

Constitution of R.C. Lee Hall Students' Association, HKUSU

*(Session 1993/94 Adopted,
2002/03 GP1, 2003/04 GP2 & GP3, 2005/06 GP1, GP2 & GP3, 2006/07 GP1, GP2, GP3 & GP4,
2008/09 GP1, GP2 & GP3 & 2009/10 GP1 Revised)*

SECTION I – GENERAL

DEFINITION

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

1. Hall shall mean R.C. Lee Hall, The University of Hong Kong. (*appended in GP1 2006/07*)
2. University shall mean The University of Hong Kong.
3. HKUSU shall mean The Hong Kong University Students' Union.
4. Constitution shall mean the Constitution of R.C. Lee Hall Students' Association, HKUSU.
5. Association shall mean R.C. Lee Hall Students' Association, HKUSU.
6. Member(s) shall include Full Member(s), Affiliated Member(s), Honorary Life Member(s) and Honorary Member(s).
7. Academic Year referred to the Constitution shall mean that defined by the University.
8. Residential Year referred to the Constitution shall mean that defined by the University.

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

Article 1 – NAME

The name of the Association shall be R.C. Lee Hall Students' Association, Hong Kong University Students' Union hereafter referred to as the Association.

Article 2 – OBJECTIVES

The objectives of the Association shall be

- 2.1 to promote friendship and sense of belonging among its Members,
- 2.2 to promote and facilitate cultural, 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 of the Association in such matters as affect their interests, and
- 2.5 to promote the relationship of the Association with 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, enjoying equal status. Either or both may be used in official meetings and official documents.

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

Article 5 – AFFILIATION

The Association shall be affiliated to HKUSU.

Article 6 – HONORARY PRESIDENT

The Warden of R.C. Lee Hall shall be invited by the Association as the President of the Association.

SECTION II – MEMBERSHIP

Article 1 – MEMBERSHIP

- 1.1 Full Membership
 - 1.1.1 Any resident of R.C. Lee Hall, being a full member of HKUSU shall be the Full Member of the Association.
 - 1.1.2 All Full Members shall pay the subscription fee prescribed in Article 2.1 of Section XI in the Constitution. *(amended in GP4 2007/08)*
 - 1.1.3 The Full Memberships shall commence on the first day of the Residential Year and shall terminate on the day before the first day of the next Residential Year.
- 1.2 Affiliated Membership *(amended in GP4 2007/08)*
 - 1.2.1 Any student of The University of Hong Kong and the member of HKUSU registered as a non-resident member of R.C. Lee Hall shall be the Affiliated Member of the Association.
 - 1.2.2 All Affiliated Member shall pay subscription fee prescribed in Article 2.1 of Section XI in the Constitution.
- 1.3 Associated Membership
 - 1.3.1 Any resident of R.C. Lee Hall, who is taking up approved full-time courses, not being a full member of HKUSU, shall be the Associated Member of the Association. *(amended in GP4 2007/08)*
 - 1.3.2 All Associated Members shall pay the subscription fee prescribed in Article 2.1 of Section XI in the Constitution. *(amended in GP4 2007/08)*
 - 1.3.3 The Associated Membership shall commerce on the first day of the Residential Year and shall terminate on the day before the first day of the next Residential Year.
- 1.4 Honorary Life Membership

Honorary Life Membership of the Association shall be conferred upon such person as elected at the Annual General Meeting, upon recommendation from the Executive Committee or no less than 10 Full Members.
- 1.5 Honorary Membership

The Warden, tutors and hall manager shall be invited as the Honorary Members.

Article 2 – PRIVILEGES

- 2.1 All Full Members and Associated Members shall be entitled to
 - 2.1.1 enjoy all facilities at the Association for the general use, and
 - 2.1.2 take part in all activities and functions of the Association.
- 2.2 Unless the Constitution otherwise specifies, all Full Members and only Full Members of the Association shall be entitled to *(amended in GP2 2005/06)*
 - 2.2.1 propose and second motions and memoranda at General Meeting,
 - 2.2.2 object to and vote for motions and memoranda at General Meeting,
 - 2.2.3 vote at General Polling, and *(appended in GP2 2005/06)*
 - 2.2.4 vote, nominate and be nominated for election in the Association Elections.
- 2.3 On matters which directly concern the internal affairs, Associated Members shall be entitled to enjoy the privileges stated in 2.2.1 and 2.2.2. *(amended in GP2 2005/06)*
- 2.4 All Affiliated Members and Honorary Life Members shall be entitled to
 - 2.4.1 enjoy the privileges stated in 2.1.1 and 2.1.2, and
 - 2.4.2 receive all important publications of the Association and be informed about all important functions of the Association.
- 2.5 All Honorary Members shall be entitled to enjoy the privileges stated in 2.1.1 and 2.1.2.
- 2.6 All privileges of a Member shall cease upon the termination of her/his membership. *(amended in GP2 2005/06)*

