

University Hall Students' Association
The Constitution
of
University Hall Students' Association
The Hong Kong University Students' Union

SECTION I

INTERPRETATION

In this constitution, unless the context otherwise requires:

1. "Association" means University Hall Students' Association, Hong Kong University Students' Union.
2. "Full Members" means Resident or Non-resident Full Members of the Association.
3. "Committee" means the Executive Committee of the Association.
4. "Constitution" means the Constitution of the Association.
5. "General Meeting" means the Annual General Meeting or any Extraordinary General Meeting of the Association.
6. "Chairman" means Chairman or Acting Chairman of the Association where applicable.

SECTION II

GENERAL

Article 1 – NAME

The Association shall be known as "UNIVERSITY HALL STUDENTS' ASSOCIATION, THE HONG KONG UNIVERSITY STUDENTS' UNION"

Article 2 – PURPOSE

The purpose of the association shall be:

- a) To promote community life.
- b) To promote cultural, social and sports interest of its member.

Article 3 – SESSION

The session of the Association shall commence on the first day after the conclusion of the Annual General Meeting and shall terminate on the first day after the conclusion of the Annual General Meeting of the next calendar year.

SECTION III

MEMBERSHIP

Article 1 – MEMBERSHIP

- (a) All students of the University of Hong Kong registered with the Warden of University Hall as residents shall be RESIDENT FULL MEMBERS of the Association as long as they remain so registered and shall pay the prescribed fees.
- (b) All students of the University of Hong Kong registered with the Warden of University Hall as non-residents shall be NON-RESIDENT FULL MEMBERS of the Association as long as they remain so registered.
- (c) Any person who has rendered outstanding service to the Association or to University Hall may be elected HONORARY LIFE MEMBER of the Association at an Annual General Meeting upon nomination by the Committee.
- (d) All past students of the University of Hong Kong who have kept not less than one full academic year as Full Member shall automatically become LIFE MEMBER of the Association unless the Committee resolve otherwise.

Article 2 – PRIVILEGES

- (a) All members of the Association defined in Section III Article (a), (b) and (c) shall be entitled to use all amenities supplied by the Association, and to attend all functions and General Meetings of the Association.
- (b) i. All Resident Full Members of the Association shall be eligible to hold offices of the Committee except that of the President.
ii. All Non-resident Full Members of the Association Shall be eligible to hold the offices of Non-resident Affairs' Secretary and Past Committee Representative.
- (c) All life members may attend functions of the Association at the discretion of the Committee.

Article 3 – VICE-PRESIDENTS

There shall be no more than five Vice-presidents for each session.

SECTION IV

COMMITTEE

Article 1 – COMPOSITION

The Committee shall consist of the following Honorary Offices:

Chairman,
Internal Vice Chairman,
External Vice Chairman,
Honorary Secretary,
Honorary Treasurer,
Welfare Secretary,
Sports Secretary,
Sports Captain,
Cultural Secretary,

Social Secretary,
Publication Secretary,
Publicity Secretary,
Alumni and Non-resident Affairs' Secretary,
Current Affairs' Secretary,
Past Committee Representative.

Article 2 – FUNCTIONS

- (a) Functions of the Committee shall be:
- i. To formulate and implement the policies of the Association in accordance with its purposes.
 - ii. To carry out the resolutions of the General Meetings.
- (b) The Committee shall be responsible to the General Meeting.

