

Science Society, HKUSU Council Handbook Session 2012-2013

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Society Song of Science Society, HKUSU

香港大學學生會理學會 會歌

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Constitution and Rules of Science Society, HKUSU

(AMENDED IN EGM2012)

Section 0-Definitions*(Section Appended in GP2004)*

In this Constitution and Rules,

- (a) “the Society” shall mean the Science Society, HKUSU;
- (b) “the Faculty” shall mean the Faculty of Science, the University of Hong Kong;
- (c) “the Society Council” shall mean the Science Society Council, HKUSU;
- (d) “Society Councillor” shall mean a member of the Society Council;
- (e) “Executive Committee” shall mean the Executive Committee of the Society;
- (f) “Students” Representatives” shall include the Postgraduate Representative, Departmental Students” Representatives and Major Or Minor Students” Representatives of the Society Council; *(Amended in AGM2009)*
- (g) “General Meeting” shall include the Annual General Meeting and any Extraordinary General Meeting of the Society;
- (h) “Members” shall include all Ordinary Members, Associate Members, and Honorary Members of the Society;
- (i) “Academic Societies” shall mean the Departmental Societies, Curricular Societies and Major(s) Or Minor(s) Societies which are affiliated to the Society; *(Amended in EGM2011)*
- (j) “Department” shall mean any recognized teaching department in the Faculty.
- (k) “School” shall mean any recognized teaching school in the Faculty. *(Appended in EGM2011)*
- (l) “Curriculum” shall mean any curriculum which is offered by the Faculty and have its independent JUPAS code; *(Amended in EGM2011)*
- (m) “Major(s) Or Minor(s)” shall mean any Major(s) Or Minor(s) of study which shall be eligible to be declared as a Major(s) Or Minor(s) of study in the Faculty. *(Amended in EGM2011)*
- (n) “Union” shall mean the Hong Kong University Students” Union. *(Amended in EGM2011)*

Section 1-General

Article 1-Name *(Article Amended in GP2004)*

- (a) The name of the Society shall be “Science Society, HKUSU”.
- (b) The name of the Society in Chinese shall be “香港大學學生會理學會”.

Article 2-Affiliation

The Society shall be affiliated to the Hong Kong University Students” Union.

Article 3-Purpose

The aim and purpose of the Society shall be:

- (a) To promote comradeship and spirit within the Faculty. *(Amended in GP2004)*
- (b) To represent the students of the Faculty as a whole. *(Amended in GP2004)*
- (c) To promote interest in Science within and without the Society.
- (d) To promote intellectual and social intercourse within and without the Society.
- (e) To promote general welfare of the Members of the Society. *(Amended in EGM2011)*

Article 4-Session *(Article Amended in GP2004)*

- (a) The Session of the members of the Executive Committee shall commence on the seventh day after the Annual General Meeting and terminate on the sixth day after the Annual General Meeting in the following year.
- (b) The term of office of the Honorary President and Honorary Vice-Presidents shall commence after the conclusion of first Council Meeting of each Session after they are elected by the Society Council and terminate at the conclusion of the first Council Meeting in the following Session. In case of the Honorary President or Honorary Vice-presidents retires from the teaching staff, the post is regarded as falling vacant. *(Amended in EGM2011)*
- (c) The Session of the Society Council shall commence with the first Council Meeting which should be held within one month after the Annual General Meeting of the last Session and terminate at the moment preceding the commencement of the first Council Meeting of the next Council Session. *(Amended in EGM2011)*
- (d) The Session of the Past Executive Committee Representative shall follow the session of the Society Council and shall be elected in the first Council Meeting. *(Amended in EGM2011)*
- (e) The Session of the Popularly Elected Councillors shall follow that of the Executive Committee.
- (f) The Session of the Society Representatives shall follow the session of their respective Academic Societies.
- (g) The Session of the Students' Representatives shall follow that of the Executive Committee.
- (h) The Session of Council Chairman and Honorary Secretary shall commence after the election at first Council Meeting and terminate with the election at first Council Meeting of the next session of the Society Council. *(Appended in EGM2011)*

Section 2-Membership

Article 1-Ordinary Membership

- (a) All undergraduates of the Faculty shall be Ordinary Members of the Society and shall pay the prescribed subscription. *(Amended in GP2004)*
- (b) Postgraduates of the Faculty are eligible for Ordinary Membership on payment of prescribed subscription. *(Amended in AGM2009)*

Article 2-Associate Membership

- (a) Present and past members of the teaching staff and graduates of the Faculty are eligible for Associate Membership on payment of the prescribed subscription. *(Amended in AGM2009)*
- (b) Any Full Member of the Union not eligible for Ordinary Membership under Article 1 and for Associate Membership under Article 2(a) above shall be eligible for Associate Membership on the approval of Executive Committee and on payment of the prescribed subscription. *(Amended in GP2004)*
- (c) All Ordinary Members of the Society who have transferred from the Faculty to other faculties of the University of Hong Kong shall automatically become Associate Members of the Society without paying any other fee. *(Appended in GP2004)*

Article 3-Honorary Membership

Honorary Membership of the Society shall be conferred on such persons as the Society Council shall elect. The Honorary Membership of the Society shall only be deprived by the Society Council.

Section 3-Privileges *(Section Amended in GP2004)*

- (a) 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 participate in General Meetings of the Society;
 - iv. To hold office in the Sub-Committees of the Society with the approval of the Society Council;
 - v. To receive a copy of the Constitution and Rules of the Society and the Society Badge.
- (b) All Ordinary Members of the Society are eligible to vote at General Meetings and General Polling of the Society; to vote, nominate and be nominated for election in Elections and be eligible for office in the Society Council.

Section 4-General Meeting

Article 1-Authority

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

Article 2-Chairman

- (a) The Council Chairman shall take the Chair.
- (b) In the event of the Chairman vacating the Chair or in his absence, either the Executive Committee Chairman, the Internal Vice-Chairman, the External Vice-Chairman shall take the Chair and in that order of priority. *(Amended in EGM2012)*

Article 3-Secretary

The proceedings of all General Meetings shall be recorded by the Honorary Secretary of the Society Council, or in his absence by some other member of the Society Council appointed by the Chairman. *(Amended in GP2004)*

Article 4-Quorum

One-twentieth of the Ordinary Members of the Society shall form a quorum; the quorum shall include the Chairman of the General Meeting.

Article 5-Annual General Meeting

- (a) The Annual General Meeting of the Society shall be convened by the General Secretary and the Executive Committee Chairman and shall take place within the same period as the Election Day as stated in Section 6, Article 4(c) but shall not take place on or before the Election Day. In the events that the Executive Committee vacating the posts or in their absence, Council Chairman shall convene the Annual General Meeting of the Society. *(Amended in EGM2011)*
- (b)
- I. Notice and agenda of the first session of the meeting shall have been posted up at least 5 clear days in advance.
 - II. Notice and agenda of second and subsequent session (if any) shall have been posted up at least 2 clear days in advance.

(Amended in GP2004)

- (c) The business of the Annual General Meeting shall be:
- I. 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;
 - II. To receive and adopt the Annual Report of the Society Council;
 - III. To receive and adopt the Annual Report of the present Session of the Executive Committee;
 - IV. To receive and adopt the Financial Report of the previous Financial Year; *(Amended in EGM2011)*
 - V. To receive and adopt the Annual Report of Popularly Elected Councillors of the present Session; *(Amended in AGM2009)*
 - VI. To receive the results of the Annual Election of Executive Committee and Popularly Elected Councillors of the following Session; *(Amended in GP2004)*
 - VII. Constitution amendment, if any;
 - VIII. Any other business.
- (d) The Annual General Meeting shall not be deemed completed unless the Annual Report of the Society Council and that of the present Session of the Executive Committee, the Financial Report of the previous Financial Year and the Annual Report of Popularly Elected Councillors have been presented and adopted. *(Amended in EGM2011)*

Article 6-Extraordinary General Meeting

- (a) Extraordinary General Meetings shall be convened by the Executive Committee Chairman with the approval of the Society Council, or upon request of the Executive Committee, or upon request made in writing to the Honorary Secretary of the Society Council and signed by not less than 25 Ordinary Members of the Society and shall be held not later than 3 weeks" time upon request. Any such request shall specify the objects of the proposed meeting and no other matter will be discussed thereafter without the consent of at least two-thirds of the Ordinary Members present. *(Amended in GP2004)*
- (b) Notice and agenda of any Extraordinary General Meetings, except that for the amendment and revision of the Constitution and Rules of the Society, shall have been posted up at least 3 clear days in advance. *(Amended in GP2004)*
- (c) Notices and agenda of Extraordinary General Meetings of the amendment and revision of the Constitution and Rules of the Society shall have been posted up at least 5 clear days in advance, intimating specifically the changes proposed. *(Amended in GP2004)*
- (d) Item (b) and (c) above only apply to first session of an Extraordinary General Meeting. Notice and agenda of second and subsequent session(s) of an Extraordinary General Meeting shall have been posted up at least 2 clear days in advance.

Article 7-Vote of No-confidence

A vote of no-confidence for infringement of the Constitution, neglect of duties, or unbecoming conduct may be moved against any members of the Executive Committee or Popularly Elected Councillors at an Extraordinary General Meeting held specifically for the purpose. A vote so passed shall call for the immediate resignation of the person or persons against whom the vote is moved. *(Amended in GP2004)*

Article 8-Vote of Confidence

Any member of the Executive Committee who ceases to be an Ordinary Member during his term of office in the Society Session may continue to hold office till the end of that Session upon a vote of confidence passed to him by two-third majority at any Extraordinary General Meeting held specifically for the purpose. *(Appended in EGM2011)*

Article 9-Resignation

Any member of the Executive Committee may, at any time, resign from office by giving written notice of resignation to the Council Chairman. A notice of resignation shall be signed by the member of the Executive Committee concerned. A notice of resignation takes effect only by a motion carried by two-third majority voting at an Extraordinary General Meeting. *(Appended in EGM2011)*

Article 10-Returning Officer

A member of the Union Council should be invited as the Returning Officer by the Council Chairman. He shall be present in General Meeting of the Society.

Section 5-General Polling

Article 1-Authority

The vote of a General Polling of the Society shall possess the same authority as vote of a General Meeting.

Article 2-General Polling

No General Polling shall be held unless it is conducted by the Council Chairman at the request of the Society Council, the Executive Committee, or not less than 25 Ordinary Members of the Society whose written request is approved by the Society Council. Any such request shall specify the motion(s) to be voted at the General Polling. Should the Society Council not approve of a request by not less than 25 Ordinary Members of the Society to hold a General Polling, an Extraordinary General Meeting of the Society shall be held to consider the proposed motion(s). *(Amended in EGM2011)*

Article 3-Notice

Notices of all General Polling and motion(s) to be voted shall be posted up at least 3 clear days in advance. Except for the amendment and revision of Constitution and Rules of the Society in which the notices and motion(s) shall be posted at least 5 clear days in advance. *(Amended in EGM2011)*

Article 4-Council Chairman and Returning Officer

The Council Chairman shall stage the General Polling.

A member of the Union Council should be invited as the Returning Officer by the Council Chairman. *(Amended in GP2004)*

Article 5-Voting

Voting shall take place at polling stations which shall open for not less than 8 hours. The result of the Polling shall be declared valid provided the number of votes cast is not less than one-sixth of the total number of Ordinary Members of the Society.

Article 6-Publicity

The Executive Committee should deem it their duty to publicize any General Polling to be held and the Polling result.

Article 7-Counting of Votes and Declaration of Results

The number of votes shall be counted under the supervision of Returning Officer within 12 hours after the termination of the polling period and shall declare the polling results which shall be posted up 24 hours after the General Polling. *(Appended in GP2004)*

Section 6-Elections

Article 1-Election of President and Vice-President

One Honorary President and three Honorary Vice-Presidents shall be elected from the full time teaching staff of the Faculty of Science of the University of Hong Kong. They shall be elected during the first Council Meeting of each Session. *(Amended in EGM2011)*

Article 2-Election of Executive Committee Members

Members of the Executive Committee shall be elected from and by the Ordinary Members on the Election Day.

