



**The Council By-laws of
the Hong Kong University Students' Union
Cultural Association**

(Amended to 2015-2016 – CM8)

Enactment and Amendment History

Amended in 2011-2012 – ECM3

Amended in 2014-2015 – CM9

Amended in 2015-2016 – CM8



The Council By-laws of the Hong Kong University Students' Union Cultural Association

Section I

Council By-laws

Article 1 Terminology *(Amended in 2015CM8)*

In this Context, unless otherwise requires, the following terms shall have the following meanings:

“the Association”	shall mean the Hong Kong University Students' Union Cultural Association;
“the Union”	shall mean the Hong Kong University Students' Union;
“Cultural Club(s)”	shall mean the student sub-organizations affiliated or partially affiliated to the Union through the Association;
“Cultural Council”	shall mean the Hong Kong University Students' Union Cultural Association Council;
“Cultural Councilor(s)”	shall mean member(s) of Cultural Council;
“Official Observer(s)”	shall mean official observer(s) of Cultural Council; and
“the Executive Committee”	shall mean the executive committee of the Association.

Article 2 Interpretation

The interpretation this By-laws shall rest with Cultural Council.

Article 3 Applicability

These rules will be applicable to all Cultural Councilors, Official Observers, and persons who attend the council meetings. *(Amended in 2014CM9)*

Article 4 Amendments *(Appended in 2015CM8)*

This By-laws shall not be amended except by a motion carried with two-thirds majority at a council meeting. A notice intimating the proposed amendment shall be sent at least five clear days before the meeting.

Section II

Cultural Council

Article 1 Business (*Appended in 2015CM8*)

The business of Cultural Council shall include the followings:

- i) To frame constitution, by-laws, regulations and terms of reference of Cultural Council committees, and to receive and adopt their amendments;
- ii) To hold election for Cultural Council Chairperson, Cultural Council Honorary Secretary, members of the Executive Committee, President of previous session and Past Cultural Council Representatives, and to receive any resignation of them;
- iii) To appoint representatives of the Association in Union Council, and to appoint any acting executives to take up duties of the Association;
- iv) To establish and appoint members of committees of the Association and Cultural Council;
- v) To formulate policies and appoint duties to members of Cultural Council;
- vi) To consider, receive and adopt any proposals, plans, budgets, reports and other documents presented to Cultural Council; and
- vii) To consider any protest, grievance, or alleged infringements of constitutions, by-laws, regulations and all such matters as may be placed before Cultural Council in which the decision of Cultural Council shall be final.

Article 2 Maiden Speech

Every new Councilor shall deliver a speech to the Council at their first Council Meeting pledging their support to Cultural Council and the Association. (*Amended in 2015CM8*)

Article 3 Attendance

- a. Cultural Councilors should sign in and sign out in person with their arrival and departure time on the attendance sheet provided by the Cultural Council Honorary Secretary specifically for that particular council meeting. The rights of Cultural Councilors and Official Observers shall not be endowed in a council meeting until he has signed in on the attendance sheet. (*Amended in 2015CM8*)
- b. All Cultural Councilors and Cultural Clubs shall not attend less than 50% of all the council meetings held during his term of office as a Cultural Councilor.

