants.

SECTION V **ARCHITECTURAL STUDENTS' ASSOCIATION COMMITTEE**

- Article 1** ***Authority***
Architectural Students' Association Committee hereinafter referred to as "Association Committee" shall possess an authority second to the General Meetings and General Polling of the Association.
- Article 2** ***Function***
(a) To represent all the students of the Department of Architecture in all matters concerning their interest.
(b) To act as an official medium for communication between all the students and other student bodies, the University authorities, and the professional field.
(c) To discuss and resolve on all matters concerning the interest of the members as a whole.
- Article 3** ***Session***
The session of the Association Committee shall coincide with the session of the Association.
- Article 4** ***Composition***
No Association Committee member shall assume more than one representative role, including class representative, within the same Association Session.
(a) **EXECUTIVE COMMITTEE**
The elected office-bearers:
Chairman,
Vice-chairman,
General Secretary,
Financial Secretary,

Sport Captain,
Social and Cultural Secretary,
Publication Secretary,
Student Welfare Secretary,
External Affairs Secretary,
Academic Secretary,

shall have both speaking right and voting right.

- (b) **ASSOCIATION COMMITTEE CLASS REPRESENTATIVES**
The Association Committee Class Representatives shall be appointed by respective classes. The composition of the Association Committee Representatives shall be as follows:

- 1 Association Committee Class Representative from 1st year B.A.(A.S.)
- 1 Association Committee Class Representative from 2nd year B.A.(A.S.)
- 1 Association Committee Class Representative from 3rd year B.A.(A.S.)
- 1 Association Committee Class Representative from B.A.(L.S.)
- 1 Association Committee Class Representative from 1st year M. Arch.
- 1 Association Committee Class Representative from 2nd year M. Arch.
- 1 Association Committee Class Representative from M.U.D.
- 1 Association Committee Class Representative from M.L.A.

who shall have both speaking right and voting right.

- (c) **PAST EXECUTIVE COMMITTEE REPRESENTATIVE**
The Past Executive Committee Representative shall be elected from members of the Executive Committee of the preceding session in their last Association Committee meeting. The Past Executive Committee Representative shall have speaking right but no voting right.

Article 5 *Voting*

- (a) Each vote of an Executive Committee Member shall be counted as one vote, and each vote of an Association Committee Class Representative shall be counted as two votes.
- (b) In case of a tie vote the chairman of the meeting should have a casting vote.

Article 6 *Association Committee Meeting*

- (a) The Association Committee shall meet at least once every academic term.
- (b) The Association Committee Meetings shall be convened by the Chairman, or at the request of any member of the Association Committee seconded by three other members of the Association Committee.
- (c) Three-fourth of voting members shall form a quorum of the Association Committee meeting. If after half an hour of the time appointed for Association Committee meeting a quorum is not present, the meeting shall be reconvened within one week, and if at the reconvened meeting a quorum is still not present, all voting members present thereat shall form a quorum.
- (d) A notice including the set agenda of the Association Committee meeting shall be posted on the official notice board of the Association and be sent to each member of the Association Committee at least one working day in advance.
- (e) Unless the Association Committee shall decide otherwise for any particular meeting, all meetings of the Association Committee shall be open for all Full Members of the Association to attend. The Members so attending shall not vote, and, unless permitted by the Committee, shall not speak.
- (f) The Association Committee may, at the request of the Committee Chairman seconded by three other members of the Committee, transact

any of their business by the circulation of papers and a resolution shall be valid and effectual as if it had been passed at an Association Committee Meeting. This resolution, however, shall be confirmed at a subsequent Committee meeting.

- (g) Minutes of Association Committee meetings shall be posted on the official notice board of the Association within ten working days from the meetings.

Article 7 *Duties of the Association Committee members*

- (a) The Association Committee Chairman shall be the Chairman of the Executive Committee. In his absence at any Association Committee Meeting, the members present shall elect one member among themselves to assume the Chair. The Association Committee Chairman shall convene the discussion in Association Committee meetings.
- (b) The Association Committee Honorary Secretary shall be General Secretary of the Executive Committee. The Association Committee Honorary Secretary shall be responsible for all correspondence of the Association Committee and the minutes of all General Meetings and Association Committee Meetings to be adopted at the next corresponding meetings.
- (c) The Executive Committee shall report the executive business in the Association Committee meetings.
- (d) The Association Committee Class Representative shall maintain liaison between the class concerned and the Association Committee. He shall assume a consultative and supervisory role in the Association Committee.
- (e) The Past Executive Committee Representative shall act as an adviser in the Association Committee.

