

CONSTITUTION OF NURSING SOCIETY, MEDICAL SOCIETY, HONG KONG UNIVERSITY STUDENTS' UNION

(REVISED ON 9TH APRIL, 2010 EGM)

Section I General

Article 1 Definitions

- a) "Society" shall mean the Nursing Society, Medical Society, Hong Kong University Students' Union.
- b) "Committee" shall mean the Executive Committee of the Nursing Society, Medical Society, Hong Kong University Students' Union.
- c) "Council" shall mean the Nursing Council of the Nursing Society, Medical Society, Hong Kong University Students' Union.
- d) "Councilors" shall mean the Councilors of the Nursing Council of the Nursing Society, Medical Society, Hong Kong University Students' Union.
- e) "Constitution" shall mean the Constitution of the Nursing Society, Medical Society, Hong Kong University Students' Union.
- f) "Faculty" shall mean the Li Ka Shing Faculty of Medicine, The University of Hong Kong.
- g) "School" shall mean the School of Nursing, Li Ka Shing Faculty of Medicine, The University of Hong Kong.
- h) "Members" shall mean the members of the Nursing Society, Medical Society, Hong Kong University Students' Union.
- i) "Medical Students' Council" shall mean the Hong Kong University Medical Students' Council.
- j) "Union Council" shall mean the Hong Kong University Students' Union Council.

Article 2 Name

The Society shall be called the "Nursing Society, Medical Society, Hong Kong University Students' Union"; and in short "NS, MS, HKUSU". The Chinese name of the Society shall be 香港大學學生會醫學會護理學會.

Article 3 Objectives

- a) To represent the interests of the Members.
- b) To provide welfare for the Members.
- c) To enhance Members' sense of belonging.
- d) To promote communication between the Members and the School.
- e) To maintain cooperation with the School for the welfare and interests of the Members.
- f) To communicate and cooperate with the Medical Society and the Hong Kong University Students' Union for the welfare and interests of the Members.

- g) To maintain close relationship with external entities for the welfare and interests of the Members.

Article 4 Official Languages

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

Section II Affiliation

The Society is directly affiliated with the Medical Society, HKUSU; and is indirectly affiliated with the Hong Kong University Students' Union.

Section III Membership

Article 1 Ordinary Membership

- a) Eligibility:
 - All full-time undergraduates studying the curriculum of Nursing in the University of Hong Kong shall become the Ordinary Members of the Society.
- b) Privileges:
 - i. To attend activities and functions arranged by the Society.
 - ii. To use all facilities provided by the Society.
 - iii. To have the voting right in any General Polling.
 - iv. To have the speaking right and voting right in any General Meeting.
 - v. To have the right to nominate, to second, to be nominated for election and to stand for election or hold office as an office bearer in the Committee and the Council of the Society.
- c) Obligations:
 - i. To follow the Constitution of the Society.
 - ii. To follow the resolutions of General Meeting, General Polling and Council Meeting.
 - iii. To pay membership fee.

Section IV Structure

Article 1 Organization Structure of the Society

The organization structure of the Society shall consist of:

- a) General Meeting
- b) General Polling
- c) Council
- d) Committee

Article 2 Authority

General Meeting and General Polling shall possess the highest authority in the organization structure of the Society in all matters affecting the Society as a whole.

Section V General Meeting

Article 1 Authority

The resolutions of General Meeting shall possess equal authority as those of General Polling. The resolutions of General Meeting shall only be revoked by subsequent General Meeting or subsequent General Polling.

Article 2 Chairperson

- a) The Council Chairperson shall take the chair of all General Meetings.
- b) The Council Chairperson shall not propose, second or vote for any motion except the casting vote.
- c) In the absence of the Council Chairperson, the meeting shall be chaired by one of the Councilors elected from among them.

Article 3 Secretary

The Council Secretary of the Society shall be responsible for taking minutes of all General Meetings.

Article 4 Returning Officer

The Council Chairperson shall invite a member of the Medical Students' Council not being a member of the Society as the Returning Officer for the General Meeting.

Article 5 Standing Order

Unless specified otherwise, the rules governing the procedures of the General Meeting shall follow the Standing Order of Union Council.