Article 3-Election of Students' Representatives and Popularly Elected Councillors *(Amended in GP2004)*

- (a) One Postgraduate Representative shall be elected from and by the Ordinary Members of the postgraduates of the Faculty.
- (b) Two Departmental Students' Representative(s) shall be elected from and by the Ordinary Members in each group of major(s) or minor(s) which is feasible to form a Departmental Society, in which no Departmental Society is representing them. *(Amended in AGM2009)*
- (c) One Major Or Minor Students' Representative shall be elected from and by the Ordinary Members in each Major Or Minor which is feasible to form a Major(s) Or Minor(s) Society, in which no Academic Society nor Departmental Students' Representatives is representing them. *(Amended in EGM2011)*
- (d) Five Popularly Elected Councillors shall be elected from and by the Ordinary Members on the Election Day. *(Amended in EGM2011)*
- (e) *(Repealed in EGM2011)*

Article 4-Procedure for Annual Election of Executive Committee and Popularly Elected Councillors *(Amended in GP2004)*

- (a) Nomination for members of Executive Committee and Popularly Elected Councillors shall be declared open within 5 weeks after the commencement of first semester by the Election Commission. Nomination shall only be made on official forms provided for the purpose. Such forms shall be obtained from and shall be placed in the hands of the General Secretary. Deadline of nomination, which shall be determined by the Society Council, shall be at least 2 weeks before the Election Day. *(Amended in EGM2012)*
- (b) Election Commission and Returning Officers
 - 1. The Society Council shall appoint 3 Ordinary Members to serve on an Election Commission. A member of the Union Council should be invited as the Returning Officer by the Election Commission. *(Amended in EGM2012)*

2. The Session of the Election Commission shall commence after the approval of the Society Council (within 4 weeks after the commencement of first semester) and terminate when the working report is adopted by the Council. *(Amended in EGM2012)*
 3. The Election Commission shall deem it its duty to stage and publicize the Annual Election.
- (c) The Election Day
1. The Election Day for the Annual Election shall take place between 9th week and 11th week inclusively after the commencement of first semester. *(Amended in EGM2012)*
 2. *(Repealed in GP2004)*
- (d) Announcement of Candidates:
- Names of the candidates are to be posted up within 24 hours after the nomination form is accepted.
- (e) Procedures stated in Section 5, Articles 5 and 7 shall be followed in the Annual Election.

Article 5-Procedure for Election of Students' Representatives

- (a) Nomination
- Nomination shall be declared open within 5 weeks after the commencement of first semester by the Election Commission. Nomination shall only be made on official forms provided for the purpose. Such forms shall be obtained from and shall be placed in the hands of the General Secretary. Deadline of nomination, which shall be determined by the Society Council, shall be at least 1 week before the Election Day. *(Amended in EGM2012)*
- (b) Announcement of Candidates
- Names of the Candidates are to be posted up within 24 hours after the nomination form is accepted.
- (c) Election
- Election shall be conducted by the Election Commission and shall take place within the same period as the Election Day as stated in Section 6, Article 4(c). Voting shall take place at polling stations which shall open for not less than 5 hours. *(Amended in EGM2011)*
- (d) Notice
- Notice of the Election shall be posted up at least 3 clear days before the Election. *(Amended in GP2004)*
- (e) Declaration of Election Results
- The Results of the Election shall be posted up within 24 hours after the Election. *(Amended in GP2004)*

Article 6-Method of Votes

- (a) For the Election of members of the Executive Committee:
- I. Voting shall be by secret ballot.
 - II. Electors shall choose one among „For“ or „Abstain“ or „Against“ to cast on each candidate.
 - III. A candidate shall be declared elected if the following conditions are all satisfied.
 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. The candidate has secured a number of „For“ votes no less than one-sixth of the total number of Ordinary Members.
 3. The number of „For“ votes the candidate secured is more than that of „Against“ votes.
- (b) For the Election of Students' Representatives: *(Amended in GP2004)*
- I. Voting shall be by secret ballot.
 - II. Electors shall choose one among „For“ or „Abstain“ or „Against“ to cast on each candidate.
 - III. A candidate shall be declared elected if the following conditions are all satisfied.

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. The candidate has secured a number of „For“ votes no less than one-fifth of the total number of eligible voters.
 3. The number of „For“ votes the candidate secured is more than that of „Against“ votes.
- (c) For the Election of Popularly Elected Councillors: *(Appended in GP2004)*
- I. Voting shall be by secret ballot.
 - II. When the number of candidates does not exceed the number of vacancies, for each candidate, electors shall vote for or against the candidate, or abstain. A candidate shall be declared elected if the following conditions are all satisfied.
 1. The number of „For“ votes the candidate secured is more than that of „Against“ votes.
 2. The candidate has secured a number of „For“ votes no less than one-sixth of the total number of Ordinary Members.*(Amended in EGM2011)*
 - III. When the number of candidates exceeds the number of vacancies, each voter shall be entitled to one ballot paper and a number of votes equal to the number of vacancies. The voter may cast his votes on a number of candidates equal to the number of vacancies on the ballot paper and shall not cast more than one vote on any single candidate. Failure to comply with the above procedures shall automatically nullify the whole ballot paper. The candidates shall be arranged in descending order of the number of votes they have secured in the election. A number of the candidates equal to the number of vacancies shall be declared elected provided they had secured the greatest number of „For“ votes, with each of the candidates securing a number of „For“ votes no less than one-sixth of the total number of Ordinary Members. Notwithstanding the above, in the event of a tie occurring at the last vacancy, a second voting shall be held between the candidates who have tied for that place. *(Amended in EGM2011)*

Article 7-By-election

- (a) In the event of any vacancy occurring in any post of the Executive Committee, the Popularly Elected Councillors or the Students' Representatives, nomination for the post shall be re-opened upon written request signed by not less than 2 Ordinary Members of the Society. Any such request shall be submitted to the Council Chairman. Not later than 2 clear days upon request, the Council Chairman shall declare nomination for the vacant post to be opened for 2 weeks. The date of Election Day or that of Election Meeting shall be not later than 2 weeks after deadline for nomination. All other procedures not mentioned here shall be followed as those stipulated in Article 4, 5 and 6 of this Section. *(Amended in EGM2011)*
- (b) In the event of any office of the Honorary President or Honorary Vice-President being unfilled or falling vacant, the Society Council shall elect another full-time teaching staff of the Faculty of Science of the University of Hong Kong to fill the vacancy.

Article 8-Re-election

The Election Commission, with the approval of the Society Council, shall have the power to order a Re-election in the event of any contravention of the election procedure or any complaint raised within 24 hours of the publication of the result of the Election, and Re-election must take place within 7 days immediately following the Election. Any such complaint shall be signed by the complainants.

(Amended in GP2004)

Section 7-Science Society Council *(Amended in GP2004)*

Article 1-Composition

The following shall be members of the Society Council:

- i. The Council Chairman;
- ii. The Honorary Secretary (non-voting); *(Appended in GP2004)*
- iii. Members of the Executive Committee;
- iv. The Departmental Students' Representatives; *(Amended in AGM2009)*
- v. The Major Or Minor Students' Representatives; *(Amended in AGM2009)*
- vi. One of the Undergraduate Faculty Board Members of the Faculty of Science, who should be elected by the Society Council;
- vii. Past Executive Committee Representative;
- viii. The Postgraduate Representative; *(Amended in AGM2009)*
- ix. Two elected Society Representatives of each Academic Society; *(Appended in GP2004)*
- x. Five Popularly Elected Councillors. *(Amended in EGM2011)*

Article 2-Authority

The Society Council shall have the authority second only to the General Meeting and the General Polling of the Society. *(Amended in GP2004)*

Article 3-Function *(Amended in GP2004)*

The function of the Society Council shall be:

- (a) To formulate the policies of the Society in accordance with the Constitution and Rules of the Society;
- (b) To discuss and resolve on all matters concerning the interests of the Members as a whole;
- (c) To afford an official medium of communication between all Members, the Academic Societies and the Union;
- (d) To supervise and deal with all matters of the Academic Societies.

Article 4-Council Chairman

- (a) The first Council Meeting of the Session shall be convened by the Council Chairman of the previous Council Session. A new Council Chairman shall be elected immediately after the meeting is opened. *(Amended in EGM2011)*
- (b) The Council Chairman shall be elected from the Ordinary Members at the first Council Meeting of the current Session after open nomination. If he is already a Past Executive Committee Representative in the Society Council, his representation shall hence be substituted. *(Amended in EGM2011)*
- (c) In the events that the Council Chairman vacating the chair or in his absence, Council Members present at the meeting may elect one among themselves to act as Chairman of that particular meeting.
- (d) In the event of the office of the Council Chairman being unfilled or falling vacant, nomination shall be reopened and the office may be filled at the Society Council Meeting. The Society Council shall appoint an acting Council Chairman before a new Council Chairman is elected. *(Amended in EGM2011)*

Article 5-Honorary Secretary

- (a) The Honorary Secretary of the Society Council shall be elected at the first Council Meeting of the current Session from Ordinary Members. The Honorary Secretary shall have full speaking right but shall not vote. *(Amended in EGM2011)*
- (b) The Honorary Secretary of the Society Council shall take the minutes at the Society Council and all General Meetings of the Society and shall be responsible for submitting the minutes of the corresponding meeting.
- (c) In the events of the office of the Honorary Secretary being unfilled or falling vacant, nomination shall be reopened and the office may be filled at the Society Council Meeting.

Article 6-Meeting

- (a) The Society Council Meeting shall be convened by the Council Chairman, as he deems necessary or at the request of the Executive Committee Chairman or any Society Councillor seconded by 3 other Society Councillors. *(Amended in EGM2012)*
- (b) Notice and agenda of an Ordinary Meeting shall be posted up and sent to each Society Councillor and Official Observer at least 12 and 3 clear days in advance respectively. *(Amended in GP2004)*
- (c) An Emergency Council Meeting of the Society Council shall be convened by the Council Chairman, as he deems necessary or at the request of the Executive Committee Chairman or any Society Councillor seconded by 3 other Society Councillors. Notice and agenda of any such meeting shall be posted up and sent to each Society Councillor and Official Observer at least one clear day in advance. *(Amended in EGM2012)*

Article 7-Quorum

The quorum of the Society Council shall be equal to or more than one-half of the total Society Councillors excluding the Honorary Secretary. *(Amended in GP2004)*

Article 8-Observer

- (a) The Undergraduate Faculty Board Members (besides the one already elected to be a member of the Society Council) and the Chairmen of Academic Societies (unless already members of the Society Council) shall be Official Observers in all Society Council Meetings. They shall have full speaking right but no voting right. *(Amended in GP2004)*
- (b) All other Members shall be observers in all Society Council Meetings. They shall have no speaking right unless granted by the Society Council.

Article 9-Society Representatives *(Appended in GP2004)*

Two elected representatives from each Academic Society shall become the Society Councillors. At least one of them shall be the Chairman or Vice-chairman of the Academic Society. Notice of change of any Society Representative shall be sent to the Council Chairman before the alteration becomes effective. *(Amended in EGM2011)*

Article 10-Popularly Elected Councillors *(Appended in GP2004)*

- (a) The Popularly Elected Councillors shall represent the interests of the Ordinary Members.
- (b) They shall not hold concurrently another seat in the Society Council or any post in the Executive Committee of the Academic Society.

Article 11-Vote of Confidence *(Appended in GP2004)*

Except the condition stated in Section 4, Article 8, any member of the Society Council who ceases to be an Ordinary Member during his term of office in the Society Session may continue to hold office till the end of that Session upon a Vote of Confidence passed to him by the Society Council. *(Amended in EGM2012)*

Article 12-Duplication of Voting Rights *(Appended in EGM2011)*

Any Society Councillor shall hold only one seat in the Society Council. In the event of any Society Councillor concurrently holding more than one seat in the Society Council, he shall abandon the exceeding seats.

Section 8-Executive Committee

Article 1-Composition

The following shall be members of the Executive Committee:

- i. The Chairman
- ii. The Internal Vice-Chairman
- iii. The External Vice-Chairman
- iv. The General Secretary
- v. The Financial Secretary
- vi. The Social Secretary
- vii. The Academic Secretary
- viii. The Sports Secretary (two)
- ix. The Welfare Secretary
- x. The Publication Secretary
- xi. The Current Affairs Secretary
- xii. The Marketing Secretary
- xiii. The Publicity Secretary

Article 2-Function

The function of the Executive Committee shall be to formulate the policies and carry out the resolutions of the General Meeting and the Society Council Meeting.

Article 3-Duties

- (a) The Chairman shall be the chief executive of the Society Council.
- (b) The Internal Vice-Chairman shall assist the Chairman in all his duties pertaining to internal affairs in fostering internal coordination of the Society and shall be the ex-officio Chairman of the Executive Committee in the absence of the Chairman.
- (c) The External Vice-Chairman shall assist the Chairman in all his duties pertaining to external affairs and shall be the Union Council representative of the Society.
- (d) The General Secretary shall be responsible for the general correspondence of the Society, general administration, the keeping of a continuous record of all Members. On relinquishing office, he shall hand over his records to his successor. *(Amended in EGM2012)*

- (e) The Financial Secretary shall keep a continuous record of all transactions, and give an official receipt for any payment received, and obtain receipt of any payment. An official receipt for payment received may be given subject to the discretionary power of Financial Secretary. He shall prepare an Annual Budget Estimate of the Society's Income and Expenditure. 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.
- (f) The Social Secretary shall be responsible for the social activities of the Society and the formation of a Social Activities Sub-Committee.
- (g) The Academic Secretary shall be responsible for the academic activities of the Society and the formation of an Academic Activities Sub-Committee.
- (h) The Sports Secretaries shall be responsible for games and sports, the formation of teams to represent the Society in all competitive events of sports and the formation of a Sports Activities Sub-Committee. One of them shall be the Official Observer of the HKUSU Sports Association Council. *(Amended in GP2004)*
- (i) The Welfare Secretary shall be responsible for the general welfare of all Ordinary Members, Associate Members and Honorary Members.
- (j) The Publication Secretary shall be responsible for the editing and producing publications of the Society, and for the formation of a Publication Sub-Committee. *(Amended in AGM2009)*
- (j) The Current Affairs Secretary shall be responsible for the promotion of the Society Members' interest in and acquaintance with current affairs, and the formation of Current Affairs Sub-Committee.
- (k) The Marketing Secretary shall be responsible for the marketing work of the Society and shall be responsible for managing the Marketing Team.
- (l) The Publicity Secretary shall be responsible for the publicity work of the Society and the formation of Publicity Sub-Committee.

