

The Constitution of Biological Sciences Society, SS, HKUSU

Section 0 Definitions

In this constitution, unless the context otherwise requires, the following expressions shall have the following meanings:

1. “University” shall mean the University of Hong Kong;
2. “Faculty” shall mean Faculty of Science, the University of Hong Kong;
3. “School” shall mean School of Biological Sciences, the University of Hong Kong;
4. “Union” shall mean The Hong Kong University Students’ Union;
5. “Society” shall mean Biological Sciences Society, SS, HKUSU;
6. “BBM” shall mean the three majors or minors: Biology, Biotechnology and Microbiology, offered by Faculty of Science, the University of Hong Kong;
7. “Member” shall mean any Full Member, Associate Member or Honorary Life Member of the Society;
8. “Executive Committee” shall mean the Executive Committee of the Society;
9. “General Meeting” shall include the Annual General Meeting and Extraordinary General Meeting;
10. “Constitution” shall mean the Constitution of the Society.

Section 1

General

Article 1 – Names

The English name of the Society shall be “Biological Sciences Society, SS, HKUSU”.
The Chinese name of the Society shall be “香港大學學生會理學會生物科學學會”.

Article 2 – Aims

- 1 The aims of the Society shall be:
 - 1.1 To serve as the official representative body of all Members of the Society;
 - 1.2 To promote the interest in BBM within the University;
 - 1.3 To promote comradeship and spirit among the Members;
 - 1.4 To act as a bridge between the Members and the School in furthering the interests of BBM Students as a whole;
 - 1.5 To provide general welfare for the Members.

Article 3 – Official Languages

1. English and Chinese shall be the official languages of the Society. English and/or Chinese may be used in official meetings and official documents.
2. Chinese, in its oral form, shall mean, the Cantonese dialect or, Putonghua.

Article 4 – Affiliation

The Society shall be affiliated to Science Society, HKUSU.

Section 2

Membership & Privileges

Article 1 – Membership

1 Full Membership

- 1.1 All Full Members of the Union who have taken/are taking approved course(s) in the syllabus of BBM within an academic year shall be eligible for Full Membership of the Society on payment of the prescribed fee.

2 Associate Membership

- 2.1 All Full Members of the Union who are not eligible for Full Membership under this article are eligible for Associate Membership on payment of the prescribed fee.
- 2.2 All graduates who have taken any course(s) listed in the syllabus of BBM shall be eligible for Associate Membership on payment of the prescribed fee.
- 2.3 All staff of the School shall be eligible for Associate Membership on payment of the prescribed fee.

3 Honorary Life Membership

- 3.1 Honorary Life Membership of the Society shall be conferred on such person as the Executive Committee shall elect. The Honorary Life Membership of the Society shall only be deprived in General Meeting.

Article 2 – Subscription Fee

1 All Full Members of the Society shall pay a subscription fee of:

- 1.1 HK\$60 for those who first obtains Full Membership in his first year of undergraduate study; or
- 1.2 HK\$40 for those who first obtains Full Membership in his second year of undergraduate study; or
- 1.3 HK\$20 for those who first obtains Full Membership in his third or subsequent years of undergraduate study.

Any deferred student shall be allowed to extend his membership year by year upon payment of membership fee of HK\$20.

- 2 All Associate Members under Article 1 Item 2 shall pay a one-year-basis membership fee of HK\$20.
- 3 All Honorary Life Members under Article 1 Item 3 shall pay no membership fee.

Article 3 – Privileges

- 1 All Full Members of the Society are eligible to:
 - 1.1 Vote at General Meetings of the Society;
 - 1.2 Vote, nominate and be nominated for election in the Society's elections;
 - 1.3 Participate in all functions and activities of the Society;
 - 1.4 Use all facilities provided by the Society.
- 2 All Associate Members and Honorary Life Members of the Society are eligible to:
 - 2.1 Participate in all functions and activities of the Society;
 - 2.2 Use all facilities provided by the Society.
- 3 All privileges of Member shall cease upon the termination of his membership.

Article 4 – Transfer of Nature of Membership

Full Members of the Society who are no longer eligible for Full Membership shall automatically become Associate Members of the Society; and any Associate members who fulfill the requirements for Full Membership shall also automatically become Full Members.

Section 3

Organization

Article 1 – Society Session

The session of the Society shall commence on the seventh day after the conclusion of the Annual General Meeting and shall terminate on the sixth day after the conclusion of the Annual General Meeting of the next calendar year.

