

Constitution of Starr Hall Students' Association, HKUSU

(2013 amended)

SECTION I: GENERAL

Article 1: INTERPRETATION

- a. In this constitution, unless the context otherwise requires, the following expressions shall have the following meanings:

EXPRESSIONS	MEANINGS
'Association'	'Starr Hall Students' Association, the Hong Kong University Students' Union'
'Chairperson'	'Chairperson of the Association'
'Committee'	'Executive Committee of the Association'
'Constitution'	'Constitution of the Association'
'General Meeting(s)'	'General Meeting(s) organized by the Association'
'Hall'	'Starr Hall'
'HKUSU'	'Hong Kong University Students' Union'
'Manager'	'Manager of Starr Hall'
'Residential Year'	'Residential year defined by the University of Hong Kong'
'Senior Tutor(s)'	'Senior Tutor(s) of Starr Hall'
'Tutor(s)'	'Tutor(s) of Starr Hall'
'Warden'	'Warden of Starr Hall'

- b. Words and expressions importing the masculine gender shall include the feminine gender.

Article 2: NAME

The name of the Association shall be "Starr Hall Students' Association, the Hong Kong University Students' Union". The name of the Association in Chinese shall be "香港大學學生會施德堂學生會".

Article 3: AIM

The aims of the Association shall be:

- To promote the general welfare of its members.
- To promote friendship, unity cooperation and sense of belonging amongst its members.

- To promote social awareness amongst its members.
- To promote sports, cultural and general interests amongst its members.
- To promote wholeperson development of its members.

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 Mandarin.

Article 5: 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 academic year.

Article 6: AFFILIATION

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

Article 7: HONORARY PRESIDENT

The Warden shall be the Honorary President of the Association.

SECTION II: MEMBERSHIP

Article 1: MEMBERSHIP

a. Full Membership

Any students of the University of Hong Kong registered as residents of the Hall shall automatically be Full Members and shall pay the prescribed fee. The membership shall commence on the first day of his residence and shall terminate on the date before the first day of the next residential year or upon termination of the member's Hall membership or University membership. The membership shall be suspended with the immediate effect from the suspension of Hall membership.

b. Affiliated Membership

Any 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 registration and shall terminate on the date before the first day of the next residential year or upon termination of the member's University membership.
(Amended in GM2002)

c. Honorary Membership

The Warden, Senior Tutors, Tutors and the Manager shall be Honorary Members.

d. Life Membership

All past Members who have kept membership not less than one residential year shall be eligible for Life Membership on payment of the prescribed fee.

e. Honorary Life Membership

Honorary Life Membership shall be conferred upon such person as elected at the Annual General Meeting, upon nomination from the Warden or Senior Tutor or Tutor or the Committee or no less than 10 Full Members.

Article 2: PRIVILEGES

a. All Full Members shall be entitled to enjoy the following privileges:

- i. To use all facilities provided by the Association for the general use of its members;
- ii. To take part in all the activities and functions organized by the Association;
- iii. To receive the Hall's publications and be informed about the Hall's functions;
- iv. To attend General Meetings with full speaking rights;
- v. To propose, second, object to and vote for motions and memoranda at General Meetings; and
- vi. To vote, nominate and be nominated for election in the Association elections.

b. All Affiliated Members, Honorary Members, Life Members and Honorary Life Members shall be entitled to enjoy the privileges stated in a)i), a)ii), a)iii) and a)iv) of the article.

c. All privileges of a Full Member or Honorary Member or Affiliated Member or Life Member or Honorary Life Member shall cease upon the termination of his membership.

Article 3: OBLIGATIONS OF MEMBERS

- a. All Full Members and Affiliated Members shall fulfill the following obligations: (Amended in GM2002)
 - i. To support the Association in its all activities; and
 - ii. To abide by the Constitution and resolution of the Association; and
 - iii. To pay the prescribed fee.
- b. All Honorary Members and Honorary Life Members shall be abide by the Constitution and resolution of the Association except Section II Article 3 a) i, iii and Section III Article 4. (Amended in GM2002)

SECTION III: GENERAL MEETINGS

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

- a. The Annual General Meeting shall be held during the period from **the third week of January to the third week of February**.
- b. The agenda of the Annual General Meeting shall include the following:
 - To receive and adopt the agenda of the Annual General Meeting.
 - To receive and adopt the minutes of the previous Annual General Meeting and the minutes of all Extraordinary General Meetings.
 - To receive and adopt the Annual Report of the outgoing Executive Committee, presented by the General Secretary.
 - To receive and adopt the audited Annual Financial Report, presented by the Financial Secretary.
 - To amend the Constitution, if any.
 - To elect Honorary Life Members, if any.
 - To receive and adopt the results of the Annual Election of the members of the Executive Committee for the next session.
 - To receive the address by the outgoing Chairperson.
 - Any other business.

