

# **Politics and Public Administration Association**

Social Sciences Society  
The Hong Kong University Students' Union

# **Constitution**

**(Amended 2010)**

## **SECTION 1: GENERAL**

### **Article 1: Name**

The name of the organization formed under this Constitution shall be “Politics and Public Administration Association, Social Sciences Society, The Hong Kong University Students' Union”, hereafter referred as the “Association”.

### **Article 2: Purpose**

- a) To promote the general welfare of Members.
- b) To promote friendship and communication among Members.
- c) To serve as an Academic Society that encourages and facilitates the study of Politics and Public Administration.
- d) To serve as the student representative body of the Department of Politics and Public Administration, hereafter referred as the “Department”, that fosters the internal coherence of the students within the Department.
- e) To enhance the awareness of current public and international affairs among Members and students.

### **Article 3: Session**

The Association's session shall commence immediately after the Annual General Meeting and terminate at the end of the Annual General Meeting of the succeeding year.

## **SECTION 2: MEMBERSHIP**

### **Article 1: General**

- a) All undergraduates, postgraduates and graduates of the University shall be Members of the Association upon registration and payment of the prescribed Membership fee with the approval of the Executive Committee.
- b) The Association shall have a majority of its Full Members being Full Members of the Social Sciences Society, HKUSU.

## **Article 2: Classification of Membership**

- a) Full Membership: Members who are undergraduates taking courses offered by the Department shall be Full Members.
- b) Associate Membership: Members who are currently students of the University and do not fulfill the requirements of Full Membership shall be Associate Members.
- c) Graduate Membership: Members who are graduates but not currently students of the University shall be Graduate Members.
- d) Honorary Staff Membership: All academic staff of the Department shall automatically become Honorary Staff Members.

## **Article 3: Duration of Membership**

- a) The duration of Full and Associate Memberships shall begin on the day of registration and terminate on the day of the end of the Member's study programme at the University.
- b) The duration of Graduate Membership shall begin on the day of registration and terminate three calendar years later.

## **Article 4: Privileges and Rights**

- a) All Members shall enjoy the following privileges:
  - i) To use all facilities provided by the Association for the general use of the Members.
  - ii) To attend and speak in all General Meetings of the Association.
  - iii) To attend all functions and activities arranged by the Association for the general participation of its Members.
- b) Only Full Members may nominate candidates and be nominated for election in General Meetings.
- c) Only Full Members may vote in a General Meeting.

## **SECTION 3: GENERAL MEETING**

### **Article 1: General**

- a) The resolution of the General Meeting possess the highest authority in the

Association.

- b) At all General Meetings, a quorum shall be formed with no less than 20 Full Members.
- c) If a quorum is not formed after an hour of the time scheduled for the commencement of the General Meeting, the General Meeting shall be adjourned. It shall be scheduled to commence again within fourteen clear days. If a quorum is still not formed, all Full Members present shall form a quorum.
- d) The Chairman shall invite one Member of the Council not being a Member of the Executive Committee as the Returning Officer for the General Meeting.
- e) The Chairman of the Executive Committee shall convene the General Meeting. The General Meeting may appoint or vacate its Meeting Chairman, who shall be a Full Member of the Association.
- f) Unless otherwise provided in this Constitution or agreed by the General Meeting, a vote or motion shall be declared carried in the General Meeting if a simple majority of votes cast is for the motion.

## **Article 2: Powers of the General Meeting**

- a) The General Meeting may pass a vote of confidence to any Office-bearer of the Executive Committee who ceases to be a Full Member of the Association during his or her term. A vote so passed calls for the continuation of the person(s) to hold the post till the end of that Session.
- b) Any infringement of the Constitution, neglect of duties or unbecoming conduct by any Office-bearer of the Executive Committee, depending on the level of severity as determined by the General Meeting, shall result in:
  - i) Motion of regret; and/or
  - ii) Vote of non-confidence. A vote of non-confidence so passed shall call for the immediate resignation of the person(s) against whom the vote is moved.

## **Article 3: Annual General Meeting**

- a) The Business of the Annual General Meeting shall be :
  - i) To receive and adopt the minutes of the previous Annual General Meeting, By-election General Meeting(s) and Extraordinary General Meeting(s) which may have been held in this Session.
  - ii) To receive and adopt the Annual Functional Report of the current Session.
  - iii) To receive and adopt the Annual Financial Report of the current Session.
  - iv) To elect the Office-bearers of the incoming Session of the Executive Committee.
  - v) To receive and adopt the Annual Year Plan of the incoming Session.
  - vi) To receive and adopt the Annual Financial Budget of the incoming Session.