Article 2 – Honorary President and Patrons

1 Honorary President

- 1.1 One Honorary President shall be invited and appointed from the full-time teaching staff of the School.
- 1.2 He shall be invited and appointed by the Executive Committee within the first 4 weeks after the Annual General Meeting. His session shall terminate with the conclusion of the Annual General Meeting of the next calendar year.

2 Patrons

- 2.1 Patrons shall be invited and appointed from the full-time teaching staff of the School or social prominent persons, who are interested in supporting the objectives and aims of the Society.
- 2.2 They shall be invited and appointed by the Executive Committee in any Executive Committee Meetings during the Session. Their session shall terminate with the termination of the Session of the Executive Committee.

3 The Honorary President and Patrons shall act as advisers to the Society. The Executive Committee may invite them to attend the Executive Committee Meetings and General Meetings.

Article 3 – Power and Functions of the Executive Committee

- 1 The Executive Committee shall have the power and authority only second to the General Meeting of the Society.
- 2 The functions of the Executive Committee shall be:
 - 2.1 To manage the Society;
 - 2.2 To formulate and implement the policies and plans of the Society in accordance with the provisions of this Constitution; and
 - 2.3 To carry out the resolutions of any General Meeting.

Article 4 – Composition of the Executive Committee

- 1 The composition of the Executive Committee shall include the following:
 - 1.1 Chairman
 - 1.2 Internal Vice-Chairman
 - 1.3 External Vice-Chairman
 - 1.4 General Secretary
 - 1.5 Financial Secretary
 - 1.6 Social & Sports Secretary
 - 1.7 Academic Secretary
 - 1.8 Welfare Secretary
 - 1.9 Publication & Publicity Secretary (two seats)

Article 5 – Duties of the Executive Committee

- 1 Chairman

The Chairman shall:

 - 1.1 Be the chief executive of the Society,
 - 1.2 Represent the Society in all affairs,
 - 1.3 Preside in all meetings of the Society unless otherwise delegated,
 - 1.4 Be in junction with other Executive Committee members to superintend the general administration of the affairs of the Society,
 - 1.5 Endeavor to secure the observance of these rules by all concern, and
 - 1.6 Ensure at any General Meeting that every Full Member shall have the opportunity to vote.

2 Internal Vice-Chairman

The Internal Vice-Chairman shall:

- 2.1 Assist the Chairman in all his duties pertaining to internal affairs, and
- 2.2 Be the ex-officio Chairman of the Executive Committee in the absence of the Chairman.

3 External Vice-Chairman

The External Vice-Chairman shall:

- 3.1 Assist the Chairman in all his duties pertaining to external affairs,
- 3.2 Be the ex-officio Chairman of the Executive Committee in the absence of the Chairman and the Internal Vice-chairman, and
- 3.3 Represent the Society in Science Society Council, HKUSU.

4 General Secretary

The General Secretary shall:

- 4.1 Be responsible for the general correspondence of the Society, general administration and the keeping of a continuous record of all Members,
- 4.2 Keep all the official documents and records of the Society,
- 4.3 Prepare the Annual Report of the Society, and
- 4.4 Hand over his records to his successor on relinquishing office.

5 Financial Secretary

The Financial Secretary shall:

- 5.1 Be responsible for appropriate handling the finance of the Society,
- 5.2 Keep a continuous record of all transactions, give an official receipt for any payment received, and keep the receipt of any payment,
- 5.3 Prepare an Annual Budget of the Society's income and expenditure and other Budget proposed by the Executive Committee, and
- 5.4 Conclude all financial business, furnish all information required for an Audit, and present the audited Annual Financial Report at the Annual General Meeting.

6 Social & Sports Secretary

The Social & Sports Secretary shall be responsible for:

- 6.1 All social and sports activities of the Society.

7 Academic Secretary

The Academic Secretary shall be responsible for:

- 7.1 All academic activities of the Society

8 Welfare Secretary

The Welfare Secretary shall be responsible for:

- 8.1 The promotion of general welfare for the Members, and
- 8.2 All facilities and services provided by the Society.

9 Publication & Publicity Secretary

The Publication & Publicity Secretary shall be responsible for:

- 9.1 All publications and publicity work of the Society.

Article 6 – Executive Committee Meeting

- 1 The Executive Committee Meetings shall be convened by the Chairman or in his absence, the Internal Vice-Chairman or the External Vice-Chairman.
- 2 Chairman of the Executive Committee shall chair the Executive Committee Meetings, or in his absence, the Internal Vice-Chairman, the External Vice-Chairman, and in that order of priority.

