

BIOCHEMISTRY SOCIETY

SCIENCE SOCIETY

The Hong Kong University Students' Union

CONSTITUTION

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Section 1-Definition

In this Constitution,

- A. “University” shall mean The University of Hong Kong;
- B. “Faculty” shall mean the Faculty of Science, The University of Hong Kong;
- C. “Department” shall mean the Department of Biochemistry, The University of Hong Kong;
- D. “Union” shall mean The Hong Kong University Students’ Union; (*amended in 11/2008*)
- E. “Student” shall mean a student of The University of Hong Kong, as defined in the University Statues;
- F. “Biochemistry Student” shall mean a student studying in the curriculum of Biochemistry in The University of Hong Kong;
- G. “Society” shall mean the Biochemistry Society, Science Society, The Hong Kong University Students’ Union; (*amended in 11/2008*)
- H. “Members” shall mean members of the Biochemistry Society, Science Society, The Hong Kong University Students’ Union; (*amended in 11/2008*)

Section 2-General

Article 1-Name

- A. The name of the society shall be “Biochemistry Society, Science Society, The Hong Kong University Students’ Union”, or in short “Biochemistry Society, SS, HKUSU” (*amended in 11/2008*)
- B. The Chinese name of the society shall be “香港大學學生會理學會生物化學學會”

Article 2-Affiliation

The Society shall be affiliated to Science Society, HKUSU.

Article 3-Purpose (*amended in 11/2008*)

The aims and purposes of the Society shall be:

- A. To promote comradeship and spirit between the Members.
- B. To represent the students of the Department as a whole.
- C. To promote interest in biochemistry within and without the Society.
- D. To promote intellectual and social intercourse for the Members.
- E. To act as a bridge between the Department and Biochemistry Student.
- F. To provide general welfare for the Members.

Section 3-Membership

Article 1-Full Membership

- A. All undergraduates having taken approved course(s) offered by the Department shall be eligible for Full Membership of the Society on the return of application forms and on payment of the prescribed fee. *(amended in 11/2008)*

Article 2-Associate Membership

- A. All Full Members of Union who are not eligible for Full Membership under Article 1 of this Section shall be eligible for Associate membership of the Society on the return of application forms and on payment of the prescribed subscriptions. *(amended in 11/2008)*
- B. Staff of Department and all graduates having taken approved course(s) offered by the Department in The University of Hong Kong shall be eligible for Associate membership of the Society on the return of application forms and on payment of the prescribed subscriptions. *(amended in 11/2008)*

Article 3-Honorary Membership

Honorary Membership of the Society shall be conferred on such person as the Executive Committee shall elect.

Article 4-Transfer of Membership

- A. All Full Members of the Society who no longer fulfill the criteria for the full membership shall automatically become Associate Members of the Society for the remaining period of the membership without paying any other fee.
- B. All Associate Members of the Society who are eligible for Full Membership shall automatically become Full Members of the Society for the remaining period of the membership without paying any other fee. *(amended in 07/2007)*

Section 4-Privileges

- A. All Members of the Society shall enjoy the following privileges:
 - i. To use all facilities provided by the Society for the general use of its Members;
 - ii. To participate in functions and activities arranged by the Society;
 - iii. To receive a copy of the Constitution of the Society.
 - iv. To participate in General Meetings of the Society
- B. All Full Members of the Society are eligible to vote at General Meetings of the Society, and to vote, nominate, and be nominated in Society Elections. (*amended in 11/2008*)

Section 5-Organization

Article 1- Composition (amended in 11/2008)

- A. The following shall be Members of the Executive Committee:
 - i. Chairperson
 - ii. Internal Vice-Chairperson
 - iii. External Vice-Chairperson
 - iv. General Secretary
 - v. Financial Secretary
 - vi. Academic Secretary
 - vii. Welfare Secretary
 - viii. Social Secretary
 - ix. Sports Secretary
 - x. Two Publication and Publicity Secretaries
- B. Three Year Representatives
- C. Past Representative

Article 2-Duties of Representatives (amended in 11/2008)

- A. Year Representatives – shall represent the students of his respective year the Society.
- B. Past Representative – shall represent the Executive Committee of the pervious session to give opinion and feedback to the Society.