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 during the period from the second week of January to the end of February.
- 2.2 The businesses 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 Meeting of the session,
 - 2.2.3 to receive and adopt the Annual Report of the Floor Representative Board, *(amended in GP1&GP2 2005/06)*
 - 2.2.4 to receive and adopt the Annual Report of the outgoing Editorial Board presented by the Editor-in-chief, *(appended in GP2 2005/06)*
 - 2.2.5 to receive and adopt the Annual Report of the outgoing RCTV presented by the Director-in-chief, *(appended in GP1 2006/07)*
 - 2.2.6 to receive and adopt the Annual Report of the outgoing Executive Committee presented by the General Secretary,
 - 2.2.7 to receive and adopt the Audited Annual Financial Report presented by the Financial Secretary,
 - 2.2.8 to amend the Constitution, if any,
 - 2.2.9 to endorse the results of Annual Election,
 - 2.2.10 to appoint the members of RCTV co-opted by the incoming Director-in-chief, *(appended in GP1 2006/07)*
 - 2.2.11 to elect Honorary Life Members, if any,
 - 2.2.12 to receive and adopt the address by the President, the outgoing and the incoming Chairperson of the Association, and
 - 2.2.13 any other business.

Article 3 – EXTRAORDINARY GENERAL MEETING (amended in GP1 2005/06 and GP4 2007/08)

- 3.1 The Extraordinary General Meeting, if any, shall be held between the Annual General Meeting. The Chairperson shall convene the Extraordinary General Meeting
 - 3.1.1 at the request of the Executive Committee, or
 - 3.1.2 upon a written requisition from the Floor Representative Board with the consent of no less than two-third of all voting members of the Floor Representative Board at a meeting held specifically for the purpose, or
 - 3.1.3 upon a written requisition signed by no less than one-tenth of the Full Members.
- within 28 clear days.

Article 4 – VOTE OF NO-CONFIDENCE

- 4.1 A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against
 - 4.1.1 any member of the Executive Committee,
 - 4.1.2 any member of the Editorial Board, *(amended in GP1 2009/10)*
 - 4.1.3 any member of RCTV, or
 - 4.1.4 the Chairperson of the Floor Representative Board

at an Extraordinary General Meeting held specifically for the purpose. The vote shall be declared passed with the consent of no less than two-third of all the Full Members. A vote so passed shall call for the resignation of the person or persons against whom the vote is moved. *(amended in GP1 2005/06 & GP1 2006/07)*

Article 5 – CHAIRPERSON

- 5.1 The Chairperson of the Executive Committee shall chair the General Meeting unless she/he is so affected by or interested in the discussion or any motion. *(amended in GP2 2005/06)*
- 5.2 The Internal Vice-Chairperson shall take the chair of the General Meeting in the absence of the Chairperson.

Article 6 – NOTICE

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

Article 7 – QUORUM

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 half an hour of the stated time, the meeting shall be postponed to a date as decided by the Executive Committee.

Article 8 – VOTING

The motion shall be declared carried provided the number of valid votes cast for is greater than that against and is not less than one-seventh of all the Full Members of the Association. (*amended in GP4 2007/08*)

Article 9 – Resignation (appended in GP4 2007/08)

- 9.1 At any time,
- 9.1.1 any member of the Executive Committee except the Past Committee Representative,
 - 9.1.2 any member of the Editorial Board, (*amended in GP1 2009/10*)
 - 9.1.3 any member of RCTV, or
 - 9.1.4 the Chairperson of the Floor Representative Board

may resign from office by giving signed written notice of resignation to the Executive Committee. The Executive Committee thereafter shall request the Chairperson to convene a General Meeting. A notice of resignation takes effect only by a motion carried with the number of valid votes cast for is greater than that against and is not less than one-fifth of all the Full Members of the Association. Matters arising from the resignation shall be resolved in the General Meeting.

Article 10 – STANDING ORDER

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

Article 11 – RETURNING OFFICER

Any member of the Council, HKUSU, being appointed by the Council Chairman, HKUSU, not being a Member of the Association can be invited as the Returning Officer. (*amended in GP2 2005/06*)

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 (amended in GP1 2005/06)

- 2.1 A General Polling shall not be held unless it is convened by the Chairperson of the Association
- 2.1.1 at the request of the Executive Committee, or
 - 2.1.2 upon a written requisition from the Floor Representative Board with the consent of no less than two-third of all voting members of the Floor Representative Board at a meeting held specifically for the purpose, or
 - 2.1.3 upon a written requisition signed by no less than one-tenth of the Full Members.
- 2.2 Any such requisition 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

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VOTING

Voting shall take place at a polling station which shall be opened for no less than 10 hours within a day. 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. The motion shall be declared carried provided the number of valid votes cast for is greater than that against and is not less than one-seventh of all the Full Members of the Association. (*amended in GP4 2007/08*)

Article 5 – RETURNING OFFICER

Any member of the Council, HKUSU, being appointed by the Council Chairman, HKUSU, not being a Member of the Association can be invited as the Returning Officer. (*amended in GP2 2005/06*)

