

Preface

The Council Handbook is published for use of the officers and Chairman of the Arts Students' Council. The Handbook shall be a comprehensive document available to all current and prospective Council members. This Handbook consists of the Constitution of Arts Association, By-laws regulating Council actions and special requirements of the Council, and provides information on the roles and responsibilities of the Arts Students' Council. All new members would find it beneficial to review the handbook and clarify any unclear issues. For enquiries, please contact the Chairman of the Arts Students' Council at ascouncilaahkusu@gmail.com.

***The Handbook shall be reviewed and renewed annually.**



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CONSTITUTION OF ARTS ASSOCIATION, H.K.U.S.U.

(Last amended AGM 2016-2017)

Section I Definition

In this Constitution,

- i. “University” shall mean the University of Hong Kong;
- ii. “Faculty” shall mean the Faculty of Arts, University of Hong Kong;
- iii. “Student” shall mean a student of the University of Hong Kong, as defined in the University Statutes;
- iv. “Arts Student” shall mean a student of the Faculty of Arts, The University of Hong Kong, as defined in the University Statutes;
- v. “Union” shall mean the Hong Kong University Students’ Union;
- vi. “Union Constitution” shall mean the Constitution of the Hong Kong University Students’ Union;
- vii. “Union Council” shall mean the Hong Kong University Students’ Union Council;
- viii. “Association” shall mean the Arts Association, Hong Kong University Students’ Union;
- ix. “Constitution” shall mean the constitution of the Arts Association, Hong Kong University Students’ Union;
- x. “Council” shall mean the Arts Students’ Council of the Arts Association, Hong Kong University Students’ Union;
- xi. “Member” shall mean a member of the Arts Association, Hong Kong University Students’ Union;
- xii. “Councillor” shall mean a member of the Arts Students’ Council of the Arts Association, Hong Kong University Students’ Union;
- xiii. “Affiliated Organisation” shall mean the affiliated student organisation of the Arts Association, Hong Kong University Students’ Union;
- xiv. “Academic Society” shall mean the affiliated Departmental Society, Curricular Society and Major or Minor Society of the Arts Association, Hong Kong University Students’ Union;
- xv. “Departmental Society” shall mean the affiliated Departmental Society of the Arts Association, Hong Kong University Students’ Union;
- xvi. “Curricular Society” shall mean the affiliated Curricular Society of the Arts Association, Hong Kong University Students’ Union; and
- xvii. “Major or Minor Society” shall mean the affiliated Major or Minor Society of the Arts Association, Hong Kong University Students’ Union.



Section II Constitution

Article 1 General

All Students, office-bearers, governing body(ies) and Academic Society(ies) of the Association shall not act contrary to the Constitution. The Constitution(s) of the Academic Society(ies) shall be consistent with the Constitution of the Association. The Constitution of the Association shall possess overriding authority over the Constitution(s) of the Academic Society(ies) .

Article 2 Interpretation

The interpretation of the Constitution shall rest with the Council.

Article 3 Amendment

No part of the Constitution shall be supplemented, abolished, or amended, except by a motion carried at a General Meeting or a General Polling convened specifically for this purpose. A notice intimating the proposed amendments shall be posted 7 days before the General Meeting or the General Polling.



Section III General

Article 1 Name

- a) The name of the Association shall be “Arts Association, The Hong Kong University Students’ Union”.
- b) The name of the Association in Chinese shall be “香港大學學生會文學院學生會”.

Article 2 Purpose

The purposes of the Association shall be:

- a) To serve as the official representative body of the Arts Students;
- b) To promote comradeship and spirit within the Faculty of Arts;
- c) To promote the interests of the members of the Association in cultural, intellectual, social, and sports activities;
- d) To promote the welfare of the members;
- e) To promote a communication channel between the members of the Association and the University authorities; and
- f) To cultivate mutual understanding and mutual benefit between the Association and the University.

Article 3 Association Session

The Association session shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the following year.



Section IV Membership

Article 1 Honorary Membership

- a) The President, Vice-president(s), Honorary Legal Adviser and Patron(s) of the Association shall be Honorary Member(s) of the Association.
- b) All members of the teaching staff of the Faculty of Arts, the University of Hong Kong shall be Honorary Members of the Association.

Article 2 Ordinary Membership

- a) All undergraduates of the Faculty of Arts, the University of Hong Kong shall be Ordinary Members of the Association and shall each pay Entrance Fee and Subscription Fee.
- b) All postgraduates of the Faculty of Arts, The University of Hong Kong shall be eligible for Ordinary Membership upon payment of Membership Fee.

Article 3 Associate Membership

- a) Except the undergraduates of the Faculty, all students of the University shall be eligible Associate Membership upon payment of Membership Fee.
- b) All Ordinary Members of the Association who have transferred from the Faculty of Arts to other Faculties of the University shall automatically become Associate Members of the Association without payment of another fee.
- c) Graduates, other than postgraduates, of the Faculty of Arts, The University of Hong Kong shall be eligible for Associate Membership of the Association upon payment of Membership Fee.

Article 4 Finance

- a) Entrance Fee
The amount of entrance fee for Ordinary Members and Associate Members shall be HK\$10 net payable on admission to the Arts Association.
- b) Subscription Fee
The amount of subscription fee for Ordinary Members and Associate Members shall be HK\$50 net each Association Session.
- c) Payment of Fees
The amount of entrance fee and annual subscription fee for Ordinary Member and Associate Member shall be payable within each Association session and shall be approved by the Association's Executive Committee.
- d) Change of Fees
The amount of entrance fee or subscription fee shall be amended only in a General Meeting or a General Polling.



Article 5 Privileges

- a) All members of the Association shall enjoy the following privileges:
 - i. to use all facilities provided by the Association for general use of the members;
 - ii. to attend General Meetings of the Association;
 - iii. to attend functions and activities arranged by the Association;
- b) All Ordinary Members of the Association may nominate and be nominated for the Association election of the Executive Committee and/or of Ordinary Member Councillor.
- c) Only Ordinary Members may vote at General Meeting(s) and General Polling(s).



