

THE CONSTITUTION OF **ST. JOHN'S COLLEGE** **STUDENTS' ASSOCIATION, HKUSU**

(After Amendments in March 2010)

SECTION I

Definition

In this Constitution,

“University” shall mean the University of Hong Kong.

“College” shall mean the College of St. John the Evangelist.

“Association” shall mean St. John's College Students' Association, Hong Kong University Students' Union.

“Residential Members” shall mean the students currently registered at the University and having the residency in the College.

“Academic year” referred to the Constitution shall mean that defined by the University.

“Sub-organizations” shall include floors, teams, sub committees and any other ad hoc committees formed.

SECTION II

General

Article 1 Name

The name of the Association shall be “St. John's College Students' Association, Hong Kong University Students' Union”.

Article 2 Objects

The objects of the Association shall be:

- (a) To promote the fellowship among its members,
- (b) To promote the recreation and common interests among its members,
and
- (c) To represent the members of the Association in such matters as affect their interests.

Article 3 Association Session

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

Section III

Members

Article 1 Membership

- (a) Full Membership
All full members of the Hong Kong University Students' Union, being the Residential Members, shall automatically be full members of the Association and shall pay the prescribed fee per academic year.
- (b) Affiliated Membership
All full members of the Hong Kong University Students' Union, being the Affiliated Members shall pay the prescribed fee.
- (c) Associated Membership
All other Residential Members shall automatically be associated members of the Association and shall pay the prescribed fee per academic year. Such membership shall cease upon termination of the members' residence in the College.
- (d) Life Membership
All past members of the Association who have kept not less than one year as members of the Association
- (e) Honorary Life Membership
Honorary life membership of the Association shall be conferred on such person as elected in the Annual General Meeting, upon recommendation from the Executive Committee of the Association.

Article 2 Privileges

- (a) All members of the Association shall enjoy the following privileges:
 - (i) To use all facilities provide by the Association for the general use of its members,
 - (ii) To attend all General Meetings of the Association with full speaking right,
 - (iii) To attend functions and activities arranged by the Association, and
 - (iv) To be eligible for membership of sub-organizations of the Association.
- (b) All Full Members and only Full Members of the Association who paid the prescribed fee per year may:
 - (i) Move and second motions, and vote at any General Meetings of the Association,
 - (ii) Vote, nominate and be nominated in elections of the Association, and
 - (iii) Be eligible for holding office in the Executive Committee of the Association.
- (c) All privileged of a member shall cease upon termination of his or her membership.

Section IV

General Meetings

Article 1 Authority

The vote of a General Meeting of the Association shall possess a higher authority than the decision of any student organization in the College in all

matters of the Association.

Article 2 Annual General Meeting

- (a) The Annual General Meeting shall be held between February and April each year.
- (b) The Annual General Meeting shall be in the following order:
 - (i) To receive and adopt the minutes of the previous Annual General Meeting and the minutes of all subsequent Extraordinary General Meetings.
 - (ii) To receive and adopt the Annual Report of the Session submitted by the Executive Committee.
 - (iii) To receive and adopt the audited Financial Report of the Session.
 - (iv) To receive and adopt the election result.
 - (v) To receive an address by the outgoing Chairperson.
 - (vi) To receive an address by the incoming Chairperson.
 - (vii) To elect a Patron and Vice-Patron(s) for the next Session.
 - (viii) To transfer the bank account holding right.
 - (ix) To elect an Honorary Auditor for the new Session.
 - (x) Constitution amendments, if any.
 - (xi) Any other business

Article 3 Extraordinary General Meeting

No Extraordinary General Meeting shall be held unless it is convened with the approval of the Executive Committee, or in accordance with a written requisition to the General Secretary signed by not less than thirty full members of the Association. Any such requisition shall specify the objects of the proposed meeting. No matter other than those listed of the agenda shall be dealt with thereat without the consent of at least two-thirds of the voting members present in the meeting.

Article 4 Vote of No Confidence

A vote of no confidence for infringement of the Constitution, neglect of duties or unbecoming conduct may be moved against any members of the Executive Committee at an Extraordinary General Meeting held especially for the purpose. A vote of no confidence would be passed by two-third of the votes. A vote of passed shall call for the immediate resignation of the person or persons against whom the vote is moved.

