

Constitution of Architectural Society, Hong Kong University Students' Union

(Last amended in Annual General Meeting, Session 2012-2013)

Section I GENERAL

Article 1 Name

The name of the Society shall be "Architectural Society, Hong Kong University Students' Union" hereinafter referred to as "The Society".

Article 2 Purpose

The purposes of the Society shall be:

- a) To represent the student body of the Faculty of Architecture.
- b) To promote the welfare of the members of the Society.
- c) To act as a co-ordinator among affiliated Academic Societies in order to arouse interest in, to further the appreciation of, and to make contribution to the Art and Science of the Professions. **(Amended AGM 2010-2011)**
- d) To promote relationship among members of the Faculty as a whole.
- e) To establish contact with other societies and individuals of similar or allied interests.

Article 3 Affiliation

The Society shall be affiliated to the Hong Kong University Students' Union, hereinafter referred to as, 'the Union'.

Article 4 Society Session

The Society 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 full-time undergraduates of the Faculty of Architecture shall be Full members of the Society and shall pay the prescribed fee as stated in Section IX, Article 2. **(Amended AGM 2010-2011)**
- ii. All registered postgraduates taking full-time courses in the Faculty of Architecture who are also full members of the Hong Kong University Students' Union shall be Full Members of the Society and shall pay the prescribed fee as stated In Section IX, Article 2.

b) Associate Membership:

All fresh graduates of the Faculty of Architecture shall be entitled to one year free Associate Membership after graduation. All graduates of the Faculty 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 Faculty of Architecture, shall be eligible for Long Term Associate Membership for a period of three years upon payment of the prescribed fee as stated in Section IX, Article 2.

c) Honorary membership

Any person who has special contribution in the Art and Science of the Professions or to the Society shall be eligible for Honorary Membership upon election by the Society on the recommendation of the Society Council.

Article 2 Privilege

a) All members of the Society shall be entitled to:

- i. use all facilities provided by the Society for the general use of its members;
- ii. attend functions of the Society;

- iii. participate and speak in General Meeting of the Society.
- b) All FULL MEMBERS of the Society may vote at General Meetings and General Polling of the Society, attend Society Council meeting of conditions as stated In Section V, Article 5(f) and shall be entitled to vote, nominate, and be nominated in Society Elections and be eligible for office of the Society Council.

Section III GENERAL MEETINGS

Article 1 Authority

The vote of General meetings of the Society shall possess the highest authority in the Society.

Article 2 Annual General Meeting

- a) The Annual General meeting of the Society, hereinafter referred to as 'the A.G.M' of the Society, shall be convened by the Council Chairman and held within the first 18 school 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 Annual Report prepared by the General Secretary.
 - iv. To receive and adopt the Annual Financial Report prepared by the Financial Secretary.
 - v. To elect on President, Vice-President(s) and three patrons as Honorary Advisers of the Society for the following session. The President shall be the Dean of the Faculty of Architecture.

- vi. To announce the election result of the Executive Committee of the Society for the coming session.
- vii. Any other business.
- c) The Annual Report of Architectural Society, HKUSU shall be submitted to the Society Council in the last Society Council Meeting.

Article 3 Extra-ordinary General meeting

No Extra-ordinary General meeting shall be held unless it is convened by the Chairman of the society with the approval, or at the request of the Society Council, or in accordance with a requisition signed by not less than one-tenth of the total number of Full Members of the Society. 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-third of the members present.

Article 4 Vote of non-confidence

A Vote of Non-confidence for Infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any office-bearer at an Extra-ordinary General meeting held especially 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 Society and the agenda and relevant reference materials thereof shall be posted at least five working days in advance on the official notice board of the Society.
- b) Postponement of any General meeting shall be posted at least three working days in advance on the official notice board of the Society.