- c. All Cultural Councilors and Cultural Clubs shall not be absent for three consecutive council meetings. (*Amended in 2015CM8*)
- d. Cultural Councilors forecasting their absence, late arrival or early departure from a council meeting should submit their apology letter in written form before the commencement of the council meeting.
- e. A Cultural Councilor or an Official Observer can send a representative to represent his Cultural Club in attending the council meeting in case of their inability to attend the meeting. The representative must be an executive committee member of that club in the current session. A formal letter should be sent to the Cultural Council Chairperson at least 24 hours before the commencement of the meeting. For emergency council meeting, the letter should be sent 8 hours before. The name and post of representative, as well as the reasons for absence, should be included in the letter. The representative could then enjoy the rights of the excused Cultural Councilor or Official Observer.
- f. In the case of early departure of Cultural Councilors, they should notify Cultural Council in the manner of oral presentation of their reason of departure.
- g. A Cultural Councilor shall also be considered as absent for the council meeting when he attends less than half the duration of that meeting if the meeting lasts for less than 6 hours, or when he attends less than 3 hours of that meeting if the meeting lasts for 6 hours or more.
- h. Cultural Councilors who are late for a council meeting for more than 60 minutes and without prior written notification to the Cultural Council Chairperson shall be considered as absent for that meeting.
- i. Cultural Councilors should inform the Cultural Council Chairperson for any temporary leave which is longer than 15 minutes. (*Amended in 2015CM8*)
- j. Having replacement, late arrival with apology and early departure with prior notification to the Cultural Council Chairperson, provided that there is no contradiction with the terms stated in this article, the Cultural Councilor shall not be counted as absent for the meeting.
- k. Cultural Councilors who failed to inform the Cultural Council Chairperson in the appropriate time shall be considered as absent without notice.

Article 4 The Manner of Absentee

- a. In cases where a Cultural Councilor is regarded as absent without notice, he shall submit an apology letter to Cultural Council at the next council meeting. The councilor shall also explain the reason of absent without notice to Cultural Council in the same meeting.
- b. In cases where a Cultural Club is absent for three consecutive meetings, the Appeal and Disciplinary Committee shall hold a meeting to discuss the penalty to that club. (*Amended in 2015CM8*)
- c. In cases where a Cultural Councilor is absent for three consecutive meetings, the Appeal and Disciplinary Committee shall hold a meeting to discuss the penalty to that councilor. (*Amended in 2015CM8*)
- d. For any discontentment of the advice of the Appeal and Disciplinary Committee, the final discussion shall rest with Cultural Council.
- e. If a Cultural Councilor fails to attend half of the total number of council meetings during his term of office as a councilor, Cultural Council shall move a motion of regret to the councilor.
- f. If a Cultural Club fails to be represented for half of the total number of council meetings in a council session, Cultural Council shall move a motion of regret to the club.
- g. The Constitution Review Committee, and the Appeal and Disciplinary Committee of Cultural Council shall review the conduct of Cultural Clubs and Cultural Councilors in regard to their attendance in Cultural Council. In regards of the Constitution Review Committee, the conduct shall be taken as a consideration of the affiliation of the club.
- h. If a motion of regret against any Cultural Club or Cultural Councilor passes in Cultural Council, the motion shall be announced to all members of the corresponding club with explanation of the matters. A report shall be submitted to Cultural Council afterwards. (*Amended in 2015CM8*)
- i. Cultural Council shall move a motion of no confidence to the Cultural Club should the club fails to fulfil any terms being laid in Article II(4) of this By-laws. As a result, the Constitution Review Committee shall review the affiliation status of the club through the Association.

Section III

Official Documents *(Appended in 2015CM8)*

Article 1 Official Documents

- a. The Annual Report, Year Plan, Financial Budget and Membership List of all Cultural Clubs shall follow the format being laid in this By-laws. *(Appended in 2015CM8)*