Article 6 Notice

Notice of all General Meetings, together with the agenda shall be posted at least 7 days beforehand on the Society notice board.

Article 7 Quorum

Not less than 10% of all Ordinary Members of the Society shall form a quorum of a General Meeting.

Article 8 Voting

Any motion in any General Meeting shall be carried if there is a simple majority

voting in favor of it unless specified otherwise.

Article 9 Postponement

- a) In case the quorum is not formed within half an hour of the prescribed commencing time, the General Meeting shall be adjourned. Another General Meeting shall be convened within 2 weeks and notice concerned shall be posted at least 3 days beforehand. If the quorum still cannot be formed within half an hour of the prescribed commencing time, all Ordinary Members present thereat shall form a quorum.
- b) If the quorum is not reached during the General Meeting, the Meeting shall be adjourned and the remaining matters shall only be discussed and voted in the next session which shall be convened within 2 weeks after the previous session. Notice concerned shall be posted at least 3 days beforehand.

Article 10 Annual General Meeting

- a) The Annual General Meeting shall be held within 7 weeks after the Annual Election.
- b) The Annual General Meeting shall be convened by the Council Chairperson of the current session.
- c) Business of the Annual General Meeting:
 - i. To receive and adopt the agenda of the current Annual General Meeting.
 - ii. To receive and adopt the minutes of the previous Annual General Meeting and all General Meetings thereafter.
 - iii. To receive and adopt the Annual Reports from the Council Chairperson and the Committee of the current session.
 - iv. To receive and adopt the Annual Financial Report from the Financial Secretary of the current session.
 - v. To appoint the Council Chairperson of the next session to chair the current Annual General Meeting.
 - vi. To introduce the Committee of the next session.
 - vii. To receive and adopt the Year Plan and the Annual Financial Budget of the Committee of the next session.
 - viii. To receive and adopt the motion that to transfer the ownership of the bank account of the Society to the next session
 - ix. To receive and adopt the amendment to the Constitution of the Society, if any.
 - x. To nominate and appoint the representatives of the Society to the Medical Students' Council.
 - xi. Any other business.

Article 11 Annual Reports and Annual Financial Report

The Annual Reports and the Annual Financial Report shall be posted on the Society notice board at least 3 days before the Annual General Meeting.

Article 12 Extraordinary General Meeting

- a) The Council Chairperson shall have the right to convene an Extraordinary General Meeting when necessary.
- b) If there is a written requisition signed by not less than 5% of all Ordinary Members of the Society, an Extraordinary General Meeting shall be convened by the Council Chairperson within 2 weeks after receiving the requisition.

Section VI General Polling

Article 1 Authority

The resolutions of General Polling shall possess equal authority as those of General Meeting. The resolutions of General Polling shall only be revoked by subsequent General Meeting or subsequent General Polling.

Article 2 General

- a) The Council Chairperson shall have the right to convene a General Polling when necessary.
- b) The Council Chairperson shall appoint at least two members from the Committee and the Council to conduct and monitor the General Polling.

Article 3 Notice

Notice of General Polling and the motion(s) to be voted shall be posted on the Society notice board at least 7 days beforehand.

Article 4 Returning Officer

The Council Chairperson shall invite a member of the Medical Student's Council not being a member of the Society as the Returning Officer for the General Polling.

Article 5 Regulations

- a) Voting in General Polling shall be in secret ballot.
- b) The motion will carry if
 - i. the number of votes in favor of the motion is greater than that against the motion, and
 - ii. the number of votes for the motion is not less than 10% of all Ordinary Members of the Society.
- c) The polling period shall last for at least 8 consecutive hours on the polling day.

- d) The results of the General Polling shall be announced by the Council 48 hours after the end of the polling period should no complaint is received within that 48 hours.

Article 6 Complaints and Appeals

- a) Complaints about the General Polling shall be made and submitted to the Council within 48 hours after the end of the polling period.
- b) Appeals about the General Polling results shall be made and submitted to the Council within 48 hours after the announcement of the General Polling results.
- c) All complaints shall be supported by evidence and duly signed.
- d) The Council shall convene Council Meeting(s) to adjudicate all the complaints and appeals.
- e) No official announcement shall be made until all complaints have been resolved.