Section V Internal Structure of the Association

Article 1 General

- a) All student organisations in the Faculty shall be eligible for affiliation to the Association as decided by the Council and granted on conditions conforming to the Constitution.
- b) An Academic Society(ies) shall have at least two-thirds of its members that have been registered as full-time students in the Faculty.

Article 2 Nature and Function

- a) All Academic Society(ies) shall be directly affiliated to and become the internal structure of the Association. The Association shall concern with all matters pertaining to these Society(ies).
- b) (Repealed EGM1 2013-14)
- c) The function(s) of Academic Society(ies) shall be:
 - i. to serve as the official representative body(ies) of the students in the respective department(s), curriculum(s) or programme(s);
 - ii. to foster internal coherence of the students within the department, curriculum(s) or programme(s);
 - iii. to promote the members' interests and deepen their understanding of their academic discipline;
 - iv. to improve communication between their respective department(s), curriculum(s) or programme(s) and the Association.

Article 3 Membership of Academic Societies

- a) The full membership of Academic Society (ies) shall be open to all students taking approved courses in the respective Major(s) or Minor(s).
- b) At least two-thirds of total full members of each Academic Society shall be Ordinary Members of the Association.

Article 4 Rights

(Repealed AGM 2016-2017)

Article 5 Responsibility

(Repealed EGM1 2016-2017)



- corresponding contact numbers and email addresses;
 - iii. Year plan(s) and annual report(s) or equivalent of the past two sessions, the current session and the coming session;
 - iv. Budget(s) of the student organisation as instructed of the past two sessions, the current session and the coming session;
 - v. A copy of its statement account or equivalent, or a financial statement signed by its office-bearer in financial matters declaring the financial status of that organisation; and
 - vi. Any relevant documents as instructed by the Constitution Review Committee of the Council.
- e) The Constitution Review Committee of the Council may, at any time, require the student organisation to furnish the Committee in writing with such information as the Committee may reasonably require relevant scrutiny. The written notice shall specify the time within which the information shall be supplied, being not less than a period of two weeks. Provided that the Constitution Review Committee may, on application made to it and on good cause being shown, grant an extension of time at its discretion.
- f) The application shall then proceed to the Constitution Review Committee of the Union Council with the recommendation of the Constitution Review Committee of the Council.
- g) The constitution draft shall be received and adopted in the General Meeting or General Polling of the Academic Society, convened in accordance with the procedures in their constitution draft.
- h) The adopted constitution shall be approved by the Council or General Meeting or Polling of the Association.
- i) The approved constitution shall then be submitted to the Union Council for endorsement.

*Article 10 Rules and Procedures for Application for Full
Affiliation as a Major or Minor Society
(Appended AGM 2016-2017)*

- a) A requirement of partial affiliation shall be satisfied for any application of full affiliation.
- b) Any Academic Society(ies) which has(have) been partially affiliated to the Association in duration of at least 1 Union Council Session shall be eligible for full affiliation.
- c) The student organisation shall submit the listed document to the Constitution Review Committee of the Council for the application for full affiliation:
 - i. Constitution of the student organisation;
 - ii. A list of officer-bearers with their names, University numbers, curricula, corresponding contact numbers and email addresses;
 - iii. Year plan(s) and annual report(s) or equivalent of the past two sessions, the current session and the coming session;



- iv. Budget(s) of the student organisation as instructed of the past two sessions, the current session and the coming session;
 - v. A copy of its statement account or equivalent, or a financial statement signed by its office-bearer in financial matters declaring the financial status of that organisation; and
 - vi. Any relevant documents as instructed by the Constitution Review Committee of the Council.
- d) The Constitution Review Committee of the Council may, at any time, require the student organisation to furnish the Committee in writing with such information as the Committee may reasonably require relevant scrutiny. The written notice shall specify the time within which the information shall be supplied, being not less than a period of two weeks. Provided that the Constitution Review Committee may, on application made to it and on good cause being shown, grant an extension of time at its discretion.
 - e) The Council shall not decide whether or not to advise on full affiliation in the absence of the recommendation of the Constitution Review Committee of the Council.
 - f) The student organisation shall under no circumstances be approved to submit their application for full affiliation within the same year in the event that the Council has rejected their application. If the Council rejects their application of the student organisation, the Council shall notify the student organisation in writing of the rejection and the reasons for it within 14 clear days of the decision.
 - g) The application shall then proceed to the Constitution Review Committee of the Union Council with the consent of the Council.

*Article 11 Rights of Academic Societies in Partial Affiliation
(Appended AGM 2016-2017)*

Any Academic Society in partial affiliation shall be entitled to the following rights:

- a) To be eligible for applying for subsidies, grand and/or loan by the Association;
- b) To be eligible for using the facilities offered by the Association;
- c) To have its interests represented in the Council with two Official Observers with speaking rights.

*Article 12 Rights of Academic Societies in Full Affiliation
(Appended AGM 2016-2017)*

Any Academic Society in full affiliation shall enjoy the following rights:

- a) To be eligible for applying for subsidies, grand and/or loan by the Association;
- b) To be entitled to be eligible for using the facilities offered by the Association;
- c) To have its interests represented in the Council with two representatives with the right to speak, propose, second and vote, as instructed in Article 5d, Section VIII in this Constitution.



*Article 13 Responsibilities of Academic Societies in Partial
and Full Affiliation
(Appended AGM 2016-2017)*

- a) All Academic Society(ies) shall entail acceptance of and compliance with the following:
 - i. Constitution of the Association;
 - ii. By-Laws of the Association;
 - iii. Financial Regulations of the Association;
 - iv. Resolutions and rulings of the Council.
- b) In matters and policies affecting the Association as a whole, the Council shall be consulted beforehand and all Academic Societies shall abide by its ruling.
- c) The name of an Academic Society of the Association shall bear the initials of Arts Association, H.K.U.S.U.;
- d) Notice and agenda of General Meetings of the Academic Society(ies) shall be sent to the Council at least one week beforehand;
- e) At least half of the office-bearers of each Academic Society shall the full membership of the Association, proved by a list of office-bearers submitted to the Association two weeks after AGM of their respective Academic Societies, including:
 - i. Their names;
 - ii. University numbers;
 - iii. Curricula;
 - iv. Corresponding contact numbers; and
 - v. Email addresses.

