

## **Constitution**

### **Section I – Definition**

In this Constitution, unless otherwise stated,

“University”	shall mean The University of Hong Kong
“Faculty”	shall mean Faculty of Engineering of the University
“Department”	shall mean Department of Electrical and Electronic Engineering of the Faculty
“HKUSU”	shall mean Hong Kong University Students’ Union
“Association”	shall mean Electrical and Electronic Engineering Association, Engineering Society, HKUSU
“Constitution”	shall mean the Constitution of the Association.

### **Section II – General**

Article 1:      Name

The name of the Association shall be “Electrical and Electronic Engineering Association, Engineering Society, HKUSU”, or in the short form, “EEEEA, ENS, HKUSU” in English or “香港大學學生會工程學會電機電子工程學會” in Chinese.

Article 2:      Aims

The aims of the Association shall be:

- (a) To serve as the official representative body of the Association members.
- (b) To provide welfare and interest of its members.
- (c) To promote the comradeship and understanding among its members.
- (d) To facilitate the communications between the Association and external bodies.
- (e) To help its members to enhance insight to their profession.

Article 3:      Session

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

### **Section III – Membership**

Article 1:      Membership

(a) Full Membership

- i. All undergraduates of the Department shall be the Full Members of the Association and shall pay the prescribed fees.
- ii. All postgraduates of the Department shall be eligible for being

the Full Members of the Association on payment of the prescribed fees.

(b) Associate Membership

- i. Any undergraduate of the University not registered in the Department shall be Associate Member of the Association on payment of the prescribed fees.
- ii. All graduates of the University shall be eligible for Associate Membership of the Association on payment of the prescribed fees.

(c) Life Membership

Any graduate of the Department shall be Life Member of the Association on payment of the prescribed fees as stated in Section VIII Article 3(d) of the Constitution.

(d) Honorary Membership

Any person shall be the Honorary Member of the Association upon the appointment of the General Meeting recommended by the Executive Committee.

(e) Staff Membership

All teaching staff of the Department shall be eligible for the Staff Membership of the Association.

Article 2: Privileges

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

- i. To attend and speak in the General Meeting of the Association
- ii. To use all facilities and services offered by the Association.
- iii. To participate in the functions and activities arranged by the Association.

(b) All Full Members shall enjoy the following privileges:

- i. To be eligible for being the office of the Association.
- ii. To nominate or be nominated for the election of the Association.
- iii. To move and vote for motion in the General Meeting and General Polling.

**Section IV – General Meeting**

Article 1: Authority

The vote of General Meeting shall possess the highest authority in the Association.

Article 2: Annual General Meeting

- (a) The Annual General Meeting shall be convened by the Chairperson of the Executive Committee and shall be held within the last seven days of January to the last day of February of each session.
- (b) The business of the Annual General Meeting shall include:
  - i. To receive and adopt the minutes of the previous Annual General Meeting, if any.
  - ii. To receive and adopt the minutes of all Extraordinary General Meetings of the Session, if any.
  - iii. To receive and adopt the Annual Report of the Executive Committee.
  - iv. To receive and adopt the Audited Annual Financial Report of the Association prepared by the Financial Secretary.
  - v. To amend the Constitution, if any.
  - vi. To endorse the result of the Annual Election.
  - vii. To appoint Honorary Member, if any.
  - viii. Any Other Business.
- (c) No less than fourteen clear days' notice shall be given for an Annual General Meeting.

Article 3: Extraordinary General Meeting

- (a) Extraordinary General Meeting, if any, shall be held between the Annual General Meetings.
- (b) The Chairperson of the Executive Committee shall convene the Extraordinary General Meetings either at the request of the Executive Committee, or upon a written requisition signed by no less than 7% of Full Members.
- (c) Any written requisition submitted by Full Members 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 total number of Full Members present.
- (d) No less than seven clear days' notice shall be given for an Extraordinary General Meeting.

Article 4: Vote of Non-confidence

- (a) A vote of non-confidence for infringement of the Constitution and Rules, negligence of duties, or unbecoming conduct may be moved against any member of the Executive Committee in an Extraordinary General Meeting held specifically for that purpose.

- (b) A vote so passed shall call for the immediate resignation of the person or persons against whom the vote is moved.