Section VII Annual Election

Article 1 Objective

The objective of the Annual Election is to elect democratically the Committee and the Popularly-Elected Councilors for the next session in form of General Polling or General Meeting.

Article 2 Election Board

- a) The Election Board shall comprise at least two Committee members and two Councilors appointed by the Council.
- b) The Election Board shall be formed at least 2 weeks before the nomination period.
- c) All nominators or nominees shall not be the members of the Election Board.
- d) Duties of the Election Board:
 - i. To conduct and monitor all activities of the Annual Election, Re-Election and By-Election which include setting up the time schedule for the Election and preparing all materials needed in the Election.
 - ii. To explain the Election Regulations and Rules in accordance with the Constitution.
 - iii. To examine the eligibility of the nominee(s).
 - iv. To invite a Returning Officer from the Medical Students' Council not being a member of the Society for each Election.
 - v. To validate and count the ballots and announce the results concerned.
 - vi. To handle any complaint arising from the Election.

Article 3 Nomination

- a) Nomination period for the Annual Election shall be started 6 weeks before the Election and shall be ended 2 weeks before the Election.
- b) The General Secretary shall post a list of all nominations not less than 1 week before the Election.
- c) Regulations of Nomination:
 - i. Only the Ordinary Members of the Society shall be nominated.
 - ii. Each nominee shall be nominated for one post only.
 - iii. Each nominee shall be nominated by at least one Ordinary Member and be seconded by at least another 5 Ordinary Members excluding the nominee himself/herself.
- d) In case of no nomination for a post, the vacancy shall be pending until the formation of the Committee.
- e) In case of no nomination at all, the problem shall be resolved in the Annual General Meeting.

Article 4 Campaign Meeting

- a) A Campaign Meeting shall be held between the closing date of nomination period and the date of General Polling.
- b) If the Election is held in form of General Meeting, a Campaign Meeting is not necessarily required.

Article 5 Voting

- a) Voting in Annual Election shall be in secret ballot.
- b) Only the Ordinary Members of the Society shall have the right to vote.
- c) When there is only one nominee for the post, electors shall vote for or against the nominee or abstain. The nominee shall be declared elected provided:
 - i. he/she has secured a number of votes going for him/her greater than the number of votes going against him/her, and
 - ii. he/she has secured a number of votes going for him/her not less than 15% of the total Ordinary Members of the Society.
- d) When there are two or more nominees for one post, electors shall vote for one nominee or abstain. The nominees shall be declared elected provided:
 - i. he/she has secured the highest number of votes, and
 - ii. the total number of votes going for him/her is not less than 15% of the total Ordinary Members of the Society.

Section VIII Re-Election

- a) When there is evidence to prove any infringement of Constitution occurred during any election, a Re-Election without nomination period shall be held within 2 weeks after that election upon the approval of the Council. The

nominee infringing the Constitution shall not be nominated in the Re-Election in such case, if any.

- b) When the Annual Election fail to generate a new Committee or the Popularly-Elected Councilors, a Re-Election with nomination period shall be conducted should the Council deem necessary. All Ordinary Members shall be eligible for nomination in the Re-Election in such case.
- c) The Re-Election of Annual Election shall be held in the form of General Polling or General Meeting and follow the Regulations and Rules of Annual Election.
- d) The Re-Election with nomination period shall be held within 3 weeks after the Annual Election and the nominee, being the only nominee for the post or the nominee with the highest number of votes for the post concerned, who failed to obtain votes not less than 15% of all Ordinary Members of the Society shall be exempted from re-nomination.
- e) Nomination period for Re-Election shall be started 2 weeks before the Re-Election, and shall be ended 1 week before the Re-Election. Should there is no nominee, a resolution shall be reached in the Annual General Meeting.

Section IX By-Election

- a) A By-Election shall be conducted when there is any vacancy of the Popularly-Elected Councilors should the Council deem necessary.
- b) Any unsuccessful nominee cannot be nominated for the same post in the same session.
- c) The By-Election of Annual Election shall be held in the form of General Polling or General Meeting and follow the Regulations and Rules of Annual Election.
- d) Nomination period for By-Election shall be started 4 weeks before the By-Election, and shall be ended 2 weeks before the By-Election. Should there is no nomination, a resolution shall be reached in the Annual General Meeting.

