

Constitution of Suen Chi Sun Hall Students' Association, HKUSU
(Amended 2010)

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 Hong Kong University Students' Union.
3. "Hall" shall mean Suen Chi Sun Hall of the University.
4. "Association" shall mean the Suen Chi Sun Hall Students' Association, HKUSU.
5. "Constitution" shall mean the Constitution of the Association.
6. "Member(s)" shall include Full Member(s), Affiliated Member(s), Associate Member(s), and Honorary Member(s) of the Association.
7. "Academic year" shall mean that defined by the University.
8. "Residential year" shall mean that defined by the University.
9. "Executive Committee" shall mean the Executive Committee of the Association.
10. "Sub Committee(s)" shall mean the Sub Committee of the Executive Committee.
11. "Year Plan" shall mean the Year Plan of the Executive Committee.
12. "Annual Budget" shall mean the Annual Budget of the Executive Committee.
13. "Annual Financial Report" shall mean the Annual Financial Report of the Executive Committee
14. "Honorary Auditor" shall mean the Honorary Auditor of the Association.
15. "Annual Election" shall mean the Annual Election of the Executive Committee.
16. "Election Commission" shall mean the Election Commission of the Association.
17. "Floor Representative" shall mean the Floor Representative of the fourteen residential floors in Hall respectively.
18. "Semester" 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 Suen Chi Sun Hall Students' Association, Hong Kong University Students' Union hereafter referred to as the Association. The Chinese name of the Association shall be 香港大學學生會孫志新堂宿生會.

Article 2 – AIMS

The objectives of the Association shall be

- 2.1 To enhance 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, enjoying equal status. Chinese, in its oral form, shall mean the Cantonese dialect or Putonghua.

Article 5 – AFFILIATION

The Association shall be affiliated to the HKUSU.

SECTION II

MEMBERSHIP

Article 1 – MEMBERSHIP

1.1 Full Membership

1.1.1 Any resident of Suen Chi Sun 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 when he/she registers as the hall resident 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, whichever the earlier.

1.2 Affiliated Membership

1.2.1 Any student of the University who is not a current member of any Hall Students' Association or hall resident and members of the HKUSU is eligible for Affiliated Membership following the corresponding affiliation procedure of the University.

1.2.2 The Affiliated Membership shall commence when her/his registration is approved and shall terminate when her/his Affiliated Membership ends both in accordance with the corresponding affiliation procedure of the University.

1.3 Associate Membership

1.3.1 Any resident of Suen Chi Sun 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 Membership shall commence when he/she registers as the hall resident 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, whichever the earlier.

1.4 Honorary Membership

The Warden, Tutors and Hall Manager shall be invited as the Honorary Members.

Article 2 – PRIVILEGES

2.1 All Members of the Association 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 Receive publications of the Association and be informed about functions of the Association.

2.1.4 Attend General Meetings of the Association.

2.2 In addition to 2.1 above, all Full Members of the Association shall be entitled to:

2.2.1 Propose and second motions and memoranda at General Meetings and General Pollings.

2.2.2 Object to and vote for motions and memoranda at General Meetings and General Pollings.

2.2.3 Vote, nominate and be nominated for election in the Association Elections.

2.2.4 be chairpersons of any Sub Committee

2.3 In addition to 2.1 above, all Associate Members of the Association shall be entitled to:

2.3.1 be chairpersons of any Sub Committee

2.4 All privileges of Members 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 not later than the

31st day of March.

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 receive 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.

2.2.9 To receive and adopt the Annual Budget.

2.2.10 To appoint Honorary Auditor for the incoming Executive Committee.

2.2.11 Any Other Business.

Article 3 – EXTRAORDINARY GENERAL MEETING

The Chairperson, or the Internal Vice-Chairperson in the absence of the Chairperson, of the Executive Committee 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. 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 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 at the Annual General Meeting or 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 7 clear days beforehand. The notice of the Extraordinary General Meeting, and the agenda and related documents thereof shall be posted no less than 24 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 an hour of the stated time, the meeting shall be adjourned.

Article 8 – VOTING

The motion shall be declared carried if it is passed by simple majority of the Full Members of the Association present in the meeting.

Article 9 – STANDING ORDERS

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

Article 10 – RETURNING OFFICER

A Returning Officer shall be appointed by the HKUSU Council Chairman according to the Standing Orders of the HKUSU Council.

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 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 shall be appointed by the HKUSU Council Chairman according to the Standing Orders of the HKUSU Council.

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 last day of the Election, with exception of the Election of the Past Committee Representative, shall be held at least 14 days before the Annual General Meeting.

Article 2 – ELECTION OFFICIAL

2.1 Election Commission

The Election Commission shall be appointed by the General Meeting or General Polling not later than the 14th day of February. The Election Commission shall consist of 3 Full Members. The Executive Committee members shall not be the members of the Election Commission. The Election Commission shall be responsible for all business related to all elections for the Session.

2.2 Election Officers

Any Full Member and Associate Member of the Association, being appointed by the Election Commission, shall be the Election Officers.

