

**Business and Economics Association
Hong Kong University Students' Union
Constitution [Year 2012 Amended]**

Section I Definitions

In this Constitution,

“University” shall mean The University of Hong Kong;

“Faculty” shall mean Faculty of Business and Economics, The University of Hong Kong; “Union” shall mean Hong Kong University Students' Union;

“Union Council” shall mean Hong Kong University Students' Union Council;

“Association” shall mean Business and Economics Association, Hong Kong University Students' Union; “Constitution” shall mean the Constitution of the Business and Economics Association, Hong Kong University Students' Union;

“Council” shall mean Business and Economics Association Council of Business and Economics Association, Hong Kong University Students' Union;

“Executive Committee” shall mean the Executive Committee of the Business and Economics Association, Hong Kong University Students' Union.

Section II General

Article 1: Name

The name of the Association shall be “Business and Economics Association, Hong Kong University Students' Union.

The name of the Association in Chinese shall be 香港大學學生會經濟及工商管理學會.

Article 2: Purpose

- (a) To serve as the official representative body of students of the Faculty;
- (b) To promote the general welfare of the members;
- (c) To promote the comradeship and understanding among members;
- (d) To promote the study of Business and Economics.

Article 3: Session

The Association session shall commence after the end of the Annual General Meeting of the previous session and terminate with the end of Annual General Meeting of the current session.

Section III Membership

Article 1: Membership

(a) Full Membership

- i. All undergraduates of the University registered in the Faculty shall automatically be the Full Members of the Association and shall pay the prescribed fee.
- ii. All postgraduate students of the University registered in the Faculty are also Full Members of the Association on payment of the prescribed fee.

(b) Associate Membership

- i. All undergraduates of the University not registered in the Faculty taking at least one course offered by the Faculty shall be eligible for associate membership on payment of the prescribed fee, upon the approval of the Executive Committee.
- ii. All graduates of the University shall be eligible for associate membership on payment of the prescribed fee, upon the approval of the Executive Committee.
- iii. All members of the Union not eligible for membership under any of the above articles shall be eligible for associate membership on payment of the prescribed fee, upon the approval of the Executive Committee.

(c) Honorary Staff Membership

All staff members of the Faculty shall be appointed by the Council to be the Honorary Staff Members of the Association.

(d) The Honorary President and Honorary Vice-President of the Association shall be appointed by the Council.

(e) The Honorary Auditor shall be appointed by the Council.

Article 2: Privileges

(a) All members of the Association shall enjoy the following privileges:

- i. to use all facilities provided by the Association for the general use of its members;
- ii. to attend General Meeting(s) of the Association;
- iii. to attend functions and activities arranged by the Association.

(b) Full Members of the Association may nominate and be nominated for the Association election and be eligible for office in the Executive Committee and/ or office in the Council.

(c) Only Full Members may vote at General Meetings and General Pollings.

Section IV General Meetings

Article 1: General

- (a) The vote of General Meetings shall possess the highest authority in the Association.
- (b) At all General Meetings, no less than one-thirtieth of the total number of Full Members shall form a quorum.
- (c) If a quorum is not formed after an hour of the time scheduled for the announcement of the Meeting, the Meeting shall be adjourned to the same day in the following week with the required quorum, and if at that meeting a quorum is still not formed, all business of that meeting shall be resolved by the Council.
- (d) At all General Meetings, all the Union Council Meeting procedures and By-Laws shall be observed.
- (e) The Council Chairman shall invite a member of the Union Council not being a member of the Executive Committee as the Returning Officer for the General Meeting.
- (f) No business other than those stated in the agenda shall be discussed at the General Meeting without the consent of at least two-thirds of the total number of Full Members present.

Article 2: Annual General Meeting

- (a) The business of the Annual General Meeting shall be:
 - i. to receive and adopt the minutes of the previous Annual General Meeting and all Extraordinary General Meetings which have been held in the session.
 - ii. To receive and adopt an annual report of the Association of the current session prepared by the Internal Secretary;
 - iii. to receive and adopt a financial report and statement of accounts, duly audited, of the Association of the current session prepared by the Financial Controller;
 - iv. to amend the Constitution, if any.
 - v. to rectify the General Polling result of Annual Election.
 - vi. any other business.
- (b) No less than fourteen clear days' notice shall be given for the Annual General Meeting.

