

**Constitution of
Medical Engineering Society
Engineering Society, Hong Kong University Students' Union**

Section 0 - Definition

In this Constitution,

1. "University" shall mean the University of Hong Kong;
2. "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 Medical Engineering Society, Engineering Society, Hong Kong University Students' Union;
5. "Council" shall mean the Engineering Council, Hong Kong University Students' Union;
6. "Society" shall mean the Medical Engineering Society, Engineering Society, Hong Kong University Students' Union;
7. "Executive Committee" shall mean the office bearers of the Medical Engineering Society, Engineering Society, Hong Kong University Students' Union;
8. "General Meeting(s)" shall mean the Annual General Meeting, Extraordinary General Meeting(s) and By-election General Meeting(s) as stated in the corresponding Section;

Section 1 - General

1.1 Name

The name of the Society shall be "Medical Engineering Society, Engineering Society, Hong Kong University Students' Union" or in short "MEDES, ENS, HKUSU" or "Medical Engineering Society, ENS, HKUSU". Hereafter referred to as "the Society".

The Chinese name of the Society shall be “香港大學學生會工程學會醫學工程學會”.

1.2 Objectives

- 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 staff of the Medical Engineering Programme;
- 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 Medical Engineering of the Society members;
- 1.2.6 to assist the Society members on career aspects.

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 full-time staff in The University of Hong Kong (who should be related to the Medical Engineering Programme) or any past Executive Committee member of the Society or both as the Honorary Advisor(s) of the Society.

Section 2 –Membership and Privileges

2.1 Ordinary Membership

- 2.1.1 All undergraduates major in Medical Engineering shall be ordinary members of the Society and shall pay the prescribed fee as stated in Section 7 article 7.2.
- 2.1.2 All ordinary members are entitled to the following privileges:
 - (1) To use facilities provided by the Society.
 - (2) To attend functions and activities arranged by the Society.
 - (3) To move and second motions, and to vote at General Meetings and General Polling of the Society.
 - (4) To nominate and be nominated for elections in the Society Elections.
- 2.1.3 Responsibilities:
 - (1) To attend the Annual General Meeting and vote in General Polling.
 - (2) To pay the prescribed membership fee as stated in Section 7 article 7.2.

2.2 Staff Membership

- 2.2.1 All teaching staff (including lecturers, tutors and demonstrators) of the Medical Engineering Programme shall be eligible for staff membership of the Society.
- 2.2.2 All staff members need not pay any subscription fee to the Society.

2.3 Graduate Membership

- 2.3.1 All graduates of the Medical Engineering Programme shall be eligible for graduate membership of the Society on payment of the prescribed fee as stated in Section 7 article 7.2.
- 2.3.2 All graduate members of the Society are entitled to the privileges as stated in 2.1.2(1) and (2).

2.4 Associate Membership

- 2.4.1 Any person not eligible for ordinary membership may become an associate member of the Society on payment of the prescribed fee as stated in Section 7 article 7.2.
- 2.4.2 Associate members shall enjoy the privileges as stated in 2.1.2(1) and (2).

2.5 Life Membership

2.5.1 All staff members, associate members and graduate members are eligible for life membership of the Society on payment of the prescribed fee as stated in Section 7 article 7.2.

2.5.2 Life members of the Society shall enjoy for life the privileges as stated in 2.1.2(1) and (2).

2.6 Honorary Membership

2.6.1 Any person recommended by the Executive Committee may be appointed at the Society General Meeting to become honorary member of the Society.

2.6.2 Honorary members are appointed for life.

2.6.3 Honorary members of the Society shall be eligible to be appointed to become the Honorary President or Vice-presidents of the Society at the Society General Meeting.

2.7 Suspension of Membership

Members of the Society, other than the honorary members, may be suspended for any period of time for infringement of the Constitution for behavioral prejudicial to the good name of the Society by a resolution at the Annual General Meeting or any Extraordinary General Meeting held specifically for the purpose.

Section 3 - General Meeting

3.1 General Meeting

- 3.1.1 General Meeting shall possess the highest authority in the Society.
- 3.1.2 At all General Meetings, a quorum shall be formed with no less than 40% of the Ordinary Members.
- 3.1.3 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 date and time shall be decided by the office-bearers. If a quorum is still not formed, all Ordinary Members present shall form a quorum.
- 3.1.4 At all General Meetings, the Union Council standing orders, by-laws of Council HKUSU and the constitution of the Engineering Society, HKUSU shall be observed.
- 3.1.5 The Chairperson shall invite one member of the Engineering Council, HKUSU, not being a member of the Executive Committee, as the returning officer for every General Meeting.
- 3.1.6 A General Meeting shall be presided by one of the Past Executive Committee Representatives of the Society.
- 3.1.7 All Society members shall have the right to speak at the General Meetings.
- 3.1.8 All non-members shall have the right to speak at the General Meetings under the permission of the Chairperson.
- 3.1.9 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 of the coming session;

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 the 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 25th day to the 35th day of the second semester.

