



## **CONSTITUTION OF THE BUSINESS STUDENTS' UNION, HKUSTSU**

### **Section I: General**

#### **Article 1: Name**

The full name of the union shall be "The Business Students' Union, Hong Kong University of Science and Technology Students' Union" (香港科技大學學生會商學院學生會), hereinafter referred to as "the Union".

#### **Article 2: Objectives**

- A. To encourage Business and Management studies and its application in the field, particularly those in Hong Kong;
- B. To facilitate understanding and general welfare among members of the Union;
- C. To secure complete organization and unity within the Union;
- D. To enhance good relationship between the staff and the students;
- E. To develop good relations with other clubs and societies in academic, social and cultural aspects;
- F. To promote the image of the Union, hence enabling a better understanding of our business students;
- G. To coordinate the affiliated associations.

#### **Article 3: Authority**

The Union shall be the sole student organization with authority to represent the students of the School of Business and Management, HKUST.

#### **Article 4: Official Language**

The official languages are English and Chinese and they should enjoy equal status. In case of discrepancy, unless otherwise stated, the English version shall be referred to.

#### **Article 5: Session**

The session of the Union shall be commenced immediately after the Annual General Meeting and be terminated immediately after the next Annual General Meeting.

#### **Article 6: Affiliation**

The Union is affiliated to the Hong Kong University of Science and Technology Students' Union.



## **Section II: Membership**

### **Article 1: Honorary Membership**

- A. The President, the Vice-President(s), the Honorary Vice-President(s), the External Reviewing Accountant(s) shall be invited by the Executive Committee as Honorary Members.
- B. All ex-office bearers of the Union who have graduated shall be invited by the Executive Committee as Honorary Members.

### **Article 2: Full Membership**

- A. All undergraduate students currently registered in the School of Business and Management taking full time courses or studying business related majors, i.e. BSc in Environmental Management and Technology, BSc in Risk Management and Business Intelligence, BSc in Mathematics and Economics, Dual Degree Programs of the School of Business and Management in the Hong Kong University of Science and Technology and have been entitled to full membership of the Hong Kong University of Science and Technology Students' Union shall be entitled to full membership of the Union. The membership will last for the whole course on payment of a subscription as stipulated at the most recent General Meeting.
- B. All postgraduate students currently registered in the School of Business and Management taking full time courses in the Hong Kong University of Science and Technology and have been entitled to full membership of the Hong Kong University of Science and Technology Students' Union shall be entitled to full membership of the Union. The membership will last for the whole course on payment of a subscription as stipulated at the most recent General Meeting.

### **Article 3: General Membership**

- A. All undergraduate students currently registered in the School of Business and Management taking full time courses or studying business related majors, i.e. BSc in Environmental Management and Technology, BSc in Risk Management and Business Intelligence, BSc in Mathematics and Economics, Dual Degree Programs of the School of Business and Management in the Hong Kong University of Science and Technology shall be entitled to general membership of the Union. The membership will last for the whole course on payment of a subscription as stipulated at the most recent General Meeting.
- B. All postgraduate students currently registered in the School of Business and Management taking full time courses in the Hong Kong University of Science and Technology shall be entitled to general membership of the Union. The membership will last for the whole course on payment of a subscription as stipulated at the most recent General Meeting.



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### **Article 4: Associate Membership**

- A. All members of the staff, all full time students of the Hong Kong University of Science and Technology, all undergraduate and postgraduate students currently registered in the School of Business and Management taking part-time courses and all past graduates of the School of Business and Management of the Hong Kong University of Science and Technology shall be eligible for associate membership on an annual basis on payment of the associate membership fee as stipulated at the most recent General Meeting.
- B. Any person not being eligible for membership of the Union under any of the above articles may be entitled to associate membership under the prior approval of the Executive Committee of the Union and on a payment of the annual membership fee as stipulated at the most recent General Meeting.

### **Article 5: Transformation of Membership**

- A. All general members who have been entitled to full membership of the Hong Kong University of Science and Technology Students' Union at the current school year shall be entitled to full membership of the Union.
- B. All full members in the previous school year, who is not entitled to full membership of the Hong Kong University of Science and Technology Students' Union at the current school year shall be entitled to general membership.

### **Article 6: Amendment of Membership Fee**

Only the Executive Committee of the Union has the right to propose the new fee. A notice of at least seven clear days beforehand shall be given for the proposed new fee. It is validated when passed at the General Meeting.

## **Section III: Privileges**

### **Article 1:**

All members of the Union shall be entitled to use the facilities provided by the Union.