Article 5 Notice

A notice of the Annual General Meeting of the Association and the agenda thereof shall be posted seven clear days beforehand. A notice of all Extraordinary General Meetings and the agenda thereof shall be posted forty-eight hours beforehand. A notice shall be deemed effective only if it is posted on the official notice board of the Association.

Article 6 Quorum

- (a) At all General Meetings of the Association, forty full members shall form the quorum. In the event of failure to form the quorum within thirty minutes of the stated time, the meeting shall be adjourned.

- (b) During the General Meetings, if the attention of the Chairperson is drawn to the fact that a quorum is not present, he shall direct the members be called. If after thirty minutes have expired, he is satisfied that a quorum is not present, he shall adjourn the meeting without question put.
- (c) After the meeting has been adjourned, the Executive Committee shall be responsible for the subsequent arrangements.

Article 7 Chairperson

- (a) The Chairperson of the Association shall take the chair at all General Meetings except one convened for the purpose of moving a vote of no confidence on him or her.
- (b) In the event of an inability of the Chairperson of the Association to take the chair at a General Meeting, one Vice-Chairperson or any Executive Committee member shall take the chair.
- (c) In the event of an Extraordinary General Meeting convened for the purpose of moving a vote of no confidence against the entire Executive Committee, the meeting shall elect itself a Chairperson.

Article 8 Formal Procedures

The formal procedures of all General Meetings shall follow that Standing Orders of Hong Kong University Students' Union.

Section V

Election

Article 1 Annual Election

The Annual Election shall be held on the same date of the Annual General Meeting.

Article 2 Nominations

Nominations for the offices listed in SECTION VII Article 1(a) of this Constitution shall commence at on the day four weeks before the Annual General Meeting and close on the day two weeks before the Annual General Meeting. If no nominations of post or posts are received by the General Secretary at the closing time, the nomination for that post or those posts shall automatically be extended for seventy-two hours. If still no nominations are received, then the Annual General Meeting shall decide the matter.

Article 3 Election Commission

An Election Commission shall be former on an ad hoc basis by the Executive Committee. The Commission shall be responsible for all business concerning the Annual Election.

Article 4 Methods of Voting

- (a) Voting shall be by secret ballot.
- (b) The announcement of the results shall be done during the Annual General Meeting.

- (c) When there is only one candidate for a post, electors shall vote for or against the candidate or abstain. The candidate shall be declared elected provided that:
 - (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 60 full members.
- (d) When there are two or more candidates for a post, electors shall indicate on their ballot papers their order of preference for the candidate or their vote of abstain. 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 lost and his votes be distributed to the remaining candidate or among the preferences indicated on those ballot papers. This process shall be continued until only one candidate is left and he shall be declared elected provided that he has secured a number of votes for him no less than 60 full members.

Article 5 Returning Officer

The Election Commission shall invite at least one member of the Hong Kong University Students' Union Council not being a member of the College as the Returning Officer of the voting and the Annual Election.

Section VI

Patrons and Honorary President

Article 1 Patron and Vice-Patron

Members of the University or prominent members of the community having connected with the College shall be eligible for holding office as Patron or Vice-Patrons of the Association. Not more than one Patron and not more than three Vice-Patrons shall be elected at the Annual General Meeting upon the recommendation from the Executive Committee.

Article 2 Honorary President

The Master of the College shall be the Honorary President of the Association.

Section VII

Executive Committee

Article 1 Membership

- (a) The Executive Committee shall consist of:
 - (i) Chairperson (one)
 - (ii) External Vice-Chairperson (one)
 - (iii) Internal Vice-Chairperson (one)
 - (iv) General Secretary (one)
 - (v) Financial and Welfare Secretary (one)
 - (vi) Publications & Publicity Secretary (External) (two)
 - (vii) Publications & Publicity Secretary (Internal) (one)
 - (viii) Alumni's Secretary (one)
 - (ix) Non-Residential Members' Secretary (one)
 - (x) Cultural Secretary (one)

- (xi) Sports Captain (Men's) (one)
- (xii) Sports Captain (Ladies') (one)
- (xiii) Sports Secretary (one)
- (xiv) Social Secretary (one)
- (xv) Current Affairs Secretary (one)
- (b) The members of the Executive Committee shall commence office immediately after the Annual General Meeting unless decided otherwise in the Annual General Meeting.
- (c) In the event of a vacancy or vacancies in the Executive Committee, a by-election General meeting may be held on the purpose. In the meantime, the Executive Committee shall have the authority to appoint any full members of the Association to fill the vacancy or vacancies on a temporary basis and in an acting capacity.

