



**The Constitution of
the Hong Kong University Students' Union
Cultural Association**

(Amended in 2018-2019 – CM5)

Enactment and Amendment History

Enacted in 2005

Amended in 2012-2013 – CM1

Amended in 2014-2015 – CM10

Amended in 2015-2016 – ECM4

Amended in 2018-2019 – CM5



The Constitution of the Hong Kong University Students' Union Cultural Association

Section I

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;
“Union Council”	shall mean the Hong Kong University Students' Union Council;
“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;
“Union Councilor(s)”	shall mean councilor(s) of Union Council;
“the Executive Committee”	shall mean the executive committee of the Association
“AGM”	shall mean Annual General Meeting; and
“EGM”	shall mean Extraordinary General Meeting.
“Clear Day”	shall mean a whole day excluding the day of issue and the day of event

Section II

Article 1 Name

The name of the Association shall be “The Hong Kong University Students’ Union Cultural Association” (中文名稱：香港大學學生會文化聯會), abbreviated as “CA, HKUSU”.

(Amended in 2015ECM4)

Article 2 Membership

All clubs affiliated to the Union promoting arts (including the literary, performing, visual and film arts) and intellectual games shall form the Association.

Article 3 Authority

The highest authority of the Association shall be the Cultural Council.

Article 4 Aims

The aims of the Association shall be:

- i) To promote cultural activities in the Union;
- ii) To encourage arts (including the literary, performing, visual and film arts) and intellectual games among members of the Union and the general public;
- iii) To raise standard of cultural activities among students; and
- iv) To represent the interests of Cultural Clubs or Societies in the Union and act as a bridge between the Union and the Cultural Clubs or Societies.

Article 5 Session

The session of the Association shall commence once every year with the commencement of the first council meeting held within 23rd to 31st March, and shall terminate with the moment preceding the commencement of the first council meeting of the next session. *(Amended in 2015ECM4)*

Section III

The Hong Kong University Students' Union Cultural Association Council

(Amended in 2015ECM4)

Article 1 Name

The name of the organization formed under this section shall be “The Hong Kong University Students’ Union Cultural Association Council” (中文名稱：香港大學學生會文化聯會評議會), abbreviated as “Cultural Council”. *(Introduced in 2018 CM5)*

Article 2 Functions

The functions of Cultural Council shall be:

- i) To represent Cultural Clubs in such matters as affecting their interests;
- ii) To promote mutual understanding and to provide a recognized means of communication among the Executive Committee and Cultural Clubs; and
- iii) To supervise the Executive Committee and Cultural Clubs so as to prevent them from acting contrary to this Constitution.

Article 3 Session

The session of Cultural Council shall commence and terminate as the session of the Association.

Article 4 Composition

- a. The following shall be the members of Cultural Council:
 - i) Cultural Council Chairperson;
 - ii) Cultural Council Honorary Secretary;
 - iii) Chairperson of each fully affiliated Cultural Club;
 - iv) All members of the Executive Committee;
 - v) President of the Previous Session; and
 - vi) Three Past Cultural Council Representatives.
- b. The following shall be the official observers of Cultural Council:
 - i) Chairperson of each partially affiliated Cultural Club; and
 - ii) All appointed acting executives.
- c. Each Cultural Councilor shall have only one representation in Cultural Council. In case a councilor has other representation in Cultural Council concurrently, he/she shall resign from the

other representation in Cultural Council and his/her representation be substituted.

Article 5 Cultural Council Chairperson

- a. The Cultural Council Chairperson shall take the chairmanship at all meetings of Cultural Council.
- b. The term of office of Cultural Council Chairperson shall commence upon election and terminate when a new chairperson is elected in the first council meeting of the next session; otherwise, it shall terminate upon the closing of the first council meeting of the next session.
- c. In the absence of the Cultural Council Chairperson, a Cultural Councilor shall be appointed by Cultural Council to take the chairmanship for that council meeting.