Article 3: EXTRAORDINARY GENERAL MEETING

- a. All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings. The Extraordinary General Meetings shall be convened
 - i. at the request of the Executive Committee, or acting Executive Committee; or (Amended in GM2001) upon a written requisition signed by no less than one-tenth of the Full Members. (Amended in EGM2013)
- b. The object or objects of the proposed meeting shall be specified and no other matters shall be discussed at the meeting without the consent of at least two-thirds of the Full Members present.

Article 4: VOTE OF NON-CONFIDENCE

- a. A vote of non-confidence for infringement of the Constitution or by-laws, negligence of duties or unbecoming conduct may be moved against any Executive Committee member at an Extraordinary General Meeting. The Extraordinary General Meeting should be held specifically for the purpose.
- b. A vote, so passed by a two-thirds majority (excluding abstain votes) of all the Full Members attending the Extraordinary General Meeting, shall call for the immediate resignation of the Executive Committee member against whom the vote is moved.

Article 5: CHAIRPERSON

- a. The Chairperson of the Association shall take the chair at all General Meetings except the one convened for the purpose of moving a vote of non-confidence on him.
- b. The Internal Vice Chairperson shall take the chair of a General Meeting if the Chairperson is unable to take it.
- c. The Executive Committee shall elect, among themselves, one Executive Committee member to take the chair if both the Chairperson and the Internal Vice Chairperson are unable to take it.
- d. *In the event of the absence of the Executive Committee or acting Executive Committee or the purpose of the Extraordinary General Meeting being a vote of non-confidence over the entire Executive Committee, the Meeting shall elect itself a chairperson. (Amended in EGM2003)*

Article 6: NOTICE

- a. The notice of an Annual General Meeting and the agenda thereof shall be posted up at least 120 hours beforehand.
- b. The notice of an Extraordinary General Meeting and the agenda thereof shall be posted up at least 48 hours beforehand.

Article 7: QUORUM

- a. At all General Meetings, **one-eighth of the Full Members** shall form a quorum.
- b. In the event of the failure to form a quorum within one hour from the stated time, the meeting shall be postponed and the chairperson of the meeting shall announce the date of the **postponed meeting within 24 hours**.

Article 8: VOTING SYSTEM

The voting system shall be based on simple majority unless otherwise specified.
(Amended in GM2001)

Article 9: STANDING ORDER

Standing orders for all General Meetings shall be in accordance with the Standing Orders of the HKUSU Council.

Article 10: RETURNING OFFICER

A Returning Officer, not being a Member of the Association, shall be invited from any councilor of the HKUSU Council. (Amended in GM2002)

SECTION IV: GENERAL POLLINGS

Article 1: AUTHORITY

A General Polling shall possess the same authority as a General Meeting.

Article 2: GENERAL POLLING

- a. *A General Polling shall be held by the Executive Committee upon a written requisition signed by*
 - i. *the Executive Committee, or acting Executive Committee; or (Amended in GM2001)*
 - ii. *one-tenth of all the Full Members. (Amended in EGM2003)*

- b. The motion or motions to be voted on at the General Polling shall be specified on the written requisition.
- c. *In the event of the absence of the Executive Committee or acting Executive Committee or the purpose of the Extraordinary General Meeting being a vote of non-confidence over the entire Executive Committee, the General Polling shall be held by those who signed the written requisition. (Amended in EGM2003)*

Article 3: NOTICE

The notice of a General Polling and the motion or motions to be voted on shall be posted up **at least 120 hours beforehand.**

Article 4: RETURNING OFFICER

A Returning Officer, not being a Member of the Association, shall be invited from any councilor of the HKUSU Council. (Amended in GM2002)

Article 5: VOTING

Voting shall take place at a polling station in Starr Hall, which shall open for no less than eight hours. The result of a General Polling shall be declared valid provided **the number of valid votes cast** is no less than a half of all the Full Members.

Article 6: REGULATION

The motion or motions shall be declared carried with a simple majority of the valid votes cast.

Article 7: REVOKING MOTIONS

The motion or motions of a General Meeting or a General Polling can only be revoked by a subsequent General Meeting or General Polling with the consent of **no less than two-thirds of all the Full Members** attending the subsequent General Meeting or voting in the subsequent General Polling, in which the number of valid votes cast is **no less than a half of all the Full Members.**

SECTION V: ELECTION OF EXECUTIVE COMMITTEE MEMBERS

Article 1: ANNUAL ELECTION

The Annual Election shall be held to elect the members of the Executive Committee for the next Association session. The Annual Election, with the exception of the election of the Past Committee Representative, shall be held at **least 72 hours before** the Annual General Meeting.

