

# **CONSTITUTION OF THE PHARMACY SOCIETY, MEDICAL SOCIETY, HONG KONG UNIVERSITY STUDENTS' UNION**

## **Section I General**

### **Article 1 Definitions**

- a) "Society" shall mean the Pharmacy Society, Medical Society, Hong Kong University Students' Union.
- b) "Committee" shall mean the Executive Committee of the Pharmacy Society, Medical Society, Hong Kong University Students' Union.
- c) "Constitution" shall mean the constitution of the Pharmacy Society, Medical Society, Hong Kong University Students' Union.
- d) "Faculty" shall mean the medical faculty of the University of Hong Kong.
- e) "Department" shall mean the Department of Pharmacology and Pharmacy, The University of Hong Kong.
- f) "Members" shall mean the Ordinary Members of the Pharmacy Society, Medical Society, Hong Kong University Students' Union.
- g) "Medical Society" shall mean the Medical Society, Hong Kong University Students' Union.
- h) "Medical Students' Council" shall mean the Hong Kong University Medical Students' Council.
- i) "Union Council" shall mean Hong Kong University Students' Union Council.

### **Article 2 Name**

The Society shall be called the "Pharmacy Society, Medical Society, Hong Kong University Students' Union"; and in short "PS, MS, HKUSU". The Chinese name of the Society shall be 香港大學學生會醫學會藥劑學會.

### **Article 3 Objectives**

- a) To represent the interests of its Members.
- b) To provide welfare for its Members.
- c) To unite the Members and enhance their sense of belonging to the Society.
- d) To promote communication between the Members and the Department.
- e) To maintain cooperation with the Department for the welfare and interests of the Members.
- f) To communicate and cooperate with Medical Society, its affiliated societies and 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.
- h) To deepen the understanding of the role of pharmacists in the community.

#### **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 meetings and official documents of the Society.

### **Section II Affiliation**

The Society is directly affiliated with the Medical Society; 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 Bachelor of Pharmacy in the University of Hong Kong shall become Ordinary Members of the Society.
- b) Privileges:
  - i. To attend activities and functions organized or 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.
- c) Obligations
  - i. To follow the Constitution.
  - ii. To follow the resolutions of General Meeting and General Polling.
  - 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) Committee

### **Article 2 Authority**

General Meeting and General Polling shall be 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**

- a) The resolution of General Meeting shall be equal to the resolution of General Polling.
- b) The resolution of General Meeting can only be revoked by subsequent General Meeting or General Polling.

### **Article 2 Chairperson**

- a) The Chairperson of the General Meeting shall be elected at the beginning of the General Meeting. The Chairperson shall be a non-Committee Member, who shall have no right to raise or to second a motion, or to vote.
- b) The Chairperson of the General Meeting shall have the casting vote.

### **Article 3 Secretary**

The General Secretary of the Society shall have the responsibility for taking minutes of all General Meetings.

### **Article 4 Returning Officer**

Medical Students' Council shall appoint a member of Medical Students' Council not being a Member as the Returning Officer for the General Meeting.

### **Article 5 Standing Order**

Unless specified otherwise, the rules governing the procedures of 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 5 days beforehand.

### **Article 7 Quorum**

Not less than 50% of Members 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 otherwise specified.

### **Article 9 Postponement**

If the quorum is not present within half an hour of the prescribed commencing time, the meeting shall be adjourned to any date within 2 weeks.

### **Article 10 Annual General Meeting**

- a) The Annual General Meeting shall be held within 8 weeks after the Annual Election.
- b) The Annual Reports and the Annual Financial Reports shall be posted 3 days before the Annual General Meeting.
- 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 since the previous Annual General Meeting.
  - iii. To receive and adopt the Annual Reports from the Committee Chairperson and the Committee of the previous session.
  - iv. To receive and adopt the Annual Financial Reports from the Financial Secretary of the Committee of the previous session.
  - v. To introduce the Committee of the Society of the next session.
  - vi. To receive and adopt the year plan and financial budget of the Committee of the next session.
  - vii. To receive and adopt the amendment to the Constitution, if any.
  - viii. To nominate and appoint the representatives of the Society to Medical Students' Council.
  - ix. If there is business other than those stated in subsection c) (i) to (viii) raised during the Annual General Meeting, all such items can only be discussed with the consent of at least a simple majority of the members present.

### **Article 11 Extraordinary General Meeting**

- a) The Chairperson of the Committee shall have the right to convene an Extraordinary General Meeting when necessary.
- b) If there is a written requisition signed by not less than 50% of Members of the Society, an Extraordinary General Meeting shall be convened by the Chairperson of the Committee within 2 weeks after receiving the requisition.

### **Section VI General Polling**

### **Article 1 Authority**

- a) The resolution of General Polling shall have equal authority as that of General Meeting.
- b) The resolution of General Polling can only be revoked by subsequent General Meeting or General Polling.

