



***Student Social Service Society,
The Hong Kong University of Science
& Technology Students' Union***

THE CONSTITUTION

(Last Amended on 21st September 2010)



SECTION 1 DEFINITION

- a. The Constitution must be read as a whole & chapter bears cross reference to each other.
- b. “The Constitution” hereafter refers to the Constitution of the Student Social Service Society, the Hong Kong University of Science and Technology Students’ Union.
- c. “**The Society**” refers to the Student Social Service Society, the Hong Kong University of Science and Technology Students’ Union.
- d. “Members” unless otherwise stated, refers to the Full Members and the Associate Members of **the Society**.
- e. “General Meeting” refers to the Annual General Meeting and/or Extra-ordinary General Meeting of **the Society**.
- f. “Executive Committee” unless otherwise stated, refers to the Executive Committee of **the Society**.



SECTION 2 GENERAL

a. **Name**

The name of the organization shall be the “Student Social Service Society, HKUSTSU” or in short, “SSSS, HKUSTSU” in English, hereafter referred to as “**the Society**”, and 香港科技大學學生會社會服務團 in Chinese.

b. **Structure**

The structure of **the Society** shall consist of:

- (i) the General Meetings;
- (ii) the Executive Committee.

c. **Aims**

The aims of **the Society** shall be:

- (i) to serve the unfortunates of the society;
- (ii) to arouse the social consciousness of the university community towards society;
- (iii) to promote the importance of social service.

d. **Session**

The session of **the Society** shall commence at the conclusion of the Annual General Meeting until the conclusion of the successive Annual General Meeting.

e. **Address**

The address of **the Society** shall be:
Student Social Service Society, HKUSTSU
Mail Box No. 11,
Student Center,
HKUST,
Clear Water Bay,
Kowloon, Hong Kong.

f. **Official Languages**

The official languages of **the Society** shall be Chinese and English. In case of discrepancies, the English version shall be referred to.

g. **Affiliation**

The Society is granted the affiliation to the Hong Kong University of Science and Technology Students’ Union.



SECTION 3 MEMBERSHIPS

- a. All students who are Full Members of HKUSTSU are eligible to be Full Members of **the Society**, while only other students and staff of HKUST are eligible to be Associate Members of **the Society**.
- b. **Rights of Full Members**
 - (i) To attend all General Meetings of **the Society**;
 - (ii) To speak and vote at all General Meetings;
 - (iii) To stand for election;
 - (iv) To nominate a candidate for election, and to vote at the election;
 - (v) To use the property and facilities under the control of **the Society**;
 - (vi) To participate in all functions and activities organized by **the Society**.
- c. **Rights of Associate Members**
 - (i) To attend all General Meetings of **the Society**;
 - (ii) To speak at all General Meetings;
 - (iii) To use the property and facilities under the control of **the Society**
 - (iv) To participate in all functions and activities organized by **the Society**.
- d. **Obligations**

All Full Members and Associate Members shall:

 - (i) pay the corresponding membership subscription fees, as determined by the Executive Committee of the current session;
 - (ii) abide by the Constitution;
 - (iii) not act in any manner detrimental to the interest and welfare of **the Society**.
- e. **Membership system**
 - (i) All prospective members shall indicate their choice for one-year membership, two-year membership, three-year membership or four-year membership at the stage of their enrollment.
 - (ii) The membership session shall start at the beginning of Fall Semester and end at the beginning of successive Fall Semester.
 - (iii) All Full and Associate Memberships shall cease upon expiry of the corresponding subscription period.
 - (iv) The disapproval of enrollment and renewal of membership shall be resolved by the General Meeting.
- f. Application of membership shall be suspended upon the end of the Fall Semester until the conclusion of the Annual General Meeting of the current session.



SECTION 4 ADVISERS

The Executive Committee may invite, with the consent of the General Meeting, any person who is experienced in the field of service to be advisers of **the Society**. The terms of the office of advisers shall be one year and shall coincide with the session of **the Society**.

