

THE CONSTITUTION
of
MORRISON HALL STUDENTS' ASSOCIATION,
HKUSU
(Last amended in 2013)

SECTION I

DEFINITIONS

In this Constitution, unless the context otherwise requires,

"University" shall mean The University of Hong Kong;

"Student" shall mean a student of The University of Hong Kong, as defined in the University Statutes;

"Semester" shall mean the same as stated in the University Statutes;

"HKUSU" shall mean the Hong Kong University Students' Union;

"Association" shall mean the Morrison Hall Students' Association, The University of Hong Kong;

"Executive Committee" shall mean the Executive Committee of the Association;

"Constitution" shall mean the Constitution of the Association;

"House" shall mean the House of Representatives of the Association;

"Council" shall mean the Hong Kong University Students' Union Council;

"Full Members" shall mean the Full Members of the Morrison Hall Students' Association.

Words importing the singular include the plural and vice versa and words importing a gender include every gender.

SECTION II

GENERAL

Article 1 – NAME

The English name of the Association shall be "Morrison Hall Students' Association, HKUSU". The Chinese name of the Association shall be “香港大學學生會馬禮遜堂宿生會”.

Article 2 – AIMS

The aims of the association shall be:

- a) to promote the interest of the student body; and
- b) to represent the student body.

Article 3 – OFFICIAL LANGUAGE

- a) English and Chinese shall be the official languages of the Association.
- 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.

Article 4 – 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.

SECTION III

MEMBERSHIP

Article 1 – MEMBERSHIP

a) FULL MEMBERSHIP

All full-time members of HKUSU, who reside in Morrison Hall shall be full members of the Association and shall pay the prescribed fee.

b) ASSOCIATE MEMBERSHIP

- i) All students of the University not eligible for full membership of the Association under Article 1 a) of this section above shall be eligible for associate membership of the Association on payment of the prescribed fee.
- ii) All members of staff of Morrison Hall shall be eligible for associate membership of the Association.
- iii) Any person, not being eligible for membership of the Association under any of the above articles, who is duly proposed and seconded by full membership of the Association, and is approved by the Executive Committee, shall be eligible for associate membership of the Association on payment of the prescribed fee.

c) HONORARY LIFE MEMBERSHIP

All past students of Morrison Hall who have kept not less than one Semester as members of the Association shall be eligible for honorary life membership of the Association with the approval of the Executive Committee.

Article 2 – PRIVILEGES

a) All members of the Association shall enjoy the following privileges:

- i) to use all facilities provided by the Association for the general use of its members;
 - ii) to attend Annual General Meetings and Extraordinary General Meetings of the Association; and
- to attend functions and activities arranged by the Association.

- b) All full members of the Association may participate in and vote at Annual General Meetings and Extraordinary General Meetings and General Pollings of the Association and may vote, nominate, and be nominated for election in Association elections and be eligible for office in the Association.

SECTION IV

ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS

Article 1 – AUTHORITY

The vote of a General Meetings of the Association shall possess higher authority than the decision of any other student organizations in Morrison Hall in all matters.

Article 2 – ANNUAL GENERAL MEETINGS

- a) The agenda shall include
- i) to receive and adopt the agenda of the Annual General Meeting
 - ii) to receive and adopt the minute of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings of the session.
 - iii) to receive and adopt the Annual Report presented by the Chairman of outgoing Executive Committee.
 - iv) to endorse the results of Annual Election.
 - v) to endorse the result of Election of Admission Committee Member.
 - vi) to endorse the result of Election of House Representatives from each floor.
 - vii) To amend the Constitution, if any
 - viii) Any other business
- b) Annual General Meetings shall be conducted within February in each year.

Article 3 – EXTRAORDINARY GENERAL MEETINGS

Extraordinary General Meetings shall be held and convened by the Chairman of the Executive Committee, or in accordance with a requisition signed by not less than 30 Full Members of the Association. Any such requisition shall specify the object of the proposed meeting and no other matter shall be discussed thereat without the consent of at least two-thirds of the Full Members present.