*Article 14 Degradation and Disaffiliation
(Appended AGM 2016-2017)*

- a) A written recommendation shall be submitted to the Constitution Review Committee of the Union Council by the Constitution Review Committee of the Council to review the affiliation status of the Academic Societies, including:
 - i. Degradation of Academic Societies in partial or full affiliation; and
 - ii. Disaffiliation of Academic Societies in partial or full affiliation
- b) The prescribed criteria in regard to degradation and disaffiliation shall be considered in any relevant decision:
 - i. Its contravention of Constitution, By-Laws, Financial Regulations of the Association, or resolutions and rulings of the Council;
 - ii. The severity of the gross violations and grievances;
 - iii. Performance of the Academic Society in the pursuance of its constitutional purposes; and
 - iv. Any other relevant factors which the Council deems fit.



- c) Any Academic Society degraded as partially affiliation shall be under observation in duration of no less than two years before its affiliation status can be reviewed.
- d) The Council shall review the affiliation status of the partially affiliated Academic Societies when the said status remains unchanged for more than a period of two years.
- e) In case of disaffiliation, Union reserves its rights to expropriate all residual resources of such an Academic Society.



Section VI General Meeting

Article 1 Authority

The resolution of a General Meeting shall possess the highest authority in all matters affecting the Association and shall possess an authority higher than the resolution of any Academic Society in all matters affecting the members of the Association as a whole.

Article 2 Quorum

- a) At all General Meetings of the Association at least one-thirtieth of the voting members of the Association shall form a quorum.
- b) If the quorum is not present, the meeting shall be adjourned to the same day of the following week with the same quorum. And if at that meeting, a quorum is still not present, the resolution shall be reached in the Emergency Council Meeting.

Article 3 Annual General Meeting

- a) The Annual General Meeting shall be held within the last two weeks of November.
- b) The Annual General Meeting shall be called by the Council Chairman; in the absence of the Council Chairman, the Secretary to the Council may convene the meeting.
- c) The Annual General Meeting shall be presided by the Council Chairman, in the absence of the Council Chairman, the Secretary to the Council shall take the chair until the acting Council Chairman is elected.
- d) A notice of the Annual General Meeting and the agenda thereof shall be posted at least 14 days beforehand.
- e) The Annual report of the Association shall be distributed among the members of the Association at least 7 days beforehand.
- f) The business of the Annual General Meeting shall be:
 - i. to receive and adopt minutes of the last Annual General Meeting;
 - ii. to receive and adopt the minutes of any Extraordinary General Meeting in the current session, if applicable; (appended in GM 2002)
 - iii. to receive and adopt an annual report of the activities of the Association of the current session prepared by the General Secretary;
 - iv. to receive and adopt a financial report and statement of accounts, duly audited of the Association of the current session prepared by the Financial Secretary;
 - v. to receive and adopt an annual report of the Council meetings of the Association of the current session prepared by the Secretary to the Council;
 - vi. to amend the Constitution of the Association, if necessary;
 - vii. to report the Executive Committee of the Association for the coming session;



- viii. to report the Ordinary Member Councillors of the Association for the coming session;
and
- ix. to deal with any other business.

Article 4 Extraordinary General Meeting

- a) An Extraordinary General Meeting may be called at any time by the Council, or upon a requisition made in writing to the Secretary to the Council and signed by not less than 30 Ordinary Members of the Association.
- b) Any such requisition or consent shall specify the objects of the proposed meeting and no other matter shall be discussed thereat without the consent of at least three-fourths of the Ordinary Members present.
- c) All Extraordinary General Meeting(s) shall be convened by the Council Chairman; in the absence of the Council Chairman, the Secretary to the Council shall take the chair until the acting Council Chairman is elected.
- d) A notice of such General Meeting and the agenda thereof shall be posted at least 7 days beforehand.

Article 5 Returning Officer

The Returning Officer for the General Meeting shall be invited by the Council Chairman and shall be a Union Councillor.

Article 6 Vote of No-confidence

A vote of no confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any members of the Executive Committee or Ordinary Member Councillor(s) by the three-quarters majority at the Annual General Meeting or any Extraordinary General Meeting held specifically for the purpose. A vote so passed shall call for the immediate resignation of the person or persons against whom the vote is moved.

Article 7 Vote of Confidence

- a) Any member of the Executive Committee or Ordinary Member Councillor(s) who ceases to be an Ordinary Member during his term of office in the Association Session may continue to hold office till the end of that Session upon a vote of confidence passed to him by the three-quarters majority at the Annual General Meeting or any Extraordinary General Meeting held specifically for the purpose.
- b) The Representative of the Association in the Union Council who ceases to be an Ordinary Member or an office-bearer in the Association during his term of office in the Association Session may continue to hold office till the end of that Session upon a vote of confidence passed



to him by the three-quarters majority at Annual General Meeting or any Extraordinary General Meeting held specifically for the purpose.



Section VII **General Polling**

Article 1 Authority

The vote of a General Polling of the Association shall possess the same authority as the vote of a General Meeting. The resolution(s) of a General Meeting or a General Polling can only be revoked by a subsequent General Meeting or a subsequent General Polling.

Article 2 General Polling

No General Polling shall be held unless it is conducted by the Council Chairman, at the request of the Council, the Executive Committee, or not less than 30 Ordinary Members of the Association whose written request is approved by the Council. Any such requisition shall specify the motion or motions to vote on at the General Polling. Should the Council not approve of a request by not less than 30 Ordinary Members of the Association to hold General Polling, a General Meeting of the Association shall be held to consider the proposed motion or motions.

Article 3 Notice

- a) A notice of all General Polling of the Association and the motion or motions to be voted shall be posted 7 days beforehand.
- b) The result of the General Polling should be posted immediately after the General Polling is closed. If there is no complaint after 24 hours, the result will become valid automatically.

