



CONSTITUTION OF MEDICAL SOCIETY, H.K.U.S.U. (Amended in 2004 EGM)

Section I General

Article 1 Name

The society shall be called the “Medical Society, Hong Kong University Students’ Union” hereafter referred as “the Medical Society”.

Article 2 Objectives

- a) To foster a spirit of comradeship and professional unity amongst its Medical Faculty, Medical education and the health care profession as a whole.
- b) To represent the interests of its members.

Article 3 Official languages

- a) Both Chinese and English shall be the official languages of the Medical Society, enjoying equal status.
- b) Either or both languages can be used in meetings and official documents of the Medical Society.

Section II Membership

Article 1 Ordinary Membership

- a) All undergraduates of the Faculty of Medicine of the University of Hong Kong, hereafter referred as “the Faculty”, shall become ordinary members and shall pay the entrance subscriptions.
- b) Ordinary membership shall consist of direct membership and indirect membership.
- c) Ordinary members who are principally represented by any affiliated sub-organizations of the Medical Society shall become its indirect members, hereafter referred as “Indirect Members”.
- d) Ordinary members who are not principally represented by any affiliated sub-organizations of the Medical Society shall become direct members, hereafter referred as “Direct Members”.

Article 2 Privileges

- a) Only Direct Members may enjoy amenities provided by the Medical Society and attend all its functions.
- b) All Ordinary Members may attend General Meetings of the Medical Society.
- c) All Ordinary Members are eligible to nominate, second and/or be elected in Medical Society elections other than the election for the Executive Committee of



the Medical Society, which opens for Direct Members only.

- d) All Ordinary Members are eligible to vote in General Meetings and General Pollings of the Medical Society.

Section III Council

Article 1 Composition

- a) The Medical Students' Council, Medical Society, HKUSU, hereafter referred to as "the Council", shall consist of:
- i. 1 Council Chairperson
 - ii. 1 Council Hon. Secretary
 - iii. 6 Representatives from the Executive Committee of the Medical Society
 - iv. 6 Representatives from each of the affiliated sub-organizations of the Medical Society
 - v. 3 Representatives from the Health Committee
 - vi. 3 Representatives from the Society Newspaper Editorial Board
 - vii. Class Representatives from each of the years of the MBBS curriculum
 - viii. Class Representatives from each of the years of the BNurs curriculum
 - ix. Class Representatives from each of the years of the BChinmed curriculum
 - x. 1 Past Representative from the Council of the previous session
 - xi. 3 Popularly-elected Councillors
 - xii. 1 Student Representative of the University Senate
 - xiii. 1 Student Representative of the Faculty Board
- b) (Rebuked in EGM 2002)
- c) (Rebuked in EGM 2002)
- d) The following members (if not already council members) may sit in the council as official observers with full speaking right:
- i. The Chief Editor and Financial Secretary of Elixir Editorial Board
 - ii. The Chairperson and Financial Secretary of Orientation Organizing Committee
 - iii. Student representatives of the Faculty Board
 - iv. Student representatives of the University Senate
- e) The following Advisors may sit in the Council with full speaking right:
- i. the President
 - ii. the Vice President
 - iii. the Honorary Treasurer
- f) Each Council Member except official observers shall have one vote in the Council meeting.



- g) The Council composition stated in Section III Article 1(a) shall be entered into Schedule II of the “Declaration On the Principles of Affiliation of Student Sub-Organizations of the Medical Society, HKUSU”, hereafter referred to as “the Declaration”.
- h) The Honorary Secretary of the Council is authorized to update the Council Composition at the beginning of each session.
- i) The number of seats granted to the Executive Committee and the affiliated sub-organizations may be amended by a motion carried in simple majority in the General Meeting or General Polling, upon the recommendation of the Council.

Article 2 Council Chairperson and Council Hon. Secretary

- a) The Council Chairperson and Council Hon. Secretary shall be elected annually at the first Council Meeting of each session. All Ordinary Members are eligible for the posts. Nominations must be signed by two members of the Society and the nominee, and must be in the hand of the General Secretary of the Medical Society not less than 24 hours before the Council Meeting at which the election is to take place. The Council Chairperson and the Hon. Secretary shall not hold concurrently another seat in the Council.
- b) The Council Hon. Secretary shall have full speaking right but no voting right.