Section X The Council

Article 1 General

The Council shall act as a legislative, judicial and supervisory body of the Society.

Article 2 Authority

The Council possesses the authority only second to General Meeting and General Polling. The resolutions of the Council shall only be revoked by subsequent General Meeting, subsequent General Polling or subsequent Council Meeting.

Article 3 Session

- a) The session of the Council shall coincide with the session of the Committee.
- b) The Council shall be formed within one month after the Annual General

Meeting.

Article 4 Functions

a) Supervisory:

- i. To receive, adopt, and amend if necessary, the individual proposals and function proposals of the Committee.
- ii. To receive, evaluate and adopt all kinds of reports of the Committee.
- iii. To supervise and evaluate the executive work of the Committee.

b) Legislative:

- i. To examine and approve the regulations made for executive purposes formulated by the Committee, or parties delegated by the Society.

c) Judicial:

- i. To examine any protest, grievance, or alleged infringement of the Society Constitution and all matters related to the Members placed before the Council by any Member of the Society and, if deemed necessary, to adjudicate upon, or act in, all such cases.
- ii. To interpret the Constitution of the Society.

Article 5 Composition

The Society Council shall be consisted of:

a) Advisors:

- i. The President;
- ii. The Vice-President;
- iii. The Honorary Treasurer;

b) Councilors:

- i. The Council Chairperson;
- ii. The Council Secretary;
- iii. The Council Treasurer;
- iv. Four Committee Representatives;
- v. Two Past Committee Representatives;
- vi. Year Representatives from each class; and
- vii. Two Popularly-Elected Councilors.

Article 6 Advisors

- a) The Committee of the current session shall recommend and invite staff from the School to be the President, the Vice-President, and the Honorary Treasurer of the Council.
- b) The President and the Vice-President shall give advice to the Committee on all the undertakings of the Society. They shall have the right to attend and speak in any Council Meeting but shall not have voting right.

- c) The Honorary Treasurer shall give advice to the Committee in all financial matters of the Society. The Honorary Treasurer shall have the right to attend and speak in any Council Meeting but shall not have voting right.

Article 7 Eligibility of Councilors

Only the Ordinary Members of the Society shall be eligible for being the Councilors of the Council.

Article 8 Election of Councilors

- a) The Council Chairperson for the current session shall be appointed from the Councilors or the Committee of any previous session by the Councilors of the previous session in the last Annual General Meeting.
- b) The Council Secretary and the Council Treasurer shall be appointed from any Ordinary Members by the Councilors of the previous session before the First Council Meeting.
- c) Committee Representatives shall be elected from among the Committee of the current session before the First Council Meeting.
- d) Past Committee Representatives shall be elected from among the Committee of the previous session before the First Council Meeting.
- e) Year Representatives shall be elected from among each class before the First Council Meeting.
- f) Popularly-Elected Councilors shall be elected in the Annual Election.
- g) No Councilor shall have more than one vote in the Council at any time.

Article 9 Resignation

- a) Any Councilor may resign from his/her membership of the Council by giving written notice to the Council. An Emergency Council Meeting shall be convened specifically to discuss the matter.
- b) The resignation shall be documented in the permanent record of the Society.

Article 10 Vacancy

- a) In the event of the office of the Council Chairperson, the Council Secretary, or the Council Treasurer being unfilled or falling vacant, the Council shall resolve the matter in an Emergency Council Meeting.
- b) In the event of the office of the Popularly-Elected Councilor being unfilled or falling vacant, a By-Election shall be held to fill the vacancy should the Council deem necessary.
- c) In the event of the office of the Committee Representatives, the Past Committee Representatives and the Year Representatives being unfilled or falling vacant, the vacancy shall be filled in the original manner should the

Council deem necessary.