Section 9-Academic Societies *(Section Appended in GP2004)*

Article 1-General

All student organizations in the Faculty shall be eligible for affiliation to the Society as decided by the Society Council and granted on conditions conforming to the Constitution and Rules of the Society.

Article 2-Category *(Article Amended in EGM2011)*

(a) Academic Society shall include the following societies:

(i) Departmental Society

All Curricular and Majors Or Minors under a particular Department shall form a Departmental Society.

(ii) Curricular Society

For a particular Curriculum and all Majors Or Minors included in the Curriculum which is by definition infeasible to form a Departmental Society shall form a Curricular Society.

(iii) Major(s) Or Minor(s) Society

For any Major(s) Or Minor(s) which is by definition infeasible to form a Departmental Society or a Curricular Society shall form a Major(s) Or Minor(s) Society, of which Majors Or Minors shall be offered by the same Department/School.

(b) All Academic Societies shall comply with the priority policy and the three categories stated in Section 9 Article 2(a) at all times. Should there be any alteration in the structure of the Faculty causing the otherwise, an Extraordinary General Meeting or General Polling shall be held to determine whether related articles of the Constitution could be waived on that particular case.

Article 3-Nature

(a) All Academic Societies shall be directly affiliated to and become the internal structure of the Society. The Society shall concern with all matters pertaining to these Academic Societies.

(b) The functions of Academic Societies shall be:

- i. To serve as the official representative body of the students in the respective Department or Major(s) Or Minor(s); *(Amended in EGM2011)*
- ii. To foster internal coherence of the students within the respective Department or Major(s) Or Minor(s); *(Amended in EGM2011)*
- iii. To promote the members' interests and deepen their understanding of their academic discipline;
- iv. To improve communication between their respective Department or Major(s) Or Minor(s) and the Society; *(Amended in EGM2011)*
- v. To facilitate the Society in achieving the purpose of the Society.

Article 4-Membership of Academic Society

- (a) The full membership of Departmental Society shall open to all students taking approved courses in the respective Department.
- (b) The full membership of Curricular Society shall open to all students enrolled in the respective Curriculum.
- (c) The full membership of Major(s) Or Minor(s) Society shall open to all students taking approved courses in the respective Major(s) Or Minor(s). *(Amended in EGM2012)*
- (d) At least half of total full members of each Academic Society shall be Ordinary Member of the Society. *(Appended in EGM2011)*

Article 5-Obligation

All Academic Societies shall entail acceptance of and compliance with the followings:

- (a) Constitution and Rules of the Society;
- (b) By-Laws of the Society;
- (c) Financial Regulations of the Society; *(Amended in EGM2011)*
- (d) Resolutions and rulings of the Society Council.

Article 6-Responsibility

- (a) In matters and policies affecting the Society as a whole, the Society Council shall be consulted beforehand and its ruling shall be abide by all Academic Societies;
- (b) The name of an Academic Society shall bear the initials of Science Society, HKUSU; *(Amended in AGM2009)*
- (c) Agenda of Annual General Meeting and Extraordinary General Meeting of the Academic Societies shall be sent to the Council Chairman at least one week and two days beforehand respectively;
- (d) Academic Society shall submit the annual report and financial report to the Society Council within 14 days after its Annual General Meeting;
- (e) Academic Society shall present the year plan and annual budget estimate to the Society Council within the first month of its session. *(Amended in AGM2009)*
- (f) Academic Society shall present a progress report to the Society Council within a month after 6 month of commencement of their session. *(Amended in EGM2011)*

Article 7-Criteria for Affiliation of Academic Society *(Article Amended in EGM2011)*

- (a) Any student organization, upon application for affiliation as an Academic Society, shall obtain the names, University numbers and signatures of at least 50 percent of those students studying in the respective Major(s) Or Minor(s), and shall apply in writing to the Society Council.
- (b) Affiliation shall not be granted for any student organization representing the Department/Curriculum/Major(s) Or Minor(s) that has already been represented by existing Academic Society.

Article 8-Sanction Power

Any infringement of this Section by the Academic Society may result in disaffiliation as decided by the Society Council.

Section 10-Finance

Article 1-Financial Year

The Financial Year of the Society shall be from 10th October of the previous year to 9th October of the current year.

Article 2-Subscription

- (a) Every Undergraduate Ordinary Member of the Society shall pay a subscription fee of H.K. \$60.00 per year on a one-off basis that covers all the subsequent years of his undergraduate study in the Faculty of Science on first joining the Society. *(Amended in EGM2012)*
- (b) Every Postgraduate Ordinary Member or Associate Member of the Society shall pay a subscription fee of H.K. \$60.00 per year at such time as may be determined by the Society Council. *(Amended in EGM2012)*

Article 3-Collection of Membership Subscription

The Financial Secretary shall be responsible for collecting the subscription fee from the Members of the Society.

Article 4-Welfare Fund

The purpose of the fund is to purchase stock for sales and to provide welfare services to the Society Members. The Finance Committee shall be responsible for the management of the Welfare Fund.

(Amended in EGM2011)

Article 5-Budget

An Annual Budget Estimate of the Society's Income and Expenditure shall be prepared by the Financial Secretary, and shall be submitted to the Society Council for adoption at the first Society Council Meeting of the Session. The approved budget must be posted up for at least 14 clear days within 7 days after adoption. *(Amended in EGM2011)*

Article 6-Cheque Payment

The Financial Secretary shall sign jointly with the Executive Committee Chairman all cheques in payment of the Society's central expenditure. The Financial Secretary shall sign jointly with the Welfare Secretary all cheques in payment of the Society expenditure on Welfare Fund.

Article 7-Audit Committee

The Society Council shall, before the Annual General Meeting, appoint an Audit Committee of 2 including one member of the full-time teaching staff of the Faculty of Science of the University of Hong Kong and give due notice of the names of the members of such Audit Committee who have agreed to serve.

Article 8-Statement of Accounts and Balance Sheet

The Audited Statement of Accounts and Balance of the past Financial Year shall be submitted to the Annual General Meeting for adoption.

Section 11-Standing Committees, Standing Sub-Committees and Ad Hoc Committees

Article 1

All Standing Committees, Standing Sub-Committees and Ad Hoc Committees shall be subjected to approval of the Society Council.

Article 2-Academic Activities Sub-Committee

- (a) The Academic Activities Sub-Committee shall consist of the Academic Secretary as the Chairman.
- (b) The Academic Activities Sub-Committee shall organize activities of academic interest.

Article 3- Sports Activities Sub-Committee

- (a) The Sports Activities Sub-Committee shall consist of the Sports Secretaries as the Chairman and the Vice-Chairman.
- (b) The Sports Activities Sub-Committee shall organize interfaculty and intrafaculty games and sports activities.

Article 4-Social Activities Sub-Committee

- (a) The Social Activities Sub-Committee shall consist of the Social Secretary as the Chairman.
- (b) The Social Activities Sub-Committee shall organize social function of the Society.

Article 5-Current Affairs Sub-Committee

- (a) The Current Affairs Sub-Committee shall consist of the Current Affairs Secretary as the Chairman.
- (b) The Current Affairs Sub-Committee shall organize activities to promote the members' interest in and acquaintance with current affairs.

Article 6-Publication Sub-Committee

- (a) The Publication Secretary shall be the ex-officio Chairman of the Publication Sub-Committee.
- (b) The structure of the Publication Sub-Committee should be determined by the Publication Secretary, with the approval of the Society Council.

Article 7-Publicity Sub-Committee

- (a) The Publicity Sub-Committee shall consist of the Publicity Secretary as the Chairman.
- (b) The Publicity Sub-Committee shall organize publicity work of the Society.

Article 8-Finance Committee

- (a) Function:
 - i. To advise the Society Council on all matters on finance; *(Amended in GP2004)*
 - ii. To investigate all matters on finance of the Society and Academic Societies if necessary; *(Amended in GP2004)*
 - iii. To be responsible for the management of Welfare Fund.
- (b) Membership of the Committee:
 - i. Financial Secretary of the Society shall be the Chairman.
 - ii. Welfare Secretary of the Society.
 - iii. 3 Ordinary Members including one Society Councillor appointed by the Society Council after open nomination. *(Amended in GP2004)*
- (c) *(Repealed in GP2004)*

Article 9-Constitution Revision Committee

- (a) Function:
 - i. To review and make recommendations to the Society Council, General Meetings, and General Pollings regarding the revision of Constitution and Rules of the Society wherever needs arises;
 - ii. To review and make recommendations to the Society Council regarding the revision of By-Laws and Financial Regulations of the Society wherever needs arises;
 - iii. To review all constitutions revisions of the Academic Societies and make report to the Society Council. Such constitution revisions shall be submitted to the Committee for advisory consideration before presenting them to the respective general meetings for approval;
 - iv. To advise the Society Council on all matters concerning the affiliation or disaffiliation of Academic Society
- (Amended in GP2004)*

(b) Members of Committee:

- i. Chairman of the Society Council shall be the Chairman;
- ii. Executive Committee Chairman;
- iii. Internal Vice-Chairman of the Society; *(Appended in GP2004)*
- iv. External Vice-Chairman of the Society; *(Appended in GP2004)*
- v. 4 Ordinary Members including 1 Society Councillor appointed by the Society Council after open nomination; *(Amended in GP2004)*

Article 10-Faculty Affairs Committee

(a) The Committee shall be responsible for the investigation of the Faculty affairs concerning the student Members and advising the Society Council to resolve matters arising from them.

(b) The Membership of the Committee:

- i. Internal Vice-Chairman of the Society shall be the Chairman.
- ii. Undergraduate Faculty Board Members of the Faculty as ex-officio. *(Amended in GP2004)*
- iii. At least 3 but not more than 5 Ordinary Members appointed by the Society Council after open application. *(Amended in AGM2009)*

Article 11-Marketing Team

(a) The Committee shall be responsible for all marketing works of the Society and to look for public relationships with sponsors.

(b) The Membership of the Committee:

- i. Marketing Secretary of the Society shall be the Chairman.
- ii. Financial Secretary of the Society shall be an ex-officio non-voting advisor.
- iii. One Society Councillor appointed by the Society Council. *(Amended in GP2004)*
- iv. 3 Ordinary Members appointed by the Society Council after open application. *(Amended in EGM2011)*

Section 12-Constitution and Rules

Article 1-Interpretation

The Society Council shall have the sole right of interpretation of the Constitution and Rules of the Society. Where the context requires, words importing one gender shall include the other gender, and singular terms shall include the plural and vice versa. *(Amended in EGM2011)*

Article 2-Amendment

No part of the Constitution and Rules shall be amended except at the Annual General Meeting or at any Extraordinary General Meeting or by a General Polling. Notice of which shall have been posted at least 5 clear days in advance, intimating specifically the changes proposed.

Article 3-Authority *(Appended in GP2004)*

The Constitution and Rules of the Society shall possess higher authority over the constitutions of the Academic Societies.

The By-Laws of Science Society, HKUSU

(Last amended in 2011-12 ECM7)

SECTION 1 - GENERAL

I. Definition

In these By-Laws, the definitions shall follow the ones as stated in the Constitution and Rules of Science Society, HKUSU, in addition to the following:

- 1) “By-Laws” shall mean By-Laws of Science Society, HKUSU. *(Amended in 2009-10 CM6)*
- 2) *(Repealed in 2010-11 CM8)*
- 3) “Constitution” shall mean the Constitution and Rules of Science Society, HKUSU.
- 4) *(Repealed in 2010-11 CM8)*
- 5) “Council Chairman” shall mean Chairman of the Society Council. *(Amended in 2009-10 CM6)*
- 6) “Honorary Secretary” shall mean Honorary Secretary of the Society Council. *(Amended in 2009-10 CM6)*
- 7) *(Repealed in 2010-11 CM8)*
- 8) “Society Council Member” shall include Society Councillor and Official Observer. *(Amended in 2010-11 CM8)*
- 9) *(Repealed in 2010-11 CM8)*
- 10) *(Repealed in 2010-11 CM8)*
- 11) “Union Council” shall mean the Hong Kong University Students’ Union Council.
- 12) “Sub-Organizations” shall mean the student organization under the Society. *(Amended in 2009-10 CM6)*
- 13) “Council Committees” shall mean the Standing Sub-Committees, Standing Committees and Ad Hoc Committees of the Society.
- 14) *(Repealed in 2010-11 CM8)*
- 15) “Council Session” shall mean the session of the Society Council. *(Appended in 2009-10 CM6)*
- 16) “Council Meeting” shall mean any Ordinary Council Meeting or any Emergency Council Meeting of the Society Council. *(Appended in 2009-10 CM6)*

II. Aims

- 1) The By-Laws shall facilitate the smooth administration of the Society.
- 2) All persons or committees mentioned below shall abide by the By-Laws.

III. Amendment

- 1) The By-Laws shall be amended or rescinded at any Council Meeting by two-third majority vote. *(Amended in 2009-10 CM6)*
- 2) A notice intimating the proposed amendment or rescission shall be sent 5 clear days before the meeting.

