

# **THE CONSTITUTION of ECOLOGY & BIODIVERSITY SOCIETY, SS, HKUSU**

*(amended in AGM 2017)*

## **SECTION I**

### **DEFINITIONS** *(amended in AGM 2017)*

In this Constitution,

“University” shall mean the University of Hong Kong;

“School” shall mean the School of Biological Sciences, the University of Hong Kong;

“Major/Minor” shall mean Major/Minor in Ecology & Biodiversity offered by School;

“Student” shall mean a student of the University of Hong Kong, as defined in the University Statutes;

“Society” shall mean the Ecology & Biodiversity Society, SS, HKUSU;

“Constitution” shall mean Constitution of the Ecology & Biodiversity Society, SS, HKUSU;

“Council” shall mean the Science Society Council, SS, HKUSU.

“Executive Committee” shall mean Executive Committee of the Society.

## **SECTION II**

### **GENERAL**

#### **Article 1 -- NAMES** *(amended in AGM 2017)*

a) The name of the Society shall be “Ecology & Biodiversity Society, SS, HKUSU”.

b) The name of the Society in Chinese shall be 「香港大學學生會理學會生態學及生物多樣性學會」.

#### **Article 2 -- AFFILIATION**

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

#### **Article 3 -- AIMS** *(amended in AGM 2017)*

The aims of the Society shall be:

- a) To promote the study of ecology and biodiversity within the University;
- b) To act as a bridge between members and the Major/Minor authority in furthering the interests of members and the Major/Minor as a whole;
- c) To raise students’ concern with social issues in the area of ecology and biodiversity;
- d) To promote the welfare of members of the Society;
- e) To represent the interests of members within and without the University.

#### **Article 4 -- OFFICIAL LANGUAGES**

a) Chinese and English shall be the Official Languages of the Society, enjoying equal status.

b) Either or both languages may be used in official meetings and official documents, Chinese, in its oral form, shall mean the Cantonese dialect and Mandarin.

#### **Article 5 -- SOCIETY SESSION** *(amended in November 2010)*

The Society Session shall commence on the seventh day after the Annual General Meeting and terminate on the sixth day after the next Annual General Meeting.

## **SECTION III MEMBERSHIP**

### ***Article 1 -- MEMBERSHIPS***

- a) **FULL MEMBERSHIP** (*amended in AGM 2017*)
  - i. All full-time undergraduates majoring or minoring in Ecology & Biodiversity shall be eligible for Full Membership of the Society on payment of the prescribed fee.
  - ii. All Full Members of the Hong Kong University Students' Union taking approved course(s) provided by the School in the syllabus of Major/Minor within an academic year shall be eligible for Full Membership of the Society on payment of the prescribed fee.
- b) **ASSOCIATE MEMBERSHIP** (*amended in October 2012*)
  - i. All members of the Hong Kong University Students' Union not eligible for Full Membership of the Society under Article 1(a) above shall be eligible for Associate Membership of the Society on payment of the prescribed fee.
  - ii. All graduates of the University shall be eligible for Associate Membership of the Society on payment of the prescribed fee under the approval of the Executive Committee.
  - iii. All members of the teaching and administrative staff of the Major/Minor shall be eligible for Associate Membership of the Society on payment of the prescribed fee.
- c) **HONORARY LIFE MEMBERSHIP** (*amended in AGM 2017*)

Honorary Life Membership of the Society shall be conferred on such persons as the Annual General Meeting shall elect.

### ***Article 2 -- PRIVILEGES***

- a) All members of the Society shall enjoy the following privileges:
  - i. To use all facilities provided by the Society for the general use of its members;
  - ii. To attend General Meetings of the Society;
  - iii. To attend functions and activities arranged by the Society.
- b) All Full Members of the Society are eligible to participate in and vote at General Meetings of the Society, and to vote, nominate, and be nominated for election in Society Elections.

### ***Article 3 -- TRANSFER OF NATURE OF MEMBERSHIPS*** (*appended in July 2007*)

- a) All Associate Members of the Society who are eligible for Full Membership shall automatically become Full Members of the Society for the remaining period of the membership without paying any other fee.
- b) All Full Members of the Society who are no longer eligible for Full Membership shall automatically become Associate Members of the Society for the remaining period of the membership without paying any other fee.