Article 3: Extraordinary General Meeting

- (a) The Executive Committee and the Council shall have the right to convene an Extraordinary General Meeting for any purpose at any time.
- (b) The Council Chairman shall convene an Extraordinary General Meeting upon a requisition signed by no less than one-thirtieth of the total number of Full Members of the Association. Any such requisition or consent shall specify the objects of the proposed meeting and no other matter shall be discussed thereat without the consent of at least three-fourths of the total number of Full Members present.
- (c) No less than five clear days' notice shall be given for an Extraordinary General Meeting and the notice convening the Meeting shall state the business to be transacted.

Article 4: Vote of Non-confidence

- (a) A vote of non-confidence for infringement of the Constitution, neglect of duties or unbecoming conduct may be moved against any member of the Executive Committee at an Extraordinary General Meeting held specifically for the purpose.
- (b) A vote with two-thirds voting so passed shall call for the immediate resignation of the person(s) against whom the vote is moved.

Section V General Polling

Article 1: Authority

The vote of a General Polling shall possess the same authority of a vote of a General Meeting.

Article 2: Conduction

- (a) The Committee and the Council shall have the right to convene a General Polling for any purpose at any time.
- (b) The Council Chairman shall convene a General Polling upon a requisition signed by no less than one-tenth of the total number of Full Members. Any such requisition shall specify the motion or motions to vote on at the General Polling and shall be approved by the Council. Should the Council not approve of such requisition, a General Meeting of the Association shall be held to consider the proposed motion(s).
- (c) Under no circumstances other than those stated in (a) and (b) above shall a General Polling be held.
- (d) All General Pollings shall be conducted by the Council Chairman.

Article 3: Notice

No less than seven clear days' notice shall be given for a General Polling and the notice convening the General Polling shall state the motion or motions to be voted.

Article 4: Voting

- (a) Voting shall be by secret ballot.
- (b) Voting shall take place at specified stations which shall be opened for no less than six hours.
- (c) The result of the General Polling shall be declared valid if the number of valid votes cast is no less than one-tenth of the total number of Full Members of the Association. The motion or motions shall be declared carried if a simple majority of the valid votes is for the motion or motions.

Article 5: Returning Officer

The Council Chairman shall invite a member of the Union Council not being a member of the Executive Committee as the Returning Officer for the General Polling.

Article 6: Announcement of the General Polling Results

Results of the General Polling shall be announced within 24 hours after the conclusion of the General Polling.

Article 7: Publicity

The Executive Committee shall deem it their duty to publicize any General Polling to be held and the General Polling Results.

Section VI Business and Economics Association Council

Article 1: Function

The functions of the Council shall be:

- (a) to represent all students of the Faculty in all matters affecting their interests;
- (b) to afford an official medium of communication among all Members, the Academic Society(s), the Union and the University authorities;
- (c) to discuss and resolve all matters concerning the interests of the members as a whole;
- (d) to supervise and deal with all matters of the Executive Committee and the sub-organizations.

Article 2: Authority

The Council shall have the authority only second to the General Meeting and the General Polling of the Association.

Article 3: Session

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

Article 4: Composition

- (a) The Council Chairman.
- (b) The Council Honorary Secretary
- (c) The Executive Committee Members of the Association.
- (d) Two representatives including the Chairman and Vice-Chairman from each affiliated Academic Society.
- (e) The Student Senator of the Faculty on provision of a written acceptance as a councilor.
- (f) The Student Representatives of the Board of the Faculty on provision of a written acceptance as a councilor.
- (g) Two Council Members of the previous session appointed by the Council.
- (h) Two Popularly Elected Councilors.

Article 5: Council Chairman

- (a) The Council Chairman shall be elected at the first Council Meeting of the current session from past Council Members. In case that the elected Council Chairman is a current Council Member, the

representation shall be hence substituted.