Article 4 – VOTE OF NO-CONFIDENCE

A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Executive Committee. A vote so passed shall call for the immediate resignation of the person against whom the vote is moved.

Article 5 – NOTICE

A notice of all General Meetings of the Association and the agenda thereof shall be

posted five clear days beforehand.

Article 6 – QUORUM

At all General Meetings, 30 full members of the Association shall form a quorum.

Article 7 – REGULATIONS GOVERNING THE REQUISITION TO HOLD A GENERAL MEETING BY FULL MEMBERS OF THE ASSOCIATION

- a) Any requisition shall include:
 - i) the names, signatures, and correspondence of the proposers; and
 - ii) a paper specifying the object of the proposed meeting.
- b) The proposers and seconders shall send the requisition to the Chairman.
- c) The proposers and seconders shall sign the names before an Executive Committee member and show their student identity cards or Association membership cards to them.
- d) In case of the requisition to hold a General Meeting once after not less than 30 Full Members' signatures are collected, the Chairman shall convene a General Meeting accordingly within one week.

Article 8 – VOTING

All Full Members shall vote for or against motions, or abstain. For motion carried, more than half of Full Members in the meeting shall vote for motion.

Article 9 – CHAIRMAN AND RETURNING OFFICER

- a) The Chairman of the Executive Committee shall stage the General Meetings
- b) The Chairman of Annual General Meeting and Extraordinary General Meetings shall possess full speaking but no voting right (except for casting votes) in the meeting.
- c) The returning officer for the General Meetings shall be a member of the Union Council appointed by the Council Chairman

SECTION V

GENERAL POLLINGS

Article 1 – AUTHORITY

The vote of general polling of the Association shall possess the same authority as the vote of a general meeting. The resolutions of a general meeting or general polling can only be revoked by a subsequent general meeting or a subsequent general polling.

Article 2 – GENERAL POLLING

- a) General Polling shall be held and convened by the Chairman of the Executive Committee, or in accordance with a requisition signed by not less than 30 Full Members of the Association. Any such requisition shall specify the object of the proposed polling.

- b) Shall the Chairman not approve of a request by not less than 30 Full Members of the Association to hold a General Polling, a General Meeting of the Association shall be held to consider the proposed motions.

Article 3 – NOTICE

A notice of all General Pollings of the Association and the motion or motions to be voted on shall be posted at the Association office 7 clear days beforehand.

Article 4 – CHAIRMAN AND RETURNING OFFICER

- a) The Chairman of the Executive Committee shall stage the General Pollings.
- b) The returning officer for the General Pollings shall be a member of the Union Council appointed by Council Chairman.

Article 5 – VOTING

- a) Voting shall be taken place at the polling station which shall open for no less than eight hours. The result of the polling shall be declared valid provided the number of valid votes cast is no less than 30 Full Members of the Association.
- b) All Full Members shall vote for or against motion, or abstain. For motion carried, more than half of Full Members in the meeting shall vote for motion.

Article 6 – PUBLICITY

The Executive Committee shall deem it their duty to publicise any General Pollings to be held.

Article 7 – REGULATIONS GOVERNING THE REQUISITION TO HOLD A GENERAL POLLING BY FULL MEMBERS OF THE ASSOCIATION

- a) Any requisition shall include:
 - i) the names, signatures, and correspondence of the proposers, and
 - ii) an explanatory supplement stating the rationale behind the requisition and the interpretation of the motions.
- b) The proposers shall send the requisition to the Chairman who shall place it in the Association office for the collection of seconder's signatures.
- c) The proposers and seconders shall sign the requisition before an Executive Committee member and show their student identity cards or Association membership cards.
- d) In case of the requisition to hold a General Polling, the Executive Committee shall consider whether it is appropriate to hold a General Polling subject to Section V Article 2 of this Constitution.