Article 6 Cultural Council Honorary Secretary

- a. The term of office of Cultural Council Honorary Secretary shall commence upon election and terminate when a new secretary is elected in the first council meeting of the next session; otherwise, it shall terminate upon the closing of the first council meeting of the next session.
- b. The Cultural Council Honorary Secretary shall take and prepare all minutes of all council meetings, shall keep all records of Cultural Council, and shall be in-charge of the elections.
- c. The Cultural Council Honorary Secretary shall have speaking right only as an information provider.
- d. In case of the absence of the Cultural Council Honorary Secretary, a Cultural Councilor shall be appointed by the Cultural Council as the secretary for that particular council meeting and shall be responsible in taking and preparing the minutes of that meeting, but such councilor shall not lose his/her original voting right.

Article 7 Chairpersons of Cultural Clubs

- a. The chairperson (or equivalent) of each Cultural Club is a Cultural Councilor ex-officio. The term of office of a club's chairperson as a Cultural Councilor shall commence and terminate as his/her term of office as the chairperson of the club.
- b. The chairperson of each Cultural Club shall represent the interest of the club in Cultural Council.
- c. The chairperson of each fully affiliated Cultural Club shall have the rights to speak, to move and second motions, and to vote. The chairperson of each partially affiliated Cultural Club shall have the right to speak only.

Article 8 Executive Committee

- a. The term of office of an Executive Committee shall commence upon election and terminate when a new candidate of the corresponding post is elected in the next session; otherwise, it shall terminate upon the closing of the first council meeting.
- b. All members of the Executive Committee shall have the rights to speak, to move and second motions, but shall not vote.

Article 9 President of the Previous Session

- a. "President of the Previous Session" shall mean the President holding office for the full previous session.
- b. The President of the previous session shall continue to be a Cultural Councilor in the current session of Cultural Council and have the rights to speak, to move and second motions only, unless a contrary decision was made by Cultural Council with a two-thirds majority in the first council meeting.
- c. The President would not be "President of the Previous Session" only by virtue of holding office at the end of the previous session unless he/she satisfies Article 9(a) or permitted by the Cultural Council upon a vote of confidence by two-thirds majority.

Article 10 Past Cultural Council Representatives

- a. The term of office of Past Cultural Council Representatives shall commence upon election and terminate when new representatives are elected in the first council meeting of the next session; otherwise, it shall terminate upon the closing of the first council meeting of the next session.
- b. The Past Cultural Council Representatives shall have the rights to speak, to move and second motions, but shall not vote..

Article 11 Vote of Confidence

Cultural Council Chairperson, Cultural Council Honorary Secretary, members of the Executive Committee, Presidents of previous session and Past Cultural Council Representatives who cease to be a Full Member of the Union during his/her term of office in a session may continue to hold office till the end of that session upon a vote of confidence being passed to him by two-thirds majority in Cultural Council.

Article 12 Resignation

Cultural Council Chairperson, Cultural Council Honorary Secretary, members of the Executive Committee, President of previous session and Past Cultural Council Representatives shall resign only with a motion carried by two-thirds majority in Cultural Council.

Article 13 Vote of No-Confidence

A vote of no-confidence for infringement of the Constitution, negligence of duties, or unbecoming conduct, may be moved against Cultural Council Chairperson, Cultural Council Honorary Secretary, members of the Executive Committee, President of previous session and Past Cultural Council Representatives at an emergency council meeting held specifically for the purpose. The member concerned shall be terminated from his/her office once the motion is passed with two-thirds majority.

Article 14 Council Meetings

- a. Cultural Council shall meet at least once every session.
- b. Council meetings shall be convened by the Cultural Council Chairperson, or at the request of the President of the Association, or at the request of any member of Cultural Council seconded by one-fifth of Cultural Councilors.
- c. At any council meeting no less than 50% of the voting members of the Cultural Council shall form a quorum (including the Cultural Council Chairperson).
- d. Unless the Cultural Council shall decide otherwise, all council meetings shall be opened for all members of the Union to attend. Members so attending shall be permitted to speak only with the approval of the Cultural Council and shall not vote.
- e. Notices of all council meetings and the agenda thereof shall be posted five clear days beforehand. Such notices and agenda shall be sent to all Cultural Councilors.
- f. Emergency council meetings shall be convened by the Cultural Council Chairperson, or at the request of the President of the Association, or at the request of any member of Cultural Council seconded by one-fifth of Cultural Councilors. Notices of such meetings and agenda thereof shall be posted 24 hours beforehand. Such notices and agenda shall be sent to all Cultural Councilors.

