

# **CHEMISTRY SOCIETY, SS, HKUSU**

## **CONSTITUTION**

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

### **SECTION I - TERMINOLOGY**

In this constitution, unless the context otherwise requires:

1. “Society” shall mean Chemistry Society, SS, HKUSU;
2. “Department” shall mean Department of Chemistry, The University of Hong Kong;
3. “Members” shall mean Full Members, Associate Members or Honorary Members of the Society;
4. “Committee” shall mean Executive Committee of the Society;
5. “Constitution” shall mean Chemistry Society, SS, HKUSU Constitution;
6. “General Meeting” shall mean the Annual General Meeting or any Extraordinary General Meeting of the Society;
7. “Election” shall mean the Annual Election or any by-election of members of the Committee; *(Amended in 2<sup>nd</sup> EGM 2015-2016)*
8. “Chairman” shall mean Chairman or Acting Chairman of the Society whichever applicable;
9. “Union” shall mean The Hong Kong University Students’ Union;
10. “University” shall mean The University of Hong Kong.
11. “Clear Day” shall mean a whole day excluding the day of issue and the day of event. *(Appended in 1<sup>st</sup> EGM2013-14)*

### **SECTION II - GENERAL**

#### Article 1 – NAME

The full name of the Society shall be “Chemistry Society, SS, HKUSU” and the full name of the Society in Chinese shall be “香港大學學生會理學會化學學會”.

#### Article 2 – SOCIETY LOGO

The Society Logo shall not be used without the Committee's prior approval. No modification in design other than re-sizing and re-coloring shall be made on the Society Logo, except at a General Meeting.

### Article 3 – AFFILIATION

The Society shall be affiliated to Science Society, HKUSU.

### Article 4 – OBJECTIVES

The objectives of the Society shall be:

- a) To promote interest in Chemistry;
- b) To enhance communication between the Department and Members;
- c) To maintain internal coherence among Members;
- d) To represent the interest of all Members.

### Article 5 – SESSION

The session of the Society shall commence on the seventh day after the conclusion of the Annual General Meeting and shall terminate at the end of the sixth day of the conclusion of the next Annual General Meeting.

## **SECTION III - MEMBERSHIP**

### Article 1 – MEMBERSHIP

a) Honorary Membership

All teaching staff of the Department shall be entitled to Honorary Membership of the Society.

b) Full Membership

All undergraduates, who

- (i) are taking any approved courses of the Department in the current semester, or;
- (ii) have taken any approved courses of the Department in the current academic year, or;
- (iii) have taken at least three of the approved courses of the Department, shall be eligible for Full Membership of the Society upon registration and payment of the prescribed fee.

c) Associate Membership

All Full Members of the Union and postgraduates of the Department shall be eligible for Associate Membership of the Society upon registration and payment of the prescribed fee. Membership of all postgraduates shall expire on 31 August.

- d) All Full Members who are no longer eligible for Full Membership but eligible for Associate Membership shall automatically become Associate Members; and any Associate Members who fulfill the requirements for Full Membership shall also automatically become Full Members.

*(Amended in AGM 2014-2015)*

## Article 2 – PRIVILEGES

- a) All Members shall enjoy the following privileges:
  - i To use all facilities provided by the Society for the general use of Members;
  - ii To attend all General Meetings;
  - iii To attend all functions and activities organized by the Society for Members;
  - iv To be entitled to a copy of Constitution.
- b) Only Full Members shall have the right to nominate and to be nominated for Elections, and be eligible for office in the Committee.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

- c) Only Full Members shall have the right to vote at General Meetings and Elections.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

## Article 3 – MEMBERSHIP FEE

- a) All Full and Associate Members shall pay a subscription fee of HK\$30 per year:
  - i For undergraduates, a one-off payment shall be made that covers all the subsequent years of his undergraduate study, any deferred student shall be allowed to renew his membership year by year upon payment of subscription fee of HK\$30;
  - ii For postgraduates, a payment shall be made that covers one year or part thereof. Membership renewal shall be on a one-year basis upon a payment of HK\$30.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

- b) *(Repealed in 2<sup>nd</sup> EGM 2015-2016)*

## **SECTION IV - EXECUTIVE COMMITTEE**

### Article 1 – COMPOSITION

The Committee shall consist of:

