

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

SECTION 0 – DEFINITIONS

In this Constitution,

“University” shall mean the University of Hong Kong;

“Department” shall mean Department of Mechanical Engineering, the University of Hong Kong;

“Society” shall mean Mechanical Engineering Society, Engineering Society, Hong Kong University Students' Union;

“Constitution” shall mean the constitution of the Mechanical Engineering Society, Engineering Society, Hong Kong University Students' Union;

“Executive Committee” shall mean the executive committee of the current session of the Mechanical Engineering Society, Engineering Society, Hong Kong University Students' Union.

SECTION 1 - GENERAL

1.1. Name

- 1.1.1. The name of the Society shall be “Mechanical Engineering Society, Engineering Society, Hong Kong University Students' Union” or in short “MES, ENS, H.K.U.S.U.”, or in Chinese “香港大學學生會工程學會機械工程學會”.

1.2. Purpose

The purpose of the Society shall be:

- 1.2.1. To serve as the representative body of Society members.
- 1.2.2. To promote the general welfare of Society members.
- 1.2.3. To enhance the interest and professional study in the field of Mechanical Engineering and Engineering as a whole among Society members.
- 1.2.4. To foster a spirit of comradeship and professional unity among Society members.

1.3. Society Session

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

1.4. Affiliation

- 1.4.1. The Society shall be affiliated to Engineering Society, Hong Kong University Students' Union.

SECTION 2 – MEMBERSHIP & PRIVILEGES

2.1. Membership

- 2.1.1. Ordinary Membership
 - 2.1.1.1. All undergraduates of the Department shall be Ordinary Members of the Society, and shall pay the prescribed fee as stated in Section 7 article 7.3.
- 2.1.2. Graduate Membership
 - 2.1.2.1. All graduates of the Department shall be eligible for Graduate Membership of the Society, and shall pay the prescribed fee as stated in Section 7 article 7.3.
- 2.1.3. Associate Membership
 - 2.1.3.1. Any person not eligible for Ordinary Membership may become an Associate Member of the Society, and shall pay the prescribed fee as stated in Section 7 article 7.3.
- 2.1.4. Honorary Membership
 - 2.1.4.1. Any person recommended by the Executive Committee may be appointed at a General Meeting to become an Honorary Member of the Society.
 - 2.1.4.2. Honorary Membership shall be lifelong.
 - 2.1.4.3. All Honorary Members need not pay any membership fee to the Society.

2.2. Privileges

- 2.2.1. All Society members may enjoy amenities provided by the Society and attend all its functions.
- 2.2.2. All Society members may attend General Meetings of the Society.
- 2.2.3. All Ordinary Members are eligible to nominate and be nominated for elections in Society elections.
- 2.2.4. All Ordinary Members are eligible to move and second motions, and to vote at General Meetings and General Polling of the Society.

SECTION 3 – GENERAL MEETING

3.1. Authority

- 3.1.1. A resolution of a General Meeting shall possess the highest authority in the Society.

3.2. Annual General Meeting

- 3.2.1. The Annual General Meeting of the Society shall be held within forty to sixty days of the Second Semester.

- 3.2.2. The business shall be:
 - 3.2.2.1. To receive and adopt the minutes of the previous Annual General Meeting, and all Extraordinary General Meetings which may have occurred since the previous Annual General Meeting.
 - 3.2.2.2. To receive and adopt the Annual Report.
 - 3.2.2.3. To receive and adopt the Annual Financial Report.
 - 3.2.2.4. To receive the results of the election of all executive committee members of the coming session.
 - 3.2.2.5. To receive and adopt the Year Plan of the coming session.
 - 3.2.2.6. To receive and adopt the Annual Budget of the coming session.
 - 3.2.2.7. To amend the Constitution, if any.
- 3.2.3. For the purpose of 3.2.2. further agenda items may be included only upon a written requisition, duly seconded, from voting members at least two days before the beginning of the Annual General Meeting, or with the consent of not less than two-thirds of the voting members present.
- 3.2.4. No less than seven days' notice shall be given for any Annual General Meeting.
- 3.2.5. At all Annual General Meetings, 10% of all Ordinary Members shall form a quorum. If the quorum is not present, the meeting shall be adjourned to any day within two weeks and all Ordinary Members present there shall form a quorum.
- 3.2.6. Standing orders of all Annual General Meetings shall be in accordance with those for the Hong Kong University Students' Union Council Meetings unless otherwise approved by a General Meeting.
- 3.2.7. A councilor appointed by the Chairman of the Engineering Council, Hong Kong University Students' Union shall be invited as the returning officer at the Annual General Meeting. The returning officer shall have right to speak on the proceeding of the meeting only.

