

# Constitution of Dental Society, HKUSU

## Section I Definitions

In this Constitution,

1. The 'Society' shall mean the Dental Society, HKUSU.
2. The 'Committee' shall mean the Executive Committee of the Dental Society, HKUSU.
3. The 'Council' shall mean the Council of the Dental Society, HKUSU.
4. The 'Faculty' shall mean the Faculty of Dentistry, the University of Hong Kong.
5. The 'University' shall mean the University of Hong Kong.
6. The term 'General Meeting' shall include the Annual General Meeting and any Extraordinary General Meeting of the Society.
7. Where a voting is called for in any meeting of the Society, abstentions shall not be counted as votes.

## Section II General

### Article 1: Name

1. The name of the Society shall be Dental Society, HKUSU
2. The name of the Society in Chinese shall be 香港大學學生會牙醫學會

### Article 2: Objects

1. To promote the unity and welfare within the Society of all members of the Society.
2. To represent and act on behalf of the members of all matters relating to their education and welfare.
3. To promote an interest to serve the community amongst members of the Society.

### Article 3: Society Session

The Society Session shall begin with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the following year.

### Article 4: Official Language

English and Chinese shall be the official languages of the Society in either or both of which all official meetings and correspondence shall be conducted.

### Section III Membership

#### Article 1: Membership

##### 1. Full Membership

All undergraduates of the Faculty shall be Full Members and shall pay the prescribed fees.

##### 2. Associate Membership

All teachers, tutors and instructors of the B.D.S. syllabus, members of the Faculty Board, dental practitioners in the Prince Philip Dental Hospital, students taking a postgraduate course and graduates of the Faculty shall be Associate Members on payment of the prescribed fees.

Any other person approved by the Council shall be an Associate Member on payment of the prescribed fee.

##### 3. Honorary Membership

Honorary Membership shall be conferred upon any person being elected as such in the Annual General Meeting upon nomination by the Council.

##### 4. Life Membership

All graduates of the Faculty shall be eligible for Life Membership on payment of an appropriate sum determined by the Council.

#### Articles 2: Privileges of Degrees of Membership

##### 1. All members of the Society shall enjoy the following privileges.

- a. To use all facilities provided by the Society for general use for its members.
- b. To attend functions and activities organized by the Society.

##### 2. All Full Members of the Society shall have the right to attend, participate in and vote at General Meetings and General Pollings of the Society, and only Full Members shall have the right to nominate for candidature to the Committee.

##### 3. All Associate, Life and Honorary Members shall have the right to attend, participate in and vote at General Meetings of the Society, but without the right to vote, make any formal proposal and/or seconding to any motion therein, and the right to nominate candidates or be nominated for candidature to the Committee.

### Section IV General Meeting

#### Article 1: Authority

The resolution of a General Meeting shall be regarded as having the highest authority in all matters affecting the Society.

#### Article 2: Annual General Meeting

1. The Annual General Meeting shall be held within the November of each year.
2. The Annual General Meeting shall be convened by the Council Chairperson.
3. The business of the Annual General Meeting shall be:
  - a. To receive and adopt the minutes of the previous General Meetings which have been held since the previous Annual General Meeting.
  - b. To receive and adopt reports from the Committee and Society sub-organizations.
  - c. To elect Honorary Members, if any
  - d. Any other business.

#### Article 4: Notice

Notice of the Annual General Meeting together with the agenda thereof shall be posted at least seven clear days in advance, notice an Extraordinary General Meeting together with the agenda thereof shall be posted at least three clear days in advance.

#### Article 5: Quorum

In all General Meetings not less than 10% of the total Full Membership shall form the quorum.

#### Article 6: Vote of No-Confidence

A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Committee, at an Extraordinary General Meeting held specially for this purpose. A vote so passed shall call for the resignation of the person(s) against whom the vote is moved.

### Section V General Polling

#### Article 1: Authority

The vote of a General Polling of the Society shall be regarded as having the same authority as the vote of a General Meeting. The resolutions of a General Meeting or a General Polling can only be revoked by a subsequent General Meeting or a General Polling.