Article 3-Duties of Executive Committee

- A. Chairperson shall be the chief executive of the Society.
- B. Internal Vice-Chairperson shall assist the Chairperson in all his duties pertaining to internal affairs and shall be the ex-officio Chairperson of the Executive Committee in the absence of the Chairperson.
- C. External Vice-Chairperson shall assist the Chairperson in all his duties pertaining to external affairs, and shall be the ex-officio Chairperson of the Executive Committee in the absence of the Chairperson and the Internal Vice-Chairperson. He shall be the representative of the Society in the Science Society Council, HKUSU.
- D. General Secretary shall be responsible for the general correspondence of the Society, general administration and the keeping of a continuous record of all Members. He shall be responsible for the annual reports. On relinquishing Office, he shall hand over his records to his successor.
- E. The Financial Secretary shall be responsible for handling the finance of the Society. He shall keep a continuous record of all transactions, and give an official receipt for any payment received, and keep the receipt of any payment. He shall prepare a Society Budget of his session. He shall conclude all financial business, and shall furnish all information required for an Audit, and shall submit a Financial Report at the Annual General Meeting. (amended in 11/2008)
- F. Academic Secretary shall be responsible for the academic activities of the Society.
- G. Welfare Secretary shall be responsible for the welfare of the Society.

- H. Social Secretary shall be responsible for the social activities of the Society.
- I. Sports Secretary shall be responsible for sports games, the formation of teams to represent the Society in all competitive events of sports. (*amended in 11/2008*)
- J. Publication and Publicity Secretaries shall be responsible for the publication and publicity work of the Society.

Article 4-Session

The Session of the Society shall commence on the fifth day after the Annual General Meeting and terminate on the fourth day after the next Annual General Meeting.

Article 5-Executive Committee Meeting

- A. Executive Committee Meetings shall be convened by the Chairperson or in his absence, by the Internal Vice-Chairperson or the External Vice-Chairperson.
- B. Chairperson of the Executive Committee shall take the chair, or in his absence, the Internal Vice-Chairperson, the External Vice-Chairperson, and in that order of priority.
- C. Two-thirds of the Executive Committee members shall form a quorum.

Article 6-Representatives in Science Society Council

The External Vice-Chairperson and one other member of the Executive Committee shall be the representatives of the Society in Science Society Council, HKUSU.

Article 7 - Resignation

- A. In case any Executive Committee member wishes to resign, he must obtain the approval from at least two-thirds of the full members present in an Extraordinary General Meeting held specifically for that purpose.

Section 6-General Meeting

Article 1-General

- A. The vote of a General Meeting possesses the highest authority in all matters.
- B. A notice of a General Meeting and its agenda shall be posted up at least seven clear days beforehand.
- C. At all General Meetings, twenty Full Members of the Society shall form a quorum. If the quorum is not formed after an hour of the time scheduled for the commencement of the meeting, the meeting shall be adjourned to the same day in the following week, and if at that meeting a quorum is still not formed, all Full Members present there shall form a quorum. *(amended in 11/2008)*
- D. The Committee shall invite at least one member of the Science Society Council, HKUSU not being a member of the Society, as the Returning Officer for each General Meeting.
- E. At all General Meetings, The Standing Orders of The Hong Kong University Students' Union Council should be observed. *(amended in 11/2008)*
- F. General Meetings shall be convened by the Chairperson, or in his absence, the Internal Vice-Chairperson or the External Vice-Chairperson.
- G. Chairperson shall take the chair in General Meetings. *(amended in 11/2008)*
- H. Associate Member shall have full speaking right but no voting right in General Meeting.

Article 2-Annual General Meeting

- A. The Annual General Meeting shall be held within November. The date shall be decided and announced by the Executive Committee three weeks beforehand. The Chairperson shall preside the Meeting.
- B. The business of the Annual General Meeting shall be:
 - I. To appoint the Honorary Secretary;
 - II. To receive and adopt the agenda;
 - III. To receive and adopt the Minutes of the previous Annual General Meeting together with Minutes of all Extraordinary General Meetings which may have occurred since the previous Annual General Meeting;
 - IV. To receive and adopt the Annual Report of the Present Session of the Executive Committee;
 - V. To receive and adopt the Financial Report of the Present Session;
 - VI. To elect Executive Committee Members of the Society for the succeeding session;
 - VII. To receive and adopt the Year Plan of the succeeding session;
 - VIII. To receive and adopt the Society Budget of the succeeding session; *(amended in 11/2008)*
 - IX. To appoint the Honorary Auditor of the succeeding session of the Society; *(amended in 11/2008)*
 - X. Constitution amendment, if any.
 - XI. Any Other Business