3.3. Extraordinary General Meeting

- 3.3.1. The Executive Committee may convene an Extraordinary General Meeting for any purpose at any time.
- 3.3.2. An Extraordinary General Meeting shall be convened upon a specified requisition signed by no less than 10% of all Ordinary Members.
- 3.3.3. No less than seven days' notice shall be given for any Extraordinary General Meeting.
- 3.3.4. No business other than that declared on the agenda shall be discussed except with the consent of at least two-third of the voting members present.
- 3.3.5. At all Extraordinary General Meetings, 10% of all Ordinary Members shall form a quorum. If the quorum is not present, the meeting shall be adjourned to any day within two weeks and all Ordinary Members present there shall form a quorum.
- 3.3.6. Standing orders of all Extraordinary General Meetings shall be in accordance with those for the Hong Kong University Students' Union Council Meetings unless otherwise approved by a General Meeting.

- 3.3.7. A councilor appointed by the Chairman of the Engineering Council, Hong Kong University Students' Union shall be invited as the returning officer at the Extraordinary General Meeting. The returning officer shall have right to speak on the proceeding of the meeting only.

3.4. Vote of No-Confidence

- 3.4.1. A vote of no-confidence for infringement of the Constitution, neglect of duties or unbecoming conduct may be moved against any Executive Committee member at Extraordinary General Meeting held specifically for the purpose.
- 3.4.2. The motion will carry if the number of votes cast for the motion exceeds two-third of the valid cast, which shall not be less than 10% of all Ordinary Members.
- 3.4.3. A vote so passed shall call for the resignation of the person against whom the vote is moved.

SECTION 4 – GENERAL POLLING

4.1. Authority

- 4.1.1. The vote of the General Polling of the Society shall possess the same authority as the vote of a General Meeting. The resolution of a General Meeting or General Polling can only be revoked by a subsequent General Meeting or General Polling.

4.2. General Polling

- 4.2.1. No General Polling shall be held unless it is conducted by the Chairperson of the Society, at the request of the Executive Committee, or by the requisition of the General Meeting, or no less than 10% of Ordinary Members whose written request is approved by the Executive Committee. Any such requisition shall specify the motion or motions to be voted. Should the Executive Committee not approve such a request to hold General Polling by no less than 10% of Ordinary Members, a General Meeting shall be held to consider the proposed motion or motions.
- 4.2.2. No less than five days' notice shall be given for all General Polling and the motion or motions to be voted shall be posted on the Society's notice boards.
- 4.2.3. The result of the General Polling shall be valid, provided that the number of valid votes cast is no less than 10% of all Ordinary Members of the Society.
- 4.2.4. To be declared valid, General Polling shall be open for no less than six continuous hours.
- 4.2.5. A councilor appointed by the Chairman of the Engineering Council, Hong Kong University Students' Union shall be invited as the returning officer for the General Polling.

SECTION 5 – EXECUTIVE COMMITTEE

5.1. Composition

5.1.1. The Executive Committee shall consist of the following:

- 5.1.1.1. a Chairperson,
- 5.1.1.2. an Internal Vice-Chairperson,
- 5.1.1.3. an External Vice-Chairperson,
- 5.1.1.4. a General Secretary,
- 5.1.1.5. an External Affairs Secretary,
- 5.1.1.6. a Financial Secretary,
- 5.1.1.7. a Welfare Secretary,
- 5.1.1.8. a Social Secretary,
- 5.1.1.9. an Academic Secretary,
- 5.1.1.10. a Sports Secretary,
- 5.1.1.11. two Publicity and Publication Secretaries.

5.2. Duties

5.2.1. Chairperson:

- 5.2.1.1. The Chairperson shall be the chief executive of the Society.

5.2.2. Internal Vice-Chairperson:

- 5.2.2.1. The Internal Vice-Chairperson shall assist the Chairperson in all his/her duties pertaining to internal affairs.
- 5.2.2.2. In the absence of the Chairperson or when the office of the Chairperson is vacated, the Internal Vice-Chairperson shall be the chief executive of the Society.

5.2.3. External Vice-Chairperson:

- 5.2.3.1. The External Vice-Chairperson shall assist the Chairperson in all his/her duties pertaining to external affairs.

5.2.4. General Secretary:

- 5.2.4.1. The General Secretary shall be responsible for all general correspondence and documents and their filings.
- 5.2.4.2. The General Secretary shall record and prepare the minutes of all General Meetings and Executive Committee meetings.
- 5.2.4.3. The General Secretary shall keep a record of the activities of the Society and present an Annual Report of his/her session at the Annual General Meeting.

5.2.5. External Affairs Secretary:

- 5.2.5.1. The External Secretary shall maintain liaison with external agents.

5.2.6. Financial Secretary:

- 5.2.6.1. The Financial Secretary shall keep an account of all incomes and expenditures of the Society.
- 5.2.6.2. The Financial Secretary shall present an Annual Financial Report of his/her session at the Annual General Meeting.

5.2.7. Welfare Secretary:

- 5.2.7.1. The Welfare Secretary shall be responsible for the general welfare of the Society members and the management of the Society welfare facilities

and services.