Article 3 – MEETINGS

- (a) All Committee Meetings shall be convened on the direction of the Chairman.
- (b) i. Notices for all Committee Meetings and the agenda thereof shall be posted on the Association Notice Board and be sent to all Committee Members three clear days beforehand.
- ii. An Emergency Committee Meeting may be convened by the Chairman when he considers necessary or at the request of any member of the Committee seconded by two other Committee Members. A notice of any such meeting and the agenda thereof shall be posted on the Association Notice Board and be sent to all Committee Members twenty-four hours beforehand.
- iii. For the purpose of this paragraph, notice of such meeting shall be deemed to have been sent if a motion properly addressed has been prepared and put in the post or delivered in person.
- (c) Quorum for all Committee Meeting shall consist of a simple majority of current Committee Members to the exclusion of the President.
- (d) Subject to subparagraph (ii) and (iii).
- i. Each Committee Member shall be entitled to one vote at all Committee Meetings.
 - ii. The President shall not be entitled to vote at Committee Meetings.
 - iii. The Chairman shall not be entitled to vote unless:
 - (a) Voting results in a tie.
 - (b) The issue in question relates to the co-option of officer-bearer to Committee.
- (e) Unless the Committee shall decide otherwise, all Committee Meetings shall be open to all Full Members. Full Members so attending shall be permitted to speak only with the approval of the Chairman of the Meeting, and shall not vote.

- (f) The minutes of each Committee Meeting or Emergency Committee Member shall be prepared and posted within one week after the Meeting.
- (g) All Committee Meetings shall adopt the Standing Orders of the Hong Kong University Students' Union Council Meetings.

Article 4 – SUB-COMMITTEE

The Committee may delegate their powers to any sub-committee and shall nominate such Sub-Committee from Full Members.

Article 5 – DUTIES OF INDIVIDUAL COMMITTEE MEMBERS

- (a) The chairman shall be the chief executive of the Association.
- (b) The Internal Vice-Chairman shall assist the Chairman in internal affairs. In the event of the Chairman being absent from meetings, the Internal Vice-Chairman shall take the chair.
- (c) The External Vice-Chairman shall assist the Chairman in external affairs and shall represent the Association in the Hong Kong University Students' Union Council.
- (d) The Honorary Secretary shall conduct all general correspondence, prepare the minutes of all meetings of the Association, prepare the Annual Report of the Association to be presented at the Annual General Meeting of the Association.
- (e) The Honorary Treasurer shall keep a true account of all income and expenditure of the Association, draft the budget, present the audited Annual Statement of Accounts and Balance Sheet to the Annual General Meeting and shall be responsible for all financial matters.
- (f) The Welfare Secretary shall be responsible for promoting the welfare of the members of the Association.
- (g) The Sports Secretary shall organize all sports activities of the Association and shall keep an inventory and be responsible for all sports equipment. He shall also be the ex-officio representative of the Association in the Hong Kong University Students' Union Sports Association Council.
- (h) The Sports Captain shall co-operate with the Sports Secretary in sports affairs.
- (i) The Cultural Secretary shall be responsible for all recreational and cultural activities. He shall also be responsible for the maintenance of all recreational and cultural amenities.
- (j) The Social Secretary shall be responsible for all social activities of the Association.
- (k) The Publication Secretary shall be responsible for all matters relating to the Publications of the Association.
- (l) The Publicity Secretary shall be responsible for all matters relating to the Publicity of the Association.
- (m) The Alumni and Non-resident affairs' Secretary shall be responsible for all affairs

- related to alumni, the Alumni Association and the Non-resident Full members.
- (n) The Current affairs' Secretary shall be responsible for promoting awareness and interest in current affairs.
 - (o) The Past Committee Representative shall be elected to advise the Committee in office on Hall affairs.

Article 6 – VACANCY IN THE COMMITTEE

- (a) In the event of any vacant post other than that of the Chairman and the Past Committee Representative and the president occurring in the Committee, a Committee Meeting shall be held for the purpose of co-option. Nominations shall be open with within twenty-four hours after the vacancy has occurred and such nominations shall be closed twenty-four hours before the Committee Meeting where no less than one nomination has been received for each post by that time.
- (b) In the event of the vacancy of the post of Chairman, an Extraordinary General Meeting, shall be held for the purpose of re-electing the Chairman. Nomination shall be opened twenty-four hours after the vacancy has occurred and shall be closed twenty-four hours before the Extraordinary General Meeting where no less than one nomination has been received by that time.
- (c) In the event of the vacancy of the post of Past Committee Representative, the Committee shall co-opt a member of the Past Committee in the order of precedence as decided in accordance with section VI, Article 5(d).