Article 2 Functions and Duties

- (a) The functions of the Executive Committee shall be:
 - (i) To formulate the policies of the Association in accordance with its objectives,
 - (ii) To carry out the resolutions of the General Meetings,
 - (iii) To afford a recognized means of communication between the general body of members of the Association and the College,
 - (iv) To represent the members of the Association in such matters as affect their interests, and
 - (v) To act as a supervisory body over the functioning of each individual sub-organization.
- (b) The outgoing Executive Committee shall present all official reports to the Annual General Meeting for adoption.

Article 3 Duties of Individual Executive Committee Members

- (a) The Chairperson shall be the chief executive and the Chairperson of the Executive Committee
- (b) The External Vice-Chairperson shall:
 - (i) assist the Chairperson in external affairs,
 - (ii) represent the Association to the Hong Kong University Students' Union Council
- (c) The Internal Vice-Chairperson shall:
 - (i) assist the Chairperson in external affairs,
 - (ii) take the chair, in the event of the Chairperson being absent from the meetings
 - (iii) be the ex-official member of the Award Subcommittees, and the ex-official Chairperson of the Award Subcommittees, and the ex-official Chairperson of the Award Subcommittees of next Association Session subjected to termination of his full membership.
- (d) The General Secretary shall:
 - (i) conduct all correspondence,
 - (ii) draft the minutes of all General Meetings and of all Executive Committee meetings,
 - (iii) prepare the Annual Report, and
 - (iv) keep the membership roll of the Association

- (e) The Financial and Welfare Secretary shall:
 - (i) keep an up-to-date account of all income and expenditure of the Association,
 - (ii) be responsible for all financial matters in accordance with the budget approved,
 - (iii) look after the general welfare of the members of the Association,
 and
 - (iv) be responsible for all indoor amenities and services,
- (f) The Publications & Publicity Secretary (External) shall:
 - (i) be responsible for the all external publicity matters concerning the Association, and
- (g) The Publications & Publicity Secretary (Internal) shall:
 - (i) be responsible for all documentary and audio-visual publications,
 - (ii) be the ex-official Chairperson of the Publications & Publicity Sub-committee, and
- (h) The Alumni's Secretary shall:
 - (i) be responsible for the activities of the Alumni, and
 - (ii) be the ex-official Chairperson of the Alumni Subcommittee.
- (i) The Non-Residential Members' Secretary shall:
 - (i) be responsible for the activities of the Non-Residential Members, and
 - (ii) be the ex-official Chairperson of the Non-Residential Members Subcommittee.
- (j) The Cultural Secretary shall:
 - (i) be responsible for all cultural activities,
 - (ii) be the ex-official Chairperson or vice-Chairperson of the Cultural Subcommittee, and
 - (iii) be the ex-official member of the Awards Subcommittees for two consecutive Association Sessions or until termination of his membership.
- (k) The Sports Captains and the Sports Secretary shall:
 - (i) be responsible for the promotion of all games and sports, and
 - (ii) be the ex-official members of the Sports Subcommittee and the Awards Subcommittee for two consecutive Association Sessions or until termination of his membership.
- (l) The Sports Captains shall:
 - (i) be responsible for the formation of teams to represent the association in all events open to student of the University, under the direction of the Executive Committee, and
 - (ii) be responsible for all intra-hall sports activities.
- (m) The Sports Secretary shall:
 - (i) represent the Association to the Sports Association Council of the Hong Kong University Students' Union.
- (n) The Social Secretary shall:
 - (i) be responsible for all social activities organized under the direction of the Executive Committee, and
- (o) The Current Affairs Secretary shall:
 - (i) be responsible for the promotion of awareness in current social issues, and

- (iii) be the ex-official Chairperson of the Current Affairs Subcommittee.
- (p) All Executive Committee members shall assume additional duties in the Association as may be decided by the Executive Committee or by the General Meeting in pursuance of the objects of the Association.

