

# Biochemistry Students' Society HKUSTSU

Mail box #13, Student Center, HKUST, Clear Water Bay, Kowloon, HK  
Tel: 23351732 Fax: 23351728 E-mail: su\_bcass@stu.ust.hk

## Constitution

### Section I : Definitions

- the HKUSTSU' shall mean the Hong Kong University of Science and Technology Students' Union.
- the Society' shall mean the Biochemistry Students' Society, HKUSTSU.
- the Committee' shall mean the Executive Committee of the Biochemistry Students' Society, HKUSTSU.
- the Division' shall mean the Division of Life Science, the Hong Kong University of Science and Technology.
- the School' shall mean the School of Science, the Hong Kong University of Science and Technology.
- the University' shall mean the Hong Kong University of Science and Technology.
- the term 'General Meeting' shall include the Annual General Meeting and any Extraordinary General Meeting of the Society.
- the term 'General Polling' shall mean polling activities for settlement of decisions, which shall be irrespective to any elections of the executive committee.
- the term 'Election' shall mean all polling activities regarding to the choosing of the executive committee only.

### Section II : General

#### Article 1: Name

- The name of the Society shall be Biochemistry Students' Society, HKUSTSU.
- The name of the Society in Chinese shall be 香港科技大學學生會生物化學系學生會

#### Article 2: Objective

- To promote the unity and welfare amongst members of the Society.
- To represent and act on behalf of the Division of Life Science major Students of the University of all matters relating to their academic affairs and welfare.
- To cultivate and promote the interest of Biochemistry amongst the public.
- To promote an interest to serve the community amongst members of the Society.

#### Article 3: Society Session

- The Society Session shall begin with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the following year.

#### Article 4: Official Languages

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- English and Chinese shall be the official languages of the Society in either or both of which all official correspondence in official meetings shall be conducted.

## Article 5: Honorary Advisers

- The Executive Committee shall have the power to invite any persons from among the full-time staff of the Division of Life Science in the University or other appropriate(s) to be the Honorary Advisers.

## Article 6: Affiliation

- The society shall be affiliated to the HKUSTSU and shall not apply any other affiliation within the University.

## Section III : Membership

### Article 1: Membership

#### Full Membership

- For 3-Year Undergraduate Program,
  - All undergraduates of the Division shall be Full Members on payment of the prescribed fees and they must be full members of HKUSTSU.
- For 4-Year Undergraduate Program,
  - Undergraduates at the first academic year of the School shall be Full Members on payment of the prescribed fees and they must be full members of HKUSTSU.
  - All undergraduates of the Division shall be Full Members on payment of the prescribed fees and they must be full members of HKUSTSU.
- All postgraduates of the Division shall be Full Members on payment of the prescribed fees and they must be full member of HKUSTSU.

#### Associate Membership

- All staff of the Division and students of the University shall be Associate Members on payment of the prescribed fees.

#### Honorary Membership

- Honorary Membership shall be conferred upon any person being elected as such in Annual General Meetings upon nomination by the Committee.

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## Life Membership

- All graduates of the Division shall be eligible for Life Membership on payment of an appropriate sum determined by the Society.

## **Article 2: Privileges of Degrees of Membership**

- All members of the Society shall enjoy the following privileges:
  - a. To use all facilities provided by the Society for general use for its members.
  - b. To attend functions and activities organized by the Society.
- All Full Members of the Society shall have the rights to attend, participate in and vote at General Meetings and General Polling of the Society, and only Full Members shall have the rights to nominate for candidature to the Committee or to be nominated.
- All Associate, Life and Honorary Members shall have the rights to attend and participate in General Meetings of the Society, but without the rights to vote, to make any motions, to second any motions therein, to nominate candidates and to be nominated for candidature to the Committee.

## **Section IV : General Meetings**

### **Article 1: Authority**

- The resolution of a General Meeting shall be regarded as having the highest authority in all matters affecting the Society.

### **Article 2: Annual General Meeting**

- The Annual General Meeting shall be held within 2 weeks after confirming the result of Annual Election.
- In case no nomination is received, thus no Annual Election, the Annual General Meeting shall be held within 8 weeks after the beginning of the spring semester.
- The Annual General Meeting shall be convened by the Society President.
- The business of the Annual General Meeting shall be:
  1. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings which may have been held since the previous Annual General Meeting.
  2. To receive and adopt reports from the members of Executive Committee of the previous session
  3. To receive and adopt Annual budget for the coming year.
  4. To receive and adopt Annual work-plan for the coming year.
  5. To amend the constitution, if any.

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6. To elect Honorary Members, if any.