Article 3-Extraordinary General Meeting *(amended in 11/2008)*

- A. The Executive Committee may call an Extraordinary General Meeting at any time.
- B. Any requisition made in writing to the General Secretary and signed by not less than twenty full members, the Chairperson of the Executive Committee shall convene an Extraordinary General Meeting within two weeks upon request. Any requisition shall specify the objects of the proposed meeting.

Article 4-Vote of Non-confidence (*amended in 11/2008*)

A vote of non-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any members of the Executive Committee at any General Meeting. A vote so passed shall call for the resignation of the person against whom the vote is moved.

Article 5-Vote of Confidence (*amended in 11/2008*)

Any member of the Executive Committee who ceases to be a Full Member of the Society during his term of office in a Session may continue to hold office till the end of that Session upon a Vote of Confidence being passed to him at any Extraordinary General Meeting.

Section 7-Election

Article 1-General

The members of the Executive Committee shall be elected in Annual General Meeting or any Extraordinary General Meeting.

Article 2-Election Campaign (*amended in 11/2008*)

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

Article 3-Voting

- A. When there is only one candidate for the post, the candidate shall be declared elected if he has secured a number of votes for him greater than the number of votes against him and the number of votes for him are no less than one-quarter of the quorum of the full members present in the meeting.
- B. When there are two or more candidates for one post, a secret ballot shall be held. The elected candidate must gain no less than one-quarter of the votes of the full members present in the meeting and must have the highest votes among the candidates.

Article 4 - By-election

- A. In the event of any Executive Committee being unfilled or falling vacant, nomination for the post shall be re-opened upon written request signed by not less than 2 full members of the Society. Any such request shall be submitted to the Executive Committee.
- B. No later than 2 clear days upon the request, the Executive Committee shall declare nomination for the vacant post to be opened for two weeks.
- C. Nominations shall only be made on official forms provided for the purpose. Such forms shall be obtained from and shall be submitted to the General Secretary.
- D. Names of Candidates are to be posted up within 24 hours after the nomination form is received by the Executive Committee.
- E. The Extraordinary General Meeting shall only be convened one week after the nomination period and no later than one month after submission of the request.
(amended in 11/2008)

Section 8-Finance

Article 1-Financial Year

The Financial Year of the Society shall coincide with the Society Session.

Article 2-Subscriptions

- A. All Full Member of the Society shall pay a one-year-basis membership fee of HK\$30.00. *(amended in 07/2007)*
- B. All Associate Member of the Society shall pay a one-year-basis membership fee of HK\$30.00. *(amended in 11/2008)*

Article 3-Honorary Auditor *(amended in 11/2008)*

The Honorary Auditor shall be appointed at the Annual General Meeting. He should be a member of the teaching staff of the Department, and responsible for auditing all accounts of the Society after the close of the Financial Year and at other times when necessary. All books and accounts of the Society shall be examined and certified as to their correctness or otherwise by the Honorary Auditor.

Article 4- Society Budget *(amended in 11/2008)*

The Society Budget of the Society Income and Expenditure shall be prepared by the Financial Secretary of the incoming session of the Society and adopted at the Annual General Meeting.

Article 5-Accounting Procedure

Booking accounts and all transactions related to that accounts shall be signed jointly with the Chairperson and the Financial Secretary of the Executive of the Society.

Section 9-Constitution

Article 1-Amendment of Constitution

No part of this Constitution shall be supplemented, abolished, or amend, except by a motion carried at Annual General Meeting or an Extraordinary General Meeting convened specifically for this purpose. A motion to make response or amend any part of the Constitution shall be carried only when so agreed to by not less than two-thirds of the voting members present and voting at that General Meeting. A notice intimating the proposed amendments shall be posted seven days before the General Meeting. *(amended in 11/2008)*

Article 2-Interpretation

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