

# Constitution

## THE CONSTITUTION OF SWIRE HALL STUDENTS' ASSOCIATION, HKUSU

### SECTION I: GENERAL

#### **Article 1: INTERPRETATION**

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

#### EXPRESSIONS

"Acting Warden"

"AGM"

"Association"

"Editor-in-chief"

"Executive Committee"

"Floor Representative(s)"

"Floor Representative Meeting(s)"

"HKUSU"

"Honorary Secretary"

"Manager"

"Member(s)"

"Swire Youth"

"Tutor(s)"

"University"

"Warden"

#### MEANINGS

"Acting Warden of the Swire Hall"

"Annual General Meeting(s) of the Association"

"Swire Hall Students' Association, Hong Kong University Students' Union"

"Editor-in-chief of Swire Youth of the Association"

"Executive Committee of the Association"

"Floor Representative(s) of the Association"

"Floor Representative Meeting(s) of the Association"

"Hong Kong University Students' Union"

"Honorary Secretary of the Floor Representative Meeting"

"Manager of the Swire Hall"

Include Full Member(s), Affiliated Member(s), Life Member(s) and Honorary Member(s)

"Swire Youth of the Association"

"Tutor(s) of the Swire Hall"

"The University of Hong Kong"

"Warden of the Swire Hall"

- b) References to sections, articles and sub-articles are to sections, articles and sub-articles of this Constitution. Section and article headings are inserted for convenience of reference only and shall not affect the interpretation of this Constitution.
- c) Words denoting the masculine gender shall include the feminine gender.

#### **Article 2: NAME**

The name of the Association shall be "Swire Hall Students' Association, Hong Kong University Students' Union." The Chinese name of the Association shall be "香港大學學生會太古堂宿生會".

#### **Article 3: OBJECTIVES**

The objectives of the Association shall be

- a) to promote the friendship and cooperation among Members;
- b) to promote social, cultural and sports interests of Members;
- c) to promote the general welfare of Members;
- d) to promote the relationship of the Association with HKUSU and its suborganizations;  
and
- e) to build up the hall spirit and promote the unity and sense of belongings of Members.

#### **Article 4: 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 next Annual General Meeting.

#### **Article 5: AFFILIATION**

The Association shall be affiliated to HKUSU.

#### **Article 6: OFFICIAL LANGUAGES**

English and Chinese (Cantonese or Mandarin) shall be the official languages of the Association in which all official meetings and official correspondence shall be conducted.

### **SECTION II: MEMBERSHIP**

#### **Article 1: MEMBERSHIP**

- a) Full Membership
  - i) All full-time undergraduate or postgraduate students of the University, registered as residents of Swire Hall shall automatically be the Full Members and shall pay the prescribed fees in SECTION XII Article 2 a).
  - ii) 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 at the time he ceases to be a resident of Swire Hall or he ceases to be a student of the University.
- b) Life Membership

Any past Full Member who has continuously held his Full Membership for at least one residential year shall be eligible for Life Membership of the Association upon payment of the prescribed fee in SECTION XII Article 2 b).
- c) Honorary Membership

The Warden, the Manager and all the Tutors are Honorary Members.
- d) :Honorary President

The Honorary President shall be the Warden.
- e) Honorary Auditor

The Warden, or Acting Warden shall be the Honorary Auditor who shall audit the Annual Financial Report drafted by the Financial Secretary.
- f) Honorary Life Membership

Honorary Life Membership of the Association shall be conferred on such person who is elected at a General Meeting upon recommendation from the Warden or the Executive Committee.
- g) Affiliated Membership

All full-time and part-time undergraduate and postgraduate students of the University, registered as affiliated members of Swire Hall shall automatically be the Affiliated Members.

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 at the

time he registers as a member of a hall of the University, except as an affiliated member of Swire Hall; or at the time he ceases to be a student of the University.

