

Constitution of Lee Shau Kee Hall Students' Association, HKUSU

(2010 AGM revised)

DEFINITION

In this constitution, unless the context otherwise requires, the following expressions shall have the following meanings:

1. "University" shall mean The University of Hong Kong.
2. "HKUSU" shall mean the Hong Kong University Students' Union.
3. "Constitution" shall mean the Constitution of Lee Shau Kee Hall Students' Association, HKUSU.
4. "Association" shall mean the Lee Shau Kee Hall Students' Association, HKUSU.
5. "Member" shall include Full Member(s), Affiliated Member(s), Associate Member(s) and Honorary Member(s).
6. "Academic year" shall mean that defined by the University.
7. "Residential year" shall mean that defined by the University.

References to sections, articles and subarticles are to sections, articles and subarticles of this Constitution. Section and article headings are inserted for convenience of reference only and shall not affect the interpretation of this Constitution.

SECTION I GENERAL

Article 1 – NAME

The name of the Association shall be Lee Shau Kee Hall Students' Association, Hong Kong University Students' Union (hereafter referred to as the Association). The Chinese name of the Association shall be 香港大學學生會李兆基堂宿生會.

Article 2 – AIMS

The objectives of the Association shall be

- 2.1 To promote friendship and a sense of belonging among its Members,
- 2.2 To promote and facilitate cultural exchange, sports and social interests, etc., so as to broaden the development of its Members,
- 2.3 To promote the welfare of its Members,
- 2.4 To represent the Members in such matters as affect their interests, and
- 2.5 To promote the relationship of the Association with the HKUSU and its sub-organizations.

Article 3 – ASSOCIATION SESSION

The session of the Association shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the next calendar year.

Article 4 – OFFICIAL LANGUAGES

Chinese and English shall be the Official Languages of the Association, at least English or both may be used in official meetings and official documents

Chinese, in its oral form, shall mean the Putonghua or Cantonese dialect of Chinese.

Article 5 – AFFILIATION

The Association shall affiliate to the HKUSU.

SECTION II MEMBERSHIP

Article 1 – MEMBERSHIP

- 1.1 Full Membership
 - 1.1.1 Any resident of Lee Shau Kee Hall, being a full member of HKUSU, shall be a Full Member of the Association.
 - 1.1.2 All Full Members shall pay the subscription fee prescribed in Article 2.1 of Section VII in the Constitution.

- 1.1.3 The Full Memberships shall commence on the first day of the residential year or the date when he/she moves into the hall and shall terminate on the day before the first day of the next residential year or the date when he/she moves out of the hall.
- 1.2 Affiliated Membership
 - 1.2.1 Any student of The University of Hong Kong and member of the HKUSU, who is not a member of any Hall Students' Association or a hall resident, is eligible for Affiliated Membership.
 - 1.2.2 The Affiliated Memberships shall follow the regulations of the Centre of Development and Resources for Students.
- 1.3 Associate Membership
 - 1.3.1 Any resident of Lee Shau Kee Hall, who is taking up proven full-time courses, not being a member of HKUSU, shall be an Associate Member of the Association.
 - 1.3.2 All Associate Members shall pay the subscription fee prescribed in Article 2.1 of section VII in the Constitution.
 - 1.3.3 The Associate Memberships shall commence on the first day of the residential year or the date when he/she moves into the hall and shall terminate on the day before the first day of the next residential year or the date when he/she moves out of the hall.
- 1.4 Honorary Membership
The warden, tutors, Alumni Association Representative and hall manager shall be invited as the Honorary Members.

Article 2 – PRIVILEGES

- 2.1 All Members shall be entitled to:
 - 2.1.1 Enjoy all facilities at the Association for general use;
 - 2.1.2 Take part in all activities and functions of the Association;
 - 2.1.3 Attend General Meetings of the Association.
 - 2.1.4 Propose and second motions and memoranda at General Meeting.
- 2.2 All Full Members of the Association shall be entitled to:
 - 2.2.1 Object to and vote for motions and memoranda at General Meeting.
 - 2.2.2 Vote, nominate and be nominated for election in the Association Elections.
- 2.3 All privileges of member shall cease upon the termination of her/his membership.