Article 4 Council Chairman and Returning Officer

- a) The Council Chairman shall stage the General Polling.
- b) The Returning Officer for the General Polling shall be invited by the Council Chairman and shall be a Union Councillor.

Article 5 Voting

Voting shall take place at polling station(s) which shall open for no less than 8 hours. The result of the Polling shall be declared valid provided the number of valid votes cast is no less than 20 percent of the total Ordinary Members of the Association.

Article 6 Publicity

The Executive Committee shall deem it their duty to publicize any General Polling to be held.



Section VIII Arts Students' Council

Article 1 Authority

The Arts Students' Council shall possess an authority second to the General Meetings of the Association.

Article 2 Function

- a) To present all the students of the Faculty in all matters affecting their interests;
- b) To afford an official medium of communication among all the Arts courses, students, the academic Society(ies), the Students' Union and the University authorities;
- c) To discuss and resolve on all matters concerning the interests of the members as a whole;
- d) To supervise and deal with all matters of the Academic Society(ies).

Article 3 Session

The session of the Arts Students' Council shall coincide with the Association session.

Article 4 Eligibility of Councillors

Only the Ordinary Members of the Association shall be eligible for being Councillors of the Arts Students' Council.

Article 5 Composition

- a) The Council Chairman;
- b) The Secretary to the Council;
- c) The members of the Executive Committee of the Association;
- d) Two representatives including the Chairman or Vice-Chairman from each Affiliated Organisation;
- e) The Student Members of Board of Faculty of Arts upon invitation;
- f) Four Ordinary Member Councillors;
- g) Two Past Council Representatives;

Article 6 Council Chairman

- a) The Council Chairman shall be elected from past Council members except the past Association Chairman, at the first Council meeting of the current session. The representative of the elected Council Chairman shall be hence substituted.
- b) The Council Chairman shall take the chair at all meetings of the Arts Students' Council and all General Meetings of the Association.



Upon the resolution of the Council, the Council Chairman shall call the Extraordinary General Meeting (or equivalent, if any) of Academic Society(ies) and exercise the chairmanship at such meeting in accordance with the Constitution and By-law of the respective Academic Society(ies).

Article 7 Secretary to the Council

- a) The Secretary to the Council shall be elected from any Ordinary Members of the Association at the first Council Meeting of the current session.
- b) The Secretary to the Council shall be nominated by one Councillor and seconded by at least three other Councillors.
- c) The Secretary to the Council shall have the right to speak, but not the right to move, second and vote upon motions.
- d) The Secretary to the Council shall be responsible to take minutes during the Council Meeting(s) and General Meeting(s) of the Association and shall be responsible for submitting the minutes of the corresponding meeting.

Article 8 Ordinary Member Councillors

- a) The Ordinary Member Councillors shall be elected from the Ordinary Members of the Association.
- b) The Ordinary Member Councillors shall not be members of the Executive Committee(s) of the Arts Association or of any Academic Society(ies).
- c) The Ordinary Member Councillors shall take initiative measures to reflect the opinion of Ordinary Members and to enhance communication between the Council and Ordinary Members of the Association.

Article 9 Past Council Representatives

The Past Council Representatives shall be elected from members of the Council of the preceding session in their last Council meeting. On the occasion that only one or no past representative is elected, the Chairman of the preceding Executive Committee of the Association shall take the seat as the Past Council Representative.

Article 10 Council Meetings

- a) The Council Meetings shall be convened at least once every academic term.
- b) All Council Meetings shall be convened by the Council Chairman, or at the request of any member of the Council seconded by five other members of the Council.
- c) In the absence of the Council Chairman, the Secretary to the Council shall take the chair until the Acting Council Chairman is elected. During this period, an Acting Secretary to the Council shall be elected from the members of the Council present at the meeting.



- d) A notice including the set agenda of the Council Meeting shall be publicized and be sent to each member of the Council at least 10 days beforehand.
- e) Unless the Council shall decide otherwise, all meetings of the Council shall be open for all members of the Association to attend. The members so attending shall be permitted to speak only with approval of the Council and shall not vote.
- f) At all Council Meetings, a simple majority of the voting members shall form a quorum.
- g) An Emergency Council Meeting of the Council shall be convened by the Council Chairman, or at the request of any member of the Council seconded by five other members of the Council. In the absence of the Council Chairman, the Secretary to the Council may convene the meeting. In the absence of the Council Chairman as well as the Secretary to the Council, the Chairman of the Association may thereby convene meeting. A notice of such meeting including the set agenda of the Emergency Council Meeting shall be publicized and be sent to each member of the Council at least 24 hours before the meeting.

Article 11 Business

- a) To elect the President and Vice-President(s), one Honorary Legal Adviser and one Honorary Auditor of the Association at the beginning of the Association session;
- b) To consider and approve or reject any application for affiliation or disaffiliation of any Academic Society(ies) in the Association;
- c) To prepare a report to the Union Council upon completion of affiliation procedure of any Academic Society(ies) in the Association;
- d) To receive, consider, amend if necessary, and approve the annual budget estimates of the Association and the Academic Society's(ies') income and expenditure at the beginning of the Association session;
- e) To consider, amend and approve the proposed annual programmes of the Association and the Academic Society(ies) at the beginning of Council session;
- f) To receive and approve the application for Arts Association Loan Fund of the Academic Society(ies);
- g) To supervise the financial matters of the preceding session of the Academic Society(ies);
- h) To receive and adopt the Annual Reports of the preceding session of the Academic Society (ies);
- i) To receive and adopt the Annual Financial Reports of the preceding session of the Academic Society(ies);
- j) To frame, amend and abolish By-laws of the Association from if necessary;
- k) To appoint all Standing Committees of the Arts Students' Council and to elect Committee-ad-hoc as deemed necessary;
- l) A vote of regret for the infringement of the Constitution, neglect of duty, or unbecoming conduct may be moved by the Council against any member of the Council. Any other appropriate actions may be decided by the Council;



