

INFORMATION SYSTEMS ASSOCIATION,
BUSINESS AND ECONOMICS ASSOCIATION,
HONG KONG UNIVERSITY STUDENTS' UNION

CONSTITUTION

(amended EGM MMIV – MMV)

SECTION I – DEFINITIONS

For the purposes of this Constitution,

“the Association” shall mean Information Systems Association, Business and Economics Association, Hong Kong University Students' Union.

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

“the University” shall mean The University of Hong Kong.

“School of Business” shall mean School of Business, Faculty of Business and Economics, The University of Hong Kong.

“Department of Computer Science” shall mean Department of Computer Science, Faculty of Engineering, The University of Hong Kong. (amended AGM MMIII – MMIV)

“Business and Economics Association Council” shall mean Business and Economics Association Council of Business and Economics Association, Hong Kong University Students' Union. (amended EGM I MMIII)

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

“BBA(IS)/BEng(SE)” shall mean the curriculum of Bachelor of Business Administration (Information Systems) or the curriculum of Bachelor of Engineering (Software Engineering) awarded in conjunction with the degree of Bachelor of Business Administration (Information Systems) of The University of Hong Kong. (amended EGM I MMIII – MMIV)

“BBA(IS)/BEng(CS)” shall mean the curriculum of Bachelor of Business Administration (Information Systems) or the curriculum of Bachelor of Engineering (Computer Science) awarded in conjunction with the degree of Bachelor of Business Administration (Information Systems) of The University of Hong Kong. (amended EGM I MMIV – MMV)

The term “General Meeting” shall include the Annual General Meeting and any Extraordinary General Meeting of the Association.

Director of School of Business and Head of Department of Computer Science shall *ex officio* be the Honorary Presidents of the Association. (amended AGM MMIII – MMIV)

SECTION II – GENERAL

Article 1 – Name

- i. The name of the Association shall be “Information Systems Association, Business and Economics Association, Hong Kong University Students' Union”. (amended EGM I MMIII)
- ii. 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資訊系統學會. (amended EGM I MMIII)

Article 2 (repealed EGM I MMIII – MMIV)

Article 3 – Purpose

The purpose of the Association shall be:

- i. to serve as the official representative body of all BBA(IS)/BEng(SE) and BBA(IS)/BEng(CS) Students; (amended EGM I MMIV – MMV)
- ii. to facilitate the communication between the BBA(IS)/BEng(SE) and BBA(IS)/BEng(CS) Students, School of Business, and Department of Computer Science; (amended EGM I MMIV – MMV)
- iii. to secure the complete organisation and unity within the Association of all past and present BBA(IS)/BEng(SE) and BBA(IS)/BEng(CS) Students; (amended EGM I MMIV – MMV)
- iv. to foster amongst students the interest in and understanding of the principles and application of Information Systems, Software Engineering and Computer Science; (amended EGM I MMIV – MMV)
- v. to facilitate the application of concepts, knowledge and visions of the business world to the field of software engineering and to the field of computer science, and *vice versa*; (amended EGM I MMIV – MMV)
- vi. to promote the understanding of the double degree of BBA(IS)/BEng(SE) and BBA(IS)/BEng(CS) of the public; and (amended EGM I MMIV – MMV)
- vii. to promote the general welfare of the Association Members.

Article 4 –Association Session

The Association Session shall commence on the conclusion of the Annual General Meeting of the year and terminate on the conclusion of the Annual General Meeting of the following year.

Article 5 – Official Languages

- i. English and Chinese shall be the official languages of the Association, enjoying equal status, where Chinese, in its oral form, shall mean the Cantonese dialect and Putonghua.

- ii. All official meetings and official correspondence shall be conducted in either or both languages.

Article 6 – Management

The management of the Association during the Association Session shall be vested in the Executive Committee as elected in accordance with the provisions of this Constitution.

Article 7 – Affiliation (appended EGM I MMII I)

The Association shall be affiliated to Business and Economics Association, Hong Kong University Students' Union.

