

# **Constitution**

## **Section 1 General**

### **Article 1: Name**

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

### **Article 2: Purposes**

The purposes of the Society shall be:-

- (a) To represent the interests of the members of the Society.
- (b) To organize activities for promoting the academic standard, practical knowledge and general welfare of the members of the Society.
- (c) To contribute to the development of the Surveying professions and to promote relationships between the society and the bodies within the professional field.
- (d) To involve in and co-ordinate with the activities organized by the Architectural Society, HKUSU.

### **Article 3: Society Session**

The society 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 next calendar year.

### **Article 4: Affiliation**

The society shall be affiliated to the Architectural Society, Hong Kong University Students' Union .

### **Article 5: Representation**

The Chairman and the External Secretary of the Society shall be the official representatives of the Society in the Architectural Society Council.

## **Section 2 Membership**

### **Article 1: Membership**

- (a) Full Membership

All registered undergraduates of the Department of Real Estate and Construction, University of Hong Kong shall be Full members of the Society and shall pay the prescribed fee as stated in Section 8, Article 2 (a).

(b) Associate membership

1. All fresh graduates of the Department of Real Estate and Construction, University of Hong Kong (graduated within the current Society Session) shall not be eligible for Full Membership and shall be Associate members of the Society for the remaining Society Session only.
2. Subject to (i) above, all graduates of the Department of Real Estate and Construction, Department of Surveying before July, 1997, Department of Building before July 1987, or the Building stream of the School of Architecture before 1985, shall be eligible for Associate Membership upon payment of the prescribed fee as stated in Section 8, Article 2 (b).
3. All members of the Academic and Administrative staff of the Department of Real Estate and Construction, University of Hong Kong shall be eligible for Associate Membership upon payment of the prescribed fee as stated in Section 8, Article 2 (b).

(c) Honorary Membership

1. Any person allied to or interested in the Science of Surveying, committed great contribution to the Society or promoted reputation of the Society, shall be eligible for Honorary Membership upon election by the Society on the recommendation of the Society Committee.
2. The President, Vice- president and Patrons of the Society are automatically Honorary Members of the Society.

**Article 2: Privileges**

(a) All Members of the Society shall be entitled to:

1. Use all facilities provided by the Society for the general use of its members.
2. Attend functions and activities arranged by the Society.

3. Participate and speak in the General Meeting of the Society.

(b) All Full Members of the Society may vote at General Meetings of the Society, attend Committee Meetings of conditions as stated in Section 6, Article 4(f), and shall be entitled to vote, nominate, and be nominated in Society Elections and be eligible for office of the Society committee.

### **Section 3 General Meetings**

#### **Article 1: Authority**

The vote of the General Meeting as well as that of General Polling have the highest authority, not only that of the General Meeting.

#### **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 Chairman of the Society and held within a period of first four weeks of the Second Term/Semester.

(b) The business of the A.G.M shall be:

1. To receive the Presidential address.
2. To receive and adopt the minutes of the previous A.G.M together with the minutes of Extraordinary General Meetings which may have been held since the previous A.G.M.
3. To receive and adopt the Internal Secretary's Annual Report.
4. To receive and adopt the Financial Secretary's Annual Financial report.
5. Constitution amendment, if any.
6. To elect Honorary president, Vice-president and patrons of the Society for the following session.
7. Any other business.

(c) A copy of the Annual Report of the Society should be circulated to the Faculty Society Council within 2 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 Society with the approval, or at the request of, the Society Committee, or in accordance with a requisition signed by not less than one-fourth 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-thirds of the members present.

### **Article 4: Vote of Non-confidence**

A vote of non-confidence for infringement of the Constitution, negligence of duties of unbecoming conduct may be moved against any office-bearers at an Extraordinary 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 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-fourth of the total number of Full members of the Society shall form a quorum.

### **Article 7: Returning Officer**

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

## **Section 4 General Polling**

### **Article 1: Authority**

The vote of a 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 either a

subsequent General Polling or a subsequent General Meeting.

