

**WEI LUN HALL STUDENTS' ASSOCIATION,
THE HONG KONG UNIVERSITY STUDENTS' UNION
CONSTITUTION**

PART I GENERAL

[1] NAME

The name of the Association shall be: Wei Lun Hall Students' Association, the Hong Kong University Students' Union (香港大學學生會偉倫堂學生會) ("the Association") ("WLHSA, HKUSU")

[2] AIMS

The aims of the Association shall be:

- (1) To promote friendship and the spirit of co-operation amongst its members;
- (2) To promote social, cultural and sports interest amongst its members; and
- (3) To provide welfare for its members.

[3] OFFICIAL LANGUAGE

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.

[4] 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.

[5] AFFILIATION

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

[6] HONORARY PRESIDENT

The Warden of Wei Lun Hall shall be the Honorary President of the Association.

PART II MEMBERSHIP

[7] CLASSIFICATION OF MEMBERSHIP

(1) Full Membership

- a. All undergraduate and postgraduate students of the University of Hong Kong registered as resident members of Wei Lun Hall ("the Hall"), except those who registered as summer residents of the Hall only, shall automatically be Full Members and shall pay the prescribed fee.
- c. The membership shall commence on the first day of his/her 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.

(2) Associate Membership

All members of the Hall who are not eligible for membership under (1) are eligible for Associate Membership on payment of the prescribed fee.
The membership shall commence on the first day of his/her residence and shall terminate upon termination of the member's Hall membership.

(3) Affiliated Membership

All undergraduate and postgraduate students of the University of Hong Kong registered as affiliated members of the Hall shall be Affiliated Members and shall pay the prescribed fee.
The membership shall commence on the first day of his/her 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.

(4) Honorary Membership

The Warden, the Manager and all tutors of the Hall shall be Honorary Members.

(5) Life Membership

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

(6) Honorary Life Membership

Honorary Life Membership shall be conferred on such person as a General Meeting shall elect upon recommendations by the Honorary President or the Executive Committee.

[8] PRIVILEGES OF MEMBERS

(1) All members shall enjoy the following privileges:

- a. To use all facilities provided by the Association for the general use of its members;
- b. To attend General Meetings with full speaking rights; and
- c. To take part in functions and activities arranged by the Association.

(2) Only Full Members of the Association may:

- a. Move, second motions and vote at General Meetings and General Pollings;
- b. Vote, nominate and be nominated for elections; and
- c. Be eligible for office in the Executive Committee.

PART III GENERAL MEETINGS

[9] AUTHORITY

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

[10] ANNUAL GENERAL MEETING

(1) The Annual General Meeting shall be convened by the Chairperson of the Representative Board and shall be held before the last day of February of the Calendar Year or upon decisions made during an Extraordinary General Meeting within the same period.

(2) The businesses of the Annual General Meeting shall include the following:

- a. To receive and adopt the minutes of the previous Annual General Meeting and the minutes of all subsequent Extraordinary General Meeting;
- b. To receive and adopt the Annual Report of the Executive Committee;
- c. Constitution amendment, if any;
- d. To appoint the Honorary Auditor for the next session; and
- e. To receive and adopt the results of the Annual Election of the members of the Executive Committee for the next session.

[11] EXTRAORDINARY GENERAL MEETINGS

(1) No Extraordinary General Meeting shall be held unless it is convened by the Chairperson of the Representative Board:

- a. At the request of the Representative Board; or
- b. At the request of the Executive Committee; or
- c. In accordance with a written request signed by not less than fifty Full Members of the Association; any such request shall specify the objects of the proposed meeting.

(2) No other matters shall be discussed without the consent of at least two-thirds of the Full Members present.

[12] QUORUM

(1) At all General Meetings, one-seventh of the Full Members shall form a quorum.

(2) 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, within twenty-four hours, the date of the postponed meeting.

(3) In case an Extraordinary General Meeting has been postponed twice, the Chairperson of the meeting shall have the right to decide whether the meeting shall be convened anymore or not.

[13] NOTICE

(1) An Official Notice of the Annual General Meeting and the agenda thereof shall be posted at least five clear days beforehand.

(2) An Official Notice of all Extraordinary General Meetings and the agenda thereof shall be posted at least three clear days beforehand (except for the purpose of Constitution amendment).

[14] RETURNING OFFICER

Any full member of the HKUSU appointed by the HKUSU Council, or any member of HKUSU Council, not being the Member of the Association, shall be invited as the Returning Officer.