SECTION VI

ELECTION OF EXECUTIVE COMMITTEE

Article 1 – ANNUAL ELECTION

The business of the annual election of the Executive Committee shall be to elect for the next Association session the following officials:-

- i) Chairman
- ii) Internal Vice-Chairman
- iii) External Vice-President
- iv) General Secretary
- v) Financial Secretary
- vi) Publication Secretary
- vii) Alumni and Non-residential Members Affairs Secretary
- viii) Social Secretary
- ix) Sports Secretary
- x) Cultural Secretary
- xi) Welfare Secretary

Article 2 – BY-ELECTION

In the event of any vacancy occurring in the Executive Committee referred to Article 1, a by-election shall be held.

Article 3 – ELECTION OFFICIAL

- a) An annual election commission or a by-election commission shall be appointed by the House to take charge of every business pertaining to the election.
- b) The returning officers for the annual election and the by-election shall be a member of the Union Council appointed by Council Chairman.

Article 4 – NOMINATIONS

- a) Nominations for the Executive Committee members for the next Association session as stated in Article 1 shall be opened on the first day of the first Semester, and the nominations shall be closed at noon the day three weeks before the election day.
- b) Nominations for election shall only be made on forms provided for the purpose. Each form shall contain the name of one candidate, together with signatures of a proposer and a seconder and the signature of the candidate signifying his consent.
- c) The election commission shall scrutinize every nomination paper and announce the name of the candidate within 48 hours after receiving the nomination, the candidate may start his election campaign thereafter.

Article 5 – ELECTION CAMPAIGNS

The House representatives shall deem it their duty to facilitate all candidates to hold election campaigns.

Article 6 – ELECTION DAY

- a) The election day of the annual election shall be in February.
- b) The notice of the election day of the annual election and by-election shall be served five clear days beforehand.
- c) Election shall be by polling conducted on the election day.

Article 7 – VOTING

- a) Voting shall be by secret balloting.
- b) When there is only one candidate for the post, electors shall vote for or against the candidate, or abstain. The candidate shall be declared elected provided:-
 - i) he has secured a number of votes for him greater than the number of votes against him; and
 - ii) he has secured a number of votes for him no less than 30 the full members of the Association.
- c) When there are two or more than two candidates for one post, electors shall indicate on their ballot papers their order of preference for the candidates. Papers 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 his votes shall be distributed among the remaining candidate or candidate according to the second preference or preferences indicated on those ballot papers. This process shall be continued until only one candidate is left and he shall be declared elected provided he has secured at the end of the process a number of votes for him no less than 30 full members of the Association.

Article 8 – RE-ELECTION

- a) In the event of a tie occurring at any stage of the election proceedings for a post, the election commission shall order a re-election for that particular post within 7 days.
- b) The election commission with the approval of the House shall have power to order a re-election in the event of any contravention of the election procedure, and this election must take place within the 7 days immediately following the election day on any complaint raised within 24 hours after the declaration of the result of the election. Any said complaint shall be signed by the complainant.

SECTION VII

HOUSE

Article 1 – FUNCTION AND BUSINESS

The function of the House shall be:-

- a) to serve as a consultative body for the Executive Committee on the matters affecting the Association;

- b) to serve as a channel through which the opinion of the members of the floor can be reflected to the Executive Committee;
- c) to serve as a channel through which the policies and decisions of the Executive Committee can be made known to the members of the floor;
- d) to receive, consider and approve, or amend and approve the annual budget estimates of the Executive Committee income and expenditure at the beginning of each Association Session;
- e) to receive and adopt the report of the Honorary Treasurer as referred to in Section IX Article 3 and the audited statement of accounts and balance sheet prepared at the end of the previous calendar year; and
- f) to be responsible for any business of the election commission under Section VI Article 3 and Section VI Article 8.
- g) to be able to summon Executive Committee members to explain any policy and answer question directed to Executive Committee
- h) to enact, amend and repeal the By-Laws of the Association (*appended in GPI, 2013*)

Article 2 – COMPOSITION

The following shall be members of the House:-

- a) the House Chairman;
- b) the House Secretary;
- c) 2 elected representatives from each of the fourteen floors of Morrison Hall

Article 3 – HOUSE SESSION

The House session 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 – THE HOUSE CHAIRMAN

- a) The House Chairman shall be the Chairman or the Internal Vice-Chairman of the Executive Committee. He shall take the Chair in all House meetings.
- b) The House Chairman shall possess full speaking but no voting right (except for casting votes) in the House.