Article 11 Duties of Councilors

a) Council Chairperson:

- i. Shall have full speaking right and the casting vote.
- ii. Shall not propose, second or vote for any motion except the casting vote.
- iii. Shall take the chair of all General Meetings and Council Meetings. In his/her absence, the Meeting shall be chaired by one of the Councilors elected from among them.
- iv. Shall arrange the order of business and prepare the agenda for all General Meetings and Council Meetings.
- v. Shall invite the Returning-Officer for each General Meeting and General Polling.
- vi. Shall prepare the Annual Report of the Council at the Annual General Meeting for adoption.

b) Council Secretary:

- i. Shall have full speaking right and voting right.
- ii. Shall take the minutes at all General Meetings and Council Meetings.

c) Council Treasurer:

- i. Shall have full speaking right and voting right.
- ii. Shall deal with all financial works of the Council.
- iii. Shall be the auditor of the Capital Fund and the Administration Fund.
- iv. Shall receive the proposal for financial assistance from the Capital Fund by the Committee.

d) Committee Representatives:

- i. Shall reflect the opinions of the Committee.
- ii. Shall ensure the work of the Committee is in accordance with the resolutions of the Council Meetings, General Meetings and General Pollings.

e) Past Committee Representatives:

- i. Shall facilitate the work of the Committee through acting as a communication channel between the Committees of the current and the previous sessions on the past working experience of the Society.

f) Year Representatives:

- i. Shall take initiative measures to collect and reflect the opinions of the students from the classes they represent.
- ii. Shall facilitate the work of the Committee through acting as a communication channel between the classes they represent and the Committee.

g) Popularly-Elected Councilors:

- i. Shall take initiative measures to collect and reflect the opinions of the

Ordinary Members and to enhance communication among the Council, Committee and Ordinary Members.

Article 12 Council Meeting

- a) Council Meeting and Emergency Council Meeting
 - i. A Council Meeting shall be convened by the Council Chairperson at least every 3 months.
 - ii. Emergency Council Meeting shall be convened by the Council Chairperson should he/she deem it necessary, or when there is resignation of Councilor or written requisition signed by three or more Councilors.
- b) Quorum and Attendance
 - i. One-half of all Councilors shall form a quorum.
 - ii. All meetings of the Council shall be open for all Ordinary Members of the Society to attend unless the Council Chairperson specifies otherwise. Members so attending shall be permitted to speak only with the approval of the Council Chairperson and shall not vote.
- c) Voting
 - i. Each Councilor except the Council Chairperson shall give one vote. Whenever an equal number of votes is cast, the Council Chairperson shall have the casting vote.
 - ii. Any motion to be voted in the Council Meetings shall be carried if there is a simple majority voting in favor of the motion unless specified otherwise.

Article 13 Finance

- a) The Council shall be financed by the Administration Fund of the Society within the budget approved in the Annual General Meeting.
- b) The Council shall have overriding control over all financial matters relating to the Society, excepting contradictory resolutions by the General Meetings or General Pollings.

Section XI Committee

Article 1 Authority

- a) The Committee shall be the executive body of the Society and shall have the power:
 - i. To represent the Society in all matters;
 - ii. To make all regulations and exercise all like authorities, which shall be necessary and proper authorities.
 - iii. To appoint Sub-committee(s) for the current session whenever deemed necessary.

Article 2 Responsibilities

- a) To organize functions as to attain the Objectives of the Society stated in Section I Article 3 and the policies laid down by the General Meetings or the General Pollings for general interests of the Members;
- b) To handle the daily affairs of the Society;
- c) To implement the resolutions of General Meetings, General Pollings, and the Council Meetings;
- d) To prepare and present the individual proposals, function proposals, evaluation reports, half-year report and half-year financial report, and submit them to the Council first and then the Medical Students' Council for adoption;
- e) To prepare and present the year plan, annual financial budget, annual report and annual financial report at the Annual General Meeting for adoption;
- f) To take appropriate actions in response to cases of emergency related to all Members;
- g) To initiate and to participate in affairs concerning the Faculty of Medicine and cooperate with the Executive Committee of the Medical Society, also its affiliated societies, in case of matters concerning the members of the Faculty.

Article 3 Composition

The Society shall be governed by the Committee consisting of:

- i. One Chairperson,
- ii. One Internal Vice-Chairperson,
- iii. One External Vice-Chairperson,
- iv. One General Secretary,
- v. One Financial Secretary,
- vi. One Welfare Secretary,
- vii. One External Secretary,
- viii. One Social Secretary,
- ix. One Academic Secretary,
- x. One Publication Secretary,
- xi. One Marketing Secretary,
- xii. One Current Affairs Secretary,
- xiii. One Sports Secretary.