Article 2: RETURNING OFFICER

Any councilor appointed by the HKUSU council, not being a member of the Association, shall be invited as the returning officer. (Amended in GM2009)

Article 3: NOMINATION

- a. Nomination for the posts of the Executive Committee with the exception of the Past Committee Representative shall be **opened for at least 336 hours**. The nomination must be submitted to the General Secretary **at least 336 hours before the Annual General Meeting**. Forms specially provided for the nomination shall be used.
- b. Any nomination received after deadline shall not be considered.
- c. Each nomination form shall contain the name of one candidate together with both names and signatures of a proposer and a seconder and the signature of the candidate signifying his consent.
- d. No candidate may be nominated for more than one post.
- e. Any candidate may campaign individually for election.

Article 4: ELECTION PROCEDURE

- a. Vote shall be cast by secret ballot.
- b. When there is only one candidate for a certain post, the electors shall vote for or against the candidate or abstain. The candidate shall be declared elected provided he has secured:
 - i. A number of votes for him greater than the number of votes against him;
and
 - ii. A number of votes not less than one-eighth of all Full Members for him.
- c. When there are two or more candidates for a certain 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 vote of the candidate at the bottom of the poll on this first count shall be distributed among the remaining candidate or candidates according to the second preference or preferences indicated on those ballot papers. This process shall continue until only one candidate remains. The candidate must secure a number of votes not less than one-eighth of all Full Members at the end of the process in order to be declared elected.

- d. In the event of a tie occurring at the end of the election process for a certain post, a re-election for the particular post should be held within 72 hours.

Article 5: BY-ELECTION

If a vacancy occurs in any post referred to in Article 1 of this section, nomination for the vacant post shall be opened immediately after the Annual General Meeting and shall last for 336 hours. An Extraordinary General Meeting shall be held for the purpose of by-election within 336 hours after the close of the nomination period. The nomination shall be made only on forms specially provided for the purpose. Each form shall contain the name of one candidate together with both names and signatures of a proposer and a seconder and the signature of the candidate signifying his consent. If no nomination is received for the vacant post, the post shall remain vacant until an Extraordinary General Meeting appoints the acting Executive Committee member. (Amended in GM 2001)

Article 6: PAST COMMITTEE REPRESENTATIVE

Before the end of the Association session, the Committee shall elect a Past Committee Representative for the next session from itself.

Article 7: COMPLAINTS

The final resolution power of any complaint concerning the elections shall be vested upon in General Meetings.

SECTION VI: EXECUTIVE COMMITTEE

Article 1: COMPOSITION

The Committee shall consist of:

A Chairperson,

An Internal Vice Chairperson,

An External Vice Chairperson,

A General Secretary,
A Financial Secretary,
A Welfare Secretary,
A Publications and Publicity Secretary,
A Social Affairs Secretary,
A Cultural Secretary,
A Sports Secretary,
A Sports Captain,
A Social Secretary,
An Internal Affairs Secretary,
An External Affairs Secretary,
An Affiliated Members and Alumni Secretary,
A Past Committee Representative.
(Amended in EGM 2013)

Article 2: DUTIES OF INDIVIDUAL COMMITTEE MEMBERS

- a. The Chairperson shall
 - i. be the chief executive of the Association;
 - ii. chair all Executive Committee meetings; and
 - iii. chair all General Meetings except the one called for a vote of non-confidence against him.
- b. The Internal Vice Chairperson shall
 - i. assist the Chairperson in internal affairs; and
 - ii. take the chair in the event of the Chairperson being absent from the meetings.
- c. The External Vice Chairperson shall
 - i. assist the Chairperson in external affairs; and
 - ii. represent the Association in the Hong Kong University Students' Union Council.
- d. The General Secretary shall
 - i. conduct all general correspondence;
 - ii. prepare the agenda and minutes of all meetings of the Association;
 - iii. prepare the annual report of the Association to be presented at the Annual General Meeting of the Association; and
 - iv. keep all the official documents and records of the Association.

- e. The Financial Secretary shall
 - i. keep a true account of all income and expenditure of the Association;
 - ii. draft the budget of the Association;
 - iii. present the audited annual statement of accounts and balance sheet of the Association to the Annual General Meeting; and
 - iv. be responsible for all financial matters of the Association.
- f. The Welfare Secretary shall be responsible for promoting the welfare of the members of the Association. (Amended in GM 2009)
- g. The Publications and Publicity Secretary shall be responsible for all matters relating to publications of the Association. (Amended in AGM 2012)
- h. The Social Affairs Secretary shall be responsible for promoting awareness and interest in current affairs. (Amended in EGM2013)
- i. The Cultural Secretary shall
 - i. be responsible for all recreational and cultural activities of the Association; and
 - ii. be responsible for the maintenance of all recreational and cultural amenities of the Association.
- j. The Sports Secretary shall
 - i. represent the Association in the Sports Council;
 - ii. be responsible for the maintenance of all sports equipment of the Association, HKUSU; and
 - iii. be responsible for all sports activities of the Association. (Amended in GM 2009)
- k. The Sports Captain shall
 - i. organize sports teams to represent the Association; and
 - ii. be responsible for all sports activities of the Association.(Amended in GM 2009)
- l. The Social Secretary shall be responsible for all social activities of the Association.