3.3 Extraordinary General Meeting:

3.3.1 The Executive 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 40% 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 five 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 Executive 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(s) 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(s) occurring in the post of the Chairperson, the Executive Committee shall convene a By-election General Meeting for the election of the vacant post(s). One of the office-bearers shall be appointed by the Executive Committee to preside at this General 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 post(s) 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 General Meeting.

Section 4 - Nomination

4.1 Nomination

- 4.1.1 All candidates shall be in the form of cabinet(s) except in By-election General Meeting.
- 4.1.2 The minimum number of candidates in a cabinet should be three.
- 4.1.3 Nominations for the office-bearers of the Society shall be opened within the period of the 6th day to the 15th day of the second semester.
- 4.1.4 Nominations for election shall only contain the name and signature of the candidate together with the names and signatures of the proposer and seconder. Nomination shall be made only on official forms, and these, properly filled up. The official forms must reach the General Secretary or the Chairperson within the nomination period.
- 4.1.5 All Ordinary Members can be the proposers.
- 4.1.6 All Ordinary Members can be the seconders except the office-bearers in the nomination.
- 4.1.7 Any late nomination shall not be considered.
- 4.1.8 No candidate may be nominated for more than one post.
- 4.1.9 The General Secretary shall post a list of all nominations, except past representative, within three days, excluding Saturday, Sunday and public holidays, 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.
- 5.2 Voting
 - 5.2.1 All Voting shall at least last for 8 hours.
 - 5.2.2 If there is only one candidate party for the Executive 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.
 - 5.2.3 If there are two or more candidate parties for the Executive 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, within 7 days. In the event of second tie, the Chairperson shall have a casting vote.
- 5.4 One councilor of the Council (not being a member of the Executive Committee) shall be invited as the returning officer.

Section 6 – Composition

6.1 The Executive 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 Internal Secretary,
- 6.1.7 An External Secretary,
- 6.1.8 A Publications and Publicity Secretary,
- 6.1.9 An Academic Secretary,
- 6.1.10 A Social Secretary,
- 6.1.11 A Welfare Secretary,
- 6.1.12 A Sports Secretary

6.2 Duties of each Executive Committee member:

- 6.2.1 The Chairperson, shall be the chief executive of the Society, and shall preside at all Executive Committee Meetings of the Society. The Chairperson should prepare the agenda.
- 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 and record. The General Secretary shall prepare the minutes of Executive Committee Meetings and present the Annual Report of his/her session at the Annual General Meeting.
- 6.2.5 The Financial Secretary shall keep a record and account of all income and expenditure of the Society; draft the Annual budget, 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 Internal Secretary shall assist the Internal Vice-Chairperson in every aspect.

- 6.2.7 The External Secretary shall assist the External Vice-Chairperson in every aspect.
- 6.2.8 The Publications and Publicity Secretary 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 Academic Secretary shall be responsible for promoting the interests and awareness of the Society members in academic aspect.
- 6.2.10 The Social Secretary shall be responsible for all social activities related to the Society and establish a good relationship among the Executive Committee.
- 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.
- 6.2.12 The Sports Secretary shall be responsible for all sports activities related to the Society.
- 6.2.13 The Chairperson, the Internal Vice-Chairperson or the External Vice-Chairperson shall be the ex-officio member of each subcommittee 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 70% 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 any Executive 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 Executive Committee 10 days before his/her resignation. An Extraordinary General Meeting shall be held for the purpose.

Section 7 – Finance

7.1 Financial Year

Financial year shall correspond to the Executive Committee session.

7.2 Fee and Subscription:

7.2.1 Every Ordinary Member of the Society shall pay a membership fee of \$120 for the whole period of undergraduate study or an annual membership fee of \$50 to the Financial Secretary.

7.2.2 Every Associate Member of the Society shall pay an annual membership fee of \$50 or a lifelong membership fee of \$250 to the Financial Secretary.

7.2.3 Every Graduate Member of the Society shall pay an annual membership fee of \$50 or a lifelong membership fee of \$150 to the Financial Secretary.

7.2.4 The membership fee is not refundable.

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 Bank Account

7.4.1 A current bank account shall be opened under the name of the Society.

7.4.2 All cheques shall be co-signed by the Financial Secretary and either the Chairperson or the Internal Vice-Chairperson of the Society.

Section 8 - Constitution

8.1 Interpretation

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

8.2 Amendment

No amendment of the Constitution shall be in effect except:

- i. With no less than 2/3 of valid votes voting for it at the Annual General Meeting; or
- ii. With no less than 2/3 of valid votes voting for it at the Extraordinary General Meeting convened specially for this purpose.

A notice informing the proposed amendments shall be posted five clear days before the General Meeting.