

# Constitution of Education Society, HKUSU

## 1. **DEFINITIONS** (amended in 2020 GP)

In this Constitution,

“Union” shall mean the Hong Kong University Students’ Union;

“Society” shall mean Education Society, the Hong Kong University Students’ Union;

“Constitution” shall mean the constitution of Education Society, the Hong Kong University Students’ Union;

“Academic Society” shall mean the affiliated Academic Society of Education Society, the Hong Kong University Students’ Union;

“Society Council” shall mean the Education Society Council, Education Society, the Hong Kong University Students’ Union;

“Councillor” shall mean a member of the Education Society Council, Education Society, the Hong Kong University Students’ Union;

“Member” shall mean a member of Education Society, the Hong Kong University Students’ Union;

“University” shall mean the University of Hong Kong;

“Faculty” shall mean the Faculty of Education, The University of Hong Kong;

“Semester” shall mean the same as stated in the University Statutes;

“Clear Day” shall mean a whole day excluding the day of issue and the day of event;

“School Day” shall mean any day other than Saturday, Sunday or holiday as stated in the University Academic Advising Office Calendar.

## 2. **CONSTITUTION** (amended in 2020 GP)

All students under the Faculty, office-bearers, governing body(ies) and Academic Society(ies) of the Society shall not act contrary to the Constitution. The constitution(s) of the Academic Society(ies) shall be consistent with the Constitution. The Constitution shall possess overriding authority over the constitution(s) of the Academic Society(ies).

### 2.1. **AMENDMENT** (appended in 2006 GP)

The Constitution shall not be amended except by a motion carried at a General Meeting or General Polling convened specifically for the purpose. Notice intimating the proposed amendments shall be posted 5 clear days beforehand.

## **2.2. INTERPRETATION** (appended in 2006 GP)

The interpretation of this Constitution shall rest with the Society Council.

## **3. GENERAL**

### **3.1. NAME** (amended in 2020 GP)

The name of the Society shall be, “Education Society, The Hong Kong University Students’ Union.

### **3.2. AIMS** (amended in 2020 GP)

The aims of the Society shall be:

- i. To serve as the official representative body of the Members.
- ii. To serve as a communication channel between the Members and the general public.
- iii. To act as a bridge between the Society and the University.
- iv. To promote the interests of the Members in cultural and social activities.
- v. To promote the general welfare of the Members.

### **3.3. AFFILIATION** (amended in 2020 GP)

The Society shall be affiliated to the Union.

### **3.4. OFFICIAL LANGUAGES**

- i. Chinese and English shall be the Official Languages, enjoying equal status
- ii. Either or both languages may be used in official meetings, Chinese in its oral form, shall mean the Cantonese.

### **3.5. SESSION**

Each Society Session shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the next Annual General Meeting. (amended in 2006 GP)

## **4. MEMBERSHIP**

### **4.1. CLASSIFICATION OF MEMBERSHIP**

#### **4.1.1. FULL MEMBERSHIP** (amended in 2020 GP)

- i. All undergraduates taking approved courses in the Faculty shall be Full Members of the Society and shall pay the prescribed fee.
- ii. All postgraduates taking approved courses in the Faculty and being Full Members of the Union shall be eligible for Full Members of the Society on payment of the prescribed fee.

#### **4.1.2. ASSOCIATE MEMBERSHIP** (amended in 2020 GP)

- i. All postgraduates taking approved courses in the Faculty shall be eligible for Associate Membership of the Society on payment of the prescribed fee.
- ii. All past graduates of the Faculty shall be eligible for Associate Membership of the Society on payment of the prescribed fee.
- iii. All members of the Teaching and Administrative staff of the Faculty shall be eligible for Associate Membership of the Society on payment of the prescribed fee.
- iv. Any person, not being eligible for membership of the Society under any of the above sub-sections, who is duly proposed and seconded by Full Members of the Society, shall be eligible for Associate Membership of the Society on payment of the prescribed fee.

### **4.2. PRIVILEGES AND OBLIGATIONS**

#### **4.2.1. All Members shall enjoy the following privileges:** (amended in 2020 GP)

- i. To use all facilities provided by the Society.
- ii. To attend General Meeting of the Society.
- iii. To participate in the functions and activities arranged by the Society.

#### **4.2.2. All Full Members of the Society may**

- i. vote at General Meeting and General Polling of the Society; and (amended in 2006 GP)
- ii. vote, nominate, and be nominated for election in Society Election and be eligible for office in the Society.

#### **4.2.3. All Members shall fulfill the following obligations:** (amended in 2020 GP)

- i. To abide by the Constitution and resolution of the Society.
- ii. To pay membership fees.
- iii. To support the Society in its functions and activities.