Article 5: Chairperson

The Chairperson of the Executive Committee shall convene the General Meetings except vacation of the chairmanship in accordance to the Standing Orders and therefore the Meeting shall be convened by the person elected from the Full Members who have signed the written requisition.

Article 6: Notice

Notice of the General Meeting shall be sent to all members of the Association, intimating the agenda of the meeting. 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 7: Quorum

At all General Meetings, no less than 7% of Full Members shall form the quorum.

Article 8: Standing Orders

The Standing Orders of the General Meetings shall be the Standing Orders of the HKUSU Council.

Article 9: Returning Officers

The councilor appointed by the Engineering Council Chairman shall be invited as the returning officer in the General Meeting. The returning officer shall have right to speak on the proceeding of the Meeting only.

**Section V – General Polling**

Article 1: Authority

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

Article 2: General Polling

- (a) The Chairperson of the Executive Committee shall convene the General Polling either at the request of the Executive Committee, or upon a written requisition signed by no less than 7% of Full Members.
- (b) Any written requisition submitted by Full Members shall specify the motion or motions to be voted on at the General Polling.

Article 3: Notice

Notice of the General Polling shall be sent to all members of the Association at least seven clear days beforehand, intimating the motion or motions to be voted on.

Article 4: Voting

- (a) Voting shall be by secret ballot.
- (b) Voting shall take place at specified polling stations which shall be opened no less than six consecutive hours.
- (c) The result of General Polling shall be declared valid if the number of valid vote cast is no less than 7% of the total number of Full Members.

Article 5: Resolution

- (a) The motion or motions, except those stated in Article 5(b) in this section, shall be carried by simple majority.
- (b) Any motion, moved to rescind, negative, destroy or amend any resolution of a General Meeting or General Polling, shall be carried by two-third majority.
- (c) The resolution of the General Polling shall be announced within 24 hours after the conclusion of the General Polling.

Article 6: Returning Officers

The councilor appointed by the Engineering Council Chairman shall be invited as the returning officer in the General Polling.

**Section VI – Executive Committee**

Article 1: Functions

The functions of the Executive Committee shall be:

- (a) To formulate and implement the policies of the Association in accordance with the aims of the Association.
- (b) To represent the members in matters that affects the members' interests.
- (c) To conduct the general affairs of the Association daily.

Article 2: Composition

- (a) The Executive Committee shall be composed of the following seats:
  - i. A Chairperson
  - ii. An Internal Vice-Chairperson
  - iii. An External Vice-Chairperson

- iv. A General Secretary
- v. A Financial Secretary
- vi. A Marketing and Welfare Secretary
- vii. An Academic Secretary
- viii. A Publication and Publicity Secretary
- ix. A Social Secretary
- x. A Sports Secretary
- (b) The Executive Committee members of each session shall be elected in Annual Election.
- (c) All Executive Committee members shall be HKUSU Full Members

Article 3: Duties of Individual Executive Committee Members

- (a) Chairperson
  - i. The Chairperson shall be the chief officer of the Association.
  - ii. The Chairperson shall convene all General Meetings and General Pollings, if any, in accordance with Section IV Article 5 of the Constitution.
  - iii. The Chairperson shall convene and chair all Executive Committee Meetings.
- (b) Internal Vice-Chairperson
  - i. The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs concerning the Association.
  - ii. The Internal Vice-Chairperson shall be the acting Chairperson of the Executive Committee in the absence of the Chairperson.
- (c) External Vice-Chairperson
 

The External Vice-Chairperson shall assist the Chairperson in all external affairs concerning the Association.
- (d) General Secretary
  - i. The General Secretary shall take minutes of all Executive Committee Meetings.
  - ii. The General Secretary shall keep a continuous record of the activities of the association and prepare the Annual Report of the Association.
  - iii. The General Secretary shall keep and file records for all members.
- (e) Financial Secretary
 

The Financial Secretary shall be responsible for all financial matters of the Association including the Annual Budget and the Annual Financial Report.