[15] STANDING ORDER

The standing orders of a General Meeting shall be the Standing Orders of the HKUSU Council.

PART IV GENERAL POLLING

[16] 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.

[17] GENERAL POLLING

No General Polling shall be held unless it is conducted by the Chairperson of the Representative Board at the request of:

- (1) The Representative Board; or
- (2) The Executive Committee; or
- (3) In accordance with a written request signed by not less than fifty Full Members of the Association; any such request shall specify the motion or motions to be voted and the relevant interpretation(s).

[18] NOTICE

An Official Notice of any General Pollings including the motion(s) to be voted and the relevant interpretation(s) shall be posted at least five clear days beforehand (except for the purpose of constitution amendment).

[19] RETURNING OFFICER

Any Full Member of the HKUSU appointed by the HKUSU Council, or any member of the HKUSU Council, not being a Member of the Association, shall be invited as the Returning Officer.

[20] VOTING

(1) Voting shall take place at polling stations which shall open for not less than eight hours.

(2) The results of the Polling shall be declared valid provided that the total number of valid votes cast is not less than one hundred and twenty.

PART V ELECTION OF EXECUTIVE COMMITTEE MEMBERS

[21] ELECTION COMMISSION

(1) An Election Commission shall be appointed by the Representative Board before the opening of the nomination period for the Annual Election, re-election or by-election from Full Members.

(2) The Commission shall be responsible for the organization, administration and operation of the Election and is responsible to the Representative Board.

(3) The office of the Commission shall be terminated after the election results are received and adopted by the General Meeting.

(4) Those having been appointed as members of the Election Commission shall lose the right of being nominated as the Executive Committee and to nominate other members as candidates.

[22] ELECTION COMPLAINTS COMMISSIONER

(1) An Election Complaints Commissioner shall be appointed by the Representative Board before the opening of the nomination period for the Annual Election, re-election or by-election from Full Members, excluding those having been appointed as members of the Election Commission.

(2) Any complaints concerning the Election shall be directed to the Commissioner in written form and signed by the complainant within twenty-four hours of the official announcement of the election results.

(3) In the event a complaint is lodged under (2), the Commissioner shall investigate into it and shall report to the General Meeting, and the General Meeting shall decide the appropriate action.

(4) The office of the Commissioner shall be terminated after the election results are received and adopted by the General Meeting.

(5) Those having been appointed as the Election Complaints Commissioner shall lose the right of being nominated as the Executive Committee and to nominate other members as candidates.

[23] ANNUAL ELECTION

(1) Business

The business of the Annual Election is to elect the members of the Executive Committee for next session.

(2) Nomination

- a. Nomination for the Annual Election shall be opened for at least one week and shall be closed at noon the day two weeks before the Election Day.
- b. Nomination shall only be made on forms provided for the purpose. Each form shall contain the name of the candidate, together with both names and signatures of a proposer and a seconder and the signature of the candidate signifying his consent.
- c. No candidate shall be nominated for more than one post.
- d. The Election Commission shall scrutinize every nomination form and announce the name of the candidate within forty-eight hours upon receipt of the nomination, thereafter the candidate may start his election campaign.
- e. Any candidate who wishes to withdraw his consent to nomination shall inform the Election Commission in written form within seventy-two hours of the submission of his nomination where the withdrawal shall be reported by the Election Commission.
- f. In the event that no nomination for a certain post is received when the nomination period closes, then nomination period for that post shall be extended automatically for one week. If still no nomination is received the Representative Board shall resolve the matter.

(3) Election Day

- a. Election shall be by polling on the Election Day.
- b. The Election Day of the Annual Election shall be at least three clear days before the Annual General Meeting.
- c. An Official Notice of the Election Day for the Annual Election shall be posted at least five clear days beforehand.

(4) Voting

- a. Voting shall be secret ballot.
- b. The results of the polling shall be declared valid provided that the total number of valid votes cast is not less than one hundred and twenty.
- c. When the number of candidates is equal to the number of vacancies for a certain post, the elector shall vote for or against each candidate or abstain, a 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. Not less than sixty votes for him.
- d. When the number of candidates exceeds the number of vacancies for a certain post, electors shall indicate on their ballot papers their preferences 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 the number of remaining candidate or candidates is equal to that of the number of vacancy or vacancies. The candidate must secure no less than sixty votes at the end of the process in order to be declared elected.
- e. An official announcement of the results shall be made twenty-four hours after the closing of the count by the Election Commissioner, if no complaint is received.