- m) To coordinate and settle any disputes between the Association and the Academic Society(ies) and between the Academic Societies themselves.
- n) To receive and adopt the Annual Reports of the Council and the Standing Committees of the Council;
- o) To receive and adopt the Annual Report prepared by the individual Student Member(s) of the Board of the Faculty of Arts who has/ have accepted invitation as Councillor(s);
- p) To receive and adopt individual Annual Reports prepared by the Ordinary Member Councillors;
- q) The Council Chairman shall appoint at least one Councillor to act as Returning Officer for the Annual General Meeting of the Academic Society(ies);
- r) To appoint the Council Chairman to call and to preside the Extraordinary General Meeting (or equivalent, if any) of the Academic Society(ies) provided that the following conditions are conformed:
 - i. the Academic Society(ies) is unable to convene an Extraordinary General Meeting by itself; and
 - ii. the Council receives requisition according to the Constitution of the Academic Society(ies) concerned; and
 - iii. the Council deems as appropriate to convene such Extraordinary General Meeting.
- s) To conduct any business of the Association not explicitly conferred on anybody.

Article 12 *Vote of Confidence*

Any member of the Council who ceases to be a student of the Faculty during his/her term of office in the Association session may continue to hold office till the end of that session upon a vote of confidence passed to him/her by the Council.

Article 13 *Vote of No-confidence*

If any vote of no-confidence is given to any office-bearer(s) of the Association in a Council meeting, he shall resign from his post as a Councillor immediately.

Article 14 *Sanction Power*

- a) Any infringement of the Constitution and/or By-laws and/ or the ruling of the Council by the Academic Society(ies) may result in:
 - i. temporary or permanent suspension of grant and/ or loan offered by the Association;
 - ii. disaffiliation for at least one Association session, unless upon discretion as decided by the Council.
- b) The sanctioning power of the Council shall extend to cancel and refuse all bookings and the use of facilities possessed by the Union and the Association.



Section IX Executive Committee

Article 1 Composition

The Executive Committee of the Association shall consist of:

- a) Chairman
- b) Vice-Chairman, Internal
- c) Vice-Chairman, External
- d) General Secretary
- e) Financial Secretary
- f) Academic Secretary
- g) Welfare Secretary
- h) Two Sports Captains
- i) Publication Secretary
- j) Publicity Secretary (*appended AGM 2011*)
- k) Social Secretary
- l) Current Affairs Secretary
- m) External General Secretary
- n) Faculty Affairs Secretary
- o) Marketing Secretary

Article 2 Duties of Individual Executive

- a) The Chairman shall be the chief executive of the Association and shall be responsible for the schedule and the smooth progress of the activities of the Association and shall preside at all meetings of the Executive Committee. On the occasion that only one or no past representative is elected, the chairman of the preceding Executive Committee of the Association shall take the seat as the Past Council Representative.
- b) The Internal Vice-Chairman shall assist the Chairman in all internal affairs of the Association and shall be the ex-officio chairman of the Executive Committee in the absence of the Chairman.
- c) The External Vice-Chairman shall be the chairman in all external affairs of the Association and shall represent the Association in the Union Council.
- d) The General Secretary shall handle all correspondence of the Association, record the Minutes of the Executive Committee Meetings and prepare the Half-yearly Functional Report in late June and the Annual Report of activities of the Association at the end of the Association session.
- e) The Financial Secretary shall handle all financial matters of the Association and prepare the Half-yearly Financial Report in late June and the Annual Financial Report of the Association at the end of the Association session.



- f) The Academic Secretary shall be responsible for promoting and organizing all academic activities of the Association.
- g) The Welfare Secretary shall be responsible for promoting the welfare of the members of the Association.
- h) The two Sports Captains shall be responsible for organizing all sports activities of the Association.
- i) The Publication Secretary shall be responsible for all the publications of the Association.
- j) The Publicity Secretary shall be responsible for all the publicity work of the Association.
(appended AGM 2011)
- k) The Social Secretary shall be responsible for organizing all social activities of the Association.
- l) The Current Affairs Secretary shall be responsible for enhancing the understanding of current affairs and social issues among the members.
- m) The External General Secretary shall be responsible for promoting the interests and concerns of the members in all external affairs.
- n) The Faculty Affairs Secretary shall be responsible for promoting the interests and concerns of members in all faculty affairs.
- o) The Marketing Secretary shall be responsible for handling all marketing affairs of the Association.

Article 3 Function

The Executive Committee shall be responsible to the resolutions of the General Meetings and the Council Meetings.

Article 4 Authority

The Executive Committee shall possess an authority second to the Council of the Association in all matters affecting the Association.

Article 5 Business

- a) The Executive Committee shall handle the funds of the Association;
- b) The Executive Committee shall plan and arrange the activities of the Association;
- c) To organize activities to promote the relationship among the Academic Societies and the Association as a whole.

Article 6 Resignation

An Executive Committee member may, at any time, resign from office by giving a written notice of resignation to the Chairman of the Arts Students' Council; the council chairman shall then convene a General Meeting. A notice of resignation shall be signed by the Executive Committee member



concerned. A notice of resignation takes effect only by a motion carried by two-thirds of votes at a General Meeting.

Article 7 Acting Executive Committee Members

In the event of any vacancy occurring in the post of the Executive Committee member(s), a General Meeting could be convened by the Council Chairman of Arts Students' Council to appoint acting Executive(s) to take up the work, who shall have the same authorities and duties as the respective posts.



Section X

Election of Executive Committee and Ordinary Member Councillors

Article 1 General

This Section shall govern all forms of election(s) of the Executive Committee and the Ordinary Member Councillors of the Association.

Article 2 Annual Election

The Annual Election of the Executive Committee and Ordinary Member Councillors shall be in the form of a General Polling.

Article 3 By-election

A By-election shall be held in the event of any existing vacancies in the Executive Committee in the form of General Polling.

Article 4 Re-election

When there is evidence to prove any infringement of Constitution occurred during any election(s), a Re-election may be held upon the approval of three-quarters of the members of the Council present in a Council Meeting.

Article 5 Election Officials

The Council shall appoint an Election Commission to be responsible for any election(s) at least seven weeks before the General Polling.

