

# Food and Nutritional Science Society, SS, HKUSU

## Constitution (updated in 5<sup>th</sup> AGM)

### Section 1- Definitions

In this Constitution,

- a. "Society" shall mean Food and Nutritional Science Society, SS, HKUSU;
- b. "Union" shall mean The Hong Kong University Students' Union;
- c. "School" shall mean School of Biological Sciences of the University of Hong Kong;
- d. "Members" shall mean all Full Members, Associate Members, or Honorary Members of Food and Nutritional Science Society, SS, HKUSU;
- e. "General Meetings" shall include any Annual General Meeting and Extraordinary General Meeting.
- f. "Executive Committee" shall mean Executive Committee of the Society.

### Section 2- General

#### Article 1 - Name

- a. The name of the Society shall be "Food and Nutritional Science Society, SS, HKUSU".
- b. The Chinese name of the Society shall be "香港大學學生會理學會食物及營養學學會".

#### Article 2 - Affiliation

The Society shall be affiliated to Science Society, HKUSU.

#### Article 3 - Purposes

The aims and purposes of the Society shall be:

- a. To serve as the official representative body of Members;
- b. To promote comradeship and spirit among the Members;
- c. To promote the interest in Food and Nutritional Science;
- d. To act as a bridge between Members and the School;
- e. To promote the development of the Food and Nutritional Science profession and to promote good relationships with the related professional bodies;
- f. To provide general welfare for the Members.

### Section 3 - Membership

#### Article 1 - Full Membership

All undergraduates who have taken course(s) in the syllabus of Food and Nutritional Science offered by the School are eligible for Full Members of the Society on payment of the prescribed fee.

#### Article 2 - Associate Membership

- a. All graduates from major or minor in Food and Nutritional Science program in The University of Hong Kong are eligible for an Associate Membership on payment of the prescribed fee.

- b. All members of the staff teaching the course(s) in the syllabus of Food and Nutritional Science are eligible for an Associate Membership on payment of the prescribed fee.
- c. All Full Members of the Union that are not eligible for Full Membership under Article 1 shall be eligible for Associate Membership of the Society on payment of the prescribed fee under the approval of the Executive Committee.

#### Article 3 - Honorary Membership

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

#### Article 4 - Transfer of Membership

- a. All Full Members of the Society, who are no longer eligible for the Full Membership, shall automatically become Associate Members of the Society for the remaining expected period of the membership without paying any other fee.
- b. All Associate Members of the Society, who are eligible for the Full Membership, shall automatically become Full Members of the Society for the remaining expected period of the membership without paying any other fee.

### Section 4 - Privileges

#### Article 1 - General Privileges

All Members of the Society shall enjoy the following privileges:

- a. To use all facilities provided by the Society for the general use of its Members;
- b. To participate in functions and activities arranged by the Society;
- c. To receive a copy of the Constitution of the Society;
- d. To participate in General Meetings of the Society.

#### Article 2 - Privileges in General Meetings

All Full Members of the Society are eligible to vote at General Meetings of the Society, and to vote, nominate, and be nominated for election in the Society's elections.

### Section 5 - Organization

#### Article 1 - Society Session

The Session of the Society shall commence on the seventh day after the Annual General Meeting, and terminate on the sixth day after the next Annual General Meeting.

#### Article 2 - Honorary President and Vice-President

One Honorary President and two Honorary Vice-Presidents shall be appointed from the full time teaching staff of the School. They shall be invited and appointed by the Executive Committee within the first six weeks after the Annual General Meeting. Their session shall terminate at the conclusion of the next Annual General Meeting.

#### Article 3 - Power and Functions of the Executive Committee

- a. The Executive Committee shall have the power and authority only second to the General Meeting of the Society.
- b. The functions of the Executive Committee shall be:
  - i. To manage the Society;
  - ii. To formulate and implement the policies of the Society in accordance with the provisions of this constitution; and
  - iii. To carry out the resolutions of the General Meetings.

#### Article 4 - Composition of the Executive Committee

The following shall be the members of the Executive Committee:

- i. Chairperson
- ii. Internal Vice-Chairperson
- iii. External Vice-Chairperson
- iv. General Secretary
- v. Financial Secretary
- vi. Social & Sports Secretary
- vii. Academic Secretary
- viii. Welfare Secretary
- ix. Two Publication & Publicity Secretaries

#### Article 5 - Duties of the Executive Committee

- i. Chairperson shall be the chief executive of the Society.
- ii. 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.
- iii. 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.
- iv. General Secretary shall be responsible for the general correspondence of the Society, general administration and the keeping of a continuous record of all Members. On relinquishing Office, he shall hand over his records to his successor.
- v. 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.
- vi. Social & Sports Secretary shall be responsible for the social activities and sports activities of the society.
- vii. Academic Secretary shall be responsible for the academic activities of the Society.
- viii. Welfare Secretary shall be responsible for the promotion of general welfare for the Members.
- ix. Publication & Publicity Secretaries shall be responsible for the publication and publicity work of the Society.

#### Article 6 - Student Representatives

- a. A Student Representative shall be appointed from the members of the past Executive Committee and shall represent the past Executive Committee to give opinions and feedbacks to the Society.
- b. The Representative shall be invited and appointed by the Executive Committee within the first six weeks after the Annual General Meeting. His session shall terminate at the conclusion of the next Annual General Meeting.

#### Article 7 - 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 members of the Executive Committee shall form a quorum.

#### Article 8 - Sub-committee

The Executive Committee shall have the power to appoint sub-committees by any specific purposes and delegates power to them. Each sub-committee shall include at least one member of the Executive Committee.