Article 7 – Representatives in Science Society Council, HKUSU

The External Vice-Chairman and one other member of the Executive Committee shall be the representatives of the Society in Science Society Council, HKUSU. In the absence of the External Vice-Chairman, either the Chairman or the Internal Vice-Chairman shall be the replacement.

Article 8 – Vote of Confidence

Any member of the Executive Committee, who ceases to be a Full Member of the Society during his term of office, but remains as a Member of the Society, may continue to hold office till the end of that session upon a Vote of Confidence. The Vote of Confidence shall take effect on the approval from at least two-thirds of the Full Members present in a General Meeting.

Article 9 – Resignation

In case any member of the Executive Committee wishes to resign, he shall serve a notice of resignation in writing to the Executive Committee stating the reasons therein, and his resignation shall take effect on the approval from at least two-thirds of the Full Members present in an Extraordinary General Meeting.

Article 10 – Vote of No-confidence

A Vote of No-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Executive Committee at an Extraordinary General Meeting. A Vote of No-confidence shall be passed only when so agreed to by not less than two-thirds of the members present and voting at that Extraordinary General Meeting. A Vote of No-confidence so passed shall call for the resignation of the person against whom the vote is moved.

Section 4 General Meeting

Article 1 – Authority

The vote of a General Meeting of the Society shall possess the highest authority in all matters affecting the Society as a whole.

Article 2 – Notice and Agenda

- 1 A notice of an Annual General Meeting and its agenda shall be posted up at least 7 clear days before the Meeting.
- 2 A notice of an Extraordinary General Meeting and its agenda shall be posted up at least 2 clear days before the Meeting.
- 3 A notice of subsequent session (if any) of any General Meeting shall be posted up at least 2 clear days before the Meeting.

Article 3 – Quorum

The quorum for all General Meetings shall be 20 Full Members or 15% of Full Members, whichever is more.

Article 4 – Standing Order and Rules

At all General Meetings, the Standing Orders of the Union Council shall be the Standing Orders of the Meetings.

Article 5 – Returning Officer

The Executive Committee shall invite at least one member of Science Society Council, HKUSU, who is not a member of the Society, as the Returning Officer for each General Meeting, subject to the approval of Chairman of Science Society Council, HKUSU.

Article 6 – Honorary Chairman & Honorary Secretary

1 Honorary Chairman

- 1.1 The Honorary Chairman of the meeting, who shall be a Full Member of the Society, shall be appointed by the Meeting. The Chairman of the Society shall take the chair before the appointment.

2 Honorary Secretary

- 2.1 The Meeting shall appoint a Member who is present in the Meeting as the Honorary Secretary. The Honorary Secretary shall record the proceedings of the Meeting.

Article 7 – Annual General Meeting

The Annual General Meeting shall be held within November.

- 1 The Annual General Meeting shall be convened by the Chairman, or in his absence, the Internal Vice-Chairman or the External Vice-Chairman.
- 2 The business of the Annual General Meeting shall include:
 - 2.1 To appoint the Honorary Chairman;

- 2.2 To appoint the Honorary Secretary;
- 2.3 To receive and adopt the agenda;
- 2.4 To receive and adopt the minutes of the previous Annual General Meeting and minutes of all Extraordinary General Meetings which may have occurred since previous Annual General Meeting;
- 2.5 To receive and adopt the Annual Report of the outgoing Executive Committee prepared by the General Secretary;
- 2.6 To receive and adopt the audited Annual Financial Report of the previous Financial Year of the outgoing Executive Committee prepared by the Financial Secretary;
- 2.7 To elect the Executive Committee of the succeeding session;
- 2.8 To receive and adopt the Annual Plan of the Executive Committee of the succeeding session;
- 2.9 To receive and adopt the Annual Budget of the succeeding session;
- 2.10 To authorise the newly elected Chairman and Financial Secretary to be in charge of the official bank account jointly;
- 2.11 To appoint the Honorary Auditor of the succeeding session;
- 2.12 To amend Constitution, if any;
- 2.13 Any other business.