IV. Interpretation

Where the context requires, words importing one gender shall include the other gender, and singular terms shall include the plural and vice versa. The interpretation of the By-Laws shall rest with Society Council. *(Amended in 2009-10 CM6)*

SECTION 2 - SCIENCE SOCIETY COUNCIL

Article I - Function of Society Council *(Amended in 2009-10 CM6)*

I. Supervisory

- 1) To supervise all Sub-Organizations and Council Committees in all matters.
- 2) To supervise the Executive Committee in its executive work.

II. Legislative

- 1) *(Repealed in 2010-11 CM8)*
- 2) To approve necessary amendments of the By-Laws and Financial Regulations of the Society.
(Amended in 2009-10 CM6)
- 3) To approve regulations made for executive purpose formulated by the Executive Committee, or parties specifically delegated by the Society Council. *(Amended in 2009-10 CM6)*
- 4) To make terms of reference of the Council Committees. *(Amended in 2009-10 CM6)*
- 5) To scrutinize the constitutions of the Sub-Organizations. *(Amended in 2009-10 CM6)*

III. Judicial

- 1) To consider any protest, grievance, or alleged infringement of the Constitution and all such matters as may be placed before the Society Council by any member of the Society or a Sub-organization, and deemed necessary, to adjudicate upon, or act in, all such cases.
(Amended in 2009-10 CM6)
- 2) To interpret the Constitution. *(Appended in 2010-11 CM8)*

IV. Formulation of Policy

Both the Executive Committee and the Society Council shall have the right to formulate policy of the Society. In case of a dispute or a conflict in policy, the ruling of the Society Council shall override that of the Executive Committee. The Executive Committee shall have the right to appeal to the general student body. *(Amended in 2009-10 CM6)*

V. Control over Finance

The Society Council shall have overriding control over all financial matters relating to the Society, excepting a contrary decision by the general student body. *(Amended in 2009-10 CM6)*

VI. Appointment

To make all appointments of all Council Committees. *(Amended in 2009-10 CM6)*

VII. General Business

- 1) To deal with other business furthering the functions I to VI.
- 2) To maintain permanent documentation of information related to the Society. *(Amended in 2009-10 CM6)*
- 3) To maintain communication with the Sub-Organizations through publications and other means; to maintain contact with the Faculty authorities and other related external bodies.
(Amended in 2009-10 CM6)

Article II - Council Meetings

I. Council Sessions *(Amended in 2009-10 CM6)*

- 1) The Council Session shall commence with the first Council Meeting which shall be held within one month after the Annual General Meeting of the last session of the Executive Committee and terminate at the moment preceding the commencement of the first Council Meeting of the next Council Session. *(Amended in 2009-10 CM6)*
- 2) That first Council Meeting of the Council Session shall be convened by the Council Chairman of the previous Council Session. A new Council Chairman and a new Honorary Secretary shall be elected immediately after the meeting commences. *(Amended in 2009-10 CM6)*

II. Council Chairman's Address

- 1) The Council Chairman shall address the Society Council at the second Council Meeting of the Council Session, outlining the principle policies of the Council Chairman for the Council Session. *(Amended in 2009-10 CM6)*
- 2) The content of the Council Chairman's Address shall be printed in the working papers and distributed to all Society Council Member. *(Amended in 2009-10 CM6)*
- 3) Immediately after the Council Chairman has addressed the Society Council, debate shall take place on the Council Chairman's Address. A motion may be moved for an address of thanks to the Council Chairman for his address.

III. Meeting Time

- 1) All Council Meeting during each Council Session shall be held on such days and shall begin at such hour as the Council Chairman (in each case of the first meeting of a new Council Session, the Council Chairman of the previous Council Session) shall determine or as decided by the Society Council. *(Amended in 2009-10 CM6)*
- 2) Written notice of every Council Meeting other than the first meeting of a new Council Session shall be issued and sent by the Council Chairman to all Society Council Member at least 12 days before the meeting, except for the case of the Emergency Council Meeting for which at least 1 clear day's notice is required. *(Amended in 2009-10 CM6)*
- 3) 5 hours after the commencement of the meeting, the proceedings on any business; agenda or motion under consideration shall be interrupted, and if the Council Chairman is of the opinion that the proceedings on which the Council is engaged in could be concluded by a short deferment of the moment of interruption, he may in his discretion defer interrupting the business. *(Amended in 2009-10 CM6)*
- 4) If a voting is in progress at the moment of the interruption, the business shall not be interrupted until after the declaration of the results of the voting.
- 5) After the interruption, the Council Meeting can only be extended hour by hour with common consensus of all Society Council Member present (including Council Chairman); otherwise only motions for the adjournment of the Council Meeting, deferment of agenda items and resolution on date of meeting, could be entered. *(Amended in 2009-10 CM6)*

IV. Arrangement of Business

- 1) The items in each Ordinary Council Meeting shall be divided into two sections:-
Section A and Section B as decided by the Council Chairman.
Section A comprises items which do not require any long discussion. *(Amended in 2009-10 CM6)*
Section B comprises items which contain likely controversial elements.
If any Society Councillor wishes to transfer any item from Section A to Section B, he shall approach the Council Chairman, or raise the proposal, during the adoption of the agenda of the meeting. *(Amended in 2009-10 CM6)*
- 2) The business of each Ordinary Council Meeting shall be transacted in the following order unless the Council Chairman orders otherwise:-
Apologies;
Circulation Motions; *(Appended in 2009-10 CM6)*
Adoption of agenda;
Introduction of new members and their maiden speeches;
Concluding speech;
Confirmation of the minutes of the previous meeting and matters arising therefrom;
Other items in Section A;
Question period (in Section B);
Items in Section B;
Business without notice being permitted or initiated by the Council Chairman as a matter of urgency or expediency.
- 3) At an Emergency Council Meeting, the only business to be considered shall be that specified in the notice convening the meeting and, unless determined otherwise by the meeting, shall be taken in the order therein set forth. *(Amended in 2009-10 CM6)*

V. Agenda Paper

- 1) All items of business for a Council Meeting of which notice has been given shall be placed on the Agenda Paper for the meeting in the order required by Section 2, Article II, IV, 2). *(Amended in 2009-10 CM6)*
- 2) Society Council Member who wish to introduce any item of business into the Agenda shall submit written agenda request to the Honorary Secretary at least 5 clear days before the meeting unless the Council Chairman permits otherwise. In the event of Emergency Council Meeting, the Agenda Paper shall be submitted at least one clear day before the meeting. *(Amended in 2011-12 ECM7)*
- 3) The proposed Agenda Paper of each Ordinary Council Meeting shall be issued by the Council Chairman and sent by the Honorary Secretary to all Society Council Member at least 3 clear days before the meeting. *(Amended in 2009-10 CM6)*

VI. Questions to the Society Council Member, Executive Committee, Council Committees and Sub-Organizations *(Amended in 2010-11 CM8)*

- 1) Society Council Members may address a question to any Society Council Member or Council Committees relating to any matter for which they are responsible, either seeking information on such matter or asking for action with regard to it. *(Amended in 2010-11 CM8)*
- 2) A question shall specify whether an oral or a written reply is required.
- 3) Questions may be asked at any Ordinary Council Meeting except the first Council Meeting of a Council Session. *(Amended in 2009-10 CM6)*
- 4) No more than 10 questions of which notice has been given may be asked at any one Council Meeting. A Society Council Member may not ask more than 3 questions on one particular issue of which notice has been given at any one Council Meeting. *(Amended in 2009-10 CM6)*
- 5) A Society Council Member shall give notice of a question by submitting to the Council Chairman, at least 7 clear days before the Council Meeting at which an answer is required, a copy thereof signed by the Society Council Member. *(Amended in 2009-10 CM6)*
- 6) If a Society Council Member asks the permission of the Council Chairman to ask a question without notice on the ground that it is of urgent character, the Council Chairman may permit the question without notice, if he is satisfied that it is of that nature and that sufficient private notice of the question has been or is to be given to the related Society Council Member or Council Committees to enable the question to be answered. *(Amended in 2010-11 CM8)*
- 7) A question shall conform to the following rules:-
 - a) A question shall not contain arguments, inferences, options or unparliamentary expressions.
 - b) A question shall not refer to proceedings in a Council Committees which has made its report to the Society Council. *(Amended in 2009-10 CM6)*
 - c) A question shall not be asked for the purpose of obtaining an answer to a hypothetical proposition.
 - d) A question shall not be asked seeking information which can be found in easily accessible documents or ordinary works or reference.
- 8) If the Council Chairman is of the opinion that a question of which a Society Council Member has given notice to the Council Chairman or which a Society Council Member has sought to ask without notice infringes any of the provisions Section 2, Article II -VI.7), he may direct:- *(Amended in 2009-10 CM6)*
 - a) that the question be so asked with such alterations as he may direct; or *(Amended in 2009-10 CM6)*
 - b) that the Society Council Member concerned be informed that the question is out of order.
- 9) During question time, the Council Chairman shall call on Society Council Member who has given formal or private notice of questions to ask their questions (in the order in which notice of them was received). After each question is asked, the Society Council Member or Chairman of the Council Committee who is to answer it shall give his reply. *(Amended in 2010-11 CM8)*

- 10) After an answer has been given to a question, not more than 3 supplementary questions may be asked by Society Council Members for the purpose of elucidating that answer, but the Council Chairman shall refuse to allow a supplementary question to be answered if in his opinion it introduces matter which is not related to the original question or which infringes any of the provisions of Section 2, Article II - VI. 8). *(Amended in 2009-10 CM6)*
- 11) After answers have been given to all the supplementary questions, at most three comments can be given only by those who have raised the questions.
- 12) A Society Council Member shall not address the Society Council but the Society Council Member on a question and a question shall not be made a pretext for a debate. *(Amended in 2010-11 CM8)*
- 13) *(Repealed)*

VII. Proposed plan

- 1) The Executive Committee shall present proposed plans of any functions to the Society Council prior to implementation. *(Amended in 2010-11 CM8)*
- 2) *(Repealed in 2010-11 CM8)*
- 3) *(Repealed)*

VIII. Working Report

- 1) The Executive Committee is required to present a progress report to the Society Council on or before 15th June of their session, and an annual report to the Society Council shall be required at the last Ordinary Council Meeting of the Council Session. *(Amended in 2009-10 CM6)*
- 2) Each of the Popularly Elected Councillor is required to present a progress report to the Society Council on or before 15th June of their session; an annual report to the Society Council shall be required at the last Ordinary Council Meeting of the Council Session. *(Amended in 2010-11 CM8)*
- 3) All Standing Committees of the Society Council are required to present a progress report to the Society Council on or before 15th June of their session. *(Amended in 2010-11 CM8)*
- 4) The reports mentioned above shall be sent to the Honorary Secretary on or before the dates specified.
- 5) It is suggested that reports should include the following points:- *(Amended in 2010-11 CM8)*
 - a) Disclosure of special financial affairs;
 - b) Disclosure of the names of committee members;
 - c) Evaluation of working within the session to be reported:- *(Amended in 2010-11 CM8)*
 - i) aims, role and position
 - ii) general financial affairs
 - iii) sufficiency of working force
 - iv) extent of achievement
 - d) Suggestions of improvements for problems raised in c);
 - e) Working plan in case of interim reports, forecasting of prospect together with relevant recommendations in case of final reports.
- 6) *(Repealed in 2010-11 CM8)*

IX. Working Paper

- 1) All document or papers intended for a Council Meeting shall be submitted to the Honorary Secretary, who shall avail all Society Councillor of such documents or papers as deemed proper by the Council Chairman. *(Amended in 2009-10 CM6)*
- 2) Relevant working papers of agenda shall be submitted to the Honorary Secretary at least 5 clear days before the meeting; otherwise, that agenda or those agenda shall be deferred to the next Council Meeting. In the event of Emergency Council Meeting, the working paper shall be submitted at least 12 hours before the meeting. *(Amended in 2011-12 ECM7)*
- 3) Working papers shall be available to Society Councillor at least 2 clear days before the meeting. Late documents or papers shall only be accepted for circulation when the Council Chairman deems the document or paper relevant and delay unavoidable. *(Amended in 2009-10 CM6)*
- 4) No documents or papers shall be circulated once a meeting has commenced unless with the approval of the Society Council. *(Amended in 2009-10 CM6)*

X. Minutes

- 1) The Honorary Secretary shall be responsible for keeping the minutes.
- 2) The following shall be included within the minutes:-
 - Resolution of the meeting.
 - Lost motions and defeated amendments.
 - Comments or protest from Society Council Member on a Council resolution or ruling of the Council Chairman and made immediately upon the resolution or ruling. *(Amended in 2009-10 CM6)*
 - Written speech presented by Society Council Member. *(Amended in 2009-10 CM6)*
 - A brief summary of arguments as the Honorary Secretary seems fit.
 - Proceedings of the meeting as the Council Chairman seems fit.
- 3) The Honorary Secretary shall record such materials as instructed by the Society Council. No other records are obligatory. *(Amended in 2009-10 CM6)*
- 4) Only the recordings recorded by the Honorary Secretary, or a member appointed by the Society Council to take his role, in case of the absence of the Honorary Secretary, shall be officially accepted. *(Amended in 2009-10 CM6)*
- 5) Minutes shall be submitted by Honorary Secretary to Council Chairman at least 2 clear days before the meeting. *(Appended in 2011-12 ECM7)*