SECTION 5 THE GENERAL MEETING

- a. The authority of the General Meeting shall be supreme in all affairs of **the Society**.
- b. The Chairperson of the current Executive Committee shall be the Chairperson of all General Meetings. In his/her absence, the Internal Vice-Chairperson shall preside as the Chair. In the absence of both, the External Vice-Chairperson shall chair the meeting. In the absence of all, an Executive Committee member elected by the attendees of the General Meeting shall preside. If no Executive Committee member is elected, the meeting shall be postponed.
- c. The Internal Secretary or in his/her absence the External Secretary of Executive Committee shall be the Secretary of the General Meeting. In the absence of all, an Executive Committee member elected by the attendees of the General Meeting shall be responsible for the secretarial work of the General Meeting.
- d. A notice of the General Meeting specifying the date, time and place together with the agenda shall be issued to all members no less than 7 days prior to the meeting.
- e.
 - (i) The quorum of a General Meeting shall be one-tenth or 40 Full Members whichever the one with larger number of the members.
 - (ii) If the quorum of these meetings cannot be attained within one hour, the meetings shall be adjourned and reconvened within seven days. The adjourned meeting shall proceed irrespective of the number of members present.
 - (iii) The above statement must be quoted in notifying the members about the adjourned meeting.
- f. Motions in the General Meeting shall be resolved on the basis of simple majority except for the dissolution of **the Society**.
- g. The Annual General Meeting shall be convened within 6 weeks of the Spring Semester.



- h. The business of the Annual General Meeting shall be:
 - (i) to read the agenda of the Annual General Meeting;
 - (ii) to settle complaints, if any, against the Election Board; and to officially announce the results of the Annual Election accordingly;
 - (iii) to read and adopt the minutes of the previous Annual General Meeting;
 - (iv) to receive the annual report of the outgoing Executive Committee;
 - (v) to receive the annual financial report of the outgoing Executive Committee;
 - (vi) to consider and if thought fit to approve the annual work plan of the new Executive Committee;
 - (vii) to consider and if thought fit to approve the annual budget of the new Executive Committee;
 - (viii) to announce the handover of the Executive Committee to the next session.
- i. No Any Other Business (A.O.B.) other than those matters listed in the agenda can be discussed in the Annual General Meeting.
- j. An Extraordinary General Meeting may be convened:
 - (i) by a resolution of the Executive Committee; or
 - (ii) by the Executive Committee no more than 14 days on receiving a written requisition signed by no less than 20 Full Members of **the Society**.
- k.
 - (i) The Extraordinary General Meeting shall deal with specific topics as determined by necessity.
 - (ii) A notice of the resolutions of the Extraordinary General Meeting shall be issued to all members within 7 days after the conclusion of the meeting.
- l.
 - (i) The quorum of an Extraordinary General Meeting for the dissolution of the Society shall be three-quarters of the Full Members.
 - (ii) If the quorum of the Extraordinary General Meeting cannot be mustered within half an hour, the meeting shall be adjourned at any time.
 - (iii) If the quorum of the adjourned Extraordinary General Meeting cannot be mustered within an hour, the meeting shall be canceled.



SECTION 6 THE ANNUAL ELECTION

a. Polling

- (i) Polling shall be held within 10 clear working days before the Annual General Meeting.
- (ii) A notice of the Polling specifying the date, time and place together with the information of the nominated cabinet shall be issued to all members no less than 7 days prior to the Polling.
- (iii) Voting of the Executive Committee shall be held in straight secret ballots in the Polling.
- (iv) Voting of the annual work plan and annual budget shall be decided on a show of hands in the Annual General Meeting.

b. Candidates

Every candidate must be a Full Member of **the Society**. All elected candidates must be present in person at the Annual General Meeting, unless otherwise approved by the current session of the Executive Committee.

c. Election System

The Executive Committee shall be elected in the form of a cabinet.

d. Nominations

- (i) Nomination period shall be started at least 7 days after the formation of the Election Board of **the Society**.
- (ii) Nominations for posts in the Executive Committee of **the Society** must be handed in to the Election Board of **the Society** in prescribed form no less than 14 clear days before the polling begins.
- (iii) A cabinet shall not be qualified of nominations if it has more than three posts vacant. The three permissible vacancies shall only be filled by any three of the four General Executive Committee Members.
- (iv) An annual work plan and an annual budget must be submitted to the Election Board of **the Society** together with the nominations.
- (v) The Election Board shall post a list of all nominations no less than five clear days before the polling begins.
- (vi) In case there is no nomination received, the Annual General Meeting shall resolve the matter.