- m. The Internal Affairs Secretary shall assist the Internal Vice Chairperson in all internal affairs.
- n. The External Affairs Secretary shall assist the External Vice Chairperson in all external affairs.
- o. The Affiliated Members and Alumni Secretary shall be responsible for all the affairs of the Affiliated Members and Alumni. (Amended in GM 2009)
- p. The Past Committee Representative shall advise the Committee in office on the affairs of the Association.

Every Executive Committee member shall assume additional duties according to the aims of the Association if the Executive Committee or the General Meeting or the General Polling decides it to be necessary.

(Amended in EGM 2013)

Article 3: EXECUTIVE COMMITTEE MEETINGS

- a. Executive Committee meetings shall be convened by the General Secretary under the instruction of the Chairperson.
- b. The notice of an Executive Committee meeting and the agenda thereof shall be posted and sent to all Executive Committee members at least 24 hours beforehand.
- c. At all Executive Committee meetings, two-thirds of the Executive Committee members shall form a quorum.
- d. The Chairperson shall not be entitled to vote except in the case of a tie, he shall have a casting vote on the matter concerned.
- e. Unless the Executive Committee decides otherwise, an Executive Committee meeting shall be open to all Full Members. Members attending the meeting shall be permitted to speak only with the approval of the chairman of the meeting and shall not vote.

(Amended in EGM 2013)

Article 4: SUB-COMMITTEE

The Executive Committee may form sub-committees either among the Executive Committee members or among the Full Members; and delegate power to them for any specific purpose at any time. Such sub-committees shall be responsible to the Executive Committee for their actions. (Amended in EGM 2013)

Article 5: ACTING EXECUTIVE COMMITTEE MEMBERS

In the event of any vacancy occurring in the post of the Committee, the General Meeting shall appoint the acting Executive Committee member(s). The acting Executive Committee member(s) who shall have the same authorities and duties as the posts, subject to limitations imposed by the General Meeting, shall take up the work. (Amended in EGM 2013)

Article 6: RESIGNATION

Any Executive Committee member who wants to resign shall submit a notice of resignation in writing to the Committee stating the reasons therein. An Extraordinary General Meeting shall be called to discuss the matter and find out the resolution. Unless otherwise specified in Extraordinary General Meeting, his resignation shall take effect immediately after the Extraordinary General Meeting. (Amended in EGM 2013)

Section VII: FINANCE

Article 1: FINANCIAL YEAR

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

Article 2: ENTRANCE FEE, ANNUAL SUBSCRIPTION, LIFE MEMBERSHIP FEE

- a. A Full Member 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 Residential Year. (Amended in GM2012)
- b. An Affiliated Member shall pay an annual subscription of HK\$200.00 only.
- c. A Life Member shall pay a lump sum subscription of HK\$200.00 only.
- d. All entrance fees and subscriptions, once received shall not be refunded. (Amended in GM2001)

Article 3: ANNUAL BUDGET

Within one month of taking office, 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 168 hours for the information of all members, before being adopted by the Executive Committee.

Article 4: HONORARY AUDITOR

An Honorary Auditor shall be the Warden or the acting Warden or the Manager or one of the Senior Tutors of the Hall and shall be responsible for auditing statements of the Association.

Article 5: AUDITING

- a. The Financial Secretary shall submit the Annual Financial Report, countersigned by the Chairperson of the Association, to the Honorary Auditor at least two weeks before the Annual General Meeting for auditing purposes.
- b. The Annual Financial Report shall be posted up for at least 168 hours before the Annual General Meeting.

Article 6: ACCOUNT

- a. A current account shall be opened under the name of the Association.
- b. All withdrawal slips and cheques must be signed by the Financial Secretary and either the Chairperson or the Internal Vice Chairperson.

Section VIII: CONSTITUTION

Article 1: AMENDMENT

- a. The Constitution shall not be amended except with a carried motion at:
 - i. An Extraordinary General Meeting convened specifically for the purpose; or
 - ii. The Annual General Meeting; or
 - iii. A General Polling convened specifically for the purpose.
- b. A motion to amend the Constitution shall be declared carried with the consent of no less than two-thirds of all the Full Members attending the General Meeting for this purpose or voting in the General Polling for this purpose, in which the number of valid votes cast is no less than a half of all the Full Members.

- c. An official notice of the General Meeting or the General Polling stating the proposed amendment(s) shall be posted up at least 168 hours before the General Meeting or the General Polling.

Article 2: INTERPRETATION

The final interpretation power of the Constitution shall be vested upon General Meetings.