### **Article 2:**

All full members of the Union shall have the right to vote, to nominate and to be nominated for election, and be eligible of office in the Executive Committee of the Union.



## **Section IV: Organization**

### **Article 1: Executive Committee**

#### **A. Structure**

- i. There shall be an Executive Committee (hereinafter referred to as 'the Committee') which shall be composed of fifteen Office-bearers:
  1. Chairperson
  2. Internal Vice-Chairperson
  3. External Vice-Chairperson
  4. Internal Secretary
  5. External Secretary
  6. Financial Secretary
  7. Academic Secretary
  8. Promotion and Publicity Secretary
  9. Public Relations Secretary
  10. Sports and Recreation Secretary
  11. Publication Secretary
  12. Marketing Officer
  13. Information Systems Secretary
  14. Welfare Secretary
  15. Current Business Affairs Secretary
- ii. An Executive Committee shall be composed of at least 10 office-bearers including the Chairperson, the Vice-Chairpersons, the Internal Secretary and the Financial Secretary.

#### **B. Authority and Responsibility**

##### **i. Authority**

The Executive Committee shall be the executive body of the Union, unless otherwise ruled by the General Meeting, and shall have the power to:

- a. Represent the Union in all matters concerning the Union.
- b. Carry out functions as to implement the objectives of the Constitution and the policies laid down by the General Meetings for the general interests of the members of the Union.
- c. Make all regulations and exercise all like authorities which shall be necessary and proper for carrying into execution the authorities vested by the Constitution.
- d. The Chairperson, the Vice-Chairperson(s), and the Financial Secretary shall not hold any other positions of the Union.

##### **ii. Responsibility**

The Committee shall be responsible for the General Meetings and for all the undertakings of the Committee or Sub-committee.



**C. Duties of Officials**

- i. The Chairperson shall be the chief executive, shall delegate the Union in all affairs, and shall preside over all meetings of the Union.
- ii. The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs, and shall act as ex-officio Chairperson of the Executive Committee in the absence of the Chairperson.
- iii. The External Vice-Chairperson shall assist the Chairperson in all external affairs.
- iv. The Internal Secretary shall be responsible for internal executive duties, keeping the membership roll of the Union, and the preparation of agenda and minutes of the Executive Committee Meeting(s) and General Meeting(s).
- v. The External Secretary shall be responsible for the correspondence of the Union and external executive duties.
- vi. The Financial Secretary shall be responsible for all financial matters of the Union.
- vii. The Academic Secretary shall be responsible for the academic activities of the Union.
- viii. The Promotion and Publicity Secretary shall be responsible for the promotion and publicity of the Union.
- ix. The Public Relations Secretary shall be responsible for all public relations of the Union.
- x. The Sports and Recreation Secretary shall be responsible for all the sports and recreational activities of the Union.
- xi. The Publication Secretary shall be responsible for the publication for the Union.
- xii. The Marketing Officer shall be responsible for all marketing activities of the Union.
- xiii. The Information Systems secretary shall be responsible for managing the information system of the Union.
- xiv. The Welfare Secretary shall be responsible for all welfare of the Union.
- xv. The Current Business Affairs Secretary shall be responsible for enhancing the members' understanding and awareness of current business affairs.

**D. Session of the Executive Committee**

The Committee members of the Union shall be elected at the Annual General Meeting and hold office immediately after the Annual General Meeting until the next Annual General Meeting.

**E. Committee Meeting**

- i. The Committee shall meet at least twice in each session and whenever necessary.
- ii. The Committee meetings shall be convened by the Chairperson.
- iii. Each Committee member except the Chairperson shall be given one vote. Whenever an equal number of votes are cast, the Chairperson shall have the casting vote.
- iv. A simple majority of the Committee members shall form a quorum.
- v. The Committee shall have the right to invite any person to attend any Committee meeting during which the person's opinion can be expressed.