Article 15 The First Council Meeting

- a. The first council meeting shall be convened by the Cultural Council Chairperson of the previous session. After the commencement of the meeting, a new Cultural Council Chairperson and a new Cultural Council Honorary Secretary shall be immediately elected and shall respectively take the chairmanship and minutes of the meeting.
- b. All Cultural Councilors of the previous session shall have speaking right only at the first council meeting.
- c. The business of the first council meeting shall include the following:
 - i) To elect the Cultural Council Chairperson;
 - ii) To elect the Cultural Council Honorary Secretary;
 - iii) To receive and adopt Annual Reports of the Executive Committee and Past Cultural Council Representatives;
 - iv) To receive and adopt the Financial Report prepared by the Executive Committee;
 - v) To receive and adopt Annual Reports of the standing committees of Cultural Council;
 - vi) To elect members of the Executive Committee;
 - vii) To formulate the policy of the coming session;
 - viii) To elect three Past Cultural Council Representatives; and
 - ix) To appoint representatives of the Association to represent the interest of Cultural Clubs in Union Council.
 - x) To appoint the non-executive Cultural Councilors into the Appeal and Disciplinary Committee

Section IV

Article 1 Membership

The following shall be the members of the Executive Committee:

- i) President (1 post);
- ii) Internal Vice President (*Amended in 2014CM10*) (1 post);
- iii) External Vice President (*Amended in 2014CM10*) (1 post);
- iv) General Secretary (1 post);
- v) Financial Secretary (1 post);
- vi) Programme Secretary(ies) (1 or 2 post(s)); and
- vii) Publicity and Publications Secretary(ies) (1 or 2 post(s)).

Article 2 Function

The function of the Executive Committee shall be:

- i) To formulate the policies of the Association in accordance with its aims;
- ii) To carry out the resolutions of the Cultural Council Meetings;
- iii) To represent the interests of the Association and Cultural Clubs in the Union Council; (*Introduced in 2018 CM5*)
- iv) To maintain day-to-day administration of the Association.

Article 3 Responsibility and Accountability

The Executive Committee shall be responsible and accountable to the Cultural Council for all its actions.

Article 4 Duties of Individual Members

- a. The President shall:
 - i) Be the chief executive of the Association;
 - ii) Be the chairperson of the Executive Committee;
 - iii) Represent the Association in the Union Council, the executive committee of the Union, and the Constitution Review Committee of the Union Council; and
 - iv) Co-ordinate Cultural Clubs.

- b. The Internal Vice President shall: *(Amended in 2014CM10)*
 - i) Assist the President in all his/her internal duties; and
 - ii) Be the acting President when the President is absent from office.
- c. The External Vice President shall: *(Amended in 2014CM10)*
 - i) Assist the President in all his/her external duties; and
 - ii) Be responsible for public and social relations of the Association.
- d. The General Secretary shall:
 - i) Conduct the general correspondence of the Association; and
 - ii) Take and prepare minutes of all meetings of the Executive Committee.
- e. The Financial Secretary shall:
 - i) Be responsible for all financial matters of the Association;
 - ii) Be the chairperson of the Finance Committee of Cultural Council;
 - iii) Represent the Association in the Finance Committee of the Union; and
 - iv) Scrutinize all receipts submitted by all Cultural Clubs to the Financial Secretary of the Union.
- f. The Programme Secretary(ies) shall:
 - i) Co-ordinate the activities of all Cultural Clubs;
 - ii) Be responsible for all functions in the Association; and
 - iii) Be the chairperson of the Programme Committee of Cultural Council.
 - iv) *(Repealed in 2015ECM4)*
- g. Publicity and Publications Secretary(ies) shall:
 - i) Be responsible for promotion of the Association; and
 - ii) Prepare any publicity and publication works of the Association.

Article 5 Acting Executives *(Appended in 2015ECM4)*

In the event of any vacancy occurring in any post of the Executive Committee, the Cultural Council may appoint acting executive(s) to take up the work, who shall have the same authorities and duties as the respective posts, but such authorities and duties are subject to limitations imposed by Cultural Council.

