

# **Civil Engineering Society, ENS, HKUSU**

## **Constitution**

### **Section 0 – Definition**

In this Constitution,

1. **"University"** shall mean the University of Hong Kong;
2. **"Department"** shall mean the Department of Civil Engineering at the University of Hong Kong; **"Student"** shall mean a student of the University of Hong Kong, as defined in the University Statutes;
3. **"Union"** shall mean the Hong Kong University Students' Union;
4. **"Constitution"** shall mean the Constitution of the Civil Engineering Society, Engineering Society, HKUSU;
5. **"Council"** shall mean the Engineering Council, Hong Kong University Students' Union;
6. **"Society"** shall mean the Civil Engineering Society, Engineering Society, HKUSU;
7. **"Executive Committee"** shall mean the office bearers of the Civil Engineering Society, Engineering Society, HKUSU;
8. **"General Meeting"** shall mean the Annual General Meeting, Extraordinary General Meeting and By-election General Meeting as stated in the corresponding Section;
9. **"Meeting"** shall mean the General Meeting corresponding to that section or the Executive Committee Meeting.

## **Section 1 – General**

### 1.1 Name

The name of the Society shall be "Civil Engineering Society, Engineering Society, HKUSU", in short "Civil Engineering Society, ENS, HKUSU" or "CES, ENS, HKUSU", or in chinese "香港大學學生會工程學會土木工程學會. Hereafter referred to as "the Society"

### 1.2 Objectives

The Objectives of the Society shall be:

- 1.2.1 to serve as the representative body of the Society members;
- 1.2.2 to channel messages between the Society members and the Department of Civil Engineering;
- 1.2.3 to promote the general welfare of the Society members;
- 1.2.4 to facilitate communication between the Society members and external bodies;
- 1.2.5 to encourage and facilitate the study of Civil Engineering of the Society members;
- 1.2.6 to assist the Society members on career aspects;
- 1.2.7 to promote Civil Engineering to general public.

### 1.3 Executive Committee Session

The Executive Committee Session shall commence immediately with the conclusion of the Annual General Meeting and shall terminate immediately with the conclusion of the Annual General Meeting of the following year.

### 1.4 Honorary Advisor

The Executive Committee of the current session shall be authorized to appoint any Department full-time staff or any past Executive Committee member of the Society or both as the Honorary Advisor(s) of the Society.

### 1.5 Past Executive Committee Representative

There shall be three Past Executive Committee Representatives appointed by the Executive Committee of the previous session.

## **Section 2 – Membership**

### 2.1 The Society shall consist the following members:

#### 2.1.1 Ordinary Members

2.1.1.1 All undergraduates of the Department of Civil Engineering at the University of Hong Kong (hereafter referred to as "the Department") shall be Ordinary Members of the Society and shall pay the prescribed fee.

2.1.1.2 Ordinary Membership shall last from 1st of September to the 31st of August of the following year.

2.1.1.3 All Ordinary Members are entitled to the following privileges:

- a) to use the facilities provided by the Society for general purposes;
- b) to attend the activities organized by the Society;
- c) to move and second motions, and to vote at General Meetings and General Polling of the Society;
- d) to nominate and be nominated for election in the Society elections

2.1.1.4 All Ordinary Members are entitled to the following responsibilities:

- a) to attend the annual General Meeting and vote in the General Polling;
- b) to pay the prescribed membership fee stated in section 7.2;
- c) to abide by the constitution and regulations of the Society

#### 2.1.2 Associate Members

2.1.2.1 All graduates and all postgraduates of the curriculum of Civil Engineering shall be Associate Members of the Society upon registration.

2.1.2.2 Associate Membership is life long.

2.1.2.3 All Associate Members are entitled to the privileges stated in section 2.1.1.3a) and 2.1.1.3b).

2.1.2.4 All Associate Members are entitled to the responsibilities stated in section 2.1.1.4c).

### 2.1.3 Honorary Members

- 2.1.3.1 Any person recommended by the Executive Committee may be appointed at a General Meeting of the Society to become an Honorary Member of the Society.
- 2.1.3.2 Honorary Membership is life long.
- 2.1.3.3 All Honorary Members are entitled to the privileges stated in section 2.1.1.3a) and 2.1.1.3b).
- 2.1.3.4 All Honorary Members are entitled to the responsibilities in section 2.1.1.4c).

### 2.1.4 Staff Members

- 2.1.4.1 All members of the teaching staff (including lecturers, tutors and demonstrators) of the Department of Civil Engineering shall be eligible for the Staff Membership of the Society.
- 2.1.4.2 Staff Membership is life long.
- 2.1.4.3 All Staff Members are entitled to the privileges stated in section 2.1.1.3.a) and 2.1.1.3.b).
- 2.1.4.4 All Staff Members are entitled to the responsibilities in section 2.1.1.4.c).