Article 2 Annual Report

- a. The Annual Report of Cultural Clubs must consist of two parts, namely the Functional Report and the Financial Report.
- b. The executive committee of the previous session shall be responsible to elaborate the Annual Report during the discussion of their Annual Report. If there is any ambivalence in their report, Cultural Council should refuse the adoption of the report.
- c. The Functional Report must be approved by the Chairperson of the Cultural Club of that session. The following items must be included in the Functional Report:
 - i) The aims being laid down in the Constitution of the Cultural Club;
 - ii) The objectives being laid down in the Year Plan of the Cultural Club of that session (if any);
 - iii) The number of members (only members who are full members of Union would be counted);
 - iv) About each function:
 - i. The exact date and duration of the function;
 - ii. The venue;
 - iii. The time;
 - iv. The target;
 - v. The number of participants (specified the number of participated executive members, ordinary members and non-members);
 - vi. The fee; *(Amended in 2015CM8)*
 - vii. Profitable or not; *(Amended in 2015CM8)*
 - viii. Content of the function; *(Amended in 2015CM8)*
 - ix. The evaluation;
 - ii) About each publication:
 - i. The date of distribution;
 - ii. The target;
 - iii. The quantity of publication;
 - iv. *(Repealed in 2015 CM8)*;
 - v. Content of the publication; *(Amended in 2015CM8)*
 - vi. The evaluation;

- iii) Signatures of the Chairperson and the executive committee member who has drafted the report; and
 - iv) The Society stamp.
- d. The Financial Report must be prepared by the financial secretary and approved by the chairperson of the Cultural Club of that session. The Financial Reports shall follow the format being laid down in the Financial Regulation of the Association and be in accordance with the recommendation of the Finance Committee. *(Amended in 2015CM8)*

Article 3 Year Plan

The Year Plan must be approved by the Chairperson of the Cultural Club of that session. The following items must be included in the Functional Report:

- i) The aims being laid down in the Constitution of the Cultural Club;
- ii) The objectives being laid down in the Year Plan of the Cultural Club of that session (if any);
- iii) The number of members (only members who are full members of Union would be counted);
- iv) About each function:
 - i. The proposed date of the function;
 - ii. The venue;
 - iii. The target;
 - iv. The expected number of participants;
 - v. The fee; *(Amended in 2015CM8)*
 - vi. Profitable or not; *(Amended in 2015CM8)*
 - vii. Content of the function; *(Amended in 2015CM8)*
- v) About each publication:
 - i. The proposed date of distribution;
 - ii. The target;
 - iii. The quantity of publication;
 - iv. *(Repealed in 2015CM8)*;
- vi) Signatures of the chairperson and the executive committee member who has drafted the report; and
- vii) The Society stamp.

Article 4 Membership List (*Appended in 2015CM8*)

- a. All full members of the Cultural Club shall be listed and numbered according to alphabetical order of each member's name in the Membership List.
- b. When other members that are not full members are included in the Membership List, they should be listed in a different section from the full member list, and their member types shall be stated.
- c. The following items must be included in the Membership List:
 - i) The session of that particular membership term (until a specified date);
 - ii) The total number of full members;
 - iii) About each full member:
 - i. The name;
 - ii. The university number;
 - iii. The faculty;
 - iv. The year of study;
 - v. Contact phone number;
 - vi. Email; and
 - iv) The Society stamp.
- d. The Membership List can be kept by the Association for at most two sessions.

Section IV**Appendix** *(Appended in 2014CM9)*

ACAR	The Animation and Comics Association Representative
ARTR	Art Club Representative
BCR	Bridge Club Representative
CALR	The Calligraphic Society Representative
CBCR	Chess and Boardgames Club Representative
CC	Council Chairperson
COR	Chinese Orchestra Representative
DANR	Dancing Club Representative
DEBR	Debating Society Representative
DRAR	Drama Society Representative
EVP	External Vice President
FS	Financial Secretary
FSR	Film Society Representative
GS	General Secretary
HS	Honorary Secretary
IVP	Internal Vice President
MAGR	The Magic Club Representative
MUSR	Music Club Representative
P	President
PP	Past President
PPS1	Publicity and Publications Secretary 1
PPS2	Publicity and Publications Secretary 2
PR1	Past Representative 1
PR2	Past Representative 2
PR3	Past Representative 3
PS1	Programme Secretary 1
PS2	Programme Secretary 2
PSR	Photographic Society Representative
UCR	Union Choir Representative
UPOR	Union Philharmonic Orchestra Representative
YLAAR	Youth Literary Awards Association Representative

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