### **Article 2 General**

- a) The Chairperson of the Committee shall have the right to convene a General Polling when necessary.
- b) Medical Students' Council shall appoint at least one member of the Committee and at least two Members not being a member of the Committee to conduct and monitor the General Polling.

### **Article 3 Returning Officer**

Medical Students' Council shall appoint a member of the Medical Student's Council not being a Member as the Returning Officer for the General Polling.

### **Article 4 Notice**

Notice of the General Polling and the motion(s) to be voted shall be posted at least 5 days beforehand.

### **Article 5 Quorum**

Not less than 50% of Members shall form a quorum of a General Polling.

### **Article 6 Regulations**

- a) Voting in General Polling shall be in secret ballot.
- b) Only Members shall have the right to vote.
- c) The motion will carry if
  - i. The number of vote cast in favor of the motion is greater than that cast against the motion, and
  - ii. The number of vote cast for the motion is not less than 25% of Members.
- d) The polling period shall last for at least 4 consecutive hours on the polling day.
- e) The results of the General Polling shall be posted on by the Committee within 48 hours after the closure of the voting.

### **Article 7 Complaints and Appeals**

- a) Complaints or appeals about the General Polling shall be made and submitted to Medical Students' Council within 72 hours after the closure of the voting.
- b) All complaints and appeals shall be supported by evidence and duly signed.
- c) In case of complaints, Medical Students' Council shall convene a Council Meeting to adjudicate it.
- d) The adjudication shall be announced within 7 days after the closure of the voting.
- 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 for the next session in form of General Polling.

### **Article 2 General**

The Annual Election shall be held on a day within 2 weeks before 1<sup>st</sup> December.

### **Article 3 Election Board**

- a) The Election Board shall comprise at least one member of the Committee and at least two Members not being a member of the Committee appointed by Medical Students' Council.
- b) The Election Board shall be formed at least 2 weeks before the end of 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 used in the Election.
  - ii. To explain the election regulations and rules in accordance with the Constitution.
  - iii. To examine the eligibility of nominee(s).
  - iv. To invite a Returning Officer from Medical Students' Council not being a Member for each election.
  - v. To count the ballots and announce the result concerned.
  - vi. To handle any complaint arising from the election.

### **Article 4 Nomination**

- a) Nomination for the Annual Election shall be closed 2 weeks before the Annual Election. All nominations must be handed in to the Election Board.
- b) The Election Board shall post a list of all nominations not less than 1 week before the Annual Election.
- c) Regulations of Nomination
  - i) Only Members shall be nominated.
  - ii) Each nominee shall be nominated for one post only.
  - iii) Any nominee shall be nominated by one Member and be seconded by another Member 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 there is no nomination at all, the Annual Election shall be re-opened within three months upon receiving the nominations for at least two posts. Any exception should seek the approval from Medical Students' Council.

#### **Article 5 Campaign Meeting**

- a) A Campaign Meeting shall be held between the closing date of nomination and the date of Annual Election.
- b) Notice of the Campaign Meeting shall be posted at least 5 days beforehand.

#### **Article 6 Voting**

- a) Not less than 50% of Members shall form a quorum of an Annual Election.
- b) Voting in Annual Election shall be by secret ballot.
- c) Only Members shall have the right to vote.
- d) 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 25% of Members.
- e) 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 25% of Members.

#### **Section VIII Re-Election**

- a) Complaints or appeals about the Annual Election shall be made and submitted to Medical Students' Council within 72 hours after the closure of the voting.
- b) All complaints and appeals shall be supported by evidence and duly signed.
- c) In case of complaints, Medical Students' Council shall convene a Council Meeting to adjudicate it. A Re-Election may be held within two months after the Annual Election when deemed necessary by Medical Students' Council.
- d) The final decision shall be announced within 7 days after the closure of the voting.
- e) No official announcement shall be made until all complaints have been resolved.

### **Section IX By-Election**

- a) In case of any vacancy after the Annual Election, a By-Election shall be conducted within one month if any nomination is received. All Members shall be eligible for nomination in By-Election in such case. Any unsuccessful nominee cannot be nominated for the same post in the same session.
- b) The By-Election shall be held in the form of Annual Election.

### **Section X 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 Constitution and the policies laid down by General Meeting or General Polling for general interest of Members;
- b) To handle the daily affairs of the Society;
- c) To implement the resolutions of General Meeting, General Polling and Medical Students' Council Meetings;
- d) To prepare and present the Annual Reports and Annual Financial Reports at the Annual General Meeting for adoption;



- e) To present proposals and/or report Society affairs in Medical Students' Council;
- f) To hold responsible for all money entrusted to the Society;
- g) To cooperate with the Executive Committee of Medical Society, also its affiliated societies in case of matters concerning the members of the Faculty;
- h) To take appropriate actions in response to cases of emergency related to all Members.