Article 4 Meetings

- (a) The Executive Committee shall meet at least once in an Association Session.
- (b) At all Executive Committee meetings, two-third of its members shall form the quorum.

Article 5 Resignation

Any Executive Committee member who wishes to resign from office should submit a formal letter to the Executive Committee which, on approving the resignation, should post an official notice within forty-eight hours.

SECTION VIII

Finance

Article 1 Subscriptions

- (a) All full members and associated members shall pay an annual subscription of HK\$300.
- (b) All affiliated members shall pay a lump sum subscription of HK\$200 only.
- (c) The amount of subscription so collected in SECTION VIII Article 1(a) and 1(b) shall be kept under the account of the Association.

Article 2 Budget

Within two weeks after the Annual General Meeting, the Executive Committee shall draft a budget for the new session. The draft shall be posted on the official notice board of the Association for at least one week for the information of all members.

Article 3 Financial Reports

The Financial Secretary shall post up a half-yearly financial report within September. The Annual Financial Report of the Association Session shall be prepared by the Financial Secretary to be presented to the Annual General Meeting for adoption.

Article 4 Account

- (a) A current account shall be opened in the name of the Association.
- (b) All cheques shall be signed by the Financial Secretary and either the Chairperson or the Internal Vice-Chairperson

Article 5 Honorary Auditor

The Financial Secretary shall submit the annual accounts to the Honorary Auditor not later than two weeks before the Annual General Meeting for

auditing purposes. The audited Financial Report shall be presented at the Annual General Meeting.

Section IX

Constitution

Article 1 Amendments

No part of this Constitution, once adopted by the Association, shall be rescinded, amended or supplemented in any way except at the Annual General Meeting or at an Extraordinary General Meeting specifically for the purpose. A notice intimating the proposed rescission, amendments or supplement shall be posted seven clear days before the General Meeting.

Article 2 Interpretation

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

THE BY-LAWS OF **ST. JOHN'S COLLEGE** **STUDENTS' ASSOCIATION, HKUSU**

Section One General

I. Definition

In this By-laws,

“Association” shall mean St. John's College Students' Association, HKUSU

“By-laws” shall mean By-laws of St. John's College Students' Association, HKUSU.

II. Aims

- (1) The by-laws shall facilitate the smooth administration of the Association.
- (2) All persons or committee mentioned below shall abide by the By-laws.

III. Amendment

- (1) The By-laws shall be amended or rescinded at any Executive Committee Meeting with the consent of two-thirds of these present voting.
- (2) A notice intimating the proposed amendment or rescission shall be posted on the two office notice-boards of the Association five clear days before the meeting.

IV. Interpretation

The interpretation of the By-laws shall rest with the Executive Committee.

Section Two Subcommittee

I. Subcommittee

The Executive Committee may appoint a subcommittee for any purpose and at any time, either from among themselves or from the general body of members. Such a subcommittee shall be responsible to the Executive Committee for all its actions and the Chairperson of the subcommittee shall be the official link between the subcommittee and the Executive Committee. The size of the subcommittee shall be decided by the Executive Committee.

II. Standing Subcommittees

The following shall be the Standing Subcommittees:-

- (i) Sports Subcommittee
- (ii) Welfare Subcommittee
- (iii) Non Residential Members Subcommittee
- (iv) Alumni Subcommittee
- (v) Current Affairs Subcommittee
- (vi) Editorial Board of “Aquila”
- (vii) Cultural Subcommittee
- (viii) Publicity Team

(ix) Awards Subcommittee

Sports Subcommittee

(1) Terms of Reference:

To assist Sports Captains and Sports Secretary in their duties as stated in Section VII Article 2(i) of the Constitution.

(2) Composition

- (a) Sports Captains and Sports Secretary (one of them shall be the Chairperson)
- (b) Sports Captains and Sports Secretary of the past Session
- (c) Captains of all sports teams

Welfare Subcommittee

(1) Terms of Reference:

To assist Welfare Secretary in all domestic affairs.