#### Article 2: General Polling

No General Polling shall be held unless it is conducted by the Council Chairperson at the request of the Council, the Committee, or not less than 10% of the Full Members of the Society whose written request shall specify the motion(s) to be voted on.

Should the Council not approve a request by not less than 10% of the Full Members of the Society to hold a General Polling, a General Meeting shall be held to consider the proposed motion(s).

#### Article 3: Notice

Notice of all General Polling and the motion(s) to be voted on shall be posted five clear days in advance.

#### Article 4: Council Chairperson and Returning Officer

1. The Council Chairperson shall stage the General Polling.
2. The Returning Officer for the General Polling shall be invited to serve by the Council Chairperson and shall be a member of the Faculty teaching staff.

#### Article 5: Voting

Voting shall take place at polling stations. The results of the Polling shall be declared valid provided the number of valid votes cast is not less than 15% of the Full Membership of the Society. The motion(s) shall be declared carried if the number of votes cast for the motion(s) exceeds the number of votes cast against the said motion(s) and the aggregate number of votes for and against the said motion(s) exceeds the number of abstain votes.

#### Article 6: Publicity

The Committee shall deem it their duty to publicize any General Polling to be held.

### Section VI Election to Society Executives

#### Article 1: Annual Election

The business of the Annual Election of the Society Executives shall be to elect for the next Society Session the following officials:

1. The Chairperson
2. The Internal Vice-Chairperson
3. The External Vice-Chairperson
4. The General Secretary
5. The Financial Secretary
6. Three Sports Secretaries
7. Two Social Secretaries
8. Two Welfare Secretaries
9. The Publications Secretary
10. The International Relations Secretary
11. The External Affairs Secretary

#### Article 2: By-election

In the event of a vacancy occurring in any Society Executives post, a By-election shall be held.

#### Article 3: Election Official

1. An Annual Election Commission or a By-election Commission shall be appointed by the Council to take charge of all business pertaining to the Election.
2. The Returning Officers for the Annual Election and the By-election shall be members of the Faculty teaching staff and shall be appointed by the Council.

#### Article 4: Nominations

1. Nomination of the Society Executives for the next Society Session shall be opened 5 weeks before the Election Day, and closed at 12noon of the day three weeks before the Election Day.
2. Nomination shall only be made on forms provided for the purpose. Each form shall contain the name of one candidate together with signatures of a proposer and a seconder and signature of the candidate signifying his or her consent.
3. The Election Commission shall scrutinize every nomination paper and announce the name of the candidate within 48 hours after receiving the nomination, thereafter the candidate may start his or her Election Campaign.

#### Article 5: Election Campaigns

The Chairpersons of all Society sub-organizations shall deem it their duty to facilitate all candidates to hold Election Campaigns.

#### Article 6: Election Day

1. The Election Day for the Annual Election shall be in November and shall be at least 24 hours preceding the Annual General Meeting.
2. Notice of the Election Day for the Annual Election and By-election shall be posted five clear days in advance.
3. Election shall be conducted by polling on the Election Day.

#### Article 7: Polling

1. Polling shall be by secret ballot.
2. When there is only one candidate for the post, the candidate shall be declared elected provided that:
  - a. he or she has secured a number of votes for him or her no less than 25% of the total Full Membership of the Society; and
  - b. the number of votes showing preference exceeds the number of abstain votes.
  - c. the aggregate number of votes for and against him or her exceeds the number of abstain votes.
3. When there are more than one candidate for one post, electors shall indicate on their ballot papers their order of preference for the candidates. Papers shall be arranged and counted according to the first preference. The candidate at the bottom of the Polling on this count shall be declared to have lost and his or her votes shall be distributed among the remaining candidate(s) according to the second preference or preferences indicated on those ballot papers. This process shall be continued until only one candidate is left and he or she shall be declared elected provided that:
  - a. he or she has secured a number of votes for him or her no less than 25% of the total Full Membership of the Society;
  - b. the number of votes showing preference exceeds the number of abstain votes.

