

**THE CONSTITUTION OF THE
SPANISH SOCIETY OF
ARTS ASSOCIATION OF
HONG KONG UNIVERSITY
STUDENTS' UNION**

(Revised Nov 2018)

**THE CONSTITUTION OF THE SPANISH SOCIETY OF
ARTS ASSOCIATION OF HONG KONG UNIVERSITY STUDENTS' UNION**

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SECTION I: ABBREVIATION

In this Constitution:

“University” shall refer to the University of Hong Kong;

“H.K.U.S.U.” shall refer to the Hong Kong University Students’ Union;

“A.A.H.K.U.S.U.” shall refer to the Arts Association, Hong Kong University Students’ Union;

“Society” shall refer to the Spanish Society, A.A.H.K.U.S.U.;

“Spanish Section” shall refer to the Spanish Section, the School of Modern Languages and Cultures, Faculty of Arts of the University;

“Chairperson” shall refer to the Chairperson of the Society;

“Committee” shall refer to the Executive Committee of the Society;

“Constitution” shall refer to the Constitution of the Society;

“General Meetings” shall refer to the Annual General Meeting of the Society and the Extraordinary General Meeting of the Society;

“A.G.M.” shall refer to the Annual General Meeting of the Society;

“E.G.M.” shall refer to the Extraordinary General Meeting of the Society.

SECTION II: GENERAL

Article 1 Name

1. The name of the Society in English shall be “Spanish Society, A.A.H.K.U.S.U.”
2. The name of the Society in Chinese shall be “香港大學學生會文學院學生會西班牙文學會.”
3. The name of the Society in Spanish shall be “La Sociedad de Español, A.A.H.K.U.S.U.”

Article 2 Affiliation

The Society shall be directly affiliated to A.A.H.K.U.S.U.

Article 3 Aims

The aims of the Society shall be:

1. To promote the Spanish language and Hispanic culture in the University;
2. To provide students a better understanding of the Spanish-speaking countries;
3. To represent the interests of the members of the Society;
4. To provide welfare to the members of the Society.

SECTION III: MEMBERSHIP

Article 1 Membership

1. Honorary Membership

1.1. The head of the Spanish Section shall be the ex-officio Honorary President and Honorary Auditor of the Society. All the teaching staff of the Spanish Section shall be Honorary Members of the Society automatically.

2. Full Membership

2.1. All undergraduates of the University who are currently taking any core course(s) of the Spanish Section; or who major or minor in Spanish shall be the Full Members of the Society and shall pay the membership fee upon payment of the membership fee.

2.2. Full members who withdraw from any core Spanish course(s) will be the Affiliate Members effective from the date of withdrawal.

3. Affiliate Membership

3.1. All undergraduates and postgraduates of the University, except Full Members, shall be eligible for Affiliate Membership of the Society upon payment of the membership fee.

4. Associate Membership

4.1. All graduates of the University, who have enrolled in any course(s) of the Spanish Section during the course of study shall be eligible for Associate Membership of the Society upon payment of the membership fee.

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5. The membership fee of each term of membership payable by all Full Members, Affiliate Members and Associate Members shall be HK\$10 each year.

Article 2 Term of Membership

1. If a member is enrolled after July and before the A.G.M. of the current year, his / her term of membership shall terminate at the conclusion of the A.G.M. in the next session.

2. If a member is enrolled within a period other than that stated above, his / her membership shall terminate at the conclusion of the A.G.M. in the current session.

3. The above shall not be applicable to those who have paid more than 1 year of membership fee.

Article 3 Privileges

1. All members of the Society shall enjoy the following privileges:

1.1. To attend the General Meetings of the Society;

1.2. To enjoy the welfare provided by the Society;

1.3. To use the facilities provided by the Society.

2. Full Members are voting members and they shall have the right to vote and to speak in General Meetings.

3. Honorary Members, Affiliate Members and Associate Members shall have the right to speak but not the right to vote in General Meetings.

SECTION IV: GENERAL MEETINGS

Article 1 Authority

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

Article 2 Quorum

1. No less than 20 of Full Members shall form the quorum in all General Meetings.
2. If the quorum is not present at scheduled time, all General Meetings shall be postponed to an hour later; and if the quorum is still not present, all General Meetings shall be adjourned to another day within 14 days.
3. If at that General Meeting, after the adjourned General Meeting, the quorum is still not present, all voting members present there shall form a quorum.

Article 3 Annual General Meeting

1. The A.G.M. shall be held in November.
2. The A.G.M. shall be convened by the Chairperson.
3. The duration of the A.G.M. shall not exceed 48 hours.
4. A notice of the A.G.M. and the agenda thereof shall be posted at least 10 days beforehand.
5. Any decision on a motion shall be reached with a simple majority of valid vote or otherwise specified. The business of the A.G.M. shall be:

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- 5.1. To receive and adopt the minutes of the last A.G.M. and all the E.G.M. during the current session;
- 5.2. To receive and adopt the Annual Report of the current session;
- 5.3. To receive and adopt the audited Financial Report of the current session;
- 5.4. To amend the Constitution, if necessary;
- 5.5. To elect the Committee of the Society for the coming session;
- 5.6. To receive and adopt the Year Plan of the coming session;
- 5.7. To receive and adopt the Financial Budget of the coming session;
- 5.8. To deal with any other business.