Section V

Article 1 **Annual Election** *(Amended in 2015ECM4)*

- a. The Annual Election for the posts of Cultural Council Chairperson, Cultural Council Honorary Secretary, all members of the Executive Committee as stipulated in Article 1, Section IV of this Constitution, and three Past Cultural Council Representatives shall be held at the first council meeting.
- b. A returning officer from the Union Council, upon appointment by the Chairperson of the Union Council, shall be invited to the first council meeting of Cultural Council as an official observer.

Article 2 **Nominations**

- a. Notice of open nomination for the posts being elected in the Annual Election shall be posted at least two weeks before the first council meeting. The nomination shall be closed forty-eight hours before the commencement of the first council meeting. *(Amended in 2015ECM4)*
- b. *(Repealed in 2015ECM4)*
- c. *(Repealed in 2015ECM4)*
- d. Nomination for election shall only be made on forms provided for the purpose. Each form shall contain the name of the candidate together with signatures of a proposer, a seconder and the signature of the candidate signifying his/her consent, duly signed by the Cultural Council Honorary Secretary, certifying the date of receipt.
- e. *(Repealed in 2015ECM4)*
- f. The proposers and the seconders of all posts shall be members of the first council meeting where the Annual Election is held.
- g. The list of nominees shall be sent to all Cultural Councilors within 24 hours after the closing of the nomination.

Article 3 Eligibility of Candidates *(Appended in 2015ECM4)*

- a. Only Full Members of the Union are eligible to be nominated.
- b. Only Cultural Councilors of the previous session are eligible for the posts of the Cultural Council Chairperson and Past Cultural Council Representatives.
- c. Except with the permission of Cultural Council, only previous executive committee members of the Association or Cultural Clubs, are eligible for the post of the President.
- d. Office-bearers of Cultural Clubs are not eligible for any posts of the Executive Committee.

Article 4 Method of Voting

- a. When there is only one candidate for the post, those attending Cultural Councilors with voting rights shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes casted is for the candidate *(Amended in 2014CM10)*
- b. When there are two candidates for one post, a straight ballot shall be held. In the event of a tie a re-election shall be held.
- c. When there are more than two candidates for one post, the attending Cultural Councilors, who have the voting rights, shall indicate on their ballot sheets their preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the pool on the count shall be declared to have lost, and his/her votes shall be distributed among the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he/she is declared elected.
(Amended in 2014CM10)

Article 5 By-election

An emergency council meeting shall be held in case there is a vacancy for any post in the Executive Committee and the Cultural Council deems it necessary. Nomination and election procedures shall be in accordance with Articles 2 and 3 of Section V of this Constitution, except that the notice of open nominations shall be posted at least two weeks before the emergency council meeting where the by-election is held, and a returning officer shall be invited to the emergency council meeting where the by-election is held.

Section VI

Article 1 Standing Committees

All members of standing committees, except Appeal and Disciplinary Committee, shall be appointed in the second council meeting of a session and their term of office shall terminate with Cultural Council. In case of any vacancy in the standing committee, the member shall be appointed in the subsequent meeting. A simple majority shall form the quorum of all standing committees.

Article 2 Constitution Review Committee

- a. The following shall be the members of Constitution Review Committee:
 - i) The Cultural Council Chairperson as the ex-officio chairperson;
 - ii) The Cultural Council Honorary Secretary as the ex-officio secretary, enjoying speaking rights only; *(Appended in 2015ECM4)*
 - iii) The President of the Association;
 - iv) Two chairpersons of fully affiliated Cultural Clubs; and *(Amended in 2014CM10)*
 - v) One non-executive Cultural Councilor. *(Appended in 2014CM10)*
- b. The quorum of Constitution Review Committee shall include at least one chairperson of a fully affiliated Cultural Club. *(Introduced in 2018 CM5)*
- c. The functions of Constitution Review Committee shall be:
 - i) To keep a regular review of the structure and organization of the Association, the affiliated Cultural Clubs, Cultural Council and its committees, and to make necessary recommendation to the Cultural Council;
 - ii) To review the Constitution, By-laws and terms of reference of Council Committees of the Association; *(Amended in 2018 CM5)*
 - iii) To review all constitution amendments of Cultural Clubs; *(Amended in 2015ECM4)*
 - iv) To advise Cultural Council on all matters related to constitution; *(Amended in 2015ECM4)*
 - v) To advise Cultural Council on all matters concerning the affiliation and disaffiliation of Cultural Clubs; and
 - vi) To convene, and assist the Cultural Council Chairperson in conducting, extraordinary general meeting of directly affiliated Cultural Clubs if *(Appended in 2018 CM5)*
 - i. it is unable to convene extraordinary general meeting by itself; and
 - ii. this committee receives requisition from
 1. a certain percentage, as stated in the constitution concerned, of its full member, or