- vii) To amend this Constitution, if any.
- viii) Any other Business having received the consent of at least two-third of the Full Members present.
- b) No less than fourteen clear days' notice shall be given for an Annual General Meeting.
- c) The Annual General Meeting shall be held within November of each academic year.

#### **Article 4: Extraordinary General Meeting**

- a) The Chairman shall convene an Extraordinary General Meeting within a period of one week upon a requisition signed by no less than ten Full Members of the Association. Such requisition shall specify the objects of the proposed Meeting.
- b) The Chairman shall convene an Extraordinary General Meeting in the event of the resignation of any Office-bearer of the Executive Committee. An Office-bearer may, at any time, resign by giving a written and signed notice of resignation to the Chairman or Vice Chairmen. A notice of resignation takes effect only by a motion carried at the Extraordinary General Meeting.
- c) No less than three clear days' notice shall be given for an Extraordinary General Meeting and the notice convening the General Meeting shall state the Business to be transacted.
- d) No Business other than that stated on the agenda shall be discussed at an Extraordinary General Meeting unless having received the consent of at least two-third of the Full Members present.

#### **Article 5: By-election General Meeting**

- a) In the event of vacancies occurring in the posts of the Chairman and Vice Chairmen, the Executive Committee shall convene a By-election General Meeting.
- b) In the event of a vacancy occurring in the post of the Chairman, a By-election General Meeting shall be convened by the Executive Committee under the delegation of the Internal Vice Chairman or in case of the absence of both the Chairman and Internal Vice Chairman, the External Vice Chairman.
- c) In the event if vacancies occurring in both the posts of the Chairman and Vice Chairmen, the Executive Committee shall convene a By-election General Meeting for the election of the vacant posts. One of the Office-bearers shall be appointed by the Executive Committee to preside at this Meeting.
- d) No less than seven clear days' notice shall be given for a By-election General Meeting.
- e) No Business other than the election to vacant posts shall take place in a By-election General Meeting.

f) All nomination for the post(s) vacant should be in the hands of the Chairman of the By-election General Meeting 48 hours before the Meeting taken place.

#### **SECTION 4: HONORARY PRESIDENT AND ADVISORY BOARD**

##### **Article 1: Honorary President of the Association**

- a) The Head of the Department shall be the ex-officio Honorary President of the Association.
- b) The Honorary President shall be the Honorary Auditor of the Association.

##### **Article 2: Advisory Board**

The Advisory Board shall consist of the Honorary President, the Honorary Advisors and the Honorary Staff Members.

##### **Article 3: Honorary Advisors**

The Honorary Advisors shall be invited by the Chairman to the Advisory Board.

#### **SECTION 5: OFFICE-BEARERS OF THE EXECUTIVE COMMITTEE**

##### **Article 1: General**

- a) The Office-bearers of the Executive Committee shall have the authority only second to the General Meeting.
- b) The Office-bearers shall appoint the Chairman, the Vice Chairmen or the General Secretary to represent the Association in the Social Sciences Society Council, HKUSU, hereafter referred as the “Council”.
- c) The Office-bearers shall, subject to a simple majority approval of the Extraordinary General Meeting, co-opt any Full Member to any vacancy of the Executive Committee that may occur, except the posts of the Chairman and Vice Chairmen.
- d) The Office-bearers shall have the power to appoint sub-committees for any specific purpose. A sub-committee shall consist of an ex-officio Member who must be either the Chairman or the Vice Chairmen.
- e) The Office-bearers shall have the power to invite any person to attend any meeting or function of the Association.

##### **Article 2: Executive Committee Meeting**

- a) The Office-bearers shall attend, speak and vote in all Executive Committee Meetings.

- b) Excluding resolutions of the General Meeting, all decisions adopted by the Association must be approved by simple majority vote of the Office-bearers present at an Executive Committee Meeting.
- c) In case when the number of votes on each side of the motions is equal, a second voting shall be held, in which the Chairman shall hold both an original vote and a casting vote in case when the number of votes is again equal on each side. Both the original and the casting vote of the Chairman must be used to support the same side of the motion.