## **Article 2: PRIVILEGES**

- a) A Full Member shall be entitled to
  - i) enjoy all facilities of the Association for the general use of the Full Members;
  - ii) take part in activities and functions arranged by the Association;
  - iii) attend the General Meeting with full speaking right;
  - iv) move, second motions and memoranda, and vote at General Meeting
  - v) move, second motions and vote at General Polling; and,
  - vi) vote, nominate and be nominated for election in the Association elections.
- b) A Life Member shall be entitled to
  - i) receive important hall publications and be informed about important hall activities and functions; and,
  - ii) enjoy the privileges stated in a)i), a)ii) and a)iii) of this Article.
- c) An Honorary Member and an Affiliated Member shall be entitled to enjoy the privileges stated in a)i), a)ii) and a)iii) of this Article.
- d) All privileges of a Full, Honorary and Affiliated Member shall cease upon the termination of his membership.

## **Article 3: OBLIGATIONS OF MEMBERS**

All kinds of members shall fulfill the following obligations:

- a) to support all the Association's activities and functions;
- b) to abide by the Constitution, By-laws, Regulations and motions of the Association; and
- c) to pay the prescribed fees, if required, in accordance with SECTION XII.

## **SECTION III: GENERAL MEETING**

### **Article 1: DEFINITION AND AUTHORITY**

All General Meeting other than Annual General Meeting shall be called Extraordinary General Meeting. General Meeting shall possess the highest authority in deciding all matters concerning the Association.

### **Article 2: ANNUAL GENERAL MEETING**

- a) The Annual General Meeting shall be convened by the Chairperson within the first four weeks of the second full term of the academic year.
- b) Agenda
  - i) to receive and adopt the agenda of the Annual General Meeting
  - ii) to receive and adopt the minutes of the previous Annual General Meeting together with minutes of all Extraordinary General Meeting(s) which may have been held since the previous Annual General Meeting
  - iii) to receive and adopt the annual report of Editorial Board of Swire Youth presented by the Editor-in-chief
  - iv) To receive and adopt the annual financial report of Swire Youth, presented by the Editor-in-chief

- v) to receive and adopt the annual report of the Executive Committee presented by the General Secretary
- vi) to receive and adopt the audited Annual Financial Report presented by the Financial Secretary
- vii) to amend the Constitution
- viii) to effect the inauguration of the incoming Executive Committee and Editor-in-chief
- ix) to resolve the matter if a vacancy occurs in any post referred to in SECTION VI Article 1
- x) to appoint the SRC members
- xi) to receive the address by the outgoing Chairperson, the Honorary President and the incoming Chairperson
- xii) A.O.B.

### **Article 3: EXTRAORDINARY GENERAL MEETING**

The Chairperson shall convene an Extraordinary General Meeting,

- a) if the Executive Committee deems it necessary; or
- b) upon written requisition signed by at least forty Full Members with the object(s) of the proposed meeting specified.

The agenda shall only include object(s) of the meeting 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: CHAIRPERSON**

- a) The Chairperson shall take the chair of all General Meeting except the one convened for the purpose of moving a vote of non-confidence against him.
- b) The Internal Vice-Chairperson shall take the chair of the 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 no Executive Committee member is able to take the chair of a General Meeting, the meeting shall elect itself a chairperson.
- e) In the event of an Extraordinary General Meeting convened for the purpose of moving a vote of non-confidence on the entire Executive Committee, the meeting shall elect itself a chairperson.

### **Article 5: NOTICE**

The notice of an Annual General Meeting and the agenda thereof shall be posted seven clear days beforehand. The notice of an Extraordinary General Meeting and the agenda thereof shall be posted 48 hours beforehand.

### **Article 6: QUORUM**

The quorum of a General Meeting shall be one-sixth of all Full Members. If the quorum cannot be formed within one hour of the stated time, the meeting shall be postponed and the Executive Committee shall announce, within twenty-four hours, the date of the postponed meeting.

**Article 7: STANDING ORDER**

The standing order of a General Meeting shall be the standing order of the HKUSU Council.

**Article 8: RETURNING OFFICER**

A Returning Officer who is a member of the HKUSU Council, but not the Member of the Association, must be present in all General Meeting.

**SECTION IV: GENERAL POLLING****Article 1: AUTHORITY**

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

**Article 2: GENERAL POLLING**

The Executive committee shall hold a General Polling

- a) if the Executive Committee deems it necessary; or
- b) upon written requisition signed by at least forty Full Members with the motion(s) to be voted on specified.

**Article 3: NOTICE**

The notice of a General Polling and the motions to be voted on shall be posted seven clear days beforehand.