- |  |         |
|--|---------|
| a) Chairman                                  | 主席      |
| b) Internal Vice-Chairman                    | 內務副主席   |
| c) External Vice-Chairman                    | 外務副主席   |
| d) General Secretary                         | 常務秘書    |
| e) Financial Secretary                       | 財務秘書    |
| f) Academic Secretary                        | 學術秘書    |
| g) Marketing Secretary                       | 市場秘書    |
| h) Welfare Secretary                         | 福利秘書    |
| i) Two Publication and Publicity Secretaries | 出版及宣傳秘書 |
| j) Two Social and Sports Secretaries         | 康樂及體育秘書 |

### Article 2 – FUNCTIONS

The functions of the Committee shall be:

- a) To formulate and carry out the policies of the Society;
- b) To carry out the resolutions of the General Meetings.

### Article 3 – COMMITTEE MEETINGS

- a) A Committee Meeting shall be held at any time and shall be convened by the Chairman.
- b) At a Committee Meeting, no less than half of the Committee shall form the quorum.

*(Amended in 1<sup>st</sup> EGM2013-14)*

### Article 4 – DUTIES OF INDIVIDUAL POST

The Chairman shall:

- 1) Be the chief executive;
- 2) Convene all General Meetings; *(Amended in 2<sup>nd</sup> EGM 2015-2016)*
- 3) Recommend candidates for the Honorary President, Patrons and Advisors whomsoever he thinks are suitable;
- 4) Chair all Committee Meetings and General Meetings.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

The Internal Vice-Chairman shall:

- 1) Assist the Chairman in all his duties pertaining to internal affairs in fostering internal coordination of the Society;
- 2) Be the ex-officio Chairman in the absence of the Chairman.

*(Amended in 1<sup>st</sup> EGM2013-14)*

The External Vice-Chairman shall:

- 1) Assist the Chairman in all his duties pertaining to external affairs of the Society;
- 2) Be the Society Representative in Science Society Council, SS, HKUSU.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

The General Secretary shall:

- 1) Take minutes of proceedings of all Committee Meetings and perform such other duties as specified by the Committee;
- 2) Present the annual report at the Annual General Meeting;
- 3) Receive nominations for the posts of Committee for the Election;
- 4) Keep all the official records and documents of the Society;
- 5) Keep a membership and patronship book for the current session;
- 6) Be the Honorary Secretary of General Meetings. *(Appended in 1st EGM2013-14)*
- 7) Convene General Meetings in the absence of the Chairman. *(Appended in 2<sup>nd</sup> EGM 2015-2016)*

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

The Financial Secretary shall:

- 1) Be responsible for the appropriate use of the funds of the Society;
- 2) Keep a continuous record of all financial transactions and give an official account for all payment;
- 3) Prepare the annual budget;
- 4) Conclude all financial business, furnish all information required for an audit, and present the audited annual financial report at the Annual General Meeting.

*(Amended in 1<sup>st</sup> EGM2013-14)*

The Academic Secretary shall:

- 1) Be responsible for the academic affairs of the Society;
- 2) Promote interest in Chemistry among Members.

*(Amended in 1<sup>st</sup> EGM2013-14)*

The Marketing Secretary shall:

- 1) Be responsible for the marketing affairs of the Society;
- 2) Be responsible for all liaison and the maintenance of close contact with external bodies.

*(Amended in 1<sup>st</sup> EGM2013-14)*

The Welfare Secretary shall:

- 1) Be responsible for the general welfare of all Members.

The Publication and Publicity Secretaries shall:

- 1) Be responsible for all publications of the Society;
- 2) Be responsible for the publicity affairs of the Society.

*(Amended in 1<sup>st</sup> EGM2013-14)*

The Social and Sports Secretaries shall:

- 1) Be responsible for the social affairs of the Society;
- 2) Be responsible for the sports affairs of the Society, and the formation of teams to represent the Society in all events.

*(Amended in 1<sup>st</sup> EGM2013-14)*

## **SECTION V - GENERAL MEETINGS**

### Article 1 – AUTHORITY

The vote of a General Meeting shall possess the highest authority in all matters affecting the Society.