(2) Suggested Composition:

- (a) Welfare Secretary (Chairperson)
- (b) Newspaper Service Manager
- (c) Milk Service Manager
- (d) Photo Service Manager
- (e) Photocopying Service Manager
- (f) Piano Manager
- (g) Librarian

Non Residential Members Subcommittee

Under the chairmanship of the Non Residential Members' Secretary, the Non Residential Members Subcommittee shall comprise of Residential Members and shall be responsible for activities for the non-residential members and communication with the Residential Members.

Alumni Subcommittee

Under the chairmanship of the Alumni's Secretary, the Alumni's Subcommittee shall comprise of Residential Members and shall be responsible for activities and communication for the Alumni and communication.

Current Affairs Subcommittee

Under the chairmanship of the Current Affairs Secretary, the Current Affairs Subcommittee shall be responsible for the promotion of awareness in social issues. Should there be no Current Affairs Secretary, the Executive Committee shall appoint any person (or persons) being a full member of the Students' Association to be the chairperson of that Working Party.

Editorial Board of "Aquila"

The Editorial Board of "Aquila" in which the Publication Secretary shall be the ex-official member, shall be responsible for all matters pertaining to the publication of "Aquila" the joint annual publication of the College and the Association. (Both parties shall contribute equally in covering the expenditure of the publication).

Cultural Subcommittee

- (1) Terms of Reference:
Under the chairmanship of the Cultural Secretary, the Cultural Subcommittee shall assist the Cultural Secretary in his/her duty.
- (2) Composition:
 - (a) Cultural Secretary and Co-chairperson
 - (b) Captains of all cultural teams
 - (c) Committee members

Publicity Team

Under the chairmanship of Publicity Secretary, the Publicity Team shall be responsible for the publicity of all matters concerning the Association.

Awards Subcommittee

- (1) Terms of Reference:
To decide the various awards of the Students' Association to be presented in the Celebration Night.
- (2) Composition:
 - (a) Internal Vice-Chairperson of the previous Session (Chairperson)
 - (b) Internal Vice-Chairperson of the current Session
 - (c) Cultural Secretary, Sports Secretary and Sports Captains of the previous Session
 - (d) Cultural Secretary, Sports Secretary and Sports Captains of the current Session
- (3) Report:
The subcommittee shall submit a report to the Executive Committee at least seven clear days before the Celebration Nite to be held.
- (4) Election Commission
An Election Commission shall be formed on ad hoc basis by the Executive Committee. The Commission shall be responsible for all business concerning the election of Sportsman, Sportswoman, Bill Poon Award and Most Promising Team of the Year.
- (5) College Awards:
 - (a) College Colour
The nomination for the College Colour shall be firstly discussed within sports/cultural teams and candidates evolved at the team AGM. The nominations shall be successful provided that at least two-thirds of the team members vote for the candidates. The nominations shall then be submitted to the Sports Subcommittee/ Cultural Subcommittee to discuss. Finally the nominations shall then be submitted to the Awards Subcommittee and the result of the College Colour shall be decided by the Awards Subcommittee, taking the opinion from Sports Subcommittee/Cultural Subcommittee as a reference.
 - (b) Sports Honour
The nominations of the Sports Honour shall be discussed at the Sports Subcommittee. The nominations shall be successful provided that at least two-thirds of the Sports Subcommittee members vote for the candidates. The nominations shall then be submitted to the

Awards Subcommittee and the result of the Sports Honour shall be decided by the Awards Subcommittee.

(c) Cultural Honour

The nominations of the Cultural Honour shall be discussed at the Cultural Subcommittee and the nominations shall be successful provided that at least two-thirds of the Cultural Subcommittee members vote for the candidates. The nominations shall then be submitted to the Awards Subcommittee and the result of the Cultural Honour shall be decided by the Awards Subcommittee.

(d) Sportsman / Sportswoman / Bill Poon Award

The candidates for the Sportsman / Sportswoman / Bill Poon Award shall be by open nomination. The nomination requires one proposer and one seconder. Sportsman / Sportswoman / Bill Poon Award is elected by general polling.