## 2.2 Suspension of Membership:

Members of the Society may be suspended for any period of time for infringement of the Constitution and Rules or the by-laws of the Society, or for behaviour prejudicial to the good name of the Society by a resolution at an Annual General Meeting or any Extraordinary General Meeting held specifically for the purpose.

## **Section 3 - General Meeting**

### 3.1 General Meeting:

- 3.1.1 The term General Meeting shall include the Annual General Meeting, Extraordinary General Meeting and By-election General Meeting.
- 3.1.2 The vote of a General Meeting shall possess the highest authority in the Society.
- 3.1.3 At all General Meetings, a quorum shall be formed with no less than 12% of the Ordinary Members.
- 3.1.4 If a quorum is not formed after half an hour of the time scheduled for the commencement of the Meeting, the Meeting shall be adjourned to the next week and the exact day and time shall be decided by the office-bearers. If a quorum is still not formed, all Ordinary Members present shall form a quorum.
- 3.1.5 At all General Meetings, Union Council Meeting procedures and by-laws and the constitution of the Engineering Society, HKUSU shall be observed.
- 3.1.6 The Councilor appointed by the Engineering Council Chairman shall be invited as the returning officer in the General Meeting. The returning officer shall have the right to speak on the proceeding of the General Meeting only.
- 3.1.7 All General Meetings shall be presided by one of the Past Executive Committee Representative of the Society.
- 3.1.8 All Society members shall have the right to speak at the General Meetings.
- 3.1.9 All non-members shall have the right to speak at the General Meetings under the permission of the Chairperson.
- 3.1.10 Standing orders for all General Meetings of the Society shall be in accordance with those for the Hong Kong University Students' Union Council Meetings unless otherwise approved in a General Meeting.

### 3.2 Annual General Meeting:

- 3.2.1 The business of the Annual General Meeting shall be:
  - 3.2.1.1 to receive and adopt the minutes of the previous Annual General Meeting, By-election General Meeting(s) and Extraordinary General Meeting(s) which may have been held in the session;
  - 3.2.1.2 to receive and adopt the Annual Report of the current session;
  - 3.2.1.3 to receive and adopt the year plan of the coming session;
  - 3.2.1.4 to receive and adopt the Annual Financial Report of the current session;
  - 3.2.1.5 to receive and adopt the Annual Budget from the proposed party(s);
  - 3.2.1.6 to amend the Constitution, if any;
  - 3.2.1.7 any other business (No business other than that stated in the agenda shall be discussed without the consent of at least two-thirds of the members present at the Annual General Meeting);
- 3.2.2 Notice of an Annual General Meeting shall be posted at least seven clear days in advance.
- 3.2.3 The Annual General Meeting shall be held within the period of the 35th day to the 45th day of the second semester.

### 3.3 Extraordinary General Meeting:

- 3.3.1 The Committee shall have the right to convene an Extraordinary General Meeting for any purpose at any time.
- 3.3.2 An Extraordinary General Meeting shall be convened within a period of seven clear days upon requisition signed by no less than 15% of Ordinary Members of the Society. Such requisition shall specify the objects of the proposed Meeting.
- 3.3.3 Notice of an Extraordinary General Meeting shall be posted at least seven clear days in advance and the notice convening the Meeting shall state the business to be transacted.
- 3.3.4 No business other than that stated on the agenda shall be discussed at an Extraordinary General Meeting without the consent of at least two-thirds of the members present at the Extraordinary General Meeting.

- 3.3.5 A vote of non-confidence for the infringement of the Constitution, neglect of duties or unbecoming conduct may be moved against any member of the Committee at an Extraordinary General Meeting held specifically for this purpose. A vote so passed shall call for the immediate resignation of the office-bearer(s) against whom the vote is moved.

3.4 By-election General Meeting:

- 3.4.1 In the event of any post of the office-bearers falling vacant at any one time, the Chairperson shall convene a By-election General Meeting.
- 3.4.2 In the event of a vacancy occurring in the post of the Chairperson, the Committee shall convene a By-election General Meeting for the election of the vacant posts. One of the office-bearers shall be appointed by the Committee to preside at this Meeting.
- 3.4.3 Notice of a By-election General Meeting shall be posted at least seven clear days in advance.
- 3.4.4 No business other than the election to vacant posts shall take place in a By-election General Meeting.
- 3.4.5 All nominations for the post(s) vacant should be submitted to the Chairperson of the By-election General Meeting at least 48 hours before the Meeting.

## **Section 4 – Nomination**

- 4.1 All candidates shall be in the form of cabinet(s) except in By-election General Meeting.
- 4.2 Nominations for the office-bearers of the Society shall open within the period of the 1<sup>st</sup> day to the 26th day of the second semester.
- 4.3 Nomination for election shall only contain the names and signatures of the candidates together with the names and signatures of the proposers and seconders. It must reach the General Secretary or the Chairperson within the nomination period.
- 4.4 All Ordinary Members can be the proposers.
- 4.5 All Ordinary Members can be the seconders except the office-bearers in the nomination.
- 4.6 The General Secretary shall post a list of all nominations within three days after the closure of nomination.