Article 6 Quorum

At all General Meetings of the Society, one-eighth of the members of the Society shall

form a quorum. In case the quorum was not formed within thirty minutes of the prescribed commencing time of the meeting for two consecutive sessions held within two weeks, all the remaining unresolved matters shall be handover to an Council Meeting which shall be open to all members of the Society. Non-councilors shall have full speaking rights on all the matters in the Council Meeting.

Article 7 Returning Officer

The Returning Officer for the General Meeting shall be invited by the Society Council and shall be a member of the Union Council.

Article 8 Standing Orders

Standing orders for all General Meeting of the Society shall be in accordance with those for the Hong Kong Universities Students' Union Council Meetings unless otherwise approved by a General Meeting.

Section IV GENERAL POLLING

Article 1 Authority

The vote of General Polling of the Society 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 Council, at the request of the Council or not less than one-tenth of Full Members whose request is approved by the Council. Any such requisition shall specify the motion or motions to vote on at the General Polling. Should the Council not approve of a request by not less than one-tenth of Full members to hold General Polling of the Society, a General Meeting shall be held to consider the proposed motion or motions.

Article 3 Notice

A notice of General Polling of the Society and the motion or motions to be voted shall be posted at least five working days in advance on the official notice board of the Society.

Article 4 Returning Officer

Two Returning Officers are eligible for the General Polling to be held. One shall be a member of the University teaching staff and the other shall be the member of the Union Council. Both of them shall be appointed by the Society Council.

Article 5 Voting

Voting may take place at polling station(s) which shall 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 an-eighth of Full Members and no complaint is received.

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

- a) Any complaint concerning irregularity in the polling procedure must be raised within twenty-four hours from declaration of the result of polling to the Council Chairman in written form, and must be signed by the complainant and three seconders.
- b) Any received complaint shall be posted on official notice board and the result of the polling shall be frozen within seventy-two hours from declaration of the polling results.
- c) The Society Council shall be responsible for the investigation with seventy-two hours from declaration of the polling result.
- d) The resolution shall be posted on official notice board after the investigation.

- e) If the complaint is found to be invalid after the investigation, the result of polling shall be declared valid.
- f) On being identified that there had been a contravention in the polling procedure, it shall lead to another General Polling.

Section V THE ARCHITECTURAL SOCIETY COUNCIL

Article 1 Authority

Architectural Society Council shall possess an authority second to the General Meetings and General Pollings of the Society.

Article 2 Function

- a) To represent all the students of Faculty of Architecture in all matters concerning their Interest.
- b) To afford an official medium of communication between all the students and the Academic Societies, the Students' Union and the University authorities.
- c) To discuss and resolve all matters concerning the interests of the members as a whole.
- d) To supervise the Academic Societies.

Article 3 Session

The session of the Council shall coincide with the session of the Society.

Article 4 Composition

No society Council member shall assume more than one representative role within the same Council session.

- a) Council Chairman:

The Council Chairman shall be elected at the First Society Council Meeting of the current session from past Council Members. In case the Council Chairman is elected from the

members of the present Society Council, the person so elected shall resign from the original representation in the Society Council and his representation be substituted.

(Amended AGM 2010-2011)

- b) Honorary Secretary;

The Honorary Secretary of the Society Council shall be appointed at the First Society Council meeting of the current session from full members of the Society. The Honorary secretary shall have full speaking right but shall not vote. **(Amended AGM 2010-2011)**

- c) The Elected Office-Bearers:

Chairman

Internal Vice-Chairman,

External Vice-Chairman,

General Secretary,

Financial Secretary,

External Secretary,

Publications Secretary,

Publicity Secretary,

Sports Captain and

Social & Welfare Secretary.

shall have both speaking right and voting right.