SECTION III GENERAL MEETING

Article 1 – AUTHORITY

The vote of a General Meeting shall possess the highest authority in all matters concerning the Association.

Article 2 – ANNUAL GENERAL MEETING

- 2.1 The Annual General Meeting of the Association shall be held within 60 days after the start of second semester of the academic year of University with the exception of the first Annual General Meeting.
- 2.2 The business of the meeting shall be:
 - 2.2.1 To receive and adopt the Agenda of the Annual General Meeting.
 - 2.2.2 To receive and adopt the Minutes of the previous Annual General Meeting together with the Minutes of all Extraordinary General Meetings of the Session.
 - 2.2.3 To receive and adopt the Annual Report of the outgoing Executive Committee prepared by the General Secretary.
 - 2.2.4 To receive and adopt the Audited Annual Financial Report prepared by the Financial Secretary.
 - 2.2.5 To amend the Constitution, if any.
 - 2.2.6 To endorse the results of the Annual Election.
 - 2.2.7 To appoint the Past Committee Representative of the incoming Executive Committee.

- 2.2.8 To receive and adopt the Year Plan and Annual Budget presented by the incoming Chairperson of the Association.
- 2.2.9 Any Other Business,
with the exception of the first Annual General Meeting.
- 2.3 The business of the first Annual General Meeting shall be:
 - 2.3.1 To receive and adopt the agenda of the first Annual General Meeting.
 - 2.3.2 To receive and adopt the Constitution.
 - 2.3.3 To appoint 3 members as the Election Commission.
 - 2.3.4 Any Other Business.

Article 3 – EXTRAORDINARY GENERAL MEETING

- 3.1 The Extraordinary General Meeting, if any, shall be held between the Annual General Meetings.
- 3.2 The Chairperson shall convene the Extraordinary General Meetings at the request of the Executive Committee or upon a written request signed by no less than one-tenth of the Full Members.
- 3.3 The object or objects of the proposed meeting shall be specified and no other matters shall be discussed at the meeting unless with the consent of no less than two-thirds of all the Full Members attending the meeting.

Article 4 – VOTE OF NON-CONFIDENCE

A vote of non-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Executive Committee at an Extraordinary General Meeting held specifically for the purpose. The vote shall be declared passed with the consent of no less than two-thirds of all the Full Members present in the meeting. A vote so passed shall call for the resignation of the person or persons against whom the vote is moved.

Article 5 – CHAIRPERSON AND SECRETARY

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

Article 6 – NOTICE

The notice of the Annual General Meeting, the agenda and related documents thereof shall be posted at least 7 clear days beforehand. The notice of the Extraordinary General Meeting, and the agenda and related documents thereof shall be posted no less than 48 hours beforehand.

Article 7 – QUORUM

- 7.1 The Quorum of the General Meeting shall be one-fifth of all the Full Members. In the event that a quorum is not formed within an hour of the stated time, the meeting shall be postponed to a date as decided by the Executive Committee.
- 7.2 If at a postponed Annual General Meeting, a quorum is not formed within an hour from the time appointed for the meeting and the date appointed for the meeting is the last day within the period stated in 2.1, the members present shall be a quorum.

Article 8 – STANDING ORDERS

The standing orders of a General Meeting shall be the Standing Orders of the HKUSU Council.

Article 9 – RETURNING OFFICER

A Returning Officer from HKUSU Council shall be invited to attend the General Meeting.

SECTION IV GENERAL POLLING

Article 1 – AUTHORITY

The vote of the General Polling shall possess the same authority as the General Meeting.

Article 2 – GENERAL POLLING

A General Polling shall not be held unless it is convened by the Chairperson of the Association at the request of the Executive Committee or upon a written request signed by no less than one-tenth of the Full Members. Any such request shall specify the motion or motions to be voted on at the General Polling.

Article 3 – NOTICE

The notice of the General Polling and the motion or motions to be voted on shall be posted no less than 7 clear days beforehand.

Article 4 – VOTING

Voting shall take place at a polling station which shall be opened for no less than 10 hours. The results of the General Polling shall be declared valid provided the number of valid votes cast is no less than one-third of the total Full Members. Motion shall be declared carried provided the number of valid votes cast for is greater than that against.