e. **Voting**

A cabinet shall be declared elected if:

- (i) in case of one cabinet,
 - (1) the total number of votes for the cabinet is not less than 20% of the total Full Membership of **the Society**;
 - (2) the total number of votes “for” is greater than the total number of votes “against” the cabinet.
- (ii) in case of two or more cabinets,
 - (1) the total number of votes for the cabinets is not less than 20% of the total Full Membership of **the Society**;
 - (2) the cabinet has the highest number of votes.
- (iii) in case there is no cabinet elected, the Annual General Meeting shall resolve the matter.

f. Results of the Annual Election shall be effective upon the official announcement by the Chairperson of the Annual General Meeting.

g. **Election Board**

- (i) The Executive Committee shall be responsible for the formation of the Election Board before Week 11 of the Fall Semester, which shall handle all matters concerning the election.
- (ii) The composition of the Election Board shall be determined by the Executive Committee; and shall consist of Executive Committee Members of the current session and any other Full Members of **the Society** exclusively.
- (iii) All members of the Election Board shall not be nominating or nominated in the Annual Election.
- (iv) The Election Board shall introduce a maximum amount of expenses allowed for each cabinet.
- (v) Any complaint concerning the election shall be directed to the Election Board before the official conclusion of the ballot counting. The resolution of the Election Board shall be final.
- (vi) Complaint against the Election Board shall only be made in writing to the Executive Committee of **the Society** no later than 24 hours prior to the official commencement of the Annual General Meeting.
- (vii) All complaints against the Election Board shall only be considered and settled in General Meetings.



SECTION 7 THE EXECUTIVE COMMITTEE

a. Authority

The Executive Committee which shall be the executive body of **the Society** unless otherwise ruled by the General Meeting shall have the authority:

- (i) to represent all members of **the Society** on matters concerning **the Society**;
- (ii) to carry out functions so as to implement the objectives of the Constitution and the resolution of the General Meetings;
- (iii) to appoint any sub-committee.

b. Composition

The Executive Committee shall be responsible for the General Meeting for all its undertakings.

The Executive Committee shall be formed by the Full Members of **the Society** only. The members of the Executive Committee which shall be elected in the Annual Election for terms coincident with the Group session, shall be:

- (i) the Chairperson
- (ii) the Internal Vice-Chairperson
- (iii) the External Vice-Chairperson
- (iv) the Internal Secretary
- (v) the External Secretary
- (vi) the Financial Secretary
- (vii) the Promotion Secretary
- (viii) the Marketing Secretary
- (ix) the Publication Secretary
- (x) the Human Resources Secretary
- (xi) four General Executive Committee Members

The Chairperson, the Internal Vice-Chairperson, the External Vice-Chairperson and the Financial Secretary shall not hold any other positions in the Executive Committee.

c. Duties of the Committee Members

- (i) The Chairperson shall be the chief executive of **the Society** and represent the Executive Committee and **the Society** in affairs whenever the Executive Committee and/or **the Society** are concerned and shall be responsible for administration of **the Society**.
- (ii) The Internal Vice-Chairperson shall assist the Chairperson in all his/her duties pertaining to internal affairs in fostering internal co-operation of **the Society** and shall supersede the Chairperson when he/she is away from his/her office.
- (iii) The External Vice-Chairperson shall assist the Chairperson in all his/her duties pertaining to external affairs in promoting the liaison between **the Society** and other sub-organization of the Students' Union, post secondary colleges, social service bodies and the general public and shall supersede the Internal Vice-Chairperson when he/she is away from his/her office.
- (iv) The Internal Secretary shall assist Internal Vice-Chairperson in carrying out



his/her duties and be responsible for all internal secretarial works.