Article 6 – COMPLAINTS CONCERNING THE GENERAL POLLING

Any complaint concerning the General Polling shall be directed to the Chairperson of the Floor Representative Board and posted in signed written form within 24 hours of the announcement of the result. If a complaint is so lodged, the Floor Representative Board shall investigate the issue and shall decide whether it should request the Chairperson to convene an Extraordinary General Meeting for appropriate action. *(appended in GP1 2008/09)*

SECTION V – ELECTION

Article 1 – ANNUAL ELECTION

The Annual Election shall be held to elect the members of the Executive Committee, the Editor-in-chief, two Assistant Editors-in-chief, the Director-in-chief, two Assistant Directors-in-chief and members of the Floor Representative Board for the next session. The voting, with the exception of the election of the Past Committee Representative and members of the Floor Representative Board, shall be held at least 3 clear days before the Annual General Meeting. The Past Committee Representative shall be elected by and elected among the outgoing Executive Committee at an Executive Committee Meeting at the end of the session. *(amended in GP1&GP2 2005/06, GP1 2006/07 & GP1 2009/10)*

Article 2 – ELECTION OFFICIAL

2.1 Annual Election Commission

The Annual 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 Annual Election Commission. The Annual Election Commission shall be responsible for all business related to the election.

2.2 *(repealed in GP1 2008/09)*

2.3 Returning Officer

Any member of the Council, HKUSU, being appointed by the Council Chairman, HKUSU, not being a Member of the Association can be invited as the Returning Officer. *(amended in GP2 2005/06)*

Article 3 – NOMINATION

3.1 Except the Past Committee Representative, the nomination of members of the Executive Committee, the Editor-in-chief and Assistant Editors-in-chief of the Editorial Board, the Director-in-chief and Assistant Directors-in-chief of RCTV and the Chairperson of the Floor Representative Board shall be opened not later than the first week of January. Nomination period shall last for 14 clear days. *(amended in GP1&GP2 2005/06, GP1 2006/07 & GP1 2009/10)*

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 Annual Election Commission of the Association shall scrutinize every nomination form and announce the name of the candidate within 24 hours after having received the nomination, 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 Annual Election Commission within 72 hours after submission of her/his nomination form.

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 clear days. If still no nomination is received, the Annual General Meeting shall resolve the matter.

3.8 The Annual Election Commission shall arrange and facilitate the campaign of any candidate and shall ensure proper campaigning.

Article 4 – VOTING

4.1 Voting shall be in secret ballot.

4.2 Ballot sheet 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 sheet their order of preference for the candidates. Ballot sheet 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 sheet. 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 within 24 hours after the election period.
- 4.6 Conditions of re-count shall be decided in meeting(s) convened by the Annual Election Commission before the Annual General Meeting.
- 4.7 Matters arising in the process of election which is not provided by the Constitution shall be decided by the Annual Election Commission.

Article 5 – ELECTION DAY

- 5.1 Election shall be by polling on the Election Day.
- 5.2 The Election Day for the Annual Election shall take place 7 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 Election Day shall be lasted at least 10 hours.

Article 6 – COMPLAINTS CONCERNING THE ELECTION

- 6.1 Any complaint concerning the Election shall be directed to the Annual Election Commission in written form within 24 hours of the announcement of the result, and such complaint shall be signed by the complainant. If a complaint is so lodged, the Annual Election Commission shall investigate it and 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 An Extraordinary General Meeting shall be held for the purpose as by-election, if any.
- 7.2 The Annual Election Commission mentioned in Article 2 shall be responsible for all business pertaining to this by-election.
- 7.3 Nomination for the vacant post shall be opened at least 13 clear days before the Extraordinary General Meeting. Nomination period shall last for 5 clear days and the deadline of the nomination shall be 5 to 10 clear days before the by-election day. By-Election Day shall be held at least 3 clear days before the Extraordinary General Meeting. *(amended in GP3 2005/06)*
- 7.4 Nomination regulation shall follow that of Article 3.2 to 3.6.
- 7.5 The notice of the By-Election Day shall be posted at least 5 clear days beforehand. *(appended in GP3 2005/06)*

SECTION VI – FLOOR REPRESENTATIVE BOARD *(amended in GP1 2005/06)*

Article 1 – SESSION

The session of the Floor Representative Board shall coincide with the Association Session.

Article 2 – FUNCTION

The functions of the Floor Representative Board shall be

- 2.1 to advise on matters which affect the Association,
- 2.2 to serve as a discussion platform for Members on matters which affect the Association,
- 2.3 to serve as a channel through which the policies and decisions of the Executive Committee, the Editorial Board and RCTV can be made known to the Members, and *(amended in GP1 2006/07)*
- 2.4 to monitor the Executive Committee, the Editorial Board, RCTV and all their subordinated bodies. *(amended in GP1 2006/07)*

Article 3 – AUTHORITY

The authorities of the Floor Representative Board shall be

- 3.1 to summon the members of the Executive Committee to attend Floor Representative Board meetings,
- 3.2 to request the members of the Executive Committee, the Editor-in-chief and the Director-in-chief to submit written reports on issues concerned by the Floor Representative Board, and *(amended in GP1 2006/07)*
- 3.3 to request the Chairperson of the Executive Committee to convene a General Meeting or General Polling with the consent of no less than two-third of all voting members of the Floor Representative Board at a meeting held specifically for the purpose.

