

CONSTITUTION OF LADY HO TUNG HALL STUDENTS' ASSOCIATION, HKUSU (AFTER AMENDMENTS IN 2008)

SECTION I: INTERPRETATION

In this constitution, unless the content otherwise requires:

1. **"The Association"** shall mean Lady Ho Tung Hall Students' Association, Hong Kong University Students' Union (LHTHSA HKUSU).
2. **"The Constitution"** shall mean the Constitution of Lady Ho Tung Hall Students' Association, HKUSU.
3. **"The Committee"** shall mean the Executive Committee of Lady Ho Tung Hall Students' Association, HKUSU.
4. **"The Committee Meeting"** shall mean the meeting of the Executive Committee of Lady Ho Tung Hall Students' Association, HKUSU.
5. **"The members"** shall include full members, affiliated members, life members and honorary members.
6. **"The Hotungnians"** shall mean all the Hotungnians who reside in the Hall.
7. **"The Hall"** shall mean Lady Ho Tung Hall.
8. **"The University"** shall mean The University of Hong Kong.
9. **"The Students"** shall mean female students.

SECTION II: GENERAL

ARTICLE 1 NAME

1. The Association shall be named "Lady Ho Tung Hall Students' Association, Hong Kong University Students' Union".
2. The name of the Association in Chinese shall be 香港大學學生會何東夫人紀念堂宿生會

ARTICLE 2 AIMS

The aims of the Association shall be:

- a) To promote friendship and cooperation among the members;
- b) To organize activities of social, or recreational nature;
- c) To provide facilities for general convenience or enjoyment of the members;
- d) To defend and further the interests of the members.

ARTICLE 3 ASSOCIATION SESSION

The Association session shall commence immediately after the Annual General Meeting of a year and terminate at the Annual General Meeting of the next calendar year.

ARTICLE 4 OFFICIAL LANGUAGES

1. Chinese and English shall be the official languages of the Association, enjoying equal status.
2. 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

ARTICLE 1 KINDS

1. **FULL MEMBERS:** Any student of the University of Hong Kong who has paid the prescribed fees and is registered as a resident of Lady Ho Tung Hall shall be a full member of the Association.
2. **AFFILIATED MEMBERS:** Any student of the University of Hong Kong who has paid the prescribed fees and is registered as a non-residential member of Lady Ho Tung Hall shall be an affiliated member of the Association.
3. **LIFE MEMBERS:** Any residential tutor or past member of Lady Ho Tung Hall may become a life member on payment of the prescribed fees.
4. **HONORARY MEMBERS:** To be conferred by the Committee on members who have notably contributed to the welfare of the Association.
5. **HOTUNGNIANS:** Any full member, who has attended and passed the Orientation Camp of the Association and the criteria been set by the Pre-orientation Camp Forum in that Association Session, shall be qualified to be a Hotungnian and have the full right to enjoy all the activities and welfare provided by the Association as stated in section III Article 2 (4).
If any full member fails to satisfy the criteria, her permission to join the Ho Tung Nite can be conferred on a compulsory meeting before the Ho Tung Nite, which should be attended by all the Hotungnians. If at least two-third of the Hotungnians consent to the granting of the permission and that she has passed the Ho Tung Nite according to the criteria set by the Pre-orientation Camp Forum, she shall also be qualified to be a Hotungnian and have the full right to enjoy all the activities and welfare provided by the Association as stated in Section III Article 2 (4).

ARTICLE 2 RIGHTS AND PRIVILEGES

1. **FULL MEMBERS** shall be entitled to the following rights and privileges:
 - a. To use the facilities provided by the Association for general welfare of its members,
 - b. To participate in the activities sponsored by the Association.
2. **AFFILIATED MEMBERS shall be entitled to the following rights and privileges:**
 - a. **To enjoy all the rights of the full members as listed in Section III Article 2 (1),**
 - b. **To enjoy ten times of free overnight stay.**
3. **LIFE MEMBERS** shall be entitled to all the rights and privileges according to those of the full members as listed in Section III Article 2 (1) a and b.
4. **HOTUNGNIANS** shall be entitled to the following rights and privileges:
 - a. To enjoy all the rights of the full members as listed in Section III Article 2 (1),
 - b. To enjoy the facilities and products provided by the Committee specifically for the Hotungnians,
 - c. To elect and be elected as “Most Honourable Hotungnian” and “Most Sportive Hotungnian”,
 - d. To enjoy the title of Hotungnian permanently.

5. **All privileges of a member shall cease upon termination of her membership of residence.**

ARTICLE 3 OBLIGATIONS

All kinds of members shall fulfill the following obligations:

- a) To support the Association in its activities,
- b) To abide by the Constitution and resolution of the Association,
- c) To pay membership fees.