- (v) The External Secretary shall assist the External Vice-Chairperson in carrying out his/her duties and be responsible for all external secretarial works.
- (vi) The Financial Secretary shall draft the annual budget, keep a true account of all financial transactions of **the Society** and present the annual financial report at the Annual General Meeting and shall be responsible for all financial matters of **the Society**.
- (vii) The Promotion Secretary shall be responsible for all matters concerning the promotion of **the Society** and assist in the promotion work of the programmes organized by **the Society** including all art works.
- (viii) The Marketing Secretary shall be responsible for seeking financial and/or material sponsorship from the university organizations and other external organizations of any kinds, to assist the Chairperson in negotiation with potential sponsors and to give hand to individual projects on marketing affairs.
- (ix) The Publication Secretary shall be responsible for all editorial works of the publication of any kind issues by **the Society**.
- (x) The Human Resources Secretary shall be responsible for the recruitment of members of **the Society** and organizing all orientation programmes and members gatherings, and the control of human resources of **the Society** in all projects organized by **the Society** and to work co-operatively with Promotion Secretary for the recruitment of sufficient helpers in all programmes.
- (xi) The four General Executive Committee members shall assist the coordinatory and general administration work of **the Society**, direct the smooth running of the programmes and/or be Project-in-charge of individual projects to lead the independent work of the sub-committees. Specific title(s) can be assigned to the four General Executive Committee Members by the nominated cabinet whenever necessary

d. **Vacation of Office**

Any Executive Committee member may be removed from office:

- (i) by a vote of no-confidence passed by a two-thirds majority at a Executive Committee Meeting; or
- (ii) by resolution of Extraordinary General Meeting convened upon the written requisition of no less than 20 Full Members.

Any Executive Committee member may at any time resign from office by giving written notice to the Executive Committee and the Executive Committee shall then consider the resignation in Executive Committee Meeting as a specific agendum and to approve, if thought fit, the resignation by simply majority.

Vacancy of any posts of the Executive Committee can only be filled by appointment made in General Meetings. A notice shall be issued to all members in case of any changes of the office-bearer(s).



e. **Sub-committee**

The Sub-committee shall be formed by the members of **the Society** only, upon the resolution of the Executive Committee, to be responsible for the designation and administration of individual project. The Project-in-charge of the Sub-committee shall be one of the Executive Committee members, which shall report the progress of the Sub-committee to the Executive Committee. The Sub-committee shall:

- (i) work independently as a group to be responsible for individual project;
- (ii) design and manage the programmes to be held in the project;
- (iii) seek for advice and/or assistance from Executive Committee whenever necessary;
- (iv) be responsible to the Executive Committee.

The composition of the Sub-committee shall be decided by the Executive Committee or the Sub-committee itself for fulfilling the work requirement of individual project, yet the resolution of the Executive Committee shall be final.

The Executive Committee Meeting reserves the right to dissolve the Sub-committee at any time if thought fit.

f. **Executive Committee Meeting**

The Executive Committee Meeting shall be convened by the Chairperson of the Executive Committee to deal with the general executive and administrative work of **the Society**. Executive Committee members shall report the progress of their work in the meeting where appropriate. Executive Committee Meeting shall be held at least once a month and the quorum of an Executive Committee Meeting shall be half of the number of Executive Committee members.



SECTION 8 FINANCE

- a. The financial year of **the Society** shall coincide with the session of **the Society**.
- b. **Subscription**
All Full and Associate Members shall pay the corresponding membership subscription fees, as determined by the Executive Committee of the current session; at his/her enrolment.
- c. **The Society** shall not apply or accept any loans other than those offered by the Hong Kong University of Science and Technology Students' Union and the Student Affairs Office of the Hong Kong University of Science and Technology.

SECTION 9 AMENDMENT AND INTERPRETATION OF THE CONSTITUTION

- a. The Constitution shall not be amended except by a motion carried out at the General meeting as a specific agendum. The amendments shall be proposed by the Executive Committee only.
- b. A notice of the proposed amendments of the Constitution made by the Executive Committee, together with the agenda of the General Meeting, shall be issued to all members no less than 7 days prior to the meeting.
- c. The Constitution may be amended only by a two-thirds majority of Full Members present and voting at the General Meeting.
- d. The interpretation of the Constitution shall rest with the Executive Committee of the session during the periods between General Meetings.

SECTION 10 DISSOLUTION

- a. The dissolution of **the Society** shall only be passed by a resolution made in a General Meeting with a three-quarters majority.
- b. **The Society** shall automatically be dissolved if no Executive Committee is elected into office for two consecutive sessions.



SECTION 11 BY-LAWS

By-laws shall be set up and amended by the Executive Committee to supplement the Constitution for the efficient running of **the Society**. The power of the by-laws shall not over-ride that of the Constitution.

~~~ END OF CONSTITUTION ~~~