## **5. GENERAL MEETING**

### **5.1. AUTHORITY**

The resolution of a General Meeting shall possess the highest authority in all matters affecting the Society and shall possess an authority higher than the resolution of any Academic Society in all matters affecting the members as a whole. (amended in 2020 GP)

### **5.2. QUORUM**

At all General Meetings of the Society at least 10% of the Full Members of the Society shall form a quorum. If the quorum is not present, the meeting shall be adjourned to the same day of the following week with the same quorum. And if at that meeting, a quorum is still not present, the resolution shall be reached next Council Meeting. (amended in 2012 GP)

### **5.3. ANNUAL GENERAL MEETING**

The Annual General Meeting shall be convened by the Chairperson of the Society Council and shall be held within first 15 Schools Days of the second semester. (amended in 2020 GP)

#### **5.3.1. BUSINESS**

- i. To receive and adopt the minutes of the previous Annual General Meeting and all Extraordinary General Meetings which have been held in the session. (amended in 2020 GP)
- ii. To receive and adopt the Annual Report. (amended in 2012 GP)
- iii. To receive and adopt the audited Financial Report. (amended in 2012 GP)
- iv. To receive and adopt the Year Plan of the new session.
- v. To receive and adopt the Year Budget of the new session.
- vi. To amend the Constitution, if any (amended in 2006 GP)
- vii. To deal with any other business.

### **5.3.2. NOTIFICATION**

A notice of the Annual General Meeting of the Society and the agenda shall be posted 5 clear days beforehand.

### **5.3.3. RETURNING OFFICER**

The Society Council shall invite a councillor of the Hong Kong University Students' Union Council not being a Member as the Returning Officer. (amended in 2020 GP)

### **5.4. EXTRAORDINARY GENERAL MEETING (amended in 2012 GP)**

No Extraordinary General Meeting shall be held unless it is convened by the Society Council, or the Executive Committee, or in accordance with a requisition signed by not less than 10% of the Full Members of the Society. Any such requisition shall specify the objectives of the proposed Meeting and no other matter shall be discussed without the consent of at least 50% of the Full Members present. All such requisitions should be submitted and approved by the Society Council.

#### **5.4.1. NOTIFICATION**

A notice of the Extraordinary General Meeting of the Society and the agenda shall be posted 5 clear days beforehand.

#### **5.4.2. RETURNING OFFICER**

The Society Council shall invite a councillor of the Hong Kong University Students' Union Council not being a Member as the Returning Officer. (amended in 2020 GP)

### **5.5. VOTE OF NO-CONFIDENCE (appended in 2012 GP)**

A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Society Council or Executive Committee at any General Meeting. A vote so passed shall call for the immediate resignation of the person against whom the vote is moved with a number of votes for him or her with no less than 25% of Full Members of the Society.

## **6. GENERAL POLLING**

## **6.1. AUTHORITY**

The vote of General Polling of the Society shall possess the same authority as the resolution of General Meeting.

## **6.2. QUORUM (amended in 2012 GP)**

At all General Pollings of the Society at least 10% of the Full Members of the Society shall form a quorum.

## **6.3. GENERAL POLLING**

- i. No General Polling shall be held unless it is convened by the Society Council, or the Executive Committee, or in accordance with a requisition shall specify the motions to be voted on at the General Polling. All such requisitions should be submitted and approved by the Society Council.
- ii. Should the Society Council not approve of a request by not less than 10% of Full Members of the Society to hold a General Polling, a General Meeting of the Society shall be held to consider the proposed motion or motions. (amended in 2012 GP)
- iii. A representative from the Society Council or a representative from the Executive Committee shall stage the General Polling. (appended in 2006 GP)

## **6.4. NOTIFICATION**

A notice of the General Polling of the Society and the motion or motions to be voted on shall be posted 5 clear days beforehand.

## **6.5. RETURNING OFFICER**

The Society Council shall invite a councillor of the Hong Kong University Students' Union Council not being a Member as the Returning Officer. (amended in 2020 GP)

## **6.6. VOTING (amended in 2020 GP)**

Voting shall take place at polling stations which shall open for no less than 4 consecutive hours. The result of the General Polling shall be declared valid provided the motion has fulfilled all of the followings:

- i. The motion has secured a number of votes for it with no less than 10% of Full Members of the Society.
- ii. The motion has secured a number of votes for it greater than the number of votes against it.

#### **6.7. VOTE COUNTING AND RESULT RELEASE** (amended in 2020 GP)

- i. The number of votes shall be counted under the supervision of a Returning Officer immediately after the termination of the General Polling and the Polling results shall be released within 24 hours after the termination of the General Polling.
- ii. The Polling results shall be declared valid, if no written complaint is being raised within 48 hours after the release of the result.