### Article 2 – ANNUAL GENERAL MEETING

a) The Annual General Meeting shall be convened by the Chairman, or, in his absence, the General Secretary, and be held between the eighth and thirteenth weeks after the first semester of academic year of the University commences.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

b) The business of the Annual General Meeting shall be:

- i To receive and adopt the agenda;
- ii To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of Extraordinary General Meetings which have been held within the current session;
- iii To receive and adopt the annual report;
- iv To receive and adopt the annual financial report;
- v To receive and adopt the individual reports of the Committee members;
- vi To receive the Election results of the Committee of the successive session;
- vii To receive and adopt the annual plan of the successive session;
- viii To receive and adopt the annual budget;
- ix To appoint the Honorary Auditor of the successive session;
- x To amend the Constitution, if any;
- xi Any other business.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

### Article 3 – EXTRAORDINARY GENERAL MEETING

a) The Extraordinary General Meetings shall be convened by the Chairman, or, in his absence, the General Secretary.

b) The Committee shall have the right to call any Extraordinary General Meeting at any time.

c) Extraordinary General Meeting shall be held with a requisition signed by not less than ten Full Members. Any such requisition shall specify the purpose of the proposed Extraordinary General Meeting.

d) A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Committee at any Extraordinary General Meeting held specifically for the purpose. A vote so passed by two-thirds majority shall call for the immediate resignation of that person.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

e) A vote of confidence may be moved on any member of the Committee who becomes not eligible for Full Member during the current session at any Extraordinary General Meeting held specifically for the purpose. A vote so passed by two-thirds majority shall authorize that person to continue to be a member of the Committee. *(Amended in 2<sup>nd</sup> EGM 2015-2016)*

f) In case any Committee member wishes to resign, the resignation shall only be received and adopted by a motion carried by two-thirds majority at an Extraordinary General Meeting held specifically for the purpose.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

g) No business other than those stated on the agenda shall be discussed at any Extraordinary General Meeting without the consent of at least two-third of the Full Members present.

*(Amended in AGM 2014-2015)*

#### Article 4 – NOTICE

a) Notice of the Annual General Meeting shall be given at least five Clear Days in advance.

b) Notice of any Extraordinary General Meeting shall be given at least two Clear Days in advance.

c) Notice of subsequent session(s) of any General Meeting shall be given at least one Clear Day in advance. *(Appended in 1<sup>st</sup> EGM2013-14)*

*(Amended in 1<sup>st</sup> EGM2013-14)*



#### Article 5 – QUORUM

At all General Meetings, 20 Full Members or 15% of Full Members, whichever is more, shall form a quorum. If a quorum is not formed after an hour of the time scheduled for the commencement of the meeting, the meeting shall be adjourned immediately and resumed within ten Clear Days. If at the resumed meeting the quorum is still not formed, all Full Members present there shall form a quorum.

*(Amended in 1<sup>st</sup> EGM2013-14)*

#### Article 6 – MEETING PROCEDURES

At all General Meetings, the Standing Orders of the Union Council shall be observed.

#### Article 7– RETURNING OFFICER

The Committee shall invite a councillor of Science Society Council, SS, HKUSU, who is not a Member of the Society, to be the Returning Officer for the General Meetings.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

### **SECTION VI - ELECTION**

#### Article 1 – NOMINATION

- a) The nomination period for posts of the Committee of successive session shall be opened for two weeks after the third week of September and shall be closed at least two weeks before the Annual General Meeting.
- b) Nomination for the Election shall only be made on forms provided for the purpose. Such form shall contain the name and signature of the candidate, together with the names and signatures of the proposer and seconder.
- c) The Committee shall post up the names of the valid candidates within 24 hours after the end of the nomination period.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

#### Article 2 – ANNUAL ELECTION

The Annual Election shall be held by the Committee, after the announcement of valid candidates from nomination and before the Annual General Meeting, and the Election shall be conducted by polling. *(Amended in 2<sup>nd</sup> EGM 2015-2016)*

### Article 3 – VOTING

- a) Each Full Member shall be entitled to cast a single vote. Votes shall be cast by secret ballot.
- b) The Election shall be called valid if the total number of valid votes is not less than 20, or not less than 15% of the votes that could be cast by all Full Members, whichever is more.
- c) When there is only one candidate, he shall be declared elected if the number of votes for him is greater than that against him and the number of votes cast for the candidate is not less than one-quarter of the total number of valid votes.
- d) When the number of candidates exceeds the number of vacancies, the candidate shall be declared to be elected if he has secured the maximum number of votes for him among all the candidates and the number of votes for him is not less than one quarter of the total number of valid votes.