SECTION III – MEMBERSHIP

Article 1 – Definitions

i. Full Membership

- a. All undergraduates of BBA(IS)/BEng(SE) shall be Full Members of the Association on payment of the prescribed fees. (amended EGM I MMIV – MMV)
- b. All undergraduates of BBA(IS)/BEng(CS) shall be Full Members of the Association on payment of the prescribed fees. (amended EGM I MMIV – MMV)
- c. If any Full Member for any reason ceases to be a BBA(IS)/BEng(SE) or BBA(IS)/BEng(CS) Student, his or her Full Membership shall terminate immediately. (amended EGM I MMIV – MMV)

ii. Associate Membership

- a. All past graduates of BBA(IS)/BEng(SE) shall be Associate Members of the Association on payment of the prescribed fees. (amended EGM I MMIV – MMV)
- b. All past graduates of BBA(IS)/BEng(CS) shall be Associate Members of the Association on payment of the prescribed fees. (amended EGM I MMIV – MMV)
- c. Any member of the Hong Kong University Students' Union not being eligible for membership of the Association under any of the above provisions shall be entitled to Associate Membership on payment of the prescribed fees. (amended EGM I MMIII – MMIV)

iii. Honorary Membership

All members of the teaching staff of School of Business and Department of Computer Science shall be Honorary Members of the Association. (amended AGM MMIII – MMIV)

iv. Honorary Life Membership

Honorary Life Membership of the Association shall be conferred on such persons as a General Meeting shall elect upon nomination by the Executive Committee.

Article 2 – Privileges

i. All members of the Association shall enjoy the following privileges:

- a. to use all facilities provided by the Association for the general use of its members;
- b. to attend General Meetings of the Association;
- c. to attend and participate in functions and activities organised by the Association.

ii. All Full Members of the Association shall have the right to participate in and vote at General Meetings of the Association, and may vote, nominate and be nominated for election in the Association Elections and be eligible for office in the Executive Committee. (amended EGM I MMIII – MMIV)

SECTION IV – GENERAL MEETINGS

Article 1 – Authority

The resolution of a General Meeting shall possess the highest authority in all matters affecting the Association.

Article 2 – Annual General Meeting

i. The Annual General Meeting shall be held within the first fourteen days of November of each calendar year of the University. (Amended EGM II MMII – MMIII)

ii. The Annual General Meeting shall be convened by the Internal Secretary on the instruction of the Executive Committee and presided over by the President. (Amended EGM II MMII – MMIII)

iii. The business of the Annual General Meeting shall be:

- a. to receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings which have been held since the previous Annual General Meeting;
- b. to receive and adopt the Annual Report of the Executive Committee of the immediate session;
- c. to receive and adopt the Annual Financial Report and audited statement of accounts prepared to the end of the Financial Year;
- d. to elect Honorary Life Members, if any; and
- e. any other business.

iv. (amended EGM I MMIII – MMIV)

v. (amended EGM I MMIII – MMIV)

Article 3 – Extraordinary General Meeting

i. The President shall convene an Extraordinary General Meeting within a period of fourteen days at the request of the Executive Committee or upon a requisition signed by not less than fifteen Full Members. Any such request 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 Full Members present. (amended EGM I MMIII – MMIV)

- ii. Any Extraordinary General Meeting duly convened shall be presided over by the President.
- iii. (amended EGM I MMIII – MMIV)

Article 4 – Vote of Non-confidence

A vote of non-confidence for infringement of the constitution, neglect of duties, or unbecoming conduct may be moved against any Executive Committee Member at an Extraordinary General Meeting held specifically for this purpose. A vote so passed shall call for the resignation of the person or persons against whom the vote is moved.

Article 5 – Notice

Notice of the Annual General Meeting together with the agenda thereof shall be posted at least seven clear days in advance and, subject to the provisions of Section IX Article 2, notice of an Extraordinary General Meeting together with the agenda thereof shall be posted at least three clear days in advance.
(amended EGM I MMIII – MMIV)

Article 6 – Quorum

- i. In all General Meetings, not less than 15% of the number of Full Members shall form the quorum.
- ii. If a quorum is not formed after half an hour of the time scheduled for the commencement of the General Meeting, the General Meeting shall be adjourned to the same weekday in the following week, at which if a quorum is still not formed, all business of that meeting shall be resolved by Business and Economics Association Council. (amended EGM I MMIII)

Article 7 – Returning Officer (appended EGM I MMIII)

The President shall invite a member of Business and Economics Association Council not being a member of the Executive Committee as the Returning Officer for every General Meeting.