Article 5 – RETURNING OFFICER

A Returning Officer from HKUSU Council shall be invited to attend the General Polling.

SECTION V ELECTION

Article 1 – ANNUAL ELECTION

The Annual Election shall be held to elect the members of the Executive Committee for the next Session. The Annual Election, with the exception of the election of the Past Committee Representative, shall be finished at least 3 days before the Annual General Meeting.

Article 2 – ELECTION OFFICIAL

2.1 Election Commission

The Election Commission shall be appointed by the Executive Committee of the Association. The Election Commission shall consist of 3 members. The members of the Executive Committee shall not be the members of the Election Commission. The Election Commission shall

2.1.1 handle the nomination,

2.1.2 arrange and facilitate the campaign of any candidate and ensure proper campaign, **(2010 AGM revised)**

2.1.3 arrange the polling,

2.1.4 handle any complaint concerning the election, and

2.1.5 be responsible for all business related to the election, and

2.1.6 have the rights to make final decisions. **(2010 AGM revised)**

2.2 Election Officers

Any Full Member and Associate Member of the Association, being appointed by the Election Commission, shall be the Election Officers. The Election Officers shall assist the Election Commission in handling all election-related issues. **(2010 AGM revised)**

2.3 Returning Officer

Any Councilor of HKUSU Council not being a member of the Association, being appointed by the Council Chairperson, HKUSU can be invited as the Returning Officer.

Article 3 – NOMINATION

3.1 The nomination of the Executive Committee shall be started within 7 days after the start of second semester of the academic year of University. Nomination period shall last for 14 days.

3.2 Any late nomination shall not be considered.

3.3 Nomination shall only be made on forms provided for the purpose. Each nomination sheet shall contain the name of the candidate together with both names and signatures of a proposer and a seconder and the signature of the candidate signifying her/his consent.

3.4 No candidate may be nominated for more than one post.

3.5 The Election Commission of the Association shall scrutinize every nomination form and announce the name of the candidate within 48 hours after the deadline of the nomination period, thereafter the candidate may start her/his election campaign.

- 3.6 Any candidate may withdraw her/his consent to nomination should she/he so wish in writing addressed to the Election Commission within 48 hours after the deadline of the nomination period.
- 3.7 In the event that no nomination for a certain post is received after the expiration of the nomination period for the Annual Election, the nomination period for that post shall be extended automatically for 5 days. If still no nomination is received, the Annual General Meeting shall resolve the matter.

Article 4 – VOTING

- 4.1 Voting shall be by secret ballot.
- 4.2 Ballot sheets shall only be made on forms provided for the purpose.
- 4.3 When there is only one candidate for the post, the candidate shall be declared elected provided she/he has secured a number of votes for her/him greater than the number of votes against her/him and she/he has secured a number of votes no less than one-fifth of the total Full Membership of the Association.
- 4.4 When there are two or more candidates for one post, electors shall indicate on their ballot sheets their order of preference for the candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the poll on this first count shall be declared to have lost and her/his votes shall be distributed among the remaining candidate or candidates according to the second preference of preferences indicated on those ballot sheets. This process shall be continued until only one candidate is left and she/he shall be declared elected provided she/he has secured at the end of the process a number of votes no less than one-fifth of the total Full Membership of the Association.
- 4.5 Election results shall be announced by the Election Commission within 24 hours after the election period.
- 4.6 Candidates shall be declared elected if there is no complaint against the result of the Election within 48 hours of its announcement.
- 4.7 All records of the Election shall be kept for at least one year after the Election.
- 4.8 Conditions of Re-count shall be decided in meeting(s) convened by the Election Commission before the Annual General Meeting.
- 4.9 Matters arising in the process of election which is not provided by the Constitution shall be decided by the Election Commission.

Article 5 – POLLING PERIOD

- 5.1 Election shall be by polling on the Polling Period.
- 5.2 The Polling Period for the Annual Election shall be started between 5 to 14 clear days after the deadline of the nomination.
- 5.3 The notice of the Election Day for the Annual Election shall be posted at least 7 clear days beforehand.
- 5.4 Polling Period shall last at least 10 hours.