*(Amended in 1<sup>st</sup> EGM2013-14)*

### Article 4 – RETURNING OFFICER

The Committee shall invite a councillor of Science Society Council, SS, HKUSU, who is not a Member of the Society, to be the Returning Officer for the Election. The counting of votes shall be supervised by the Returning Officer.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

### Article 5 – BY-ELECTION

1. In the event of any vacancies arising in the Committee, nomination for the post(s) shall be re-opened with a requisition signed by not less than ten Full Members.
2. Upon the receipt of such request, the Committee shall declare nomination for the vacant post(s) to be opened for at least one week and at most three weeks.
3. An Election shall be convened within one week after the end of the nomination period.
4. Other procedures not mentioned in this article shall follow the procedures as stipulated in other articles in this Section.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

## Article 6 – RE-ELECTION

- a) Complaint can be raised within 24 hours after the announcement of the Election results regarding the Election procedure occurring at any stage of the Election proceedings for a post. The Committee shall possess the right to accept or reject such complaint and the decision of the Committee shall be announced within 24 hours after the receipt of such complaint.
- b) In the case that the Committee accepts a complaint:
  - i) The corresponding Election shall be voided.
  - ii) For the Annual Election, an agendum shall be added to the Annual General Meeting to carry out a re-election for the relevant post(s). For any by-election, an Extraordinary General Meeting shall be convened to carry out a re-election for the relevant post(s) within two weeks.
- c) In the case that the Committee rejects a complaint:
  - i) Such decision can be appealed with a requisition signed by not less than ten Full Members. For the Annual Election, such requisition shall be submitted to the Committee before the Annual General Meeting and an agendum shall be added to the General Meeting to resolve the appeal. For any by-election, an Extraordinary General Meeting shall be convened to resolve the appeal within one week after the receipt of such request.
  - ii) A successful appeal shall call for a re-election for the relevant post(s) in another General Meeting within two weeks and the corresponding Election shall be voided.
- d) Nomination period for a re-election shall be opened for at least two Clear Days and shall be closed at least three Clear Days before the General Meeting where the re-election is held.
- e) In a re-election, each Full Member present at the General Meeting shall be entitled to cast a single vote except the Chairperson and Honorary Secretary of the General Meeting. Votes shall be cast by secret ballot. Articles 1(b), 1(c), 3(c) and 3(d) of this Section shall be applied.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

## Article 7 – ANNOUNCEMENT OF ELECTION RESULTS

Election results shall be announced within 24 hours after the conclusion of the Election. If no complaint is raised within 24 hours after the announcement of the Election results, the Election results shall be declared valid. No complaint shall be accepted thereafter.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

## **SECTION VII - FINANCE**

### Article 1 – FINANCIAL YEAR

The financial year of the Society shall be from 19th October to 18th October of the subsequent year.

### Article 2 – HONORARY AUDITOR

The Honorary Auditor shall be appointed at the Annual General Meeting. He shall be a member of the teaching or administrative staff of the Department, and responsible for auditing all accounts of the Society after the close of the financial year and at other times when necessary. All books and accounts of the Society shall be examined and certified as to their correctness by the Honorary Auditor.

*(Amended in 1<sup>st</sup> EGM2013-14)*

### Article 3 – ANNUAL BUDGET

The annual budget of the Society shall be prepared by the Financial Secretary of the successive session and adopted at the Annual General Meeting.

### Article 4 – ACCOUNTING PROCEDURE

The banking accounts of the Society and all transactions related to those accounts shall be signed jointly by the Financial Secretary and the Chairman.

## **SECTION VIII - NOTICE**

Upon the dispatch of any notice to the last known e-mail address of a Member, such notice shall be deemed to have been received by the Member for any purpose required by the Constitution.

## **SECTION IX - HONORARY PRESIDENT, PATRONS, ADVISORS**

The Committee shall invite teaching or administrative staff of the Department, or social prominent bodies interested in supporting the objectives and aims of the Society to be the Honorary President, Patrons and Advisors of the Society, as per recommendation of the Chairman.

*(Amended in 1<sup>st</sup> EGM2013-14)*

## **SECTION X - AMENDMENT OF CONSTITUTION**

Any alteration, addition or deletion on the Constitution shall only be received and adopted by a motion carried by two-thirds majority at a General Meeting. The proposed amendment of the Constitution shall be given at least five Clear Days prior to the General Meeting.

*(Amended in 2<sup>nd</sup> EGM 2015-2016)*

## **SECTION XI - INTERPRETATION**

The Committee shall have the sole right of interpretation of the Constitution.