- d) Council Representatives

The Council Representatives shall be appointed by respective classes at the beginning of each academic year. The composition of the Council Representatives shall be as follow:

1 Council Rep. from 1st year in 4-year curriculum, BA[ArchStud], **(Added AGM 2012-2013)**

1 Council Rep. from 2nd year in 4-year curriculum, BA[ArchStud], **(Added AGM**

2012-2013)

1 Council Rep. from 3rd year in 4-year curriculum, BA[ArchStud], **(Added AGM 2012-2013)**

1 Council Rep. from 4th year in 4-year curriculum, BA[ArchStud], **(Added AGM 2012-2013)**

1 Council Rep. from 1st year in 3-year curriculum, BA[ArchStud], **(Amended AGM 2012-2013)**

1 Council Rep. from 2nd year in 3-year curriculum, BA[ArchStud], **(Amended AGM 2012-2013)**

1 Council Rep. from 3rd year in 3-year curriculum, BA[ArchStud], **(Amended AGM 2012-2013)**

1 Council Rep. from 1st year, MArch, **(Amended AGM 2012-2013)**

1 Council Rep. from 2nd year, MArch, **(Amended AGM 2012-2013)**

1 Council Rep. from 1st year in 4-year curriculum, BSc[Surv], **(Added AGM 2012-2013)**

1 Council Rep. from 2nd year in 4-year curriculum, BSc[Surv], **(Added AGM 2012-2013)**

1 Council Rep. from 3rd year in 4-year curriculum, BSc[Surv], **(Added AGM 2012-2013)**

1 Council Rep. from 4th year in 4-year curriculum, BSc[Surv], **(Added AGM 2012-2013)**

1 Council Rep. from 1st year in 3-year curriculum, BSc[Surv]. **(Amended AGM 2012-2013)**

1 Council Rep. from 2nd year in 3-year curriculum, BSc[Surv], **(Amended AGM 2012-2013)**

1 Council Rep. from 3rd year in 3-year curriculum, BSc[Surv] **(Amended AGM 2012-2013)** and

1 Council Rep. from 1st year, MUD. **(Amended AGM 2012-2013)**

1 Council Rep. from 1st, 2nd and 3rd years, BA[LS]* **(Amended AGM 2012-2013)**

*Refer to Appendix 1 **(Added AGM 2010-2011)**

1 Council Rep. from 1st year, MLA. **(Amended AGM 2012-2013)**

1 Council Rep. from 2nd year, MLA. **(Amended AGM 2012-2013)**

shall have both speaking right and voting right.

e) Two representatives from each affiliated Academic Society. They shall have both speaking right and voting right.

f) 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 Council Meeting. The Past Executive Committee Representative shall have speaking right but no voting right.

g) Student Senator and Faculty Board Student Members

The Student Senator and the Faculty Board Student Members of the Faculty of Architecture should be official observers at Society Council meetings upon Invitation. The official observers shall have speaking right but no voting right.

h) Observers from BA[Conservation] and BA[US]**

Students of all years studying Bachelor of Arts in Conservation Studies and Bachelor of Arts in Urban Studies shall elect 1 observer from each programme to attend Meetings of Architectural Society Council. The 2 observers shall have speaking right but no voting right. **(Added AGM 2012-2013)**

Refer to Appendix 2 **(Added AGM 2012-2013)

Article 5 Society Council meetings

a) The Society Council shall meet at least once every term.

b) The Society Council meetings shall be convened by the Council Chairman or at the request of the Society Chairman or any member of the Council seconded by three

other members of the Council. In the absence of the Council Chairman, the Honorary Secretary of the Society Council may convene the meeting.

- c) At all Society Council meetings, two third of total number of voting members shall form a quorum.
- d) To after half an hour of the time appointed for Society Council 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.
- e) A notice including the set agenda of the Society Council Meeting shall be posted up on the official notice board of the Society and be sending to each member of the Council at least one working day beforehand.
- f) Unless the Society Council shall decide otherwise for any particular Meeting, all Meetings of the Society Council shall be opened for all Full members of the Society to attend. Members so attending shall not vote and unless permitted by the Council, shall not speak.
- g) The Society Council may, at the request of the Council Chairman seconded by three other members of the Council, transact any of their business by circulation of papers, and a resolution shall be valid and effectual as if it had been passed at a Council Meeting. The resolution, however, shall be confirmed at a subsequent Council Meeting.
- h) In case of an equality of votes the Council Chairman of the Meeting should have a casting vote.
- i) Minutes of Society Council Meetings shall be posted on the official notice board of the Society within ten days from the Meetings.