Article 6 – COMPLAINTS CONCERNING THE ELECTION

- 6.1 Any complaint concerning the Election shall be directed to the Election Commission in written form no later than 48 hours After the announcement of the result, and such complaint shall be signed by the complainant.
- 6.2 If the complaint is so lodged, the Election Commission shall suspend the declaration as stated in Article 4.6 and investigate the complaint.
- 6.3 The Election Commission shall report its finding to the Annual General Meeting, and the Annual General Meeting shall decide the appropriate action.

Article 7 – BY-ELECTION

- 7.1 The Election Commission mentioned in Article 2 shall be responsible for all business pertaining to this by-election.
- 7.2 Nomination for the vacant post shall be opened at least 13 days before the Extraordinary General Meeting. Nomination period shall last for 5 days and the deadline of the nomination shall be 5 days before the by-election day. Voting shall follow the procedure as stated in Article 4. The Extraordinary General Meeting shall be held 3 days after the end of the last day of the By-Election Day.
- 7.3 Nomination regulations shall follow those of Article 3.2 to 3.6.

SECTION VI EXECUTIVE COMMITTEE

Article 1 – SESSION

- 1.1 The session of the Executive Committee shall commence from the end of the Annual General Meeting to the end of the next Annual General Meeting.

Article 2 – FUNCTIONS AND DUTIES

- 2.1 The functions of the Executive Committee shall be:
- 2.1.1 to formulate and implement the policies of the Association in accordance with the objectives of the Association,
 - 2.1.2 to carry out the resolutions of the General Meetings and the General Polling,
 - 2.1.3 to represent the Members in such matters that affect the members' interests,
 - 2.1.4 to act as a supervisory body over the duties of each individual member of the Executive Committee, and
 - 2.1.5 to conduct the General Affairs of the Association daily.
- 2.2 The Executive Committee shall be responsible to the General Meeting and the General Polling.

Article 3 – COMPOSITION

The following shall be the members of the Executive Committee:

- 3.1 A Chairperson,
- 3.2 An Internal Vice-Chairperson,
- 3.3 An External Vice-Chairperson,
- 3.4 A General Secretary,
- 3.5 A Financial Secretary,
- 3.6 A Publications and Publicity Secretary,
- 3.7 A Welfare Secretary,
- 3.8 A Social Secretary,
- 3.9 A Cultural Secretary,
- 3.10 A Sports Secretary,
- 3.11 A Current Affairs Secretary, and
- 3.12 A Past Committee Representative.

Article 4 – DUTIES OF INDIVIDUAL EXECUTIVE COMMITTEE MEMBERS

- 4.1 Chairperson
The Chairperson shall
- 4.1.1 be the chief executive of the Association, and
 - 4.1.2 chair the Executive Committee Meetings.
- 4.2 Internal Vice-Chairperson
The Internal Vice-Chairperson shall
- 4.2.1 assist the Chairperson in the internal affairs of the Association, and
 - 4.2.2 chair the Executive Committee Meeting in the absence of the Chairperson.
- 4.3 External Vice-Chairperson
The External Vice-Chairperson shall
- 4.3.1 assist the Chairperson in the external affairs of the Association, and
 - 4.3.2 represent the Association at the HKUSU Council.
- 4.4 General Secretary
The General Secretary shall
- 4.4.1 conduct all the general correspondence,
 - 4.4.2 take the minutes of all the Executive Committee Meetings,
 - 4.4.3 prepare the Annual Report of the Association, and
 - 4.4.4 keep all the official documents and records of the Association.
- 4.5 Financial Secretary
The Financial Secretary shall
- 4.5.1 keep an up-to-date account of all income and expenditure,
 - 4.5.2 draft the Annual Budget and any other Budget proposed by the Executive Committee,
 - 4.5.3 present the audited Annual Financial Report at the Annual General Meeting, and
 - 4.5.4 be responsible for all financial matters of the Association.

