

**Constitution of Art Club**  
**Hong Kong University Students' Union**  
(last revised in 2014-2015 EGM1)

**Section I Interpretation**

Term	Meaning
“the Club”	“Art Club Hong Kong University Students' Union”
“the Union”	“Hong Kong University Students' Union”
“the University”	“The University of Hong Kong ”
“the Cultural Council”	“Hong Kong University Students' Union Cultural Association Council”
“Executive Committee”	“Executive Committee of the Club”
“General Meeting”	“General Meeting of the Club”
“Executive Committee Meeting”	“Executive Committee Meeting of the Club”
“Constitution”	“Constitution of the Club”

**Section II General**

**Article 1 Name**

The name of the Club shall be ‘Art Club Hong Kong University Students' Union’ (‘香港大學學生會美術學會’).

**Article 2 Aims**

The aims of the Club shall be:

- a. To initiate, encourage and promote interest in art among members of the University.
- b. To further the appreciation and enjoyment of art in general.
- c. To cultivate the knowledge and skill in this aesthetic field.

**Article 3 Membership**

- a. The membership of the Club shall consist of full members and associated members.
  - i) All full members of the Club shall be the full member of the Union, on payment of the subscription as stated in Article 4 Section II.
  - ii) All associated members of the Club shall be either graduates of the University not eligible for full membership of the Club or all academic staff, on payment of the subscription as stated in Article 4 Section II.
- b. All members of the Club shall have the following rights:
  - i) To be entitled to use the all facilities provided by the Club under the supervision of the Executive Committee;
  - ii) To attend all functions of the Club; and
  - iii) To attend all General Meetings and must have speaking right.
- c. All full members of the Club shall have the following rights:
  - i) To nominate and 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.
- d. The membership term of the Club shall begin from 1<sup>st</sup> August and end on 31st July of the coming year.

**Article 4 Subscription**

The subscription of the Club shall be approved by the Cultural Council annually.

### **Section III Executive Committee**

#### **Article 1 Membership**

The executive committee consists of the following members:

- a. 1 Chairperson
- b. 1 Internal Vice-Chairperson
- c. 1 External Vice-Chairperson
- d. 1 General Secretary
- e. 1 Financial Secretary
- f. (Repealed in 2014-2015 EGM1)
- f. 1-2 Programme Secretary(ies) (Amended in 2014-2015 EGM1)
- g. 1-2 Publication Secretary(ies) (Amended in 2014-2015 EGM1)
- h. 1-2 Promotion Secretary(ies) (Appended in 2014-2015 EGM1)
- i. (Repealed in 2014-2015 EGM1)
- i. 1-2 Property Secretary(ies) (Appended in 2014-2015 EGM1)
- j. 1 Welfare Secretary (Appended in 2014-2015 EGM1)
- k. 1 Social Secretary (Appended in 2014-2015 EGM1)

#### **Article 2 Function**

The Executive Committee shall direct and execute all affairs on behalf of the Club.

#### **Article 3 Duties of Individual Members**

- a. The Chairperson shall
  - i) be the chief executive of the Club;
  - ii) be the President of all General Meetings and Executive Committee Meetings of the Club; and
  - iii) represent the Club in the Cultural Council.
- b. The Internal Vice-Chairperson shall
  - i) assist the President in all his/ her duties relating to internal affairs of the Club; and
  - ii) discharge all the duties of the President in his absence.
- c. The External Vice-Chairperson shall
  - i) assist the President in all his/ her duties relating to external affairs of the Club.
- d. The General Secretary shall
  - i) be the Secretary of all General Meetings and Executive Committee Meetings of the Club;
  - ii) prepare the Annual Report of the Club; and
  - iii) be the general administrator of the Club.
- e. The Financial Secretary shall
  - i) be responsible for all matters relating to the finance of the Club; and
  - ii) prepare the Financial Budget and Report of the Club.
- f. The Programme Secretary(ies) shall (Amended in 2014-2015 EGM1)
  - i) be responsible for all matters relating to the arrangement of programmes of the Club.
- f. (Repealed in 2014-2015 EGM1)
- g. The Publication Secretary(ies) shall
  - i) be responsible for all matters relating to the publications of the Club.
- h. (Repealed in 2014-2015 EGM1)
- h. The Promotion Secretary(ies) shall (Appended in 2014-2015 EGM1)
  - i) be responsible for all matters relating to promotions of the Club.
- i. The Property Secretary (ies) shall (Appended in 2014-2015 EGM1)

- i) be responsible for all matters relating to properties of the Club.
- j. The Welfare Secretary shall (Appended in 2014-2015 EGM1)
  - i) be responsible for all matters relating to welfares of the Club.
- k. The Social Secretary shall (Appended in 2014-2015 EGM1)
  - i) be responsible for all social matters relating to the Club.

