

SOCIAL WORK AND SOCIAL ADMINISTRATION SOCIETY SSS HKUSU CONSTITUTION (AMENDED) 2006

SECTION I: GENERAL

Article 1: NAME

The full name of the Society shall be Social Work and Social Administration Society, Social Sciences Society, The Hong Kong University Students' Union, hereafter referred to as the Society.

Article 2: ADDRESS

The address of the Society shall be: c/o Department of Social Work and Social Administration, University of Hong Kong or such other place as decided upon by the Executive Committee subject to the approval of an Annual or Extraordinary General Meeting of the Society.

Article 3: PURPOSE

The purpose of the Society shall consist of:

- a) To encourage the study of social work and social administration
- b) To develop a professional identity of social work
- c) To stimulate interest in social issues and take appropriate actions whenever possible
- d) To promote the understanding and the general welfare among members of the Society
- e) To establish and develop communication with other bodies in this field

Article 4: SESSION

The session of the Society shall commence on the first day after the Annual General Meeting to the day of the next Annual General Meeting.

SECTION II: MEMBERSHIP

Article 1: HONORARY MEMBERSHIP

All teaching staffs of the Department of Social Work and Social Administration, University of Hong Kong, shall be entitled to Honorary Members of the Society. No membership fee is needed.

Article 2: FULL MEMBERSHIP

- a) Student taking at least one of the approved courses of the Department of Social Work and Social Administration. University of Hong Kong, shall be entitled to be full members of the Society upon payment of the prescribed fee.
- b) The Society shall have a majority of its full members that have been registered as full members of the Social Sciences Society, The Hong Kong University Students' Union.

Article 3: ASSOCIATE MEMBERSHIP

Any members of the Hong Kong University Students' Union who are not eligible for full membership, shall be eligible for associate membership upon the payment of the prescribed fee and upon the approval of the Executive Committee of the Society.

Article 4: MEMBERSHIP FEE

A payment of 3-year basis membership fee of \$45 shall be payable at the beginning of the academic year.

Article 5: RIGHTS AND PRIVILEGES

- a) All members of the Society shall be entitled to use all facilities provided by the Society for the general use of its members, and to attend functions and general meetings arranged by the Society.
- b) Only full members of the Society shall have the right to vote, nominate and be nominated for election, and be eligible for office in the Executive Committee of the Society.

SECTION III: GENERAL MEETING

Article 1: GENERAL

- a) Authority
The vote of a General Meeting shall possess the highest authority in all matters affecting the Society.
- b) Quorum
At all General Meetings, not less than 15% of 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 the Meeting a quorum is still not formed, all full members present there shall form a quorum.
- c) Returning Officer

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

- d) At all General Meetings, Union Council meeting procedures, constitution and by-laws of the Social Sciences Society, HKUSU should be observed.
- e) No business other than those stated on the agenda shall be discussed at any General Meeting without the consent of at least two-thirds of the members present.
- f) Chairman of the meeting should be the Chairman of the Executive Committee.

Article 2: ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be convened by the Chairman and held within November of the first semester of each academic year.
- b) No less than 7 clear days notice shall be given for the Annual General Meeting.
- c) The business of the Annual General Meeting shall be:
 - i) To receive and adopt the minutes of previous Annual General Meeting together with the minutes of all Extraordinary General Meetings, which may be occurred since the previous year.
 - ii) To receive and adopt the Annual Report.
 - iii) To receive and adopt the Annual Audited Report.
 - iv) To elect office-bearers for the coming session.
 - v) To amend constitution, if any.

Article 3: EXTRAORDINARY GENERAL MEETING

- a) The Committee may call an Extraordinary General Meeting at any time to resolve any important matter concerning the Society.
- b) Upon a requisition made in writing to Executive Committee and signed by not less than 7 full members, the Committee shall convene an Extraordinary General Meeting.
- c) No less than 3 clear days notice shall be given for an Extraordinary General Meeting.
- d) A vote of no 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 call for the immediate resignation of the person(s) against whom the vote is moved.

SECTION IV: ELECTION

Article 1: NOMINATION

- a) Nomination for posts of the Society officials shall be opened at least 3 weeks before the AGM and the nomination shall be closed 48 hours before the election day.
- b) Nomination for the election shall 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 a seconder.

Article 2: 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 valid votes cast for the candidate on the condition of a simple majority and is no less than one-quarter of full members present in the Annual General Meeting.
- c) When there are two or more candidates for a post, a secret ballot shall be held. The elected candidate must gain no less than one quarter of the valid vote of full members present in the Annual General Meeting.

Article 3: RETURNING OFFICER

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

Article 4: ANNOUNCEMENT OF ELECTION RESULTS

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

SECTION V: EXECUTIVE COMMITTEE

Article 1: EXECUTIVE COMMITTEE STRUCTURE

Executive Committee shall consist of Chairperson, Internal Vice-Chairperson, External Vice-Chairperson, Honorary Secretary, Financial Secretary, Academic Secretary, Current Affairs Secretary, Publication Secretary, Publicity Secretary, Social Convener, Welfare Secretary, External Secretary and Marketing Secretary, all of whom shall be elected annually by secret ballot at the Annual General Meeting. They shall serve for one year and shall be eligible for re-election.

Article 2: MEETING AND QUORUM OF EXECUTIVE COMMITTEE

The Executive Committee shall meet at least once every month, 5 members shall form a quorum. Decision shall be valid if passed by majority present.