**Article 4: RETURNING OFFICER**

A Returning Officer who is a member of the HKUSU Council, but not the Member of the Association, must be present in all General Pollings.

**Article 5: VOTING**

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

**Article 6: REGULATION**

The motion(s) shall be declared carried with a simple majority of the valid votes cast.

**SECTION V: REVOKING MOTION(S) OF GENERAL MEETING AND GENERAL POLLING****Article 1: REGULATION**

The motion(s) of a General Meeting or a General Polling can only be revoked by a subsequent General Meeting or General Polling with the consent of at least two-thirds of all Full Members attending the subsequent General Meeting or voting in the subsequent General Polling.

**SECTION VI: ELECTIONS****Article 1: ANNUAL ELECTION**

The Annual Election shall be held to elect the members of the Executive Committee and the

Editor-in-chief for the next session. The Annual Election, with the exception of the election of the Past Committee Representative, shall be held at least three clear days before the Annual General Meeting. The result shall be effected from the agenda viii of the Annual General Meeting.

#### **Article 2: RETURNING OFFICER**

A Returning Officer who is a member of the HKUSU Council, but not the Member of the Association must be present in all Annual Elections.

#### **Article 3: NOMINATION**

- a) Nomination of candidate(s) for the posts of the Executive Committee, with the exception of the Past Committee Representative, and of the Editor-in-chief must be submitted to the General Secretary seven clear days before the Annual General Meeting, and nomination forms provided shall be used.
- b) Any nomination received after the deadline shall not be considered.
- c) Each nomination form shall contain the name of one candidate together with both the names and signatures of a proposer and a seconder and the signature of the candidate signifying his consent.
- d) No candidate shall be nominated for more than one post.
- e) Any candidate may campaign individually for the election.

#### **Article 4: METHOD OF VOTES**

- a) Voting shall be by secret ballot.
- b) When there is only one candidate nominated for the post, the candidate shall be declared elected when,
  - i) the candidate has secured a number of votes for him greater than the number of votes against him, and
  - ii) the candidate has secured a number of votes from at least one-fifth of all Full Members.
- c) When there are two or more candidates nominated for the post,
  - i) electors shall indicate their preferences on the ballot sheets.
  - ii) ballot sheets 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 candidates according to the second preference indicated on those ballot sheets.
  - iii) The process described in ii) shall be continued until only one candidate is left and he shall be declared elected provided that he has secured a number of votes no less than one-fifth of all Full Members.
- d) In case of an equality of votes, the Annual General Meeting shall resolve the matter.

#### **Article 5: BY-ELECTION**

If any Full Member would like to fill in the vacancy of posts referred to SECTION VI Article 1, a

By-election shall be opened. Nomination shall be open at least seven clear days before the By-election and shall be made only on nomination forms provided for the purpose. Each form shall contain the name of one candidate together with both the names and signatures of one proposer and one seconder and the signature of the candidate to signify his consent.

## **SECTION VII: EXECUTIVE COMMITTEE**

### ***Article 1: FUNCTIONS AND DUTIES***

- a) The functions of the Executive Committee shall be
  - i) to formulate and implement the policies of the Association in accordance with the objectives of the Association in SECTION I Article 3;
  - ii) to carry out motion(s) of the General Meeting and General Polling;
  - iii) to represent the Members in such matters that affect the Members' interest; and
  - iv) to act as a supervisory body over the function of each individual Executive Committee member.
- b) The Executive Committee shall be responsible to the General Meeting and General Polling.

### ***Article 2: COMPOSITION***

The Executive Committee shall consist of:

- a) A Chairperson
- b) An Internal Vice-Chairperson
- c) An External Vice-Chairperson
- d) A General Secretary
- e) A Financial Secretary
- f) A Publication and Publicity Secretary
- g) A Welfare Secretary
- h) A Social Secretary
- i) A Cultural Secretary
- j) A Sports Captain
- k) A Sports Secretary
- l) A Social Affairs Secretary
- m) An Internal Affairs Secretary
- n) An External Affairs Secretary
- o) A Past Committee Representative

### ***Article 3: DUTIES OF INDIVIDUAL EXECUTIVE COMMITTEE MEMBERS***

- a) The Chairperson shall be the chief executive of the Association and chair all Executive Committee meetings and all General Meetings except the one called for a vote of non-confidence against him.
- b) The Internal Vice-Chairperson shall assist the Chairperson in the internal affairs of the Association. If the Chairperson is unable to take the chair of the Executive Committee meeting and the General Meeting, the Internal Vice-Chairperson shall take the chair.