## **SECTION IV GENERAL MEETINGS**

### ***Article 1 -- AUTHORITY***

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

### ***Article 2 -- CHAIRMAN***

- a) The Chairman of the Executive Committee shall take the Chair at all General Meetings.
- b) In the event of the Chairman vacating the Chair or in his absence, either the Internal Vice-Chairman, the External Vice-Chairman, or an attending Full Member elected among themselves shall take the Chair and in that order of priority.

### ***Article 3 -- HONORARY SECRETARY***

- a) The General Secretary of the Executive Committee shall be the Honorary Secretary of all General Meetings.
- b) In the event of the General Secretary vacating the post or in his absence, the Chairman of the General Meeting shall appoint one of the members of the Executive Committee to be the Honorary Secretary of that General Meeting.
- c) The Honorary Secretary of the General Meeting shall take the minutes of the General Meeting.

### ***Article 4 – QUORUM (amended in October 2012)***

One-seventh of Full Members of the Society shall form a quorum; the quorum shall include the Chairman and the Honorary Secretary of the General Meeting.

### ***Article 5 -- ANNUAL GENERAL MEETING (amended in AGM 2019)***

- a) The Annual General Meeting of the Society shall be convened by the General Secretary and the Chairman of the Executive Committee and shall take place in November of each year. In the event of either or both the posts are in vacancy or in absence, the Internal Vice-Chairman, the External Vice-Chairman, or an attending Full Member elected among themselves shall convene the Annual General Meeting and in that order of priority.
- b) A notice and the agenda of the Annual General Meeting shall be posted seven clear days beforehand. Such notice and agenda shall be sent to each member of the Society.
- c) The business of the Annual General Meeting shall be:
  - i. To receive and adopt the minutes of the previous Annual General Meeting together with minutes of all Extraordinary General Meetings which may have occurred since the previous Annual General Meeting;
  - ii. To receive and adopt the Annual Report of the present Session prepared by the Executive Committee;
  - iii. To receive and adopt the Financial Report of the present Session prepared by the Financial Secretary;
  - iv. Constitution amendment, if any;
  - v. To elect the Honorary Life Member, if any;
  - vi. To hold the Election Campaign of the Executive Committee of incoming Session;
  - vii. To elect Executive Committee Members of incoming Session;
  - viii. To receive and adopt the Year Plan of incoming Session prepared by incoming Executive Committee;
  - ix. To receive and adopt the Estimated Society Budget of incoming Session prepared by incoming Financial Secretary;
  - x. To appoint the Past Representative of incoming Session;

- xi. To appoint the Honorary Auditor of incoming Session;
- xii. Any other business.
- d) The Annual General Meeting shall not be deemed completed unless all agenda have been completed.

**Article 6 -- EXTRAORDINARY GENERAL MEETING** (*amended in AGM 2017*)

- a) The Extraordinary General Meeting of the Society shall be convened by the General Secretary and the Chairman of the Executive Committee or upon request made in writing to the General Secretary of the Executive Committee and signed by not less than one-tenth of Full Members of the Society and shall be held not later than 2 weeks' time upon request. Any such request shall specify the objects of the proposed meeting and no other matter will be discussed thereafter without the consent of at least two-thirds of the Full Members present at that Extraordinary General Meeting.
- b) Notices and agenda of all Extraordinary General Meetings shall be posted three clear days beforehand. Such notice and agenda shall be sent to each member of the Society.
- c) Notices and agenda of Extraordinary General Meetings for the amendment or revision of the Constitution of the Society shall be posted five clear days beforehand and sent to each member of the Society, intimating specifically the changes proposed.

**Article 7 -- VOTE OF NO-CONFIDENCE** (*amended in AGM 2017*)

A Vote of No-confidence for the infringement of the Constitution, neglect of duties, or unbecoming conduct may be moved against any member of the Executive Committee at the Annual General Meeting or at an Extraordinary General Meeting held specifically for the purpose. A vote so passed by two-thirds majority shall call for the immediate resignation of the person or persons against whom the vote is moved.

**Article 8 -- RETURNING OFFICER** (*amended in AGM 2017*)

A councillor not being member of the Society should be invited as the Returning Officer by the Chairman of the Executive Committee for any General Meeting. The absence of a Returning Officer would make the General Meeting invalid.