Article 3 Advisor

The president, the Vice-President and the Hon. Treasurer shall be appointed by the outgoing Council at the last Council meeting or the first Council Meeting of the next Council session.

Article 4 Class Representative

- a) The Class Representative of each class shall be elected from and by the respective classes.
- b) Any year of each curriculum in which more than 100 undergraduates enrolled shall be entitled to have 2 class representatives in the Council.

Article 5 Popularly-elected Councillors

- a) There shall be a maximum of three Popularly-elected Councillors. The Popularly-elected Councillors shall be elected by Annual Election. The Popularly-elected Councillors shall not hold concurrently another seat in the Council.
- b) The Terms of Office of the Popularly-elected Councillors shall be from 1st Jan. (or any date after 1st Jan., when the Popularly-elected Councillors are elected) to 31st



Dec. of the next year (or any date after 31st Dec., when the new Popularly-elected Councillors are elected).

Article 6 Terms of Office

The Council session shall be from 1st Jan. to 31st Dec. of the next year.

Article 7 Qualification

- a) Only Ordinary Members shall be eligible for the Council membership.
- b) Teaching staff of the Faculty shall be eligible for the Advisors.

Article 8 Power

The Council shall have the power and authority only second to the General Meeting and the General Polling of the Medical Society.

Article 9 Duties

- a) The Council Chairperson shall preside at all General meetings and Council Meetings of the Medical Society. In his absence a member of the Meeting shall be elected by those present to preside.
- b) The President shall be an advisor of the Medical Society.
- c) The Vice President shall be an advisor of the Medical Society, and shall automatically assume the Presidency in the absence of the President.
- d) The Hon. Treasurer shall be generally responsible for all financial matters of the Medical Society.
- e) The Hon. Secretary of the Council shall prepare Council papers, and draft minutes in all Council Meetings and General Meetings of the Medical Society.
- f) Each Class Representative:
 - i. Shall be responsible for the interest of the class concerned.
 - ii. Shall maintain liaison between the class concerned and the Council.
- g) The Popularly-elected Councillors shall collect and reflect Members' opinion, and shall report the business of Council Meetings to Ordinary Members of the Medical Society.

Section IV Executive Committee

Article 1 Composition

- a) The Executive Committee of the Medical Society, hereafter referred to as "the Executive Committee", shall consist of:
 - i. one Chairperson
 - ii. one Internal Vice-Chairperson



- iii. one External Vice-Chairperson
 - iv. one General Secretary
 - v. one External Affairs Secretary
 - vi. one Welfare Secretary
 - vii. one Financial Secretary
 - viii. one Sports Captain
 - ix. one Sports Secretary
 - x. one Social Secretary
 - xi. one Current Affairs Secretary
 - xii. one Publication Secretary
- b) The Committee shall be elected annually by Direct Members of the Medical Society in Annual Election.

Article 2 Terms of Office

The Terms of Office shall be from 1st Jan. (or any date after 1st Jan., when the Executive Committee is elected) to 31st Dec. of the next year (or any date after 31st Dec., when the new Executive Committee is elected).

Article 3 Duties

a) Chairperson:

The Chairperson shall be the chief executive of the Executive Committee of the Medical Society.

b) Internal Vice-Chairperson:

- i. Shall assist the Chairperson in all his/her duties pertaining to internal affairs.
- ii. Shall be the chief executive of the Medical Society in the absence of the Chairperson or when the office of the Chairperson is vacated.
- iii. Shall be responsible for maintaining liaison with the Student Senator and the student representatives of the Faculty Board.

c) External Vice-Chairperson:

- i. Shall assist the Chairperson in all his/her duties pertaining to external affairs.
- ii. Shall be the candidate for the representative of the Medical Society to the Hong Kong University Students' Union Council.

d) General Secretary

- i. Shall conduct all general correspondence, draft minutes of all committee meetings, and prepare the Annual Report.
- ii. Shall keep a record of the Medical Society and shall be responsible for



the keeping of all past and present records of the Medical Society.

