

PSYCHOLOGY SOCIETY
SOCIAL SCIENCES SOCIETY
THE HONG KONG UNIVERSITY STUDENTS' UNION

CONSTITUTION
(Amended 2008)

SECTION I
TERMINOLOGY

In this constitution, unless the context otherwise requires:-

1. "Society" means the Psychology Society, Social Sciences Society, The Hong Kong University Students' Union.
2. "Department" means the Department of Psychology, The University of Hong Kong.
3. "Members" means Full Members, Associate Members or Honorary Members.
4. "Committee" means the Executive Committee of the Society.
5. "Constitution" means the constitution of the Society.
6. "General Meeting" means the Annual General Meeting or any Extraordinary General Meeting.
7. "Chairperson" means the Chairperson or Acting Chairperson of the Society where applicable.

SECTION II
GENERAL

Article 1 - NAME

The full name of the organization shall be "Psychology Society, Social Sciences Society, The Hong Kong University Students' Union", in Chinese 「香港大學學生會社會科學學會心理學學會」.

Article 2 - OBJECTIVES

The objectives of the Society shall be

- a. The promotion of the interest in the study of Psychology.
- b. The enhancement of communication between the Department and students.
- c. The promotion of the welfare of the Members of the Society.
- d. The maintenance of internal coherence among Members.

- e. The promotion of the interest of Psychology among general public of Hong Kong.

Article 3 - SESSION

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

SECTION III MEMBERSHIP

Article 1 - MEMBERSHIP

- a. All teaching staff of the Department shall be entitled to be the Honorary Members of the Society.
- b. Any and only students who are taking courses offered by the Department can become a Full Member upon registration. Membership will be effective as from the date of issue of membership card to upon graduation or cassation of study in the University.
- c. Full Members who do not take courses offered by the Department in any year will be subject to Associate Members upon the conclusion of the next Annual General Meeting.
- d. The Society shall have more than half of its Full Members and have been registered as full members of Social Sciences Society, HKUSU.
- e)
 - i All students of the University not eligible for Full Membership shall be eligible for Associate Membership of the Society upon approval of the Committee and payment of membership fee. Membership will be effective from the date of issue of the membership card to upon graduation or cassation of study.
 - ii All graduates of the University and Union Members shall be eligible for Associate Membership of the Society upon approval of the Committee and payment of membership fee. Membership will be valid for three years as from the date of issue of the membership to the Society.
- f) A Member desiring to withdraw from the Society must give notice in writing to the Honorary Secretary. The Committee shall have power to request any Member to resign or otherwise to terminate membership to the Society.

Article 2 - PRIVILEGES

- a. All Members of the Society shall enjoy the following privileges:
 - i. To use all facilities provided by the Society for the general use of the Members.
 - ii. To attend all General Meetings of the Society.
 - iii. To attend all functions and activities organized by the Society for the general participation of its Members.
- a. Any and only Full Members may nominate and be nominated for election and be eligible for officers in the Committee.

- a. Only Full Members may vote at General Meetings.

Article 3 - MEMBERSHIP FEE

- a) No membership fee is required for Honorary Membership.
- b) All undergraduates, upon joining the Society as full members or associate members, shall pay a lump sum of HK\$30.00 for membership subscriptions of three years, or pro rata of HK\$30.00 for any other duration calculated on yearly basis.
- c) All associate members, except those stated in Section III Article 1e)i, shall pay a lump sum of HK\$30.00 for membership subscriptions of three years.
- d) All membership fee received are non-refundable under any circumstances.

SECTION IV COMMITTEE

Article 1 - COMPOSITION

The Society shall be managed by a committee of elected members and shall consist of:

Chairperson,
External Vice-Chairperson,
Internal Vice-Chairperson,
Honorary Secretary,
Honorary Treasurer,
Social Convenor,
Publication Secretary,
Publicity Secretary,
Marketing Secretary,
Academic Secretary
Welfare Secretary,
Executive Secretaries,
First Year Representative.

Article 2 - FUNCTIONS

- a. The functions of the Committee shall be:
 - i. To formulate and carry out the policies of the Society;
 - ii. To carry out the resolutions of the General Meetings for all actions carried out by the Committee.

Article 3 - MEETINGS

- a. A Committee Meeting shall be held at any time and shall be convened by the Honorary Secretary acting under instructions from the Chairperson.

- b. At a Committee Meeting, no less than half of the number of the Committee Members shall form the quorum.