Method of polling:

- (i) Voting shall be by secret ballot.
- (ii) When there is only one candidate for the Sportsman / Sportswoman / Bill Poon Award, electors shall vote for or against the candidate or abstain. The candidate shall be declared elected provided that he has secured a number of votes against him not greater than half the number of votes for him, and he has secured a number of votes for him no less than 70 full members.
- (iii) When there are two or more candidates for Sportsman / Sportswoman / Bill Poon Award, the candidate who has secured the majority votes and satisfied the requirement mentioned in (ii) shall be declared elected.

(e) Most Promising Team of the Year (Men Sports / Ladies Sports / Cultural)

The candidates of the Most Promising Team of the Year shall be by open nomination. The nomination requires one proposer and three seconders. Most Promising Team of the Year is elected by general polling. The method of polling is the same as that in electing Sportsman / Sportswoman / Bill Poon Award.

(f) Service Award

The candidates for the Service Award shall be nominated by the members of the Executive Committee of previous Session. The nominations shall be successful provided that at least two-thirds of the Executive Committee members of the previous Session vote for the candidates. The nominations shall then be submitted to the Awards Subcommittee and the result of the Service Award shall be decided by the Awards Subcommittee.

(g) Contribution Award

The candidates for Contribution Award shall be by open nomination. The nomination requires one proposer and one seconder. The nominations shall be discussed within the Executive Committee of previous Session. The nominations shall be successful provided that at least two-thirds of the Executive Committee members of the

previous Session vote for the candidates. The nominations shall then be submitted to the Awards Subcommittee and the result of the Contribution Award shall be decided by the Awards Subcommittee.

INTERNAL REGULATIONS OF **ST. JOHN'S COLLEGE** **STUDENTS' ASSOCIATION, HKUSU**

The following regulations are laid down to ensure smooth running of the internal affairs. And these regulations are subjected to the interpretation of the Executive Committee of the Association.

- (1) No magazines, periodicals, newspapers or other amenities may be removed from the Common Room without the permission of a member of the Executive Committee.
- (2) Regulations for borrowing the Common Room, TV Room and Conference Room:
 - (a) The Common Room, TV Room and Conference Room may be borrowed by any Floor Association, Subcommittee, Hall Team and any other group.
 - (b) The Floor Chairperson, the person in charge of the person borrowing those rooms would be held responsible for any damage or loss during the time and the cleaning up after the time he has used those rooms.
 - (c) Application should be made by booking at the record book on a first-come-first-serve basis which is supervised by the Welfare Secretary.
 - (d) These rooms may not be borrowed to hold functions for profit-making.
 - (e) The Executive Committee of St. John's College Students' Association has the final power to accept any application or not.
- (3) Executive Committee Room
The Executive Committee Room cannot be borrowed by any group of members.
- (4) Regulations for borrowing the video camera:
 - (a) The video camera can be borrowed by any hall team and Floor Association, allocation should be made on a first-come-first-serve basis. The Executive Committee has the first priority in using the video camera.
 - (b) Application shall be made to the Publication and Publicity Secretaries at least 24 hours in advance. If the application is accepted, the borrower should be notified by the Publication and Publicity Secretaries.
 - (c) The borrower shall be responsible for any damage caused to the video camera.
 - (d) The Executive Committee has the discretion to accept an application.
- (5) Big Character Poster

- (a) Designed for free flow of ideas by St. Johnians and should be posted on boards provided by the Students' Association.
- (b) The poster should be signed by any member of the Executive Committee and a script should be given before posting.
- (c) The writer must sign his name with date.
- (d) No personal attack or distortion of facts should be included in the poster.
- (e) The poster cannot be damaged, scribbled or amended after posting and it may be taken down by any member of the Executive Committee after three days.
- (f) Executive Committee has the right to suspend any poster for three days.

(6) Democracy Wall

- (i) Designed for free flow of ideas by St. Johnians.
- (ii) The writer must sign his name and room number with date.
- (iii) No personal attack or distortion of facts should be included.
- (iv) The writing may be erased by the Executive Committee after three days.
- (v) The writing should occupy at least area as possible.

(7) Microphone

- (a) It can only be used by any member of the Executive Committee for announcement of hall functions or activities.
- (b) It cannot be used before 9:00 a.m. and after 12:00 a.m. to avoid any disturbance.