XI. Comments from Society Council Member *(Amended in 2010-11 CM8)*

Society Council Member may raise protest or voice comments on a resolution of the Society Council or a ruling of the Council Chairman immediately upon the resolution or ruling and these shall be noted on the minutes if requested by the Society Council Member concerned. *(Amended in 2010-11 CM8)*

XII. Memoranda from Society Council Member *(Amended in 2010-11 CM8)*

- 1) Every Society Council Member can prepare and submit a written memorandum to the Society Council expressing his view on any agenda of the Council Meeting or any matters concerning the Society Council. *(Amended in 2010-11 CM8)*
- 2) A written memorandum shall be adopted as Society Council memorandum only if requested by the Society Council Member who has submitted that memorandum and adopted by two-third of Society Councillor present in the Council Meeting. *(Amended in 2011-12 ECM7)*

Article III - Council Attendance

I. Applicability

This article shall be applicable to all Society Council Member. *(Amended in 2009-10 CM6)*

II. Maiden Speech

Every new Society Council Member shall deliver a speech to the Society Council at his first Ordinary Council Meeting pledging his support to the Society Council. *(Amended in 2010-11 CM8)*

III. Concluding Speech *(Amended in 2009-10 CM6)*

Every Society Council Member shall deliver a concluding speech to the Society Council at his last Ordinary Council Meeting. *(Amended in 2010-11 CM8)*

IV. Council Attendance

- 1) All Society Council Member shall not attend less than 50% of all Council Meeting during his Council Session. *(Amended in 2009-10 CM6)*
- 2) All Society Council Member shall not be absent for three consecutive meeting sessions. *(Amended in 2009-10 CM6)*
- 3) Society Council Member forecasting their absence from or late arrival or early departure from a Council Meeting shall submit their apologies in writing. In case of unexpected circumstances, they shall explain in written form to the Society Council immediately afterward. Only written apology will be accepted by the Society Council. *(Amended in 2009-10 CM6)*
- 4) In case of infringement of the rules below, the Society Council Member shall be regarded as absent for the whole Council Meeting. *(Amended in 2009-10 CM6)*
 - i) Attend less than one-half of the meeting time,
 - ii) No written apology for absence or replacement or early departure or late arrival, *(Amended in 2009-10 CM6)*
 - iii) Temporary leave longer than 15 minutes without notification to the Society Council. *(Amended in 2009-10 CM6)*
- 5) Society Council Member who are late for a Council Meeting shall mark their time of arrival against their signature on the attendance sheet. *(Amended in 2009-10 CM6)*

6) Replacement

In case of inability to attend any Council Meeting, Student Representative can be temporarily replaced by a current ordinary member of the Society appointed by that Society Councillor. The Society Councillor from the Sub-Organizations can be temporarily replaced by a current executive committee member of the sub-organization appointed by its executive committee. A written request from that Society Councillor intimating replacement shall be directed to Honorary Secretary before the commencement of the meeting. The replacement cannot be effected when a meeting is in progress. *(Amended in 2009-10 CM6)*

V. Infringement

In case of infringement of the Section II, Article III, IV - 1) or 2), the Society Council, on receiving an explanation from the Society Council Member concerned, and finding the explanation fit and reasonable, may suspend the application of the By-Laws on the that particular case. Otherwise infringements shall call for:- *(Amended in 2009-10 CM6)*

- 1) A motion tabled by the Council Chairman or requested by two Society Councillor be passed during the meeting censuring that particular Society Council Member:-

That the Society Council notes with regret and dissatisfaction that the infringement of the By-Laws and breach of duty of the related Society Council Member for:- *(Amended in 2009-10 CM6)*

- i) attending less than 50% of all Council Meeting convened during his Council Session; or/and *(Amended in 2009-10 CM6)*
 - ii) not attending 3 consecutive Council Meeting sessions during his Council Session and demands that no further infringement shall be committed. *(Amended in 2009-10 CM6)*
- 2) A notice containing the motion shall be posted up at the Society Office. *(Amended in 2009-10 CM6)*
- 3) A letter containing the above motion shall be sent to the Society Council Member concerned and the Sub-Organizations which he represents if applicable. *(Amended in 2009-10 CM6)*
- 4) The infringement and the above motion shall be announced in the Annual Report of the Society Council.

VI. Vacancies of Sub-Organization Executive

In case that a Sub-Organization has no executive committee in that Council Session, the respective sub-organization shall not be represented in the Society Council until a person is elected by a general meeting or general polling of the respective sub-organization as the Society Councillor. *(Amended in 2009-10 CM6)*

SECTION 3 - STANDING COMMITTEE AND SUB-COMMITTEE

Article I - General

1) Standing Committee

I. Introduction

Standing Committees shall consist of the Constitution Revision Committee, Finance Committee, Faculty Affairs Committee and Marketing Team. Their full names shall bear the initials of Science Society Council, HKUSU. *(Amended in 2009-10 CM6)*

II. Function

- 1) Standing Committees shall be long-term committees delegated to perform policy-wise significant aspects of the Society Council's function *(Amended in 2009-10 CM6)*
- 2) All Standing Committees shall perform functions as specified in the Constitution and By-Laws. *(Amended in 2009-10 CM6)*

III. Session

- 1) Standing Committees shall be appointed by the Society Council on or before second Ordinary Council Meeting of each Council Session and the session of each shall terminate with Council Session according to the Constitution and By-Laws. *(Amended in 2009-10 CM6)*
- 2) *(Repealed)*

IV. Reports

- 1) They shall submit progress reports and annual reports to the Society Council on or before 15th June of their sessions and at the end of their sessions respectively. *(Amended in 2010-11 CM8)*
- 2) For special issues, they shall submit proposed plans and reports to the Society Council upon the request of Council Chairman.

V. Meeting

They shall also send one copy of all correspondences, reports, notices, agenda of meetings, minutes and working papers of the meetings and other relevant documents to the Honorary Secretary for central filing. *(Amended in 2009-10 CM6)*

2) Standing Sub-Committee

I. Introduction

Standing Sub-Committees shall consist of the Academic Activities Sub-Committee, the Social Activities Sub-Committee and the Sports Activities Sub-Committee, the Publication Sub-Committee, the Current Affairs Sub-committee and the Publicity Sub-Committee. Their full names shall bear the initials of Science Society, HKUSU. *(Amended in 2009-10 CM6)*

II. Function

All Standing Sub-Committees shall perform functions as specified in the Constitution and By-Laws. *(Amended in 2009-10 CM6)*

III. Session

- 1) *(Repealed in 2009-10 CM6)*
- 2) Their sessions shall follow that of the Executive Committee. *(Amended in 2009-10 CM6)*

IV. Reports

For special issues, they shall submit proposed plans and reports to the Society Council upon the request of Council Chairman.

Article II - Constitution Revision Committee (Repealed in 2009-10 CM6)

Article III - Faculty Affairs Committee (Repealed in 2009-10 CM6)

Article IV - Marketing Team

I. Function

- a) To look for and maintain public relationships with sponsors. *(Amended in 2009-10 CM6)*
- b) To be responsible for the marketing work of the Society

II. Membership of the Team *(Repealed in 2009-10 CM6)*

III. Annual Plan

The Marketing Team shall submit an annual plan to the Society Council as soon as the Team is formed. The plan shall include:- *(Amended in 2009-10 CM6)*

- a) Records and marketing activities that are running
- b) Records of existing sponsorships, patronage and collaborators
- c) Activities that are going to carry out
- d) Measures which are going to extend the work of the previous Council Session *(Amended in 2009-10 CM6)*
- e) A budget estimate for the Team

IV. Report

The report shall conclude the followings:-

- a) Work done in its session A budget estimate for the Team
- b) Achievement of marketing work, which shall list the items received and the utilization of the listed items in details
- c) A list of items that are going to be passed on to the next session
- d) Evaluations and recommendations of her work
- e) *(Repealed in 2009-10 CM6)*

Article V - Current Affairs Sub-Committee

I. Function

- i) To promote Members' interest in and acquaintance with current affairs. Current affairs shall include affairs in economic, political and social aspects of the world with special emphasis on Hong Kong. *(Amended in 2011-12 ECM7)*
- ii) To advise the Society Council on current affairs.

II. Membership of the Committee

- i) Current Affairs Secretary shall be the Chairman of the committee.
- ii) At least 2 ordinary members shall be appointed by the Society Council after open nomination. *(Amended in 2011-12 ECM7)*

III. Terms of reference

- i) To issue statements on current affairs.
 - a) The committee shall meet for discussion. *(Amended in 2009-10 CM6)*
 - b) The committee shall decide on the means of issuing the statement. *(Amended in 2009-10 CM6)*
 - c) The statement shall represent the opinion of the committee only. It shall be the responsibility of the committee to prevent and clarify the mis-interpretation that the statement represents the opinion of the whole Society. *(Amended in 2009-10 CM6)*
 - d) The Council Chairman and the Chairman of the Executive Committee shall be informed of the matter before the statement is issued. They shall decide on whether Section 3, Article V, III i) (c) is infringed. If any one of them deems to be so, the statement shall not be issued. *(Amended in 2009-10 CM6)*
 - e) The statements shall be reviewed by Society Council at its forthcoming Council Meeting. A vote of censure or vote of non-confidence can be passed on the Committee if their statements are to be irresponsible and detrimental to the reputation of the Society. Once their statements are endorsed by the Society Council, the Society shall be directly responsible for the statements. *(Amended in 2009-10 CM6)*
 - f) All statements shall be issued under the name Current Affairs Sub-Committee, SS, HKUSU. *(Amended in 2009-10 CM6)*

SECTION 4 - AD HOC COMMITTEE

Article I - General

I. Function

Ad Hoc Committee shall be set up whenever needs arise and shall be appointed by the Society Council.

II. Session

The sessions of Ad Hoc Committees shall commence at the approval of the Society Council and terminate immediately after the adoption of reports by the Society Council. *(Amended in 2009-10 CM6)*

III. Report

- 1) Ad Hoc Committees shall submit proposed plans and reports to the Society Council.
- 2) Deadline for submission of reports shall be determined by the Society Council.
- 3) Proposed budgets and financial reports shall be submitted by Ad Hoc Committees to the Society Council upon the request of the Society Council.

Article II - Society Awards Election Board

I. Society Award

- 1) Name
The name of the Society's annual award shall be called Society Award.
- 2) Aim
To present those Members who have made invaluable contribution to the Society. *(Amended in 2011-12 ECM7)*

II. Election Board

- 1) Name
The name of the board shall be called Society Award Election Board, SSC, HKUSU and hereinafter referred to as the Board. *(Amended in 2009-10 CM6)*
- 2) Function
The Board is responsible for the recommendation of the candidates.
- 3) Composition
The Board shall consist of:-
 - i) The Internal Vice-Chairman of the Executive Committee as the Chairman of the Board.
 - ii) At least 4 Ordinary Members appointed by the Society Council. *(Amended in 2009-10 CM6)*
- 4) Session *(Repealed in 2009-10 CM6)*

III. Procedure for election

- i) Nominee
The nominee must be an ordinary member of the Society and shall satisfy all of the following criteria:- *(Amended in 2009-10 CM6)*
 - a. One who has participated a considerable number of functions organized by the Society; *(Amended in 2009-10 CM6)*
 - b. One should have prominent contributions to the functions held;
 - c. One should show one's enthusiasm for the function

- ii) Nomination
 - a. Members of the Board shall not be one of the proposers or seconders.
 - b. Members of the Society shall be nominated by at least five ordinary members or at least two Society Council Member of current Council Session (with ordinary membership of the Society). *(Amended in 2009-10 CM6)*
 - c. A written statement supporting the candidate's nomination shall be presented to the Board by his proposers. *(Amended in 2009-10 CM6)*
- iii) Time of election
 - a. The candidates recommended by the Board shall be elected at the last Council Meeting of the current Council Session. *(Amended in 2009-10 CM6)*
 - b. Not more than ten members shall be recommended by the Board. *(Amended in 2009-10 CM6)*

Article III - Spectrum

I. Name

The name of the Society's official publication shall be Spectrum.

II. Aim

The aims of Spectrum shall be:-

- 1) To promote the sense of belonging of members to the Society;
- 2) To act as an annual record for the Society;
- 3) To provide a mean to Members to express their sentiments and opinions. *(Amended in 2011-12 ECM7)*

III. Editorial Board

- 1) Name

The name of the board shall be Spectrum Editorial Board, SSC, HKUSU hereinafter shall be referred to as the Board. *(Amended in 2009-10 CM6)*
- 2) Function

The Board shall be responsible for all matters concerning the publication of Spectrum.
- 3) Composition

The Board shall consist of:-

 - a) The Publication Secretary of the Executive Committee at the time when the Board is set up as the chairman throughout the session, Composition
 - b) an Editor-in-Chief under which there shall be an art designer and six editors, *(Amended in 2009-10 CM6)*
 - c) a Financial Secretary.
- 4) Session

The Board shall be set up before the end of the calendar year.
- 5) Proposed Plan and Report

Upon the setup of the Board, a detailed working plan and financial budget shall be submitted to the Society Council. The Board shall submit working and financial reports before the end of March of the following year.