Article 4 - DUTIES OF INDIVIDUAL COMMITTEE MEMBERS

The Chairperson shall:

1. Be the chief executive;
2. Address the Annual General Meeting;
3. Recommend to the Committee patrons, president and advisors whomsoever he/she thinks eligible;
4. Chair all Committee Meetings and General Meetings at which he/she is present. In his/her absence, the Committee Members present shall elect a temporary chairperson among the Committee;
5. Represent the Society in the Social Sciences Society Council, HKUSU; in case the Chairperson is not a full member of the Social Sciences Society, HKUSU, the Committee shall appoint one Committee Member being a full member of the Social Sciences Society, HKUSU to take his/her place;
6. Represent the Society in the Staff-Students Consultative Meeting with the Department.

The External Vice-Chairperson shall:

1. Assist the Chairperson in all external affairs of the Society;
2. Be responsible for all matters concerning the external relations of the Society;
3. Represent the Society in the Social Sciences Society Council, HKUSU; in case the External Vice-Chairperson is not a full member of the Social Sciences Society, HKUSU, the Committee shall appoint one Committee Member being a full member of the Social Sciences Society, HKUSU to take his/her place.

The Internal Vice-Chairperson shall:

1. Be responsible for internal coordination;
2. Assist the Chairperson in the functioning of the Society.

The Honorary Secretary shall:

1. Keep in a minutes book a record of proceeding at all General and Committee Meetings and perform such other duties as specified by the Committee;
2. Present a report at the Annual General Meeting;
3. Receive nominations for the chairpersonship and other members of the Committee for the Annual General Meeting;
4. Keep all the official records and documents of the Society;
5. Keep a membership and patronship book for the current session.
- 6) Conduct the Society's correspondence as directed by the Committee.

The Honorary Treasurer shall:

1. Be responsible for the appropriate use of the funds of the Society;
2. Keep an inventory book for receiving subsidies from the Union;
3. Keep in the Society account book a continuous record of all financial transactions and give an official account for all payment;
4. Present a financial report at the Annual General Meeting;
5. Represent the Society in the Finance Committee, Social Sciences Society Council, HKUSU.

The Social Convenor shall:

1. Be responsible for all the social activities of the Society;

The Publication Secretary shall:

1. Be responsible for all publications of the Society.

The Publicity Secretary shall:

1. Be responsible for publicizing the activities of the Society.

The Marketing Secretary shall:

1. Be responsible for all matters concerning the marketing activities of the Society.

The Academic Secretary shall:

1. Be responsible for all academic functions;

The Welfare Secretary shall:

1. Be responsible for the welfare of Members of the Society.
2. Be responsible for the maintenance of all facilities provided by the Society for the general use of Members.

The Executive Secretaries shall:

1. Be responsible for all the general administration of the Society.
2. Participate in the execution of all decisions settled by the Committee.

The First Year Representative shall:

1. Communicate between the Committee and the Members of the first year.
2. Represent the Society to attend the Staff-Students Consultative Meeting and reflect the opinions of students and the Society.
3. Represent the Society in the Faculty Affairs Committee, Social Sciences Society Council, HKUSU.

SECTION V CLASS REPRESENTATIVES

Article 1 - APPOINTMENT

One first-year class representative, two second-year class representatives and two third-year class representatives will be appointed within four weeks after the Annual General Meeting of the last session by the Committee.

Article 2 - DUTY

The first-year, second-year and third-year class representatives shall represent the Society to attend the Staff-Students Consultative Meeting and reflect the opinions of students and the Society.

SECTION VI SUB-COMMITTEE

The Committee may delegate their powers to any sub-committee.

SECTION VII ORGANIZING-COMMITTEE

The Committee may recruit any individual as organizing-committee member whenever necessary.

SECTION VIII GENERAL MEETINGS

Article 1 - AUTHORITY

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

Article 2 - ANNUAL GENERAL MEETING

- a. The Annual General Meeting shall be convened by the Chairperson, or, in his/her absence, the Honorary Secretary, and be held within November of each academic year.
- b. The business of the Annual General Meeting shall be:
 - i. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of any and all Extraordinary General Meetings which may have been held within the current session.
 - ii. To receive and adopt the Annual Report prepared by the Honorary Secretary.
 - iii. To receive and adopt the Financial Report prepared by the Honorary Treasurer.
 - iv. To receive and adopt the individual reports of the Committee Members.
 - v. Election of a Chairperson, an External Vice-Chairperson, an Internal Vice-Chairperson, an Honorary Secretary, an Honorary Treasurer, a Social Convenor, a Publication Secretary, a Publicity Secretary, a Marketing Secretary, an Academic Secretary, a Welfare Secretary, two Executive Secretaries and a First Year Representative.
 - vi. To amend the Constitution, if any.
 - vii. Any other business.