Article 4 – COMPOSITION

The following shall be the members of the Floor Representative Board:

- 4.1 The Chairperson of the Floor Representative Board,
- 4.2 The Honorary Secretary,
- 4.3 The Representatives from each floor,
- 4.4 The Chairperson of the Executive Committee as an official observer,
- 4.5 The Editor-in-chief of the Editorial Board as an official observer,
- 4.6 The Director-in-chief of RCTV as an official observer, and (*appended in GP1 2006/07*)
- 4.7 The Advisor.

Article 5 – VOTING RIGHT

- 5.1 Only the Representatives from each floor shall be the voting members of the Floor Representative Board.
- 5.2 The Chairperson of the Floor Representative Board shall have the casting vote upon a tie of votes.
- 5.3 Replacers of the Representatives from each floor shall not be entitled to vote.

Article 6 – ELECTION

- 6.1 Chairperson of the Floor Representative Board
 - 6.1.1 Nomination of the Chairperson of the Floor Representative Board shall follow that of Section V Article 3.1 to 3.8.
 - 6.1.2 The Chairperson of the Floor Representative Board shall be elected at the first meeting of the Floor Representative Board of the session.
 - 6.1.3 The elected Chairperson of the Floor Representative Board shall not hold concurrently another seat in the Floor Representative Board.
 - 6.1.4 Re-election of the Chairperson of the Floor Representative Board
 - 6.1.4.1 In the case of resignation of the Chairperson of the Floor Representative Board, the Honorary Secretary shall convene a meeting to elect an Acting Chairperson among all the Floor Representative Board members. The Acting Chairperson shall take up all the duties as the Chairperson until the Chairperson is elected.
 - 6.1.4.2 In case the Acting Chairperson is one of the Representatives from each floor, the corresponding floor shall elect an Acting Representative who shall have the same authorities and duties as all Representatives from each floor by an election follow that of Section VI Article 6.3.1 until a Chairperson of the Floor Representative Board is elected. The Acting Chairperson shall then resume his original position.
 - 6.1.4.3 A nomination period lasting for 14 days shall be opened. The nomination shall follow that of Section V Article 3.2 to 3.6.
 - 6.1.4.4 The Chairperson of the Floor Representative Board shall be elected upon the commencement of the first meeting held within 14 days after the closure of the nomination period.
 - 6.1.4.5 If no nomination is received, an Extraordinary General Meeting shall be convened to resolve the matters.
- 6.2 Honorary Secretary
 - 6.2.1 The Honorary Secretary shall be elected at the first meeting of the Floor Representative Board of the current session among Full Members of the Association.
- 6.3 Representatives from each floor
 - 6.3.1 Each floor shall elect among Full Members of its own floor a representative by simple majority. The result shall be declared valid with no less than half of the Full Members of the respective floor present and voting validly and a member of the Annual Election Commission observing the election. A formal notice thereof shall be given to the Floor Representative Board.
 - 6.3.2 If there is a re-election, the election shall follow that of Section VI Article 6.3.1 and a formal notice shall be given to the Floor Representative Board.
- 6.4 Advisor
 - 6.4.1 The Advisor, who shall be a Full Member, shall be elected at a Floor Representative Board meeting of the previous session among all members of the Floor Representative Board of the previous session.

Article 7 – DUTIES OF INDIVIDUAL FLOOR REPRESENTATIVE BOARD MEMBERS

- 7.1 Chairperson of Floor Representative Board
 - The duties of the Chairperson of Floor Representative Board shall be
 - 7.1.1 to chair the meeting of the Floor Representative Board, and
 - 7.1.2 to prepare an Annual Report for the Floor Representative Board at the end of each session.

- 7.2 Honorary Secretary
The duties of the Honorary Secretary shall be
- 7.2.1 to take minutes at meetings of the Floor Representative Board,
 - 7.2.2 to prepare and post up the summary of minutes of each meeting of the Floor Representative Board, and
 - 7.2.3 to keep all the official documents and records of the Floor Representative Board.
- 7.3 Representatives from each floor
The duties of the Representatives from each floor shall be
- 7.3.1 to consult the Full Members of the corresponding floor in matters which affect the Association and present their opinions in the Floor Representative Board meetings,
 - 7.3.2 to notify the Full Members of the corresponding floor matters discussed in the Floor Representative Board meetings,
 - 7.3.3 to discuss matters which affect the Association,
 - 7.3.4 to consider the collective interests of Members of the Association, and
 - 7.3.5 to attend meetings of the Floor Representative Board.
- 7.4 Official Observers
The duties of the Official Observers shall be
- 7.4.1 to provide information to the Floor Representative Board concerning the agenda,
 - 7.4.2 to collect opinions from the Floor Representative Board,
 - 7.4.3 to discuss matters which affect the Association, and
 - 7.4.4 to attend meetings of the Floor Representative Board.
- 7.5 Advisor
The duties of the Advisor shall be
- 7.5.1 to advise the Floor Representative Board based on the information of the Association of the previous sessions, and
 - 7.5.2 to attend meetings of the Floor Representative Board upon request by the Floor Representative Board.