- (b) The Council Chairman shall convene the General Polling and take the Chair at all General Meetings and Council Meetings.
- (c) The Council Chairman shall have the casting vote in case of a second tie of vote.

Article 6: Council Honorary Secretary

- (a) The Council Honorary Secretary shall be elected at the first Council Meeting of the current session.
- (b) The Council Honorary Secretary shall be responsible for handling all correspondence of the Council and recording the minutes of all General Meetings and Council Meetings to be adopted at the next corresponding meetings.
- (c) The Council Honorary Secretary shall have full speaking right. Unless the Council Honorary Secretary is a current Council Member, the Honorary Secretary shall not have voting right.

Article 7: The Popularly Elected Councilors

- (a) The two Popularly Elected Councilors shall be Full Members of the Association.
- (b) The two Popularly Elected Councilors shall represent the interests of the students in the Faculty.
- (c) The two Popularly Elected Councilors shall not hold concurrently another seat in the Council or any post in the Executive Committee of the Academic Society(s).

Article 8: Council Meetings

- (a) The Council shall meet at least once every academic term.
- (b) All Council Meetings shall be convened by the Council Chairman, or at the request of the Chairman of the Association or of any members of the Council seconded by three other Council Members.
- (c) A notice including the set agenda of the Council Meeting shall be sent to each member of the Council at least seven clear days beforehand.
- (d) Unless the Council decides otherwise, all Council Meetings shall be open to all members of the Association to attend. Members so attending shall be permitted to speak only with the approval of the Council and shall not vote.
- (e) At all Council Meetings, a simple majority of the voting members shall form a quorum. Posts left vacant shall not be counted.
- (f) An Emergency Council Meeting of the Council shall be convened by the Council Chairman or at the request of the Chairman of the Association or any member of the Council seconded by three other Council Members. A notice of any such meeting and the agenda thereof shall be sent to each member of the Council at least one clear day before the Meeting.

Article 9: Power and Duties

- (a) To elect one Honorary President, Honorary Vice-Presidents, one Honorary Auditor and approve the Honorary Membership of the Association at the beginning of the Association Session.

- (b) To consider and approve or reject any application for affiliation from newly formed Academic Society(s) in the Faculty.
- (c) To receive and adopt the annual budget estimates of the Association at the beginning of the Association Session.
- (d) To receive and adopt the annual budget estimates of the Academic Society(s)
- (e) To receive and adopt the financial report of the preceding session of the Academic Society(s).
- (f) To receive and adopt the annual plans of the Executive Committee and the Academic Society(s).
- (g) To receive and adopt the annual reports of the preceding session of the Academic Society(s).
- (h) To appoint all standing committees of the Council and to elect ad-hoc Committee deemed necessary.
- (i) To receive, amend if necessary and approve the annual plans of the standing committees of the Council.
- (j) To receive the annual reports of the standing committees of the Council.
- (k) To frame, amend and abolish By-Laws of the Association from time to time.
- (l) A vote of regret for the infringement of the Constitution, neglect of duty or unbecoming conduct may be moved by the Council against any member of the Council. Any other appropriate actions may be decided by the Council.
- (m) To settle any matters arising among the Association and the Academic Society(s).
- (n) To conduct any business of the Association not explicitly conferred on anybody.

Article 10: Sanction Power

- (a) Any infringement or vote of regret for the infringement of Association Constitution and/ or By-Laws and/ or the Council by the Academic Society(s) may result in disaffiliation as decided only by the Council itself.
- (b) Any disaffiliated Academic Society shall not be granted new affiliation for at least one Association session, unless upon discretion of the Council.
- (c) A vote of regret for the infringement of Association Constitution and/ or By-Laws and/ or the ruling of the Council may be passed against any Executive Committee Member of the Association, and Academic Society(s).
- (d) A vote of regret for the infringement of the Association Constitution and/ or By-Laws and/ or the ruling of the Council may be passed against any member of the Council.
- (e) A vote of confidence shall be conducted in the Council when any Executive Committee Member of the Association no longer a Full Member of the Association.
- (f) In the event of any vacancy occurring in any post of the Executive Committee, the Council shall appoint acting Executive Committee to take up the work, who shall have the same authorities and duties as the respective posts, but such authorities and duties are subject to limitations imposed by the Council.