Article 8 *Sub-committee*

- (a) The Association Committee may appoint Sub-committees to assist in the achievement of the objectives of the Association.
- (b) Sub-committees shall only have executive status within the terms of reference imposed by the Association Committee, and shall not commit the Association on matters of policy or finance without the approval of the Association Committee.
- (c) Minutes or reports of Sub-committees shall be submitted to the Association Committee on request.

Article 9 *Provision for the Executive Committee in absentia*

- (a) In case of no nomination after A.G.M., the session of last Chairman, General Secretary, Financial Secretary and Student Welfare Secretary shall be extended to a maximum period of 3 months or to the date of which a new Executive Committee is being successfully elected, whichever is earlier. The nomination period shall automatically be extended to a maximum period of 2 months after the conclusion of A.G.M. The new election day shall then be decided by the Association Committee meeting held by the Chairman of last session.
- (b) If there is still no nomination after the extension period, the posts are then declared as vacant in the following Association Committee meeting held by the Chairman of last session within one month. The Association Committee shall also appoint an Acting Association Committee Chairman, Acting Association Committee Financial Secretary, Acting Association Committee General Secretary, and Acting Association Committee Student Welfare Secretary thereon, whom are responsible independently to the Association Committee. There shall be at least an Acting Association Committee Chairman or otherwise the Association shall be dissolved

- automatically.
- (c) The mobilization of the income of the vacant session shall be rested with the decision of the Association Committee.
 - (d) The term of reference of the acting office bearers shall terminate on the date on which executive committee of the following session is being successfully elected.
 - (e) Matters which would be discussed and resolved in the A.G.M. of the vacant session will be resolved in the first Association Committee meeting of the newly elected session.

SECTION VI EXECUTIVE COMMITTEE

- Article 1** **Composition**
The elected office-bearers:
Chairman,
Vice-chairman,
General Secretary,
Financial Secretary,
Sports Captain,
Social and Cultural Secretary,
Publication Secretary,
Student Welfare Secretary,
External Affairs Secretary,
Academic Secretary.
- Article 2** **Duties of individual members**
- (a) **CHAIRMAN**
The CHAIRMAN shall be the chief of executive of the Association and of the Committee, and shall preside at all Committee Meetings and all General Meetings of the Association.
 - (b) **VICE-CHAIRMAN**
The VICE-CHAIRMAN shall assist the Chairman in all business of the Association. When the office of the Chairman is vacated, the Vice-chairman shall automatically become Chairman of the Association and shall hold office for the remaining session. By-election shall then be held to elect a new Vice-chairman.
 - (c) **GENERAL SECRETARY**
The GENERAL SECRETARY shall also be the Honorary Secretary of the Association Committee and be responsible for the general correspondence of the Association, maintaining publicity and liaison between the external bodies and the Association, general administrative duties and keeping the membership roll of the Association.
 - (d) **FINANCIAL SECRETARY**
The FINANCIAL SECRETARY shall be responsible for all financial transactions of the Association.
 - (e) **SPORTS CAPTAIN**
The SPORTS CAPTAIN shall be responsible for all sports activities of the Association.
 - (f) **SOCIAL AND CULTURAL SECRETARY**
The SOCIAL AND CULTURAL SECRETARY shall be responsible for all social and cultural activities of the Association.
 - (g) **PUBLICATION SECRETARY**
The PUBLICATION SECRETARY shall be responsible for all matters relating to the publications of the Association.

- (h) **STUDENT WELFARE SECRETARY**
The STUDENT WELFARE SECRETARY shall be responsible for promoting the student welfare of the Association.
- (i) **EXTERNAL AFFAIRS SECRETARY**
The EXTERNAL AFFAIRS SECRETARY shall be responsible for organization and coordination of external affairs activities relating to the Association.
- (j) **ACADEMIC SECRETARY**
The ACADEMIC SECRETARY shall be responsible for organization and coordination of academic activities.

