

CHEMISTRY SOCIETY, SS, HKUSU
CONSTITUTION
(amended in 1st EGM 2009-2010)

SECTION I
TERMINOLOGY

In this constitution, unless the context otherwise requires:-

1. “Society” means Chemistry Society, SS, HKUSU.
2. “Department” means Department of Chemistry, The University of Hong Kong.
3. “Members” means Full Members, Associate Members or Honorary Members of the Society.
4. “Committee” means Executive Committee of the Society.
5. “Constitution” means Chemistry Society, SS, HKUSU Constitution.
6. “General Meetings” means the Annual General Meeting or any Extraordinary General Meeting.
7. “Chairman” means Chairman or Acting Chairman of the Society where applicable.
8. “HKUSU” means The Hong Kong University Students’ Union.

SECTION II
GENERAL

Article 1 – NAME

The full name of the organization shall be “Chemistry Society, SS, HKUSU” and the full name in Chinese shall be “香港大學學生會理學會化學學會”.

Article 2 – LOGO

The logo of the Society shall be:-



The colour and the size of the logo may be varied depending on the usage, which shall be approved by the Committee beforehand.

Article 3 – AFFILIATION

The Society shall be affiliated to the Science Society, HKUSU.

Article 4 – OBJECTIVES

The objectives of the Society shall be:-

- a) To promote the interest in the study of Chemistry;
- b) To enhance the communication between the Department and Members;
- c) To maintain the internal coherence among Members;
- d) To represent the interest of all Members.

Article 5 – SESSION

The session of the Society shall commence on the first day after the conclusion of the Annual General Meeting and shall terminate at the end of the day of the conclusion of the next Annual General Meeting.

SECTION III MEMBERSHIP

Article 1 – MEMBERSHIP

- a) All teaching staff of the Department shall be entitled to be the Honorary Members of the Society.
- b) All undergraduate students who have taken any approved course of the Department shall be eligible for Full Membership of the Society upon the approval of the Committee and payment of the prescribed fee.
- c) All Full Members of HKUSU and postgraduate students of the Department shall be eligible for Associate Membership of the Society upon the approval of the Committee and payment of the prescribed fee.
- d) All 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.

Article 2 – 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 the Members.
 - ii. To attend all General Meetings of the Society.
 - iii. To attend all functions and activities organized by the Society for Members.
- b) Only Full Members shall be eligible for officers in the Committee.
- c) Only Full Members shall have the right to vote at General Meetings.
- d) Every Member shall be entitled to a copy of Constitution.

Article 3 – MEMBERSHIP FEE

All Full and Associate Members of the Society shall pay a subscription fee of:-

- i. HK\$60 for those who first obtain the membership in their first year of undergraduate study; or

- ii. HK\$40 for those who first obtain the membership in their second year of undergraduate study; or
- iii. HK\$20 for those who first obtain the membership in their third or subsequent years of undergraduate study, or any years in postgraduate study;
- iv. This subscription shall cover all the subsequent years of his/her undergraduate study; or one year for his/her postgraduate study, whichever is applicable.

SECTION IV EXECUTIVE COMMITTEE

Article 1 – COMPOSITION

The Committee shall consist of:-

- a) Chairman
- b) Internal Vice-Chairman
- c) External Vice-Chairman
- d) General Secretary
- e) Financial Secretary
- f) Academic Secretary
- g) Marketing Secretary
- h) Welfare Secretary
- i) Two Publication and Publicity Secretaries
- j) Two Social and Sports Secretaries

Article 2 – FUNCTIONS

The functions of the Committee shall be:-

- a) To formulate and carry out the policies of the Society;
- b) To carry out the resolutions of the General Meetings.

Article 3 – MEETINGS

- a) A Committee Meeting shall be held at any time and shall be convened by the Chairman.
- b) At a Committee Meeting, no less than half of the Committee shall form the quorum.

Article 4 – DUTIES OF INDIVIDUAL POST

The Chairman shall:-

- 1) Be the chief executive;
- 2) Address the Annual General Meeting;
- 3) Recommend candidates for patrons, president and advisors whomsoever he/she thinks eligible to the Committee;
- 4) Chair all Committee Meetings and General Meetings.

The Internal Vice-Chairman shall:-

- 1) Assist the Chairman in all his/her duties pertaining to internal affairs in fostering internal coordination of the Society;
- 2) Be the ex-officio Chairman of the Committee in the absence of the Chairman.

The External Vice-Chairman shall:-

- 1) Assist the Chairman in all his/her duties pertaining to external affairs of the Society;
- 2) Be the Society Representative in Science Society Council, HKUSU.

The General Secretary shall:-

- 1) Take minutes of proceeding at all Committee Meetings and General Meetings and perform such other duties as specified by the Committee;
- 2) Present an annual report at the Annual General Meeting;
- 3) Receive nominations for the chairmanship and other members of the Committee for the Annual General Meeting;
- 4) Keep all the official records and documents of the Society;
- 5) Keep a membership and patronship book for the current session.

The Financial Secretary shall:-

- 1) Be responsible for the appropriate use of the funds of the Society;
- 2) Keep a continuous record of all financial transactions and give an official account for all payment;
- 3) Prepare an annual budget of the Society's income and expenditure;
- 4) Conclude all financial business, furnish all information required for an audit, and present a financial report at the Annual General Meeting.

