

## CONSTITUTION OF THE HORNELL HALL STUDENTS' ASSOCIATION

### Section I - General

#### Article 1 - Name

The Name of the organisation formed under this constitution shall be "the Hornell Hall Students' Association" (hereafter referred to as 'The Hall') consists of President, Past President, Honorary Presidents, Vice-Presidents and the Association.

#### Article 2- Function

The function of the Association shall be to promote the cultural and sports life and the general welfare of the members of the Association (hereafter referred to as "the Members").

#### Article 3- The President

The Warden of Hornell Hall shall be the President of the Association.

#### Article 4- Past President

All Past Wardens of the Hornell Hall shall be Past Presidents of the Association.

#### Article 5- Honorary Presidents

Patrons of the Association may be elected Honorary Presidents of the Association for the year by the Association Committee.  
(hereafter referred to as "the Committee").

#### Article 6 - Vice-Presidents

The Tutors of Hornell Hall shall be Vice-Presidents of the Association.

### Section II-Membership

#### Article 1- Full Membership

- A. All registered students of the University, who are also the members of the Hall, shall be the Full Members of the Association.
- B. The privileges attaching to the Full Membership shall be as follows:-
  - 1. To use the property under the direct control of the Association.
  - 2. To attend functions and activities arranged by the Association.
  - 3. To be eligible for the representation of the Association team.
  - 4. To attend and vote at the General Meeting of the Association.
  - 5. To wear the official Hall colour and insignia.

#### Article 2- Honorary Membership

- A. The President, Past President, Vice-Presidents and Past Vice-Presidents shall be Honorary members ex-officio of the Association.
- B. The privileges attaching to Honorary Membership shall be as follows:-
  - 1. To use the property under the direct control of the Association.
  - 2. To attend functions and activities arranged by the Association.
  - 3. To attend the General meeting of the Association.
  - 4. To wear the official Hall colour and insignia.

#### Article 3- Associate Membership

- A. All past full members, who are duly proposed and seconded by Full members of the Association, and are approved by the Warden and Committee, shall be eligible for Associate Membership of the Association.
- B. The privileges attaching to Associate Membership shall be as follows:-
  - 1. To be invited to attend functions and activities arranged by the Association.

### Section III- General Meetings

#### Article 1- General Meetings

The vote of General Meeting shall possess the highest authority in the association.

#### Article 2 - Annual Election General Meeting

- A. The Annual Election General Meeting Shall be convened by the Chairman of the Association and held in the second Full Term.
- B. The business of the Annual Election General Meeting shall be:
1. To receive and adopt the Minutes of the previous Annual Election General Meeting together with the minutes of all Extraordinary General Meetings which may have occurred since the previous Annual Election General Meeting.
  2. To receive and adopt the Annual Report of the Hon. Secretary for the previous hall year.
  3. To receive and adopt the Annual Report of the Hon. Treasurer for the previous hall year.
  4. Any other business.
  5. To elect the following office-bearers ( committee members) of the Association for the next hall year.

The Chairman  
The internal Vice-Chairman  
The external Vice-Chairman  
Hon. Secretary  
Hon. Treasurer  
Social Convenor  
Social Secretary  
Cultural Secretary  
Sports Captain  
Sports Secretary (General)  
Sports Secretary (Training)  
Publication Secretary  
Welfare Secretary  
Past Representative

#### Article 3 - Extraordinary General Meeting

No Extraordinary General Meeting shall be held unless it is convened by the Chairman with the approval of, or at the request of the Committee or in accordance with a requisition signed by no less than 10 % of the Full Members. Any such requisition shall specify the objects of the proposed meeting and no other business will be discussed thereat without the consent of at least two-third of the members present.

#### Article 4 - By-Election General Meeting

In the event of a vacancy occurring in any Committee post referred to in Section III Article 2B5, a By-election General Meeting shall be held.

#### Article 5 - Re-election General Meeting

The Chairman of the Annual Election General Meeting with the approval of the President of the Association shall have the power to order a Re-election General Meeting in the event of any contravention of the Election Procedure referred to in Section 4, and this Re-election General Meeting must take place within the seven days immediately following the Annual Election General Meeting, on any complaint made within 24 hours of the publication to the result of the Election. Any such complaint shall be signed by the complainant.

#### Article 6 - Vote of Non-Confidence

Vote of Non-Confidence of infringement of the constitution, neglect of duties of unbecoming conduct may be moved against any committee members at an Extraordinary General Meeting held specifically for the purpose. A vote so passed shall thereof call for the resignation of the person AGAINST Whom the vote is moved.