Article 4 Session

The session of the Committee shall commence at an Annual General Meeting and cease in the next Annual General Meeting.

Article 5 Duties of the Committee

- a) The Chairperson shall:

- i. Chair all meetings of the Committee;
 - ii. Be the chief executive of the Society and the Committee;
 - iii. Prepare agenda for all Committee Meetings and sign the minutes of all Committee Meetings after adoption by the Committee;
 - iv. Jointly sign with the Financial Secretary all documents pertaining to all financial transactions of the Society.
- b) The Internal Vice-Chairperson shall:
- i. Be responsible for the internal affairs of the Society;
 - ii. Be the ex-officio Chairperson in the absence of the Chairperson;
 - iii. Be responsible for maintaining close relationship with the School and other student representatives in the Faculty of Medicine.
- c) The External Vice-Chairperson shall:
- i. Be responsible for the external affairs and the correspondence with the general public, concerning external affairs of the Society;
 - ii. Be the ex-officio Chairperson in the absence of the Chairperson and the Internal Vice-Chairperson;
 - iii. Be the nominee for the representative of the Medical Society to the Union Council.
- d) The General Secretary shall:
- i. Keep minutes of all meetings;
 - ii. Deal with all documentary work of the Society;
 - iii. Keep past and present records of the Society;
 - iv. Keep and maintain an up-to-dated membership record of the Society.
- e) The Financial Secretary shall:
- i. Collect all the membership fees from Members;
 - ii. Keep an account of all income and expenditure of the Society;
 - iii. Keep the account of the Administration Fund and the Capital Fund;
 - iv. Deal with the financial work of the Society;
 - v. Prepare and present the Annual Financial Budget and Annual Financial Report of the Society at the Annual General Meeting for adoption;
 - vi. Prepare and present the function financial budget, function financial report and Half-year Financial Report of the Society at the Council for adoption;
 - vii. Jointly sign with the Chairperson all documents pertaining to all financial transactions of the Society.
- f) The Welfare Secretary shall:
- i. Be responsible for promoting the student welfare of the Society;
 - ii. Be responsible for the management of all welfare facilities and services of the Society.
- g) The External Secretary shall:
- i. Assist the External Vice-Chairperson in all external affairs and the

correspondence with the general public, concerning external affairs of the Society.

- h) The Social Secretary shall:
 - i. Be responsible for the social activities of the Society.
- i) The Academic Secretary shall:
 - i. Be responsible for the academic activities of the Society;
 - ii. Be responsible for organizing book demonstration every year.
- j) The Publication Secretary shall:
 - i. Be responsible for publicizing and promoting activities of the Society;
 - ii. Be responsible for the publication including the Handbook of the Society;
 - iii. Be the Chief Editor of the annual journal of the Society.
- k) The Marketing Secretary shall:
 - i. Be responsible for the marketing activities of the Society;
 - ii. Be responsible for the solicitation and management of sponsorships and donations and other related matters of the Society.
- l) The Current Affairs Secretary shall:
 - i. Be responsible for enhancing Members' understanding and awareness of the current affairs and social issues;
 - ii. Be responsible for updating the current affairs issues on the Society notice board.
- m) The Sports Secretary shall:
 - i. Be responsible for the sports activities of the Society.

Article 6 Committee Meeting

- a) A Committee Meeting shall be convened at least every 2 months.
- b) Emergency Committee Meeting shall be convened by the Chairperson should he/she deem it necessary or as requested by at least 3 Committee members.
- c) One-half of all members of the Committee shall form a quorum.

Article 7 Resignation

- a) Any Committee member, having committed any infringement of the Constitution of the Society or being found misconduct or negligent for his/her duties, could be dismissed from office or requested to resign at an Extraordinary General Meeting.
- b) Any Committee member who wishes to resign shall submit a letter of resignation providing reason to the Council. Upon receiving the letter of resignation, notice of the resignation shall be posted on the Society notice board for 1 week.
- c) An Extraordinary General Meeting shall be convened to resolve the matters and the resignation shall be documented in the permanent record of the

Society.