Article 6 Returning Officers

The Council shall invite two members from the Union Council to be the Returning officers of the election(s).

Article 7 Nomination

- a) Nomination shall be opened six weeks for Annual Election before the General Polling and shall be closed two weeks before the General Polling.
- b) If there is no nomination on the deadline, the nomination shall be closed and reopened the next day for 7 days inclusively. If there is still no nomination, a resolution shall be reached in a General Meeting which shall be called between the 8th and 14th day after the extended deadline. If no resolution can be reached in the meeting, the Association shall be dissolved.



- c) Nomination for By-election and Re-election shall be opened four weeks before the General Polling, and shall be closed two weeks before the general Polling. If there is no nomination, a resolution shall be reached in a General Meeting which shall be called between the 8th and 14th days after the deadline.

Article 8 Campaign Meeting

A campaign meeting shall be held between the closing date of the nomination and the date of the General Polling.

Article 9 Voting

- a) When there is only one candidate for the post, electors shall vote for or against the candidate or abstain. The candidate shall be declared elected provided:
- i. he/she has secured a number of votes for him/her greater than the number of votes against him/her; and
 - ii. he/she has secured a number of votes for him/her no less than 20 percent of the total Ordinary Membership of the Association.
- b) When there are two or more than two candidates for one post, electors shall indicate on their ballot papers their order of preference for the candidates. Paper 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/her votes shall be distributed among the remaining candidate or candidates according to the second preference of preferences indicated on those ballot papers. The process shall be continued until only one candidate is left and he/she shall be declared elected provided he/she secured at the end of the process a number of votes no less than 20 percent of the total Ordinary Membership of the Association.



Section XI Finance

Article 1 General

The Council shall control the income and expenditure of the Association based on the Financial regulations of the Association.



**BY-LAW
OF
ARTS ASSOCIATION, H.K.U.S.U.**
(Last amended ECM1 Session 2016-2017)

Section I General

Article 1 Definition

- a) The following by-laws shall be called the “By-law of the Arts Association, H.K.U.S.U.” and hereinafter shall be referred to as the “By-Law”.
- b) The terms “University”, “Faculty”, “Student”, “Arts Students”, “Term”, “Union”, “Union Council”, “Association”, “Constitution”, “Council”, “Member”, “Councillor”, “Affiliated Organisation”, “Academic Society”, “Class Association” and shall mean the same as those defined in “Section I Definition” of the Constitution of the Arts Association, H.K.U.S.U.
- c) “Emergency financial difficulties” shall mean financial difficulties caused by unforeseen incidents. “Fund” shall mean the Arts Association Loan Fund.

Article 2 Function

The function of this By-law is to facilitate the smooth administration and the executive of the General Meeting(s), the Arts Students’ Council and the Executive Committee.

Article 3 Interpretation

The interpretation of this By-law shall rest upon the Council.

Article 4 Amendment

- a) Unless specified otherwise, no part of this By-law shall be supplemented, abolished, or amended without the consent of two-thirds of the members of the council in a Council Meeting.
- b) A notice intimating the proposed amendment(s) shall be publicized 7 days before the Council Meeting.



Section II Membership

Article 1 Repeater and Deferred Student

Any repeater or deferred student shall be allowed to extend his/her membership upon payment of subscription fee.

Section III General Meeting

Article 1 Standing Order

Unless specified otherwise, the rules governing the procedures of the General Meeting(s) shall follow the Standing Order of the Union Council.

Article 2 Duration

The time span of any General Meeting(s) shall be at most 6 hours, subject to further extension hour only with the consent of two-thirds of the members present, with a maximum of 12 hours.

Article 3 Returning Officer

The Council shall invite 1 member from the Union Council to be the Returning Officer for any General Meeting(s) of the Association.

Article 4 Valid Voting

Unless specified otherwise, the votes in any General Meeting(s) shall be valid only when the total number of votes cast to any motion or decision is more than half of the number of Ordinary Members present in the meeting.

Article 5 Vote of No-confidence

If any vote of no-confidence is given to any office-bearer(s) of the Association upon approval of three-quarters of the Ordinary Members present in a General Meeting, he shall resign from his post immediately.

Article 6 Vote of Appreciation

A vote of appreciation may also be given to any office-bearer(s) of the Association upon the approval of three-quarters of the Ordinary Members present in a General Meeting.



Section IV Arts Students' Council

Article 1 Attendance

- a) Only members of the Council shall abide by these rules.
- b) Every member of the Council shall attend not less than 50% of the Council or shall not be absent for any 3 Council Meetings during the member's individual session.
- c) For a meeting session, attending less than two-thirds of the meeting duration shall be considered as absent for the whole meeting.
- d) Councillors foreseeing their absence from or late arrival at or early leave from a meeting submit their explanation in writing 24 hours before that meeting. Only written explanation will be accepted by the Council.
- e) Councillor(s) who is/are late for a meeting shall mark their time of arrival against their signature on the attendance sheet.
- f) Councillor(s) who is/are leaving that particular Council Meeting before the adjournment of such meeting should personally note down their time of departure on the attendance sheet. Councillor(s) departing early and failing to do so shall be considered to be absent from the whole meeting without explanation.
- g) Unless explanation is accepted by the Council, any member of the Council who has been absent from 3 Council Meetings or attending less than 50 percent of the total number of Council Meeting in an Association session shall be regretted.
- h) If a motion of regret is passed, that motion shall be publicized on the Arts Association notice-boards to the members of the Association within 48 hours for 7 consecutive days.

Article 2 Replacement

- a) In case of inability to attend Councill meeting(s), representative(s) can be temporarily replaced by a current Executive Committee member of his internal structural student body(ies) appointed by its Executive Committee. A former letter from the Chairman, Council Representative or General Secretary of the respective Executive committee intimating such replacement should be directed to the Council before the commencement of the meeting.
- b) No replacement can be effected when a meeting is in progress.
- c) Councillors sitting in Council by virtue of their posts cannot be replaced.
- d) Frequency of replacement should not exceed 3 times or 50 percent of the Council Meetings, unless explanation is accepted by the Council; or otherwise, such replacement is invalid and shall not be recognized.