2. a quarter of the quorum of General Meeting, as stated in the constitution concerned;
and
- iii. this committee deems it is appropriate to convene such extraordinary general meeting

Article 3 Finance Committee

- a. The following shall be the members of Finance Committee:
 - i) The Financial Secretary of the Association as the ex-officio chairperson;
 - ii) The General Secretary of the Association as the ex-officio secretary, enjoying speaking rights only; (*Appended in 2015ECM4*)
 - iii) The President of the Association;
 - iv) Two chairpersons of fully affiliated Cultural Clubs; (*Amended in 2014CM10*)
 - v) Three executive committee members of fully affiliated Cultural Clubs; and (*Appended in 2014CM10*)
 - vi) The programme secretary(ies) shall be invited to sit as official observer at the committee meetings. On accepting the invitation, they shall have no voting right. (*Introduced in 2018 CM5*)

(No more than one executive committee member from each cultural club shall be appointed.)
(*Appended in 2014CM10*)
- b. The functions of Finance Committee shall be:
 - i) To serve as an advisory body to Cultural Council on all financial matters;
 - ii) To present to Cultural Council the Annual Budget Estimates of the Association;
 - iii) To supervise the expenditures of Cultural Clubs; and
 - iv) To review the Financial Regulation of the Association.

Article 4 Programme Committee

- a. The following shall be the members of Programme Committee:
 - i) The Programme Secretary of the Association as the ex-officio chairperson, in case there are two Programme Secretaries, Cultural Council shall appoint either one as the chairperson of the programme committee;
 - ii) The General Secretary of the Association as the ex-officio secretary, enjoying speaking rights only; (*Appended in 2015ECM4*)
 - iii) One member of the executive committee of the Association; (*Amended in 2014CM10*)
 - iv) The President of the Association; (*Introduced in 2018 CM5*)

- v) Two non-executive Cultural Councilors; and
- vi) Three executive committee members of fully affiliated Cultural Clubs. *(Amended in 2014CM10)*

(No more than one executive committee member from each cultural club shall be appointed.)
(Appended in 2014CM10)

- b. The functions of Programme Committee shall be: *(Amended in 2015ECM4)*
 - i) To serve as an advisory body to Cultural Council on all programs;
 - ii) To review the functions and publications of the Association; and
 - iii) To review the member-base of all Cultural Clubs.

Article 5 Appeal and Disciplinary Committee

- a. The following shall be the members of Appeal and Disciplinary Committee
 - i) The Cultural Council Chairperson as the ex-officio chairperson;
 - ii) The Cultural Council Honorary Secretary as the ex-officio secretary, enjoying speaking rights only;
 - iii) One Past Cultural Council Representative;
 - iv) Two chairpersons of fully affiliated Cultural Clubs; *(Amended in 2014CM10)*
 - v) One members of the Executive Committee; and *(Amended in 2018 CM5)*
 - vi) The President of the Association.
- b. The quorum of the committee shall include the two chairpersons of fully affiliated Cultural Clubs. *(Introduced in 2018 CM5)*
- c. The appointment system of the two chairpersons of fully affiliated Cultural Clubs shall be the following:
 - i) Lots shall be drawn in the first council meeting of a new session to appoint the two chairpersons of fully affiliated Cultural Clubs into the Appeal and Disciplinary Committee;
 - ii) A ranking order of units each comprising two chairpersons of fully affiliated Cultural Clubs shall be construed after the lots drawing procedure;
 - iii) Each pair of chairpersons of fully affiliated Cultural Clubs shall be appointed by the Cultural Council Chairperson, in face of a rising disciplinary issue;
 - iv) The appointment of the pair of chairpersons of fully affiliated Cultural Clubs shall be made according to the ranking order on a rotation basis; and
 - v) In case of conflict of interest or when one of the next appointed chairperson of fully affiliated