Section VII Executive Committee

Article 1: Composition

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| (a) Chairman | 主席 |
| (b) Internal Vice-Chairman | 內務副主席 |
| (c) External Vice-Chairman | 外務副主席 |
| (d) Internal Secretary | 內務秘書 |
| (e) External Secretary | 外務秘書 |
| (f) Financial Controller | 財務統籌 |
| (g) Faculty Affairs Secretary | 學院事務秘書 |
| (h) Academic Secretary | 學術秘書 |
| (i) Publicity Secretary | 宣傳秘書 |
| (j) Publication Secretary | 出版秘書 |
| (k) Welfare Secretary | 福利秘書 |
| (l) Marketing Secretary | 市場秘書 |
| (m) Public Relations Secretary | 公共關係秘書 |
| (n) Social Secretary | 社康秘書 |
| (o) Information Systems Secretary | 資訊系統秘書 |
| (p) Sports Secretary | 體育秘書 |

Article 2: Election

All members of the committee shall be elected in an Annual Election.

Article 3: Power

- (a) The Committee shall have the power only second to the Council.
- (b) The Committee shall have the power to co-opt any Full Member to fill any vacancy in the Committee.
- (c) The Committee shall have the power to appoint sub-committees for any specific purpose.
- (d) The Committee shall have the power to invite any person to attend any meeting or any function of the Association.

Article 4: Duties

(a) Chairman

- i. The Chairman shall preside all meetings of the Association at which he is present.
- ii. The Chairman shall be the chief executive of the Association and of the Committee.

(b) Internal Vice-Chairman

The Internal Vice-Chairman shall assist the Chairman in all his duties pertaining to internal affairs and shall foster co-ordination between the Association and the University. He shall be the ex-officio

Chairman of the Executive Committee in the absence of the Chairman.

(c) External Vice-Chairman

The External Vice-Chairman shall assist the Chairman in all his duties pertaining to external affairs and shall be the Association's representative in the Union Council, subject to replacement, in precedence, by the Chairman and any other Executive Committee Member in case of his absence.

(d) Internal Secretary

- i. The Internal Secretary shall conduct the internal correspondence and record the minutes of all meetings.
- ii. The Internal Secretary shall prepare the Annual Report to be presented at the Annual General Meeting.
- iii. The Internal Secretary shall be responsible for the keeping of all past and present records of the Association.
- iv. The Internal Secretary shall be responsible for the keeping of the membership roll of the Association.
- v. The Internal Secretary shall be responsible for the preparation of agenda and minutes of the Executive Committee Meeting(s) and General Meeting(s).

(e) External Secretary

The External Secretary shall conduct the external correspondence of the association with any external parties.

(f) Financial Controller

The Financial Controller shall keep an account of all income and expenditure of the Association, draft the budget, prepare the Annual Financial Report after being audited by the Honorary Auditor and shall be generally responsible for all financial matters of the Association.

(g) Faculty Affairs Secretary

The Faculty Affairs Secretary shall be responsible for enhancing the communication between members of the Association and the Faculty.

(h) Academic Secretary

The Academic Secretary shall be responsible for all the academic activities of the Association, e.g. promoting the members' understanding and awareness of current affairs.

(i) Publicity Secretary

The Publicity Secretary shall be responsible for all publicizing activities of the Association.

(j) Publication Secretary

The Publication Secretary shall be responsible for producing all publications of the Association.

(k) Welfare Secretary

The Welfare Secretary shall be responsible for promoting the general welfare of the members of the Association.

(l) Marketing Secretary

The Marketing Secretary shall be responsible for all marketing activities of the Association.

(m) Public Relations Secretary

The Public Relations Secretary shall be responsible for all maintaining good public relations of the

Association with external parties.

(n) Social Secretary

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

(o) Information Systems Secretary

The Information Systems Secretary shall be responsible for managing the information system of the Association.

(p) Sports Secretary

The Sports Secretary shall be responsible for the promotion of all sports activities and the organization of teams and to represent the Association at the Hong Kong University Students' Union Sports Association Council.