iii. (Rebuked in EGM 2002)

e) External Affairs Secretary

i. (Rebuked in EGM 2002)

ii. Shall maintain liaison with external agents.

iii. Shall be the chairperson of the Interflow Exchange Program for Direct Members of the Medical Society.

f) Welfare Secretary:

The Welfare Secretary shall be responsible for all matters concerning the Co-Op Centre of the Direct Members of the Medical Society, as well as other domestic concerns, including the maintenance of the premises and properties of the Medical Society.

g) Financial Secretary:

i. Shall keep an account of all income and expenditure of the Medical Society, draft the budget and prepare the annual financial report.

ii. Shall be responsible for collecting of subscriptions from Ordinary Members of the Medical Society.

iii. Shall be generally responsible to the Hon. Treasurer in all financial matters.

iv. Shall be the chairman of Fund-Raising and coordinate & supervise approved plans.

h) Sports Captain and Sports Secretary:

i. Shall be generally responsible for the promotion of all sports activities.

ii. Shall be responsible for all sports activities held by the Direct Members of the Medical Society.

iii. Shall maintain liaison with the office bearers on sports of the affiliated sub-organizations of the Medical Society for the selection of teams to represent the Medical Society

iv. Shall maintain liaison with the team captains

v. Shall be the candidate for the representative to the Sports Association Council.

i) Social Secretary:

The Social Secretary shall be generally responsible for all the social activities of the Direct Members of the Medical Society.

j) Current Affairs Secretary:

The Current Affairs Secretary shall be generally responsible for promoting the awareness, understanding and participation of the Direct Members of the Medical Society in current affairs.



k) Publication Secretary:

- i. Shall be responsible for all matters relating to the publications for the Direct Members of the Medical Society including the Handbook for the Direct Members
- ii. Shall be the Chief Editor of the Elixir Editorial Board.

Article 4 Collective Responsibility

- a) The Executive Committee shall bear the collective responsibility with the affiliated sub-organizations to serve all Ordinary Members of the Medical Society out of good faith and shall safeguard their interest as a whole.
- b) Matters only related to Indirect Members lay outside the terms of reference of the Executive Committee.
- c) The Executive Committee shall be responsible for the coordination of the executive bodies of the affiliated sub-organizations upon any matters simultaneously related with all Ordinary Members.
- d) The Executive Committee shall elect 3 Committee Members to participate in the Advisory Board to maintain liaison with affiliated sub-organizations of the Medical Society.

Section V The Society Newspaper Editorial Board

Article 1 General

The name of the Society Newspaper shall be “Caduceus”, hereafter referred to as “the Board”.

Article 2 Composition

- a) The Board shall consist of:
 - i. one Hon. Advisor
 - ii. one Chief Editor
 - iii. two General Editors
 - iv. one Secretary
 - v. one Treasurer
 - vi. Editors
 - vii. One representative of the Editorial Board of the previous session
- b) The Chief Editor, two General Editors shall be elected by Annual Election.
- c) The Secretary, the Treasurer and the Editors shall be elected by the Chief Editors and the two General Editors, subjected to ratification of the Council.

Article 3 Qualifications



- a) Only staff of the Faculty shall be eligible for the office of the Hon. Advisor.
- b) All Ordinary Members of the Medical Society shall be eligible for the other offices of the Board.

Article 4 Duties

- a) The Hon. Advisor shall be the Advisor on all matters relating to the Board.
- b) The Chief Editor shall be the Chairperson of the Board and responsible for the publication of the newspaper.
- c) The General Editors shall assist the Chief Editor in publishing the Newspaper.
- d) The Secretary shall conduct general correspondence and be responsible for taking minutes during Board Meetings.
- e) The Treasurer:
 - i. Shall take care of matters concerning advertisements, donations, and other financial problems.
 - ii. Shall be responsible to the Financial Secretary of the Medical Society.
- f) The Editors shall work under the Chief and General Editors and be responsible for editing different sections of the Newspaper.
- g) The representative of the previous Board shall advise on matters relating to the Board and ensure continuity in the conduct of business by the Board.

Article 5 Representative to Council

The three Popularly-elected representatives of the Board shall be the representatives to the Council and shall serve as a link to realize co-operation between the Council and the Board.