Article 6 Business

- a) To receive and adopt the Annual Budget of the Society Income and Expenditure at the beginning of the current session.
- b) To receive and adopt the Year Plan from the Executive Committee of the Society at the beginning of the current session.
- c) To receive the Year Plans from the Academic Societies at the beginning of the current session.
- d) To receive and adopt the Annual Reports from all the affiliate Academic Societies of previous session at the beginning of the current session.
- e) To receive and adopt the Annual Report prepared by the General Secretary at the end of the current session.
- f) To receive and adopt the Financial Statement and Annual Financial Report prepared by the Financial Secretary of the session.
- g) To appoint all standing committees of the Society Council and to elect committees adhoc as may be deemed necessary.
- h) To receive and consider, and approve or reject application from organizations for affiliation to the Society.
- i) To consider any poles, grievance, or alleged infringement of the Society Constitution, and all such matters as may be placed before the Society Council by any member of the Society or any affiliated Academic Society, and deemed necessary, to adjudicate upon, or act in, all such cases.
- j) To frame by-laws from time to time.
- k) To conduct any Society Business not explicitly conferred on any other body.

Article 7 Sub-Committees

- a) The Society Council may appoint Sub-Committees to act in the achievement of the objectives of the Society and may invite other persons, whether members of the

Society or not to serve on such Sub-Committees.

- b) Sub-Committees shall only have executive status within the terms of reference imposed by the Society Council, and shall not commit the Society on matters of policy or finance without the approval of the Society Council. **(Amended AGM 2010-2011)**
- c) Minutes or reports of Sub-Committees shall be submitted to the Society Council on request.

Article 8 Duties of Each Party

- a) The Council Chairman shall take the Chair at all meetings of the Society Council and all General Meetings of the Society.
- b) The Honorary Secretary of the Society Council shall take minutes at all meetings of the Society Council and all General meetings of the Society.
- c) The Executive Committee shall report the executive business in the Society Council Meetings.
- d) The Council Representative shall maintain liaison between his class and the Society Council. He shall assume a consultative and supervisory role in the Society Council.
- e) The Academic Representative shall represent his respective Academic Society In Society Council.
- f) Student Member in the Board of Faculty, Faculty of Architecture, should be official observer at the Society Council Meetings upon invitation.
- g) The Past Executive Committee Representative shall act as an executive advisor in the Society Council.

Section VI EXECUTIVE COMMITTEE

Article 1 Composition

The Elected Office-bearers:

Chairman,
Internal Vice-Chairman,
External Vice-Chairman,
General Secretary,
Financial Secretary,
External Secretary,
Publication Secretary,
Publicity Secretary,
Social & Welfare Secretary
and Sports Captain.

Article 2 Function

- a) The function of the Executive Committee shall be
 - i. To formulate the policies of the Society in accordance with its purposes.
 - ii. To carry out the resolutions of the General meetings, the General Polling and Society Council.
- b) The Executive Committee shall be responsible to the Society Council for all its actions.

Article 3 Duties of Individual Members

- a) The CHAIRMAN shall be the chief of executive of the Society.
- b) The INTERNAL VICE-CHAIRMAN shall assist the Chairman in Internal affairs of the Society, when the office of the Chairman is vacated, the Internal Vice-Chairman shall automatically become Chairman of the Society and shall hold office for the remaining session. By-Election shall then be held to elect a new Internal Vice-Chairman.