### **Article 2: General Polling**

No General Polling shall be held unless it is conducted by the Chairman at the request of the Committee or not less than one-fourth of Full Members whose request is approved by the Society Committee. Any such request shall specify the motion or motions to vote on at the General Polling. Should the Committee not approve of General Polling or 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**

The Returning Officer for the General Polling shall be invited by the Society Committee and shall be a member of the Faculty Teaching Staff.

### **Article 5: Voting**

Voting may take place at polling station(s) which shall open for no less than six hours. The result of the Polling shall be declared valid votes cast if no less than one-fourth 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 concerned irregularity in the polling procedure must be raised within twenty-four hours from declaration of the result of polling to the Society 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 the declaration of the polling result.

(c) The Society Committee shall be responsible for the investigation within 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 5 Elections**

### **Article 1: Annual Election**

The business of the Annual Election of the Society shall be to elect for the next Society Session the following office-bearers:

The Chairman,

The Vice-chairman,

The Internal Secretary,

The External Secretary,

The Financial Secretary ,

The Welfare Secretary,

The Publication Secretary, and

The Sports Captain.

### **Article 2: By-election**

In the event of a vacancy occurring in any post stated in Article 1 above EXCEPT the Chairman, a By-election shall be held within a period of two calendar months.

### **Article 3: Election Officials**

(a) An Annual Election Commission or a By-election Commission shall be appointed by the Society Committee to take charge of every business pertaining to the election including posting of the relevant constitution on the official notice board during the nomination period.

(b) The Returning Officer for the Annual election or the By-election shall be a member of Teaching Staff of the Department of Real Estate and Construction shall be invited by the Society Committee.

### **Article 4: Nomination**

(a) Nomination for all office-bearers referred to in Section 5, Article 1 above shall be opened three weeks before the date of the A.G.M. and closed five working days before the A.G.M. provided that at least one nomination shall have been received for each respective post.

(b) Nomination shall be made on official forms provided for the purpose. Each form shall be properly filled in, duly signed and returned to the Election Commission.

(c) The Election Commission or the By-election Commission shall scrutinize every nomination paper and announce the name of the candidate on the official notice board within one clear day after receiving the nomination form; thereafter, the candidate may start his election campaign.

#### **Article 5: Withdrawal of Candidate**

Any withdrawal of candidate(s) 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.

#### **Article 6: Election Campaigns**

All Year Representatives shall deem it their duty to facilitate all candidates to hold Election Campaigns.

#### **Article 7: Election Day**

(a) The Annual Election for the office-bearers shall be held within three clear days before the date of A.G.M.

(b) The notice of the Election Day shall be posted at least one clear day beforehand.

#### **Article 8: Voting**

(a) Election shall be in form of secret ballots.

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

(c) The election results shall be posted on the official notice board within one day after the close of the station and in any case three hours before the A.G.M.

(d) When there is only one candidate for the post, electors shall vote

for or against the candidate or abstain, The candidate shall or be declared elected provided;

1. He/she secured a number of votes for him/her greater than the number of votes against him/her; and
2. He/she has secured a number of votes for him/her no less than one-fourth of the total number of Full Members.

(e) When there are two candidates for one post, straight ballot shall be held.

(f) When there are more than two candidates 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 count shall be declared to have lost and his votes shall be distributed among the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he shall be declared elected. If it happens that the total number of votes (including those transferred from other candidates) is equal for the remaining candidates, the candidates with the greatest number of first preference votes shall be declared elected.

### **Article 9: Re-election**

(a) In the event of a tie occurring at any stage of the election procedure for an office, the Election Commission or the By-election Commission shall order a re-election for that particular office.

(b) In the event of any contravention of the election procedure, the Election Commission or the By-election Commission shall, with the approval of the Society Committee, order a re-election. Any complaint concerning irregularity in the election procedure must be raised within twenty four hours from the declaration of the result of the election. The complaint procedure will be the same as Section 4, Article 7.

(c) A re-election may be conducted by the Election Commission or the By-election Commission following the general election principles in Section 5 or be conducted by the Chairman of the Society at a general meeting by secret ballots. The method used shall be decided by the Society Committee for each circumstance.