Article 4 Extraordinary General Meeting

1. The Committee shall have the right to convene the E.G.M. for any purpose at any time.
2. E.G.M. shall be convened and presided by the Chairperson or upon a requisition signed by no less than 10% of Full Members of the Society.
3. A notice of each E.G.M. and the agenda thereof shall be posted at least 7 days beforehand.
4. No other business shall be discussed thereat without the consent of two-thirds of the attending Full Members.

SECTION V: EXECUTIVE COMMITTEE

Article 1 Authority

The Committee shall possess an authority second to the General Meetings of the Society.

Article 2 Composition

The Committee of the Association shall comprise the following:

1. Chairperson
2. Internal Vice-Chairperson
3. External Vice-Chairperson
4. General Secretary
5. Financial Secretary
6. Academic Secretary
7. Publication Secretary
8. Publicity Secretary
9. Welfare Secretary
10. Program Secretary
11. Student Representative

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Article 3 Term of Office

The term of office of the Committee shall commence immediately after the A.G.M. of the current year and terminate at the end of the A.G.M. of the succeeding year.

Article 4 Obligations

1. Chairperson

1.1. Shall preside at all General Meetings of the Society;

1.2. Shall be the Chief Executive of the Society.

2. Internal Vice-Chairperson

2.1. Shall assist the Chairperson in all internal affairs of the Society;

2.2. Shall be the ex-officio chairperson of the Committee in the absence of the Chairperson.

3. External Vice-Chairperson

3.1. Shall assist the Chairperson in all external affairs of the Society;

3.2. Shall represent the Society in external meetings.

4. General Secretary

4.1. Shall handle all general correspondence of the Society;

4.2. Shall record minutes of all the Committee meetings;

4.3. Shall keep all present and past records of the Society;

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4.4. Shall prepare a Half-yearly Report and an Annual Report in the Society session.

5. Financial Secretary

5.1. Shall handle all financial matters of the Society;

5.2. Shall be responsible for drafting the Financial Budget, keeping an account of all income and expenditure of the Society;

5.3. Shall prepare a Half-yearly Financial Report and an Annual Financial Report in the Society session.

6. Academic Secretary shall be responsible for all academic-related activities of the Society.

7. Publication Secretary shall be responsible for all publications of the Society.

8. Publicity Secretary shall be responsible for all promotion strategies of the Society.

9. Welfare Secretary shall be responsible for the welfare-related affairs of the Society.

10. Program Secretary shall be responsible for the arrangement of activities organized by the Society.

11. Student Representative

11.1. Shall be responsible for representing the interests of the students who have enrolled in courses offered by the Spanish Section;

11.2. Shall act as a medium of communication between the Executive Committee

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and members.

Article 5 Vacancy

Vacancies occurring among the members of the Committee shall be filled in by-election at E.G.M.

Article 6 Termination of Office

1. Any member of the Committee wishing to resign shall be served a notice of resignation in writing to the Committee stating the reasons therein, and their resignation shall take effect on the approval in an E.G.M.

2. A vote of no confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any posts elected at a General Meeting held specifically for the purpose.

3. If any vote of no confidence is given to any Executive Committee members of the Society at a General Meeting, upon approval of two-thirds of the full members presented in the General Meeting, they must resign from their post immediately.

SECTION VI: ELECTION AND VOTING

Article 1 Nomination

1. Nomination of the office-bearers shall be opened at 12 noon 14 days before the A.G.M. and closed at 12 noon 3 days before the A.G.M.
2. The list of the nominees shall be posted within 24 hours after the closing of nomination.
3. Nominations for election shall only be made on forms provided for the purpose. Each form shall contain the name of the candidate together with the signatures of the candidate, the proposer and the seconder signifying the consent.

Article 2 Voting

1. Any voting shall be in the form of secret ballot or a show of hands as decided by the General Meeting.
2. When there is only one candidate for a post, the attending Full Members of the Society shall vote for or against the candidate or abstain. The candidate shall be declared as elected if a simple majority of votes cast is for the candidate.
3. When there are two or more candidates for one post, the General Meeting shall vote for one candidate.

Article 3 Returning Officer

The Committee shall invite one Councillor from the Arts Students' Council, A.A.H.K.U.S.U. to be the Returning Officer for the General Meetings.

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Article 4 By-election

1. In the event that a by-election is required, an E.G.M. is to be held.

2. Nominations of the vacancy shall be opened to all members of the Society at 12 noon 7 days before and closed 24 hours before the E.G.M. is held specifically for the purpose.

3. The list of the nominees shall be posted 20 hours before the commencement of the E.G.M.

SECTION VII: CONSTITUTION

Article 1 Interpretation

The interpretation of the Constitution shall rest upon the Committee.

Article 2 Amendment

Amendment of the Constitution shall be made at the A.G.M. or at the E.G.M. convened for such purpose, with the approval of two-thirds of the Full Members present at the General Meeting. All amendments shall come into effect immediately after the Meeting unless otherwise specified.

Article 3 Reference

In case of dispute for which no ruling has been given in the Constitution, reference should be made to the Constitution of A.A.H.K.U.S.U. and to the Constitution of H.K.U.S.U.