HOTUNGNIANS shall fulfill the following obligations:

- a. **To facilitate the Association in its activities,**
- b. **To take up the role of leader in the development of the Hall.**

ARTICLE 4 FUNDS

1. Funds of the Association shall be used solely to carry out the objects as stipulated in Section II Article 2.
2. Any new full members shall pay an entrance fee and the amount shall be decided by the Committee.
3. Every full member shall pay the annual subscription fee and the amount is to be decided by the Committee.
4. Fees already paid and donations made to the Association shall not be refundable to any member or donor.
5. Annual statement of Accounts shall be prepared by the Financial Secretary and audited by the Honorary President, approved by the Committee, and submitted to the Annual General Meeting for adoption.
6. The financial year shall correspond with the Committee session.

SECTION IV: THE EXECUTIVE COMMITTEE

ARTICLE 1 FUNCTIONS

1.
 - a) To enforce resolutions adopted at general meetings;
 - b) To conduct the affairs of the Association in accordance with the provisions of this Constitution;
 - c) To interpret this Constitution;
 - d) To represent the members of the Association in matters affecting their interests;
 - e) To act as a supervisory body over the functioning of subcommittees and organizing committees.
2. The Committee shall be responsible to the General Meetings.
3. The Committee shall present all official reports and relevant information to the General Meeting for adoption.
4. The Committee shall have the authority to introduce, amend or rescind any by-laws and internal regulations whenever necessary, if no written objections from one-third of the full members. Any objections shall be discussed at the General Meeting and resolutions shall be found out.

ARTICLE 2 COMPOSITION

1. The Executive Committee shall consist of:
 - a) a Chairlady
 - b) an Internal Vice-chairlady
 - c) an External Vice-chairlady
 - d) a General Secretary

- e) a Financial Secretary
 - f) a Social Convenor
 - g) a Sports Captain
 - h) an Assistant Sports Captain
 - i) a Cultural Secretary
 - j) an Assistant Cultural Secretary
 - k) a Publication Secretary
 - l) a Welfare Secretary
 - m) an Internal Affairs Secretary
 - n) an Affiliated Members' Secretary
2. The Warden of Lady Ho Tung Hall shall be ex-officio Honorary President of the Association.
 3. The Past Representative shall be elected by and from the Committee before the end of the Association Session. She shall be the representative of the past Executive Committee to advise the new Executive Committee.

ARTICLE 3 DUTIES OF THE INDIVIDUAL COMMITTEE MEMBERS

1. THE CHAIRLADY
 - a) to be the chief executive,
 - b) to chair all Committee meetings,
 - c) to conduct all the affairs of the Association.
2. THE INTERNAL VICE-CHAIRLADY
 - a) to deputize the Chairlady in all her duties pertaining to internal affairs,
 - b) to take the chair, in the event of the absence of the Chairlady,
 - c) to chair the Orientation Camp of the Association.
3. THE EXTERNAL VICE-CHAIRLADY
 - a) to deputize the Chairlady in all her duties pertaining to external affairs,
 - b) to represent the Association in the Hong Kong University Students' Union Council,
 - c) to promote social awareness among the members.
4. THE GENERAL SECRETARY
 - a) to attend to the Association's correspondences,
 - b) to record the minutes of the Committee Meetings,
 - c) to see that all the decisions of the meetings are implemented.
5. THE FINANCIAL SECRETARY
 - a) to be responsible for financial matters of the Association,
 - b) to prepare an Annual Budget
 - c) to present a financial report at the end of each term and the Annual General Meeting.
6. THE SOCIAL CONVENOR
 - a) to be responsible for all social functions of the Association.
7. THE SPORTS CAPTAIN AND THE ASSISTANT SPORTS CAPTAIN
 - a) to be responsible for sports event,
 - b) to be responsible for the sports equipment belonging to the Association,
 - c) to represent the Association in the Sports Association, HKUSU.
8. THE CULTURAL SECRETARY AND THE ASSISTANT CULTURAL SECRETARY
 - a. to be responsible for all cultural activities.
9. THE PUBLICATION SECRETARY
 - a) to be responsible for all publications and reading matters in the Hall.

10. THE WELFARE SECRETARY
 - a) to look after the general welfare of the members of the Association.
11. THE INTERNAL AFFAIRS SECRETARY
 - a. to be responsible for the internal matters of the Association.
12. THE AFFILIATED MEMBERS' SECRETARY
 - a) to serve as a liaison between the Executive Committee and the non-residential members.
13. All the members of the Executive Committee shall assume additional duties in the Association as may be decided by the Executive Committee or by the General Meetings in pursuance of the objects of the Association.
14. Meetings of the Committee shall be held at least once a term and whenever the Chairlady deems it necessary; or at the request of the Warden or of two-third of the Committee members. Committee members shall be notified at least 24 hours before any meeting of the Committee is convened.