## **Article 10: Election of the President and Patrons**

One President, one Vice-president and at least one patron shall be elected each year at the A.G.M. as Honorary Advisors of the Society.

## **Section 6 The Surveying Society Committee**

### **Article 1: Authority**

The Society Committee shall possess an authority second to the General Meetings or the General Polling of the Society.

### **Article 2: Function**

The Society Committee shall direct affairs on behalf of the Society.

### **Article 3: Composition**

The followings shall be members of the Society Committee:

(a) Elected Office-bearers:

The Chairman,

The Vice-chairman,

The Internal Secretary,

The External Secretary,

The Financial Secretary ,

The Welfare Secretary,

The Publication Secretary, and

The Sports Captain.

(b) Year representatives:

One representative is appointed from each year.

(c) Past Executive Committee Representative.

All the above mentioned shall have speaking right and voting right.

### **Article 4: Committee Meetings**

(a) The Society Committee shall meet at least once every term/semester.

(b) The Society Committee Meeting shall be convened by the Chairman of the Society.

(c) At all Society Committee Meetings, simple majority of voting members shall form a quorum.

(d) If after half an hour of the time appointed for a Committee Meeting a quorum is not present, the Meeting shall be adjourned within one

week, and if at the adjourned meeting a quorum is still not present, all voting members present thereat shall form a quorum.

(e) Notice of any Society Committee meeting and the agenda shall be posted on the Society's official notice board at least one working day in advance.

(f) Unless the Society Committee shall decide otherwise for any particular meeting, all meetings of the Society Committee shall be opened to all Full Members of the Society to attend. Members so attending shall not vote and, unless permitted by the occupant of the Chair, shall not speak.

(g) The Chairman of the Society may invite any other person to attend any Society Committee Meetings and such persons shall be granted speaking right only.

(h) The Society Committee may, if it thinks fit, transact any of its business by circulation of papers, and a resolution, however, shall be confirmed at a subsequent Committee Meeting.

(i) In case of an equality of votes, the occupant of the Chair shall have a casting vote.

(j) Minutes of Committee Meetings shall be posted on the official notice board of the Society within one week from the Meetings.

## **Article 5: Sub-committees**

(a) The Society Committee may appoint Sub-committee as necessary and may invite any other person to serve on such sub-committees.

(b) Sub-committees shall only have executive status within the terms of reference imposed by the Society Committee, and shall not commit the Society on matters of policy or finance without the approval of the Society Committee.

(c) Minutes or reports of Sub-committees shall be submitted to the Society Committee for discussion.

## **Article 6: Duties of Individual Committee Members**

(a) The Committee Chairman shall be the society Chairman and preside at all Committee Meetings and General Meetings or the Society. When the Society Chairman is absent, the Society Vice-Chairman shall be the Acting Committee Chairman.

(b) All Executive Committee Members shall report their executive business in Society Committee Meetings.

(c) Each Year Representative shall maintain liaison between the class concerned and the Society Committee. He/She shall facilitate and assist the elected office-bearers in carrying out their duties.

(d) The Past Executive Committee Representative will represent the past executive committee members and give advice to the Society Committee.

### **Article 7: Session**

The Session of the Society Committee will be coinciding with the Session of the Society.

### **Article 8: 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.

## **Section 7 Executive Committee**

### **Article 1: Composition**

The elected Office-Bearers:

The Chairman,

The Vice-chairman,

The Internal Secretary,

The External Secretary,

The Financial Secretary ,

The Welfare Secretary,

The Publication Secretary, and

The Sports Captain.

### **Article 2: Function**

(a) The function of the executive committee shall be:

1. To formulate the policies of the Society in accordance with its purposes.
2. To carry out the resolutions of the General Meeting, the General Polling and Society Committee.

(b) The Executive Committee shall be responsible to the Society Committee for all its actions.