SECTION V – ELECTION

Article 1 – Time

- i. (amended EGM I MMIII – MMIV)
- ii. The Annual Election of the Executive Committee Members of the Association shall be by polling conducted within seven school days before Annual General Meeting. (amended EGM I MMIII – MMIV)

Article 2 – Election Official

- i. An Annual Election Commission, hereinafter referred to as the Commission, shall be appointed by the Executive Committee on or before the last fourteen days of October of each year. (amended EGM I MMIII – MMIV)
- ii. The Commission shall:
 - a. ensure the fairness and justice of the Annual Election;
 - b. ensure the smooth running of the Annual Election;
 - c. draft the rules and regulations of the Annual Election in accordance with the provisions of the Constitution and subject to the approval of the Executive Committee;
 - d. set the date, time and venue of the Annual Campaign Meeting and Annual Election;
 - e. count the votes and announce the Annual Election result.
- iii. The Commission shall be composed of:
 - a. either the President or any one of the Vice-Presidents of the immediate session as the Head of the Commission; (amended EGM I MMIII – MMIV)
 - b. the Internal Secretary of the immediate session or any other Full Member as the Honorary Secretary of the Board; (amended EGM I MMIII – MMIV)
 - c. two other Executive Committee Members of the immediate session; (amended EGM I MMIII – MMIV) and
 - d. one Full Member not being a member of the Executive Committee of the immediate session. (amended EGM I MMIII – MMIV)

Article 3 – Nominations

- i. (amended EGM I MMIII – MMIV)
- ii. Nominations for the Executive Committee for the next Association Session must be submitted to the Commission at least seven clear days before the Annual General Meeting of the immediate session. Any nominations received after the stipulated time shall be null and void.
- iii. Nominations shall only be made on forms provided for the purpose. Each form shall contain the name of one candidate for the posts of the Executive Committee of the candidate, together with the signatures of a proposer and a seconder and the signature of the candidate signifying his or her consent. Such nomination forms shall be made available on request from the Executive Committee on notice of the Annual General Meeting being given. (amended EGM I MMIII – MMIV)
- iv. No candidate may be nominated for more than one post. (amended EGM I MMIII – MMIV)
- v. (amended EGM I MMIII – MMIV)
- vi. The Commission shall scrutinise every nomination paper and announce the name of the candidate within forty-eight hours after receiving the nomination, thereafter the candidate may start his or her election campaign. (amended EGM I MMIII – MMIV)
- vii. (amended EGM I MMIII – MMIV)

Article 4 – Method of Voting

- i. The method of voting shall be by secret ballot and no proxy is allowed.
- ii. The result of the Annual Election shall be declared valid if the number of valid votes cast is not less than 15% of the number of Full Members. (amended EGM II MMI – MMII)
- iii. When there is only one candidate for the post of the Executive Committee, electors shall vote for or against the candidate, or abstain. The candidate shall be declared elected:
 - a. upon obtaining a number of votes for the candidate greater than the number of votes against him or her; (amended EGM I MMIII – MMIV) and
 - b. upon obtaining a number of votes for the candidate not less than one-third of the number of all valid votes. (amended EGM I MMIII – MMIV)
- iv. When there are two or more than two candidates for one post of the Executive Committee, each Full Member shall have one vote. A candidate shall be declared elected:
 - a. upon obtaining a number of votes for the candidate greater than the number of votes against him or her; (amended EGM I MMIII – MMIV)
 - b. upon obtaining a higher number of votes for the candidate than the number of votes for any other candidate; (amended EGM I MMIII – MMIV) and
 - c. upon obtaining a number of votes for the candidate not less than one-fourth of the number of all valid votes. (amended EGM I MMIII – MMIV)
- v. In the event that no candidate is declared elected, a re-vote shall be held within forty-eight hours following the Annual Election, excluding Saturdays, Sundays and Public Holidays. (amended EGM I MMIII – MMIV)