## **SECTION V**

### **ELECTION OF SOCIETY EXECUTIVES**

**Article 1 -- NOMINATION**

- a) Nominations for members of Executive Committee shall be opened at least four weeks before the Annual General Meeting and the nominations shall be closed seven days before the Annual General Meeting.
- b) Nominations for election shall only be made on forms provided for the purpose. Each form shall contain the name of one candidate, together with signatures of a proposer and a seconder and the signature of the candidate signifying his consent.
- c) Such forms shall be obtained from and shall be placed in the hands of the Executive Committee.
- d) Names of the candidates shall be posted within 24 hours after the end of the nomination period.

**Article 2 -- VOTING** (*amended in AGM 2017*)

- a) Voting shall be by secret ballot.
- b) 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 has secured a number of votes for him greater than the number of votes against him, and
  - ii. He has secured a number of votes for him not less than 10% of the total Full Members of the Society.

- c) When there are more than one candidate for one post, electors shall indicate on their ballot papers their order of preference for the candidates. Papers 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 votes shall be distributed among the remaining candidate or candidates according to the second preference or preferences indicated on those ballot papers. This process shall be continued until only one candidate is left and he shall be declared elected provided he has secured at the end of the process a number of votes for him not less than 10% of the total Full Membership of the Society.

**Article 3 -- *BY-ELECTION* (amended in November 2010)**

In the event of a vacancy occurring in the Executive Committee, a By-election may be held at an Extraordinary General Meeting convened specifically for this purpose.

**Article 4 -- *DECLARATION OF THE ELECTION RESULTS***

The Results of the Election and By-election shall be posted within 24 hours after the election. Such declaration shall be sent to each member of the Society.

**Article 5 -- *RETURNING OFFICER* (amended in November 2010)**

A councillor not being member of the Society should be invited as the Returning Officer by the Chairman of the Executive Committee for any Election and By-election. The absence of the Returning Officer would make the event invalid.

**Article 6 -- *RE-ELECTION* (amended in AGM 2017)**

In the event of a tie or any contravention of the election procedure occurring at any stage of the election proceedings for a post, the Chairman of the Executive Committee shall order a Re-election for that particular post, within seven days, at an Extraordinary General Meeting convened specifically for this purpose.

## **SECTION VI EXECUTIVE COMMITTEE**

**Article 1 -- *MEMBERSHIP***

- a) Chairman
- b) Internal Vice-Chairman
- c) External Vice-Chairman
- d) General Secretary
- e) Financial Secretary
- f) Academic Secretary
- g) External Secretary
- h) Current Affairs Secretary
- i) Welfare Secretary
- j) Publication Secretary
- k) Publicity Secretary
- l) Social Secretary
- m) Marketing Secretary

## **Article 2 -- FUNCTIONS**

The functions of the Executive Committee shall be:

- a) To formulate the policies of the Society in accordance with its aims;
- b) To carry out the resolutions of the General Meeting.

## **Article 3 -- MEETING**

- a) The Executive Committee Meeting shall be convened by the Chairman from time to time and at any time as he deems fit.
- b) Notice of the Executive Committee Meeting should be in the hands of all Committee Members at least 24 hours beforehand.
- c) A simple majority shall form a quorum at all Executive Committee Meetings.

## **Article 4 -- DUTIES OF INDIVIDUAL MEMBERS** (amended in AGM 2019)

- a) The Chairman shall be the Chief Executive of the Society and the ex-officio Chairman of the Executive Committee. He shall represent the Society in the Council.
- b) The Internal Vice-Chairman shall assist the Chairman in all his duties pertaining to internal affairs in fostering internal coordination of the Society and shall be the ex-officio Chairman of the Executive Committee in the absence of the Chairman. He shall represent the Society in the Council.
- c) The External Vice-Chairman shall assist the Chairman in all his duties pertaining to external affairs and shall be responsible with the Current Affairs Secretary for promoting the interests and participation of members in social issues.
- d) The General Secretary shall assist the Chairman and Vice-Chairmen in all their duties and shall foster the internal coordination within the Executive Committee. He shall be responsible for general correspondence and general administration of the Society, the keeping of a continuous record of all members, the recording of the minutes of all General Meetings and Executive Committee Meetings, and the preparation of the Year Plan and the Annual Report of the Society. He shall be the Honorary Secretary of all General Meetings.
- e) The Financial Secretary shall be responsible for handling the finance of the Society. He shall keep a continuous record of all transactions, and give an official receipt for any payment received, and keep receipt of any payment. He shall prepare an Estimated Society Budget of the Society Income and Expenditure. He shall conclude all financial business, and shall furnish all information required for an Audit, and shall submit a Financial Report at the Annual General Meeting. The Financial Secretary shall be responsible for collecting the Subscription Fee from members of the Society.
- f) The Academic Secretary shall be responsible for organizing academic functions so as to promote the study of ecology and biodiversity within the University. He shall represent members to attend any consultation meetings of the Major/Minor and give opinion whenever it may affect members' academic performance.
- g) The External Secretary shall assist the External Vice-Chairman in all his duties pertaining to external affairs and shall be responsible for external correspondence of the Society.
- h) The Current Affairs Secretary shall be responsible for promoting interests and participation of members in social issues.
- i) The Welfare Secretary shall be responsible for promoting the general welfare of the Society and shall be responsible for the management of the Society welfare facilities and services.
- j) The Publication Secretary shall be responsible for all matters relating to the publication of the Society.
- k) The Publicity Secretary shall be responsible for all matters relating to the publicity of functions and affairs of the Society, and for the promotion of the Society.