## Article 3: Extraordinary General Meetings

- The Society President shall convene an Extraordinary General Meeting at the request of not less than 50% of the Committee Members or upon a written request signed by not less than 25% of the Full Members.

## Article 4: Notice

- Notice of the Annual General Meeting together with the agenda thereof shall be posted at least seven clear days in advance; Notice of an Extraordinary General Meeting together with the agenda thereof shall be posted at least three clear days in advance.

## Article 5: Quorum

- In all General Meetings not less than 20% of Full Members shall form the quorum.
- If a quorum is not present after one hour of the time scheduled for the commencement of the General Meeting, the Meeting shall be postponed within seven days, and if at that meeting, a quorum is still not present, all Full Members present there shall form a quorum.

## Article 6: Vote of non-confidence

- A motion of non-confidence must be moved against any Committee or the Committee as a whole in an Extraordinary General Meeting.
- The reasons to motion vote(s) for non-confidence must be owing to
  - (1)infringement of the Constitution;
  - (2)neglect of duties; and
  - (3)unbecoming conduct.
- The motion shall be resolved with the concurrence of half of the members present and voting in the Extraordinary General Meeting.
- The matter shall be discussed as an agenda item upon request of any full member(s) in the beginning of Extraordinary General Meeting.

## Section V : General Polling

### Article 1: Authority

- The vote of a General Polling of the Society shall be regarded as having the same authority as the vote of a General Meeting. The resolutions of a General Meeting or a General Polling can only be revoked by a

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subsequent General Meeting or a subsequent General Polling. Decision of holding a General Polling shall be discussed on Extraordinary General Meeting as an issue.

## Article 2: Notice

A notice of all General Polling of the Society and the motion or motions to be voted on shall be posted seven clear days before hand.

## Article 3: Society President and Returning Officer

- The Society President shall stage the General Polling.
- The Returning Officer for the General Polling shall be invited to serve by the Society President and shall be a member of the Division teaching staff.

## Article 4: Voting

- Voting shall take place at polling stations. The result of the Polling shall be declared valid provided the number of valid votes cast is no less than 40% of the total Full Membership of the Society. If the number of valid votes cast is less than 40%, the voting shall be adjourned at any time but within seven days. The adjourned meeting shall proceed irrespective of the number of members vote. This statement must be quoted in notifying the members about this voting.

## Article 5: Announcement

- In case of no complaints received, an official announcement shall be made within 7 days except public holidays after the counting of the ballots.

## Section VI : Election to Society Executives

### Article 1: Annual Election

The business of the Annual Election of the Society Executives shall be to elect for the next Society Session the following officials:

- The President
- The Internal Vice-President
- The External Vice-President
- The General Secretary
- The Financial Secretary
- The Sports Secretary
- The Academic Secretary

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- The Welfare Secretary
- The Promotion and Publication Secretary
- The Public Relations Secretary
- The Marketing Secretary

The President, Vice-President(s) and The Financial Secretary shall not hold any other positions. While 2 or more of the members of the cabinet can share the same post, except that each of the posts, including The President, The Internal Vice-President, The External Vice-President, The General Secretary and The Financial Secretary shall be allocated to only one person.

## Article 2: By-election

- In the event of a vacancy occurring in any Society post referring to Article 1, a By-election shall be held.

## Article 3: Election Official

- The Election Commission shall be appointed by the Committee in accordance with this Constitution for each election or By-election and provided that no candidates in the election shall be members. The Election Commission shall conduct the election and shall take charge of every business, including decision of voiding the election(s) and/or candidate(s) and/or cabinet(s), pertaining to the election. The Election Commission Member should be the Full Member of the Society.
- The Election Commission shall be set up at least 7 clear days before the commencement of nomination period.
- The Society President shall be the Chairperson of Election Commission.
- The Election Commission shall be composed of a chairperson, a secretary, a treasurer and election committee member(s).
- The Election Commission must consist of at least three Committee and one Full Member.
- The Returning Officer(s) for the Annual Election and the By-election shall be members of the Division teaching staff and shall be appointed by the Chairperson of Election Commission.

## Article 4: Nominations

- The Committee shall be elected in the form of cabinet.
- Nominations for the Society Officials for the next Society session as stated in Article 1 shall be started on the day of commencement of the Winter Session, and the nominations shall be closed at 12 noon of the last day of Winter Session.