Article 8 – MEETING

- 8.1 The first meeting of each session shall be convened by the Chairperson of the Floor Representative Board of the previous session within 21 days after the starting of the session. The Chairperson of the Floor Representative Board and the Honorary Secretary shall be elected upon the commencement of the meeting.
- 8.2 The meeting of the Floor Representative Board shall be held at least once alternate month.
- 8.3 Meetings of the Floor Representative Board shall be convened by the Chairperson of the Floor Representative Board or at the written requisition to the Chairperson of the Floor Representative Board from any 4 members of the Floor Representative Board except the Honorary Secretary and the Advisor.
- 8.4 *(repealed in GPI 2008/09)*
- 8.5 All members, except the Honorary Secretary, shall have full speaking right. The Honorary Secretary shall only be entitled full speaking right before the Acting Chairperson is elected in the case of resignation or absence of the Chairperson of the Floor Representative Board.
- 8.6 Unless the Floor Representative Board shall decide otherwise, all meetings of the Floor Representative Board shall be open to all Full Members of the Association. Members so attending shall be permitted to speak only with the approval of the Chairperson of the Floor Representative Board and shall not vote.
- 8.7 At the meeting of the Floor Representative Board, two-third of its members except the Chairperson of the Floor Representative Board, the Honorary Secretary and the Advisor shall form a quorum.
- 8.8 An Emergency Floor Representative Board meeting shall be convened by the Chairperson of the Floor Representative Board or at the written requisition to the Chairperson from any 4 members of the Floor Representative Board except the Honorary Secretary and the Advisor. A notice of such meeting and the agenda thereof shall be sent to each Member of the Floor Representative Board and posted at least 24 hours beforehand.
- 8.9 In the absence of the Chairperson of the Floor Representative Board, the meeting shall be convened by the Honorary Secretary at the written requisition to the Honorary Secretary from 4 members of Floor Representative Board except the Honorary Secretary and the Advisor. At the beginning of the meeting, an Acting Chairperson shall be elected among the Floor Representative Board members for the corresponding meeting.
- 8.10 *(repealed in GPI 2008/09)*

- 8.11 In case of inability to attend Floor Representative Board meetings, Representatives from each floor, the Chairperson of the Executive Committee, the Editor-in-Chief of the Editorial Board and the Director-in-Chief of RCTV can be temporarily replaced by another Full Member of the respective floor, any Committee members, Editors and Directors respectively with a formal letter directed to the Chairperson of the Floor Representative Board before the commencement of the meeting. The replacer shall have full speaking right. *(amended in GP1 2008/09)*

Article 9 – VOTE OF NO-CONFIDENCE

- 9.1 A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against the Chairperson of the Floor Representative Board
- 9.1.1 with the consent of no less than two-third of all voting members of the Floor Representative Board at a Floor Representative Board meeting held specifically for the purpose, or
- 9.1.2 with the consent of no less the two-third of all the Full Members at an Extraordinary General Meeting held specifically for the purpose.
- 9.2 The Chairperson of the Executive Committee shall chair the Floor Representative Board meeting called for a vote of no-confidence against the Chairperson of the Floor Representative Board.
- 9.3 A vote so passed shall call for the resignation of the Chairperson of the Floor Representative Board.

Article 10 – BUSINESS

- 10.1 To prepare an Annual Plan of the Floor Representative Board at the first meeting of the session.
- 10.2 To consider the Annual Budget of the Association and the Annual Financial Plan of RCTV at the first meeting of the session. *(amended in GP1 2006/07)*
- 10.3 To consider the Annual Plan of the Executive Committee, the Editorial Board and RCTV at the first meeting of the session. *(amended in GP1 2006/07)*
- 10.4 To receive and adopt the Annual Report of the Floor Representative Board prepared by the Chairperson of the Floor Representative Board at the end of the session.
- 10.5 To consider matters that affect the interests of the Members.

SECTION VII – EXECUTIVE COMMITTEE

Article 1 – FUNCTIONS AND DUTIES

- 1.1 The functions of the Executive Committee shall be
- 1.1.1 to formulate and implement the policies of the Association in accordance with the objectives of the Association,
- 1.1.2 to carry out the resolutions of the General Meeting and the General Polling,
- 1.1.3 to represent the Members in such matters that affect the Members' interests,
- 1.1.4 to act as a supervisory body over the duties of each individual member of the Executive Committee, and
- 1.1.5 to conduct the general affairs of the Association daily.
- 1.2 The Executive Committee shall be responsible to the General Meeting and the General Polling.