SECTION V

GENERAL MEETINGS

Article 1 – AUTHORITY

The General Meetings shall be the highest authority of the Association.

Article 2 – ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the Association shall be convened by the Chairman at the request of the Committee within February every year.
- (b) The business of the Annual Report of the out-going Association Session prepared by the Committee.
 - i. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meeting which may have been held since the last Annual General Meeting.
 - ii. To receive and adopt the Annual Report of the out-going Association Session prepared by the Committee.
 - iii. To receive and adopt the report of the Honorary Treasurer and audited Statement of Accounts and Balance Sheet prepared to the end of his session.
 - iv. To amend the Constitution if necessary.

- v. To elect Honorary Life Members.
- vi. To elect the Committee for the coming session.
- vii. To discuss and/or resolve any other business with the consent of at least two third of the Full Members thereof and resolve thereon.

Article 3 – EXTRAORDINARY GENERAL MEETING

The Chairman shall convene Extraordinary General Meetings at the request of the Committee or upon a requisition signed by no less than twenty-five Full Members. Any such request or requisition shall specify the objects of the proposed meeting and no other matter shall be discussed thereat without the consent of at least two-thirds of the Full Members present.

Article 4 – VOTE OF NON-CONFIDENCE

A vote of non-confidence for infringement of the Constitution or negligence of duties or unbecoming conduct may be moved against any members of the Committee at an Extraordinary General Meeting held specifically for the purpose. A vote so passed would automatically mean that Committee membership of persons or the person to whom it be passed is void there from.

Article 5 – NOTICE

- (a) A notice of the Annual General Meeting and the agenda thereof shall be posted on the Association Notice Board five clear days beforehand.
- (b) Notices of all Extraordinary General Meetings and the agenda thereof shall be posted on the Association Notice Board three clear days beforehand.

Article 6 – ANNUAL REPORT

The Annual Report of the out-going Association Session shall be posted on the Association Notice Board five clear days before the Annual General Meeting.

Article 7 – QUORUM

At all General Meetings, thirty Full Members shall form a quorum.

Article 8 – STANDING ORDERS

All General Meetings shall adopt the Standing Orders of the Hong Kong University Students' Union Council Meetings.

Article 9 – OFFICIAL OBSERVER

An official observer appointed by the Chairman of Hong Kong University Students' Union Council shall be invited to attend the General Meetings of the Association.

SECTION VI

ELECTION

Article 1 – ANNUAL ELECTION

The Annual Election of the Association with the exception of the election of the Past Committee Representative shall be held at the Annual General Meeting.

Article 2 – ELECTION OF VICE PRESIDENTS

The Vice-Presidents of the session shall be elected on the first Committee Meeting of the session.

Article 3 – ELECTION OF HONORARY LIFE MEMBERS

Nominations of Honorary Life Members may be made by any Full Member to the last Committee Meeting of the session for approval and be forwarded to the General Meeting. A simple majority of votes cast is necessary for a candidate to be elected.

Article 4 – NOMINATION OF COMMITTEE MEMBERS

- (a) Nomination for posts of the Committee with the exception of the Past Committee Representative shall be open within the first week of the second full term, and such nominations shall be closed seventy-two hours before the General Meeting, where no less than one nomination has been received for each post by that time.
- (b) Nomination for election with the exception of the Past Committee Representative and the President shall be made only 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 the signature of the candidate signifying his consent.
- (c) The Warden or Acting Warden shall be nominated for election as President at the Annual General Meeting.

