

Constitution of Simon K. Y. Lee Hall Students' Association, HKUSU

Section 1: General

1.1. Name

The Name of the Association shall be "Simon K. Y. Lee Hall Students' Association, Hong Kong University Students' Union", hereinafter referred to as "the Association".

1.2. Aims

The Aims of the Association shall be:

- a. to promote friendship and cooperation among its members;
- b. to promote social, cultural and sports interests among its members;
- c. to promote welfare of its members.

1.3. 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.

1.4. Official Notices

An Official Notice of the Association shall be deemed effective only if it is posted on the Official Notice Board of the Association in Simon K. Y. Lee Hall.

1.5. Session

The Session of the Association shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the next Annual General Meeting.

1.6. Affiliation

The Association shall be affiliated to the Hong Kong University Students' Union.

1.7. Honorary President

The Warden of Simon K. Y. Lee Hall shall be the Honorary President of the Association.

Section 2: Membership

2.1. Classification of Membership

a. Full Membership

All undergraduate or postgraduate students of the University of Hong Kong registered as resident members of the Simon K. Y. Lee Hall, hereinafter referred to as "the Hall", shall automatically be Full Members of the Association and shall pay the prescribed fee.

b. Associate Membership

All resident members of the Hall who are not eligible for membership of the Association under Article 2.1.a above are eligible for the Associate Membership of the Association on payment of the prescribed fee. The membership 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 or upon termination of the member's resident membership of the Hall during the residential year.

c. Honorary Membership

The Warden, the Manager, the Assistant Manager and all resident tutors of the Hall shall be Honorary

Members of the Association.

d. Life Membership

All past members who have kept not less than one year as members of the Association shall be eligible for Life Membership of the Association on payment of the prescribed fee.

e. Honorary Life Membership

Honorary Life Membership of the Association shall be conferred on such persons with substantial contribution to Simon K. Y. Lee Hall at a General Meeting of the Association, and they shall be elected upon recommendations by the Honorary President or the Executive Committee of the Association. (For details regarding the nomination of Honorary Life Membership, please refer to Memorandum.)

f. Affiliated Membership

All past members of the Association who are students of the University of Hong Kong registered as affiliated members of the Hall paid the prescribed fee shall be Affiliated Members of the Association. The membership shall commence on the first day of his or her registration and shall terminate on the day before the first day of the next residential year or upon termination of the member's University membership. (Amended in 2005)

2.2. Privileges of Members

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

1. to use all facilities provided by the Association for the general use of its members;
2. to attend General Meetings of the Association with full speaking right;
3. to attend functions and activities arranged by the Association.

b. All Full Members and only Full Members of the Association may:

1. move and second motions and vote at General Meetings of the Association;
2. vote, nominate and be nominated for elections of the Association;
3. be eligible for office in the Executive Committee of the Association.

Section 3: General Meetings

3.1. Authority

The vote at a General Meeting of the Association shall possess the highest authority in the Association in any matter affecting its members as a whole.

3.2. Annual General Meetings

a. The Annual General Meeting shall be convened by the Chairperson of the Association and shall be held within the first six weeks of the calendar year.

b. The business of the Annual General Meeting shall include the following:

1. to receive and adopt the minutes of the previous Annual General Meeting and minutes of all subsequent Extraordinary General Meetings;
2. to receive and adopt the Annual Report of the Executive Committee for the session;
3. to receive and adopt the audited Annual Financial Report for the session;
4. Constitution amendment, if any;
5. to appoint for the next session the Honorary Auditor of the Association;

6. to receive and adopt the results of the Annual Election of the members of the Executive Committee for the next session;

7. to receive and adopt the approval of applications for Honorary Life Membership.

3.3. Extraordinary General Meetings

No Extraordinary General Meeting shall be held unless it is convened by the Chairperson of the Association with the approval, or at the request, of the Executive Committee of the Association, or in accordance with a written requisition signed by not less than the FORTY Full Members of the Association, or convened by the Honorary President of the association in the circumstance that there are neither chairperson nor active holder of chairperson of the association at that particular session. Any such requisition shall specify the objects of the proposed meeting and no matter shall be discussed thereat without the consent of at least TWO-THIRD of the Full Members present. If the requisition is to specify the date, or a deadline for the date, of the proposed meeting, it shall be made at least ten days before the proposed date or deadline.

3.4. Vote of No-Confidence

A Vote of No-Confidence for infringement of the Constitution of the Association, negligence of duties or unbecoming conduct may be moved against any member of the Executive Committee at an Extraordinary General Meeting held specifically for the purpose. A vote as passed shall call for immediate resignation of the person or persons against whom the vote is moved.