SECTION VII ELECTION

- Article 1** **Annual Election**
The business of the Annual Election of the Association shall be to elect for the next session the following office-bearers:
Chairman,
Vice-chairman,
General Secretary,
Financial Secretary,
Sports Captain,
Social and Cultural Secretary,
Publication Secretary,
Student Welfare Secretary,
External Affairs Secretary,
Academic Secretary.
- Article 2** **By-election**
In event of a vacancy occurring in any office in Article above EXCEPT the Chairman, a By-election General Meeting or General Polling shall be held within a period of two calendar months.
- Article 3** **Election Officials**
- (a) An Annual Election Commission or a By-election Commission consisting of a chairman and 2 members (other than the candidates) shall be appointed by the Association Committee to be responsible for every business pertaining to the election.
 - (b) The Returning Officer for the Annual Election or a By-election shall be a member of the Department teaching staff and shall be invited by the Association Committee.
- Article 4** **Nominations**
- (a) Nominations for all offices referred to in Article 1 above shall be opened three weeks before the day for the A.G.M., or within the first three weeks of the second term, whichever is applicable, and closed three days before the day of election.
 - (b) Nominations shall be made on official nomination forms provided for the purpose. Each form shall be properly filled in, duly signed and returned to the Election Commission.
 - (c) The Election Commission shall scrutinize every nomination form and post the names of the candidates on the official notice board with one clear day after receiving the nominations; thereafter, the candidates may start their election campaigns.
- Article 5** **Election Campaign**

All Class Representative shall deem it their duty to facilitate all candidates to hold Election Campaign.

Article 6 Election Day

- (a) The Election shall be held before the day of A.G.M. and shall be decided by the Association Committee.
- (b) The notice of the Election Day for the Annual Election shall be posted at least one clear day beforehand.

Article 7 Voting

- (a) Election shall be in form of secret ballot papers.
- (b) When there is only one candidate for the post, the candidate shall be declared elected ipso facto by minimum supporting - vote of one-fifth of the total number of Full Members.
- (c) When there is more than one candidate for one post, electors shall indicate on their ballot papers their order of preference for all candidates. Papers shall be arranged and counted according to the first preference. The candidates at the bottom to the poll in this first count shall be declared to have lost and his votes shall be distributed among the remainder according to the second preferences indicated on time. This process shall be continued until one candidate has a clear majority and he shall be declared elected on the condition that the number of supporting votes is not less than one-fifth of the total number of Full Members.
- (d) Voting shall take place at polling stations which shall be open for no less than eight hours.

Article 8 Re-election

- (a) In the event of a tie occurring at any state of election proceedings for a post, the election commission shall order a re-election for that particular post by an Election Polling or by secret ballot papers in a General Meeting conducted by the Chairman of the Association.
- (b) The Election Commission with the approval of the Association Committee shall have the power to order a re-election in the event of any contravention of the election procedure; this re-election shall be in form of an Election Polling or shall take place at a General Meeting by secret ballot papers conducted by the Chairman of the Association. Any complaint concerning irregularity in the election procedure must be raised within twenty-four hours to the Election Commission Chairman and must be signed by the complainants.

SECTION VIII FINANCE

Article 1 Financial Year

The Financial Year of the Association shall terminate three weeks before the session of the Association and start thereon.

Article 2 Subscriptions

- (a) Every Full Member and Associate Member of the Association shall pay an entrance fee of HK\$30.00 on first joining the Association. All B.A.(A.S.) Year 1 undergraduates shall pay a lump sum of HK\$120.00 for membership subscriptions of three years, or pro-rata of HK\$120.00 for any other durations calculated on yearly basis. All M. Arch. Year 1 students shall pay a lump sum of HK\$80.00 for membership subscriptions of two years, or pro-rata HK\$80.00 for any other durations calculated on yearly

basis.

- (b) Long Terms Associate Members referred to Section 2 Article 1(c) shall pay a subscription of HK\$150.00 payable to the Association for 5 years' membership.
- (c) Any Full Member, upon withdrawal from the Association, shall be entitled to a partial repayment of membership subscription, being calculated as amount already paid in accordance with Article 2(a) above, less an amount proportional to the actual membership period on yearly basis.
- (d) If there is any increase in the membership fee, the members shall pay for the balance.

Article 3 Budget

The Annual Budget of the Association shall be prepared by the Financial Secretary and be submitted to the Association Committee for adoption within one month after taking office.

