

LEE HYSAN HALL STUDENTS' ASSOCIATION,

HKUSU

CONSTITUTION

(Amended in February 2012)

Section I Interpretation

In this Constitution, unless the context otherwise requires:

1. "Association" means the (香港大學學生會利希慎堂學生會) "Lee Hysan Hall Students' Association, HKUSU"
2. "Committee" means the "Executive Committee of the Association".
3. "Residents" shall mean students of the University of Hong Kong registered and remained as residential members with the warden of Lee Hysan Hall within a residential year (from late August to mid-June of next year), and shall continue to be regarded as Residents if they extend their residence to the summer-letting period.
4. "Prescribed fees" shall mean the Entrance Fee and the Annual Subscription Fee of the Association, and determined by the Committee.

Section II General

1. NAME

The name of the Association shall be Lee Hysan Hall Students' Association, HKUSU (香港大學學生會利希慎堂學生會)

2. AIMS

The aims of the Association shall be:

- a. To promote intellectual, cultural, social, and sports interests of its members.
- b. To promote friendship, unity, and sense of belonging among members.
- c. To promote general welfare of the members.
- d. To represent the members of the Association in the interests of the members of the Association.

3. AFFILIATION

The Association shall be affiliated to the Hong Kong University Students' Union.

4. OFFICIAL LANGUAGES

- a. Chinese and English shall be the official languages of the Association, enjoying equal status.
- b. Either or both languages may be used in official meetings and official documents. Chinese, in its oral form, shall mean the Cantonese dialect and Mandarin.

Section III Membership

1. FULL MEMBERS

All full members of the Hong Kong University Students' Union, being the Residential Members, shall automatically be full members of the Association and shall pay the prescribed fee per academic year.

2. AFFILIATED MEMBERS

All Affiliated Members of Lee Hysan Hall shall be the Affiliated Members of the Association.

3. ALUMNI MEMBERS

The Ordinary Members and Ordinary Life Members of the Lee Hysan Hall Alumni Association, the University of Hong Kong, shall be Alumni Members of the Association.

4. HONORARY LIFE MEMBERS

Benefactors and past members of the Association may be nominated by the Committee as Honorary Life Members and elected at any General Meeting.

5. HONORARY MEMBERS

The warden and tutors of Lee Hysan Hall are Honorary Members.

6. PRIVILEGES

- a. All Members can use all facilities provided by the Association for the general use of the members, subject to the Internal Regulations of the Association.
- b. All Members can attend functions and General Meetings arranged by the Association.
- c. All Full Members shall have speaking right and voting right in any General Meeting. All Full Members shall have voting right in any General Polling. However, only Full Members who have been in residence for one month or more shall have the right to nominate or to be nominated for election stated in Section VI 4 of this Constitution. Affiliated Members, Alumni Members, Honorary Members and Honorary Life Members shall have speaking right in General Meetings, but not voting right in General Meeting and General Polling.

7. OBLIGATIONS

All members shall abide by the Constitution.

8. SUSPENSION OF MEMBERSHIP

Membership, other than Honorary Life Membership and Honorary Membership, may be suspended for any period of time for infringement of the Constitution and rules of the Association and/or behaviour damaging the reputation of the Association. Such suspension shall be decided by a motion carried by at the Annual General Meeting, or at a General Meeting held specially for this purpose only.

Section IV General Meeting

1. AUTHORITY

The vote of a General Meeting shall possess the highest authority in the Association and the decision made thereat shall be final.

2. ANNUAL GENERAL MEETING

a. The Annual General Meeting shall be convened by the Chairman of the Association between the first day of January and the last day of February, both days are inclusive.

b. The agenda of the Meeting shall be:

1. To receive and adopt the agenda of Annual General Meeting
2. To receive and adopt the minutes of previous Annual General Meeting together with the minutes of all Extraordinary General Meetings
3. To receive and adopt the Annual General Report
4. To receive and adopt the Financial Secretary's Annual Financial Report
5. Constitution amendment if any
6. To adopt the result of Annual Election of the following office-bearers of the next session:

1. A Chairman
2. An Internal Vice-Chairman
3. An External Vice-Chairman
4. A General Secretary
5. A Financial Secretary
6. A Sports Captain
7. A Sports Secretary
8. A Cultural Secretary
9. A Current Affairs Secretary
10. A Publication Secretary
11. A Social Secretary
12. A Welfare Secretary
13. An Affiliated Members' and Alumni Secretary
7. Any other business

3. EXTRAORDINARY GENERAL MEETINGS

An Extraordinary General Meeting may be convened by the Committee whenever they considered it necessary, or upon written requisition submitted to the General Secretary by no less than ONE-SIXTH of the total number of Full Members. At such meetings no business except that for which the meeting was convened shall be discussed unless agreed to by no less than THREE quarters of the total number of Full Members present at the meeting.