Article 5 – Re-Election

- i. In the event of a tie occurring at any stage of the election proceedings for a post, the Election Commission shall order a re-election for that particular post within forty-eight hours following the Annual Election, excluding Saturdays, Sundays and Public Holidays; (amended EGM I MMIII – MMIV)
- ii. The Commission shall, on being satisfied that there had been a contravention of any of the election procedures, order a Re-Election. Any request for a Re-Election shall only be entertained if made by not less than ten Full Members in writing together with the grounds on which the request is made and submitted to the Commission not later than twenty-four hours after the announcement of the results of the Election.

Article 6 (repealed EGM I MMIII – MMIV)

Article 7 – Returning Officer (appended EGM I MMIII)

The Commission shall invite a member of Business and Economics Association Council not being a member of the Executive Committee as the Returning Officer for every Annual Election.

SECTION VI – EXECUTIVE COMMITTEE

Article 1 – Power

- i. The Executive Committee shall have the power and authority only second to the General Meeting of the Association.
- ii. The Executive Committee shall have the sole authority to represent the Association in executing their duties.
- iii. The Executive Committee shall have the power to appoint sub-committees and ad-hoc committees for any specific purposes.
- iv. The Executive Committee shall have the power to invite any person to attend any meeting or function of the Association.

Article 2 - Function

The function of the Executive Committee shall be:

- i. to manage the Association;
- ii. to formulate and implement the policies of the Association in accordance with the provisions of the Constitution; and
- iii. to carry out the resolutions of the General Meeting.

Article 3 (repealed EGM I MMIII – MMIV)

Article 4 – Composition

The Executive Committee shall consist of the following Honorary Offices:

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|--------------------------------------|------------------------------------|
| i. President | 會長 |
| ii. Internal Vice-President | 內務副會長 |
| iii. External Vice-President | 外務副會長 |
| iv. Internal Secretary | 內務書記 (amended EGM II MMII – MMIII) |
| v. External Secretary | 外務書記 (amended EGM II MMII – MMIII) |
| vi. Financial Officer | 司庫 |
| vii. Academic Officer | 學務總監 |
| viii. Information Technology Officer | 資訊科技總監 |
| ix. Marketing Officer | 市場推廣總監 |
| x. Publicity and Publication Officer | 宣傳及印務總監 |
| xi. Social and Welfare Officer | 社交及康樂總監 |

266 **Article 5 – Executive Committee Meetings**

- 268 i. Executive Committee Meetings shall be convened at least once every month.
- 270 ii. The Executive Committee Meeting shall be convened by the Internal Secretary acting under instructions from the President from time to time and at any time as the President deems fit. (amended EGM II MMII – MMIII)
- 272 iii. Notice of an Executive Committee Meeting and the agenda thereof shall be given to each Executive Committee Member at least twenty-four hours beforehand provided always, in case of urgency, that this clause may be waived if all Executive Committee Members give written consent to such waiver at any time. (amended EGM I MMIII – MMIV)
- 274 iv. At an Executive Committee Meeting, not less than half the number of Executive Committee Members in office shall form the quorum.