Cultural Club becomes the subject of scrutiny, the appointment of chairpersons of fully affiliated Cultural Clubs shall automatically shift to the next pair according to the ranking order.

- d. The functions of the Appeal and Disciplinary Committee shall be:
 - i) To discuss and give advice to Cultural Council on all disciplinary matters concerning Cultural Clubs, the Executive Committee, Cultural Councilors and Official Observers of Cultural Council; (*Amended in 2014CM10*)
 - ii) To send letter of warning to Cultural Clubs or Societies which have violated the constitution, by-laws, internal regulations of the Association or other governing documents of the Union;
 - iii) To look into complaints on the activities of Cultural Clubs and functioning of the Executive Committee;
 - iv) To look in to issues that obstruct the smooth running of the Association; and
 - v) To submit an annual report on all disciplinary issues to Cultural Council.

- e. Procedures for Appeal:
 - i) The Appeal and Disciplinary Committee shall only handle a case directed to the Cultural Council Chairperson in writing within three working days after the match with the appeal fee of \$100, which will be returned if the appeal is successful. If the appeal is defeated, such appeal fee will be transferred to the account of the stationery of the Association.
 - ii) The Appeal and Disciplinary Committee shall meet within the period of 2 to 5 days after receiving the letter of the appeals.
 - iii) Written notice of meeting shall be sent to all members, appellant respondents and other persons deemed necessary by the chairperson at least 24 hours before the meeting.
 - iv) No penalty shall be imposed upon any accused person/team before the Appeal and Disciplinary Committee had decided otherwise.
 - v) The Committee shall present a full report of the penalties imposed and the decision made on the appeals to Cultural Council.

- f. The penalties imposed by and decision made by the Appeal and Disciplinary Committee shall be final, unless the contrary decision is adopted in Cultural Council.

Article 6 Attendance (*Appended in 2018 CM5*)

- a. All members of standing committees shall not attend less than 50% of all the council meetings held

during his/her term of office.

- b. Members of standing committees forecasting their absence, late arrival or early departure from a committee meeting should submit their apology letter in written form before the commencement of the committee meeting.

Article 7 The Manner of Absentee (*Appended in 2018 CM5*)

- a. In cases where a member of standing committee is regarded as absent without notice, he shall submit an apology letter to committee at the next committee meeting. The member shall also explain the reason of absence without notice to the committee in the same meeting.

If a member of standing committee fails to attend half of the total number of committee meetings during his/her term of office, a motion of regret shall be cast to him/her.

Section VII

Article 1 Title

- a. All clubs promoting arts (including the literary, performing, visual and film arts) and intellectual games shall be eligible to apply for affiliation to the Union through the Association.
- b. All Cultural Clubs shall be affiliated to the Union, and shall observe the rules and standing orders of the Union.
- c. Affiliated Cultural Clubs must state explicitly in titles such as in the letterheads, their affiliation to the Union, in both English and Chinese, with the initials “HKUSU” in English and “香港大學學生會” in Chinese.

Article 2 Members of Cultural Clubs

- a. Full members of Cultural Clubs shall be Full Members of the Union who have duly registered and paid the membership fee of the club. *(Amended in 2014CM10)*
- b. The membership of a Cultural Club shall be open to all Union members. A Cultural Club may refuse membership to a Union member only with the approval of Cultural Council.
- c. Only Full Members of the Union may register as full members of a Cultural Club. Full members of a Cultural Club, apart from enjoying the services/welfare provided by the club, shall have the following rights: *(Amended in 2014CM10)*
 - i) To nominate or to be nominated in an election in all general meetings;
 - ii) To attend all general meetings with full speaking right; and
 - iii) To propose, to second motions and to vote in all general meetings, unless he/she is the chairperson of the general meeting.
- d. All members of a Cultural Club shall abide by the rules and the constitution of the Club.
- e. The membership term of all Cultural Clubs shall begin from the date of registration and end at the upcoming day of 31st July. The membership fee of Cultural Clubs shall be approved by Cultural Council annually with the recommendation of Finance Committee.