#### Article 4 Session

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.

#### Article 5 Resignation and Regret

Any member of the Executive Committee shall only resign or be regretted by a motion passed with a two-thirds majority in a General Meeting.

### **Section IV Nomination, Election and Vacancy**

#### Article 1 Annual Election

The Executive Committee shall be elected in the Annual General Meeting and held before or on the second week of March.

#### Article 2 Nominations (Amended in 2014-2015 EGM1)

- a. Nominations for the posts in Article 1 Section III, Chairperson, Internal Vice-Chairperson, External Vice-Chairperson, General Secretary, Financial Secretary, Programme Secretary, Publication Secretary, Promotion Secretary, Property Secretary, Welfare Secretary and Social Secretary of the Executive Committee shall be open for public 14 days before and closed 7 days before the day of the Annual General Meeting.
- b. Nomination for any post shall be submitted to the Club's General Secretary in written format.

#### Article 3 Method of Voting

- a. When there is only one candidate for the post, the present full members of the 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.
- 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. Where there are more than two candidates for one post, the present full members of the 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.
- d. Any vote without a majority shall count on the Chairperson of the General Meeting for final decision.

#### Article 4 Method of Filling Vacancies of the Executive Committee

- a. Should any post except the Chairperson of the Executive Committee be vacant, the Executive Committee shall nominate one appropriate member of the Club for a single post. All full members can nominate and be nominated. The nominee shall be deemed to be elected if no written objection to the Club's Chairperson arises from any member of the Club within 7 days after posting such nomination; otherwise the nominee shall be elected in a General Meeting with simple majority.

- b. Shall Chairperson be vacant, the Internal Vice-Chairperson shall be the acting Chairperson.

## **Section V      General Meetings**

### **Article 1      General**

- a. All vote in General Meetings shall possess the highest authority of the Club.
- b. The Annual General Meeting shall be convened by the Club's Chairperson and held from the first week of January to the third week of March.
- c. Notice of General Meeting shall be posted at least 7 clear days while Extraordinary General Meeting shall be posted at least 3 clear days in advance on centralized notice board.
- d. Seven percent (7%) of or twenty (20) full members of the Club, whichever the more, shall form the quorum of all General Meeting.
- e. 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 Club, whichever the more.
- f. A Returning Officer from the Cultural Council, HKUSU Council shall present in a General Meeting. He/ she shall not be the member of the Club and shall not have the right to propose, to second motions and to vote.
- g. Any full member shall have the right to vote and to be entitled to one vote only.

### **Article 2      Business**

The following business shall be included in the agenda of the Annual General Meeting:

- a. To receive and adopt the agenda;
- b. To receive and adopt the minutes of the previous Annual General Meeting and Extraordinary General Meeting(s)(if any);
- c. To receive and adopt the Annual Functional Report;
- d. To receive and adopt the Annual Financial Report;
- e. Election of Executive Committee of the next session;
- f. To receive the Year Plan and Financial Budget;
- g. To authorize the newly elected President (or equivalent) and Financial Secretary (or equivalent) to be in charge of the official bank account of the (Cultural Club) jointly; and
- h. Any other business.

## **Section VI      Constitution**

### **Article 1      Interpretation**

The interpretation of the Constitution shall rest with the Executive Committee of the Club.

### **Article 2      Amendment**

- a. The amendment of the Constitution shall be passed with a two-thirds majority in a General Meeting. Detailed proposal and amendments shall be publicized in the notice of General Meeting seven clear days before the event.
- b. The proposal shall be submitted to the Constitution Review Committee for consultation at least two month before the General Meeting.