Article 5 – THE HOUSE SECRETARY

- a) The House Secretary shall be appointed by the House Chairman in the first House Meeting of each House Session. He shall possess full speaking right but no voting right. In the event the House Secretary is also an elected representative, his voting right shall not be affected and he shall be eligible to vote in the capacity of an elected representative.
- b) The House Secretary shall take minutes at all meetings of the House.

Article 6 – ELECTED REPRESENTATIVES

- a) The Full Member who resides on each floor shall elect two representatives who reside on the same floor at least two weeks before the commencement of the House session.
- b) The two elected representatives from each floor shall consist of one local member and one non-local member. The members of a floor shall be eligible to elect two non-local representatives or two local representatives to represent their floor only in the event that there is no suitable candidacy on that particular floor. In case there is no suitable candidacy, the election result shall require the House adoption in the first House meeting.
- c) A written notice stating the elected representatives of the each floor shall be sent to the Association for record at least two weeks before the commencement of the House session.
- d) The elected representatives shall possess full speaking and voting right in the House.
- e) Each elected representative shall take at least 1 seat in any Association's Standing Committee

Article 7 – MEETING

- a) The House shall meet at least once every month, except in June, July and August. *(amended in GPI, 2013)*
- b) The House Meeting shall be convened by the House Chairman or at the request of the Chairman of the Association or any House representative seconded by three House representatives.
- c) The notices of all House Meetings and the agenda thereof shall be posted at the Association office of Morrison Hall in five clear days beforehand. Such notice and agenda shall be issued by the House Chairman and be sent to all House representatives.
- d) Shall the House decide otherwise, all House meetings shall be open for all members of the Association to attend. Members so attended shall possess no voting right in any event and shall possess speaking right subject to the approval of the House Chairman.
- e) At House meetings a simple majority of voting members shall form a quorum.

Article 8 – CESSATION OF FULL MEMBERSHIP

- a) Any Representative who ceases to be a Full Member of the Association during his term of office in a session shall not continue to hold office.
- b) In the event that an Elected Representative is vacated from his office, the concerned floor shall re-elect the vacant office of concerned Elected

Representative in accordance with the rules set out in Article 6 of this Section.

SECTION VIII

EXECUTIVE COMMITTEE

Article 1 – MEMBERSHIP

The business of the Annual Election of the Executive Committee shall be to elect for the next Association Session the following officials:-

- a) Chairman;
- b) Internal Vice-Chairman;
- c) External Vice-Chairman;
- d) General Secretary;
- e) Financial Secretary;
- f) Publication Secretary;
- g) Alumni and Non-residential Members Affairs Secretary;
- h) Social Secretary;
- i) Sports Secretary;
- j) Cultural Secretary; and
- k) Welfare Secretary

Article 2 – FUNCTION

- a) The function of the Executive Committee shall be:
 - (i) to formulate the policies of the Association in accordance with its aims.
 - (ii) to carry out the resolutions and motions of the General Meetings and the General Pollings.
- b) The Executive Committee shall be responsible to the Full Members of Association for all its actions.

Article 3 – MEETING

- a) The Executive Committee Meeting shall be convened by the Chairman from time to time and at any time as he deems suitable.
- b) Notice of the Executive Committee Meeting should be sent to all Executive Committee members at least twenty-four hours beforehand.

Article 4 – DUTIES OF INDIVIDUAL MEMBERS

- a) The Chairman shall be the chief of the Executive Committee.
- b) The Internal Vice-Chairman shall assist the Chairman in all his duties pertaining to all internal affairs in fostering co-ordination of the Executive Committee.
- c) The External Vice-Chairman shall assist the Chairman in all his duties pertaining to all external affairs in fostering co-ordination of the Executive Committee.
- d) The General Secretary shall assist the Executive Committee and the Association in all the duties related to all documental duties and resources management.
- e) The Financial Secretary shall assist the Honorary Treasurer in all matters relating

to the finance of the Association.