- c) The External Vice-Chairperson shall assist the Chairperson in the external affairs of the Association and shall represent the Association in the HKUSU Council.
- d) The General Secretary shall conduct all general correspondence, draft minutes of all Executive Committee meetings, prepare the annual report of the Association and keep all the official documents and records of the Association.
- e) The Financial Secretary shall keep proper books of account of all income and expenditure, draft the Annual Budget and the Annual Financial Report and be responsible for all financial matters of the Association.
- f) The Publication and Publicity Secretary shall be responsible for all publications, except Swire Youth, and all general posters of the Association.
- g) The Welfare Secretary shall be responsible for the general welfare of the Members.
- h) The Social Secretary shall be responsible for all social activities of the Association.
- i) The Cultural Secretary shall organize cultural teams to represent the Association and be responsible for all recreational and cultural activities of the Association.
- j) The Sports Captain shall be responsible for all internal sports activities of the Association and cooperate with the Sports Secretary for all sports events and equipment of the Association.
- k) The Sports Secretary shall organize sports teams to represent the Association and shall represent the Association in the HKUSU Sports Association Council and cooperate with the Sports Captain for all sports events and equipment of the Association.
- l) The Social Affairs Secretary shall promote the awareness of the Members in social affairs and shall chair the Social Responsibility Committee.
- m) The Internal Affairs Secretary shall assist the Internal Vice-Chairperson in all internal affairs and serve as a liaison between the Executive Committee and the Floor Representatives.
- n) The External Affairs Secretary shall assist the External Vice-Chairperson in all external affairs.
- o) The Past Committee Representative shall advise the Executive Committee in order to ensure a smooth administration in the affairs of the Association.

Every Executive Committee member shall assume additional duties which accord with the objectives of the Association if the Executive Committee, the General Meeting or the General Polling decides it to be necessary.

#### **Article 4: RESIGNATION**

The resignation of any Executive Committee members shall be declared effected with the consent of at least two-thirds of the Full Members present at an Extraordinary General Meeting held specifically for the purpose.



#### **Article 5: VOTES OF NON-CONFIDENCE**

A vote of non-confidence may be moved against any member of the Executive Committee at an Extraordinary General Meeting held specifically for the purpose if

- a) he infringes this Constitution; or
- b) he shows reckless conduct; or
- c) he commits any fraud or breach of duty whilst he is holding the office.

The vote of non-confidence shall be declared passed with the consent of at least two-thirds of the Full Members present, and this shall call for the immediate resignation of the person against whom the vote is moved.

#### **Article 6: EXECUTIVE COMMITTEE MEETING**

The Executive Committee meeting shall be convened by the General Secretary under the instruction of the Chairperson.

The notice of an Executive Committee meeting and the agenda thereof shall be posted in public areas and sent to all Executive Committee members 24 hours beforehand.

The quorum of an Executive Committee meeting shall be more than a half of the Executive Committee members.

The Chairperson shall not be entitled to vote except in case of equality of votes, he shall have a casting vote on the matter concerned.

Unless the Executive Committee shall decide, otherwise, an Executive Committee meeting shall be open to all Full Members. Full Members so attending shall be permitted to speak only with the approval of the chairperson of the meeting and shall not vote.

#### **Article 7: SUB-COMMITTEES**

The Executive Committee may form a sub-committee for any specific purpose at any time either among the Executive Committee members or among the Full Members, and delegate power to them. Such sub-committee shall be responsible to the Executive Committee for all its actions.

#### **Article 8: ACTING EXECUTIVE COMMITTEE MEMBERS**

In the event of any vacancy occurring in the post(s) of the Executive Committee, acting executive committee members shall be appointed in the General Meeting to take up the post(s), who shall have the same authorities and duties as the respective post(s), but such authorities and duties are subject to limitations imposed by the General Meeting.

### **SECTION VIII: SWIRE YOUTH**

#### **Article 1: NAME**

The name of the publication shall be "Swire Youth." The Chinese name of the publication shall be "太古青年".