Article 4 Auditing

The Association Committee shall invite an Honorary Auditor to audit the accounts of the Association which shall be submitted at the A.G.M. for adoption in the form of a Financial Report prepared by the Financial Secretary. The Honorary Auditor shall be a full time member of the Department Teaching staff.

Article 5 Financial Statement

There shall be at least one financial statement prepared by the Financial Secretary, approved by the Association Committee, in the second terms in addition to the final statement referred to in Article 4. The statements shall be posted on the official board of the Association.

Article 6 Reserved Fund

- (a) **DEFINITION**
Refer to Section VIII Article 2(a), the lump sum of all possible repayments upon the disintegration of the Association shall be known as "The Architectural Students' Association Reserved Fund", hereinafter referred to as "the Fund"
- (b) **PURPOSE**
 - (i) The aim of the Fund is to ensure a definite amount of money, which can be repaid to all the members if the disintegration of the Association is inevitable.
 - (ii) To make a better utilization of the Fund for the well-being of the members.
- (c) **CALCULATION**
 - (i) The Fund shall be adjusted upon the following factors:
x - amount of Full-time membership annual subscription fee
y - amount of Associate membership annual subscription fee
z - amount of Long-term membership annual subscription fee
F_n - number of Full-time member (n denotes year of study)
A_n - number of Associate member (n denotes year of study)
L_m - number of Long-term associate member (m denotes year of membership remaining)
 - (ii) The Fund = [x(2F₁+ F₂+ F₄)+y(2A₁+ A₂+ A₄)+z(4L₄+ 3L₃+ 2L₂+ L₁)](1+14%)
- (d) **ADMINISTRATION**
 - (i) The Fund shall be placed in a fixed deposit account and shall be kept separate from the other Association accounts.
 - (ii) The financial year of the fund shall be coincided with the financial year of the Association.

- (iii) The amount of expense on those cases stated in Article 6(b)(ii) of each financial year shall not exceed the calculation of the Fund stated in Article 6(c).
- (iv) Any income of property whensoever derived due to the Fund shall not be transferred other than to the General Fund or Stock.
- (v) The Fund shall only be mobilized after the approval in a General Meeting held specially for the purpose. Motions so passed shall allow the executive committee to mobilize the Fund and at the same General Meeting a resolution for the recovery of the Fund at a reasonable period of time shall be arrived.

Article 7 *General Fund*

(a)

DEFINITION

There shall be an independent current account for the general income and expenditure to be placed, shall be known as "the Architectural Students' Association General Fund", hereinafter referred as "the Fund".

(b)

PURPOSE

The aim of the Fund is to ensure the definite amount of money for the general expenditure of the association

(c)

ADMINISTRATION

- (i) There shall be a fixed deposit account for the fund and shall be kept separate from the other Association accounts.
- (ii) The content of all the principle income shall be put into the General Fund Account.
- (iii) The financial year of the fund shall be coincided with the financial year of the Association.
- (iv) Any income of property whensoever derived due to the Fund shall not be transferred other than to the General Fund or Stock.

Article 8 *Portfolio Central Fund*

(a)

DEFINITION

The lump sum of all possible amount received from sponsors for the purpose of publishing the Portfolio, not as direct subsidy onto members, shall be known as "the Architectural Students' Association Portfolio Central Fund", hereinafter referred as "the Fund".

(b)

PURPOSE

- (i) The aim of the Fund is to ensure the definite amount of sponsorship should be repaid to all the sponsors and all interest generated from the Fund would be donated to charity organization and be submitted to the A.G.M. or Extraordinary General Meeting for adoption, if the disintegration of the Association is inevitable.
- (ii) To ensure the mentioned lump sum as the Fund, would not be mixed up with other Association account.

c)

ADMINISTRATION

- (i) The Fund shall be placed in a saving account and shall be kept separate from the other Association account.
- (ii) The financial year of the fund shall be coincided with the financial year of the Association.

SECTION IX CONSTITUTION**Article 1 *Amendments***

No part of the Constitution of the Association, once having been approved by the Association, may be cancelled, modified, supplemented or replaced except by a motion carried at an Extraordinary General Meeting or

Article 2

General Polling convened specially for the purpose or at an A.G.M. A notice of such Meeting or Polling shall be posted at least five working days in advance, indicating specifically the changes proposed.

Interpretation

The interpretation of the Constitution shall rest with the Association Committee.