3.5. Notice

An Official Notice of all Annual General Meeting of the Association and the agenda thereof shall be posted at least five clear days beforehand. An Official Notice of all Extraordinary General Meeting of the Association and the agenda thereof shall be posted at least seventy-two hours beforehand, provided the meeting is not convened for the purpose of constitution amendment.

3.6. Quorum

At all General Meetings, ONE-SIXTH of the Full Members of the Association shall form a quorum. In the event of failure to form the quorum within one hour from the stated time, the meeting shall be postponed and the Executive Committee of the Association shall decide about the postponement. But if such a meeting is an Extraordinary General Meeting and has already been postponed TWICE, the Executive Committee shall have the right to decide whether the meeting shall be convened any more or not.

3.7. Chairperson

a. The Chairperson of the Association shall chair all General Meetings except one convened for the purpose of moving a Vote of No-Confidence against him/her.

b. In the event of the inability of the chairperson or the post of the chairperson being vacant of the Association to chair a General Meeting, the meeting shall elect itself a chairperson among the Full Members present.

3.8. Standing Orders

The Standing Orders of all General Meetings, unless otherwise stated in this Constitution, shall be in accordance with the Standing Orders of the Hong Kong University Students' Union Council Meetings.

Section 4: General Polling

4.1 Authority

The vote at a General Polling shall possess the same authority as the vote of a General Meeting. The resolutions of any General meetings or General Pollings can only be revoked by a subsequent General Meeting or General Polling.

4.2 General Polling

The business of the General Polling of the Association shall be to vote for any matter affecting the Association or its members as a whole. No General Polling shall be held unless it is conducted by the Chairperson of the Association with the approval of, or at the request, of the Executive Committee of the Association, or in accordance with a written requisition signed by not less than the FORTY Full Members of the Association, or convened by the Honorary President of the association in the circumstance that there are neither chairperson nor active holder of chairperson of the association at that particular session. Any such requisition shall specify the objects of the proposed polling.

4.3 Notice

An Official Notice of all General Polling of the Association and the agenda thereof shall be posted at least five clear days beforehand.

4.4 Voting

a. Voting shall be by secret ballot.

b. The results of the Polling shall be declared valid provided that:

1. the total number of valid votes cast is not less than ONE-SIXTH of the total Full Membership of the Association; and
2. the number of votes cast for a motion exceeds the number of votes cast against the said motion; and
3. the aggregate number of the votes for and against the said motion exceeds the number of abstain votes.

Section 5: Election of Executive Committee

Members

5.1. Annual Election

The business of the Annual Election of the Association shall be to elect for the next session the members of the Executive Committee referred to in Section 6 Article 6.1.

5.2. By-Election

a. In the event of any vacant post in the Executive Committee other than that of the chairperson, the Executive Committee shall decide either to co-opt a Full Member of the Association to be the active holder of the vacant post or to hold a By-Election.

b. In the event of the post of the chairperson being vacant, a By-Election shall be held.

5.3. Nominations

a. Nomination for the Annual Election shall be opened for at least two weeks and shall be closed at 12:00 noon the day two weeks before the Election Day.

b. Nomination for a By-Election shall be opened for at least one week and shall be closed at 12:00 noon

the day one week before the Election Day.

c. Nominations shall only be made on forms provided for the purpose. Each form shall contain the name of one candidate together with signatures of a proposer and a seconder and signature of the candidate signifying his consent.

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

e. The Executive Committee of the Association shall scrutinize every nomination form and announce the name of the candidate within forty-eight hours after receiving the nomination, thereafter the candidate may start his election campaign.

f. Any candidate may withdraw his consent to nomination shall be so wish by letter address to the Executive Committee within seventy-two hours after the submission of his nomination form.

g. 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 the post shall be extended automatically for one week. If still no nomination is received, the Executive Committee shall decide the matter.

h. In the event that no nomination for a certain post is received after the expiration of the nomination period for a By-Election, the nomination period for that post shall be extended automatically for seventy-two hours. If still no nomination is received, the Executive Committee shall decide the matter.

5.4. Election Day

a. Election shall be by polling on the Election Day.

b. The Election Day for the Annual Election shall take place at least three clear days before the Annual General Meeting.

c. An Official Notice of the Election Day for the Annual Election or a By-Election shall be posted at least five clear days beforehand.