#### **Article 2: OBJECTIVES**

The objectives of Swire Youth shall be:

- a) to provide a platform for the Members to express and share their ideas and experiences;
- b) to facilitate the Members to comment on the operations of and activities held by the Executive Committee; and
- c) to report different aspects of hall life.

### **Article 3: EDITORIAL BOARD**

- a) Rights and duties
  - i) The Editorial Board can use the facilities offered by the Association.
  - ii) The Editorial Board shall be financed by the Association.
  - iii) The content of the articles to be published by the Editorial Board and the administration of the Editorial Board shall not be subjected to any control or interference of the Executive Committee unless in the opinion of the Executive Committee that:
    - (1) the external relations of the Association are adversely affected; or
    - (2) the By-laws are not observed by the Editorial Board.
  - iv) The Editorial Board shall:
    - (1) provide the Executive Committee with all articles before publication for its consideration;
    - (2) carry out the motion(s) of the General Meeting and General Polling.
- b) Membership

The Editorial Board shall consist of the following members:

  - i) Editor-in-chief
  - ii) Editor(s)
- c) Appointment of members:
  - i) Membership of the Editorial Board is open to all Full Members.
  - ii) Subject to SECTION VI and the procedure therein stated, the Editor-in-chief shall be elected annually.
  - iii) Other members of the Editorial Board shall be appointed by the Editor-in-chief, provided that the Editor-in-chief shall cooperate with the Executive Committee, for the selection and appointment of the members of the Editorial Board.
- d) Duties of the Editor-in-chief
  - i) The Editor-in-chief shall be the chairperson of the Editorial Board.
  - ii) The Editor-in-chief shall represent the Editorial Board in all matters concerning the running of Swire Youth.
  - iii) The Editor-in-chief shall be responsible to the General Meeting and General Polling.

The Editor-in-chief shall keep proper books of account of all income and expenditure, draft the Annual Budget and the Annual Financial Report and be responsible for all financial matters of the Editorial Board.

### **Article 3: RESIGNATION**

The resignation of the Editor-in-chief shall be declared effected with the consent of at least two-thirds of the Full Members present at an Extraordinary General Meeting held specifically for the purpose.

### **Article 4: VOTES OF NON-CONFIDENCE**

A vote of non-confidence may be moved against any member of the Editor-in-chief at an

Extraordinary General Meeting held specially for the purpose if

- a) he infringes this Constitution; or
- b) he shows reckless conduct; or
- c) he commits any fraud or breach of duty whilst he is holding the office.

The vote of non-confidence shall be declared passed with the consent of at least two-thirds of the Full Members present, and this shall call for the immediate resignation of the person against whom the vote is moved.

#### **ARTICLE 5: ACTING EDITOR-IN-CHIEF**

In the event of any vacancy occurring in the post of the Editor-in-chief, acting Editor-in-chief shall be appointed in the General Meeting to take up the post, who shall have the same authorities and duties as the respective post, but such authorities and duties are subject to limitations imposed by the General Meeting.

### **SECTION IX: Social Responsibility Committee**

#### **Article 1: OBJECTIVES**

The objectives of Social Responsibility Committee ("SRC") shall be:

To foster a sense of social responsibility within Full Members.

#### **Article 2: COMPOSITION**

- i) The Social Affairs Secretary shall be the ex-officio SRC chairperson
- ii) An external coordinator
- iii) A financial coordinator
- iv) Seven project managers

#### **Article 3: APPOINTMENT OF COMMITTEE MEMBERS**

- i) Membership of the SRC is open to all Full Members.
- ii) Other Committee Members of the SRC shall be appointed at a General Meeting

#### **Article 4: RIGHTS AND FUNCTIONS**

- (a) SRC can use the facilities offered by the Association.
- (b) SRC shall be financed by the Association.
- (c) The functions of SRC shall be:
  - (i) To study and advise the Association on all matters relating to:
    - (1) Social services
    - (2) Current affairs
    - (3) Environmental protection
  - (ii) To be responsible for organizing activities concerning the social affairs, any member may be invited to participate in the activities.