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- Nominations for election shall only be made on forms provided for the purpose. Each form shall contain the name of the cabinet, the name of each member of the cabinet, together with signatures of a proposer and a seconder and signature of the member signifying his consent. Both of the seconder and proposer should be the Full Members of the Society. Neither Committee nor member(s) of Election Commission and the Nominated Cabinet shall be proposer and seconder.
- The Election Commission shall verify the contents of the nomination form and thereafter immediately announce the candidate or nominated cabinet by posting a notice on the Official Notice Area as determined by the Committee. Thereafter the candidate may start his election campaign.
- The Election Commission shall determine the maximum amount of expenses allowed for each cabinet or candidate.
- Each Nominated Cabinet shall have at least 5 candidates, including the posts below:
  - The President
  - The Internal Vice-President
  - The External Vice-President
  - The General Secretary
  - The Financial Secretary

## Article 5: Election Day

- The Election Day for the Annual Election shall be held within the 6 weeks after the beginning of the Spring Semester.
- The Election Commission shall determine the election date and announce the date via Public Notice not less than three weeks in advance; in the case of a By-election, not less than one week in advance; in case of Re-election(s), and not less than one month in advance in case of all other elections. The Election Commission can appoint at most 3 consecutive dates for polling on which votes may be cast.
- Election shall be by polling conducted on the Election Day.

## Article 6: Polling for Annual Election

- Polling shall be in straight ballot.
- The cabinet is successful upon:
  1. In case there is only ONE cabinet running for the Election, the cabinet is successful upon receiving a simple majority of confidence over non-confidence votes.
  2. In case there are TWO or more cabinets running for the Election, the successful cabinet is the one which receives the highest number of votes.
  3. In addition to (1) and (2), the total number of valid votes of the polling must reach 40% of the Full Members of the Society.

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## Article 7: Abstained votes

- An abstained vote is a vote that does not indicate confidence or non-confidence to the cabinet.
- An abstained vote will not be counted as 'for' or 'against' the cabinet.

## Article 8: Re-election

- In the event of a tie occurring at any stage of the election the Election Commission shall order a Re-election within seven days.
- The Election Commission with the approval of the Society shall have power to order a re-election the event of any contravention of the election procedure. Any complaint concerning an irregularity in the election procedure must be raised within twenty-four hours from the declaration of the result of the election, and must be signed by the complainant.

## Section VII : Executive Committee

### Article 1: Membership

- The President
- The Internal Vice-President
- The External Vice-President
- The General Secretary
- The Financial Secretary
- The Sports Secretary
- The Academic Secretary
- The Welfare Secretary
- The Promotion and Publication Secretary
- The Public Relations Secretary
- The Marketing Secretary

The President, Vice-President(s) and The Financial Secretary shall not hold any other positions. While 2 or more of the members of the cabinet can share the same post, except that each of the posts, including The President, The Internal Vice-President, The External Vice-President, The General Secretary and The Financial Secretary shall be allocated to only one person.

### Article 2: Function

- The function of the Committee shall be:

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1. To formulate the policies of the Society in accordance with its aims.
2. To carry out the resolutions of the General Meeting, the General Polling and the Society.
3. The Committee shall be responsible to the Society for all its actions.

## Article 3: Meeting

- A 50% or more of the Committee members shall form a quorum at all Committee Meetings.

## Article 4: Duties of Individual Member

- The President shall
  - (1) be the chief executive of the Society;
  - (2) represent the Committee and Society in all affairs;
  - (3) be responsible for all affairs of the Society; and
  - (4) be the chairperson in all Committee Meetings and General Meetings of the Society.
- The Internal Vice-President shall
  - (1) be responsible for the internal coordination of the Committee; and
  - (2) be the Acting President when the President is away from his/her office.
- The External Vice-President shall communicate with other Associations or Societies inside or outside University.
- The General Secretary shall be responsible for minutes, official correspondence, documents and the general administrative duties.
- The Financial Secretary shall:
  1. keep account of all income and expenditure of the Committee.
  2. draft the budget and prepare the Annual Financial Report of the Committee.
- The Sports Secretary shall be generally responsible for the promotion of all sports activities of the Society and the election of teams to represent the Society.
- The Academic Secretary shall
  - (1) be responsible for academic affairs of the Society;
  - (2) communicate with the Division; and
  - (3) arouse public interest towards Biochemistry.
- The Welfare Secretary shall
  - (1) promote the welfare of the Society;
  - (2) maintain all Society facilities and properties; and
  - (3) keep an up-to-date member record.
- The Promotion and Publication Secretary shall be responsible for the Society promotion and publication affairs.

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- The Public Relations Secretary shall
  - (1) assist The External Vice-President on external affairs;
  - (2) gain public acceptance of the Society from parties; and
  - (3) create a positive image of the Society.
- The Marketing Secretary shall be responsible for the Society marketing affairs.

## Article 5: Vote of Confidence

- Any Society Executive who ceases to be a Full Member of the Society during his own term of office in a session may continue to hold office until the end of that session upon a vote of confidence being passed on him by the Society.