4. VOTE OF NON-CONFIDENCE

A vote of non-confidence of infringement of the Constitution, negligence of duties or behaviour damaging the reputation of the Association may be moved against any member of the Committee except the President at an Extraordinary General Meeting and shall call for the resignation of the person against whom the vote is passed.

5. NOTICES

No less than SEVEN days written notice shall be given for the Annual General Meetings and THREE days for Extraordinary General Meeting, subject to Section VIII of the Constitution.

6. QUORUM

At all General Meetings ONE-SIXTH of the number of Full Members eligible to vote shall form a quorum.

7. STANDING ORDERS

Standing orders for all General Meetings shall be in accordance with the Standing Orders of the H.K.U. Students' Union Council Meetings.

8. RETURNING OFFICER

The Returning Officer for the General Meeting shall be invited by the Committee and shall be a member of the Union Council, not being a member of the Association.

9. VOTING SYSTEM

The voting system shall be based on simple majority.

Section V General Polling

1. AUTHORITY

The vote of the General Polling of the Association shall possess the same authority as the vote of General Meetings. The resolution of a General Meeting or a General Polling can only be revoked by a motion carried in a subsequent General Meeting or a subsequent General Polling.

2. GENERAL POLLING

No General Polling shall be held unless it is convened by the Chairman of the Committee, or not less than ONE-SIXTH of the total Full Members upon submission of a written requisition to the General Secretary. Should the Committee not approve any requisition so made in accordance with this sub-section, a General Meeting of the Association shall be held to consider the proposed motion or motions.

3. NOTICE

A notice of all General Polling of the Association and the motion or motions to be voted on shall be posted SEVEN days beforehand.

4. CHAIRMAN AND RETURNING OFFICER

a. Chairman of the Committee shall stage the General Polling.

b. The Returning Officer for the General Polling shall be invited by the Committee and shall be a member of the Union Council, not being a member of the Association.

5. VOTING

Voting shall take place at polling stations which shall open for not less than EIGHT hours. The result of the Polling shall be declared valid provided that the number of valid votes cast is not less than ONE-FOURTH of the total number of Full Members.

6. PUBLICITY

The Committee shall be responsible for the publicity of any General Polling to be held.

7. VOTING SYSTEM

The voting system shall be based on simple majority.

Section VI Committee

1. FUNCTION

The Committee shall formulate the policies of the Association in accordance with its aims and carry out the resolutions of the General Meeting and the General Polling.

2. COMPOSITION

- a. The President (會長), who shall be the warden of Lee Hysan Hall (ex-officio)
- b. A Chairman (主席)
- c. An Internal Vice-Chairman (內務副主席)
- d. An External Vice-Chairman (外務副主席)
- e. A General Secretary (常務秘書)
- f. A Financial Secretary (財政秘書)
- g. A Current Affairs Secretary (時事秘書)
- h. A Sports Captain (體育隊長)
- i. A Sports Secretary (體育秘書)
- j. A Social Secretary (康樂秘書)
- k. A Cultural Secretary (文化秘書)
- l. A Publication Secretary (出版秘書)
- m. A Welfare Secretary (福利秘書)
- n. An Affiliated Members' and Alumni Secretary (非宿生會員及舊生事務秘書)
- o. Past Representative(s) (去屆代表), in which the maximum number shall not exceed THREE.

3. SESSION

The session of the Committee shall commence with the end of the Annual General Meeting and will thereby proceed to the end of next Annual General Meeting.