#### Article 8: Re-election

1. In the event of a tie occurring at any stage of the Election proceeding for a post, the Election Commission shall order a Re-election for that particular post within 5 clear days.
2. The Election Commission with the approval of the Council shall have power to order a Re-election in the event of any contravention of the election procedure, and this Re-election must take place within seven days immediately following the original Election Day. Any complaint concerning an irregularity in the election procedure must be raised within 24 hours from the declaration of the result of the Election, and must be signed by the complainant.

### Section VII

#### The Council of the Dental Society, HKUSU

##### Article 1: Function

The function of the Council shall be:

1. To represent the members of the Society in such matters affecting their interests.
2. To afford a recognized means of communication between the members and the Society sub-organizations.

##### Article 2: Authority

The Council shall be regarded as having the power and authority second only to the General Meeting and the General Polling of the Society.

##### Article 3: Chairperson

1. The Council Chairperson shall be elected among the Full Members at the first Council Meeting of the current session. If the person elected is a member of the present Council, he or she shall resign his or her original seat in the Council, which shall be filled by a By-election.
2. The Council Chairperson shall take the chair at all Council Meetings and General Meetings of the Society.
3. The Council Chairperson shall have the casting vote at all Council Meetings and General Meetings of the Society.

##### Article 4: The Honorary President, the Honorary Vice-President and the Honorary Treasurer

1. The Honorary President, the Honorary Vice-President and the Honorary Treasurer shall be appointed among members of the Society by the Council at the first Council Meeting.
2. The Honorary President shall be an advisor of the Society.
3. The Honorary Vice-President shall be an advisor of the Society, and shall be automatically assumed the presidency in the absence of the Honorary President.
4. The Honorary Treasurer shall be in general responsible for all financial matters of the Society.

#### Article 5: Honorary Secretary

1. The Honorary Secretary of the Council shall be elected at the first Council Meeting. The Honorary Secretary shall have full speaking rights but shall not vote.
2. The Honorary Secretary of the Council shall take minutes at all Council Meetings and General Meetings of the Society.

#### Article 6: Composition

The following shall be members of the Council:

1. The Council Chairperson
2. The Honorary Secretary of the Council (non-voting)
3. The Chairperson of the Committee
4. The Internal Vice-Chairperson of the Committee
5. The External Vice-Chairperson of the Committee
6. The General Secretary of the Committee
7. The Financial Secretary of the Committee
8. Three Sports Secretaries of the Committee
9. Two Social Secretaries of the Committee
10. Two Welfare Secretaries of the Committee
11. The Publications Secretary of the Committee
12. The International Relations Secretary of the Committee
13. The External Affairs Secretary of the Committee
14. The Committee Chairperson of the previous Society Session
15. The Chairperson and three representatives from each standing committee of the Society
16. Two representatives from each class of the Faculty
17. The Student Faculty Board Members
18. The Representative of Associate and Honorary Members
19. The Representative of Life Members

#### Article 7: The Council Chairperson and the Committee Chairperson of the previous Society Session

The Council Chairperson or the Committee Chairperson of the previous Society Session who ceases to be a Full Member of the Society during his or her term of office in a session shall hold office till the end of that session.

#### Article 8: Meeting

1. Council Meetings shall be held at least once every semester.
2. Council Meetings shall be convened by the Council Chairperson or at the request of the Committee Chairperson of the Society or any Council Member seconded by three Council Members.
3. Notice of all Council Meetings and the agenda thereof shall be posted five clear days in advance. Such notice and agenda shall be sent to each Council Member.

4. Unless the Council shall decide otherwise all Council Meetings shall be open to all members of the Society. Members so attending shall be permitted to speak only with the approval of the Council as interpreted by the Council Chairperson and shall not vote.
5. At Council Meetings a simple majority of voting members shall form a quorum.

#### Article 9: Business

1. To supervise all sub-organizations of the Society, so as to prevent them from acting contrary to the Constitution.
2. To supervise the Committee in its executive work.
3. To interpret the Constitution of the Society.
4. To make By-laws of the Society.
5. To approve regulations made for executive purposes formulated by the Committee, or parties specifically delegated by the Council.
6. To make all appointments to standing committees, ad-hoc committees of the Council and committees of the Faculty or the University with student seats which are to be nominated by the Council to the Faculty or the University.