5.2.8. Social Secretary:

- 5.2.8.1. The Social Secretary shall be responsible for all social activities held by the Society, and establish a good relationship among Society members.

5.2.9. Academic Secretary:

- 5.2.9.1. The Academic Secretary shall be responsible for promoting interests and awareness of Society members in academic aspect.

5.2.10. Sports Secretary:

- 5.2.10.1. The Sports Secretary shall be responsible for all sports activities held by the Society.
- 5.2.10.2. The Sports Secretary shall be responsible for the organization of sports teams representing the Society.

5.2.11. Publicity and Publication Secretary:

- 5.2.11.1. The Publicity and Publication Secretary shall be responsible for all matters related to the general public work and the publications of the Society.

5.3. Executive Committee Meeting

- 5.3.1. Executive Committee Meeting shall be convened by the Chairperson at least once a month.
- 5.3.2. Notice and agenda of all Executive Committee Meetings shall be sent to the Executive Committee members at least twenty-four hours in advance.
- 5.3.3. At all Executive Committee Meetings, 60% of all Executive Committee members shall form a quorum.

5.4. Resignation

- 5.4.1. 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 one month before his/her resignation. An Extraordinary General Meeting shall be held for the purpose.

SECTION 6 – ANNUAL ELECTION

6.1. Annual Election

- 6.1.1. The Annual Election of the Executive Committee shall be done in the form of General Polling, which shall be convened by the Chairperson of the Society, or by the requisition of the General Meeting, and shall be held within forty days of the Second Semester.
- 6.1.2. No less than seven days' notice shall be given for Annual Election.
- 6.1.3. A councilor appointed by the Chairman of the Engineering Council, Hong Kong

University Students' Union shall be invited as the returning officer at the Annual Election.

- 6.1.4. To be declared valid, an Annual Election shall be open for no less than six continuous hours.
- 6.1.5. A Subsidiary Election shall be held within seven days after the Annual Election upon the request by a candidate who being the only candidate for a post or the candidate with the most votes, fails to obtain vote exceeding 10% of the all Ordinary Members as stated in 6.3.2. The Subsidiary Election shall be held at General Polling or General Meeting under the instructions of the Executive Committee.

6.2. Nominations

- 6.2.1. Nomination for the Executive Committee must be signed by two Ordinary Members and the nominee, and must be in the hand of the General Secretary no less than fourteen days before the date of the corresponding Annual Election.
- 6.2.2. The General Secretary shall post a list of all nominations no less than seven days before the date of the corresponding Annual Election.
- 6.2.3. In case no nominations for one or more posts have reached the General Secretary fourteen days before the date of corresponding Annual Election, the Executive Committee shall then have full power to deal with the matter at its discretion.

6.3. Voting

- 6.3.1. Voting in Annual Election shall be by secret ballot.
- 6.3.2. Method of voting in Annual Election:
 - 6.3.2.1. When there is only one candidate for any post, electors shall vote for or against the candidate or abstain. The candidate shall be declared elected provided:
 - 6.3.2.1.1. He/She secured a number of votes for him/her greater than votes against him/her; and
 - 6.3.2.1.2. He/She secured a number of votes for him/her no less than 10% of all Ordinary Members.
 - 6.3.2.2. In case there are more than one candidate for a post, electors shall indicate on the 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 poll on this first count shall be declared to have lost and his votes shall be distributed among the remaining candidate or candidates 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/she shall be declared elected provided he/she has secured at the end of the process a number of votes no less than 10% of all Ordinary Members.

SECTION 7 – FINANCIAL

7.1. Financial Year

- 7.1.1. Financial year shall correspond to the Executive Committee session.

7.2. Account

- 7.2.1. A saving account and a current account shall be opened in the name of the Society.
- 7.2.2. All financial transactions shall be approved by the Financial Secretary and the Chairperson.
- 7.2.3. All cheques in payment of the Society debts shall be signed jointly by the Chairperson and the Financial Secretary.

7.3. Fee and Subscriptions

- 7.3.1. All those members stated in paragraph 2.1.1.1. shall pay a single subscription fee to the Society for the whole period of undergraduate study of forty Hong Kong Dollars per year.
- 7.3.2. All those members stated in paragraphs 2.1.2.1. and 2.1.3.1. shall pay an annual subscription fee of twenty Hong Kong Dollars to the Society at the beginning of each academic year.

SECTION 8 – CONSTITUTION

8.1. Amendments

- 8.1.1. No part of the Constitution, once having been approved by the Society, may be cancelled, modified, supplemented or replaced except by a motion carried at an Extraordinary General Meeting or General Polling convened specially for the purpose or at an Annual General Meeting. No less than five days' notice shall be given for such Meeting or Polling, indicating specifically the changes proposed.

8.2. Interpretation

- 8.2.1. The interpretation of the Constitution shall rest with the Executive Committee.