2.3 Returning Officer

A Returning Officer shall be appointed by the HKUSU Council Chairman according to the Standing Orders of the HKUSU Council.

Article 3 – NOMINATION

3.1 The nomination of the Executive Committee shall be opened not later than the 28th day of February. Nomination period shall last for 7 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 The nomination should be designated to the Election Commission not less than 14 days before the Annual Election.

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 the Election Commission of the Association within 48 hours after the deadline of the nomination period.

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

Article 4 – ELECTION PROCEDURE

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-third of the total Full Membership of the Association.

4.4 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 no less than one-third of the total Full Membership of the Association.

Article 5 – RESULT

5.1 Election results shall be announced by the Election Commission within 24 hours after the election period.

5.2 The election result shall be declared valid if there is no successful complaint lodged after 72 hours of the announcement of result.

5.3 Conditions of Re-count shall be decided in meeting(s) convened by the Election Commission before the Annual General Meeting.

5.4 Matters arising in the process of election which is not provided by the Constitution shall be decided by the Election Commission.

Article 6– ELECTION DAY

6.1 Annual Election shall be by polling.

6.2 The Election Day for the Annual Election shall take place 5 clear days after the deadline of the nomination.

6.3 The notice of the Election Day for the Annual Election shall be posted at least 5 clear days beforehand.

6.4 Annual Election shall be opened for not less than 10 hours.

Article 7 – COMPLAINTS CONCERNING THE ELECTION

Any complaint concerning the Election shall be directed to the Election Commission in written form before the result of the Election is declared valid, and such complaint shall be signed by the complainant. If a complaint is so lodged, the Election Commission shall investigate it and take the appropriate action the Returning Officer thinks fit. The Election Commission shall submit a report to the Annual General Meeting thereafter.

Article 8 – BY-ELECTION

In the event of a vacancy occurring in any post referred to in Section VI Article 3, a General Meeting or General Polling shall be held to determine the necessity of a By-Election and if so, a nomination shall be open at least one week before the General Polling held for the purpose of By-Election.

SECTION VI

EXECUTIVE COMMITTEE

Article 1 - SESSION

The session of the Executive Committee shall commence upon the close of the Annual General Meeting of the past session and shall cease upon the close the Annual General Meeting of the corresponding session.

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 Meetings 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 Social Secretary,

3.8 A Current Affairs Secretary,

3.9 A Cultural Secretary,

3.10 A Sports Secretary,

3.11 A Welfare Secretary,

3.12 An Internal Affairs Secretary, and

3.13 An Alumni and Affiliated Members Secretary

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

4.6.1 be responsible for all publications, and

4.6.2 be responsible for all work concerning publicity of the Association.

4.7 Social Secretary

The Social Secretary shall be responsible for all social activities of the Association.

4.8 Current Affairs Secretary

The Current Affairs Secretary shall

4.8.1 promote the awareness and interests in current affairs amongst Members of the Association, and

4.8.2 assist the External Vice-Chairperson in all activities concerning current affairs.

4.9 Cultural Secretary

The Cultural Secretary shall

4.9.1 organize cultural teams to represent the Association, and

4.9.2 be responsible for all cultural activities of the Association

4.10 Sports Secretary

The Sports Secretary shall

4.10.1 organize sports teams to represent the Association,

4.10.2 be responsible for all sports activities of the Association, and

4.10.3 represent the Association in the Sports Association Council, HKUSU.

4.11 Welfare Secretary

The Welfare Secretary shall be responsible

4.11.1 for the general welfare of the Members of the Association, and

4.11.2 for all amenities and services of the Association.

4.12 Internal Affairs Secretary

The Internal Affairs Secretary shall be responsible for assisting the Internal Vice-Chairperson in all internal matters.

4.13 An Alumni and Affiliated Members Secretary

The Alumni and Affiliated Members Secretary shall be responsible for all work concerning alumni and affiliated members of the Hall.

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 Meetings or the General Polling.

Article 5 – EXECUTIVE COMMITTEE MEETING

5.1 The Executive Committee shall meet at least once every two months.

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 A notice of all Executive Committee Meetings and the agenda thereof shall be sent to each Executive Committee Member three days beforehand.

Article 6 – PAST COMMITTEE REPRESENTATIVE

The Past Committee Representative shall

6.1 be the official observer of the Executive Committee,

6.2 advise the Executive Committee in order to ensure a smooth administration in the affairs of the Association,

6.3 have the right to attend the Executive Committee Meetings as an official observer and shall attend the meeting on request of the Chairperson of the Executive

Committee, and

6.4 have the right to receive the minutes of the Executive Committee Meetings.

Article 7 –ACTING EXECUTIVE COMMITTEE

In the event of a vacancy occurring in any post referred to in Section VI Article 3, Acting Executive Committee members may be appointed among members of the outgoing Committee in the Annual General Meeting for a period to be specified by the motion, to ensure the proper functioning of the Association.