Article 8 Vacancy

- a) In case of any vacancy, it shall be filled or not be filled as deemed by the Committee.
- b) Should the Committee decide to fill the vacancy, the office shall be filled by any Ordinary Member appointed by the Committee. A General Meeting or a General Polling shall be convened to approve the appointment. This General Meeting or General Polling shall follow the Voting Regulations of Annual Election stated in Section VII Article 5.
- c) In case of the office of the Financial Secretary is falling vacant, the Committee shall appoint from among themselves the Acting Financial Secretary. He/ she shall be authorized to keep the account of the Administration Fund and the Capital Fund and take up all the duties of the Financial Secretary.

Article 9 Dissolution and Vote of Non-Confidence

- a) The Committee shall only be dissolved or any member of the Committee shall only be dismissed from office by a resolution passed by a simple majority at an Extraordinary General Meeting convened specifically for that purpose.
- b) A vote of non-confidence for infringement of the Constitution, neglect of duties or misconduct could be moved against any member of the Committee at an Extraordinary General Meeting convened specifically for that purpose.

Section XII Representatives to Medical Students' Council

- a) All members of the Council and the Committee shall have the right to be the Representatives in Medical Students' Council.
- b) Should an even number of seats is offered by the Medical Students' Council, the seats shall be equally shared by the members of the Council and the Committee. Otherwise, the Councilors shall take one more seat.
- c) Should the number of Committee Members cannot fill up all the seats offered to them, the remaining seats shall be granted to Councilors and vice versa.
- d) The representatives of the Council and the Committee shall be elected and appointed from among themselves.
- e) If the representative(s) of the Council is (are) not popularly-elected, a General Meeting or a General Polling shall be convened to approve his/her (their) representation to the Medical Students' Council.

Section XIII Finance

Article 1 Financial Year

The financial year shall follow the session of the current Committee.

Article 2 Membership Fee

- a) All Ordinary Members of the Society shall pay the membership fee on entrance into the Society. No subsequent membership fee will be collected from all Ordinary Members.
- b) Any revision of the amount of the membership fee shall be proposed and approved at the Annual General Meeting unless a change of less than 10% is proposed and approved at the prior Council Meeting.
- c) All membership fee paid is not refundable.

Article 3 Capital Fund

- a) The Capital Fund shall be kept by the Financial Secretary of the Committee.
- b) 5% of the Members' membership fee shall go to the Capital Fund together with the surplus from previous financial year.
- c) The financial assistance scheme for which the Committee could apply under the Capital Fund shall include Working Capital Loan, Installations and Equipment Grant, Welfare Credit and Elixir Fund.
- d) Financial assistance from the scheme shall need a proposal submitted to the Council Treasurer and the approval of the Council.
- e) Recipient of the financial assistance shall submit a financial report to the Council within one month after receiving the financial assistance.
- f) The Working Capital Loan shall be used for managing emergency liquidity problems due to insufficient cash flow. Assistance shall be in form of non-revolving interest-free loan and repayment shall be made in one installment at least one month before the end of the current session. Otherwise, the Council shall require the Committee to hold a fund raising activity to settle the loan. A proposal of the fund raising activity shall be submitted to the Council for approval. Failure in repayment of Working Capital Loan shall require a General Meeting to discuss and resolve the matter.
- g) The Installations and Equipment Grant shall be used for acquiring installations and equipment relating to the operations of the Society. Assistance shall be in form of non-revolving subsidy and no repayment of grant shall be required.
- h) The Welfare Credit shall be used for purchasing welfare products in mass quantity. Assistance shall be in form of non-revolving interest-free loan and repayment shall be made annually at the Annual General Meeting until full settlement of the loan. The welfare products purchased under Welfare Credit shall not be sold under cost price unless specified otherwise and all sales obtained shall be used for repayment of loan.

- i) The Elixir Fund shall be used for publishing official annual journal of Medical Society, HKUSU paid jointly with the Society. Assistance shall be in form of non-revolving subsidy not exceeding HKD\$5000 and no repayment of fund shall be required.
- j) The minimum amount of the Capital Fund shall be HKD\$50000. This amount shall be revised in a General Meeting should the Council deem necessary.