- c) The EXTERNAL VICE-CHAIRMAN shall assist in external affairs and shall be the representative of the Society in the Hong Kong University Students' Union Council.
- d) The GENERAL SECRETARY shall be responsible for the general correspondence of the Society, general administrative duties and keeping the membership roll of the Society.
- e) The FINANCIAL SECRETARY shall be responsible for all financial matters of the Society and shall be the representative of the Society in the Union Finance Committee.
- f) The EXTERNAL SECRETARY shall assist the External Vice-Chairman in external affairs. In the absence of External Vice-Chairman, External Secretary shall be the representative of the society to the Hong Kong University Students' Union Council.
- g) The PUBLICATION SECRETARY shall be responsible for all matters relating to the publications of the society, including the handbook of the society and the society homepage.
- h) The PUBLICITY SECRETARY shall be responsible for all matters relating to the publicity of the society.
- i) The SOCIAL & WELFARE SECRETARY shall be responsible for all social activities and student welfare of the Society.
- j) SPORTS CAPTAINS shall be responsible for all sports activities of the Society and shall be the official observer of the Society in the Council of Sports Association HKUSU.

Section VII ELECTIONS

Article 1 Composition

The office-bearers to be elected:

Chairman,
Internal Vice-Chairman,
External Vice-Chairman,
General Secretary,
Financial Secretary,
External Secretary,
Publication Secretary,
Publicity Secretary,
Social & Welfare Secretary
and Sports Captain.

Article 2 By-Election

In event of a vacancy occurring in any post in the Executive Committee, EXCEPT the Society Chairman, a By-Election, General Meeting or General Polling shall be held within two-calendar months.

Article 3 Governing Procedure

- a) Nomination for all offices referred to in Article 1 above shall be opened three weeks before the day for the A.G.M. Nominations shall be made on official nomination forms. The nominations shall be closed three days before the Election Day.
(Amended AGM 2010-2011)
- b) The Election Commission shall officially obtain the nomination forms from the Council Chairman or the Honorary Secretary of the Society Council. The Commission shall scrutinize every nomination form and post the name of the candidate on the official notice board within one clear day after receiving the nomination; thereafter, the candidate may start his Election Campaign.
- c) Election shall be in the form of secret ballot.

- d) 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.
- e) 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 of the poll in this first count shall be declared to have lost and his votes shall be distributed among the remainders according to the second preferences indicated on them. This process shall be continued until on 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.

Article 4 Election Officials

- a) Annual Election Commission consisting of a Chairman and two members shall be appointed by the Society Council to take charge of every business pertaining to the election.
- b) Two Returning Officers are eligible for the Annual Election to be held. One shall be a member of the University teaching staff and the other shall be the member of the Union Council. Both of them shall be appointed by the Society Council.

Article 5 Election Day

The notice of the Election Day for the Annual Election shall be served at least one clear day beforehand.

Article 6 Voting

Voting shall take place at polling station(s) which shall open for no less than eight hours.

Article 7 Re-Election

- a) In the event of a tie occurring at any state of the election proceedings for an office, the election Commission shall order a re-election for that particular office within

seven working days, immediately following the Election Day. **(Amended AGM 2010-2011)**

- b) In the event of any contravention of the election procedures, the Election Commission with the approval of the Society Council shall have power to order a re-election, and such re-election must take place within the seven days immediately following the Election Day.
- c) A re-election may be conducted by the Election Commission following the general election procedures in Article 3 or be conducted by the Council Chairman at a General Meeting by secret ballots. The method used shall be decided by the Society Council for each circumstance.

Article 8 Withdrawal of Candidates

Any withdrawal of candidates shall be made by a formal letter and be submitted to the Election Commission within the nomination period. The Election Commission should thereafter make notice of the withdrawal(s) on the official notice board.