- f) The Publication Secretary shall be responsible for all matters relating to publications and publicity of the Association.
- g) The Alumni and Non-residential Members Affairs Secretary shall be responsible for matters relating to alumni and non-residential members.
- h) The Social Secretary shall be responsible for social activities and events in the Association.
- i) The Sports Secretary shall be responsible for all sport activities and events in the Association.
- j) The Cultural Secretary shall be responsible for cultural activities and events in the Association.
- k) The Welfare Secretary shall be responsible for promoting the welfare of the members.

Article 5 – CESSATION OF FULL MEMBERSHIP

Any Executive Committee member who ceases to be a Full Member of the association during his term of office in a session shall not continue to hold office.

Article 6 – RESIGNATION

An Executive Committee member may, at any time, resign from office as a Executive Committee member by giving written notice of resignation to the Association. The concerned Executive Committee member shall sign a notice of resignation and such notice of resignation takes effect subject to the approval of a general meeting, which shall convene within one week the notice is received.

Article 7 – ACTING EXECUTIVES

- a) In the event of any vacancy occurring in the office of Executive Committee members, the Executive Committee shall resolve and appoint acting Executive Committee members to take up the work, who shall have the same authorities and duties as the respective posts, but such authorities and duties are subject to limitations imposed by the Executive Committee.
- b) In the event of vacancy of the whole Executive Committee, the House Meeting shall be convened to resolve and appoint acting Executive Committee members and make the appointments. The acting Executive Committee members shall have the same authorities and duties as those persons assuming the respective Executive Committee position, but such authorities and duties are subject to limitations imposed by the House.

SECTION IX

FINANCE

Article 1 – FINANCIAL YEAR

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

Article 2 – SUBSCRIPTIONS

- a) All Full Members shall pay an entrance fee, which is \$200 plus the actual cost of M-coat, when joining the Association and an annual subscription of \$300 each year. (*amended in GPI, 2013*)
- b) Subscriptions other than for full members shall be decided by the Executive Committee from time to time.

Article 3 – HONORARY TREASURER

The Honorary Treasurer of the Association shall be a University staff of the University and shall be responsible for all Association's finances for a period of one year. He shall be appointed by the House, and shall be eligible for re-appointment.

Article 4 – COMMITTEE OF FINANCE

- a) The advisory body to the Association on all matters of Association's finance shall be the Committee of Finance, and it shall have power to investigate all matters of Association's finance, and shall render regular reports to the House.
- b) The Committee of Finance shall consist of specific members with the Financial Secretary of the Association as the Chairman. The other specific members shall be the Honorary Treasurer of the Association, the Chairman of the Association, the General Secretary of the Association and three House Representative elected by the House.
- c) The session of Committee of Finance shall commence with the conclusion of Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the next calendar year.

Article 5 – BUDGET

The annual budget shall be prepared by the Honorary Treasurer and the Financial Secretary of the Association and shall be submitted to the House for adoption.

Article 6 – STATEMENT OF ACCOUNTS AND BALANCE SHEET

The audited Statement of Accounts and Balance sheet of the Financial Year of the previous Association Session shall be submitted to the House for adoption. The audited statement shall be scrutinized by the Committee of Finance, and if Executive Committee incurs expenditure not covered by the approved estimates of expenditures as stated in the Budget then the Executive Committee shall be responsible for the debt, unless the House approves otherwise.

Article 7 – INVESTMENT

No Association money shall be invested or investments sold unless the Committee of Finance acquires the approval of the House and the Honorary Treasurer of the Association.

SECTION X

CONSTITUTION

Article 1 – AMENDMENT

The Constitution shall not be amended except by a motion carried at a General Meeting of the Association convened specifically for the purpose or by General Pollings. A notice intimating the proposed amendments shall be posted 7 clear days before the General Meeting or the General Pollings.

Article 2 – INTERPRETATION

The interpretation of this Constitution shall rest with the Executive Committee.