

STATISTICS AND ACTUARIAL SCIENCE SOCIETY
SCIENCE SOCIETY HONG KONG UNIVERSITY STUDENTS' UNION
CONSTITUTION
(AMENDED 2010)

SECTION I **DEFINITIONS**

In this Constitution,

- a. "Society" shall mean Statistics and Actuarial Science Society, Science Society, Hong Kong University Students' Union.
- b. "Department" shall mean Department of Statistics and Actuarial Science, the University of Hong Kong.
- c. "University" shall mean the University of Hong Kong.
- d. "Committee" shall mean Executive Committee of the Society.
- e. "Constitution" shall mean Constitution of the Society.
- f. "Committee Meeting" shall mean meeting of the Committee.
- g. "General Meeting" shall mean Annual General Meeting or any Extraordinary General Meeting of the Society.

SECTION II **GENERAL**

Article 1 Name
The full name of the Society shall be "Statistics and Actuarial Science Society, Science Society, Hong Kong University Students' Union".

Article 2 Purpose

- a. To encourage the study of the Statistics and Actuarial Science and the application of statistical and actuarial techniques.
- b. To promote the understanding and general welfare among members of the Society.
- c. To secure complete organization and unity within the Society.
- d. To maintain good relationship between staff and students.

SECTION III **MEMBERSHIP**

Article 1 Full Membership

All students of the University who have taken any approved course in the Department shall be Full Members of the Society upon registration and payment of a three-year-basis nominal fee of HK\$45.00.

Article 2 Associate Membership

- a. All past graduates of the University may be admitted as Associate Members on application and subsequent approval of the Committee, and on payment of a three-year-basis membership fee of HK\$45.00.
- b. Any person not being eligible for Full Membership of the Society under any of the above articles may be admitted as Associate Member on the approval of the Committee, and on payment of a three-year-basis membership fee of HK\$45.00.

Article 3 Honorary Staff Membership

All staff members of the Department shall be eligible for Honorary Staff Membership of the Society.

Article 4 Type of membership shall be transferred from one to another when the member no longer fulfill the criteria for the original membership but still fulfill the criteria for another type of membership.

Membership shall be automatically terminated when the member no longer fulfill the criteria of any type of membership.

SECTION IV **PRIVILEGE**

Article 1 All members of the Society shall be entitled:

- a. To use all facilities provided by the Society for the general use of its members.
- b. To attend functions, activities and General Meetings arranged by the Society.

Article 2 Only Full Members of the Society shall have the right to vote, nominate and be nominated for election, and be eligible for office in the Committee.

SECTION V **EXECUTIVE COMMITTEE**

Article 1

- a. The Committee shall be the office-bearer of the Society.
- b. The Committee shall consist of the following members:
 - Chairman
 - Internal Vice-chairman
 - External Vice-chairman
 - Internal Secretary
 - External Secretary
 - Social Convenor
 - Publication Secretary
 - Financial Secretary
 - Academic Secretary
 - Publicity Secretary
 - Fieldwork Director
 - Sports Captain
 - Marketing Officer
- c. All members of the Committee shall be elected annually.
- d. All members of the Committee shall only be elected at General Meeting.
- e. The Committee shall be held responsible for all money entrusted to the Society.
- f. The Committee shall decide on all new activities of the Society and the disposal of funds for such activities.

Article 2 Duties

- a. The Chairman shall be the chief executive, shall represent the Society in all affairs, and shall preside at all meetings of the Society unless otherwise delegated. He shall be in junction with other members of the Committee to superintend the general administration of the affairs of the Society and shall endeavour to secure the observance of these rules by all concern. He shall ensure at any General Meetings that every Full Member has a responsible opportunity of voting.