### **Article 3: Composition**

The Office-bearers shall consist of the followings:

- a) A Chairman
- b) An Internal Vice Chairman
- c) An External Vice Chairman
- d) A General Secretary
- e) A Financial Secretary
- f) A Publication Secretary
- g) A Publicity Secretary
- h) A Current Affairs Secretary
- i) A Chinese Current Affairs Secretary
- j) An Academic Secretary
- k) A Marketing Officer
- l) A Public Relations Officer
- m) A Social Secretary
- n) A Welfare Secretary

### **Article 4: Duties of the Office-bearers**

- a) Chairman: The Chairman shall be the chief executive of the Association.
- b) Internal Vice Chairman: The Internal Vice Chairman shall assist the Chairman in all the duties pertaining to internal affairs and shall be the ex-officio Chairman of the Executive Committee in the absence of the Chairman.
- c) External Vice Chairman: The External Vice Chairman shall assist the Chairman in all the duties pertaining to external affairs and shall be the ex-officio Chairman of the Executive Committee in the absence of the Chairman and the Internal Vice Chairman.
- d) General Secretary: The General Secretary shall conduct all general correspondence and record minutes of all meetings, shall prepare the General Meeting and shall be responsible for keeping all past and present documents of the Association.
- e) Financial Secretary: The Financial Secretary shall keep an account of all income and expenditure of the Association, draft the budget, prepare the Annual Financial

Report to be presented at the Annual General Meeting after audited by the Honorary Auditor, and shall be responsible for all general financial matters of the Association.

f) Publication Secretary: The Publication Secretary shall be responsible for producing all publications of the Association. He shall be the ex-officio Editor-in-chief of the Annual Journal *Politika* and other publications that may be issued in the name of the Association.

g) Publicity Secretary: The Publicity Secretary shall be responsible for all publicity work of the Association.

h) Current Affairs Secretary: The Current Affairs Secretary shall be responsible for promoting the understanding and awareness of current affairs.

i) Chinese Current Affairs Secretary: The Chinese Current Affairs Secretary shall be responsible for promoting the understanding and awareness of Chinese current affairs.

j) Academic Secretary: The Academic Secretary shall be responsible for all academic activities of the Association and shall facilitate the communication between the Association and the Department.

k) Public Relations Officer: The Public Relations Officer shall be responsible for enhancing the Association's public relations and managing the Association's communication with students and external entities

l) Marketing Officer: The Marketing Officer shall be responsible for all marketing activities of the Association.

m) Social Secretary: The Social Secretary shall be responsible for all social and sports activities of the Association.

n) Welfare Secretary: The Welfare Secretary shall be responsible for promoting the general welfare of the Members.

## **SECTION 6: ELECTION**

### **Article 1: Nomination**

a) Nomination of the Office-bearers shall be open no less than three weeks before the Annual General Meeting.

b) Nomination for election shall only contain the name and signature of the candidates, together with the names and signatures of the proposer and seconder, and must be in the hands of the General Secretary or Chairman no less than 48 hours before the Annual General Meeting is to take place.

### **Article 2: Voting**

a) Election of Office-bearers shall take the form of secret ballot by individual voting. If there is only one candidate for the post, the candidate shall be declared elected if the number of valid votes cast for the candidate is greater than the number of valid

votes cast against the candidate, and that the number of valid votes cast for the candidate is no less than one-fourth of the Full Members present in the General Meeting.

b) If there are two or more candidates for the post, each voter shall be entitled to one ballot paper and one vote. A candidate shall be declared elected if the number of valid votes cast for the candidate is greater than the number of valid votes cast against the candidate. And the number of valid votes cast for the candidate shall be the highest and no less than one-fourth of the Full Members present in the General Meeting.

c) In the event of a tie at the first place, a second voting shall be held between the candidates who have tied.

### **Article 3: Announcement of the election result**

Result of the election shall be announced within twenty four hours after the conclusion of the election and by-election.

### **Article 4: Returning Officer**

The Chairman shall invite one Member of the Council not being a Member of the Executive Committee as Returning Officer for every election and by-election.

## **SECTION 7: CONSTITUTION**

### **Article 1: Authority**

Any valid resolution and decision adopted by the Association shall be consistent with this Constitution.

### **Article 2: Interpretation**

The General Meeting shall possess the highest authority in the interpretation of this Constitution. The Executive Committee shall possess the power of interpretation of this Constitution in the operation of the Association.

### **Article 3: Amendment**

This Constitution shall be amended only with a motion carried by a two-thirds majority vote at the General Meeting. The proposed amendment(s) shall be made available to Members no less than three clear days before the General Meeting convened for this purpose.