5.5. Voting

a. Voting shall be by secret ballot.

b. When there is only one candidate for the post, the electors shall vote for or against the candidate or abstain. The candidate shall be declared elected provided:

1. he/she has secured a number of votes for him/her greater than the number of votes against him/her; and

2. he/she has secured a number of votes for him/her not less than ONE-SIXTH of the total Full Membership of the Association.

c. When there are two or more candidates for one post, electors shall indicate on their ballot papers their order of preference for the candidates. Ballot 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 vote shall be distributed among the remaining candidate or candidates 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-SIXTH of the total Full Membership of the Association. However, Article 5.5.c is not applicable to the posts of Social Secretary and Publications and Publicity Secretary.

d. When there are three or more candidates of the posts of Social Secretary or Publications and Publicity Secretary, each elector shall be entitled to one ballot paper and two votes. The elector may cast his two votes on any two candidates on the ballot paper and shall not cast more than one vote on any single candidate. Failure to comply with the above procedures shall automatically nullify the whole ballot paper. The candidates shall be arranged in the descending order of the number of votes they have secured in the election. Any of the first two candidates shall be declared elected provided he has secured ONE-SIXTH of the total Full Membership of the Association.

5.6. Re-Election

- a. In the event of a tie occurring at any stage of the election proceedings for a post, except the posts of Social Secretary and Publications and Publicity Secretary, a Re-Election for that post shall be held.
- b. For the posts of Social Secretary and Publications and Publicity Secretary, if a tie occurring at the second place, a second voting shall be held between the candidates who have tied for the second place. If three or more candidates have secured the same, and the highest number of votes, a Re-Election for the posts should be held between those who have secured the highest number of votes.

Section 6: Executive Committee

6.1. Composition

The Executive Committee of the Association shall consist of the following executives of the Association:

- a. the Chairperson;
- b. the Internal Vice-chairperson;
- c. the External Vice-chairperson;
- d. the General Secretary;
- e. the Financial Secretary;
- f. Two Publications and Publicity Secretaries;
- g. the Welfare Secretary;
- h. Two Social Secretaries;
- i. the Cultural Secretary;
- j. the Sports Secretary;
- k. the Men's Sports Captain;
- l. the Ladies' Sports Captain; and
- m. the Current Affairs Secretary.

6.2. Functions

- a. The Functions of the Executive Committee shall be:
 - 1. to formulate the policies of the Association in accordance with its aims;
 - 2. to carry out the resolutions of the General Meetings of the Association;
 - 3. to afford a recognized means of communication between the general body of members of the Association and the Hall;
 - 4. to represent the members of the Association in matters that affect the interests of them as a whole.
 - 5. to act as supervisory body over the functioning of the individual member of the Committee.

b. The Executive Committee shall be responsible to the General Meetings of the Association for all its actions.

6.3. Executive Committee Meetings

a. The Executive Committee Meeting shall be convened by the chairperson at any time he/she deems fit and at least once every three months.

b. An Official Notice of the Executive Committee Meeting and the agenda thereof shall be posted and sent to all members of the Executive Committee at least twenty-four hours beforehand.

c. A simple majority of the members of the Executive Committee shall form a quorum at all Executive Committee Meetings.

d. The chairperson shall chair the Executive Committee Meeting. In event of the inability of the chairperson to chair a particular Executive Committee Meeting, he/she may appoint another member of the Executive Committee the chairperson of that meeting beforehand. In default of such an appointment, the Internal Vice-chairperson shall chair that meeting.

e. Only the members of the Executive Committee may vote in the Executive Committee Meetings.

f. The chairperson of an Executive Committee Meeting shall not be entitled to votes unless voting results in a tie, then he/she shall have a casting vote on the matter concerned.

g. Unless the Executive Committee shall decide otherwise, all Executive Committee Meetings shall be open to all Full Members of the Association to attend. Members so attending shall be permitted to speak only with the approval of the Executive Committee.

h. The Chairperson may invite Floor Representatives to attend an Executive Committee Meeting as Official Observers with full speaking right, either for the whole meeting or during the consideration of certain business.