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## Article 2: The Union Council

- A. The Union Council shall acts as an advisory and monitoring body of the Union. (Hereinafter referred to as 'the Council')
- B. The Council shall be consisted of:
- i. The Chairperson of the Council
  - ii. The Honorary Secretary of the Council
  - iii. Three members of the Committee
  - iv. One representative from the Executive Committee of each Affiliated Association.
  - v. Three Popularly Elected Union Councilors
- C. Council Chairperson
- i. Members of the Council shall elect from among themselves a Chairperson at the First Council Meeting of the current session. The person elected shall resign from the original representation in the Council. The vacancy in respect to his original office shall be filled in the original manner.
  - ii. The Chairperson of the Council shall take the chair at all the meetings of the Council. In his absence, the meeting shall elect one among them.
- D. Honorary Council Secretary
- i. The Honorary Secretary of the Council shall be appointed by the Committee before the First Council Meeting of the current session from full members.
  - ii. The Honorary Secretary of the Council shall have full speaking right but shall not vote.
- E. Meeting
- i. Council shall meet at least once every three months.
  - ii. At Council Meeting(s), two-thirds of voting members of the Council shall form a quorum.
  - iii. Meeting(s) of the Council shall be convened by the Chairperson of the Council, either at his discretion or at the request of any Councilor seconded by three other Councilors.
  - iv. Each Councilor except the Chairperson of the meeting and the Honorary Secretary shall be given one vote. Whenever an equal number of votes are cast, the Council Chairperson shall have the casting vote.
  - v. A notice of all Council Meetings and the agenda shall be posted and sent to each Councilor five clear days beforehand. Such notice and agenda shall be sent to each Union Councilor.
  - vi. Unless the Council shall decide, or otherwise, all meetings of the Council shall be open for all members of the Union to attend. Members attending shall be permitted to speak only with the approval of the meeting and shall not vote.
- F. The Business of the Council
- i. The representatives from the Committee shall present the progress reports and financial reports in the Council Meeting.
  - ii. The Council shall have the right to recommend the Committee to provide documents for reference.



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- iii. The Council shall have the right to recommend the Committee to amend any decision made upon the request of two-thirds of Councilors or above. The Committee reserves the right to call up meeting(s) to discuss the amendments and shall resolve the matter in not longer than ten days.
- iv. The Council shall have the right to request the Affiliated Associations to provide documents upon the request of two-thirds of Councilors or above.

## G. Finance

The Council shall be financed by the Union.

### **Article 3: Advisory Board**

- A. There shall be an Advisory Board which shall be composed of the President, the Vice-president(s), the Honorary Vice-president(s) and the Honorary Auditor.
- B. The Advisory Board shall advise in all the undertakings of the Union. Members of the Advisory Board shall be invited by the Executive Committee to attend the Annual General Meeting.

### **Article 4: Sub-committee**

- A. The Committee shall have the authority to delegate power to a Sub-committee to deal with any business.
- B. The Committee shall have the authority to appoint or approve members of any Sub-committee as may be formed by a Committee member.

### **Article 5: Affiliated Association**

- A. Any student organization formed with in the School of Business and Management, HKUST, may apply for affiliation of the Union and the Committee shall have the right to approve or reject any application for affiliation.
- B. The affiliation shall be terminated when a written request for termination of affiliation of that Society is received by the Committee, or terminated by the Committee.
- C. Any affiliated association shall abide by the Constitution of the Union.
- D. Any affiliated association shall bear the initials of the full name of the Union
- E. Any affiliated association shall submit monthly progress reports to the Executive Committee of the Union.
- F. Any affiliated association shall have the right to share three percent of the donations made by the Honorary Vice-present(s).





## **Section V: General Meeting**

### **Article 1: Annual General Meeting**

- A. The Annual General Meeting shall be held before the beginning of the second term. The date shall be decided by the Committee at least fourteen clear days beforehand.
- B. A notice of the Annual General Meeting and the agenda shall be prepared by the Internal Secretary under the instructions given by the Committee and shall be posted seven days beforehand.
- C. The business of the Annual General Meeting shall be:
  - i. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings, which may have held since the previous Annual General Meeting.
  - ii. To receive and adopt the Annual Report of the Internal Secretary for the current session.
  - iii. To receive and adopt:
    - a. The Financial Secretary's report;
    - b. The externally reviewed statement of accounts;
    - c. The balance sheet of the Union for the current session.
  - iv. To elect the office-bearers of the Union.
  - v. To invite the External Reviewing Accountant of the Union for the current session.
  - vi. To pass amendments to the Constitution, if any.
- D. Business not stated on the agenda shall not be discussed in any Annual General Meeting unless consent of at least two-thirds of the members present prevailed.

### **Article 2: Extraordinary General Meeting**

- A. The Committee shall have the right to convene an Extraordinary General Meeting of any purpose whenever necessary.
- B. The Chairperson shall convene an Extraordinary General Meeting upon a requisition signed by not less than one-fifteenth or fifty (whichever is greater) of the full members and general members of the Union, such requisition shall specify the objects of the proposed Meeting.
- C. No less than seven clear days notice shall be given for an Extraordinary General Meeting and the notice convening the Meeting shall specify the business to be discussed.
- D. Business not stated on the agenda shall not be discussed in any Extraordinary General Meeting unless consent of at least two-thirds of the members present prevailed.