[24] RE-ELECTION

(1) Business

A re-election shall be held:

- a. In the event of a tie occurring at any stage of the election proceedings, within one week of the announcement of election results, for the relevant post(s); or
- b. If the General Meeting so decides, upon receipt of the investigation report from the Election Complaints Commissioner, for the relevant post(s).

(2) Nomination

- a. Nomination for a re-election shall be opened for at least one week and shall be closed at noon the day two weeks before the Election Day.
- b. [24](2) b. to f. applies to a re-election.

(3) Election Day

- a. Election shall be by polling on the Election Day.
- b. The Election Day of a re-election shall be at least three clear days before an Extraordinary General Meeting.
- c. An Official Notice of the Election Day for a re-election shall be posted at least five clear days beforehand.

(4) Voting

[23](4) applies to all re-elections.

[25] BY-ELECTION

(1) Business

The business of a by-election is to elect the members of the Executive Committee for the current session where vacancies arise.

(2) Nomination

- a. Nomination for a by-election shall be open for at least one week and shall be closed at noon the day one week before the Election Day.
- b. [24](2)b. to e. apply to a by-election.
- c. In the event that no nomination for a certain post is received when the nomination period closes, the nomination period for that post shall be extended automatically for seventy-two hours. If still no nomination is received the Representative Board shall decide the matter.

(3) Election Day

- a. Election shall be by polling on the Election Day.
- b. The Election Day of a by-election shall be at least three clear days before an Extraordinary General Meeting.
- c. An official notice of the Election Day for a by-election shall be posted at least five clear days beforehand.

(4) Voting

[23](4) applies to all by-elections.

[26] VACANCY

- (1) In the event that any vacant post arises in the Executive Committee after the Annual Election, the Representative Board, within four weeks:
 - a. Shall appoint an Election Commission and an Election Complaints Commissioner to hold a by-election; and may
 - b. Appoint a Full member of the Association to be the acting holder of the vacant post.
- (2) In the event that no Chairperson is elected in the by-election, an Extraordinary General Meeting shall be held to resolve the matter.

PART VI REPRESENTATIVE BOARD

[27] SESSION

- (1) There shall be Representative Board session of the Representative Board once in every year commencing with the first meeting held within two weeks after the Annual General Meeting and ending with the moment preceding the commencement of the first meeting of the next Representative Board session;

(2) The first meeting of the Representative Board session shall be convened by the Representative Board Chairperson of the previous Representative Board session. The new Representative Board Chairperson and new Honorary Secretary shall be elected immediately after the meeting starts.

[28] FUNCTIONS

The function of the Representative Board shall be:

- (1) To formulate the policies of the Association in accordance with its aims.
- (2) To represent the Members in such matters as affecting their interests.
- (3) To serve as a recognized means of communications among the Members.
- (4) To serve as a channel through which the opinions of the residents of the floor can be reflected to the Executive Committee.

[29] AUTHORITY

The Representative Board shall have the power and authority which seconds to the General Meeting and the General Polling.

[30] COMPOSITION

The following shall be members of the Representative Board:

- (1) The Chairperson of the Representative Board;
- (2) The Honorary Secretary;
- (3) All Executive Committee members;
- (4) Official Observers (non-voting members); and.
- (5) Floor representatives.

[31] CHAIRPERSON

- (1) The Chairperson of the Representative Board shall be elected at the first Representative Board meeting of the current session from past or current Representative Board Members, except Executive Committee members. In case the Chairperson is elected from the members of the current Representative Board, the person so elected shall resign from the original representation in the Representative Board and his representation be substituted.
- (2) The Chairperson of the Representative Board shall chair at all Representative Board Meetings and all General Meetings.
- (3) In the event of the post of the Chairperson of the Representative Board being vacant, the Honorary Secretary shall be the acting Chairperson of the Representative Board until a new Chairperson is elected.

[32] HONORARY SECRETARY

- (1) The Honorary Secretary of the Representative Board shall be elected at the first Representative Board meeting of the current session from Full Members. The Honorary Secretary shall have full speaking right but shall not vote.

- (2) The Honorary Secretary of the Representative Board shall take minutes at all Representative Board meetings and all General Meetings.

[33] FLOOR REPRESENTATIVES

- (1) The Floor Representatives shall be elected among the residents of each floor and appointed in the first Representative Board meeting.

- (2) The duties of the Floor Representatives shall be:

- a. To serve as liaison between the Executive Committee and the residents of his/her floor;
- b. To report issues of the Association to the residents of his/her floor; and
- c. To be the representative of his/her floor in the Representative Board.