(8) Other posters and notices

- (a) The poster should be signed by any member of the Executive Committee before posting.
- (b) The writer must sign his name with date.
- (c) No personal attack or distortion of facts should be included
- (d) The poster or notice cannot be damaged, scribbled or amended after posting and it may be taken down by any member of the Executive Committee after three days.

The poster or notice should be posted on proper area provided or it may be taken down by any member of the Executive Committee immediately.

RECOMMENDATION

A. Committee of the Floor Association

- (1) It is recommended that the Committee of each Floor Association shall consist of the following posts:
 - (i) a Floor Chairperson
 - (ii) a Floor Vice-Chairperson
 - (iii) a General Secretary
 - (iv) a Financial Secretary
 - (v) a Social Secretary

- (vi) a Sports Secretary
- (vii) a Cultural Secretary
- (viii) an Alumni Secretary

(2) Functions and duties

- (i) Floor Affairs:
 - (a) To formulate the policies of the Floor Association in the consent of the floor members.
 - (b) To carry out the decisions of the Floor Meetings.
- (ii) Affairs of Students' Association
 - (a) To represent the members of the Floor Association in the matters as affect their interests.
 - (b) To afford an official means of communication between the general body of members of the floor and the Students' Association.
 - (c) The Floor Association shall deem its duty to facilitate the functions of the Students' Association.
- (iii) College Affairs:
 - (a) To represent the members of the Floor Association in such matters as affect their interests.
 - (b) To assist the Students' Association in dealing with affairs between the college and the Associations as a whole by carrying out the decisions of the Floor Chairpersons and Executive Committee Meeting.

(3) Duties of Individual Members:

- (i) The Floor Chairpersons and the Floor Vice-Chairpersons shall attend the Floor Chairperson and the Executive Committee Meeting and shall deem it his duty to facilitate the functions of the Students' Association.
- (ii) Both the Floor Chairperson and Floor Vice-Chairperson are responsible for all affairs concerning the Floor Association.
- (iii) The General Secretary shall conduct all correspondence and draft the minutes of all Floor Meetings.
- (iv) The Financial Secretary is responsible for the account of his Floor Association, and assists the Students' Association in collecting money from his floor. (for the milk service, the newspapers, the photographs or other things)
- (v) The Sports Secretary, the Social Secretary and the Cultural Secretary besides being responsible for the sports, social and cultural activities of the Floor Association, should assist the Association in sports, social and cultural functions respectively.

(4) Floor Chairpersons and Executive Committee Meeting:

- (i) Functions and duties:
 - (a) To act as a medium of communication between the Association and the floors.
 - (b) Discuss matters related to the interests of the members of the Association, such as College Affairs (administrative and general facilities), floor affairs.

- (c) To act as a consultative body on matters concerned.
 - (d) To act as an advisory body over the policies and the functioning of Executive Committee.
- (ii) Membership:

The Floor Chairpersons and the Executive Committee Meeting shall comprise of:

 - (a) Chairpersons and Vice-Chairpersons of the ten Floor Associations. In case of absence of Floor Chairperson, his membership shall be replaced by any member as authorized by the Floor Chairperson.
 - (b) All Executive Committee members of the Association.
- (iii) Chairpersonship:

The Chairperson of the Association shall be the Chairperson of the Floor Chairpersons and Executive Committee Meeting, In the event of an inability of Chairperson of the Association to take the chair, any Executive Committee member shall take the chair.
- (iv) Meetings:
 - (a) The Floor Chairpersons and Executive Committee Meeting shall be held at least once in academic term.
 - (b) The Floor Chairpersons and Executive Committee Meeting may be convened by the Executive Committee, or in the request of at least five Floor Chairpersons. Upon such request, the Meeting shall be held within one week.

B. Others

- (1) It is recommended that the A.G.M. of each Floor Association shall be held within three weeks after the A.G.M. of the Students' Association. During the A.G.M. of each Floor Association, a Floor Chairperson and Floor Vice-Chairperson shall be elected.
- (2) It is recommended that a period of discussion about the policies of the Floor Association in the coming year should be necessary in the A.G.M. of each Floor Association.
- (3) It is recommended that the Floor Chairperson shall be a second year student when elected.