- b. The Internal Vice-chairman shall assist the Chairman in his duties within the Society and shall be the ex-officio Chairman of the Committee in the absence of the Chairman.
- c. The External Vice-chairman shall assist the Chairman in all his duties on external affairs.
- d. The Internal Secretary shall be responsible for keeping the membership roll of the Society, preparing the agenda and minutes of Committee Meetings and General Meetings, together with the External Secretary, be responsible for general executive duties. He shall prepare an Annual Report for the Annual General Meeting.
- e. The External Secretary shall be responsible for the general correspondence of the Society, and together with the Internal Secretary, be responsible for the general executive duties.
- f. The Social Convenor shall be responsible for the social functions and activities of the Society and all matters relating to the welfare of the members of the Society.
- g. The Publication Secretary shall be responsible for the publication of the Society.
- h. The Financial Secretary shall be responsible for all matters relating to the finance of the Society. He shall prepare a Financial Report for the Annual General Meeting.
- i. The Academic Secretary shall be responsible for the academic activities of the Society.
- j. The Publicity Secretary shall be responsible for the publicity of all matters concerning the Society.
- k. The Fieldwork Director shall be responsible for undertaking of any fieldwork held by the Society.

- l. The Sports Captain shall be responsible for sports activities of the Society.
- m. The Marketing Officer shall be responsible for all matters relating to the marketing of the Society.

Article 3 Sub-Committee

The Committee shall have the authority to delegate power to sub-committee to deal with any business.

Article 4 Session

- a. The session of the Society shall commence immediately after the conclusion of the Annual General Meeting and terminate at the end of the next Annual General Meeting.
- b. The Committee shall be elected at the Annual General Meeting and shall hold the office immediately after the Annual General Meeting during which they have been elected. Their term of office shall end immediately after the next Annual General Meeting.

Article 5 Committee Meeting

- a. The Committee shall have meeting at least once in each semester of the academic year of the University and at other times as may be convened by the Chairman or the Internal Secretary.
- b. Each member of the Committee shall be given a vote.
- c. Two-thirds of the members of the Committee shall form a quorum.
- d. The Committee shall have the right to invite any person to attend any Committee Meeting and the person shall have full speaking right in the Committee Meeting.

SECTION VI **ELECTION**

Article 1 Nomination

Nomination for posts of all members of the Committee as stated in Section V Article 1b shall be opened three weeks before the Annual General Meeting and the nominations shall be closed two clear days before the election day.

Article 2 Voting

- a. As stated in Section IV Article 2, only Full Members have the right to vote.
- b. When there is only one candidate for one post, he shall be declared elected if the number of valid votes cast for the candidate is greater than the number of votes against him and not less than one-quarter of Full Members present in the General Meeting.
- c. When there are two or more candidates for one post, a secret ballot shall be held. A candidate shall be declared elected if the number of valid votes cast for him is the highest among the candidates and not less than one-quarter of Full Members present in the General Meeting.

Article 3 Returning Officer

The Committee shall invite one Returning Officer to act as Election Official. He must be a member of the Science Society Council, HKUSU, who shall not be a member of the Society.

Article 4 Vacancies and Resignation

- a. If any office-bearer other than the Chairman wishes to resign, he must obtain the approval from the simple majority of the Committee.
- b. Should the Chairman resign his post or receive a vote of non-confidence, an Extraordinary General Meeting shall be convened to elect a new Chairman.
- c. Should there arise a vacancy in the Committee other than that of the Chairman, the Committee can appoint acting executive(s) to take up the work, who shall have the same authorities and duties as the respective posts, but such authorities and duties are subject to limitations imposed by the General Meeting.

- d. The Committee may demand an office-bearer to resign at an Extraordinary General Meeting if he has committed any serious infringement of the Constitution, used the name of the Society in illegal or corruptive acts, been found for negligence of duties, been dishonest or incompetent, refused to carry out the decisions of the Committee or for any other reasons which it deems good and sufficient in the interest of the Society.
- e. Any member of the Committee whose term of office has been suspended or dismissed shall have the right to appeal to a General Meeting whose decision shall be final.