- l) The Social Secretary shall be responsible for all matters relating to the social functions and sports functions of the Society.
- m) The Marketing Secretary shall be responsible for all matters relating to the marketing work of the Society.

**Article 5 -- VOTE OF CONFIDENCE** (amended in AGM 2017)

Any Executive Committee Member who ceases to be a Full Member of the Society during his term of office shall continue to hold office till the end of that Session upon a Vote of Confidence being passed to him by two-thirds majority at a General Meeting.

**Article 6 -- RESIGNATION** (amended in AGM 2017)

An Executive Committee Member may, at any time, resign from office as an Executive Committee Member by giving a signed written notice of resignation to the Chairman of the Council. A notice of resignation takes effect only by a motion carried by the two-thirds majority votes at an Extraordinary General Meeting held specifically for the purpose.

**Article 7 -- ACTING EXECUTIVE** (amended in November 2010)

In the event of any vacancy occurring in the post of Executive Committee Member, Acting Executive should be appointed, at a General Meeting, to take up the work. He shall have the same authorities and duties as the respective post, but such authorities and duties are subject to limitations imposed by that General Meeting appointing the acting post.

**Article 8 -- PAST REPRESENTATIVE** (amended in AGM 2017)

The Executive Committee shall appoint a member of the Executive Committee of the previous Session to be the Past Representative. The Past Representative shall act as a resource person to offer advice and guidelines for the Executive Committee on its policy and administration. He shall not have the right to vote at Executive Committee Meetings.

## **SECTION VII FINANCE**

**Article 1 -- FINANCIAL YEAR**

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

**Article 2 -- SUBSCRIPTIONS** (amended in July 2007)

The Subscription Fee for Full Membership or Associate Membership of the Society shall be HK\$20 per year.

**Article 3 -- HONORARY AUDITOR** (amended in AGM 2017)

The Honorary Auditor shall be appointed at the Annual General Meeting of the previous session. He should be a member of the teaching and administrative staff of the Major/Minor, and responsible for auditing all accounts of the Society after the close of the Financial Year and at other times when necessary. All books and accounts of the Society shall be examined and certified as to their correctness or otherwise by the Honorary Auditor.

**Article 4 -- ESTIMATED SOCIETY BUDGET**

The Estimated Society Budget of the Society Income and Expenditure shall be prepared by the Financial Secretary of the Society and adopted at the Annual General Meeting.

**Article 5 -- FINANCIAL REPORT** (amended in November 2010)

The audited Financial Report of the previous Financial Year, which has been adopted at the Annual General Meeting, shall be submitted, within 14 days after the Annual General Meeting, to the Council.

**Article 6 -- ACCOUNTING PROCEDURE** (amended in November 2010)

The banking accounts and all transactions related to that accounts shall be signed jointly

by the Financial Secretary and the Chairman of the Executive Committee.

## **SECTION VIII CONSTITUTION**

### ***Article 1 -- INTERPRETATION***

The interpretation of this Constitution shall rest with General Meetings of the Society.

### ***Article 2 -- AMENDMENT***

The Constitution shall not be amended except by a motion carried at the Annual General Meeting or at any Extraordinary General Meeting convened specifically for this purpose. A notice intimating the proposed amendments shall be posted five clear days beforehand and sent to each member of the Society.