276 **Article 6 – Duties of Individual Members**

- 278 i. The President
The President shall:
- 280 a. be the chief executive of the Association;
- 282 b. *ex officio* chair all Executive Committee Meetings;
- 284 c. be entitled to a casting vote;
- 286 d. (amended EGM I MMIII – MMIV)
- 288 e. (amended EGM I MMIII – MMIV)
- 290 f. convene an Extraordinary General Meeting at the request of the Executive Committee or upon a requisition signed by not less than fifteen Full Members;
- 292 g. (amended EGM I MMIII – MMIV)
- 294 h. jointly sign with the Financial Officer all cheques pertaining to any financial transaction of the Association;
- 296 i. appoint any Executive Committee Member to be the Acting Internal Secretary in the event of absences of both the Internal Secretary and the External Secretary. (amended EGM II MMII – MMIII)
- 298 ii. The Internal Vice-President
The Internal Vice-President shall:
- 300 a. assist the President in all his or her duties pertaining to the internal affairs;
- 302 b. foster internal co-ordination of the Association;
- 304 c. *ex officio* chair all Executive Committee Meetings in the absence of the President.
- 306 iii. The External Vice-President
The External Vice-President shall:
- 308 a. assist the President in all his or her duties pertaining to external affairs;
- 310 b. foster co-ordination between the Association and the University;
- 312 c. be responsible for the promotion of relationship between the Association and other Student Organisations of the University of Hong Kong;
- 314 d. be responsible for the promotion of social awareness amongst the Association Members;
- 316 e. *ex officio* chair all Executive Committee Meetings in the absence of the President and the Internal Vice-President.
- 318 iv. The Internal Secretary (amended EGM II MMII – MMIII)
The Internal Secretary shall:
- 320 a. assist the President and the Internal Vice-President in all their duties pertaining to internal affairs;
- 322 b. convene the Annual General Meeting on the instruction of the Executive Committee;
- 324 c. be responsible for the general correspondence of the Association;
- 326 d. record the proceedings of all meetings of the Association;
- 328 e. prepare the minutes of all meetings of the Association;
- 330 f. maintain an up-to-date membership roll of the Association;
- 332 g. be responsible for keeping all past and present documents of the Association.
- 334 v. The External Secretary (amended EGM II MMII – MMIII)
The External Secretary shall:
- 336 a. assist the President and the External Vice-President in all their duties pertaining to external affairs;
- 338 b. be responsible for the external correspondence of the Association;
- 340 c. be responsible for keeping all past and present documents of the Association pertaining to external affairs;
- 342 d. *ex officio* record the proceedings of all meetings of the Association in the absence of the Internal Secretary.
- 344 vi. The Financial Officer
The Financial Officer shall:
- 346 a. keep a full and accurate account of all income and expenditure of the Association in the Association's Account Book;
- 348 b. prepare the Annual Budget;
- 350 c. compile and present at the end of the Association Session an audited full Annual Financial Report;
- 352 d. jointly sign with the President all cheques pertaining to any financial transactions of the Association.
- 354 vii. The Academic Officer
The Academic Officer shall:
- 356 a. be responsible for promoting interest and awareness of the Association Members in academic aspect;
- 358 b. be responsible for the management of all academic facilities and services of the Association. (amended EGM II MMI – MMII)
- 360 viii. The Information Technology Officer
The Information Technology Officer shall:
- 362 a. be responsible for all matters related to the use of Information Technology of the Association;
- 364 b. be responsible for promoting the interest and understanding in the principles and application of Information Technology amongst students;
- 366 c. (repealed EGM II MMI – MMII)
- 368 ix. The Marketing Officer
The Marketing Officer shall:

- a. be responsible for the promotion of better relationship with professional bodies and business bodies related to Information Systems, Software Engineering and Computer Science as well as the public; (amended EGM I MMIV – MMV)
 - b. be responsible for all external liaison affairs of the Association;
 - c. be responsible for the solicitation and management of sponsorships and donations and other related matters of the Association.
- x. The Publicity and Publication Officer
- The Publicity and Publication Officer shall:
- a. be responsible for the production and circulation of all publications of the Association;
 - b. be responsible for all publicity work of the Association;
 - c. be the *ex officio* Editor-in-chief of any magazines or periodical papers issued in the name of the Association;
 - d. be the *ex officio* Head of the Editorial Sub-Committee.
- xi. The Social and Welfare Officer
- The Social and Welfare Officer shall:
- a. be responsible for all social activities of the Association;
 - b. be responsible for promoting the student welfare of the Association;
 - c. be responsible for the management of all welfare facilities and services of the Association.