## Article 6: Resignation

- Any members of the Committee can resign only if two-third or more members of the Committee approve. The Committee shall notify all Society Members.
- In case of The President resigns, an Extraordinary General Meeting shall be convened to elect a new President and The Internal Vice-President shall act as the Acting President until a new President is elected.
- In case of resignation is made by any Executive Members besides The President, any full members can take up the vacancy if two-third or more members of the Executive Committee approve. The Executive Committee shall notify all Society Members.
- Notice of any change of office-bearers shall be posted in the Official Notice Area within twenty-four hours for not less than seven consecutive days.

## Article 7: Dissolution

- The whole committee shall dissolve if there are more than four vacancies simultaneously existing in the Committee for more than fourteen clear days. An Extraordinary General Meeting shall be convened by any remaining committees before the dissolution of the Committee to discuss the follow-up actions after the dissolution.

## Article 8: Quorum

- Committee must be composed of at least 5 candidates at any moment between two consecutive Annual General Meetings , including the posts below:

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The President  
The Internal Vice-President  
The External Vice-President  
The General Secretary  
The Financial Secretary

## Section VIII : Finance

### Article 1 : Financial Year

- The Financial Year of the Society shall begin on the day of Annual General Meeting of the following year.

### Article 2 : Subscription

- For 3-Year Undergraduate Program,
  - Full Members shall subscribe an amount of \$120 for three consecutive year membership at the first membership year and subscribe an amount of \$24 for continuing the membership after the third membership year.
- For 4-Year Undergraduate Program,
  - Full Members shall subscribe an amount of \$150 for four consecutive year membership at the first membership year or \$120 for three consecutive year membership and subscribe an amount of \$24 for continuing the membership after the fourth membership year.
- Changing from full member to associate member, subscription of \$8 each year is needed.
- If member changes from full member to associate member in one of his/her member year, a record will be kept, so that the member can shift back to full member without any payment once the member has subscribed the HKUSTSU fee.
- 20% inflation is allowed for each academic year.
- Every Associate Member shall subscribe an amount of \$48 annually.
- Every Life Member shall subscribe an amount of \$240.

### Article 3 : The Honorary Treasurer

- The Honorary Treasurer of the Society shall be a member of the Teaching Staff of the Division and shall be responsible for all finances for a period of one year. He/She shall be appointed by the Society, and shall be eligible for reappointment.

### Article 4 : Budget

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- The Annual Budget shall be prepared by The Financial Secretary under the Committee and shall be submitted and presented at the Annual General Meeting.

## Article 5 : Statement of Accounts and Balance Sheet

- A Financial Report shall be posted every half-year or upon request by any Society Members.
- A Full Financial Report and audited statement of accounts are to be presented in the Annual General Meeting of the succeeding session of the Society by The Financial Secretary under the Committee.

## Article 6: Loans

- Applying or accepting any loans outside HKUSTSU is not allowed.

## Article 7 :Bank Account

The Bank Account of the Society shall be kept under the names of at least two committees. One of them must be The Financial Secretary.

## Section IX : Dissolution

### Article 1 : Dissolution

- The dissolution of the Society shall only be passed by a resolution made in a General Meeting or Referendum with a three-quarters majority.
- After dissolution, members of the Committee shall be responsible for all matters of the dissolved body.
- Notice of dissolution shall be posted in the Official Notice Area within twenty-four hours for not less than seven consecutive days.
- After dissolution, all properties of the Society will be passed to the Division.

## Section X : Constitution

### Article 1 : Amendment

- No alteration of this Constitution may be made except at an Extraordinary General Meeting convened for the purpose or at the Annual General Meeting, with two-third of votes that agree the amendment.
- The amendment(s) of the constitution shall be posted for at least 3 clear days through public notice and electronic mail.

## Article 2 : Interpretation

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- The interpretation of this Constitution shall rest with the Society.

## Section XI : Logo

- No alteration of the Logo of the Society may be made except at an Extraordinary General Meeting convened for the purpose or at the Annual General Meeting.

## Section XII : Amendment

- First Amendment: March, 1996
- Second Amendment: September, 1996
- Third Amendment: March, 2000
- Forth Amendment: December, 2001
- Fifth Amendment: April, 2003
- Sixth Amendment: May, 2004
- Seventh Amendment: April, 2005
- Eighth Amendment: March, 2006
- Ninth Amendment : March, 2007
- Tenth Amendment: May, 2007
- Eleventh Amendment: June, 2007
- Twelve Amendment: February, 2009
- Thirteenth Amendment: May, 2011
- Fourteenth Amendment: May, 2012