### **Article 3: Duties of individual members**

- (a) The Chairman shall be the chief executive of the Society and the Chairman of the Society Committee.
- (b) The Vice-chairman shall assist the Chairman in all his duties and shall be the Acting Chairman when the Chairman is absent. When the office of the Chairman is vacant, the Vice-chairman shall automatically become the Chairman and shall hold office for the remaining session.
- (c) The Internal Secretary shall be responsible for the correspondence general administration, and the preparation of the Annual Report of the Society.
- (d) The External Secretary shall be responsible for the external communication of the Society and the liaison work.
- (e) The Financial Secretary shall be responsible for all financial transaction of the Society.
- (f) The Publication Secretary shall be responsible for all publication matters of the Society.
- (g) The Welfare Secretary shall be responsible for promoting general welfare of the members of the Society.
- (h) The Sports Captain shall responsible for all sports activities of the Society.

## **Section 8 Finance**

### **Article 1: Financial Year**

The Financial Year of the Society shall correspond to the Society Session stated in section 1, Article 3.

### **Article 2: Subscriptions**

- (a) The annual subscription fee is HK\$60.00. All undergraduates, upon joining the Society as Full members in accordance with Section 2, Article 1(a) shall pay to the Society a total of HK\$180.00 in advance for membership subscriptions of three years, or pro-rate of HK\$180.00 for any other duration calculated on yearly basis.
- (b) Associate Members except fresh graduates as stated in Section 2, Article (b)(i) shall pay an annual membership subscription of HK\$35.00 to the Society.
- (c) Any Full Member, upon withdrawal from the Society, shall entitle a

partial repayment of membership subscriptions, being calculated as the amount already pay in accordance with Article 2(a) less an amount proportional to the actual membership period on yearly basis.

(d) If there is any change in the membership fee, the members have the obligation to pay for the balance.

### **Article 3: Budget**

(a) The Annual Budget Estimates of the Society shall be prepared by the Financial Secretary and be submitted to the Society Committee for adoption within four weeks after taking office.

(b) The Annual Budget Estimates shall be posted at least two working days before the proposed date of adoption, according to Section 8, Article 3(a).

(c) Annual Income = Numbers of members at the beginning of the current session \* Yearly membership fee per person + Membership fee of the associate members in this session + sponsorship if any.

### **Article 4: Auditing**

(a) The Society Committee shall appoint at least one Honorary Auditor to audit the Annual Financial Account of the Society. The Honorary Auditor shall be a full time member of the teaching Staff of the Department of Real Estate and Construction.

(b) The Annual Financial Accounts of the Society shall be submitted in the A.G.M. for adoption in the form of an Annual Financial Report prepared by the Financial Secretary.

### **Article 5: Financial Statement**

There shall be at least one Financial Statement prepared by the Financial Secretary, approved by the Society Committee at the end of the first half society session in addition to the Annual Financial Report stated in Article 4 above. The Financial Statement shall be posted on the official notice board of the Society.

### **Article 6: Welfare Fund**

(a) Purpose:

The aim of the Welfare Fund is to promote the general interests of the Society in welfare aspects by providing resources or services to benefit the members as a whole during the Society Session.

(b) Administration:

The Welfare Secretary shall collect proposals for the disposal of the fund and then submit to the Society Committee Meeting for the decision.

#### **Article 7: Accumulated Welfare Fund**

(a) The Accumulated Welfare Fund shall be the total amount of surplus of Welfare Fund from each session.

(b) Purpose:

The purpose of the Accumulated Welfare Fund is to promote the general interest of the Society in long term aspects.

(c) Administration

The Welfare Secretary shall collect proposals for the disposal of the fund and then submit to the Society Committee Meeting for decision.

#### **Article 8: Accumulated Surplus**

(a) The Accumulated Surplus shall be the total amount of surplus and interest from each Society Session.

(b) Purpose:

The purpose of the Accumulated Surplus is to promote the general interest of the Society in long term aspects or at emergency.

(c) Administration:

The Financial Secretary shall collect proposals for the disposal of the fund and then submit to the Society Committee Meeting for decision if the amount is less than \$1,000 or 30% of the fund, whichever is the less. Otherwise, it shall be approved in the General Meeting/General Polling.

### **Section 9 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 an Extraordinary General Meeting convened specially for the purpose or at the A.G.M. A notice of such Extraordinary General Meeting shall be posted at least five working days in advance, including specifically the changes proposed.

**Article 2: Interpretation**

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