Article 7 – Minutes

The minutes of all Executive Committee Meetings shall be prepared by the Internal Secretary and shall be available for inspection at the request of any Full Member of the Association. (amended EGM II MMII – MMIII)

Article 8 – Termination of Office

- i. Any Executive Committee Member wishing to resign shall serve a notice of resignation in writing to the Executive Committee stating the reasons therein, and his or her resignation shall take effect on the approval of the Executive Committee and on such terms as the Executive Committee may deem fit to impose, provided always that such an Executive Committee Member shall have the right of appeal against any such terms as imposed by the Committee to a General Meeting whose decision shall be final.
- ii. The Executive Committee may by resolution suspend or dismiss any Executive Committee Member for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Executive Committee or for any other reason which the Executive Committee deems fair and sufficient in the interest of the Association, provided always that such an Executive Committee Member shall have the right of appeal against any such resolution by the Executive Committee to a General Meeting whose decision shall be final.

Article 9 – Vote of Confidence

Any Executive Committee Member who ceases to be a Full Member of the Association during his or her term of office, but remains as a Member of the Association, may continue to hold office till the end of that session upon a vote of confidence being passed to him or her by a General Meeting. (amended EGM I MMIII – MMIV)

Article 10 – Acting Executives

- i. In the event of two or less vacancies occurring in any Executive Committee post or posts other than that of the President, the Executive Committee shall co-opt an Executive Committee Member or Members to fill the vacancy or vacancies, who shall have the same authorities and duties as the respective posts, provided that such authorities and duties are subject to limitations imposed by the Committee. (amended EGM I MMIII – MMIV)
- ii. In the event of a vacancy occurring in the post of the President, an Acting President shall be elected from amongst all the Executive Committee Members by secret ballot. By default, the Internal Vice-President shall be the Acting President. The Acting President shall convene an Extraordinary General Meeting. (amended EGM I MMIII – MMIV)
- iii. In the event of a vacancy occurring in both the posts of the Vice-President, the President shall convene an Extraordinary General Meeting for appointing the Acting Vice-President, who shall have the same authorities and duties as the respective posts, provided that such authorities and duties are subject to limitations imposed by the Constitution, or voting for confidence. (amended EGM I MMIII – MMIV)
- iv. In the event of a vacancy occurring in the post of Financial Officer, the President shall convene an Extraordinary General Meeting for appoint the Acting Financial Officer, who shall have the same authorities and duties as the post, provided that such authorities and duties are subject to limitations imposed by the Constitution, or voting for confidence. (amended EGM I MMIII – MMIV)
- v. In the event of three or more Executive Committee posts falling vacant at any one time, the President shall convene an Extraordinary General Meeting for appointing the acting Executive Committee for having the same authorities and duties as the respective posts, provided that such authorities and duties are subject to limitations imposed by the Constitution or voting for confidence. (amended EGM I MMIII – MMIV)
- vi. In the event of vacancies occurring in all the Executive Committee posts, the Honorary Presidents shall call for an Extraordinary General Meeting, and shall appoint a Chairperson for the Meeting from amongst the Full Members present at that Meeting. (amended EGM I MMIII – MMIV)

Article 11 – Year Representatives

The Executive Committee shall invite the Year Representatives to sit in on the Executive Committee Meetings. (amended EGM I MMIII – MMIV)

SECTION VII – STANDING SUB-COMMITTEES

Article 1 – Definitions

- i. Standing Sub-Committees shall be long-term sub-committees delegated to assist the Executive Committee in carrying out the executive aspect of its function.

- 410 ii. Standing Sub-Committees Members shall be sessionally appointed by the Executive Committee within the first fourteen
412 days of the Association Session, and session of which shall terminate with the start of the commission of the next
414 Association Session. (amended EGM I MMIII – MMIV)
- iii. Standing Sub-Committees shall consist of the Editorial Sub-Committee. (amended EGM II MMI – MMII)

Article 2 – Meetings

- 416 i. Sub-Committee Meetings shall be convened at least once every three months.
- 418 ii. The Sub-Committee Meeting shall be convened by the Honorary Secretary of the Sub-Committee acting under
instructions from the Head of the Sub-Committee from time to time and at any time as the Head of the Sub-Committee
deems fit.
- 420 iii. Notice of a Sub-Committee Meeting and the agenda thereof shall be given to each Sub-Committee Member at least
422 twenty-four hours beforehand provided always, in case of urgency, that this clause may be waived if all Sub-Committee
Members give written consent to such waiver at any time.
- 424 iv. At a Sub-Committee Meeting, not less than half the number of Sub-Committee Members in office shall form the quorum.
- v. A copy of all correspondence, agenda of meetings, minutes and other relevant documents shall be sent to the Executive
Committee for filing.