Article 3 Term of office

- a) (Repealed CM4, 2010)



- b) (Repealed CM4, 2010)

Article 4 Maiden Speech

- a) Every new Councillor except the Council Chairman shall deliver a speech to the Council at his first Council and stating his explanation of his role in the Council.
- b) The Council Chairman and past representative(s) shall deliver a speech to the Council at the second Council Meeting of each Council session.

Article 5 Outgoing Speech

Every Councillor shall deliver a speech to the Council at the last Council Meeting, evaluating the work of the Council in that session.

Article 6 Council Meetings

- a) Unless specified otherwise, the rules governing the procedure of the Council Meeting(s) shall follow the Standing Order of the Union Council.
- b) The agendas of each Council Meeting should be set and circulated by the Council Chairman 10 clear days in advance and exclusive of the day of the Council Meeting.
- c) The working paper of each Council Meeting should be prepared and circulated by the respective Councillors 7 clear days in advance and exclusive of the day of that Council Meeting.
- d) Questions and replies to the questions over the working paper concerned should be submitted in written form to the Council Chairman/ Secretary to the Council and the respective Councillor(s) 4 clear days and 2 clear days respectively in advance and exclusive of the day of that Council Meeting.
- e) Any new and supplementary working paper should be made available for circulation 1 clear day in advance and exclusive of the day of that Council Meeting, unless otherwise stated.
- f) The first Council Meeting of the Association shall be held within 3 weeks after conclusion of Annual General Meeting and shall be chaired by the Council Chairman of the preceding session until the new Council Chairman is elected.
- g) The Council Meeting should deal with the unresolved matter(s) of the preceding meeting.
- h) The Executive Committee of the Association Central, all Affiliated Organisations, the Council, the Secretary to the Council, all Standing Committees of the Council, the four Ordinary Member Councillors and the two past Council Representatives shall present half-yearly report to the Council in late June.
- i) All Ad-hoc Committees shall present their reports once after their business has been over.
- j) The Council shall appoint all Standing Committees, Ad-hoc Committees, with chairmanship stated.



- k) The Council shall approve term(s) of reference, regulation(s) of each Standing Committee, Ad-hoc Committee.

Article 7 Observer

Any observer(s) can be invited by the Council according to the need of particular issues. That observer can be granted automatic speaking right on that issue concerned.

Article 8 Representation

No member of the Council shall concurrently hold 2 seats in the Council and if such situation occurred, he should give up one of his representation immediately in written form.

Article 9 Duration

The time span of any Council Meetings shall be at most 6 hours, subject to further extension hour by hour only with consent of two-thirds of the members present, with a maximum of 12 hours.

Article 10 Vote of No-confidence

If any vote of no-confidence is given to any office-bearer(s) of the Association in a Council Meeting, he shall resign from his post as a Councillor immediately.

Article 11 Vote of Appreciation

A vote of appreciation may be given to any office-bearer(s) in a Council Meeting.

Article 12 Representation to the Union Finance Committee

The Council shall appoint 1 representative to the Union Finance Committee.

Article 13 Finance

Any financial budget(s) of the Association and its Affiliated Organisation(s) shall not be amended unless with the permission of the Council.



Section V Council Standing Committee

Article 1 General

- a) Standing Committee may be formed under the Council to facilitate the functioning of the Association.
- b) Standing Committee shall be long-term committees delegated to perform policy-wise significant aspects of the Council's function.
- c) Standing Committees shall be sessionally appointed by the Council at the beginning of the Council Meetings, and the session of each shall terminate with a new appointment by the Council at its first meeting of the next session.
- d) Standing Committees shall be composed of a Finance Committee, a Committee of Constitution Review, a Faculty Affairs Committee, an Awards Committee and a Current Affairs Committee.
- e) All Standing Committees shall be responsible to the Council.

Article 2 Function

- a) All Standing Committees shall perform function as specified in their respective Constitution or delegated to by the Council.
- b) They shall hold meeting at least once every term to discuss and research on matters within their scope of duty.
- c) They shall compile a file of all the working papers (including correspondence) to the Secretary to the Council at the end of their session.

Article 3 Procedure

- a) At least 5 days' notice shall be issue for all regular committee meetings. An agenda shall also be issued at least 5 days before the meeting. At least 24 hours shall be severed for all emergency meeting of the Committee, an agenda shall also be issued at least 24 hours before the meeting;
- b) A simple majority of the current membership shall form a quorum for all meetings.

Article 4 Constitution Review Committee

- a) Functions
 - i. to keep a regular review of the structure and organisation of the Association;
 - ii. to keep a regular review of the constitutions, by-law of the Association and all constitutional amendments of its internal structural student body(ies) shall be submitted to the Committee for recommendations before presenting them to the respective General Meeting(s) or General Polling(s) for approval.
 - iii. to advise the Council on all matters concerning the application for affiliation or disaffiliation of any student body(ies).



- b) Composition
 - i. Council Chairman shall be the chairman.
 - ii. 1 Executive Committee member of the Association;
 - iii. 1 representative from each affiliated organisation, who is a Councillor;
 - iv. 1 Ordinary Member Councillor;
 - v. 2 past C.R.C. Representatives
 - vi. Honorary Secretary*

Article 5 Faculty Affairs Committee

- a) Functions
 - i. to study and collect information on all matters relating to the University and Faculty Affairs, to report and advise Council concerning academic affairs which are in the students' interests;
 - ii. to coordinate the efforts of student members serving in official boards or committees for discussion of University and Faculty affairs.
- b) Composition
 - i. Faculty Affairs Secretary of the Executive Committee of the Association shall be the ex-officio chairman.
 - ii. Vice-chairman, Internal of the Executive Committee of the Association;
 - iii. Honorary Secretary;
 - iv. 2 Ordinary Member Councillors;
 - v. 1 representative from each affiliated organisation, who is a Councillor;
 - vi. Student Faculty Board Members (upon invitation for the one/ones who rejects/reject the offer of Councillorship)