Section VIII ACADEMIC SOCIETIES

Article 1 Nature

- a) Academic Society is directly affiliated to Architectural Society, HKUSU, of which a majority of its full members have full membership.
- b) The term "Academic Society" shall include any of the following societies:
 - i. Departmental Society
Departmental Society is the student organization in the full membership of which is open to all students taking approved courses in the Department of the University.
 - ii. Curricular Society
Curricular Society is the student organization in the full membership of which is

open to all student enrolled in the curricular of the University. Curricular Society shall be formed only if it is by definition infeasible for there to be a formation of Departmental Society.

iii. Major or Minor Society

Major of Minor Society is the student organization in the full membership of which is open to all students taking approved courses in the Faculty of the University, which shall be eligible to be declared as a major of minor stream of study in the Faculty of the University. Major or Minor Society shall be formed only if it is by definition infeasible for there to be a formation of Departmental Society or Curricular Society.

c) All Academic Societies shall enjoy the same status and privileges upon affiliation.

Article 2 Obligation

a) All affiliated Academic Societies shall entail acceptance of and compliance with the followings:

- i. Constitution, By-laws and Regulations of the Union as well as the Society;
- ii. Union Council resolutions; and
- iii. Society Council resolutions.

b) All affiliated Academic Societies shall submit their annual reports to Society Council within one week after their A.G.M.

c) All affiliated Academic Societies shall submit their year plans to the Society Council at the beginning of the Society session. Any Infringement or non-compliance of the above may result in temporary suspension of affiliation or disaffiliation as decided by the Society Council.

Section IX FINANCE

Article 1 Financial year

The financial year of the society shall correspond to Society Session referred to in Section 1, Article 4.

Article 2 Subscriptions

- a) Every FULL MEMBER of the Society shall pay an entrance fee of HK\$ 35.00 on first joining the Society. **(Amended AGM 2012-2013)** All BA[ArchStud] Year 1 undergraduates in the 3-year curriculum shall pay a lump sum of HK\$ 150.00 for membership subscriptions of three years, or pro-rata of HK\$150.00 for any other durations calculated on yearly basis. **(Amended AGM 2012-2013)** All BA[ArchStud] Year 1 undergraduates in the 4-year curriculum shall pay a lump sum of HK\$ 200.00 for membership subscriptions of four years, or pro-rata of HK\$200.00 for any other durations calculated on yearly basis. **(Added AGM 2012-2013)** All MArch. year 1 undergraduates shall pay a lump sum of HK\$100.00 for any other durations calculated on yearly basis. All BSc[Surv] Year 1 undergraduates in the 3-year curriculum shall pay a lump sum of HK\$ 150.00 for membership subscriptions of three years, or pro-rata of HK\$150.00 for any other durations calculated on yearly basis. **(Amended AGM 2012-2013)** All BSc[Surv] Year 1 undergraduates in the 4-year curriculum shall pay a lump sum of HK\$ 200.00 for membership subscriptions of four years, or pro-rata of HK\$200.00 for any other durations calculated on yearly basis. **(Added AGM 2012-2013)** All BA[LS] Year 1 undergraduates in the 3-year curriculum shall pay a lump sum of HK\$ 150.00 for membership subscriptions of three years, or pro-rata of HK\$150.00 for any other durations calculated on yearly basis. **(Added AGM 2012-2013)** All BA[LS] Year 1 undergraduates in the 4-year curriculum shall pay a lump sum of HK\$ 200.00 for membership subscriptions of four years, or pro-rata of HK\$200.00 for any other durations calculated on yearly basis. **(Added AGM 2012-2013)** All

BA[Conservation] Year 1 undergraduates in the 4-year curriculum shall pay a lump sum of HK\$ 200.00 for membership subscriptions of four years, or pro-rata of HK\$200.00 for any other durations calculated on yearly basis. **(Added AGM**

2012-2013) All BA[US] Year 1 undergraduates in the 4-year curriculum shall pay a lump sum of HK\$ 200.00 for membership subscriptions of four years, or pro-rata of HK\$200.00 for any other durations calculated on yearly basis. **(Added AGM 2012-2013)**