[34] OFFICIAL OBSERVERS

The Past Representative and any acting members of the Executive Committee shall be non-voting Official Observers in all Representative Board meetings with full speaking rights.

[35] REPRESENTATIVE BOARD MEETINGS

- (1) The Representative Board shall meet at least once every three months.

- (2) All Representative Board Meetings shall be convened by the Chairperson of the Representative Board:

- a. On his own initiative; or
- b. At the request of the Chairperson of the Executive Committee; or
- c. At the request of any member of the Representative Board seconded by three Representative Board members.

- (3) Notice

- a. An Official Notice of all Ordinary Representative Board Meetings and the agenda thereof shall be posted five clear days beforehand.
- b. An Official Notice of all Emergency Representative Board Meetings and the agenda thereof shall be posted twenty-four hours beforehand.
- c. Such notices and agenda shall be sent to each Representative Board member.

- (4) At all Representative Board Meetings half of all members shall form a quorum.

- (5) Unless the Representative Board shall decide otherwise, all Representative Board meetings shall be open for all Full Members to attend. Members so attending shall be permitted to speak only with the approval of the Representative Board and shall not vote.

[36] BUSINESS

- (1) To appoint acting holders of the Executive Committee.

- (2) To appoint committees ad hoc as may be deemed necessary.

(3) To consider any proved grievances of alleged infringement of the Constitution, and all such matters as may be placed before the Representative Board by any members of the Association or a subcommittee, and deemed necessary to be adjudicated upon or act in all such cases.

(4) To receive and adopt the Annual Budget prepared by the Financial Secretary.

[37] SUBCOMMITTEE

The Representative Board may appoint subcommittees for any specific purposes, at any time from Full Members and delegate power to them. Such subcommittees shall be responsible to the Representative Board for all their actions.

Part VII EXECUTIVE COMMITTEE

[38] FUNCTIONS

(1) The functions of the Executive Committee shall be:

- a. To carry out the resolutions of General Meetings and Representative Board; and
- b. To carry out businesses in accordance with the aims of the Association.

(2) The Executive Committee shall be responsible to General Meetings and the Representative Board for all its actions.

[39] MEMBERSHIP

- (1) Chairperson
- (2) Internal Vice-Chairperson
- (3) External Vice-Chairperson
- (4) General Secretary
- (5) External Secretary
- (6) Financial Secretary
- (7) Two Sports Captains
- (8) Current Affairs Secretary
- (9) Affiliated Members and Alumni Secretary
- (10) Cultural Secretary
- (11) Social Secretary
- (12) Publications and Publicity Secretary
- (13) Welfare Secretary

[40] EXECUTIVE COMMITTEE MEETINGS

(1) The Executive Committee Meeting shall be convened by the Chairperson at any time he deems fit and at least once every three months.

(2) The Chairperson shall chair Executive Committee Meetings. In the event of the inability of the Chairperson to chair a particular Executive Committee Meeting, he may appoint another member of the Executive Committee as the Chairperson of that meeting beforehand. In default of such an appointment, the Internal Vice-Chairperson shall chair that meeting.

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

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

(5) Only the members of the Executive Committee may vote in Executive Committee Meetings.

(6) The Chairperson of an Executive Committee Meeting shall not be entitled to vote unless voting results in a tie, in such circumstances he shall have a casting vote on the matter concerned.

(7) The Past Representative and any acting members of the Executive Committee shall be non-voting Official Observers to all Executive Committee Meetings with full speaking rights.

(8) The Chairperson may invite Floor Representatives to attend an Executive Committee Meeting as non-voting Official Observers with full speaking rights, either for the whole meeting or during the consideration of certain businesses.

(9) Unless the Representative Board shall decide otherwise, all Executive Committee Meetings shall be open to all Full Members to attend. Members so attending shall be permitted to speak only with the approval of the Executive Committee.

[41] DUTIES OF INDIVIDUAL MEMBERS

(1) The Chairperson shall be the chief executive of the Association as well as the ex-officio Chairperson of the Executive Committee Meeting.

(2) The Internal Vice-Chairperson shall assist the Chairperson in all his duties pertaining to internal affairs in fostering internal co-ordination of the Association.

(3) The External Vice-Chairperson shall assist the Chairperson in all his duties pertaining to external affairs and shall be the ex-officio representative of the Association at the Hong Kong University Students' Union Council.

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

(5) The External Secretary shall assist the External Vice-Chairperson in external affairs.