6.4. Duties of Individual Members

a. The chairperson shall be the chief executive of the Association as well as the ex officio chairperson of the Executive Committee Meetings and of the General Meetings of the Association.

b. The Internal Vice-chairperson shall assist the chairperson in all his/her duties pertaining to internal affairs in fostering internal coordination of the Association.

c. The External Vice-chairperson shall assist chairperson in all his/her duties pertaining to external affairs and shall be the ex officio representative of the Association at the Hong Kong University Students' Union Council.

d. The General Secretary shall conduct all general correspondence, take the minutes of all General Meetings and of all Executive Committee Meetings, prepare the Annual Report and keep the membership roll of the Association.

e. The Financial Secretary shall be responsible for all finances of the Association and, in particular, shall keep an up-to-date record of all income and expenditure of the Association, draft the Annual Budget and prepare the Annual Financial Report.

f. The Welfare Secretary shall be responsible for promoting the welfare of the members of the Association.

g. The Publications and Publicity Secretary shall be responsible for all matters relating to the publications and the general publicity work of the Association.

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

i. The Cultural Secretary shall be responsible for all cultural and recreational activities of the Association.

j. The Sports Secretary and the Sports Captains shall be responsible for all sports activities of the Association. The Sports Captains, in particular, shall be responsible for the formation and training of sports teams to represent the Association and for the organization of inter-hall sports activities. The Sports Secretary, on the other hand, shall conduct all relating correspondence, arrange matches with outside bodies and be the official observer of the Association at the Hong Kong University Students' Union Sports Council.

k. The Current Affairs Secretary shall be responsible for promoting interest and awareness of the members of the Association in current affairs and social issues.

l. All members of the Executive Committee shall assume additional duties in the Association as may be decided by the Executive Committee or by the General Meetings in pursuance of the aims of the Association.

6.5. Past Executive Committee Representative Before the end of the session, the Executive Committee shall elect among themselves a representative to attend all Executive Committee Meetings of the next session as Past Executive Committee Representative. The person so elected shall attend the meetings as official observer with full speaking right and shall advise the Executive Committee of the next order to provide continuity of the affairs of the Association.

6.6. Subcommittees

The Executive Committee may appoint subcommittees for any specific purposes, at any time, either from themselves or from the general body of members of the Association, and delegate power to them. Such subcommittees shall be responsible to the Executive Committee for all their actions.

6.7. Floor Representatives

a. Within the first five weeks of the residential year, the residents of each floor shall elect among themselves a Floor Representative to the Executive Committee.

b. The duties of the Floor Representative shall be:

1. to serve as a liaison between the Executive Committee and the residents of his/her floor;
2. to promote functions and activities of the Association among the residents of his/her floor;
3. to attend Floor Representatives Meetings called by the Executive Committee.

6.8. Resignation

An Executive Committee Member may, at any time, resign from office as an Executive Committee Member by posting an Official Notice of resignation. A notice of resignation shall be signed by the Executive Committee Member concerned. A notice of resignation takes effect only by a motion carried by the two-thirds majority votes at a General Meeting. (*Appended in 2012*)

Section 7: Finance

7.1. Financial Year

The Financial Year of the Association shall begin on 1st December of a particular year and end on 30th November of the next year.

7.2. Subscriptions

- a. Full Members and Associate Members shall pay an entrance fee of HKD 250.00 only on first joining the Association and an Annual Subscription of HKD 350.00 only, payable at the commencement of the residential year.
- b. Life Members shall pay a lump sum subscription of HKD 120.00 only.
- c. Affiliated Members shall pay an annual subscription of HKD 200.00 only.
- d. All entrance fees and subscriptions, once received, shall not be refunded.

7.3. Annual Budget

Within one month of taking office, the Financial Secretary of the Association shall draft the Annual Budget for the session. The draft shall be posted on the Official Notice Board of the Association in the Hall for one week for the information and consultation of all members of the Association before being adopted by the Executive Committee.

7.4. Honorary Auditor

The Honorary Auditor of the Association shall either be the Warden, the Manager, the Assistant Manager or a resident tutor of the Hall and shall be responsible for auditing financial statements of the Association. He shall be appointed in the Annual General Meeting and shall be eligible reappointment.

7.5. Auditing

The Financial Secretary of the Association shall submit the Annual Financial Report and all relating financial statements for the session to the Honorary Auditor at least two weeks before the Annual General Meeting for auditing purposes.

7.6. Bank Account

- a. A current bank account and a savings account shall be opened under the name of the Association.
- b. All cheques shall be signed by the Financial Secretary and either the chairperson or the Internal Vice-chairperson of the Association.

Section 8: Constitution

8.1. Amendment

This Constitution shall not be amended except by a motion carried at a General Meeting of the Association. An Official Notice of the General Meeting and the agenda thereof, together with the proposed amendments, shall be posted at least five clear days beforehand.

8.2. Interpretation

The Interpretation for this Constitution shall rest with the Executive Committee of the Association unless revoked by a motion carried in a General Meeting.