Article 2 – COMPOSITION

The following shall be the members of the Executive Committee:

- 2.1 A Chairperson,
- 2.2 An Internal Vice-Chairperson,
- 2.3 An External Vice-Chairperson,
- 2.4 A General Secretary,
- 2.5 A Financial Secretary,
- 2.6 A Publications and Publicity Secretary,
- 2.7 A Welfare Secretary,
- 2.8 A Social Secretary,
- 2.9 A Cultural Secretary,
- 2.10 A Sports Secretary,
- 2.11 A Current Affairs Secretary, and
- 2.12 A Past Committee Representative.

Article 3 – DUTIES OF INDIVIDUAL EXECUTIVE COMMITTEE MEMBERS

- 3.1 Chairperson
The Chairperson shall
- 3.1.1 be the chief executive of the Association,
 - 3.1.2 chair the Executive Committee Meetings, and
 - 3.1.3 chair the General Meeting unless she/he is so affected by or interested in the discussion or any motion.
(amended in GP2 2005/06)
- 3.2 Internal Vice-Chairperson
The Internal Vice-Chairperson shall
- 3.2.1 assist the Chairperson in the internal affairs of the Association,
 - 3.2.2 chair the Executive Committee Meeting and the General Meeting in the absence of the Chairperson, and
 - 3.2.3 *(repealed in GP2 2008/09)*
- 3.3 External Vice-Chairperson
The External Vice-Chairperson shall
- 3.3.1 assist the Chairperson in the external affairs of the Association, and
 - 3.3.2 represent the Association at the HKUSU Council.
- 3.4 General Secretary
The General Secretary shall
- 3.4.1 conduct all the general correspondence,
 - 3.4.2 take the minutes of all the Executive Committee Meetings,
 - 3.4.3 prepare the Annual Report of the Association, and
 - 3.4.4 keep all the official documents and records of the Association.
- 3.5 Financial Secretary
The Financial Secretary shall
- 3.5.1 keep an up-to-date account of all income and expenditure,
 - 3.5.2 draft the Annual Budget and any other Budget proposed by the Executive Committee,
 - 3.5.3 present the audited Annual Financial Report at the Annual General Meeting, and
 - 3.5.4 be responsible for all financial matters of the Association.
- 3.6 Publications and Publicity Secretary
The Publications and Publicity Secretary shall be responsible
- 3.6.1 for all publications, except the Editorial Board publication,
 - 3.6.2 for editing at least 2 Bulletins during the Association Session, and
 - 3.6.3 for all work concerning publicity of the Association.
- 3.7 Welfare Secretary
The Welfare Secretary shall be responsible
- 3.7.1 for the general welfare of the Members of the Association,
 - 3.7.2 for all indoor amenities and services of the Association, and
 - 3.7.3 *(repealed in GP2 2008/09)*
- 3.8 Social Secretary
The Social Secretary shall
- 3.8.1 be responsible for all social activities of the Association.
 - 3.8.2 *(repealed in GP1 2007/08)*
- 3.9 Cultural Secretary
The Cultural Secretary shall
- 3.9.1 be responsible for all cultural activities of the Association, and
 - 3.9.2 chair all the Cultural Sub-Committee meetings.
- 3.10 Sports Secretary
The Sports Secretary shall
- 3.10.1 organize sports teams to represent the Association,
 - 3.10.2 represent the Association in the Sports Association Council, HKUSU, and
 - 3.10.3 chair all the Sports Sub-Committee meetings.

- 3.11 Current Affairs Secretary
The Current Affairs Secretary shall
 - 3.11.1 promote the awareness and interests in current affairs amongst Members of the Association,
 - 3.11.2 assist the External Vice-Chairperson in all activities concerning current affairs.
- 3.12 Past Committee Representative
The Past Committee Representative shall
 - 3.12.1 be the official observer of the Executive Committee of the Association,
 - 3.12.2 advise the current Executive Committee in order to ensure a smooth administration in the affairs of the Association.
- 3.13 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 4 – EXECUTIVE COMMITTEE MEETING

- 4.1 The Executive Committee shall meet at least once every month.
- 4.2 The Executive Committee Meeting shall be convened by the Chairperson.
- 4.3 *(repealed in GP1 2008/09)*
- 4.4 The quorum of an Executive Committee Meeting shall be at least two-third of the members of the Executive Committee.
- 4.5 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.
- 4.6 *(repealed in GP1 2008/09)*

Article 5 – STANDING SUB-COMMITTEE

The following Standing Sub-Committee shall assist the Executive Committee in carrying out its duties and shall be responsible to the Executive Committee: *(amended in GP4 2007/08)*

- 5.1 Constitution Review Sub-Committee *(appended in GP2 2007/08)*
- 5.2 Cultural Sub-Committee
- 5.3 *(repealed in GP1 2007/08)*
- 5.4 Sports Sub-Committee

The Executive Committee may co-opt Full Members to any ad-hoc Sub-Committee to assist the execution of its duties. *(appended in GP4 2007/08)*

SECTION VIII – EDITORIAL BOARD

Article 1 – FUNCTIONS (amended in GP1 2009/10)

The functions of the Editorial Board shall be

- 1.1 to provide a platform for the Members, including the Editors, to express and share their ideas and experience, *(amended in GP1 2009/10)*
- 1.2 to monitor and facilitate the Members to comment on the operations and activities of the Association and the Hall, and *(amended in GP1 2009/10)*
- 1.3 to report on the different aspects of hall life.