(6) The Financial Secretary shall be responsible for all finances of the Association and, in particular, keeping an up-to-date record of all income and expenditure, drafting the Annual Budget and preparing the Annual Financial Report.

(7) The two Sports Captains shall be responsible for the effective use of all sports resources and the organization of all sports activities. Either one of the two Sports Captains shall be the representative of the Association in the Sports Association, HKUSU.

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

(9) The Affiliated Members and Alumni Secretary shall be responsible for all matters concerning the affiliated members and alumni.

(10) The Cultural Secretary shall be responsible for the effective use of all cultural resources and the organization of all cultural activities.

(11) The Social Secretary shall be responsible for facilitating the development of social relationships within the hall.

(12) The Publications and Publicity Secretary shall be responsible for all matters concerning publications and publicity.

(13) The Welfare Secretary shall be responsible for providing the welfare of the members.

[42] SUBCOMMITTEE

The Executive Committee may appoint subcommittees for any specific purposes, at any time, from Full Members and delegate power to them. Such subcommittees shall be responsible to the Executive Committee for all their actions. The Chairperson of the subcommittee shall be the official link between the subcommittee and the Executive Committee.

[43] VOTE OF NON-CONFIDENCE

(1) A vote of non-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Executive Committee. An Extraordinary General Meeting should be held specifically for the purpose.

(2) A vote so passed by a two-thirds majority (excluding abstained votes) shall call for immediate resignation of the persons against whom the votes are moved.

PART VIII PAST REPRESENTATIVE

[44] ELECTION

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

[45] DUTIES

(1) The Past Representative shall advise the Executive Committee of the next session to provide continuity in the affairs of the Committee.

(2) The Past Representative shall attend all Executive Committee Meetings and Representative Board Meetings as a non-voting Official Observer with full speaking rights.

PART IX FINANCE

[46] FINANCIAL YEAR

The Financial year of the Association shall correspond to the Session.

[47] SUBSCRIPTIONS

- (1) Full Members and Associate Members shall pay an entrance fee of HK\$250.00 only on the first joining the Association and an annual subscription fee of HK\$250.00 only, payable at the commencement of their residential period.
- (2) Affiliated Members shall pay an annual subscription fee of HK\$75.00 only and an administrative fee of Hall Office of HK\$125.00 only.
- (3) Life Members shall pay a lump sum subscription fee of HK\$200.00 only.
- (4) All entrance fees and subscription fees, once received, shall not be refunded.

[48] ANNUAL BUDGET

- (1) The Financial Secretary shall draft the Annual Budget and shall post it on the Official Notice Board within one month of taking office, whereas the posting period shall be exclusive, subject to [48](2)a.
- (2) The draft shall be:
 - a. posted on the Official Notice Board for at least one week for the information and consultation of Members; and
 - b. submitted to the Representative Board for receiving and adopting before being adopted by the Executive Committee.

[49] HONORARY AUDITOR

The Honorary Auditor shall be the Warden, the Manager or a 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 for reappointment.

[50] AUDIT

- a. The Financial Secretary shall submit the Annual Financial Report and all related financial statements to the Honorary Auditor within two weeks after the Annual General Meeting for auditing purposes.
- b. The Annual Financial Report shall be submitted for receiving and adopting in an Extraordinary General Meeting after audited.

[51] BANK ACCOUNT

- (1) A current bank account shall be opened under the name of the Association.
- (2) All cheques shall be signed by the Financial Secretary and either the Chairperson or the Internal Vice-Chairperson.

PART X MISCELLANEOUS

[52] OFFICIAL NOTICE BOARD

The Executive Committee shall designate an Official Notice Board within the Hall from time to time for the purpose of posting all Official Notices of the Association.

[53] AMENDMENT

(1) The Constitution shall not be amended except by a motion carried at:

- a. An Extraordinary General Meeting convened specifically for the purpose; or
- b. The Annual General Meeting; or
- c. A General Polling.

(2) A motion to amend the Constitution under (1) a, or (1) b. shall be declared carried provided that no less than two-thirds of the total number of voting members present are for the amendment(s).

(3) A motion to amend the Constitution under (1)c, shall be declared carried provided that:

- a. The number of valid votes cast is no less than one hundred and twenty; and
- b. The total number of votes for the amendment(s) is no less than two-thirds of the valid votes cast.

(4) An Official Notice of the General Meeting or the General Polling stating the proposed amendment(s) shall be posted seven clear days before the General Meeting or the General Polling.

[54] INTERPRETATION

The interpretation of the constitution shall rest with the Association.