Article 8 – Extraordinary General Meeting

- 1 The Executive Committee may convene an Extraordinary General Meeting at any time which deems appropriate.
- 2 Upon request of the Executive Committee, or a requisition made in writing to the Executive Committee signed by not less than 15 Full Members or 10% of Full Members, whichever is more, the Chairman of the Executive Committee shall convene an Extraordinary General Meeting within two weeks upon request. Any such request of requisition shall specify the object or objects of the proposed meeting.
- 3 No business other than the specified object or objects of the proposed meeting can be discussed at the Meeting unless with the consent of at least two-thirds of the Full Members attending the Meeting.

Section 5

Election of Executive Committee

Article 1 – Nomination

- 1 The nomination period for the posts of the Executive Committee shall be opened by the Executive Committee on or before 2nd October, and shall be closed exactly 10 clear days before the Annual General Meeting.
- 2 No candidate shall be nominated for more than one post.
- 3 Nominations shall only be made on official forms provided for the purpose. Each form shall contain the name of one candidate, together with signatures of a proposer and seconder and the signature of the candidate signifying his consent.
- 4 Such forms shall be obtained from and shall be submitted to the Executive Committee.
- 5 The Executive Committee shall post up the names of valid candidates within 12 hours to the public after the end of nomination period.

Article 2 – Election Campaign

All candidates of the Executive Committee shall deem it their duty to organize an election campaign before any election.

Article 3 – Voting

- 1 The voting shall be conducted in the Annual General Meeting.
- 2 A candidate shall be declared elected if the following conditions are all satisfied:
 - 2.1 The candidate is the only candidate for the post or if the candidate has secured the maximum number of “For” votes among all the candidates for the post.
 - 2.2 The candidate has secured a number of “For” votes no less than one-third of the quorum.
 - 2.3 The number of “For” votes the candidate secured is more than that of “Against” votes.

Article 4 – By-election

- 1 In the event of any post of Executive Committee being unfilled or falling vacant, nomination for the post shall be re-opened upon written request signed by not less than 15 Full Members of the Society. Any such request shall be submitted to the Executive Committee.
- 2 No later than 2 clear days upon the request, the Executive Committee shall declare nomination for the vacant post to be opened for at least 10 clear days.
- 3 The election shall only be convened at least 5 clear days after the close of the nomination period and no later than 6 weeks after submission of the request.
- 4 Other procedures not mentioned in this article shall follow the procedures as stipulated in other articles in this Section.

Article 5 – Re-election

- 1 In the event of a tie occurring at any stage of the election proceedings for a post, the Chairman shall order a Re-election for that particular post, within 7 days, at an Extraordinary General Meeting convened specifically for the purpose.
- 2 The Chairman, with the approval of the Returning Officer, shall have power to order a Re-election in the event of any contravention of the election procedure, and this election must take place within 7 days after the Chairman orders a re-election.

Section 6

Finance

Article 1 – Financial Year

The Financial Year of the Society shall be from 15th October of the previous year to 14th October of the current year.

Article 2 – Subscriptions

Subscription fee described in Section 2, Article 2 shall be collected by the Executive Committee from the Members of the Society upon the Members' enrollment.

Article 3 – Honorary Auditor

- 1 An Honorary Auditor shall be invited and appointed at the Annual General Meeting. He must be a chartered accountant or a current member of the teaching and administrative staff of the School.
- 2 He shall be responsible for auditing Annual Financial Report of the Society. All books and accounts of the Society shall be examined and certified as to their correctness or otherwise by the Honorary Auditor.

Article 4 – Annual Budget

The Annual Budget of the Society income and expenditure shall be prepared by the incoming Financial Secretary and adopted at Annual General Meeting.

Article 5 – Annual Financial Report

The audited Annual Financial Report of the previous Financial Year, which has been adopted at Annual General Meeting, shall be submitted to Science Society Council, HKUSU within 14 days after the Annual General Meeting.

Article 6 – Accounting Procedure

Bank accounts and all transactions related to that accounts shall be approved and signed jointly by the Chairman and the Financial Secretary.

Section 7

Amendment and Interpretation

Article 1 – Amendment of Constitution

- 1 No part of this Constitution shall be supplemented, abolished, or amended, except by a motion carried by two-third majority voting at a General Meeting convened specifically for this purpose.
- 2 A notice intimating the proposed amendments shall be posted at least 7 clear days before the General Meeting.

Article 2 – Interpretation

The right of interpretation of this Constitution shall rest with the Executive Committee.

Where the context requires, words importing one gender shall include the other gender, and singular terms shall include the plural and vice versa.

This is the end of the Constitution of Biological Sciences Society, SS, HKUSU