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## **Article 3: Quorum**

- A. One-twentieth or thirty (whichever is greater) of the full members and general members of the Union shall form a quorum of a general meeting.
- B. If a quorum is not present after an hour of the time scheduled for the commencement of the General Meeting, the Meeting shall be adjourned to the same day in the following week, and if at that Meeting, a quorum is still absent, all full members and general members present thereat shall form a quorum.

## **Article 4: Authority**

The highest authority in all matters affecting the Union goes to the resolutions passed in the General Meeting.

## **Article 5: Vote of Non-confidence**

The decision is deemed to be valid only in case of not less than one-quarter of the full members present at the General Meeting vote for the proposal.

## **Article 6: Suspension of Membership**

- A. Proposal of suspension of membership to the General Meeting may be moved against any person who fails to fulfill the obligations as a member with the requisition:
  - i. Of the Executive Committee; or
  - ii. Signed by not less than one-fifteenth or fifty (whichever is greater) of the full members and general members of the Union.
  - iii. Members who is/are on work placement, or is/are suspended from school shall be suspended from his/her membership, until he/she is registered in the School of Business and Management taking full time courses in the Hong Kong University of Science and Technology
- B. A written notice, signed by the Chairperson of the Union shall be sent to the member(s) concerned personally seven days before the matter is submitted to the General Meeting.
- C. The member(s) concerned has/have the right to speak at the General Meeting when the suspension of his/her membership is being discussed.
- D. In case of a simple majority of the members present in the General Meeting voting for the proposal, the decision is regarded as a valid decision.
- E. The member(s) concerned is entitled to appeal to the Executive Committee for reconsideration of the matter, within fifteen clear college days. If no such appeal has been made within the stipulated period, the decision of the General Meeting is deemed to be final.



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## Article 7: General Meeting Regulations

- A. The Chairperson of a General Meeting shall be the Chairperson of the Union, or in his/her absence, the Internal Vice-Chairperson of the Union.
- B. The Secretary of a General Meeting shall be the Internal Secretary of the Union, or in his/her absence, the External Secretary of the Union.
- C. All members shall have the speaking right in the General Meetings. Only full members shall have the right to raise motion, to second and to vote in General Meetings.

## Article 8: Returning Officer

The Committee shall invite a staff member of the Student Affairs Office (SAO) or any person who possesses appropriate skill is invited by SAO to act as the Returning Officer.

## Section VI: Election of Union Executives

### Article 1: Election board

- A. The Committee shall be responsible for the formation of the Election Board (hereinafter referred as 'the Board').
- B. The Board shall be formed before 30th September and at least 7 days before the nomination period commences.
- C. The composition of the Election Board shall consist of both executive committee members and other full members. All nominators, seconders and nominees cannot be any members of the Board.
- D. The Board shall be comprised of at least 5 members:
  - i. Chairperson
  - ii. Honorary Secretary
  - iii. Financial Controller
  - iv. General Affair Officer
  - v. General Member(s)
- E. Duties of the Board
  - i. To conduct and monitor all election activities;
  - ii. To explain the Election Regulations and Rules in accordance with the Constitution;
  - iii. To receive nominations and to scrutinize nomination papers;
  - iv. To examine the eligibility of candidates and to approve or disapprove applications of candidates within seven days after receiving their applications;
  - v. To introduce a maximum amount of expenses allowed for each nominated cabinet;
  - vi. To announce the results of elections.



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- F. Division of labour in the Board
  - i. The Chairperson shall delegate the Board in all internal affairs, and shall preside over all meetings.
  - ii. The Honorary Secretary shall assist the Chairperson in all election affairs.
  - iii. The Financial Controller shall scrutinize and advise all financial matters in election.
  - iv. The General Affair Officer shall be responsible for the general affairs of the Board.

## Article 2: Nomination

- A. Nominations of the Union officials as stated in Section IV, Article 1 (A) shall be terminated at least forty-eight hours before the Annual General Meeting.
- B. Nominators, seconders and nominees shall be the full members of the Union.
- C. Candidates shall not nominate or second other candidates.
- D. No member of the Union shall nominate or second more than one candidate.

## Article 3: Voting

- A. As stated in Section III, Article 2, only full members of the Union have the right to vote.
- B. In case there is only one candidate for a post, the candidate is successful upon receiving a simple majority of confidence over non-confidence votes.
- C. In case there are two or more candidates for a post, the successful candidate is the one who receives the highest number of votes. Candidates shall not nominate or second other candidates.
- D. In addition to (B) and (C), the candidate must gain at least one-quarter of the votes of the full members present in the Annual General Meeting.