Article 6 Finance Committee

- a) Functions
 - i. to scrutinize the budget(s) of the internal structural body(ies) and the Association Central;
 - ii. to receive, consider and give recommendation on any application directed to the Union from any internal structural student body(ies) for subsidy;
 - iii. to approve or disapprove any applications of fund-raising activity(ies) from any internal structural student body(ies);
 - iv. to advise the Council on all matters of the finance of the Association and its internal structural student body(ies).
- b) Composition
 - i. Financial Secretary of the Executive Committee of the Association;
 - ii. Council Chairman*;



- iii. Chairman of the Executive Committee of the Association;
- iv. 2 Ordinary Member Councillors;
- v. 1 past Finance Committee Representative;
- vi. Affiliated organisations' financial representatives as official members;
- v. Honorary Secretary*

Article 7 Awards Committee

- a) Aims
 - i. to encourage and reward those subcommittee members and workers offering valuable help to any internal structural student body(ies) in the Association;
 - ii. to encourage and reward those participating in inter-faculty sports activities.
- b) Functions
 - i. to set criteria leading to the awards;
 - ii. to scrutinize the nomination submitted to the Committee;
 - iii. to prepare the name list of Candidate(s);
 - iv. to be responsible for the presentation of the awards
- c) Composition
 - i. Council Chairman*;
 - ii. 1 Executive Committee member of the Association;
 - iii. 1 representative from each affiliated organisation, who is a Councillor;
 - iv. 1 past representative;
 - v. 1 Ordinary Member Councillor;
 - vi. Honorary Secretary*
- d) Awards
 - i. Services
 - Service Honour: 1 person
 - Service Awards: to be recommended by the Committee.
 - ii. Sports
 - Sports Honour: 1 man and 1 woman.
 - Sports Awards: each term will preferably have one.

Article 8 Current Affairs Committee

- a) Functions
 - i. to promote external affairs, bring basic information to members and to carry out in-depth discussion on external affairs;
 - ii. to respond to current affairs/issues on behalf of the Arts Students' Council;
 - iii. the response made shall be submitted to the Arts Students' Council.
- b) Composition



- i. Current Affairs Secretary of the Executive Committee of the Association shall be the ex-officio chairman;
- ii. Council Chairman*;
- iii. Vice-chairman, External of the Executive Committee of the Association;
- iv. 2 Councillors;
- v. 1 Ordinary Member Councillor;
- vi. 7 Ordinary Members;
- iv. 1 Past Representative

Article 9 Committee Attendance

- a) Every member of the Council committees shall attend not less than 50% of the Committee meetings or shall not be absent for 3 Committee meetings during his/her individual session.
- b) For a meeting session, attending less than two-thirds of the meeting duration shall be considered as absent for the whole meeting.
- c) Committee members foreseeing their absence from or late arrival at or early leave from a meeting shall submit their explanation in writing 24 hours before that meeting to the Committee Chairman.
- d) Committee members who are late for a meeting shall mark their time of arrival against their signature on the attendance sheet.
- e) Committee members who are leaving that particular Committee meeting before the adjournment of such meeting should personally note down their time of departure on the attendance sheet. Committee members departing early and failing to do so shall be considered to be absent from the whole meeting without explanation.
- f) Unless explanation is accepted by the committee, any member of the committee who has been absent from 3 committee meetings or attending less than 50 percent of the total number of Committee meetings in an Association session shall be regretted by the Council.
- g) If a motion of regret is passed, that motion shall be publicized on the Association notice-boards to the members of the Association within 48 hours for 7 consecutive days.

Article 10 Replacement

- a) In case of inability to attend a Committee meeting, representative(s) can be temporarily replaced by a current Executive Committee member of his/her internal structural student body(ies) appointed by its Executive Committee. A former letter from the committee member concerned intimating such replacement should be directed to the Committee Chairman 24 hours before the commencement of the meeting.
- b) Frequency of replacement should not exceed 3 times or 50 percent of the committee meetings unless explanation is accepted by the committee; or otherwise, such replacement is invalid and shall not be recognized.



Section VI Election

Article 1 Election Commission

- a) The Election Commission shall be composed of at least 1 Executive Committee member of the Association Central and 3 other elected Councillors.
- b) The members of the Election Commission shall be elected in a Council Meeting and the members so elected shall not be nominated for the election(s) which they are responsible for.
- c) The election commission shall commence after the approval of the council and terminate when the election report is submitted to the council.
- d) Business
 - i. to prepare nomination forms;
 - ii. to declare open nomination and close nomination according to the date laid down in the Constitution;
 - iii. to receive and check the nomination;
 - iv. to organize and conduct campaign meeting(s) for the candidate(s);
 - v. to prepare the ballot forms, arrange polling station(s), and invite station officers for the Annual General Election;
 - vi. to report the results of the General Polling in a General Meeting;
 - vii. to be responsible for counting the votes, starting within half an hour after the closing of voting;
 - viii. to report the result of the Annual election on behalf of the Council in the Annual General Meeting after the confirmation of the result.
 - ix. to deal with any matter(s) concerning the Annual Election so inferred by the Council.
 - x. if the Annual General Meeting fails to convene after the second session, Election Commission shall report the results of the General Polling and announce the result of the Annual Election in the Emergency Council Meeting.

Article 2 Returning Officer

The business of the Returning Officer shall be:

- a) to supervise the functioning of the polling and the counting of votes by the Election Commission;
- b) to affirm the result of election of the Association's Executive Committee.

Article 3 Nomination

Nomination shall be valid only when the nomination form is properly filled in and received by the Election Commission.



Article 4 Voting

- a) The duration of General Polling for election(s) shall be no less than 8 hours.
- b) The General Polling shall be in the form of secret ballot.
- c) Membership card or other appropriate identification should be produced before voting.
- d) Polling station(s) shall be set up for Annual Election.
- e) The ballot form shall at least include:
 - i. instruction of voting;
 - ii. name(s) of the Candidate(s) and post(s) of which he(they) is(are) nominated for.

** = pending the decision of the Council of that particular session*