Article 5: Meetings

(a) Committee Meetings shall be convened at least once every academic term.

(b) All Committee Meetings and Emergency Committee Meetings shall be convened by the Chairman, or at the request of any Executive Committee Members seconded by two other Executive Committee Members.

(c) At all Committee Meetings, a simple majority of the Executive Committee shall form a quorum.

(d) No less than seven clear days' notice shall be given for a Committee Meeting.

(e) No less than one clear day's notice shall be given for an Emergency Committee Meeting.

Section VIII Election

Article 1: Nomination

(a) Nominations for the members of the Executive Committee and Popularly elected councilors shall be submitted to the Central Election Commission (hereafter referred as the Commission) two weeks before the Campaign Meeting on forms specifically provided for the purpose. Any nominations received after the stipulated date shall be null and void. The Campaign Meeting shall be held not less than seven clear days before the Annual General Meeting. The Honorary Secretary shall post a list of all nominations received immediately after the nomination is closed.

(b) Nominations shall only be made on forms provided for the purpose. Each form shall contain the name and signature of the candidate, together with the names and signatures of a proposer and a seconder.

(c) In case no nomination has been received after the end of the nomination period, the Central Election Commission shall have full power to deal with the matter at its discretion until such time as the election is held.

Article 2: Annual Election

Annual Election shall be conducted by a General Polling.

Article 3: Voting

- (a) Voting shall be by secret ballot.
- (b) When there is only one candidate for the post, the candidate shall be declared elected if the number of valid votes cast for the candidate is no less than one-tenth of the total number of Full Members of the Association, and is greater than the total number of votes against the candidate.
- (c) When there are two or more than two candidates for one post, each voter shall be entitled to one ballot paper and one vote. A candidate shall be declared elected if the number of valid votes cast for him is the highest among the candidates and is no less than one-tenth of the total number of Full Members of the Association, and is greater than the total number of votes against the candidate. In the event of a tie at the second place, a second vote shall be held between the candidates who have tied.

Article 4: Voting of Popularly Elected Councilors

- (a) Voting shall be by secret ballot.
- (b) When there are two vacancies and there are two or less than two candidates, each voter shall be entitled to one ballot paper on which he shall indicate, for each candidate, whether he is voting for that candidate. A candidate shall be declared elected if the number of valid votes cast for the candidate is no less than one-tenth of the total number of Full Member of the Association, and is greater than the number of votes against the candidate.
- (c) When there are two vacancies and there are more than two candidates, each voter shall be entitled to one ballot paper and two votes. The voter may cast his two votes on any two candidates on the ballot paper and shall not cast more than one vote on any single candidate. Failure to comply with the above procedures shall automatically nullify the whole ballot paper. The candidates shall be arranged in descending order of the number of votes they have secured in the election. Any of the first two candidates shall be declared elected provided the candidate had secured a number of votes no less than one-tenth of the total number of Full Members of the Association. In the event of a tie occurring at the second place, a second vote shall be held between the candidates who have tied.

Article 5: Returning Officer

The Commission shall invite one member of the Union Council not being a member of the Association's Executive Committee as the Returning Officer for the election.

Article 6: Announcement of Election Results

Results of the election shall be announced within 24 hours after the conclusion of the General Polling.

Article 7: By-Election

- (a) In the event of three or more posts of the Executive Committee falling vacant at any one time, the Commission shall convene a By-Election General Polling.
- (b) In the event of a vacancy/vacancies occurring in the post of the Chairman and/or one of the

Vice-Chairmen of the Executive Committee of the Association, a By-Election General Polling shall be convened by the Commission.

- (c) In the event of two vacancies occurring in the posts of the Popularly Elected Councilors, a By-Election General Polling for the vacant posts shall be held by the Commission.
- (d) All nominations for the post or posts vacant shall be in the hands of the Commission seven clear days before the By-Election General Polling.

Section IX Affiliation

Article 1: General

All student organizations in the Faculty shall be granted affiliation to the Association and shall become the sub-organizations of the Association as decided by the Council on conditions conforming to the Constitution.