ARTICLE 4 TERMINATION OFFICE

1. Any Committee members wishing to resign shall submit a notice of resignation in writing to the Committee stating the reasons therein. An Extraordinary General Meeting shall be called to discuss the matter and find out resolution. Her resignation shall take effect after the E.G.M.
2. Where a Committee member ceases to be a full member of the Association, her office shall ipso facto fall vacant.

SECTION V: GENERAL MEETING

ARTICLE 1 AUTHORITY

The resolution of a General Meeting shall possess the highest authority in all matters affecting the Association.

ARTICLE 2 ANNUAL GENERAL MEETING

1. The Annual Meeting shall be held within the first 4 weeks of second term of each academic year and not later than the end of February.
2. The Annual General Meeting should include the following:
 - a) To amend and adopt the minutes of the previous A.G.M. ;
 - b) To review and adopt the General Secretary's annual report and the Financial Secretary's annual statement of accounts;
 - c) To discuss and decide other matters of the Association.

ARTICLE 3 EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called if the Committee deems it necessary or must be convened not later than three weeks upon any written request of other thirty members. Any requisition shall specify the object of the proposed meeting and no other business shall be discussed there without the consent of at least two-third of the members present in that meeting.

ARTICLE 4 NOTICE

Notice of any General Meeting of the Association and the agenda thereof shall be posted seven days beforehand.

ARTICLE 5 QUORUM

1. At any General Meeting of the Association, **one-sixth** full members then residing in the Hall shall form a quorum.
2. No meeting shall be considered constitutional if a quorum is not formed 20 minutes after the specified time of the Meeting.
3. The quorum shall be observed throughout the meeting.

ARTICLE 6 VOTE OF NON-CONFIDENCE

1. A vote of non-confidence for infringement of the Constitution, neglect of duties or unbecoming conduct may be moved against any member/s of the Committee or the Committee at the Extraordinary General Meeting convened for the propose. Resolution shall be found out in that E.G.M.
2. Any decision to dissolve the Association can only be made at the General Meeting. All surplus fund of the Association then standing shall be donated to the Hong Kong University Students' Union.

ARTICLE 7 CHAIRMAN AND SECRETARY

Each General Meeting shall elect itself a Chairman and a Secretary.

ARTICLE 8 FORMAL PROCEDURES

The formal procedures of all General meetings shall follow the Standing Order of the Hong Kong University Students' Union Council.

ARTICLE 9 RETURNING OFFICER

A Returning Officer shall be invited to supervise the proceedings of the General Meeting and s/he shall be a member of the Hong Kong University Students' Union Council.

SECTION VI: ELECTIONS

ARTICLE 1 CAMPAIGN MEETING

The Campaign Meeting of the new Committee shall be held after the A.G.M. and on the date decided by the Election Committee.

ARTICLE 2 NOMINATIONS

1. All nominations for the posts listed in Section IV Article 2 (1) must be made to the General Secretary (in case of the absence of the posts, the nominations shall be submitted to the person-in-charge) in written form with the consent of the nominee at least 7 clear days before the Campaign Meeting.
2. Each nomination shall contain the name of the candidate together with the names and signatures of a proposer, a seconder and the candidate for the post as stated therein.
3. No candidate may be nominated for more than one post.

ARTICLE 3 ELECTION COMMITTEE

The Annual Election shall be arranged by an Election Committee formed by the existing Executive Committee (in case of the absence of the cabinet, it shall be formed by the persons-in-charge).

ARTICLE 4 TIME FOR THE ANNUAL ELECTION

The annual Election of the new Committee shall be held within 48 hours following the Campaign Meeting excluding Saturday, Sunday and public holidays.

ARTICLE 5 METHOD VOTING

1. **All members are eligible to vote in the annual Election of the new Committee.**
2. The method of voting shall be by secret ballot and no proxy is allowed.
3. The election shall be declared effective if there is at **least 50% of the members** voting in the election, within which compose of at **least 70% of the Hotungnians.**
4. Where there is only one candidate for a post, electors shall vote for or against the candidate or abstain. The candidate shall be declared elected upon obtaining a **majority vote and a minimum supporting vote of 50% of the Hotungnians.**
5. **When there are two or more candidates for a post, electors shall indicate on their ballot papers their order of preference for the candidate. Papers shall be arranged and counted according to the first preference. The candidate at the bottom of the poll in the first count shall be declared lost and her votes shall be distributed to the remaining candidate or among the remaining candidates according to the second preference or preference indicated on these ballot papers. This process shall be continued until only one candidate is left.**
6. Matters arising in the process of the counting of votes and the determination of results, and those not provided for this article of Constitution shall be decided by the Returning Officer, subject to subsequent endorsement by the Election Committee.
7. The result of the Annual Election shall be posted immediately the day after the Election. The candidates shall become the office bearers if there is no objection raised within 24 hours. If there is any objection, the matter shall be referred to Section VI Article 7 (2).