### Section VIII

#### Executive Committee

##### Article 1: Membership

1. The Chairperson
2. The Internal Vice- Chairperson
3. The External Vice- Chairperson
4. The General Secretary
5. The Financial Secretary
6. Three Sports Secretaries
7. Two Social Secretaries
8. Two Welfare Secretaries
9. The Publications Secretary
10. The International Relations Secretary
11. The External Affairs Secretary

##### Article 2: Function

1. The functions of the Committee shall be:
  - a. To formulate policies for the Society in accordance with its aims.
  - b. To carry out the resolutions of the General Meeting, the General Polling and the Council.
2. The Committee should be responsible to the Council for all its actions.

##### Article 3: Meeting



A simple majority shall form a quorum at all Committee Meetings.

#### Article 4: Duties of Individual Member

1. The Chairperson should be the chief executive of the Society.
2. The Internal Vice-Chairperson shall assist the Chairperson in all his or her duties pertaining to internal affairs in fostering internal coordination of the Society and shall be the ex-officio Chairperson of the Committee in the absence of the Chairperson.
3. The External Vice-Chairperson shall assist the Chairperson in all his or her duties pertaining to external affairs and shall be the representative of the Society in the Hong Kong University Students' Union Council.
4. The General Secretary shall assist the Internal Vice-Chairperson in all his or her duties and shall prepare all official correspondence.
5. The Financial Secretary shall:
  - a. Keep account of income and expenditure of the Committee.
  - b. Draft the budget and prepare the Annual Financial Report of the Committee.
  - c. Be the Chairperson of the Financial Committee under the Council.
6. Three Sports Secretaries shall be generally responsible for the promotion of all sports activities of the Society and the selection of teams to represent the Society.
7. Two Social Secretaries shall be responsible for social activities of the Society.
8. Two Welfare Secretaries shall be responsible for promoting the student welfare of the Society and shall be responsible for management of the Society Co-op and maintenance of all other Society facilities.
9. The Publications Secretary shall be responsible for all matters relating to the publications of the Society.
10. The International Relations Secretary shall maintain the liaison with other dental schools and nominate a person, who shall be appointed by the Council, to be responsible for all matters relating to APDSA.
11. The External Affairs Secretary shall assist the External Vice-Chairman in all his or her duties.

#### Article 5: Vote of Confidence

Any Society Executive who ceases to be a Full Member of the Society during his or her own term of office in a session may continue to hold office until the end of that session upon a vote of confidence being passed on him or her by the Council.

## Section IX

### Finance

#### Article 1: Financial Year

The Financial Year of the Society shall begin on the first day of the Society Session.

#### Article 2: Subscription

1. Full members shall subscribe an amount of HK\$360.00 for the whole of the course on entering the undergraduate course of the Faculty.
2. Every Associate Member shall subscribe an amount of HK\$100.00 annually.
3. Every Life Member shall subscribe an amount of HK\$300.00.

#### Article 3: The Honorary Treasurer

##### The Honorary Treasurer

The Honorary Treasurer of the Society shall be a member of the Faculty teaching staff and shall be responsible for all finances for one year. He or she shall be appointed by the Council, and shall be eligible for the re-appointment.

#### Article 4: Budget

The Annual Budget shall be prepared by the Financial Committee under the Council and shall be submitted for adoption at the first Council Meeting.

#### Article 5: Statement of Accounts and Balance Sheet

A full Financial Report and audited statement of accounts are to be presented in the Annual General Meeting of the succeeding session of the Society by the Finance Committee under the Council.

#### Article 6: Fund Raising

1. Proposal for Fund Raising activities shall be presented to the Council for approval by the end of the second Council Meeting of that session.
2. The Finance Committee under the Council shall coordinate and supervise all approved plans for Fund Raising.

## Section X

### Constitution Amendment and Interpretation

#### Article 1: Amendment

No alteration of this Constitution can be made except at an Extraordinary General Meeting convened for the purpose or at the Annual General Meeting.

## Article 2: Interpretation

The interpretation of this Constitution shall rest with the Council.