Article 6 Terms of Office

The Terms of Office shall be from 1st Jan. (or any date after 1st Jan., when the Chief Editor and the General Editors are elected) to 31st Dec. of the next year (or any date after 31st Dec., when the Chief Editor and the General Editors are elected).

Article 7 Finance

- a) The Society Newspaper shall be financially dependent of the Medical Society.
- b) The Board shall request a budget from the Medical Society at the beginning of each financial year.
- c) The Newspaper shall be distributed free of charge to all Ordinary Members of the Medical Society.

Article 8 Policy



The Policy of Society Newspaper shall be determined by the Board.

Section VI Health Committee

Article 1 General

The name of the committee shall be called the Health Committee, Medical Society, HKUSU hereafter referred to as “the Health Committee”.

Article 2 Aims

- a) To promote social consciousness concerning health matters among students of the Faculty and to promote health consciousness to the public.
- b) To be responsible for carrying out health activities in the name of the Medical Society.

Article 3 Composition

- a) The Health Committee shall consist of:
 - i. one Health Officer
 - ii. two Assistant Health Officers
- b) The Health Committee and the Assistant Health Officers should be elected annually by Annual Election.
- c) The Health Committee members shall assist the Health Officer in carrying out their respective work

Article 4 Terms of Office

The Terms of Office shall be from 1st Jan. (or any date after 1st Jan., when the new Health Officer and Assistant Health Officers are elected) to 31st Dec. of the next year (or any date after 31st Dec., when the new Health Officer and Assistant Health Officers are elected).

Article 5 Duties of Members

- a) Health Officer:
 - i. Shall be the representative from the Medical Society to the Students Welfare and Health Committee of HKUSU.
 - ii. Shall be responsible for external liaison.
 - iii. Shall be responsible for planning.
- b) The Assistant Health Officers shall be responsible for the administrative and secretarial work.
- c) The Health Committee members shall assist the Health Officers in carrying out their respective work



Article 6 Representative to the Council

The three Popularly-elected representatives of the Health Committee shall be the representatives to the Council and shall work as a link to realize cooperation between the Council and the Health Committee.

Article 7 Finance

The Health Committee requests a budget from the Medical Society at the beginning of each financial year.

Section VII Finance

Article 1 Financial Year

The Financial Year shall correspond to the Council Session.

Article 2 Subscription

- a) Every Ordinary Member shall pay the subscription on entrance to the Medical Society. No subsequent subscriptions will be collected from all Ordinary Members.
- b) The amount of subscriptions shall be determined by the Council.
- c) For Indirect Members, their subscription to the Medical Society is \$1 each.
- d) After reserving an amount equal to the subscriptions of the Direct Members of the Medical Society, the sum of collected subscriptions for that session will be credited to the affiliated sub-organizations respectively as what is due to them.

Article 3 Budget

The Annual Budget shall be prepared by the Hon. Treasurer and the Financial Secretary and shall be submitted for adoption at the first Council Meeting.

Section VIII Meetings

Article 1 Annual General Meeting

- a) The Annual General Meeting shall be convened by the Council Chairperson and held within the first term of each academic year.
- b) The business shall be:
 - i. To receive and adopt the minutes of the previous Annual General Meeting and all Extraordinary General Meetings.
 - ii. To receive and adopt the Annual Report of all committees of the Council including the standing committees and the Financial Report from the Hon. Treasurer and the Financial Secretary.



- iii. To receive and adopt the Audited Financial Report of the previous year.
- iv. Constitution amendment, if any.
- v. No business other than that declared above shall be discussed without 7 days' notice except with the consent of at least $\frac{2}{3}$ of the Ordinary Members present.
- c) No less than 21 days' notice shall be given for any Annual General Meeting.
- d) At all Annual General Meetings, 7% of all Ordinary Members shall form a quorum.
- e) If the quorum is not present, the meeting shall be adjourned to any date within two weeks and if at that meeting a quorum is still not present, all Ordinary Members present thereat shall form a quorum.
- f) One Returning Officer shall attend the Extraordinary General Meeting. The Returning Officer shall be a Councillor of the Union Council of HKUSU.