## **Section 5 - Annual Election**

- 5.1 Annual Election of the Executive Committee shall take the form of secret ballot by individual voting. If there is only one candidate party for the Committee, the cabinet shall be declared elected if the number of valid votes cast for the cabinet is no less than 40% of the Ordinary Members.
- 5.2 If there are two or more candidate parties for the Committee, each voter has one vote. A party shall be declared elected if the number of valid votes cast for it is the highest and no less than 20% of the Ordinary Members.
- 5.3 In the event of a tie at the first place, a second voting shall be held between the parties which have tied. In the event of second tie, the chairperson shall have a casting vote.
- 5.4 The Councilor appointed by the Engineering Council Chairman shall be invited as the returning officer for every election and by-election.



## **Section 6 – Composition**

6.1 The Committee shall consist of the following twelve members:

- 6.1.1 a Chairperson,
- 6.1.2 an Internal Vice-chairperson,
- 6.1.3 an External Vice-chairperson,
- 6.1.4 a General Secretary,
- 6.1.5 a Financial Secretary,
- 6.1.6 an Academic Secretary,
- 6.1.7 a Marketing Secretary,
- 6.1.8 two Publications and Publicity Secretaries,
- 6.1.9 a Social Secretary,
- 6.1.10 a Sports Secretary,
- 6.1.11 a Welfare Secretary,

6.2 Duties of individual members:

- 6.2.1 The Chairperson shall be the chief executive of the Society, and shall preside at all Executive Committee Meetings of the Society.
- 6.2.2 The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs of the Society and shall be the Ex-Officio Chairperson of the Executive Committee in the absence of the Chairperson.
- 6.2.3 The External Vice-chairperson shall assist the Chairperson in all external affairs of the Society.
- 6.2.4 The General Secretary shall be responsible for all general correspondence and documents and their filings, record and prepare the minutes of Executive Committee Meetings, present the Annual Report of his/her session at the Annual General Meeting.
- 6.2.5 The Financial Secretary shall keep an account of all income and expenditure of the Society; prepare the Annual Financial Report to be presented at the Annual General Meeting and be responsible for all general financial matters of the Society.
- 6.2.6 The Academic Secretary shall be responsible for promoting the interests and the awareness of the Society members in academic aspect.
- 6.2.7 The Marketing Secretary shall be responsible for all marketing activities of the Society.

- 6.2.8 The Publications and Publicity Secretaries shall be responsible for producing all publications and publicity campaigns of the Society and be the ex-officio Editor-in-chief of any magazine or periodical papers that may be issued in the name of the Society.
- 6.2.9 The Social Secretary shall be responsible for all social activities related to the Society and establishing a good relationship among the Executive Committee.
- 6.2.10 The Sports Secretary shall be responsible for all sports activities related to the Society.
- 6.2.11 The Welfare Secretary shall be responsible for promoting the welfare of the Society members and shall be responsible for the management of the welfare facilities and services of the Society.

#### 6.3 Executive Committee Meeting:

- 6.3.1 The Executive Committee Meeting shall be convened by the Chairperson of the Executive Committee.
- 6.3.2 80% of the Executive Committee members shall form a quorum for the referred meeting.
- 6.3.3 Executive Committee Meetings shall be convened by the Chairperson from time to time as he/she deems fit.
- 6.3.4 The Executive Committee members shall be notified of the Executive Committee Meetings at least twenty-four hours in advance.
- 6.3.5 The Chairperson shall chair the Executive Committee Meetings. In the event of the inability of the Chairperson to chair a particular Executive Committee Meeting, he/she may appoint beforehand another Executive Committee member to chair the Meeting. By default, the Internal Vice-chairperson shall chair that Meeting.

#### 6.4 Resignation:

When an Committee member wishes to resign from his/her post, he/she shall submit a letter of resignation which must be received and adopted by the Committee one month before his/her resignation. An Extraordinary General Meeting shall be held for the purpose.

## **Section 7 – Finance**

7.1 Financial year shall correspond to the Executive Committee session.

7.2 Subscription:

7.2.1 The Ordinary Membership fee shall be \$120 for the whole period of undergraduate study or \$50 each year.

7.3 Annual Financial Report:

The Annual Financial Report shall be prepared by the Financial Secretary and shall be submitted for adoption at the Annual General Meeting.

7.4 Account:

7.4.1 A saving account and a current account shall be opened in the name of the Society.

7.4.2 All financial transactions shall be approved by the Chairperson and the Financial Secretary with an official chop of the Society.

## **Section 8 – Constitution**

8.1 The interpretation of the Constitution shall rest solely with the current-session Committee of the Society.

8.2 No amendment of the Constitution shall be in effect except after the Annual General Meeting or Extraordinary General Meeting convened specially for this purpose. A notice informing the proposed amendments shall be posted seven clear days before the General Meeting.