The Academic Secretary shall:-

- 1) Be responsible for all academic functions;
- 2) To promote the interest of Chemistry among Members.

The Marketing Secretary shall:-

- 1) Be responsible for all liaison and the maintenance of close contact with external bodies;
- 2) Be in charge of the marketing work of the Society.

The Welfare Secretary shall:-

- 1) Be responsible for the general welfare of all Members.

The Publication and Publicity Secretaries shall:-

- 1) Be responsible for all publications of the Society;
- 2) Be responsible for publicizing the activities of the Society.

The Social and Sports Secretaries shall:-

- 1) Be responsible for all the social activities of the Society;
- 2) Be responsible for sports functions, and the formation of teams to represent the Society in all events.

SECTION V GENERAL MEETINGS

Article 1 – AUTHORITY

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

Article 2 – ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be convened by the Chairman, or, in his/her absence, the General Secretary, and be held within November.
- 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 the minutes of Extraordinary General Meetings which have been held within the current session;
 - iv. To receive and adopt the annual report prepared by the General Secretary;
 - v. To receive and adopt the financial report prepared by the Financial Secretary;
 - vi. To receive and adopt the individual reports of the Committee Members;
 - vii. Election of the Committee of the successive session;
 - viii. To amend the Constitution, if any;
 - ix. Any other business.

Article 3 – EXTRAORDINARY GENERAL MEETING

- a) The Committee shall have the right to call any Extraordinary General Meeting at any time.
- b) Extraordinary General Meeting shall be held with a requisition signed by not less than ten Full Members of the Society. Any such requisition shall specify the purpose of the proposed Extraordinary General Meeting.
- c) A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Committee at any Extraordinary General Meeting held specifically for the purpose. A vote so passed shall call for the immediate resignation of the person(s) against whom the vote is moved.
- d) A vote of confidence may be moved against any member of the Committee who becomes not eligible for Full Members during the current session at any Extraordinary General Meeting held specifically for the purpose. A vote so passed shall authorize the person against whom the vote is moved to continue to be a member of the Committee.
- e) No business other than those stated on the agenda shall be discussed at any Extraordinary General Meeting without the consent of at least two-third of the Members present.

Article 4 – NOTICE

- a) No less than five clear days notice shall be given for the Annual General Meeting.
- b) Notice of Extraordinary General Meeting shall be given at least two clear days in advance.

Article 5 – QUORUM

At all General Meetings, 20 Full Members or 15% of Full Members of the Society, whichever is more, shall form a quorum. If a quorum is not formed after an hour of the

time scheduled for the commencement of the meeting, the meeting shall be adjourned immediately and resumed within 10 clear days, and if at that meeting quorum is still not formed, all Full Members present there shall form a quorum.

Article 6 – MEETING PROCEDURES

At all General Meetings, HKUSU Council Standing Orders should be observed.

SECTION VI ELECTION

Article 1 – NOMINATION

- a) Nomination for posts of the Committee shall be opened four weeks before the Annual General Meeting and the nomination shall be closed one week before the Annual General Meeting.
- b) Nomination for the election shall only be made on forms provided for the purpose. Each form shall contain the name and signature of the candidate, together with the names and signatures of the proposer and seconder.

Article 2 – VOTING

- a) Only Full Members of the Society have the right to vote.
- b) When there is only one candidate, he/she shall be declared elected if the number of votes for him/her is greater than that against him/her and the number of votes cast for the candidate is not less than one-quarter of Full Members present in the General Meeting.
- c) When there are 2 or more candidates for a post, a secret ballot shall be held. The candidate shall be declared to be elected if he/she gains the greatest number of votes cast for him/her and which is not less than one-quarter of the Full Members present in the General Meeting.

Article 3 – VACANCY AND RESIGNATION

- a) In case any Committee Member wishes to resign, an Extraordinary General Meeting shall be convened to receive and adopt his/her resignation.
- b) Should there arise a vacancy, it can be filled by any Full Member elected in an Extraordinary General Meeting.

Article 4 – ANNOUNCEMENT OF ELECTION RESULT

Result of the election shall be announced within 24 hours of the conduction of the election.

SECTION VII FINANCE

Article 1 – FINANCIAL YEAR

The financial year of the Society shall coincide with the session of the Society.

Article 2 – HONORARY AUDITOR

The Honorary Auditor shall be appointed at the Annual General Meeting. He/she shall be a member of the teaching or administrative 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 by the Honorary Auditor.

Article 3 – ESTIMATED SOCIETY BUDGET

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

Article 4 – ACCOUNTING PROCEDURE

The banking accounts of the Society and all transactions related to those accounts shall be signed jointly by the Financial Secretary and the Chairman of the Committee.

SECTION VIII NOTICE

Upon the dispatch of any notice to a Member last known e-mail address, such notice shall be deemed to have been received by such Member for any purpose required by this Constitution.

SECTION IX PRESIDENT, PATRONS, ADVISORS

The Committee shall invite teaching or administrative staff of the Department and also social prominent person interested in supporting the objectives and aims of the Society to be president, patrons and advisors of the Society, after recommendation made by the Chairman.

SECTION X AMENDMENT OF CONSTITUTION

No alteration of the existing rules or any addition to the Constitution shall be made except at the Annual General Meeting or any Extraordinary General Meeting convened for the specific purpose.

SECTION XI INTERPRETATION

The Committee shall have the sole right of interpretation of the Constitution.