Article 2 – RIGHTS AND DUTIES

- 2.1 The Editorial Board can use the facilities offered by the Association.
- 2.2 *(repealed in GP1 2009/10)*
- 2.3 The Editorial Board shall abide by the motions of the General Meetings and General Polling.

Article 3 – FINANCE (appended in GP1 2009/10)

- 3.1 The Editorial Board shall be financed by the Association.
- 3.2 The Editorial Board is entitled to reimburse upon receipts totally up to 10% of the sum of all entrance fees and subscriptions received during the Financial Year as stated in Section XI. The Association has no right to object such payments.
- 3.3 With the approval of the Executive Committee, the Editorial Board may have reimbursement over 10% of the sum of all entrance fees and subscriptions received during the Financial Year as stated in Section XI.
- 3.4 With the approval of the Floor Representative Board, Editorial Board can be financed by any other sources.

Article 4 – MEMBERSHIP (amended in GP1 2009/10)

- 4.1 The following shall be the members of Editorial Board: *(amended in GP1 2009/10)*
 - 4.1.1 An Editor-in-chief,
 - 4.1.2 Two Assistant Editors-in-chief, and
 - 4.1.3 Editors.
- 4.2 Membership of Editorial Board shall be open to all Full Members.
- 4.3 Editorial Board may co-opt Full Members to its sub-committees to assist the execution of its duties. *(appended in GP1 2009/10)*

Article 5 – ELECTION (appended in GP1 2009/10)

Subject to SECTION V and the procedure therein stated, the Editor-in-chief and the two Assistant Editors-in-chief shall be elected annually. Editors shall be co-opted independently by the Editor-in-chief in consultation with the two Assistant Editors-in-chief, subjects to the final appointment of the General Meetings.

Article 6 – REMOVAL (appended in GP1 2009/10)

The Editor-in-chief, with the consent of the two Assistant Editors-in-chief, may remove any appointed member of Editorial Board, subject to the final approval of the General Meeting.

Article 7 – DUTIES OF INDIVIDUAL MEMBERS OF EDITORIAL BOARD (appended in GP1 2009/10)

- 7.1 Editor-in-chief
The Editor-in-chief shall
 - 7.1.1 be the Chairperson of the Editorial Board, and
 - 7.1.2 represent the Editorial Board.
- 7.2 Assistant Editors-in-chief
The Assistant Editors-in-chief shall assist the Editor-in-chief in her/his duties. One of them shall chair the meetings of Editorial Board in the absence of the Editor-in-chief.
- 7.3 Editors
Editors shall be responsible for editing and participating in the publications of Editorial Board.
- 7.4 All members of Editorial Board shall be responsible to the General Meeting and General Polling.
- 7.5 Each member of Editorial Board shall assume additional duties which according to the functions of Editorial Board as decided by Editorial Board, the General Meeting or the General Polling.

SECTION IX – RCTV (appended in GP1 2006/07)

Article 1 – FUNCTIONS

RCTV serves as an audio-visual medium in the Association. The functions of RCTV shall be

- 1.1 to record events concerning the Hall, and
- 1.2 to make audio-visual productions which aim to
 - 1.2.1 inform Members matters concerning the Hall, and/or
 - 1.2.2 educate Members, and/or
 - 1.2.3 entertain Members, and/or
 - 1.2.4 publicize the Association and the Hall.

Article 2 – RIGHTS AND DUTIES

- 2.1 RCTV can use the facilities offered by the Association.
- 2.2 RCTV shall have the right to lend equipment under the management of RCTV and audio-visual recordings to any Full Member and Honorary Member in compliance to the objectives of the Association stated in Section I Article 2.1 to 2.5.
- 2.3 RCTV shall abide by the motions of the General Meeting and General Polling.

Article 3 – Finance

- 3.1 Unless the General Meeting approves, RCTV shall be financed by sources of funding other than the Association. The funds shall be distributed to RCTV via the Association without any interference of the Executive Committee.
- 3.2 With the approval of the General Meeting, RCTV can be financed by the Association.

Article 4 – MEMBERSHIP

- 4.1 The following shall be the members of RCTV:
 - 4.1.1 A Director-in-chief,
 - 4.1.2 Two Assistant Directors-in-chief,
 - 4.1.3 A Financial Secretary,
 - 4.1.4 A Studio Manager, and
 - 4.1.5 Directors.
- 4.2 Membership of RCTV shall be open to all Full Members.
- 4.3 RCTV may co-opt Full Members to its sub-committees to assist the execution of its duties.