#### Article 7 - Notice

A notice of all General Meeting of the Association and the agenda thereof shall be posted seven Clear days in advance on the Official Notice Board of the Association in the Common Room.

#### Article 8 - Quorum

At all General Meetings, one-tenth of the voting members shall form the quorum.

## Section IV - Election Procedure

### Article 1 - Nomination

- A. Nomination for the posts of Committee Members as stated in Section III Article 2B5 shall be accepted until but not after 12:00 noon on the day three weeks before the day of the Annual Election General Meeting, provided that at least one nomination shall have been received for each respective post.
- B. Nominations for election shall only be made on forms provided for the purpose. Each form shall contain the name of one candidate signifying his consent together with the signature of the candidate signifying his consent.

### Article 2 - Election Campaign

The Chairman of the Association shall deem it the duty of facilitate all candidates to hold Election Campaigns.

### Articles 3 - Election Officials

- A. The Chairman of the Association shall be the Chairman of the Annual Election General Meeting.
- B. The Returning Officers for the Annual Election General Meeting shall be appointed by the Chairman.

### Article 4 - methods of Votes

- A. When there is one candidate for the post, the candidate shall be declared elected ipso facto.
- B. When there are two candidates for the post, a straight ballot shall be held. In the event of a tie occurring, a Re-election shall be held.
- C. When there are more than two candidates for the post, electors shall indicate on their ballot papers their order of preference for all candidates. Papers shall be arranged and counted according to the preferences. The candidate at the bottom of the pool in this first count shall be declared to have lost, and his votes shall be distributed among the remaining according to the second preferences indicated on them. This process shall be continued until one candidate has a clear majority and shall be declared elected. In the event of a tie occurring at any stage of these proceedings, the Chairman together with the Returning Officers shall decide the issue.

## Section V - The Hornell Hall Students' Association Committee

### Article 1 - Function

- A. To administer cultural, social and sports activities in order to fulfill the function of the Association as stated in Section I Article 2.
- B. To represent the students of the Association in such matters affecting their interests.
- C. To send a representative from among the committee members to sit in the HKUSU COUNCIL for the hall.

### Article 2 - Composition

The Chairman  
The Internal Vice- Chairman  
The External Vice- Chairman  
Hon. Secretary  
Hon. Treasurer  
Social Convenor  
Social Secretary  
Cultural Secretary  
Sports Captain  
Sports Secretary (General)  
Sports Secretary (Training)  
Publication Secretary  
Welfare secretary  
Past Representative

### Article 3 - Meetings

- A. The Committee shall meet at least twice in each of the First and Second Full Terms.
- B. Subject to Section V Article 1 Committee Meetings shall be convened by the Chairman at his discretion or at the request of any one Committee Member.
- C. A notice of all committee meetings and the agenda thereof shall be posted two clear days beforehand on the Official Notice Board of the Association.
- D. At Committee Meetings, a single majority of the Committee Members shall form a quorum.

#### Article 4 - The Association Sub-committee

A. Members who wish to join any of the following subcommittees shall apply to the Committee.

1. The Social Subcommittee:  
The Social Convenor shall be the Chairman and the Social Secretary shall be the Vice-Chairman of the Social Subcommittee.
2. The Sports Subcommittee:  
The Chairman and the Sports Secretary shall be the Vice-Chairman of the Sports Subcommittee.
3. The Publication Subcommittee:  
The Publication Secretary shall be the Chairman of the Publication Subcommittee.
4. The Cultural Subcommittee:  
The Cultural Secretary shall be the Chairman of the Cultural Subcommittee.
5. The Welfare Subcommittee:  
The Welfare Secretary shall be the Chairman of the welfare Subcommittee.

B. The selection of the members of the Association Subcommittees shall rest with the Committee.

#### Article 5 - The Faculty Representation Subcommittee

Faculty Representatives of each Faculty and each year shall be nominated members of the faculty and that year. The selection of the Faculty Representatives shall rest with the committee. The Social Convenor and the Sports Captain shall be Co-Chairman of the subcommittee.