Article 8 –RESIGNATION

Any Executive Committee Member who wishes to resign shall submit a notice of resignation in writing to the Executive Committee stating the reasons therein. An Extraordinary General Meeting shall then be called to discuss the matter and find out resolution. His/ her resignation shall take effect after the approval from the Extraordinary General Meeting.

Article 9 –SUB COMMITTEE

7.1 Session

The session of the Sub Committees shall be the same as the Executive Committee.

7.2 Functions and Duties

7.2.1 The functions and duties of the Sub Committee shall be to conduct the general affairs of the Sub Committee and organize functions for the Association, with the constraint that the Executive Committee shall have the veto power.

7.2.2 The Sub Committee shall be responsible to the Executive Committee.

7.3 Composition

The Sub Committee shall be composed of at least a chairperson and a financial secretary.

7.4 Chairmanship

The Chairperson of each Sub Committee shall be nominated by the Executive Committee. The nomination notice shall be posted on the hall notice board for no less than 7 days. The nomination shall be declared valid after the nominee has obtained acknowledgement from no less than one-tenth of the Full members of the Association within 7 days.

7.5 Report

The chairperson of the Sub Committee shall submit a full report to the Executive Committee, after the closure of the session of the Sub Committee or no less than 10 days before the Annual General Meeting, whichever earlier.

7.6 Financial Report

The financial secretary of the Sub Committee shall submit a financial report and all related financial statement of the Sub Committee to the Financial Secretary of the Executive Committee, after the closure of the session of the Sub Committee or no less than 10 days before the Annual General Meeting, whichever earlier, for the purpose of drafting Annual Financial Report.

Article 10 –INTERNAL REGULATION

The Executive Committee may set up Internal Regulations to govern the internal affairs of the Association and all members shall be bounded by the Internal Regulations. If written objections from one-tenth of the full members are received by the Executive Committee, a General Meeting shall be called to find out the resolutions. Any section in the Internal Regulations in contravention of the Constitution shall be void.

SECTION VII

FLOOR REPRESENTATIVE

Article 1 -SELECTION

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

Article 2 -SESSION

The session of Floor Representative shall commence with the beginning of the first Floor Representative Meeting in that Semester and proceed until the beginning of the next first Floor Representative Meeting.

Article 3 -DUTIES OF FLOOR REPRESENTATIVES

Every Floor Representative shall

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

Article 4 -THE FLOOR REPRESENTATIVE MEETING

4.1 A Floor Representative Meeting shall be held at least once every three months during the session.

4.2 One representative selected among the Executive Committee shall be the chairperson of the Floor Representative Meeting. The general secretary shall be elected in the first Floor Representative Meeting.

4.3 Ten Floor Representatives and the chairperson of the Floor Representative Meeting shall form a quorum.

4.4 All Floor Representatives shall have speaking right and voting right in any Floor Representative Meeting. The Chairperson shall have speaking right and shall have voting right. Any other person shall have no speaking right unless granted by the chairperson and shall have no voting right in any event.

4.5 In case of the absence of a Floor Representative, the floor may send a proxy to attend any Floor Representative Meeting. The proxy shall have speaking right and voting right.

4.6 Notices of all Floor Representative Meetings shall be posted seven days beforehand and the agenda shall be in the hands of all Floor Representatives three days beforehand.

4.7 The minutes of each Floor Representative Meeting shall be posted within fourteen days after the meeting.

4.8 An Emergency Floor Representative Meeting may be convened by the chairperson of the Floor Representative Meetings when he/ she considers necessary or at the request of at least five Floor Representatives. A notice thereof shall be posted twenty-four hours beforehand and the agenda shall be in the hands of all Floor Representatives before the meeting.

Article 5 -ALTERATION OF FLOOR REPRESENTATIVE

5.1 Floor Representatives may resign from their positions at any time during the

session. A floor may replace an existing Floor Representative with a floormate in accordance with Section VII, Article 1 at any time during the session.

5.2 In the event of a resignation or a replacement of a Floor Representative, a notice shall be given to the Executive Committee specifying the person replacing his/ her position as a Floor Representative of that session. The replacement shall take effect upon the aforesaid notice.

SECTION VIII

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\$250.00 only on first joining the Association and an Annual Subscription of HK\$250.00 only, payable at the commencement of the period of the Membership.

2.2 All Entrance Fees and Subscriptions, once received, shall not be refunded.

Article 3 – ANNUAL BUDGET

The Annual Budget of the Association shall be posted for at least 7 days before the adoption by the Annual General Meeting.

Article 4 – AUDITING

4.1 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.

4.2 The Annual Financial Report shall be posted on the hall notice board for at least 7 days before the Annual General Meeting.

4.3 All financial statements of the Association shall be kept as record for no less than 6 years.

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 or General Polling. He/She shall audit the Annual Financial Report for adoption 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 IX

AMENDMENT AND INTERPRETATION

Article 1 – AMENDMENT

No parts of this 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 Annual General Meeting or the Extraordinary General Meeting.

Article 2 – INTERPRETATION

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

Article 3 – SPECIAL PROVISION

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

- END -