

Youth Literary Awards Association, HKUSU Constitution

香港大學學生會青年文學獎協會
憲章

(last revised in 2014-2015 EGM1)

Section 1 General

1.1 31st January 2015 [2014 - 2015 EGM1] Amended

1.2 The name of the association is "Youth Literary Awards Association, Hong Kong University Students' Union" (香港大學學生會青年文學獎協會), abbreviated as "YLAA, HKUSU". Hereafter, referred as "YLAA".

1.2 The aims of YLAA are:

- To promote literature;
- To increase the interest of literature among HKU students;
- To provide a platform for students and writers to interact;
- To promote Youth Literature Awards Competition; and
- To encourage students to involve more in the writing competitions

Section 2 Membership

2.1 There is one type of membership:

- Full Membership;

2.2 Requirements of Membership

- Full Membership:

Only Union Full Members may register as Full Members of YLAA on payment of annual subscription fee.

2.3 Rights of Members

Full Members of YLAA, apart from enjoying the services / welfares provides by YLAA, shall have the following rights:

- To nominate or to be nominated in an election in all General Meetings;
- To attend all General Meetings with full speaking right; and
- To propose, to second motions and to vote in all General Meetings

2.4 Term of Membership

- The membership term of the Club shall commence once registered and terminate on

31st July of the coming year.

- The membership fees of YLAA shall be approved by Cultural Association Council, HKUSU annually.

Section 3 Executive Committee

3.1 Session of Executive Committee

9 The session of Executive Committee shall commence once elected at Annual General Meeting or Extraordinary General Meeting and terminated at the next Annual General Meeting.

3.2 The executive committee consists of the following members:

- 1 Chairperson;

- 1 Internal Vice-Chairperson;
- 1 External Vice-Chairperson;
- 1 Financial Secretary;
- 1 - 2 General Secretary(ies);(Amended in 2014-2015 EGM1)
- 1 - 2 Welfare Secretary(ies); (Amended in 2014-2015 EGM1)
- 1 - 2 Publication Secretary(ies); (Amended in 2014-2015 EGM1)
- 1 Public Relations Secretary;
- 1 Administrative Secretary(Amended in 2014-2015 EGM1)

3.3 The duties of executive committee members are:

- Chairperson
 - Supervises all functions and activities
 - Presides over all the executive committee meetings
- Internal Vice-Chairperson
 - Assists Chairperson for internal affairs
 - Be the acting Chairperson in the absence of Chairperson
 - Enhances relationship and coordination among executive committee members
- External Vice-Chairperson
 - Assists Chairperson for external affairs
 - Be responsible for external communication
- Financial Secretary
 - Be responsible for financial issues
 - Drafts annual budget
 - Be responsible for annual financial report
- General Secretary(ies)
 - Takes minutes at meetings
 - Be responsible for general administrative duties
 - Be responsible for annual report
- Welfare Secretary(ies)
 - Be responsible for welfare
 - To assist external chairperson on external communications
- Publication Secretary(ies)
 - Be responsible for general publications
- Public Relations Secretary
 - To assist External Vice Chairperson on external communications
- Administrative Secretary(Amended in 2014-2015 EGM1)
 - To promote the writing competition held by the YLAA
 - To update information about literature to all Hong Kong University students in the Facebook page

3.4 Seven percent (7%) of or twenty (20) Full Members of YLAA shall form a quorum for executive committee meetings.

3.5 The executive committee members are elected during General Meeting (s).

3.6 Open nomination for new executive committee shall be held at least seven days before the Annual General Meeting.

3.7 Vacancies in the executive committee shall be filled at Extraordinary General Meeting called by the current executive committee members.

3.8 A session of the executive committee must include the Chairperson, the Internal Vice-Chairperson and the External Vice-Chairperson.

Section 4 General Meeting

4.1 Date of Annual General Meeting:

The Annual General Meeting of YLAA shall be held between the 1st of January and the second week of March.

4.2 Issues in Annual General Meeting

9 The following business must be included in the agenda of the Annual General

Meeting:

- i. To receive and adopt the agenda
- ii. To receive and adopt the minutes of the previous Annual General Meeting and

Extraordinary General Meeting(s)(if any)

- iii. To receive and adopt the Annual Functional Report
- iv. To receive and adopt the Annual Financial Report
- v. Election of Executive Committee of the next session
- vi. To receive 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
- viii. Any other business

4.3 Quorum of General Meeting

Seven percent (7%) of or twenty (20) Full Members of the Cultural Clubs, whichever the more, shall form a quorum of all General Meeting.

4.4 Call for an Extraordinary General Meeting:

An Extraordinary General Meeting shall be held upon the request of the Executive Committee, or the written request of five percent (5%) of or fifteen (15) Full Members of the YLAA, whichever the more.

4.5 Vote in General Meeting:

- 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 cast is for the candidate.
- 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.
- there are more than two candidates for one post the attending Full Members of the Cultural Club shall indicate on their ballot sheets theirs of 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 according 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.

Section 5 Constitution

5.1 The interpretation of the Constitution shall rest with the Executive Committee of

YLA.

5.2 The amendment of the Constitution shall be passed with a two-thirds majority in a General Meeting. Proposal or amendment (with clauses in detail) shall be publicized at least seven clear days before the meeting.