4. ELECTION

a. ANNUAL ELECTION

The business of the Annual Election shall be to elect for the next session for the following office-bearers of the Committee:

1. A Chairman
2. An Internal Vice-Chairman
3. An External Vice-Chairman
4. A General Secretary
5. A Financial Secretary
6. A Current Affairs Secretary
7. A Sports Captain
8. A Sports Secretary
9. A Social Secretary
10. A Cultural Secretary
11. A Publication Secretary
12. A Welfare Secretary
13. An Affiliated Members' and Alumni Secretary

b. ELECTION OFFICIALS

- i. Only Full Members can be appointed by the Committee to form an Annual Election Commission. The Annual Election Commission shall take charge of every business pertaining to the election.
- ii. The Returning Officers for the Annual Election shall be invited by the Committee and shall be a member of the Union Council, not being a member of the Association.

c. NOMINATIONS

- i. Nomination for all posts of the Committee other than the President and the Past Representative(s) shall be opened at least TWO weeks before Annual General Meeting. The nomination period shall be at least ONE week.
- ii. Such nomination shall be made only on official forms provided for the purpose. Each form shall contain the name and the signature of one candidate, together with both names and signatures of a proposer and a seconder signifying their consent.
- iii. In case no nomination has been received for any particular post, the nomination for that post shall be automatically extended for THREE days; in case of second failure no impromptu nomination shall be accepted during the Annual General Meeting. The Committee shall decide on the appropriate measure.
- iv. The Annual Election Commission shall scrutinize every nomination form and announce the names of the candidates within TWENTY-FOUR hours after nomination has been closed, thereafter the candidates may start their election campaign.

- v. No candidate may withdraw his consent to nomination once he is nominated.
- vi. Past Representative(s) shall be nominated among the members of the outgoing Committee with the priority to the Chairman. He shall then be appointed in the Annual General Meeting, or the Extraordinary General Meeting confirming election results in case of a By-Election.
- d. The Annual Election Commission shall arrange and facilitate campaigning of any candidate and shall ensure proper campaigning.
- e. There shall be no election of any office-bearer during the first FIVE weeks of the residential year.

f. VOTING

- i. Voting shall be by secret ballot.
- ii. Ballot papers shall be obtainable at least TEN hours before the scheduled time of the Annual General Meeting and the polling station shall be open for at least EIGHT hours.
- iii. When there are two or more candidates for one post, voters shall indicate their orders of preference for the candidates on their ballot papers. Ballot papers shall be arranged and counted according to the first preference. The candidate obtaining the least number of votes shall be identified. The ballot papers secured by such a candidate shall be recounted and distributed according to the next preference indicated on those papers. This process shall be continued until only one candidate is left and he shall be declared elected provided that he has secured at the end of the process a number of voters no less than ONE-SIXTH of the total Full Members of the Association.
- iv. Voting results shall then be declared and adopted in the Annual General Meeting.
- g. Conditions for re-count shall be decided in meeting(s) with all the candidates convened by the Annual Election Commission before the Annual General Meeting.
- h. Matters arising in the process of the counting of votes and determinations of results and not provided for by these regulations shall be decided by Returning Officers, subject to subsequent endorsement by the Committee.

i. COMPLAINTS CONCERNING THE ELECTION

- i. Any complaint concerning the Election shall be directed to the Annual Election Commission in writing not later than TWENTY-FOUR hours after the adoption of the result; any such complaint shall be signed by the complainant. The Annual Election Commission shall investigate into the matter. Once the complaint is accepted, the Annual Election Commission shall have the power to call an Extraordinary General Meeting to consider the complaint.
- ii. In the event of any contravention of the Election procedures, the Annual Election Commission shall have the power to call an Extraordinary General Meeting, the

business of which is to re-elect the office-bearers stated in Section VI 4a. This Extraordinary General Meeting must take place within TWO weeks immediately following the Annual General Meeting.

5. ACT ING EXECUTIVE COMMITTEE

In the event of a vacancy occurring in any committee post referred to Section VI 4a, Acting Executive Committee members may be appointed among members of the outgoing Committee in the Annual General Meeting for a period to be specified by the motion, to ensure the proper functioning of the Association.

6. VACANCY AND BY-ELECTION

a. In the event of a vacancy occurring in any committee post referred to Section VI 4a, a By-Election shall be held. The election procedures, including nominations, voting and complaint, shall be in accordance with the procedure of the Annual Election, except provisions referring to the Annual General Meeting, which shall mean the Extraordinary General Meeting held specifically to adopt the election results, and except provisions referring to the Annual Election Commission, which shall mean the By-Election Commission formed specifically for the By-Election. The date of election and the Extraordinary General Meeting shall be fixed by the By-Election Commission. In case no nomination is received and all the posts (except President and Past Representative(s)) remain vacant, the Extraordinary General Meeting shall be held to consider the matter.

b. In case all posts (except President) of the Executive Committee (including Acting Executive Committee) are vacant, the President shall have the power to appoint the members of the By-Election Commission and a Full Member to chair the Extraordinary General Meeting.