- f. Cultural Council shall have the power to approve certain Cultural Clubs to exempt their full members from membership fee. This should be with recommendation of Constitution Review Committee after considering the followings:
 - i) Aims and nature of the Cultural Club;
 - ii) Financial status; and
 - iii) Others.

Article 3 Affiliation

- a. Any forty Full Members of the Union desirous of forming a Cultural Club may apply for affiliation to Cultural Council, subject to subsequent approval by Union Council. Cultural Council shall give recommendation on the matter. *(Amended in 2015ECM4)*
- b. A Cultural Club shall be permitted to apply for full affiliation to the Union after a partial affiliation for a period of not less than two years through the Association. Cultural Council shall have power to approve or to disapprove such application, but the final decision shall rest with Union Council. *(Amended in 2015ECM4)*
- c. When applying for partial affiliation, a proposed Cultural Club shall submit to Cultural Council copies of its proposed constitution together with the signatures of at least forty Full Members of the Union. A general meeting with the presence of a returning officer from Cultural Council shall be convened afterwards and with the quorum of at least 20 Full Members of the Union, who have signed their names. The following agenda should be discussed: *(Amended in 2015ECM4)*
 - i) To receive and adopt the constitution of the Cultural Club; shall
 - ii) To elect the up-coming executive committee.
- d. Cultural Council shall consider the activities of each affiliated Cultural Club once during each session. If Cultural Council considers the activities unsatisfactory, it shall have the power to recommend the disaffiliation or degradation of the club to Union Council. *(Amended in 2015ECM4)*
- e. All fully affiliated Cultural Clubs shall have not less than sixty fully registered members.
- f. *(Repealed in 2015ECM4)*

Article 4 General Meetings

- a. All Cultural Clubs shall inform all its full members of the arrangements including the date, time, venue and the agenda of the general meeting in written form at least seven clear days before the meeting. *(Amended in 2015ECM4)*
- b. A copy of the written notice of the arrangements including the date, time, venue, the agenda and the returning officer shall be submitted to the Executive Committee and Cultural Council Chairperson at least seven clear days before the commencement of the general meeting concerned.
- c. The following business shall be included in the agenda of an AGM:
 - i) To receive and adopt the agenda;
 - ii) To receive and adopt the minutes of the previous AGM and EGM (if any);
 - iii) To receive and adopt the Annual Functional Report;
 - iv) To receive and adopt the Annual Financial Report;
 - v) To elect the executive committee of the next session;
 - vi) To receive and adopt the Year Plan and Financial Budget;
 - vii) To authorize the newly elected chairperson (or equivalent) and financial secretary (or equivalent) to be in charge of the official bank account of the Cultural Club jointly; and
 - viii) Any other business.
- d. Cultural Councilors or Union Councilors will be eligible for being a returning officer upon invitation by the Cultural Council Chairperson. The returning officer of a general meeting shall fill in a designated Returning Officer Record including the quorum sheet and send back to the Cultural Council Honorary Secretary within 14 clear days after the end of the general meeting. Any general meeting without the presence of a returning officer shall be considered invalid.
- e. The responsibilities of the returning officer shall be:
 - i) To report the alleged infringement of relevant constitutions, regulations and the standing orders of the Union;
 - ii) To assist in the execution of relevant constitutions, regulations and the standing orders of the Union;
 - iii) To be a disinterested, independent observer of the general meeting; and
 - iv) To collect all distributed materials in the general meeting and submit the materials to the Cultural Council Honorary Secretary.
- f. A returning officer shall not be the member of the Cultural Club holding the general meeting and shall not vote.