Article 3 (repealed EGM II MMI – MMII)

Article 4 – Editorial Sub-Committee

- 430 i. Name
The official publication of the Association shall be named “University Students’ Journal of Information Systems”,
432 hereinafter referred as the Journal. (amended EGM I MMIII – MMIV)
- 434 ii. Aims
The aims of the Journal shall be:
- 436 a. to promote Information Systems as a profession and as an academic field of study; (amended EGM II MMI –
MMII)
- 438 b. to facilitate the application of concepts, knowledge and visions of the business world to the field of software
engineering and to the field of computer science, and *vice versa*; (amended EGM I MMIV – MMV)
- 440 c. to raise the awareness amongst the Association Members on issues related to the concepts and application of
the fields of Information Systems, Software Engineering and Computer Science; (amended EGM I MMIV – MMV)
- 442 d. to afford a medium for Association Members to express and share amongst students their visions for and
opinions on current and future issues in relevant fields; (amended EGM II MMI – MMII)
- 444 e. to keep the Association Members informed of any functions related to the Association which have been held
since the previous publication of the Journal.
- 446 iii. Function
The Editorial Sub-Committee shall be the executive body of the Association responsible for the publication and circulation
of the Journal. The function of the Editorial Sub-Committee shall be:
- 448 a. to conduct all affairs pertaining to the publication of the Journal;
- 450 b. to formulate the policies of the Journal in accordance with the provisions of the Constitution;
- 452 c. to be abided by the resolutions of the General Meeting and the Executive Committee; (amended EGM I MMIII –
MMIV)
- 454 d. to be responsible to the Executive Committee for all its actions.
- 456 iv. Official Composition
The Editorial Sub-Committee shall be composed of:
- 458 a. the Publicity and Publication Officer as the *ex officio* Head of the Editorial Sub-Committee;
- 460 b. one Full Member as the Vice-Head of the Editorial Sub-Committee; (amended EGM I MMIII – MMIV)
- 462 c. one Full Member as the Honorary Secretary of the Editorial Sub-Committee;
- 464 d. any number of Association Members co-opted independently by the Head of the Editorial Sub-Committee in
consultation with the Vice-Head of the Editorial Sub-Committee, subject to the approval of the Executive
Committee.
- 466 v. Duties of the Editorial Sub-Committee
The Head of the Editorial Sub-Committee shall:
- 468 a. *ex officio* chair all Editorial Sub-Committee Meetings;
- 470 b. represent the Editorial Sub-Committee and be directly responsible to the Executive Committee in all matters
concerning the running and undertaking of the Journal;
- 472 c. promote mutual communication between the Executive Committee and the Editorial Sub-Committee;
- d. have the power to invite any person to attend any Editorial Sub-Committee Meeting.
- 474 vi. Removal of Office
The Head of the Editorial Sub-Committee may, with the consent of the Vice-Head of the Editorial Sub-Committee remove
any member from the Editorial Sub-Committee for infringement of the provisions of the Constitution governing the
Editorial Sub-Committee, negligence of duties or unbecoming conduct, subject to the final approval of the Executive
Committee. (amended EGM I MMIII – MMIV)

SECTION VIII – FINANCE

Article 1 – Financial Year

- 476 The Financial Year of the Association shall begin on the first of November each year and shall terminate on the thirty-first of
478 October of the next year. (amended EGM II MMII – MMIII)

Article 2 – Subscriptions

- 480 The prescribed fees as referred to in Section III Article 1 i. and Section III Article 1 ii. above are as follows:

i. The subscription for Full Members shall be paid in accordance with the following table:

Status	Number of Year(s) covered	Amount
1 st Year Bachelor of Business Administration (Information Systems) undergraduates	Four	HK\$200
2 nd Year Bachelor of Business Administration (Information Systems) undergraduates	Three	HK\$150
3 rd Year Bachelor of Business Administration (Information Systems) undergraduates	Two	HK\$100
Bachelor of Engineering (Software Engineering) awarded in conjunction with the degree of Bachelor of Business Administration (Information Systems) undergraduates	One	HK\$50
Bachelor of Engineering (Computer Science) awarded in conjunction with the degree of Bachelor of Business Administration (Information Systems) undergraduates	One	HK\$50

482 together with a registration fee of HK\$20 if he or she is a new member to the Association. (amended EGM I MMIII – MMIV)

484 ii. Associate Members shall pay an annual subscription of HK\$40 together with a registration fee of \$HK20 if he or she is a new member to the Association.

486 iii. Upon termination of Full Membership of any Full Member, the remaining subscription for the coming session or sessions shall be refunded on application made within fourteen days after the termination of his or her Full Membership. (amended EGM I MMIII – MMIV)

490 **Article 3 – Annual Budget**

492 i. The Annual Budget shall be prepared by the Financial Officer and, subject to approval of the Executive Committee and to be submitted to Business and Economics Association Council for adoption within the first fourteen days of the Association Session. (amended EGM I MMIII – MMIV)

494 ii. If the Executive Committee or any Sub-Committee incurs expenditure not covered by the approved estimates of expenditures as stated in the Budget then the members of the Executive Committee or the officers of the Sub-Committee concerned shall be jointly responsible for the debt, unless a General Meeting approves otherwise.

498 **Article 4 – Honorary Auditor**

The Honorary Auditor of the Association shall be a member of the teaching or administrative staff of School of Business or Department of Computer Science and shall be responsible for the auditing work of all financial statements prepared by the Financial Officer for a period of three years. He or she shall be appointed by the Executive Committee and shall be eligible for re-appointment. (amended AGM MMIII – MMIV)

504 **Article 5 – Auditing**

506 The Financial Officer shall submit the Annual Financial Report and all financial statements for the relevant Financial Year to the Honorary Auditor not later than fourteen days before the Annual General Meeting for auditing purposes.

508 **Article 6 – Fund Raising**

510 i. All fund raising activities shall proceed only upon the approval of the Executive Committee. (amended EGM I MMIII – MMIV)

512 ii. The Financial Officer shall co-ordinate and supervise all approved plans for fund-raising.

Article 7 – Investment

514 No Association Money shall be invested and no investment sold, unless approved by General Meeting. (amended EGM I MMIII – MMIV)

Article 8 – Account

518 i. A bank account shall be opened under the name of the Association. (amended EGM I MMIII – MMIV)

520 ii. All cheques and all bank slips of withdrawal or transfer shall be signed by the President and the Financial Officer.

SECTION IX – CONSTITUTION

522 **Article 1 – Interpretation**

524 The interpretation of this Constitution shall rest solely with the Executive Committee for the current session.

Article 2 – Alteration and Amendment

526 Notwithstanding any provision to the contrary, no part of this Constitution shall be altered or amended except at the Annual General Meeting or at an Extraordinary General Meeting, notice of which shall be posted seven clear days before the General Meeting, intimating specifically the changes proposed. (amended EGM I MMIII – MMIV)

530 **Article 3 – Motions**

532 A motion to alter or amend any part of this Constitution shall be carried only when so agreed to by not less than two-thirds of the Association Members present and voting at that General Meeting.

SECTION X – DISSOLUTION

536 A proposal for the dissolution of the Association may be raised at an Extraordinary General Meeting held specifically for this purpose. Any such proposal must be proposed by a Full Member and seconded by not less than one-third of the Full Membership. The Association shall be dissolved only with the consent of not less than four-fifths of the Full Membership obtained by means of a secret ballot held in that Meeting.

540 In the event of dissolution, corresponding unaccrued amount of membership subscription shall be refunded to Members and
all remaining assets of the Association shall be turned over to recognised charitable organisations. (amended EGM I MMIII –
542 MMIV)