#### **Article 5: SRC CHAIRPERSON**

- (a) The SRC chairperson shall

- (i) represent the committee in all matters concerning the running of it
  - (ii) chair all SRC meetings
  - (iii) co-ordinate the Committee Members.
- (b) If the Social Affair Secretary deems that he can no longer carry out his duties in co-operation with the SRC, he may in his capacity as the SRC Chairperson dissolve the SRC. The dissolution shall only be effected by a motion declared and passed at the General Meeting with the consent of at least half of all the Full Members attending the General Meeting.

#### **Article 6: COORDINATORS**

- (a) Financial Coordinator shall
  - (i) supervise the committee on all matters concerning finance and accounting procedures and applications in any fund raising activity
  - (ii) co-ordinate the Committee Members
- (b) External Coordinator shall
  - (i) supervise the committee on all matter concerning cooperating with any external body
  - (ii) co-ordinate the Committee Members.

#### **Article 7: SESSION**

The session of the Committee Members shall commence with the inauguration of the Executive Committee at the AGM and terminate at the next AGM

#### **Article 8: RESIGNATION**

The resignation of any Committee Member shall be declared effected with the consent of at least half of the Full Members present at an Extraordinary General Meeting or General Polling.

#### **Article 9: ANNUAL REPORT**

SRC shall submit annual report and annual financial report at AGM.

#### **Article 10: VOTE OF NON-CONFIDENCE**

A vote of non-confidence may be moved against any Committee Member at a General Meeting if the person/persons concern

- (a) Could not fulfill constitutional duties or
- (b) Commit(s) any fraud or breach of duty whilst he is holding the office.

The vote of non-confidence shall be declared passed with the consent of two-third majority of the Full Members present.

### **SECTION X: FLOOR REPRESENTATIVE(S)**

#### **Article 1: FUNCTIONS AND DUTIES**

- a) The functions of the Floor Representatives shall be

- i) to serve as a channel between members of the floor and the Executive Committee; and
  - ii) to represent the floor members in such matters that affect the floor members' interest.
- b) The duties of the Floor Representatives shall be
  - i) to chair the respective floor meeting(s);
  - ii) to organize function(s) that enhance communication among the floor members; and
  - iii) to attend the Floor Representative Meeting(s).

### ***Article 2: SESSION***

The session of the Floor Representatives shall commence within the first eight weeks of the second full term of the academic year. The list of the floor representatives shall be given to the Executive Committee three clear days before commencement of the session.

### ***Article 3: RESIGNATION***

Any floor representatives may, at any time, resign from office as a floor representative by giving written notice with reason of resigning to the Executive Committee seven clear days before the commencement of the resignation. The aforesaid notice shall be posted in public area for seven clear days before the commencement of the resignation.

## **SECTION XI: FLOOR REPRESENTATIVE MEETING**

### ***Article 1: COMPOSITION***

The members of the Floor Representative Meeting shall be:

- a) Internal Affairs Secretary
- b) Honorary Secretary who is appointed by the Floor Representative Meeting, and subject to the final approval of the Executive Committee.
- c) Floor Representative(s) of each floor or any floor member authorized by the Floor Representative(s) if he is unable to attend the Floor Representative Meeting; and
- d) Internal Vice-Chairperson.

### ***Article 2: FUNCTIONS***

The functions of the Floor Representative Meeting shall be

- a) to serve as a consultative meeting for the Executive Committee on matters affecting the Association;
- b) to serve as a channel through which the opinion of the members of the floor can be reflected to the Executive Committee; and
- c) to serve as a channel through which the policies and decisions of the Executive Committee can be made known to the members of the floor.

### ***Article 3: DUTIES AND RIGHTS OF INDIVIDUAL MEMBERS***

- a) The Internal Affairs Secretary shall be the chairperson of the Floor Representative Meeting who has no right to vote at the Floor Representative

Meeting. If he is absent from the Floor Representative Meeting, the members of the Floor Representative Meeting shall elect among themselves a member to take the chair.

