

CHEMISTRY SOCIETY
SS, HKUSU
CONSTITUTION

SECTION I
TERMINOLOGY

In this constitution, unless the context otherwise requires:

1. "Society" means the Chemistry Society, SS, HKUSU
2. "Department" means the Department of Chemistry, The University of Hong Kong.
3. "Member" means Ordinary Members, Associate Members or Honorary Members.
4. "Committee" means the Executive Committee of the Society.
5. "Constitution" means the constitution of the Society.
6. "General Meeting" means the Annual General Meeting or any Extraordinary General Meeting.
7. "Chairman" means the Chairman or Acting Chairman of the Society where applicable.

SECTION II
GENERAL

Article 1 – NAME

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

Article 2 – AFFILIATION

The Society shall be affiliated to the Science Society, HKUSU.

Article 3 – OBJECTIVES

The objectives of the Society shall be

- a) The promotion of the interest in the study of Chemistry.
- b) The enhancement of communication between the Department and Members.
- c) The maintenance of internal coherence among Members.
- d) To represent the interest of all Members.

Article 4 – SESSION

The session of the Society 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 teaching staff of the Department shall be entitled to be the Honorary Members of the Society.
- b) All undergraduate in any curriculum offered by the Department shall be Ordinary Member of the Society and shall pay the prescribed fee.
- c) All undergraduate taking any approved course of the Department shall be eligible for Ordinary Membership of the Society upon the approval of the Committee and payment of the prescribed fee.
- d) All postgraduate of the Department and Full Members of HKUSU are eligible for Associate Membership of the Society upon the approval of the Committee and payment of the prescribed fee.
- e) All Ordinary Members of the Society who are no longer eligible for Ordinary Membership shall automatically become Associate Members of the Society.

Article 2 – PRIVILEGES

- a) All Members of the Society shall enjoy the following privileges:
 - i. To use all facilities provided by the Society for the general use of the Members.
 - ii. To attend all General Meetings of the Society.
 - iii. To attend all functions and activities organized by the Society for the general use of the Members.
- b) Any and only Ordinary Members are eligible for officers in the Committee.
- c) Only Ordinary Members may vote at General Meetings.
- d) Every Member shall be entitled to a copy of these rules and any future alternation which is kept by the Chairman upon request.

Article 3 – MEMBERSHIP FEE

- a) Every Ordinary Member of the Society by Article 1b) shall pay a one-time Membership Fee of HK\$100.00 for the three years of his undergraduate study on first joining the Society.
- b) Every Ordinary Member by Article 1c) and Associate Member of the Society shall pay a Membership Fee of HK40.00 per year.

SECTION IV COMMITTEE

Article 1 – COMPOSITION

The Society shall be managed by a committee of elected members and shall consist of:

Chairman,
Internal Vice-Chairman,
External Vice-Chairman,
General Secretary,
Financial Secretary,
Academic Secretary,
Marketing Secretary,
Welfare Secretary,
Two Publication and Publicity Secretaries,
Two Social and Sports Secretaries.

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 resolution of the General Meetings.

Article 3 – MEETINGS

- a) A Committee Meeting shall be held at any time and shall be convened by the General Secretary acting under instructions from the Chairman.
- b) At a Committee Meeting, no less than half of the number of the Committee Members shall form the quorum.

Article 4 – DUTIES OF INDIVIDUAL COMMITTEE MEMBERS

The Chairman shall:

- 1) Be the chief executive;
- 2) Address the Annual General Meeting;
- 3) Recommend to the Committee patrons, president and advisors whomsoever he/she thinks eligible;
- 4) Chair all Committee Meetings and General Meetings at which he/she is present.

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 of the Committee in the absence of the Chairman.

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.

The General Secretary shall:

- 1) Take minutes of proceeding at all General and Committee Meetings and perform such other duties as specified by the Committee;
- 2) Present a report at the Annual General Meeting;
- 3) Receive nominations for the chairmanship and other members of the Committee for the Annual General Meeting;
- 4) Keep all the official records and documents of the Society;
- 5) Keep a membership and patronship book for the current session.

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 an Annual Budget Estimate of the Society's Income and Expenditure;
- 4) Conclude all financial business, furnish all information required for an Audit, and present a Financial Report at the Annual General Meeting.

The Academic Secretary shall:

- 1) Be responsible for all academic functions;
- 2) To promote the interest of Chemistry among Members.

The Marketing Secretary shall:

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

The Welfare Secretary shall:

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

The Publication and Publicity Secretary shall:

- 1) Be responsible for all publications of the Society;
- 2) Be responsible for publicizing the activities of the Society.