- g. All Cultural Clubs shall submit a draft of minutes to the General Secretary within 30 clear days after the end of the general meeting.
- h. For any general meeting of a Cultural Club, 7% of its members or at least twenty full members of the Cultural Club, whichever the more, shall form a quorum.
- i. Only full members of the Cultural Club shall vote in the general meeting of the club. Each full member is entitled to one vote only.
- j. Except with the permission of Cultural Council, AGM of a Cultural Club shall be held within the period starting from 1st January to 15th March. *(Amended 2015ECM4)*
- k. Any general meeting convened not in accordance with the above rules shall be declared invalid, with all the resolutions in the meeting void.

Article 5 Nomination, Election, Vacancy and vote of no-confidence

- a. Office-bearers shall be elected in a general meeting. Only full members shall have the rights to nominate or be nominated in the election.
- b. Nomination of the office-bearers shall be opened to all full members of the Cultural Club at least seven clear days before the general meeting and closed 72 hours before the general meeting.
- c. In case of any vacancies in the executive committee, the vacancies may be filled at an EGM called for that purpose by the chairperson of the club if the vacancy is not the post of the chairperson. In case of vacancy of the chairperson, a member of Constitution Review Committee shall take the chairmanship of the EGM.
- d. *(Repealed in 2015ECM4)*
- e. Election for all individual posts must be conducted separately.
- f. When there is only one candidate for the post, the attending full members of the Cultural Club shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes is cast for the candidate.
- g. Results of election and by-election, and any resignation or vacancy shall be publicized to all full members of the Cultural Club and reported to Cultural Council. The result reported to Cultural Council shall include the name, post and corresponding UID of each elected or resigning office-bearer. *(Amended in 2015ECM4)*

- h. When there are more than two candidates for one post, electors shall indicate on their ballot sheets their order of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the poll on the count shall be declared to have lost, and his/her votes shall be distributed among the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he/she is declared elected.
- i. Any resignation in the executive committee of a Cultural Club shall be received in the general meeting of the club. A resignation motion shall only be received when:
 - i) The proposer is the resigning executive committee member; or
 - ii) The motion is received with an resignation letter with the signature of the resigning executive committee member.
- j. A vote of no-confidence for infringement of the constitution, negligence of duties, or unbecoming conduct, may be moved against an office bearer of a Cultural Club at a general meeting in which the discussion of the vote of no-confidence is one agendum. The person concerned shall be terminated from his/her office once the motion is passed. If the vote of no-confidence is moved against the chairperson of the club, a member of Constitution Review Committee is authorized to take the chairmanship of the general meeting in the relevant agendum.
- k. The list of nominees shall be sent to all full members of the Cultural Club within 24 hours after the closing of the nomination. (*Appended in 2015ECM4*)
- l. Any executive committee member of a Cultural Club who ceases to be a full member of the Union during his/her term of office in a session shall hold office until the end of that session only upon a vote of confidence being passed to him/her with a two-thirds majority in the General Meeting.

Article 6 Constitution Amendments

- a. The amendment of the constitution shall be passed with a two-thirds majority in a general meeting. Detailed proposal or amendment shall be publicized in the notice of general meeting at least seven clear days before the event.
- b. The proposed constitution amendment shall be submitted to Constitution Review Committee of the Association for consultation at least two months before the general meeting.

Article 7 General

- a. A Cultural Club shall be governed by an executive committee which comprises no less than four members.
- b. The control of material assets of any Cultural Club shall rest in its current committee, and shall rest in the Union on the disaffiliation of the club.
- c. A Cultural Club shall keep the following records:
 - i) Membership lists and forms (*Amended in 2014CM10*);
 - ii) An account book;
 - iii) Minutes book in which minutes of all general meetings shall be entered;
 - iv) A record of all functions held by the club; and
 - v) Stock lists (*Amended in 2014CM10*).
- d. Affiliation of any Cultural Club to the Union shall entail acceptance of, and compliance with the constitution and rules of the Union and the Association.

Section VIII

Article 1 Amendment

This Constitution 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 seven clear days before the meeting. The Constitution amendment shall take effect the day after the meeting where the motion is carried, unless otherwise specified in the motion. *(Amended in 2015ECM4)*

Article 2 Interpretation

The interpretation of this Constitution shall rest with Cultural Council.

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