### **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 Social Secretary,
- viii. One Academic Secretary,
- ix. One Publication Secretary,
- x. One Marketing Secretary,
- xi. One Current Affairs Secretary,
- xii. One Sports Secretary.

### **Article 4 Session**

The session of the Society shall be correspond to the Calendar Year.

### **Article 5 Duties**

- a) The Chairperson shall:
  - i. Be the chief executive of the Committee;
  - ii. Represent the Society in all affairs;
  - iii. Preside in all meetings of the Society;
  - iv. Be in junction with other Committee members to superintend the general administration of the affairs of the Society.
- b) The Internal Vice-Chairperson shall:
  - i. Assist the Chairperson in all internal affairs;
  - ii. Be the ex-officio Chairperson in the absence of the Chairperson;
  - iii. Maintain close relationship with the Department and other student bodies and representatives in the Faculty.

- c) The External Vice-Chairperson shall:
  - i. Assist the Chairperson in all external affairs;
  - 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 Union Council.
- d) The General Secretary shall:
  - i. Draft minutes of all meetings;
  - ii. Keep the membership roll of the Society;
  - iii. Keep past and present records of the Society;
  - iv. Prepare the Annual Report for the Annual General Meeting;
  - v. Deal with all other documentary work of the Society.
- e) The Financial Secretary shall:
  - i. Keep an account of all income and expenditure of the Society;
  - ii. Prepare the budget and Annual Financial Report for the Annual General Meeting;
  - iii. Prepare and present the half-year Financial Report at Medical Students' Council for adoption;
  - iv. Advise the Committee on all financial matters;
  - v. Deal with all other financial work 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 Social Secretary shall:
  - i. Be responsible for the social activities of the Society.
- h) The Academic Secretary shall:
  - i. Be responsible for the academic activities of the Society.
- i) The Publication Secretary shall:
  - i. Be responsible for the publicizing and promotion activities of the Society.
- j) 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.
- k) The Current Affairs Secretary shall:
  - i. Be responsible for enhancing the members' understanding and awareness of the current affairs and social issues.
- l) The Sports Secretary shall:

- i. Be responsible for the sports activities of the Society.

### **Article 6 Resignation**

- a) Any Committee member, having committed any infringement of the Constitution or being found negligent for his/her duties, may be requested to resign at an Extraordinary General Meeting.
- b) Any Committee member wants to resign has to submit a letter of resignation including reason to the Chairperson of the Committee. An Extraordinary General Meeting shall be convened within 2 weeks upon receiving the letter of resignation.
- c) The resignation will be documented in the permanent record of the Society.

### **Article 7 Vacancy**

- a) In case of any vacancy, the Committee may recommend any Member to be the Acting Committee member. A Medical Students' Council Meeting shall be convened to approve the appointment.
- b) In case of the office of the Financial Secretary of the Committee is falling vacant, the Committee shall recommend any Committee member to be the Acting Financial Secretary. A Medical Students' Council Meeting shall be convened to approve the appointment.

### **Article 8 Dissolution and Vote of Non-Confidence**

The Committee may only be dissolved or any member of the Committee may be removed from office by a resolution passed by over two-thirds of the quorum at a General Meeting or General Polling convened specifically for the purpose.

## **Section XI Representatives to Medical Students' Council**

- a) All members of the Committee shall have the right to be the Representatives in Medical Students' Council.
- b) The representatives of the Committee shall be appointed from among themselves.

## **Section XII Finance**

### **Article 1 Financial Year**

The Financial Year shall follow the session of the current Committee.

### **Article 2 Administration Fund**

- a) The administration fund is used for all expenses of the Society.
- b) The financial account of the administration fund shall be kept by the Financial Secretary of the Committee.
- c) All of the Members' membership fee shall go to the administration fund together with any other income arising from profits of the current financial year.

### **Article 3 Bank Accounts**

The Society shall open a current and/or saving account in any Government-approved financial institution with the names of the Financial Secretary of the Committee together with the Chairperson of the Committee or one appointed Committee member if the office of the Chairperson is vacant, provided that money can be withdrawn always with both signatures of the Financial Secretary and the Chairperson or the appointed Committee member.

### **Section XIII Transparency of the Society**

- a) Request for minutes must be submitted in writing, to the General Secretary of the Committee.
- b) The minute must be posted within 1 week of receipt of the written request.
- c) Upon receiving no requests from Members, the Chairperson of the Committee shall have the right to specify whether a minute shall be opened to public or not.

### **Section XIV Constitution**

#### **Article 1 Amendment**

Any amendment of the Constitution shall be made in General Meeting or General Polling only, and by receiving more than two-thirds of the quorum voting in favor of the motion.

#### **Article 2 Interpretation**

The final interpretation of the Constitution shall rest with General Meeting.