Article 5 – ELECTION

Subject to SECTION V and the procedure therein stated, the Director-in-chief and the two Assistant Directors-in-chief shall be elected annually. The Financial Secretary, the Studio Manager and Directors shall be co-opted independently by the Director-in-chief in consultation with the two Assistant Directors-in-chief, subjects to the final appointment of the General Meeting.

Article 6 – REMOVAL

The Director-in-chief, with the consent of the two Assistant Directors-in-chief, may remove any appointed member of RCTV, subject to the final approval of the General Meeting.

Article 7 – DUTIES OF INDIVIDUAL MEMBERS OF RCTV

- 7.1 Director-in-chief
The Director-in-chief shall
 - 7.1.1 be the chief executive of RCTV,
 - 7.1.2 chair meetings of RCTV, and
 - 7.1.3 represent RCTV in matters concerning its administration and productions.
- 7.2 Assistant Directors-in-chief
The Assistant Directors-in-chief shall assist the Director-in-chief in her/his duties. One of them shall chair the meetings of RCTV in the absence of the Director-in-chief.
- 7.3 Financial Secretary
The Financial Secretary shall
 - 7.3.1 draft the Annual Financial Plan concerning RCTV, and
 - 7.3.2 be responsible for all financial matters concerning RCTV.
- 7.4 Studio Manager
The Studio Manager shall be responsible for all matters concerning the management of equipments and audio-visual recordings managed by RCTV.
- 7.5 Directors
Directors shall be responsible for directing and participating in the productions of RCTV.
- 7.6 All members of RCTV shall be responsible to the General Meeting and General Polling.
- 7.7 Each member of RCTV shall assume additional duties which according to the functions of the RCTV as decided by RCTV, the General Meeting or the General Polling.

SECTION X – HOUSE

(repealed in GP2 2008/09)

SECTION XI – FINANCE

Article 1 – FINANCIAL YEAR

The financial year of the Association shall correspond to the Association Session.

Article 2 – SUBSCRIPTIONS

- 2.1 Full Members, Affiliated Members and Associated Members shall pay an entrance fee of HK\$150.00 only on first joining the Association and an Annual Subscription of HK\$300.00 only, payable at the commencement of the Residential Year. *(amended in GP3 2003/04)*
- 2.2 Honorary Life Members shall pay a lump sum subscription of HK\$100.00 only.
- 2.3 All entrance fees and subscriptions, once received shall not be refunded.

Article 3 – ANNUAL BUDGET

The Annual Budget of the Association shall be prepared by the Financial Secretary and shall be posted up for at least five clear days before the adoption by the coming Executive Committee Meeting.

Article 4 – AUDITING

- 4.1 The Financial Secretary of the Association shall submit the Annual Financial Report and all relating financial statements to the Honorary Auditor at least 10 clear days before the Annual General Meeting for auditing purposes.
- 4.2 The Annual Financial Report shall be posted up for at least 5 clear days before the Annual General Meeting.

Article 5 – THE HONORARY AUDITOR

The President of the Association or any person recommended by the President 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. *(amended in GP2 2003/04)*

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 XII – REGULATIONS GOVERNING THE ASSOCIATION *(appended in GP3 07/08)*

- 1 Unless otherwise specified in the concerned regulation, regulations governing the Association except the Constitution shall be established, amended or repealed by
 - 1.1 a motion carried in the General Meeting or General Polling, or
 - 1.2 the following procedures:
 - 1.2.1 Any Full Member shall have the right to propose establishments, amendments or repeals of regulations governing the Association to the Executive Committee.
 - 1.2.2 The Executive Committee thereafter shall post up the proposed establishments, amendments or repeals in the form of notice.
 - 1.2.3 The Floor Representative Board shall consult the Full Members in all proposed establishments, amendments or repeals, and advise the Executive Committee on the matters within 28 clear days after the notice has been posted.
 - 1.2.4 The establishments, amendments or repeals shall be adopted with the consent of the Executive Committee after receiving advices from the Floor Representative Board.

SECTION XIII – AMENDMENT AND INTERPRETATION

Article 1 – AMENDMENT *(amended in GP1 2002/03)*

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

- 1.1
 - 1.1.1 with no less than 60% of all the Full Members voting validly; and
 - 1.1.2 with no less than two third of the valid votes voting for it at a General Polling convened specially for the purpose; or
- 1.2
 - 1.2.1 with no less than 60% of all the Full Member present and voting validly; and
 - 1.2.2 with no less than two third of the valid votes voting for it at an Extraordinary General Meeting convened specially for the purpose; or

1.3

1.3.1 with no less than 60% of all the Full Members present and voting validly; and

1.3.2 with no less than two third of the valid votes voting for it
at an Annual General Meeting.

1.4 The proposed amendment shall be posted seven clear 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 Constitution, shall be valid as if done after adoption of Constitution unless inconsistent with the provisions of Constitution.

- END -

(Mistakes concerning Grammar, Spelling, Capital/Small Letter, Inconsistent Style, Numbering System and Typos were corrected in GP2 2005/06 and GP3 2008/09)