Article 5 – ELECTION OF COMMITTEE MEMBERS

- (a) The Chairman of the Committee shall be the Chairman of the Annual General Meeting and the Extraordinary General Meetings.
- (b) The Warden, Acting Warden or Tutors shall be the returning officer or officers of the Annual General Meeting and Extraordinary General Meetings. Otherwise, a signed attendance of members present at the time of voting is required for selections.
- (c) The Past Committee Representative shall be elected by the out-going Committee from among their own members at the last Committee Meeting of their session. No less than two other members of the out-going Committee shall be elected at the same meeting to serve as vice to the elected Past Committee Representative in an order of precedence.
- (d) The Warden or Acting Warden shall be elected President of the next session at the Annual General Meeting.

Article 6 – ELECTION PROCEDURE

- (a) When there is only one candidate for the post, the candidate shall be declared elected ipso facto, except for the President, who shall be elected by a simple majority of votes cast.
- (b) When there are two candidates for a post, a straight ballot shall be held. In the event of a tie occurring, a re-election shall be held.

- (c) When there are more than two candidates for one post, electors shall indicate on their ballot papers their order of preference for all candidates. Ballot papers shall be arranged and counted according to the first preferences. The candidate at the bottom of the poll on the first count shall be declared to have lost, and his votes shall be distributed among the remainder according to the second preferences indicated on them. This process shall be continued until one candidate has a clear majority and he shall be declared elected. In the event of a tie occurring at any stage of these proceedings, the Chairman of that General Meeting together with the returning officer shall decide the issue.

SECTION VII

FINANCE

Article 1 – FINANCIAL YEAR

The Financial Year of the Association shall correspond with the Session.

Article 2 – ENTRANCE FEE

The entrance fee for every Resident Full Member shall be two hundred dollars, Hong Kong's currency.

Article 3 – SUBSCRIPTION

- (a) The Annual Subscription for every Resident Full Member shall be two hundred dollars, Hong Kong currency.
- (b) The Annual Subscription for every Non-Resident Full Member shall be fifty dollars, Hong Kong currency.

Article 4 – REFUND

All moneys received by the Association under the provision of Section VII Article 2 and 3 of the Constitution shall in no circumstances whatsoever be refundable to members either wholly or in part.

Article 5 – HONORARY AUDITOR

The Warden or Acting Warden shall be the ex-officio Honorary Auditor of the Annual Statement of Accounts and Balance Sheet which shall be scrutinized by the Committee before submission by the Honorary Treasurer to the Annual General Meeting for adoption.

Article 6 – STATEMENT OF ACCOUNTS AND BALANCE SHEET

The audited Annual statement of Accounts and Balance Sheet shall be posted on the Association Notice Board no less than five clear days before the date of the Annual General Meeting for adoption.

Article 7 – FINANCE OF SUB-ORGANISATIONS

No financial assistance whatsoever shall be rendered to any affiliated sub-organization from the funds of the Association.

SECTION VIII

AFFILIATION OF SUB-ORGANISATION

Article 1

Any Sub-organization of the Association shall

- (a) Aim at promoting cultural, social, sports and/or recreation interests of the members of the Association.
- (b) Form its own constitution which must be approved by the Committee.
- (c) Re-apply to the Committee for affiliation every year within one month after the conclusion of the Annual General Meeting of the Sub-organization.
- (d) Submit a progress report at every Committee Meeting and an Annual Report at the Annual Report at the Annual General Meeting.

Article 2

The Committee reserves the power to

- (a) Disapprove any activities of the sub-organizations.
- (b) Suspend and/or revoke the affiliation of the sub-organization any time as it deems fit.

SECTION IX

CONSTITUTION

Article 1 – AMENDMENT

The Constitution shall not be amended except by a motion carried at any General Meeting of the Association. A notice intimating the proposed amendments shall be posted on the Association Notice Board five clear days before the General Meeting.

Article 2 – BY-LAWS

The Committee shall have power to enact such By-laws as it deems necessary for the efficient performance of its own duties or the duties of other subcommittees of the Association.

Article 3 – INTERPRETATION

The interpretation of the Constitution shall rest with the Committee.

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