- (f) Marketing and Welfare Secretary  
The Marketing and Welfare Secretary shall be responsible for all matters relating to the student welfare and marketing activities of the Association.
- (g) Academic Secretary  
The Academic Secretary shall deal with all academic activities within Engineering field.
- (h) Publication and Publicity Secretary  
The Publication and Publicity Secretary shall be responsible for promoting publicity and producing publications of the Association.
- (i) Social Secretary  
The Social Secretary shall be responsible for all social activities of the Association.
- (j) Sports Secretary  
The Sports Secretary shall be responsible for all sports activities of the Association.

Article 4: Executive Committee Meeting

- (a) The Chairperson shall convene the Executive Committee Meeting every month.
- (b) Notice and Agenda of any Executive Committee Meeting shall be sent to Executive Committee members of the Association at least twenty-four hours before the Executive Committee Meeting.
- (c) A simple majority of the Executive Committee shall form a quorum at all Executive Committee Meetings.

**Section VII – Election**

Article 1: Annual Election

- (a) The Annual Election shall be held to elect the members of the Executive Committee for the next Session.
- (b) The Annual Election shall be held at least seven clear days before the Annual General Meeting.
- (c) The Nomination Period of the Annual Election shall be closed at least seven clear days before the Annual Election.

Article 2: By-Election

- (a) In the event of any vacancy in the Executive Committee falling vacant, a

By-Election shall be convened.

- (b) Nomination Period shall last for seven clear days.
- (c) Nomination Period shall be closed at least seven clear days before the By-Election.
- (d) An EGM shall be held to endorse the result of By-Election.

#### Article 3: Nomination

Nomination shall only be made on forms provided for the purpose. Each form shall contain the name, proposed position and signature of the candidate, together with the names and signatures of a proposer and a seconder.

#### Article 4: Voting

- (a) Voting shall be by secret ballot.
- (b) Voting shall take place at specified polling stations which shall be opened no less than six consecutive hours.
- (c) When the number of candidates nominated does not exceed the number of vacancies, 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 7% of the total number of Full Member, and is greater than the number of votes against the candidate.
- (d) When the number of candidates nominated exceeds the number of vacancies, each voter shall be entitled to one ballot paper with votes corresponding to the number of vacancies. The voter may cast his vote on any 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. Candidates on the top of the list shall be declared elected provided that the candidate had secured a number of votes no less than 7% of the total number of Full Members. 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 Officers

The councilor appointed by the Engineering Council Chairman shall be invited as the returning officer in the Election.

## **Section VIII – Finance**

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

The Financial Year shall correspond to the Association Session.

### **Article 2: Bank Account**

- (a) A current account shall be opened under the name of the Association.
- (b) All cheques and all bank slips shall be co-signed by the Chairperson and the Financial Secretary of the Executive Committee.

### **Article 3: Subscriptions**

- (a) All members except the Honorary Members and the Staff Members shall pay an Entrance Fee of HK\$15 only on first joining the Association.
- (b) Full Members shall pay an Annual Subscription of HK\$35 only.
- (c) Associate Members shall pay an Annual Subscription of HK\$20 only.
- (d) Life Members shall pay a lump sum of HK\$100 only.

### **Article 4: Annual Budget**

The Annual Budget shall be prepared by the Financial Secretary and shall be sent to all members within the first month of the session.

### **Article 5: Honorary Auditor**

A teaching staff in the Department shall be invited by the Executive Committee and appointed in a General Meeting to be the Honorary Auditor.

### **Article 6: Auditing**

The Financial Secretary shall submit the Annual Financial Report and all related financial statements to the Honorary Auditor at least fourteen clear days before the Annual General Meeting for auditing purpose.

## **Section IX – Constitution**

### **Article 1: Amendment**

- (a) No amendment of the Constitution shall be made except at an Annual General Meeting, an Extraordinary General Meeting or a General Polling convened specifically for that purpose.
- (b) A notice intimating the proposed amendment shall be posted at least fourteen clear days before the General Meeting or the General Polling concerned.
- (c) Motions amending the Constitution shall only be carried by two-third

majority in the General Meeting or the General Polling concerned.

Article 2: Interpretation

- (a) The Interpretation of the Constitution shall be rest with General Meeting.

Article 3: Special Provision

All acts done before and in contemplation of the adoption of and in accordance with Constitution shall be valid as if done after adoption of Constitution unless inconsistent with the provisions of the Constitution.