The Social and Sports Secretary shall:

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

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/her absence, the General Secretary, and be held within November.
- b) The business of the Annual General Meeting shall be:
 - i. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of any and all Extraordinary General Meetings which may have been held within the current session.
 - ii. To receive and adopt the Annual Report prepared by the General Secretary.
 - iii. To receive and adopt the Financial Report prepared by the Financial Secretary.
 - iv. To receive and adopt the individual reports of the Committee Members.
 - v. Election of the Committee of the successive session.
 - vi. To amend the Constitution, if any.
 - vii. Any other business.

Article 3 – EXTRAORDINARY GENERAL MEETING

- a) The Committee may call any Extraordinary General Meeting at any time.
- b) Extraordinary General Meeting shall be held with a requisition signed by not less than ten Ordinary Members of the Society. Any such requisition shall specify the purpose of the proposed Extraordinary General Meeting.
- c) A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of Committee at any Extraordinary General Meeting held specifically for the purpose. A vote so passed shall call for the immediate resignation of the person(s) against whom the vote is moved.
- d) 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 Members present.

Article 4 – NOTICE

- a) No less than five clear days notice shall be given for the Annual General Meeting.
- b) Notice of Extraordinary General Meeting shall be given at least two clear days in advance.

Article 5 – QUORUM

- a) At all General Meetings, not less than 20 Ordinary Members or 15% of Ordinary Members of the Society, whichever is more, shall form a quorum. If a quorum is not formed after an hour of the time schedule for the commencement of the Meeting, the Meeting shall be adjourned to the same day in the following week with the same quorum, and if at that Meeting quorum is still not formed, all

Ordinary Members present there shall form a quorum.

- b) If the attention of the chairman is drawn to the fact that a quorum is not present, he/she shall direct the members be called. If after 30 minutes have expired, he/she is satisfied that a quorum is then present, the meeting shall again be resolved.

Article 6 – MEETING PROCEDURES

At all General Meeting, the HKUSU Council Standing Order should be observed.

SECTION VI ELECTION

Article 1 – NOMINATION

- a) Nomination for posts of the Committee shall be opened four weeks before the Annual General Meeting and the nomination shall be closed one week before the Annual General Meeting.
- b) Nomination for the election shall only be made on forms provided for the purpose. Each form shall contain the name and signature of the candidate, together with the names and signature of the proposer and seconder.

Article 2 – VOTING

- a) Only Ordinary Members of the Society have the right to vote.
- b) When there is only one candidate, he/she shall be declared elected if the number of votes cast for him/her is greater than the number against him/her and the number of valid votes cast for the candidate is not less than one-quarter of Ordinary Members present in the General Meeting.
- c) When there are 2 or more candidates for a post, a secret ballot shall be held. The candidate is declared to be elected if he/she gains the greatest number of votes cast for him/her and not less than one-quarter of the Ordinary Members present in the General Meeting.

Article 3 – VACANCY AND RESIGNATION

- a) In case any Committee Member wishes to resign, an Extraordinary General Meeting shall be convened to receive and adopt his/her resignation.
- b) Should there arise a vacancy, it can be filled by any Ordinary Member by-elected in an Extraordinary General Meeting.

Article 4 – ANNOUNCEMENT OF ELECTION RESULTS

Result of the election shall be announced within 24 hours of the conduction of the election.

SECTION VII FINANCE

Article 1 – FINANCIAL YEAR

The Financial Year of the Society shall coincide with the Society Session.

Article 2 – HONORARY AUDITOR

The Honorary Auditor shall be appointed at the Annual General Meeting. He should be a member of the teaching and 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 or otherwise by the Honorary Auditor.

Article 3 – ESTIMATED SOCIETY BUDGET

The Estimated Society Budget of the Society Income and Expenditure shall be prepared by the Financial Secretary of the Society 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 of the Executive Committee of the Society.

SECTION VIII NOTICE

Upon the dispatch of any notice to a Member last known e-mail address, such notice shall be deemed to have been received by such Member for any purpose required by these rules. Every Member should have the General Secretary informed of his/her e-mail address and notify him/her as soon as possible with reference to any change of address.

SECTION IX PRESIDENT, PATRONS, ADVISORS

The Committee shall invite lecturers and staff of the Department and also social prominent person interested in supporting the objectives and aims of the Society to be president, patrons and advisors of the Society, after recommendation made by the Chairman.

SECTION X
AMENDMENT OF CONSTITUTION

No alternation of the existing rules or any addition to the Constitution shall be made except at the Annual General Meeting or any Extraordinary General Meeting convened for the purpose.

SECTION XII
INTERPRETATION

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