- b) ASSOCIATE MEMBERS except fresh graduates referred to in Section II Article 1(b) shall pay a lump sum of HK\$ 150.00 for membership subscriptions of three years.
- c) Any FULL MEMBER, upon withdrawal from the Society in the case of cessation as a student of the Faculty of Architecture, shall be entitled to a partial repayment of membership subscriptions, being calculated as the amount already paid in accordance with Article 2a) 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

- a) The Annual Budget of the Society shall be prepared by the Financial Secretary and be submitted to the Society Council for adoption within one month after taking office.
- b) The general running expenditure of the budget shall not exceed the principal income in the current financial year. The principal income of each financial year shall be calculated as follows:

Principal Income = Number of members at the beginning of the current session X Yearly membership fee per person + Entrance fee+ Annual interest from A.S.

Reserved Fund Account + Any surplus/deficit from preceding session.

- c) Any alternation of the budget shall be submitted to the Society Council for approval.

Article 4 Auditing

The Society Council shall appoint at least one hon. Auditor to audit the Accounts for the Society which shall be submitted at the AG.M. for adoption in the form of a Financial Report prepared by the Financial Secretary. The Hon. Auditor shall be full time member of the Faculty Teaching staff.

Article 5 Financial Statement

There shall be at least one Financial Statement prepared by the Financial Secretary, approved by the Society Council, in the First Term in addition to the Financial report referred to in Article 4. The statements shall be posted on the official notice board of the Society.

Article 6 Architectural Society Reserved Fund Account

- a) Refer to Section IX Article 2 c), the lump sum of all possible repayments upon the disintegration of the Society shall be known as the "Architectural Society Reserved Fund" hereinafter referred to as "the Fund".
- b) 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 Society is inevitable.
- c) The Fund shall be calculated as 150 % of the total amount of the subscribed membership fee paid in advance for following sessions at the beginning of current financial year.
- d) The fund shall be placed in a fixed deposit account and shall be kept separate from the other Society accounts.
- e) The financial year of the Fund shall be coincided with the financial year of the Society.

- f) The amount of the Fund shall be adjusted yearly according to the number of both FULL and ASSOCIATE MEMBERS.
- g) Any Interest whatsoever derived due to the Fund shall be transferred to the General Fund referred to Section IX, Article 7.
- h) The Fund shall only be mobilized after approval of the Society Council.
 - i. Refer to Section IX Article 2c), application for subscription refund shall be held within four weeks after termination of membership. The remaining subscription for the coming session or sessions shall be repaid to the applicant at the end of current financial year.

Article 7 Architectural society General Fund Account

- a) There shall be an independent current account for the General Fund to be placed.
- b) The content of the principle income shall be put into the Architectural Society General Fund Account.

Section X CONSTITUTION

Article 1 Amendments

No part of the Constitution of the Society, once having been approved by the Society, may be cancelled, modified, supplemented or replaced except by a motion carried at a General Meeting. A notice of such meeting shall be posted at least five working days in advance. Indicating specifically the changes proposed.

Article 2 Interpretation

The Interpretation of the Constitution shall rest with the Society Council.

Appendix 1 COUNCIL REPRESENTATIVE FROM BA[LS]

The addition of '1 Council Rep. from 1st, 2nd and 3rd years, BA[LS]' only serves a

transitional arrangement on the composition of the Architectural Society Council.

(Amended AGM 2012-2013) The arrangement shall be reviewed under the establishment of the Department of Landscape Architecture under the Faculty of Architecture. **(Added AGM 2010-2011)**

Appendix 2 OBSERVERS FROM BA[Conservation] and BA[US]

The addition of 2 Observers from BA[Conservation] and BA[US] only serves a transitional arrangement on the composition of the Architectural Society Council. The status of the observers shall be reviewed as the representative power of the 2 observers increase.

(Added AGM 2012-2013)