Article 3: POWER OF THE EXECUTIVE COMMITTEE

- a) The Executive Committee shall have the sole authority to represent the Society in executing their duties.
- b) It shall appoint sub-committee where necessary to carry out routine work of the Society. It shall have the right to approve or disapprove the decision thereby made.
- c) It shall have the power to set up special funds for special purposes subject to the conditions set up in SECTION VI Article 2.
- d) Dismissal of Executive Committee Member
The Executive Committee may suspend and dismiss any Executive Committee Member of the Society for neglect to carry out the decisions of the Executive Committee, or for any other reason which it deems good and sufficient in the interest of the Society. Any person so dismissed shall have the right to appeal to a General Meeting whose decision shall be final.
- e) Appointment of Advisors
The Executive Committee may appoint teaching staff of the Department of Social Work and Social Administration, University of Hong Kong or any prominent persons in the community and in the social welfare field as advisors of the Society. Advisors may attend meetings of the Executive Committee. They shall serve a term of one year and shall be eligible for re-appointment. They shall not have the right to vote and must not interfere with the administration of the Society.

Article 4: VACANCIES OF EXECUTIVE COMMITTEE

In the event of death, resignation or dismissal of any official of the Executive Committee between two Annual General Meetings, the vacancy shall be filled by the decision of the Executive Committee.

Article 5: DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- a) Chairperson
The Chairperson shall be the Chief Executive. He shall represent the Society in all affairs, and shall preside in all Meetings. He shall have a casting vote, and shall sign the minutes of each meeting after they are approved.
- b) Internal Vice-Chairperson
The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs. He shall sit in the Social Sciences Society Council to represent

the Society. In the absence of the Chairperson, he shall be the ex-official Chairperson.

- c) External Vice-Chairperson
The External Vice-Chairperson shall assist the Chairperson in all external affairs. He shall be the representative of the Society in the Hong Kong Federation of Social Work Students.
- d) Honorary Secretary
The Honorary Secretary shall be responsible for handling all correspondence of the Society, for recording the minutes of all Executive Committee Meetings and General Meetings, and for preparing the half-year report and the annual report of the Society.
- e) Financial Secretary
The Financial Secretary shall be responsible for handling the finance of the Society. He shall keep full and accurate accounts of the Society, and prepare the annual budget, half-year financial report, and annual financial report of the Society.
- f) Academic Secretary
The Academic Secretary shall be responsible for organizing academic functions so as to promote the study of social work among all members.
- g) Current Affairs Secretary
The Current Affairs Secretary shall be responsible for raising the social consciousness of all members on current affairs especially on those related to social welfare and social work, and for mobilizing all members to participate in any appropriate reaction to such current affairs.
- h) Publication Secretary
The Publication Secretary shall be responsible for the production and circulations of all publications of the Society.
- i) Publicity Secretary
The Publicity Secretary shall be responsible of publicizing the functions and affairs of the Society, and for promoting the Society.
- j) Social Convener
The Social Convener shall be responsible for organizing social functions and sports functions for all members of the Society.
- k) Welfare Secretary
The Welfare Secretary shall be responsible for all matters relating to the student welfare of the Society.
- l) External Secretary
The External Secretary shall be responsible for the external correspondence and external duties of the Society.
- m) Marketing Secretary
The Marketing Secretary shall be responsible for all marketing activities of the Society.

Article 6: PAST REPRESENTATIVE

The Past Representative shall be responsible to act as a resource person to offer advice and guidelines for the Executive Committee on its administration and policy. He shall not have the right to vote.

Article 7: CLASS REPRESENTATIVES

The Executive Committees should encourage the Class Representatives to sit the Executive Meetings.

SECTION VI: FUND

Article 1: RECURRENT FUND

The fund of the Society shall be deposited in a bank account under the name of the Social Work and Social Administration Society SSS HKUSU in the Hongkong and Shanghai Banking Corporation Limited unless with the approval of Union Finance Committee. All withdrawals made on the banking account of the Society shall be signed by the Financial Secretary and either the Chairperson or the Internal Vice-Chairperson. The Executive Committee shall have the discretion to use the fund to carry out activities stipulated in the Constitution.

Article 2: SPECIAL FUND

The Society shall set up funds for specific use as the Executive Committee deems fit subject to the approval of the General Meeting. The funds thus set up will not be used for purpose(s) other than for which it is set up.

Article 3: FUND RAISING

All fund raising activities shall proceed only upon the approval of Finance Committee of Social Sciences Society Council.

SECTION VII: HONORARY AUDITOR

An Honorary Auditor, who may or may not be a member of the Society shall be appointed or elected at the Annual General Meeting. He shall not be a member of the Executive Committee. The Honorary Auditor shall audit all accounts of the Society as soon as possible after the close of the financial year and at other times when necessary. All books and accounts of the Society shall be examined and certified as to their correctness or otherwise by the Honorary Auditor.

SECTION VIII: AMENDMENT OF CONSTITUTION

The Annual General Meeting or the Extraordinary General Meetings shall have the authority to amend or change the Constitution of the Society. Notice of proposed amendments shall be given to the Executive Committee not less than two weeks before the date of the General Meeting. A seven-clear-days notice of the General Meetings shall be given to all members of the Society.

SECTION IX: DISSOLUTION

The Society shall not be dissolved, except with the consent of five-sixth of the full membership qualified by the rules of the Society obtained by means of a secret ballot in a General Meeting. Any remaining assets of the Society upon its dissolution shall be returned to Hong Kong University Students' Union.

SECTION X: INTERPRETATION OF THE CONSTITUTION

The Executive Committee is the sole interpreter of the Constitution and when necessary, to determine any point which the Constitution does not adequately cover.