SECTION VII **ANNUAL GENERAL MEETING**

Article 1 Date

The Annual General Meeting shall be held within the first twelve weeks of the First Semester of academic year of the University. The date shall be decided and announced by the Committee at least fourteen clear days beforehand. The Chairman shall preside at the meeting.

Article 2 Notice

A notice of the Annual General Meeting and the agenda thereof shall be prepared by the Internal Secretary under the instruction of the Committee and shall be posted seven clear days beforehand.

Article 3 Quorum

At the Annual General Meeting, twenty five Full Members shall form a quorum.

Article 4 Business

The business of the Annual General Meeting shall be:

- a. To receive and adopt the agenda of the Annual General Meeting.
- b. To receive and adopt the minutes of the previous Annual General Meeting together with all the minutes of all Extraordinary General Meetings, which may have occurred since the previous Annual General Meeting.
- c. To receive and adopt the Annual Report of the current session.
- d. To receive and adopt the Financial Report of the current session.

- e. To elect the office-bearers of the Society for the coming session.
- f. Any other business.

Article 5 Authority

The vote of the General Meeting possesses the highest authority in all matters affecting the Society.

SECTION VIII EXTRAORDINARY GENERAL MEETING

Article 1 The Committee may call an Extraordinary General Meeting at any time. At least seven clear days' notice shall be given and twenty five Full Members of the Society shall form a quorum.

Article 2 Upon requisition made in writing to the Internal Secretary signed by not less than twenty five Full Members of the Society, the Committee shall convene an Extraordinary General Meeting within fourteen days. Any such requisition shall be specified the objects of the proposed meeting and no other matter shall be discussed there at without the consent of at least seven clear days' notice given of any amending motion.

Article 3 Vote of Non-Confidence

A vote of non-confidence for infringement of the Constitutions, negligence of duties or unbecoming conduct may be moved against any member of the Committee at an Extraordinary General Meeting held specifically for the purpose. A vote so passed shall call for the resignation of the person or persons whom the vote is moved.

SECTION IX CONSTITUTION AMENDMENT AND RULES

Article 1 The Annual or Extraordinary General Meeting shall have the right and authority to make response, alter, and add to any of the Constitution of the Society.

Article 2 No alternation of the existing rules or any addition thereto shall be made except at the Annual or Extraordinary General Meeting convened for the purpose. At least seven clear days' notice shall be given on any amending motion.

SECTION X **HONORARY PRESIDENT,**
HONORARY VICE-PRESIDENT, PATRON, HONORARY
AUDITOR AND PAST REPRESENTATIVE

Article 1 Honorary President and Honorary Vice-President

- a. The Honorary President and Honorary Vice-Presidents shall be invited by the Committee within four weeks of the election into office.
- b. The Honorary President and Honorary Vice-Presidents must be staff members of the Department.
- c. The Honorary President and Honorary Vice-Presidents shall act as advisers to the Society. The Committee may invite them to attend their Committee Meetings and General Meetings.
- d. The Honorary President and Honorary Vice-Presidents shall advise in the publication of the Statistics Journal.

Article 2 Patron

- a. The Patrons may be invited by the Committee during the session.
- b. He shall act as an adviser of the Society.

Article 3 Honorary Auditor

- a. Honorary Auditor shall be invited by the Committee within eight weeks of their election into office. He must be a chartered accountant or a staff member of the University.
- b. He shall be responsible for the auditing of the Financial Report and the balance sheet of the Society.

Article 4 Past Representative

- a. The Past Representatives shall be nominated by the outgoing Committee and appointed by the incoming Committee within one week of the election into office.
- b. The Past Representatives shall have the right to attend all Committee Meetings and to advise the Committee on its administration and policy.

SECTION XI **INTERPRETATION**

The Chairman, representing the Committee shall have the sole right of interpretation of the Constitution.