ARTICLE 6 BY-ELECTION

1. In the event of a vacancy or vacancies in any Committee post, an Extraordinary General Meeting shall be held to find out the resolution.
2. In the event of vacancies in all the Committee posts, the Honorary President shall call an Extraordinary General Meeting and shall appoint a Chairman and a secretary for the Meeting from the Hotungnians at that Meeting. A resolution for the running of the general affairs of the Association shall be found out.

ARTICLE 7 RE-ELECTION

1. The Election Committee which organizes the Annual Election shall, on being satisfied that there had been a contravention of any of the above election procedures, order a re-election.
2. Any request for a re-election shall be made by not less than 10 full members in writing together with the grounds on which the request is made. The request shall be submitted to the Election Committee not later than 24 hours after the announcement of the Election.

ARTICLE 8 RETURNING OFFICER

The Election Committee shall invite a member of the Hong Kong University Students' Union Council, not being a member of the Association as the Returning Officer in the events of the Annual Election, by-election or re-election.

SECTION VII: CONSTITUTION

ARTICLE 1 AMENDMENTS

No part of this Constitution once adopted by the Association shall be rescinded, amended or supplemented in any way unless at the General Meeting convened for the purpose. A notice intimating the proposed rescission, amendments or supplement shall be posed at least 7 clear days in advance.

ARTICLE 2 MOTIONS

A motion to rescind, amend or supplement any part of this Constitution shall be carried only when so agreed to by not less than two-third of the members present and voting at that General Meeting.

ARTICLE 3 INTERPRETATION

Any matter not specifically covered by this Constitution and the interpretation of this Constitution shall be decided by the Executive Committee.

THE BY-LAW OF LADY HO TUNG HALL STUDENTS' ASSOCIATION HKUSU

SECTION 1: GENERAL

ARTICLE 1 AIMS

The by-laws are used to facilitate the smooth running of the Association.

ARTICLE 2 AMENDMENT AND ALTERATION

The Committee shall have the authority to introduce, amend supplement or rescind any by-laws when it considers necessary. If there is no written objection from one-third of the full members, the amendment or the alteration shall be carried out. Any effective objection shall be discussed in a General Meeting and resolution shall be carried out.

ARTICLE 3 INTERPRETATION

The Committee has the sole authority to interpret the by-laws.

SECTION II: SUB-COMMITTEES

ARTICLE 1 STANDING COMMITTEES

1. There should be the following standing committees under the Hall Association:
 - a) THE SOCIAL SERVICE GROUP
 - b) THE SOCIAL STUDY UNIT
2. The aims of the two standing committees are:
 - a) The Social Service Group – to organize social service;
 - b) The Social Study Unit – to promote and arouse general social awareness.
3. The two standing committees shall each consists of:
 - a) a Chairlady
 - b) a Secretary
 - c) a Treasurer
 - d) a member of the Hall Association Committee who shall be an ex-official member.
4. Nominations for the posts of the two standing committees must be made to the General Secretary in written form with the consent of the nominee at least 3 clear days before the election, which is to be held before the end of the second term.
5. The elected chairlady shall have the power to appoint any additional officer she deems fit to the standing committee in that session.
6. If there is only one cabinet or one nominee for each post for the two standing committees, it or she should be elected ipso facto.
7. If there are more than one cabinet or more than one nominee for each post of the two standing committees, an election by secret ballots would be held. Candidate with simple majority would be declared elected.

ARTICLE 2 SUB-COMMITTEES AND ORGANIZING COMMITTEES

The Executive Committee may appoint a sub-committee or an organizing committee for any purpose and at any time, either from among themselves or from the general body of the members. The sub-committee or the organizing committee shall be responsible to the Executive Committee for its/their action.

ARTICLE 3 FLOOR REPRESENTATIVES

1. Each floor shall have two floor representatives.
2. The work of the floor representatives are:
 - a) To look after the affairs of their respective floors;
 - b) To co-operate with the Executive committee in promoting the well-being of their respective floors.

SECTION III: FORUM

1. A forum may be convened if the Committee deems it necessary.
2. Notice of a forum and agenda thereof shall be posted 3 days beforehand.
3. The procedures of the forum shall be decided by the Committee and the procedures would be announced to the members present at the beginning of the forum.