Article IV - Election Commission

I. Function

- 1) The Commission shall be responsible for organizing and publicizing the election day, censorship of all publication concerning the election and all duties as stated in the Constitution. *(Amended in 2009-10 CM6)*
- 2) The Commission shall draft the rules for each election in accordance with the Constitution and subject to the approval of Society Council.
- 3) The Commission shall invite a Union Councillor as the Returning Officer. *(Amended in 2009-10 CM6)*

II. Composition

The Commission shall consist of 3 ordinary members appointed by the Society Council.

III. Session

The session of the Election Commission shall commence after the approval of the Society Council and terminate when the working report is adopted by the Society Council. *(Amended in 2009-10 CM6)*

SECTION 5 - POPULARLY ELECTED COUNCILLORS

Article I - Function

- a) The Popularly Elected Councillors shall represent the interests of the ordinary members.
(Amended in 2009-10 CM6)

Article II - Duties

- a) The Popularly Elected Councillors shall prepare their working schedules to execute their individual responsibilities.
- b) They shall take initiative measures to represent the opinion of Members and to enhance communication between to the Society Council and Members. *(Amended in 2011-12 ECM7)*
- c) They shall initiate discussion among Members *(Amended in 2011-12 ECM7)*
- d) They shall present individual progress reports and annual reports to the Society Council on or before 15th June of their Council Session and at the conclusion of their Council Session respectively. *(Amended in 2010-11 CM8)*

SECTION 6 - ACADEMIC SOCIETY

Article I - Report and Plans

1. *(Repealed in 2009-10 CM6)*
2. *(Repealed in 2009-10 CM6)*
3. All Academic Societies shall submit a report of any general meeting held to the Society Council within 14 days after the meeting. It shall include the date of the meeting, all the motions carried and defeated and the signatures of the Returning Officers. *(Amended in 2009-10 CM6)*
4. All Academic Societies shall submit a report of any general polling held to the Society Council within 14 days after the polling. It shall include the date of polling, the motions for polling and the results, and the signatures of the Returning Officers. *(Amended in 2009-10 CM6)*
5. All Academic Societies shall present a interim financial report to the Society Council within a month after 6 month of commencement of their session *(Appended in 2011-12 ECM7)*

Article 2 - General Procedures

1. Establishment of New Academic Society *(Appended in 2010-11 CM8)*
 - a) Interested parties in forming Academic Society shall apply for affiliation in written form to the Council Chairman with the names, University numbers and signatures of at least 50 percent of those students studying in the respective Department, Curriculum or Major(s) Or Minor(s). *(Amended in 2010-11 CM8)*
 - b) Council Chairman shall reply in written form upon receiving the application within 2 weeks; *(Amended in 2009-10 CM6)*
 - c) After the approval of Constitution Revision Committee, the drafted constitution of the Academic Society shall be submitted to the Constitution Review Committee of the Union Council and seek the approval. *(Amended in 2009-10 CM6)*
 - d) After approval from Constitution Review Committee of the Union Council, the draft shall be received and adopted in the general meeting or general polling of the Academic Society. The general meeting or general polling shall be convened in accordance with the procedures in their constitution draft. *(Amended in 2010-11 CM8)*
 - e) The final constitution draft (with amendments if necessary) shall be approved by the Society Council. *(Amended in 2010-11 CM8)*
 - f) The final constitution shall be submitted to the Society Council within 14 days after the general meeting or general polling.
2. Alteration of Representation of Major(s) Or Minor(s) Society *(Appended in 2010-11 CM8)*
 - a) Interested Academic Society in changing representation shall apply in written form to the Council Chairman with the names, University numbers and signatures of at least 50 percent of those students studying in the respective Major(s) Or Minor(s), which the Academic Society wishes to or not to represent. *(Appended in 2010-11 CM8)*
 - b) Council Chairman shall reply in written form upon receiving the application within 2 weeks. *(Appended in 2010-11 CM8)*
 - c) The proposed constitution amendment of the Academic Society shall be submitted to Constitution Revision Committee and seek the approval. *(Appended in 2010-11 CM8)*

- d) After approval from Constitution Revision Committee, the constitution draft shall be received and adopted in the general meeting or general polling of the Academic Society. *(Appended in 2010-11 CM8)*
- e) The final constitution draft (with amendments if necessary) shall be approved by the Society Council. *(Appended in 2010-11 CM8)*

Article 3 - Rules

1. An Academic Society shall be affiliated to Society either as a Departmental Society, a Curricular Society or a Major(s) Or Minor(s) Society. *(Amended in 2010-11 CM8)*
2. There shall only be one recognized Major(s) Or Minor(s) Society organized by students of particular Major(s) Or Minor(s). Any other student organization which apply for affiliation assigned to the same or part of the same Major(s) Or Minor(s) shall not be accepted and granted the affiliation. *(Amended in 2010-11 CM8)*

Article 4 – Constitution Amendment *(Article Appended in 2010-11 CM8)*

All Academic Societies shall submit their amended constitution to the Society Council within 14 days after their respective general meeting or general polling.

Article 5 – Regulations Governing the Running of Academic Societies *(Article Appended in 2010-11 CM8)*

1. All Academic Societies shall submit their list of voting members to Constitution Revision Committee within 14 days after the conclusion of its annual general meeting.
2. At least half of the executive committee members of each Academic Society shall have the ordinary membership of the Society.

SECTION 7 – ACTING EXECUTIVE COMMITTEE *(Section Appended in 2010-11 CM8)*

In the event of any vacancy occurring in the post(s) of Executive Committee, the Society Council may appoint acting Executive Committee to take up their respective work, who shall have the same authorities (except voting rights in the Society Council) and duties as their respective posts, except for any further limitations or specifications as decided by the Society Council.

SECTION 8 – SOCIETY COUNCIL HANDBOOK *(Section Appended in 2010-11 CM8)*

1. The Society Council Handbook (hereafter refer to “handbook”) is a reference for Society Council Members containing important information of Society Council;
2. The handbook shall be published and updated by Council Chairman whenever he deems necessary;
3. The handbook shall include the following:
 - a) Society Song
 - b) The Constitution
 - c) The By-Laws
 - d) The Financial Regulations
 - e) The Standing Orders of the Hong Kong University Students’ Union Council
 - f) Important motions and memoranda passed in Society Council
 - g) Structure of the Society

SECTION 9 - REGULATION ON ACADEMIC SOCIETIES HOLDING THE GENERAL POLLING, THE ELECTION AND THE GENERAL MEETING

Article 1 - List of Voting Members

1. Before holding any General Polling, Election or General Meeting, a list of voting members of the sub-organization shall be submitted to the Returning Officer before the event. (Amended in 2009-10 CM6)
2. The Returning Officer shall collect the list of voting members and keep it as the official document of the General Polling, the Election or the General Meeting. (Amended in 2009-10 CM6)

Financial Regulations of Science Society, HKUSU

(Last amended in 2011-12 ECM7)

Section 0 – Definition *(Appended in 2009-10 CM6)*

In these regulations, the definitions shall follow the ones as stated in the By-Laws of Science Society, HKUSU, in addition to the following:-

- (i) “Finance Committee” shall mean Finance Committee, SSC, HKUSU;
- (ii) “Constitution Revision Committee” shall mean Constitution Revision Committee, SSC, HKUSU;
- (iii) “Financial Regulations” shall mean Financial Regulations of Science Society, HKUSU;
- (iv) “Financial Secretary” shall mean Financial Secretary of the Executive Committee;
- (v) “Chairman” shall mean Chairman of the Executive Committee;
- (vi) “Welfare Secretary” shall mean Welfare Secretary of the Executive Committee.

Section 1 – General

1 Aim

These Financial Regulations govern all financial matters of the Society. *(Amended in 2004-05 CM8)*

2 Interpretation *(Amended in 2009-10 CM6)*

- 2.1 Where the context requires, words importing one gender shall include the other gender, and singular terms shall include the plural and vice versa. *(Appended in 2009-10 CM6)*
- 2.2 The interpretation of these regulations shall rest with the Finance Committee.

3 Session

The Finance Committee shall be appointed by the Society Council on or before second Ordinary Council Meeting of each Council Session and the session shall terminate with the Council Session. *(Amended in 2009-10 CM6)*

4 Amendment

- 4.1 These regulations shall be amended or rescinded at any Council Meeting with the recommendation from the Constitution Revision Committee who shall consult Finance Committee beforehand. *(Amended in 2009-10 CM6)*
- 4.2 A notice intimating the proposed amendment or rescission shall be sent and posted 5 clear days before the meetings. *(Amended in 2009-10 CM6)*

5 Council Paper *(Appended in 2010-11 CM8)*

All documents or papers intended for a Council Meeting that are related to finance shall be submitted to Finance Committee 8 clear days before Council Meeting.

Section 2 – Term of Reference

1 Financial Secretary

- 1.1 To manage the financial transactions of the Society.
- 1.2 To keep proper books of accounts of the Society. *(Amended in 2009-10 CM6)*
- 1.3 To be the ex-officio chairman of the Finance Committee. *(Amended in 2004-05 CM8)*
- 1.4 To prepare the Society Budget together with the Chairman.
- 1.5 The Financial Secretary may require any Sub-Organization to hand in an intermediate financial report if deemed necessary provided a prior notice of 14 days is given for preparation. *(Amended in 2004-05 CM8)*
- 1.6 To exercise financial supervision over all Sub-Organizations. *(Amended in 2004-05 CM8)*
- 1.7 To help the financial secretaries of Sub-Organizations in all matters of finance. *(Amended in 2004-05 CM8)*
- 1.8 To prepare the Annual Financial Report of the Society.
- 1.9 To implement any resolution as decided by the Society Council.
- 1.10 To be the ex-officio non-voting advisor of the Marketing Team.
- 1.11 To be the Union Finance Committee representative of the Society. *(Appended in 2004-05 CM8)*

2 Finance Committee

- 2.1 To advise the Society Council on all matters of finance. *(Amended in 2004-05 CM8)*
- 2.2 To investigate and take action into financial matter of the Society. *(Amended in 2009-10 CM6)*
- 2.3 The main field of work shall be:
 - 2.3.1 Scrutiny of Annual Society Budget.
 - 2.3.2 Scrutiny of Annual Audit Statement of the Society
 - 2.3.3 Management of Contingency of the Society.
 - 2.3.4 Management of Society Welfare Fund.
 - 2.3.5 To be responsible for the Financial Assets. *(Amended in 2004-05 CM8)*
- 2.4 To make reports upon the request of the Council.
- 2.5 Finance Committee shall advise the Constitution Revision Committee regarding the revision of the Financial Regulations whenever needs arise. *(Amended in 2009-10 CM6)*
- 2.6 To have regular review on Financial Regulations.
- 2.7 *(Repealed in 2009-10 CM6)*

3 *(Repealed in 2004-05 CM8)*

Section 3 – Fund

Welfare Fund

The amount of Welfare Fund is HK\$30,000.00. The purpose of the fund is to purchase stock for sales and to provide welfare services to the Society members with the following regulations: *(Amended in 2009-10 CM6)*

- 1 An imprest system is adopted in a sense that a constant amount of fund is always present.
- 2 Account entries
 - 2.1 All purchases shall be debited to the purchase account and credited to the creditor account. *(Amended in 2009-10 CM6)*
 - 2.2 All sales shall be debited to the cash account and credited to the sales account. *(Amended in 2009-10 CM6)*
 - 2.3 Any balance in excess of or in short of \$30,000.00 on top of the minimum deposit required by the bank shall be transferred to or from the Society account. The minimum deposited shall not serve as the function of Welfare Fund. *(Amended in 2011-12 ECM7)*
- 3 The fund is represented by stock and cash balances.
- 4 The fund shall be managed by Finance Committee. *(Amended in 2009-10 CM6)*
- 5 The Welfare Secretary shall sign jointly with the Financial Secretary in payment of purchase and expenditure. *(Amended in 2009-10 CM6)*

Section 4 – Budget System

1 Principle

Basically the Society will have a non-deficit budget. In preparing the budget, the worthiness of the activities requiring money will be given primary consideration, of course, bearing in mind the constraints set up by short term fixed income.