- b) The Honorary Secretary
  - i) shall conduct all correspondence, take minutes of the Floor Representative Meeting; and
  - ii) shall have no right to vote at the Floor Representative Meeting.
- c) The Floor Representatives
  - i) shall attend the Floor Representative Meeting;
  - ii) shall serve as a liaison between the Executive Committee and the members of the floor;
  - iii) shall promote functions and activities of the Association; and
  - iv) shall have the right to vote at the Floor Representative Meeting.
- d) The Internal Vice-Chairperson
  - i) shall attend the Floor Representative Meeting. If he cannot attend the meeting, he shall authorize another Executive Committee member to take his place;
  - ii) shall provide the Floor Representative Meeting with any information concerning the Association that he deems appropriate;
  - iii) shall answer questions raised by Floor Representatives at the meeting; and
  - iv) shall have no right to vote at the Floor Representative Meeting.

#### **Article 4: REGULATIONS**

- a) The regular meeting shall be held at least once two months.
- b) The extraordinary meeting shall be held
  - i) when the chairperson of the Floor Representative Meeting deems necessary; or
  - ii) upon request by at least three Executive Committee members; or
  - iii) upon request by at least three Floor Representatives.
- c) The quorum of the Floor Representative Meeting shall be two-thirds of the Floor Representatives.

## **SECTION XII: TEAM CAPTAIN**

### **Article 1: FUNCTIONS AND DUTIES**

- a) The functions of the Team Captain shall be
  - i) to serve as a channel between members of the team and the Executive Committee;
  - ii) to represent the team members in such matters that affect the team members' interest; and
  - iii) to promote the respective cultural and sports interests of team members;
  - iv) to build up the hall spirit and promote the unity and sense of belongings of team members.
- b) The duties of the Team Captain shall be

- i) to organize functions that promote the respective cultural and sports interests of team members;
- ii) to attend the Sports or Cultural Sub-committee Meeting; and
- iii) to prepare the Annual Budget and Annual Financial Report of the team in accordance with the Financial Regulation.

#### **Article 2: SESSION**

The session of the Team Captain shall commence within the first eight weeks of the second full term of the academic year.

#### **Article 3: RESIGNATION**

Any team captain may, at any time, resign from office as a team captain by giving written notice with reason of resigning to the Executive Committee seven clear days before the commencement of the resignation. The aforesaid notice shall be posted in public area for seven clear days before the commencement of the resignation.

### **SECTION XIII: FINANCE**

#### **Article 1: FINANCIAL YEAR**

The Financial Year of the Association shall correspond to the calendar year (from 1<sup>st</sup> January to 31<sup>st</sup> December).

#### **Article 2: SUBSCRIPTIONS**

- a) A Full Member shall pay an entrance fee of HK\$150 only when he first acquires the Full Membership of the Association and an annual subscription of HK\$300 only.
- b) A Life Member shall pay a lump sum subscription of HK\$100 only.
- c) No fees shall be refunded.

#### **Article 3: 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 XIV: BY-LAWS**

#### **Article 1: PURPOSES**

- a) The By-laws shall facilitate the administration of the Executive Committee.
- b) All Members mentioned in the By-laws shall abide by the By-laws.

#### **Article 2: AMENDMENT**

- a) The By-laws shall only be amended by the Constitution Review Committee.
- b) The consultation of the proposed amendment shall last for a period not less than one month before the announcement of the amendment.
- c) The amendment shall be announced and posted in public area 14 clear

days before the commencement date.

**Article 3: INTERPRETATION**

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

**SECTION XV: FINANCIAL REGULATION**

**Article 1: PURPOSES**

- a) The Financial Regulation shall govern all financial matters of the Association.
- b) All Members mentioned in the Financial Regulation shall abide by the Financial Regulation.

**Article 2: AMENDMENT**

- a) The Financial Regulation shall only be amended by the Constitution Review Committee.
- b) The consultation of the proposed amendment shall last for a period not less than one month before the announcement of the amendment.
- c) The amendment shall be announced and posted in public area 14 clear days before the commencement date.

**Article 3: INTERPRETATION**

The interpretation of the Financial Regulation shall rest with the Constitution Review Committee.

**SECTION XVI: CONSTITUTION**

**Article 1: AMENDMENT**

- a) This Constitution shall only be amended by a motion carried at the General Meeting or the General Polling with the consent of at least two-thirds of all the Full Members attending the General Meeting or voting validly in the General Polling.
- b) The notice of the proposed amendment shall be posted seven clear days beforehand.

**Article 2: INTERPRETATION**

Any matter not specifically covered by this Constitution shall be decided by the Constitution Review Committee.