### Section 6 - Major Duties of Individual Committee members.

#### ARTICLE 1 - The Chairman, the Internal

Vice-Chairman and the External Vice-Chairman

The Chairman, the Internal Vice-Chairman and the External Vice-Chairman shall be expected to perform the following duties:-

- A. To be the responsible, conscientious and considerate and initiative leaders of the Association and the Committee.
- B. To give guidance and advice to, and to effect co-operation among, all Committee Members.
- C. To promote Hall spirit and Hall prestige.
- D. To try to attend all inter-hall activities in which the Association teams take part, and all intra-hall activities.

The Internal Vice-Chairman shall be expected to perform the following duties:-

- A. To assist the chairman on all internal affairs of the association.
- B. To be the Ex-officio Chairman of the committee in the event of the absence of the chairman.

The External Vice-Chairman shall be expected to perform the following duties:-

- A. To assist the Chairman on all external affairs of the association.
- B. To represent the association and the committee in external affairs.

#### Article 2 - The Honorary Secretary

The Hon. Secretary shall be expected to perform the following duties:-

- A. To prepare the minutes of all General meetings and inter-hall and intra-hall activities.
- B. To keep and file members' personal records, documents and incoming letters and notice.
- C. To be responsible for intra-hall and extra-hall correspondence.
- D. To be responsible for the formal notification of coming functions, activities, General Meetings and Committee Meetings.
- E. To be responsible for posting and removing official notices.

#### Article 3 - The Honorary Treasurer

The Hon. Treasurer shall be expected to perform the following duties:-

- A. To make the annual Association budget immediately after Election.
- B. To keep an account of, and to keep bills of, all incomes and expenses of the Association.
- C. To renew, from time to time, the Association stock of stationery for the Committee and Hall colour and insignia.
- D. To Manage the sale of articles bearing Hall colour and insignia.

#### Article 4 - The Social Convenor and the Social Secretary

The Social Convenor and Social Secretary shall be expected to perform the following duties in conjunction and co-operation:-

The Social Convenor:

- A. To initiate and organise all kinds of social activities according to the will of the members.
- B. To encourage members to participate in all intra-hall social activities.
- C. To establish good external relationship.

The Social Secretary:

- A. To be responsible for the formation of interest groups and initiate training of Hall teams of bridge, chess etc. in inter-hall social tournaments.
- B. To keep record of all inter-hall and intra-hall social activities.
- C. To establish good social relationship.

#### Article 5 - The Cultural Secretary

The Cultural Secretary shall be expected to perform the following duties:-

- A. To organise and supervise all cultural activities of the Association.
- B. To participate in cultural activities organised by other association.\*
- C. To be responsible for the formation and training of the Hall choir, drama and debate team.

#### Articles VI - The Sports Captain, the Sports Secretary (General) and the Sports Secretary (Training)

The Sports Captain, the Sports Secretary (General) and the Sports Secretary (Training) shall be expected to perform the following duties in conjunction and co-operation:-

The Sports Captain:

- A. To maintain the good sportsmanship of the Hall teams.
- B. To recommend a captain for each Hall team.
- C. To co-ordinate team captains and players.
- D. To attend all inter-hall sports matches in which the Hall teams take part.

The Sport Secretary ( General ) :

- A. To maintain the good sportsmanship of the Hall teams.
- B. To handle general correspondence and keep records.
- C. To act as a representative of the Hall to the Sports Association Council.

The Sport Secretary (Training)

- A. To maintain the good sportsmanship of the Hall teams.
- B. To organise training for all Hall Sports teams.
- C. To organise intra-hall sports competitions.
- D. To arrange friendly matches with outsiders bodies.

#### Article 7 - The Publication Secretary

- A. To be the Editor-in-Chief of the Hall Journal, Hall Bulletin, Annual Ball Programme, posters and other publication of the Association.
- B. To be responsible for the collection of articles and advertisement for the publication.

#### Article 8 - The Welfare Secretary

- A. To promote the welfare of the members of the Association.
- B. To ensure that the Common Room has been kept clean and tidy.
- C. To keep records of all common room property and literary books, and to enforce regulations concerning the management of the common room and the library.

#### Article 9 - The Past Representative

- A. To advise and assist the existing committee on hall affairs.

## Section VII - Constitution

### Article 1 - Interpretation

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

### Article 2 - Amendment

The Constitution shall not be amended except by a motion carried at a General Meeting. A notice indicating the proposed amendments shall be posted seven clear days before the General Meeting.

### Article 3 - Hall Insignia

The Hall insignia, the Hall crest, the Hall colour and the Hall song shall not be changed without both the approval of the Hornell Hall President and a motion carried at a General Meeting.

**HORNELLIAN**