Article 3 - EXTRAORDINARY GENERAL MEETING

- a. The Committee may call any Extraordinary General Meeting at any time.

- b. Extraordinary General Meeting shall be held with a requisition signed by not less than ten Full Members of the Society. Any such requisition shall specify the purpose of the proposed Extraordinary General Meeting.
- c. A vote of non-confidence for infringement of the constitution, negligence of duties or unbecoming conduct may be moved against any member of the Committee at any Extraordinary General Meeting held specifically for the purpose. A vote so passed shall call for the immediate resignation of the person(s) against whom the vote is moved.

Article 4 - NOTICE

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

Article 5-QUORUM

At all General Meetings, not less than 20 Full Members of the Society shall form a quorum. If a quorum is not formed after an hour of the time schedule for the commencement of the Meeting, the Meeting shall be adjourned to the same day in the following week with the same quorum, and if at that Meeting a quorum is still not formed, all Full Members present there shall form a quorum.

Article 6 - MEETING PROCEDURES

- a. At all General Meetings, Union Council meeting procedures, constitution and by-laws of the Social Sciences Society, HKUSU should be observed.
- b. No business other than those stated on the agenda shall be discussed at any General Meeting without the consent of at least two-third of the Full Members present.

Article 7 - RETURNING OFFICER

The Committee shall invite one member of the Social Sciences Society Council, HKUSU not being a Member of the Committee, as the Returning Officer for each General Meeting.

SECTION IX ELECTION

Article 1 - NOMINATION

- a. Notices shall be put up for open nomination and the extent of nomination period.
- b. Nominations for posts of the Society official shall be opened four weeks before the Annual General Meeting and the nominations shall be closed 48 hours before the Annual General Meeting.

- c. Nomination for the election shall only be made on forms provided for the purpose. Each form shall contain the name and signature of the candidate, together with the names and signatures of the proposer and seconder.
- d. Nomination shall be valid only when the nomination paper is properly filled in and received by the Committee.
- e. The name of candidate shall be announced within 48 hours after the closing of the nomination.
- f. Any candidate may withdraw his consent to nomination shall be so wish by a letter addressed to the Committee within 48 hours after the closing of nomination.

Article 2 - CAMPAIGN MEETING/ QUESTIONING PERIOD

- a. A campaign meeting or a questioning period shall be held during or before the Annual General Meeting.

Article 3 -VOTING

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

Article 4 - RETURNING OFFICER

The Committee shall invite one member of the Social Sciences Society Council, HKUSU not being a member of the Committee, as the Returning Officer for each election and by-election.

Article 5 - VACANCY AND RESIGNATION

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

Article 6 - ANNOUNCEMENT OF ELECTION RESULTS

Results of the elections shall be announced within 24 hours of the conduction of the election.

Article 7 - BY-ELECTION

- a. In the event of a vacancy/ vacancies in any post of the Committee, the Committee can re-open the nomination within 2 months after the Annual General Meeting.
- b. In the event of three or more vacancies in the posts of the Committee, the Committee shall re-open the nomination within 2 months after the Annual General Meeting.
- c. The nomination period shall extent for three weeks.
- d. All nomination for the post(s) vacant shall be in the hands of the Central Election Commission, Social Sciences Society Council, HKUSU 48 hours before the By-Election.
- e. In the event of no nomination received for the By-Election, the Committee can re-open the nomination.

SECTION X NOTICE

Upon the dispatch of any notice to a Member's last known address, such notice shall be deemed to have been received by such member for any purpose required by these rules. Every Member should have the Honorary Secretary informed of his/her address and notify him/her as soon as possible with reference to any change of address.

SECTION XI PATRONS, ADVISORS AND AUDITORS

The Committee shall invite lecturers, tutors and staff of the Department and also social prominent persons interested in supporting the objectives and aims of the Society to be president, patrons, and advisors of the Society, after recommendation made by the Chairperson of the former session. Auditor should be the staff of the University.

SECTION XII AMENDMENTS OF CONSTITUTION AND RULES

No alternation of the existing rules or any addition to there be made except at the Annual General Meeting or any Extraordinary General Meeting convened for the purpose.

SECTION XIII INTERPRETATION

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

SECTION XIV RIGHT TO OBTAIN A COPY OF CONSTITUTION

Every Member shall be entitled to a copy of these rules and any future alternation which is kept by the Chairperson upon request.