7. DUTIES OF MEMBERS OF THE COMMITTEE

a. The Chairman shall be the chief executive of the Association and shall preside at all General Meetings. He shall be responsible for the coordination of all affairs of the Committee and internal liaison with Committee Members.

b. The Internal Vice-Chairman shall assist the Chairman in all his duties pertaining to internal affairs. In the event of the Chairman being absent from meetings, the Internal Vice-Chairman shall take the chair.

c. The External Vice-Chairman shall assist the Chairman in all external affairs of the Association. He should be the representative of the Association in HKU Students' Union Council. In the event of the Chairman and the Internal Vice-Chairman being absent from meetings, the External Vice-Chairman shall take the chair.

d. The General Secretary shall conduct all general correspondence, centralize all internal publicity and draft the minutes of all meetings.

e. The Financial Secretary shall keep a true account of all income and expenditure for

the Association, draft the budget and present the audited financial report in the Annual General Meeting and be responsible for all financial matters.

f. The Current Affairs Secretary shall be responsible for the organization and co-ordination of the current affairs activities. He shall initiate the discussion concerning current affairs among the members.

g. The Sports Captain shall generally be responsible for the maintenance of sports facilities and the organization of all sports activities. He shall also be responsible for the organization of sports teams representing the Association. He shall act as a bridge between the sports teams and the Committee.

h. The Sports Secretary shall generally be responsible for the maintenance of sports facilities and the organization of all sports activities. He shall also represent the Association in Sports Association Council, H.K.U.S.U. He shall also act as a bridge between the sports teams and the Committee.

i. The Social Secretary shall be responsible for the organization of social activities.

j. The Cultural Secretary shall be responsible for organizing cultural activities. He shall also act as a bridge between the interest groups, cultural teams, religious groups and the Committee.

k. The Publication Secretary shall be generally responsible for all hall publications and publicities. He shall also be in charge of multimedia equipments and provide assistance in all hall function.

l. The Welfare Secretary shall look after the general welfare of the members especially catering service and lodging, and shall be responsible for all indoor amenities.

m. The Affiliated Members' and Alumni Secretary shall be generally responsible for all matters concerning the affiliated members and alumni.

n. The Past Representative(s) shall advise the existing Committee to provide continuity in the affairs of the Committee.

o. The President, the warden of Lee Hysan Hall, shall advise the Committee in the affairs of the Association.

8. COMMITTEE MEETING

a. The Committee shall hold a formal meeting at least once every SIX weeks during the term of office.

b. The Committee Meetings shall be convened by the General Secretary in the direction of the Chairman.

c. Notices for all Committee Meetings shall be posted SEVEN days before the meetings and the agenda should be in the hands of all Committee Members before the meetings.

d. Unless the Committee shall decide otherwise of any particular meeting, all

Committee Meetings shall be open to Full Members. Members so attending shall be permitted to speak only with the approval of the Chairman of the Meeting and shall not vote.

e. At all Committee Meetings, a simple majority of the Committee Members other than the President shall form a quorum.

f. An Emergency Committee Meeting may be convened by the Chairman when he considers necessary or at the request of at least THREE Committee Members. A notice thereof shall be posted TWELVE hours beforehand, and the agenda shall also be in the hands of all Committee Members before the meeting.

g. The minutes of each Committee Meeting shall be posted on the Association Notice Board and sent to each Committee Member within one week after the meeting.

h. The President, being an Honorary Member of the Association, shall have no voting right in all Committee Meetings.

9. RESIGNATION

Any Committee Member who wishes to resign from the office should submit a formal notice to the Association Committee which, on approving the resignation, should post an official notice within FORTY-EIGHT hours.

10. SUB-COMMITTEE

The Committee may delegate its power to sub-committees for any special purpose and members of such sub-committees shall be Full Members and/or Affiliated Members. Such sub-committees shall be responsible to the Committee for all their actions, and the chairmen of the sub-committees shall ensure the proper communication between the two parties.