Article 2 Extraordinary General Meetings

- a) The Council may convene an Extraordinary General Meeting for any purpose at any time.
- b) The Council Chairperson shall convene an Extraordinary Meeting upon a specified requisition signed by no less than 7% of all Ordinary Members of the Medical Society.
- c) No less than 7 days' notice shall be given for any Extraordinary General Meeting.
- d) No business other than that declared on the agenda shall be discussed except with the consent of at least $\frac{2}{3}$ of the Ordinary Members present.
- e) At all Extraordinary General Meetings, 7 % of all Ordinary Members shall form a quorum.
- f) If the quorum is not present, the meeting shall be adjourned to any date within two weeks and all Ordinary Members present thereat shall form a quorum.
- g) One Returning Officer shall attend the Extraordinary General Meeting. The Returning Officer shall be a Councillor of the Union Council of HKUSU

Article 3 Council Meeting

- a) The Council shall meet at least once every Academic Term.
- b) Council Meeting shall be convened by Council Chairperson at his/her own discretion or at the request of 5 members of the Council.
- c) At all Council Meeting, 50 % of the Council Membership in office shall form a quorum.
- d) No less than 7 days' notice shall be given for all Council meetings to all Ordinary Members.



Article 4 Emergency Council Meeting

- a) Emergency Council Meetings shall be convened by the Council Chairperson at his/her own discretion or at the request of 5 members of the Council.
- b) At all Emergency Council Meetings, 50 % of the Council Membership in Office shall form a quorum.
- c) No less than 24 hours' notice shall be given for all Emergency Council Meetings.

Article 5 Committee Meetings

- a) Committee Meetings shall be convened by the Chairperson of the Executive Committee at his/her own discretion.
- b) At all Committee Meetings, more than half of the members of the Committee shall form a quorum.

Article 6 Advisory Board Meetings

- a) The Advisory Board shall meet at least once every semester.
- b) Advisory Board Meetings shall be convened by the Chairperson of the Advisory Board at his/her own discretion.
- c) At all Advisory Board Meetings, more than half of the members of the Advisory Board shall form a quorum.

Section IX General Polling

Article 1 General Polling will be held:

- a) (Rebuked in EGM 2002)
- b) (Rebuked in EGM 2002)
- c) At the specific requisition signed by no less than 15% of all Ordinary Members of the Medical Society.
- d) As a resolution in General Meetings.
- e) As a resolution in Council Meetings

Article 2 Notice

No less than 7 days' notice shall be given for General Polling.

Article 3 Commission

A Commission will be appointed by the Council to convene each particular General Polling.

Article 4 Returning Officers

Two Returning Officers shall be appointed by the Commission for each General



Polling. The Returning Officers shall be members of the teaching staff of the Faculty and/or councilors of the Union Council of HKUSU.

Article 5 Minimum Vote

The result of the Polling shall be declared valid provided the number of valid cast is not less than 15% of Ordinary Members of the Medical Society.

Article 6 Authority

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

Article 7 Duration

To be declared valid, a General Polling shall be open for not less than 8 continuous hours.

Section X Annual Election and Voting

Article 1 Nominations

- a) Nominations for the Committee, the Chief Editor and the two General Editors of the Society Newspaper Editorial Board, the Health Officer and two Assistant Health Officers of the Health Committee, and the three Popularly-elected Councillors must be signed by two members and the nominee, and must be in the hand of the General Secretary not less than 14 days before the date of the corresponding Annual Election.
- b) The General Secretary shall post a list of all nominations not less than 7 days before the date of the corresponding Annual Election.
- c) In case no nominations for one or more posts has reached the General Secretary 14 days before the date of corresponding Annual Election, the Council then shall have the full power to deal with the matter at its discretion.

Article 2 Method of Voting

- a) Method of Voting:
 - i. Method of voting other than Annual Election: Except for Annual Election, voting at any meeting of the Medical Society or of the Council shall be by show of votes cast for that motion exceeds those cast against the motion.
 - ii. Method of voting in Annual Election: The method of voting shall be by ballot (unless decided otherwise in that occasion by a show of hands as



in Article 2(a)i)

- b) When there is only one candidate for any post, the candidate shall be elected by simple majority of those voting. In case of more than one candidate for a post, voting shall be in the order of preference; the candidate with the most votes shall be elected, provided that the total number of votes for him/her (including those other than the first choice) comprises a simple majority of those voting.