## Article 4: Vacancies and Resignation

- A. Should the Chairperson resign his post or receive a vote of non-confidence, an Extraordinary General Meeting shall be convened to elect a new Chairperson.
- B. A vacancy in the Committee other than that of the Chairperson can be filled by any full member of the Union appointed by the Committee.
- C. Any office-bearer, if having committed any infringement of the Constitution, used the name of the Union in illegal or corruptive acts, been found for negligence of duties, failed to attend Committee Meetings without prior notice to any permission from decision of the Committee or for any other reasons which it deems good and sufficient in the interest of the Union, may be demanded by the Committee to resign at an Extraordinary General Meeting.
- D. Any changes in office-bearers shall be discussed at an Extraordinary General Meeting.



## **Section VII: Election of Popularly Elected Union Councilors**

### **Article 1: Annual Election**

Election shall be held for the three Popularly Elected Councilors between 1st and 31st March in each year.

### **Article 2: By-election**

In the event of a vacancy occurring in any post referred to in Section VII Article 1, (a) by-election shall be held within a period by the Election Committee.

### **Article 3: Election Officials**

- A. An Election Committee shall be appointed by the existing Union Council to take charge of every business pertaining to the election and by-election.
- B. The composition of the Election Committee shall be determined by the Council and neither the Council Chairperson nor any candidate in the election shall be appointed by the Council.
- C. The Returning Officers for the Election shall be members of the University staff and shall be appointed by the Council.

### **Article 4: Nomination**

- A. Nominations for the positions of the three Popularly Elected Councilors as stated in Section IV, Article 2 (B)(v) shall be open for three weeks before the day of announcement of the election date and shall be terminated forty-eight hours before the election day.
- B. Nominations for election shall only be made on forms provided by the Election Committee. Each form shall contain the name of a candidate and a seconder, together with the signatures of them.

### **Article 5: Voting**

- A. Only full members shall have the right to vote.
- B. Voting shall be conducted by secret ballot.
- C. In case there is/are three or less than three candidates(s) for the posts, the candidate(s) is/are successful upon receiving a simple majority of confidence over non-confidence vote.
- D. In case there are more than three candidates, the successful candidates are the three who receive the highest number of votes.
- E. In addition to (C) and (D), the candidate must gain at least one-fifteenth of the votes of the full members.



## **Section VIII: Invitation of President, Vice-president(s) and Other Honorary Members**

### **Article 1:**

The President and the Vice-President(s) shall be invited by the Executive Committee in a Committee Meeting held within four weeks of their election into office.

### **Article 2:**

- A. The President must be the member of the teaching staff of the School of Business and Management of The Hong Kong University of Science and Technology.
- B. The Vice-President(s) must be the members of the staff of The Hong Kong University of Science and Technology.

### **Article 3:**

The President and the Vice-President(s) shall act as advisers of the Union. The Committee may invite them to attend their Committee Meetings and General Meetings.

### **Article 4:**

The President and the Vice-President(s) shall advise on the publication matters.

### **Article 5:**

The Honorary Vice-President(s) may be invited by the Committee to any Committee Meeting during the session.

### **Article 6:**

The Externally Reviewing Accountant, as invited in the Annual General Meeting, must be an authorized accountant or a member of the teaching staff of The Hong Kong University of Science and Technology having related skill.

## **Section IX: Finance**

### **Article 1:**

The Financial Secretary shall be responsible for the proper keeping of all books of accounts of the Union.

### **Article 2:**

The Annual Financial Report shall be presented by the Financial Secretary of the current session in the Annual General Meeting for adoption.



**Article 3:**

The Union shall not apply or accept any loans outside the Students' Union.

**Section X: Constitution**

**Article 1: Amendment**

- A. The Annual or Extraordinary General Meeting shall have the right and authority to make, Constitution rescind, alter, and add to any of the Constitution of the Union.
- B. No alternation of the existing rules nor addition shall be made except at the General Meeting convened for the purpose. A notice of at least seven clear days beforehand shall be given of any amendment motion.

**Article 2: Interpretation**

The Committee shall have the sole right of interpreting the Constitution.

**Section XI: Dissolution of the Union**

**Article 1:**

Dissolution of the Union may only be resulted by a resolution passed by at least three quarters of the full members and general members present at the General Meeting convened for that specific purpose.