- 4.6 Publications and Publicity Secretary
The Publications and Publicity Secretary shall be responsible
 - 4.6.1 for all publications, and
 - 4.6.2 for all work concerning publicity of the Association.
- 4.7 Welfare Secretary
The Welfare Secretary shall be responsible
 - 4.7.1 for the general welfare of the Members of the Association, and
 - 4.7.2 for all indoor amenities and services of the Association.
- 4.8 Social Secretary
The Social Secretary shall
 - 4.8.1 be responsible for all social activities of the Association, and **(2010 AGM revised)**
 - 4.8.2 promote culture exchange between local and non-local students. **(2010 AGM revised)**
- 4.9 Cultural Secretary
The Cultural Secretary shall
 - 4.9.1 organize cultural teams to represent the Association, and **(2010 AGM revised)**
 - 4.9.2 promote different cultural activities within the Association. **(2010 AGM revised)**
- 4.10 Sports Secretary
The Sports Secretary shall
 - 4.10.1 organize sports teams to represent the Association, and
 - 4.10.2 represent the Association in the Sports Association Council, HKUSU.
- 4.11 Current Affairs Secretary
The Current Affairs Secretary shall
 - 4.11.1 promote the awareness and interests in current affairs amongst Members of the Association, and
 - 4.11.2 assist the External Vice-Chairperson in all activities concerning current affairs.
- 4.12 Past Committee Representative
The Past Committee Representative shall
 - 4.12.1 be the Official Observer of the Executive Committee of the Association,
 - 4.12.2 advise the current Executive Committee in order to ensure a smooth administration in the affairs of the Association.

Each member of the Executive Committee shall assume additional duties which according to the objectives of the Association as decided by the Executive Committee, the General Meeting or the General Polling.

Article 5 – EXECUTIVE COMMITTEE MEETING

- 5.1 The Executive Committee shall meet at least once every month.
- 5.2 The Executive Committee Meeting shall be convened by the Chairperson.
- 5.3 The quorum of an Executive Committee Meeting shall be at least two-thirds of the members of the Executive Committee.
- 5.4 Unless the Executive Committee shall decide otherwise, the Executive Committee Meeting shall be open to all Full Members. Members so attending shall speak only with the approval of the Chairperson of the meeting.

SECTION VII FINANCE

Article 1 – FINANCIAL YEAR

The Financial Year of the Association shall correspond to the Association Session.

Article 2 – SUBSCRIPTIONS

- 2.1 Full Members and Associate Members shall pay an entrance fee of HK\$150.00 only on first joining the Association and an Annual Subscription of HK\$250.00 only, payable at the commencement of the Residential year.
- 2.2 All entrance fees and subscriptions, once received, shall not be refunded.

Article 3 – AUDITING

- 3.1 The Financial Secretary of the Association shall submit the Annual Financial Report and all related financial statements to the Honorary Auditor at least 10 days before the Annual General Meeting for auditing purposes.
- 3.2 The Annual Financial Report shall be posted on the hall notice board for at least 7 days before the Annual General Meeting.

Article 5 – THE HONORARY AUDITOR

Any person recommended by the Past Committee Representative shall be the Honorary Auditor of the Association upon appointment at a General Meeting. She/He shall audit the Annual Financial Report presented by the Financial Secretary at the Annual General Meeting.

Article 6 – BANK ACCOUNT

- 6.1 A current bank account shall be opened under the name of the Association.
- 6.2 All cheques shall be co-signed by the Financial Secretary and either the Chairperson or the Internal Vice-Chairperson of the Association.

SECTION VIII

AMENDMENT AND INTERPRETATION

Article 1 – AMENDMENT

No part of the Constitution shall be amended unless by a motion carried

- 1.1 with no less than two-thirds of the valid votes voting for it at a General Polling convened specially for the purpose; or
- 1.2 with no less than two-thirds of the valid votes voting for it at an Extraordinary General Meeting convened specially for the purpose; or
- 1.3 with no less than two-thirds of the valid votes voting for it at an Annual General Meeting.

The proposed amendment shall be posted 7 days before the General Polling, the Extraordinary General Meeting or the Annual General Meeting.

Article 2 – INTERPRETATION

The interpretation of this Constitution shall rest with the General Meeting.

Article 3 – SPECIAL PROVISION

All acts done before and in contemplation of the adoption of and in accordance with the Constitution shall be valid as if done after adoption of Constitution unless inconsistent with the provisions of the Constitution.

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