Article 2: Criteria for affiliation of Academic Society(s)

- (a) A newly-established student organization or a dis-affiliated Academic Society shall apply in writing to the Council for affiliation to the Association as an Academic Society when it conforms to all of the following conditions:
 - i. The Academic Society shall satisfy the criteria of formation of Academic Society for affiliation in the Union Council By-Laws.
 - ii. An academic Society shall be affiliated to the Association either as a Departmental/School Society, a Curricular Society or a Major(s) Or Minor(s) Society and conforms to all of the following conditions:
 - 1. Departmental/ Society
 - i. There shall be only one officially recognized Departmental/School Society organized by students within a department/school in the Faculty. Any other student organizations which apply for affiliation assigned to the same department/school shall not be accepted and granted the affiliation.
 - ii. Any newly-established student organization, upon application for affiliation as Academic Society, shall obtain the signatures and names of at least fifty percent of those students taking approved course(s) offered by the department/school to which it intends to assign.
 - 2. Curricular Society
 - i. There shall be only one officially recognized Curricular Society organized by students for each curriculum in the Faculty. Any other student organizations which apply for affiliation assigned to the same curriculum shall not be accepted and granted the affiliation.
 - ii. Any newly-established student organization, upon application for affiliation as Academic Society, shall obtain the signatures and names of at least fifty percent of those students enrolled under the curriculum to which it intends to assign

3. Major Or Minor Society

- i. There shall be only one officially recognized Major(s) Or Minor(s) Society organized by students for any majors or minors stream of study in the Faculty. Any other student organizations which apply for affiliation assigned to the same stream of study shall not be accepted and granted the affiliation.
- ii. Any newly-established student organization, upon application for affiliation as Academic Society, shall obtain the signatures and names of at least fifty percent of those students taking the stream of study to which it intends to assign.

Article 3: Principles on Affiliated Organization(s)

- (a) All affiliated organizations shall become the internal structure of the Association. The Association shall concern with all matters pertaining to these organizations.
- (b) All affiliated organizations shall entail acceptance of and compliance with the Constitution, By-Laws of the Association and the ruling of the Council.
- (c) The autonomy of internal affairs of the affiliated organizations shall be respected as far as their administration causes no adverse effect on the Association as a whole.

Article 4: General Rights and Responsibilities

(a) Rights:

Any sub-organization affiliated to the Association:

- i. is eligible for using the facilities offered by the Association.
- ii. shall have its interests represented in the Council.

(b) Responsibilities:

- i. Each sub-organization shall abide by the Constitution and resolutions of the Association.
- ii. In matters, policies and external relations affecting the student body as a whole or concerning Faculty Authority and external relations, the Council shall be consulted and its ruling shall be abode by all sub-organizations.
- iii. The name of the sub-organization shall bear the initials of the Business and Economics Association, Hong Kong University Students' Union.
- iv. Agenda of Annual General Meeting(s) and Extraordinary General Meeting(s) of the Academic Society(s) shall be sent to the Council at least fourteen clear days and two clear days beforehand respectively.
- v. Annual Plan, Annual Budget Estimates, Financial Reports and Annual Report of the Academic Society(s) shall be submitted to the Council.

Section X Finance

Article 1: Financial Year

The financial year of the Association shall commence on the first of January and terminate on the thirty-first of December of the next year.

Article 2: Annual Budget Estimates

The annual budget estimates of the Association shall be prepared by the Financial Controller and shall be submitted for consideration at the first Council Meeting of the session.

Article 3: Honorary Auditor

The Honorary Auditor of the Association shall be appointed by the Council and responsible for the auditing work of all financial statements prepared by the Financial Controller.

Section XI Constitution

Article 1: Interpretation

The interpretation of this Constitution shall rest with the Council.

Article 2: Amendment

- (a) No amendment of this Constitution should be made except at an Annual General Meeting or any Extraordinary General Meeting or General Polling convened specifically for that purpose.
- (b) A notice intimating the purposed amendment shall be posted fourteen clear days before the General Meeting or the General Polling.

Article 3: Authority

The Constitution overrides the constitutions of the Academic Society(s).