2 Policy

- 2.1 The term Financial Year shall mean the period from 10th October to 9th October of the following year, while the term financial session shall mean the official term of every Executive Committee or the Sub-Organizations holding their office. *(Amended in 2004-05 CM8)*
- 2.2 In general, the Society will try to provide the money to implement the policies of the Executive Committee, Society Council and Council Committees to help carrying out their characteristics activities. No money will be provided for personal reason. *(Amended in 2009-10 CM6)*
- 2.3 Items in the budget are strictly non-transferable except by Finance Committee recommendation and Society Council approval. *(Amended in 2004-05 CM8)*
- 2.4 If the expenditure of an item for which there is no provision or in excess of the budget provision, reasonable explanation shall be submitted. *(Amended in 2009-10 CM6)*
- 2.5 If the income of an item for which there is no provision, reasonable explanation shall be submitted. *(Amended in 2009-10 CM6)*
- 2.6 Budget for any given session is designed to cover expense incurred during that session irrespective of when the actual payment was made. *(Amended in 2009-10 CM6)*

3 Responsibility and Decision Body

- 3.1 The Finance Committee shall be responsible for the approval and revision of budget total of the Sub-Organizations. If the budget total is revised by the Finance Committee, their delegates would be responsible for revising the respective budget items. *(Amended in 2009-10 CM6)*
- 3.2 The proposed budgets of the Executive Committee and Council Committees shall be submitted to the Finance Committee for revision and first approval 8 clear days before the Council meetings. The proposed budgets of the Academic Society shall be submitted to the Finance Committee for revision within the first month of the session. *(Amended in 2009-10 CM6)*
- 3.3 Any Sub-Organizations or Executive Committee shall inform the Financial Secretary about their fund raising activities before the Council Meeting. *(Amended in 2009-10 CM6)*
- 3.4 The Society Council shall be responsible for the approval and revision of the Society Budget based on overall financial considerations. *(Amended in 2009-10 CM6)*

4 Budget adoption

The Annual Budget estimate shall be submitted to the Society Council for adoption at the first Council Meeting of the session. The approved budget must be posted up for at least 14 clear days within 7 days after adoption. *(Amended in 2009-10 CM6)*

5 Transaction before Society Budget Adoption

- 5.1 In order that routine transaction may continue uninterrupted from the date of Annual General Meeting, before the current session budget is approved by the Society Council, the current Financial Secretary is authorized to accept approved vouchers for essential expenditure for a routine and non-controversial nature in such period. *(Amended in 2009-10 CM6)*
- 5.2 Such expenditure may only be approved prior to the date on which new budget is adopted by the Society Council.

6 Society Budget Items

The Society Budget Items shall include: *(Amended in 2009-10 CM6)*

- 6.1 Sources of income of the Society.
- 6.2 General expense items shall be included for daily running of Society Office.
- 6.3 A provision for Ad Hoc Committees to be set up during the session.
- 6.4 Items for Executive Committee and Council Committees. *(Amended in 2004-05 CM8)*
- 6.5 A special function budget shall be included in the Central Expenditure Budget. It shall be drafted by Executive Committee and may include a balance for specific allocation later in the session at the discretion of the Executive Committee. The provision shall not be more than 1% of the total budget expenditure. *(Amended in 2009-10 CM6)*
- 6.6 Any other items that deemed necessary by the Society Council.

Section 5 – Annual Financial Report

- 1 The audited statement of Account and Balance Sheet of the Financial Year of the current Society session shall be submitted to the Society Council before being submitted to the Annual General Meeting for adoption. The audited statement shall be scrutinized by the Finance Committee.
- 2 At the close of each financial session, each Council Committee shall submit a financial report to the Financial Secretary showing all its transactions for the session, together with such vouchers and explanations as the Financial Committee may require. *(Amended in 2004-05 CM8)*
- 3 Audit Committee: The Society Council shall, before the Council Meeting receiving the Annual Financial Report, appoint an Audit Committee of two. One member shall be a full-time teaching staff of the Faculty and the other shall be a Society Councillor, who shall not be a member of the Executive Committee. *(Amended in 2010-11 CM8)*

Section 6 – Assets

1 Principle

- 1.1 All properties brought on the money of the Society are properties of the Society.
- 1.2 All purchase of fixed assets will be regarded as revenue expenditure except that will depreciate. *(Amended in 2009-10 CM6)*
- 1.3 Society properties may be entrusted to Sub-Organizations. *(Amended in 2004-05 CM8)*

2 Assets

- 2.1 Assets of the Society consist of fixed assets and Financial Assets in the form of bank deposit, cash and debts. *(Amended in 2009-10 CM6)*
- 2.2 The Financial Assets are responsible by the Finance Committee. *(Amended in 2004-05 CM8)*
- 2.3 Depreciation
 - 2.3.1 All fixed assets of an amount greater than \$3,000 are subjected to depreciation.
 - 2.3.2 Depreciation shall be charged as recurrent expenditure to the income and expenditure account.
 - 2.3.3 The rate of depreciation is at 20% per annum on the straight line method. *(Amended in 2010-11 CM8)*

Section 7 – Accounting Procedure

1 Income

- 1.1 The main sources of Society income include:-
- Subscriptions and bank interests;
 - All income from fund raising activities;
 - Donation to the Society;
 - Sponsorship and patronage to the Society; and
 - Separate sets of account shall be kept for the sales of stock and photocopying service; profit shall be transferred to the Welfare Fund Account.

2 Expenditure

- 2.1 All expenditure must be supported by relevant documentary evidence, e.g. invoices, receipts. Expenditures not supported by relevant documents will not be reimbursed unless certified by relevant office bearers (*Refer to article 3 of the same section*). (*Amended in 2009-10 CM6*)
- 2.2 No transactions shall be declared valid unless with the dual approval of the Chairman and the Financial Secretary. (*Amended in 2009-10 CM6*)
- 2.3 All vouchers drawn must be filled in and signed by the Financial Secretary. (*Amended in 2009-10 CM6*)

3 Certificate-in-Lieu of Suppliers Receipt

- 3.1 This form is only to be used when a lack of receipt is inevitable.
- 3.2 No Certificate-in-Lieu may be submitted for expenditure of \$50 or more without the approval of the Financial Secretary. (*Amended in 2009-10 CM6*)
- 3.3 Subsidy for transportation reimbursed by a Certificate-in-Lieu shall be itemized with dates clearly shown. (*Amended in 2009-10 CM6*)

4 Procedure

- 4.1 All vouchers drawn must be submitted to the Financial Secretary for approval. (*Amended in 2009-10 CM6*)
- 4.2 An official receipt will be issued by any Executive Committee when payment to Society is received. (*Amended in 2009-10 CM6*)

5 Stock

- 5.1 Fixed Assets
The Welfare Secretary shall keep a listed record of Society properties. (*Amended in 2004-05 CM8*)
- 5.2 The periodic inventory system shall be adopted and periodic physical stock taking be carried out to estimate the value of inventory at least quarterly. (*Amended in 2009-10 CM6*)
Stock

Section 8 – Penalty for Infringement of the Financial Regulations

- 1 Penalties imposed for those against Financial Regulations depend on seriousness of individual cases. *(Amended in 2009-10 CM6)*
- 2 Penalties that may be imposed by the Society Council with Finance Committee recommendation: *(Amended in 2009-10 CM6)*
 - 2.1 regretted by the Society Council; *(Amended in 2009-10 CM6)*
 - 2.2 retrieval of subsidy within the session concerned;
 - 2.3 temporary suspension of affiliation; *(Appended in 2004-05 CM8)*
 - 2.4 disaffiliation; *(Appended in 2004-05 CM8)*
 - 2.5 any other means deemed appropriate by the Society Council. *(Amended in 2009-10 CM6)*

Section 9 – Appeal

All people reserve the right of appeal by writing to the Society Council. *(Amended in 2004-05 CM8)*

-END-

THE HONG KONG UNIVERSITY STUDENTS' UNION

The Standing Orders **of** **The Hong Kong University Students' Union Council**

(Last revised in CM12 2009)

DEFINITION (amended in CM6 1996)

In this Standing Orders:

“Constitution” shall mean the Constitution of Hong Kong University Students' Union;

“Council” shall mean the Hong Kong University Students' Union Council;

“Council Chairman” shall mean the Chairman of the Council;

“Honorary Secretary” shall mean the Honorary Secretary of the Council;

“Councillor” shall mean member of the Council.

SECTION A -- COUNCIL CHAIRMAN AND HONORARY SECRETARY (amended in CM6 1996)

1. Duties of the Council Chairman
 - a. The Council Chairman shall chair at meetings of the Council and shall act as Chairman of the Committee of the whole Council.
 - b. In the absence of the Council Chairman, Councillors present at the meeting may elect one among themselves to act as Council Chairman of that particular meeting; the person so elected shall enjoy all powers conferred by these Standing Orders on the Council Chairman at that particular meeting.
2. Duties of the Honorary Secretary
 - a. The Honorary Secretary shall be responsible for keeping the minutes of the proceedings of the Council and of the Committee of whole Council. The minutes shall record the Councillors and observers attending, all decisions taken, and details of every voting held.
 - b. The Honorary Secretary shall be responsible for the keeping of votes, records and other documents laid before the Council, which shall be open to inspection by Councillors and by other persons under arrangements approved by Council Chairman.
 - c. The Honorary Secretary shall perform the further duties laid upon him in these Standing Orders, and all other duties in the service of the Council ordered by the Council or directed by the Council Chairman.

SECTION B -- COUNCILLORS (amended in CM6 1996)

1. A Councillor shall have the right to speak, to move and second motions and to vote.
2. Every new Councillor, upon his first resumption of seat in the Council, shall deliver a maiden speech pledging his support to the Council.

SECTION C -- QUORUM (amended in CM6 1996)

1. The quorum of the Council or of a Committee of the whole Council shall consist of, whichever the more, a simple majority of the current Councillors including the Council Chairman or fifteen Councillors including the Council Chairman.
2. If the attention of the Council Chairman is drawn to the fact that a quorum is not present, he shall direct the Councillors be called. If after 15 minutes have expired, he is satisfied that a quorum is not present, he shall adjourn the Council without question put.

3. If the attention of the Council Chairman in Committee of the whole Council is drawn to the fact that a quorum is not present, he shall direct the Councillors be called. If after 15 minutes have expired, he is satisfied that a quorum is not present, the Council shall be resumed and the Council Chairman shall count the Council. If a quorum is then present, the Council shall again be resolved itself into Committee, but if a quorum is not present, the Council Chairman shall adjourn the Council without question put.
4. If from the number of Councillors taking part in voting, including those who abstained from voting, it appears that a quorum is not present, the voting shall be invalid, the question on which it was held standing over until the next meeting, and the procedure prescribed in Section C(2) or (3) shall be followed.

SECTION D -- LANGUAGE (amended in CM6 1996)

A Councillor may address the Council in either the English or Chinese (Cantonese or Mandarin) language.

SECTION E -- POWER OF THE COUNCIL CHAIRMAN (amended in CM6 1996)

1. The Council Chairman shall be the sole interpreter of these Standing Orders and shall address the meeting from the chairman order to explain or administer these Standing Orders, or to answer a question put to him on point of fact.
2. The Council Chairman shall declare the opening, adjourning or closing of the meeting, direct the discussion, ensure observance of the Standing Orders and other statutory regulations governing procedure of the Council, accord the right to speak, put motions to the vote and declare decisions. He shall rule on points of order.
3. The ruling of the Council Chairman shall be final, unless challenged by not less than 3 Councillors, and unless two-thirds of those Councillors present and vote to the contrary.
4. The Council Chairman, in maintaining his attitude of impartiality, shall neither take part in the discussion of the meeting nor move, second motions and vote (except in the case of SECTION E (5) and a tie as specified in Section I (4) of the Standing Orders). Should the Council Chairman desire to take part in the discussion, he has to first vacate the Chair.
5. In the case the Council Chairman is so affected by, or interested in any motion as to render it advisable, in the opinion of the meeting, that he should vacate the Chair during the discussion of a particular motion, it shall be in order for the meeting to move, second and vote upon a motion that he vacates the Chair during the discussion. If the motion is carried, the meeting shall temporarily elect a Councillor to take the Chair for that particular part of the meeting, whereas the Council Chairman, upon vacation, shall have the right to speak, to move and second motions and to vote.

SECTION F -- MOTION OF NO CONFIDENCE IN THE COUNCIL CHAIRMAN (amended in CM6 1996)

1. Motion that no confidence in the Council Chairman for the remainder of office is only declared carried by a two-thirds majority votes at a meeting of the Council.
2. A notice intimating the proposed motion shall be sent to all Councillors seven clear days before the meeting.
3. A motion so declared carried calls for the resignation of the Council Chairman. The resignation becomes effective only after a new Council Chairman is elected. (amended in CM7 1996)

SECTION G -- RULES OF DEBATE (IN COUNCIL OR IN COMMITTEE)

1. All Councillors and observers must address themselves to the Council Chairman when they speak. (amended in CM6 1996)

2. When a motion is open to debate after it is seconded, any Councillor who wish to speak on the motion shall signify his wish by raising his hand. (amended in CM6 1996)
3. When two or more Councillors signify at the same time, the Council Chairman shall select one Councillor and call on him to speak. (amended in CM6 1996)
4. Save with the permission of the Council Chairman, no Councillor shall be allowed to speak more than once upon any motion except: (amended in CM6 1996)
 - a. In Committee; or
 - b. In personal explanation (as provided in Section G (IV) (22) (b)); or
 - c. In the case of a proposer of the Original Motion in reply (as provided in Section G (I) (14)).
5. A Councillor who has spoken on a motion may speak again on an amendment proposed to that motion. (amended in CM6 1996)
6. A Councillor shall direct his speech strictly to the motion or amendment under discussion. If no definite motion is put before the meeting, a Councillor shall direct his speech strictly to the point on the Agenda under discussion and shall not introduce matter irrelevant to the point. (amended in CM6 1996)
7. Discussion of a motion or amendments may be curtailed in time by the Council Chairman with the consent of the meeting. (amended in CM6 1996)
8. No Councillor may speak on a motion after it has been fully put to the Council or a Committee for decision by the Council Chairman. (amended in CM6 1996)

I MANNER OF DEBATING MOTIONS

9. No proposal shall be accepted unless put in writing.
10. All motions and amendments must have a proposer and a seconder. If there is no seconder to a proposal, the latter is declared lapsed.
11. The proposer shall explain his motion before the motion is seconded. The seconder may speak at once on the motion or may reserve his right to speak later during the discussion.
12. Once a motion is seconded, it is in the possession of the meeting and shall not be withdrawn without the consent of the meeting. When it is agreed that an Original Motion be withdrawn, any amendment to it will be considered as withdrawn too.
13. No motion or amendment shall be withdrawn when vote is being taken.
14. The proposer of an Original Motion (but not of an amendment) shall have the right to reply directly before the motion is put to the vote.
15. In the absence of discussion, it shall be competent for the Council Chairman to ask whether there is any opposition or amendment, and in the case of no opposition or amendment, to declare a motion carried. (amended in CM6 1996)

II MANNER OF DEBATING AMENDMENTS TO MOTIONS

16. During the debate of a motion, an amendment may be moved. An amendment, like an Original Motion, must be seconded before debate shall be allowed on it.
17. The effect of an amendment must be to positively vary the terms of a motion by:-
 - a. Deleting words;
 - b. Adding words;
 - c. Substituting words.