#### Article 9- Representative in Science Society Council, HKUSU

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 10 - 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 after obtaining 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 Meetings

#### Article 1 - Authority

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

#### Article 2 - Notice and Agenda

- a. A notice of Annual General Meeting and its agenda shall be posted up at least 7 clear days before the Meeting.
- b. A notice of an Extraordinary General Meeting and its agenda shall be posted up at least 3 clear days before the Meeting.

#### Article 3 - Quorum

- a. The quorum for all General Meetings shall be 10% of the number of Full Members or 20 Full Members, whichever is more.

#### Article 4 - Standing Orders and Rules

- a. At all General Meetings, the Standing Orders of The Hong Kong University Students' Union Council shall be the standing order of the meetings.
- b. All constitutions, by-laws and rules of the Union, and Science Society, HKUSU shall be followed.

#### Article 5 - Returning Officer

The Executive Committee shall invite at least one member of Science Society Council, who is not being a member of the Society, as the Returning Officer for General Meetings.

#### Article 6 - Chairman and Honorary Secretary of the Meeting

- a. Chairperson of the Executive Committee shall chair in General Meetings. In the event of the Chairperson of the Executive Committee vacating his chair or in his absence, either the Internal Vice-chairperson or the External Vice-chairperson shall chair the General Meetings and in that order of priority.
- b. The meeting shall appoint a Member who is present in the meeting as Honorary Secretary. The Honorary Secretary shall record the proceedings of the meeting.

#### Article 7 - Annual General Meeting

- a. The Annual General Meeting shall be held within November.
- b. The Annual General Meetings shall be convened by the Chairperson, or in his absence, the Internal Vice-Chairperson or the External Vice-Chairperson.
- c. The business of the Annual General Meeting shall include:
  - 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 and 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 audited Financial Report of the present Session;
  - VI. To receive the results of Annual Election of the Executive Committee of the succeeding Session;
  - VII. To receive and adopt the Annual Plan of the succeeding Session;
  - VIII. To receive and adopt the Annual Society Budget of the succeeding Session;
  - IX. To appoint the Honorary Auditor of the succeeding Session;
  - X. Constitution amendment, if any;
  - XI. Any other business.

#### Article 8 - Extraordinary General Meeting

- a. The Executive Committee shall have the right to convene an Extraordinary General Meeting at any time which deems appropriate.

- b. A requisition made in writing to the Executive Committee 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.
- c. No business other than those stated on the Agenda shall be discussed at Extraordinary General Meeting without the consent of at least two-thirds of the Full Members present.

#### Article 9- 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 being passed to him by one of the General Meetings.

#### Article 10 - Vote of No-confidence

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

### Section 7- Election of the Executive Committee

#### Article 1 - Nomination

- a. The nomination period for the posts of the Executive Committee shall be opened on 3 weeks before the Annual General Meeting, and shall be closed 2 clear days before the Election Day.
- b. No candidate shall be nominated for more than one post.
- c. Nominations shall only be made on official forms provided for purpose. Such forms shall be obtained from and shall be submitted to the Executive Committee.
- d. The Executive Committee shall post up the names of valid candidates within 24 hours after the end of nomination period.

#### Article 2 - Election Day

The Annual Election of the Executive Committee shall be by polling conducted within 14 days before Annual General Meeting.

#### Article 3 - Voting

- a. The method of voting shall be by secret ballot and no proxy is allowed.
- b. When there is only one candidate for the post, the candidate shall be declared elected if he has secured a number of votes cast for him greater than the number of votes against him, and the number of votes cast for him not less than 15% of the total Full Members of the Society.
- c. When there are two or more candidates for one post, the candidate shall be declared elected if he has secured highest number of votes cast for him among the candidates, and the number of votes cast for him not less than 10% of the total Full Members of the Society.

- d. Results of the Election shall be announced within 24 hours after the conclusion of the Election.

#### Article 4 - By-election

- a. In the event of any post of the Executive Committee being unfilled or falling vacant, nomination for the post shall be re-opened upon written request signed by not less than 3 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 at least 10 days.
- c. The Election shall only be convened at least 5 clear days after the nomination period and no later than 6 weeks after submission of the request.
- d. Other procedures not mentioned in this article shall follow the procedures as stipulated in other articles in this Section.

#### Article 5 - Re-election

- a. In the event of a tie or any contravention of the election procedure occurring at any stage of the election proceedings for a post, the Chairperson shall order a Re-election for that particular post, within 7 days, at an Extraordinary General Meeting convened specifically for this purpose.

### 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 and Associate Members under Section 3 Article 2c) of the Society shall pay a subscription fee of ;
  - i. HK\$120 for those who first obtains his Membership in his first year of undergraduate study; or
  - ii. HK\$80 for those who first obtains his Membership in his second year of undergraduate study; or
  - iii. HK\$40 for those who first obtains his Membership in his third or subsequent years of undergraduate study,This subscription shall cover all the subsequent years of his undergraduate study.
- b. All Associate Member under Section 3 Article 2a) and 2b) shall pay a one-year-basis membership fee of HK\$40.00.

#### Article 3 - Honorary Auditor

- a. An Honorary Auditor shall be appointed at the Annual General Meeting. He shall be a current member of the teaching and administrative staff of the School.
- b. He shall be responsible for auditing all accounts of the Society. All books and accounts of the Society shall be examined and certified as to their correctness by the Honorary Auditor.

#### Article 4 - Society Budget

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

Article 5 - Accounting Procedure

Bank accounts and all transactions of the Society related to that accounts shall be signed jointly by the Chairperson and the Financial Secretary of the Executive Committee.

**Section 9 - Constitution**

Article 1 - Amendment of Constitution

- a. No part of this Constitution shall be supplemented, abolished, or amended, except by a motion carried at General Meetings.
- b. A notice intimating the proposed amendments shall be posted at least 3 clear days before the particular General Meeting.
- c. 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.

Article 2 - Interpretation

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