Article 3 Voting in General Polling and Annual Election

- a) Voting in both General Polling and Annual Election shall be by secret ballot.
- b) Method of Voting other than vote of Non-confidence in General Polling:
The motion will carry if the number of votes cast for the motion exceeds those cast against the motion.
- c) Method of Voting in Annual Election:
- i. 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:
 - He/She secured a number of votes for him/her greater than votes against him/her; and
 - He/She secured a number of votes for him/her not less than 15% of the Ordinary Members of the Medical Society.
 - ii. When there are more than one candidate for a post, voting shall be in the order of preference; the candidate with the most votes shall be in the order of preference; the candidate with the most votes shall be elected, provided that the total number of votes cast for him/her (including those other than the first choice) exceeds 15% of Ordinary Members of the Medical Society.
- d) Method of Voting in the Vote of Non-Confidence
The motion will carry if the number of votes cast for the motion exceeds $\frac{2}{3}$ of the valid cast, which shall not be less than 30% of Ordinary Members of the Medical Society.

Article 4 Election Campaign

- a) Meeting(s) shall be convened for the Election Campaign under the supervision of the Commission of Election between the date of nomination and the date of General Meeting.
- b) (Rebuked in EGM 2002)
- c) The total number of Direct Members attending the Election Campaign of the Executive Committee of the Medical Society shall at least exceed 10% of the



Direct Members of the Medical Society.

- d) The total number of members attending the Election Campaign of the Society Newspaper Editorial Board and the Health Committee shall at least exceed 10% of the Ordinary Members of the Medical Society.

Article 5 Vote of Non-Confidence

A Vote of Non-Confidence for infringement of the Constitution, neglect of duties or unbecoming conduct maybe moved against any member of the Executive Committee, the Chief Editor and the two General Editors of the Society Newspaper Editorial Board, the Health Officer and two Assistant Health Officers and the Popularly-elected Councillors at a General Polling held specifically for the purpose. A vote so passed shall call for the resignation of the person against whom the vote is moved.

Article 6 Annual Election

- a) Annual Election for the Executive Committee, the Chief Editor and the two General Editors of the Society Newspaper Editorial Board, the Health Officer and the two Assistant Health Officers of the Health Committee, and the three Popularly-elected Councillors shall be held on a date within six weeks before 1st Jan.
- b) A Subsidiary Election shall be held within 4 days after the Annual Election for the Executive Committee, the Chief Editor and the two General Editors of the Society Newspaper Editorial Board, the Health Officer and the two Assistant Health Officers of the Health Committee, and the three Popularly-elected Councillors upon the request by a candidate who being the only candidate for a post or the candidate with the most votes, fails to obtain votes exceeding 15% of the members they principally represent as stated in Section IX Article 3c. In case of no election, the Council then shall have the full power to deal with the matter at its discretion.
- c) Annual Election for the Chief Editor and the two General Editors of the Society Newspaper Editorial Board, the Health Officer and the two Assistant Health Officers of the Health Committee, and the three Popularly-elected Councillors shall be open for all Ordinary Members of the Medical Society, while Annual Election for the Executive Committee shall only be open for Direct Members of the Medical Society.
- d) Indirect Members shall not nominate, be nominated, second and vote in the Annual Election for the Executive Committee.
- e) No less than 7 days' notice shall be given for Annual Election.
- f) A Commission will be appointed by the Council to convene the Annual Election.



- g) Two Returning Officers shall be appointed by the Commission for the Annual Election. The Returning Officers shall be members of the teaching staff of the Faculty and/or Councillors of the Union Council of HKUSU.
- h) To be declared valid, an Annual Election shall be open for not less than 8 continuous hours.

Section XI Constitution

Article 1

No alternation of the Constitution may be made except a General Meeting.

Article 2

The final interpretation of the Constitution shall rest with the Council.

Article 3

Constitution amendment, if any, a notice intimating the proposed amendment shall be given 7 days before the General Meeting.