No amendment shall be moved which, by the Council Chairman's ruling, seeks to rescind, negative or destroy the Original Motion, or has been covered by an amendment or motion previously rejected. (amended in CM6 1996)
18. If an amendment is rejected, other amendments may be moved on the Original Motion. If an amendment is carried, the Original Motion incorporating the amendment shall become the Substantive

Motion, whereupon any further amendment may be moved. After all vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the Main Question.

III PROCEDURAL MOTIONS

19. The Council Chairman shall allow the following procedural motions to be put when there is already a motion or amendment on table in the following order or precedence (i.e. Motion (a) is of the highest rank whereas Motion (n) is the lowest): (amended in CM6 1996)
 - a. Motion to withdraw a motion;
 - b. Motion to adjourn the meeting to a later time/date;
 - c. Motion to recess;
 - d. Motion that the matter be adjourned to a later specified meeting;
 - e. Motion that the Council be resolved into Committee;
 - f. Motion that further proceedings of the Committee be now adjourned;
 - g. Motion that the motion be now put;
 - h. Motion that the motion be not now put;
 - i. Motion to limit debate to certain specified period of time;
 - j. Motion to close the list of speakers;
 - k. Motion to refer to committee (standing or ad hoc);
 - l. Motion to refer for additional information;
 - m. Motion to suspend the Standing Orders;
 - n. Motion of no confidence in the Chair for a certain specified period of time during one particular meeting. (This motion is declared carried only by a two-thirds majority vote.)
20. Save for Section III (19) (g) (i) and (j), the Council Chairman shall limit debate on all such procedural motions, provided that the proposer and one speaker against the motion shall in all cases be heard. (amended in CM6 1996)
21. Should any one of the procedural motions in Section III (except (m)) be defeated, 20 minutes shall elapse before the same motion may be moved again, unless the Council Chairman is of the opinion that the circumstances have materially altered in the meantime. (amended in CM6 1996)

IV INTERRUPTIONS

22. In addition to the discussion on a motion, the Council Chairman shall recognize the following points in order of precedence: (amended in CM6 1996)
 - a. A point of Order
A point of Order may be heard at all time, except during the act of voting. It may deal with the conduct or procedure of the meeting. The Councillor rising to put the point of Order must prove one or more of the following:-
 - i. That the speaker is travelling outside the scope of the motion under discussion;
 - ii. That the speaker is using unparliamentary language;
 - iii. That the speaker is infringing a statutory rule or a Standing Order.No speech or debate is permitted on a point of Order and no other member shall speak until the Council Chairman has given his ruling.
 - b. A point of Personal Explanation
A Councillor who has spoken on a question may again be heard. If the Council Chairman so permits, to explain some part of his speech which has been misunderstood, but when speaking he shall not introduce new matter.
 - c. A point of Information
A point of Information shall consist of a question related to the subject under immediate discussion. If a point of Information is requested from a Councillor speaking, he may decide whether or not he wishes

to be interrupted at that time.

d. Other interruptions

SECTION H -- RESCISSION OF RESOLUTIONS

1. Once a motion has been voted in accordance with Section I, the result then becomes a resolution of the meeting and no subsequent motion can be proposed during the same meeting to rescind, negative, destroy or amend it.
2. The resolution of the Council Meeting can only be rescinded, negatived, destroyed or amended with at least two-thirds of the present Councillors voting for it on subsequent meetings. (amended in CM6 1996)

SECTION I -- VOTING

1. Voting shall be taken by a show of hands, roll call or secret ballots as decided by the meeting.
2. The Council Chairman and the Honorary Secretary shall act as tellers. (amended in CM6 1996)
3. Each Councillor shall be entitled to one vote except the Honorary Secretary. A vote for, against or abstain may be cast on a given motion or amendment. (amended in CM12 2009)
4. (repealed) (amended in CM12 2009)
5. Unless otherwise provided in the Constitution or Standing Orders, a motion shall be declared carried if the number of votes cast for a motion or amendment exceeds the number of votes cast against the said motion or amendment, and the aggregate number of the votes for and against the said motion or amendment exceeds the number of abstain votes. (amended in CM12 2009)
6. After the counting of votes, the Council Chairman shall declare the result of voting and his declaration is final. (amended in CM6 1996)
7. A recount may be ordered if asked for by not less than 3 Councillors. No Councillor who has not taken part in the Original vote may vote on the recount. (amended in CM6 1996)

SECTION J -- ADJOURNMENT OF MEETING (amended in CM6 1996)

1. The Council Chairman shall close the meeting when all the business on the Agenda Paper has been concluded, or adjourn the meeting when a quorum is not present (see Section E) or when in his judgment it is not possible to transact business because of disorder.
2. A Councillor may move a motion that the Council adjourned either between two items of business or at the conclusion of all the business on the Agenda Paper. If such a motion shall be agreed to, the Council shall stand adjourned.

SECTION K -- APPROVAL BY CIRCULATION

1. Any Councillor who wants to put motion which does not require discussion or is likely to be acceptable by the Council shall notify the Council Chairman. After the Council Chairman shows his consent, the motion shall be circulated to the Councillors. (amended in CM6 1996)
2. This motion shall be circulated to the Councillors for 7 days. If no contrary is heard from the Councillors within these 7 days, the Council shall endorse this motion. (amended in CM6 1996)
3. If any Councillor is against this motion, he shall notify the Council Chairman in written form and this motion shall be put into the agenda of the next Council meeting. (amended in CM6 1996)
4. The motion which is carried after circulation is with the same effect with which is carried in a Council meeting.
5. Any motion carried by circulation shall be reported to the next Council meeting.
6. In the absence of Council Chairman, the Council shall appoint 2 non executive Councillors to take up the role of the Council Chairman in the process of approval by circulation. (amended in CM6 1996)

SECTION L -- AMENDMENT OF STANDING ORDERS (amended in CM6 1996)

1. These Standing Orders may be amended only by a motion carried by a two-thirds majority votes at a Council meeting.
2. A notice intimating the proposed amendment shall be sent to all Councillors five clear days before the meeting.

SECTION M -- MATTER NOT PROVIDED FOR IN STANDING ORDERS (amended in CM6 1996)

In any matter not provided for in these Standing Orders, the practice and procedure to be followed in the Council shall be such as may be decided by the Council Chairman who may, if he thinks fit, be guided by practice and procedure of other State Legislatures.

SECTION N -- APPLICATION OF STANDING ORDERS BY UNION SUB-ORGANIZATIONS (amended in CM7 1996)

1. Unless otherwise specified in their respective constitutions, all Union sub-organizations should conduct their general meetings and council meetings (or equivalent, if any) under the guidance of this Standing Orders. In the case of general meetings, "Council Chairman" shall refer to the chairman of the general meeting of the Union sub-organization, "Honorary Secretary" shall refer to the general secretary or equivalent of the Union sub-organization, "Councillors" shall refer to the members who have voting rights of the Union sub-organizations except Section N(4) and "Council" or "Council Meeting" shall refer to the general meeting of the Union sub-organization except Section O.
2. Section F and Section K shall not be applied by general meetings of Union sub-organizations, and Section L shall only be applied by Union Council.
3. If there is contradiction between constitution of the Union sub-organization and the Standing Orders, the constitution of the Union sub-organization should prevail.
4. At least one Councillor with no interest in that Union sub-organization should act as the Returning Officer of the general meeting of the Union sub-organization in order to observe whether the Standing Orders is followed.

SECTION O -- INFRINGEMENT OF STANDING ORDERS BY UNION SUB-ORGANIZATIONS (amended in CM7 1996)

1. Any infringement of the Standing Orders in Union sub-organizations council meetings (if any) may make the resolutions passed under the infringement invalid. Such decision shall rest on the Union sub-organizations general meeting or general polling. If general meeting or general polling cannot be held within 14 days, such decision shall rest on Union Council.
2. Any infringement of the Standing Orders in Union sub-organizations (except indirectly affiliated sub-organizations) general meetings may make the resolutions passed under the infringements invaled. Such decision shall rest on Union Council.

- END -

SUPPLEMENTARY REFERENCE OF SECTION (G) (III) OF THE STANDING ORDERS

I RULES OF PRECEDENCE

- 1 When a motion is pending, any motion of higher rank may be proposed, but no motion of lower rank is in order.
- 2 Motions are considered and voted upon in REVERSE ORDER to the order of their proposal.

II GUIDE TO PROCEDURAL MOTIONS

Motion	Purpose of Motion	Is second required?	a Is discussion permitted?	Are amendments permitted?	Can interrupt speaker?	Motion Are Persons who have previously participated entitled to move?	May moved again after an interval if lost?	be RESULT
(a)	Prevent Action Dispose of the matter temporarily	Y	Y	N	N	Y	Y	C - Meeting/Motion stand adjourned
(b) (d)	Debate resumed later	Y	Y	Y	N	Y	Y	D - Debate continues
(c)	Interrupt meeting	Y	Y	Y	N	Y	Y	
(e) (1)	Consider informally	Y	Y	Y	N	Y	Y	C - going into committee D - Council continues
(f)		-	-	-	-	-	-	C - Council shall resume D - committee continues
(g) (2)	Vote immediately	Y	N	N	Y	N	Y	C - immediate voting D - Debate continues
(h)	Prevent immediate voting	Y	Y	N	N	Y	-	C - Debate continues D - immediate voting
(i) (j) (3)	Suppress Debate	Y	N	Y	N	Y	Y	
(k) (l)	Further Study (delay)	Y	Y	Y	N	N	Y	
(m) (4)	Alter the Order of Business	Y	Y	Y	N	-	N	
others		Y	Y	Y	N	Y	Y	
(Y - Yes N - No C - Carried D - Defeated)								

III NOTES

- 1 Committee has no specific rules of debate of their own; they operate within the general context of the Standing Order, but in an informal way. e.g. discussion is permitted without a motion being before the Chair, and members may speak more than once.
- 2 If the motion that the motion be now put has been seconded, no further discussion of the Original Motion shall be allowed, but a Member may indicate his desire to speak further on the Original Motion. If the Motion is carried, only the proposer of the Original Motion under discussion shall be allowed to speak before the Original Motion is put to the vote.
- 3 If the motion to limit debate to a certain specified period of time is carried, the Chairman shall draw up a list of those wishing to make their first speech on the subject and allot each one an equal proportion of the specified period. The proposer of the Original Motion under discussion shall be allowed a minimum of 5 minutes to reply before the Original Motion is put to the vote.
- 4 The purpose of the motion is to alter the order of business on the adopted Agenda for either of the following reasons:
 - a. A person who is essential to the debate will be present only at a certain time;
 - b. A matter is important or urgent, and its position on the business paper is advanced to ensure that it is adequately discussed.

Science Society, HKUSU

Extract of Important Motions and Memoranda

(Last updated on 19th January, 2013)

Council Resolution

The Council demands no late submission of reports of any General Meeting/ General Polling of Academic Societies; otherwise relevant Councillors shall be regretted.

(2010-11 CM1 (1st resume))

The Council demands no late submission of agenda request or working paper as stated in By-Laws and Constitution and Rules of the Society shall be accepted; otherwise relevant Councillor shall be regretted.

(2010-11 CM5 (2nd resume))

Honorary Secretary of Science Society Council, HKUSU shall possess voting right in General Meetings of Science Society, HKUSU.

(2010-11 CM6 (1st resume))

An Emergency Council Meeting shall only be convened for the purpose of dealing unavoidably urgent matter.

(2011-12 CM6)

Upcoming Constitution revision shall follow the adopted recommendation unless there is strong reason to suggest alternative solution.

(2011-12 CM6)

Should Biological Sciences Society SS HKUSU, by 1st March 2015, fail to represent the major(s) or minor(s) of Biological Sciences and Molecular Biology and Biotechnology, the affiliation status of Biological Sciences Society SS HKUSU shall be subjected to discussion on Science Society Council HKUSU.

(2011-12 CM6)

Memorandum That: The membership to the Society Council of Past Executive Committee Representative, Official Observers has been discussed by no resolution was made. The possibility of adding new Council membership such as past Councillor Representative has been proposed. The about issue shall subject to further discussion.

(2011-12 CM6)

Structure of Science Society, HKUSU