Article 4 Administration Fund

- a) The Administration Fund shall be kept by the Financial Secretary of the Committee.
- b) 95% of the Members' membership fee shall go to the Administration Fund together with any other income arising from the current financial year.
- c) The Administration Fund shall be used for the ordinary expenses of the Society.

Article 5 Bank Account

- a) The Society shall open a joint current and/or saving account in any authorized licensed bank in Hong Kong.
- b) The holders of the account shall be the Financial Secretary, or the Acting Financial Secretary if the office of the Financial Secretary is vacant, and the Chairperson, or one appointed Committee member if the office of the Chairperson is vacant, of the current session.
- c) Money shall only be withdrawn always with the approval of the Council and both signatures of the account holders.

Article 6 Expenditure

- a) Capital Expenditure
 - i. All expenditure incurred in acquiring items from which the Society can derive benefit beyond the current financial year shall belong to capital expenditure and be treated as fixed assets.
 - ii. Expenditure that increases operating efficiency or capacity for the remaining lifespan of a fixed asset shall also be treated as capital expenditure.
 - iii. The realizable value of any fixed asset shall be subject to revaluation and revised at the end of financial year.
- b) Revenue Expenditure
 - i. All expenditure incurred in the usual course of Society operations from which the Society can derive benefit within the current financial year shall belong to revenue expenditure and be treated as expenses.
 - ii. Expenditure that maintains operating efficiency or capacity for the

remaining lifespan of a fixed asset shall also be treated as revenue expenditure.

Article 7 Self-financing Activity

- a) A self-financing activity shall assume sole responsibility for its profit or loss financially.
- b) The Society shall be under no liability for any profit or loss incurred in the activity.
- c) Should the surplus of the self-financing activity exceed HKD\$100 and 2% of the total income of that activity, the Council shall require the Committee to refund the surplus to participants.

Article 8 Fund Raising

- a) Fund raising activity shall mean any activity organized by the Committee with the aim of making profit and with expected net income return exceeding HKD\$700 or activity with actual net income returned exceeding HKD\$500.
- b) The Financial Secretary shall be the person-in-charge of fund raising, to coordinate and supervise all approved plans for fund raising.
- c) Proposal for fund raising activity shall be submitted to the Council for approval on or before the second Council Meeting of the current session.
- d) The aim of fund raising is to supplement the ordinary expenses of the current session of the Society.
- e) The Committee shall at most organize one fund raising activity in each session, excluding charity fund raising activities, unless with the approval of Council.
- f) The Committee shall abide all regulations governing fund raising functions stated in the "Financial Regulations of HKUSU".

Article 9 Petty Cash

- a) The petty cash shall be operated on imprest system.
- b) An imprest system is a reimbursement system whereby the total petty cash payment is reimbursed to the imprest amount periodically.
- c) The imprest amount and frequency of reimbursement shall be revised by the Committee at the beginning of each session.
- d) Petty cash payment of an expense shall not mean adoption of financial report of that item. The Council shall require the Committee to refund the received payment should that happen.

Article 10 Financial Report

- a) A comprehensive financial report shall include income and expenditure

statement, balance sheet and any other financial statements requested by the Council should the Council deem necessary.

- b) The Council Treasurer shall prepare the Annual Financial Report of the Investment Fund, if any, at the Annual General Meeting for adoption.
- c) The Financial Secretary shall prepare the Annual Financial Report of the Capital Fund and the Administration Fund at the Annual General Meeting for adoption.

Section XIV Transparency of the Society

- a) Request for minutes from a Committee Meeting shall be submitted in writing, to the General Secretary.
- b) Request for minutes from a Council Meeting shall be submitted in writing, to the Council Secretary.
- c) The Chairperson and the Council Chairperson shall have the right to specify whether a minute shall be open to public or not.
- d) The minutes shall be posted on the Society notice board within 1 week after the receipt of the written request.

Section XV Constitution

Article 1 Amendment

Any amendment of the Constitution shall be made in the Annual General Meeting or Extraordinary General Meeting only, and adopted only by receiving more than 50% of Ordinary Members present at the Meeting voting in favor of the motion.

Article 2 Interpretation

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