11. Internal Regulations (IR)

The Committee may set up Internal Regulations to govern the internal affairs of the Association and all members shall be bounded by the Internal Regulations. The Internal Regulations should be amended in Committee Meetings (Subject to Section IV 1). Any Section in the Internal Regulations in contravention of the Constitution shall be void.

Section VII Floor Representatives

1. SELECTION

The power of selection of Floor Representatives shall vest in the respective floor.

2. SESSION

The session of Floor Representative shall commence with the beginning of the first Floor Representative Meeting in that year and proceed until the beginning of the next first Floor Representative Meeting. The first meeting held after the last day of August is deemed to be the first Floor Representative Meeting of that year.

3. DUTIES OF FLOOR REPRESENTATIVES

It should be the duties of every Floor Representative to:-

- a. attend every Floor Representative Meeting,
- b. maintain the good relations between the floor and other floors, between the floor and the Committee as well as among floormates, and
- c. take active roles in leading the floor in participating hall functions.

4. THE FLOOR REPRESENTATIVE MEETING

- a. A Floor Representative Meeting shall be held at least once every SIX weeks during the session.
- b. The chairman shall be elected in the first Floor Representative Meeting.
- c. Floor Representative Meetings shall be convened by the chairman of the meeting or, in the absence of a chairman, by a member of the Committee.
- d. Eight Floor Representatives and one representative selected by the Committee shall form a quorum.
- e. All Floor Representatives shall have speaking right and voting right in any Floor Representative Meeting. The Committee representative shall have speaking right and shall have no voting right in any event. Any other person shall have no speaking right unless granted by the chairman and shall have no voting right in any event.
- f. In case of the absence of a Floor Representative, the floor may send a proxy to attend any Floor Representative Meeting. The proxy shall have speaking right and shall have no voting right in any event.
- g. Notices of all Floor Representative Meetings shall be posted SEVEN days before the meetings and the agenda shall be in the hands of all Floor Representatives THREE days before the meetings.
- h. The minutes of each Floor Representative Meeting shall be posted within SEVEN days after the meeting.
- i. An Emergency Floor Representative Meeting may be convened by the chairman when he considers necessary or at the request of atleast FOUR Floor Representatives. A notice thereof shall be posted TWENTY-FOUR hours beforehand and the agenda shall be in the hands of all Floor Representatives before the meeting.

5. ALTERATION OF FLOOR REPRESENTATIVE

- a. Floor Representatives may resign from their positions at any time during the session.
- b. A floor may replace an existing Floor Representative with a floormate in accordance with Section VII (1) at any time during the session.
- c. In the event of a resignation or a replacement of a Floor Representative in accordance with paragraph (a) or paragraph (b), a notice shall be given to the Committee specifying the person replacing his position as a Floor Representative of

that session. The replacement shall take effect upon the aforesaid notice.

d. The Committee shall post a notice within SEVEN days after any replacement.

Section VIII Finance

1. ENTRANCE FEE

Every Full Member on first joining the Association shall pay an Entrance Fee.

2. ANNUAL SUBSCRIPTION FEE

The Annual Subscription Fee shall be payable by all Full Members in every residential year.

3. THE FINANCIAL YEAR

The Financial Year of the Association shall correspond with the session.

4. THE HONORARY AUDITOR

The President of the Association or any such qualified person recommended by the President and agreed by the Committee shall be the Honorary Auditor who shall audit the Annual Financial Report presented by the Financial Secretary to the Annual General Meeting.

5. THE ANNUAL FINANCIAL REPORT

As prepared by the Financial Secretary and audited by the Honorary Auditor, the Annual Financial Report shall be posted up on the Association Notice Board not less than SEVEN days before the Annual General Meeting.

6. BUDGET

The Annual Budget shall be prepared by the Financial Secretary and shall be submitted for adoption not later than the second Committee Meeting.

Section IX Constitution

1. AMENDMENTS

The Constitution should not be amended except by a motion carried by at the Annual General Meeting or at a General Meeting of the Association held specially for the purpose. A notice intimating the proposed amendments shall be posted SEVEN days before the General Meeting, provided that no such notice is required for minor amendments to the proposed amendments – if the minor amendments do not alter the fundamental purpose of the proposed amendments.

2. INTERPRETATION

The power of interpretation of the Constitution shall vest in the Committee of the Association (subject to Section IV 1).