#### **6.8. VOTE OF NO-CONFIDENCE** (appended in 2012 GP)

A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Society Council or Executive Committee at any General Polling. A vote so passed shall call for the immediate resignation of the person against whom the vote is moved with a number of votes for him or her with no less than 25% of Full Members of the Society.

#### **6.9. COMMISSION** (appended in 2020 GP)

The Commission appointed by the Society Council shall stage the General Polling.

### **7. EDUCATION SOCIETY COUNCIL**

#### **7.1. SESSION** (amended in 2012 GP)

Each session shall coincide with the Society Session.

#### **7.2. FUNCTIONS**

- i. To supervise and coordinate functions of all the student organizations in the Faculty of Education.
- ii. To receive and consider, and approve or reject application from organizations for affiliation to the Society.

### **7.3. AUTHORITY**

The Society Council shall have the power and authority only second to the General Meeting and General Polling of the Society.

### **7.4. COMPOSITION** (amended in 2012 GP)

The following shall be the members of the Society Council:

- i. The Chairperson of the Executive Committee of the previous session.
- ii. The Chairperson of the Executive Committee of the session in office.
- iii. The Chairperson from each of the Academic Society. (appended in 2006 GP)
- iv. 4 Popularly Elected Society Councillors

### **7.5. MEMBERSHIP**

- i. Chairperson of the Council (amended in 2012 GP)
- ii. Honorary Secretary (amended in 2006 GP)
- iii. Councillors (amended in 2006 GP)

### **7.6. DUTIES OF INDIVIDUAL MEMBERS**

- i. The Council Chairperson shall take the chair at all meetings of the Society Council and all General Meetings of the Society. (amended in 2012 GP)
- ii. The Honorary Secretary shall take minutes at all meetings of the Society Council and all General Meetings of the Society. (amended in 2006 GP)
- iii. All councillors shall supervise that the resolution of the General Meeting and General Polling are carried out by the Executive Committee.

### **7.7. THE SOCIETY COUNCILLORS** (amended in 2020 GP)

Any Society Councillors shall not be the following persons:

- i. The Executive Committee members of the Society or affiliated society of Education Society, HKUSU(except the Chairperson of the Society, and the Chairperson of each Academic Society).
- ii. Hold concurrently another seat in the present Executive Committee of the societies Affiliated to HKUSU or other society councils.



## **7.8. THE CHAIRPERSON OF THE COUNCIL** (amended in 2012 GP)

The Council Chairperson shall be elected from the members of the Council except the past Society Chairperson, at the first Council meeting of the current session. The Representative of the elected Council Chairperson shall be hence substituted.

## **7.9. ELECTION OF THE POPULARLY ELECTED SOCIETY COUNCILLORS** (amended in 2012 GP)

### **7.9.1. ANNUAL ELECTION** (amended in 2012 GP)

The Annual Election of Popularly Elected Society Councillors shall elect 4 members to hold office of next Council session.

### **7.9.2. RETURNING OFFICER** (amended in 2020 GP)

The Society Council shall invite a councillor of the Hong Kong University Students' Union Council not being a Member as the Returning Officer.

### **7.9.3. NOMINATION**

- i. Nomination for Popularly Elected Society Councillors for next session shall be opened in the first semester and the nomination shall be closed at noon the day 2 weeks before the Election Day. (amended in 2012 GP)
- ii. The notice of the nomination period shall be served at the commencement of the nomination period. (appended in 2020 GP)
- iii. Nomination for election shall only be made on forms provided for purpose. Each form shall contain the name of a candidate, signatures of a proposer and seconder and the signature of the candidates signifying his or her consent.
- iv. (repealed in 2006 GP)
- v. The present Society Council shall scrutinize every nomination paper and announce the name of candidate within 48 hours after receiving the nomination with approval of the Society Council. (amended in 2012 GP)
- vi. Any candidate may withdraw his or her consent to nomination, if he or she wishes so, by a signed letter addressed to the Council before the closing of nomination. The present Society

Council shall announce the name of the withdrawn candidate within 48 hours after receiving the signed letter with approval of the Society Council. (appended in 2020 GP)

#### **7.9.4. ELECTION DAY**

- i. The Election Day for the Popularly Elected Society Councillors shall be held on the same day(s) as the Annual Election of the Executive Committee. (amended in 2012 GP)
- ii. A notice of the Election Day for the Popularly Elected Society Councillors shall be posted at least 5 clear days beforehand.
- iii. Election shall be conducted on the Election Day in the form of General Polling. (appended in 2012 GP)

#### **7.9.5. VOTING**

**7.9.5.1.** Voting shall be by secret ballot.

**7.9.5.2.** For each candidate, electors shall vote for or against the candidate or abstain. The candidate shall be declared elected provided he or she has fulfilled all of the followings:

- i. He or she has secured a number of votes for him or her greater than the number of votes against him or her. (amended in 2020 GP)
- ii. He or she has secured a number of votes for him or her with no less than 25% of Full Members of the Society. (amended in 2012 GP)
- iii. When the number of candidates is more than the number of available seats, electors shall vote for no more than the number of available seats and shall not cast more than one vote on any single candidate. Electors shall vote against or abstain towards other candidates. The candidates shall be arranged in descending order according to the number of votes they have secured in the election. From the top of the list, a number of candidates equal to or less than the number of vacancies shall be declared elected provided he or she has fulfilled all of the followings:
  - i. He or she has secured a number of votes for him or her greater than the number of votes against him or her.
  - ii. He or she has secured a number of votes for him or her with no less than 25% of the Full Members of the Society. (amended in 2020 GP)

#### **7.9.6. BY-ELECTION**

A By-election shall be held in the event of any existing vacancies in the Society Council in the form of General Polling. (amended in 2006 GP)

#### **7.9.7. RE-ELECTION**

When there is evidence to prove any infringement of Constitution occurred during any election, a re-election may be held upon the approval of two-thirds of the members of the Council present in a Council Meeting. (amended in 2020 GP)

#### **7.9.8. ELECTION COMMISSION (appended in 2020 GP)**

An Election Commission shall be established and appointed by the Society Council to take charge of the administrative work pertaining to the Elections as stated in 7.9.1 and 8.4.1.

### **8. THE EXECUTIVE COMMITTEE**

#### **8.1. MEMBERSHIP**

- i. Chairperson (amended in 2012 GP)
- ii. Vice- Chairperson (Internal) (amended in 2012 GP)
- iii. Vice- Chairperson (External) (amended in 2012 GP)
- iv. General Secretary
- v. Financial Secretary
- vi. Academic Secretary (appended in 2006 GP)
- vii. Welfare Secretary
- viii. External Service Secretary (appended in 2012 GP)
- ix. Publication Secretary
- x. Publicity Secretary
- xi. Sports Secretary

#### **8.2. FUNCTIONS (amended in 2020 GP)**

The function of the Executive Committee shall be:

- i. Carrying out the resolution of General Meeting and General Polling;
- ii. Responsible to the Society Council for all its action and;

- iii. Representing the Society members in matters which affect them as a whole.

### **8.3. DUTIES OF INDIVIDUAL MEMBERS**

- i. The Chairperson shall be the chief Executive of the Society. (amended in 2012 GP)
- ii. The Vice- Chairperson (Internal) shall assist the Chairperson in planning and the promotion of all internal affairs of the Society and hold meetings of the Executive Committee in the absence of the Chairperson. (amended in 2012 GP)
- iii. The Vice- Chairperson (External) shall assist the Chairperson in all the duties pertaining to the external affairs of the Society and shall be the Society representative in the Union Council. (amended in 2012 GP)
- iv. The General Secretary shall be responsible for all liaison and documentary work of the Society.
- v. The Financial Secretary shall be responsible for all matters relating to the finance of the Society.
- vi. The Academic Secretary shall be responsible for the academic activities of the Society. (appended in 2006 GP)
- vii. The Welfare Secretary shall be responsible for promoting the welfare of the Society members. (amended in 2020 GP)
- viii. The External Service Secretary shall be responsible for different services in co-operating with external parties. (appended in 2012 GP)
- ix. The Publication Secretary shall be responsible for all matters relating to the publication of the Society.
- x. The Publicity Secretary shall be responsible for promoting the publicity of the Society.
- xi. The Sports Secretary shall be the Society representative in the Sports Association Council and is responsible for the Sports activity of the Society members.

### **8.4. ELECTION OF EXECUTIVE COMMITTEE**

#### **8.4.1. ANNUAL ELECTION** (amended in 2012 GP)

The business of the Annual Election of the Executive Committee shall be to elect for the next Society Session in the officials as stated in 8.1.

#### **8.4.2. RETURNING OFFICER**

The Society Council shall invite a councillor of the Hong Kong University Students' Union Council not being a Member as the Returning Officer. (amended in 2020 GP)

### **8.4.3. NOMINATION**

- i. Nomination for the Executive Committee for the next Society Session as stated in 8.1 shall be opened on the first semester and the nomination shall be closed at noon the day 2 weeks before the Election Day.
- ii. The notice of the nomination period shall be served at the commencement of the nomination period. (appended in 2020 GP)
- iii. Nomination for election shall only be made on forms provided for the purpose. Each form shall contain the name of a candidate, signatures of a proposer and a seconder and the signature of the candidate signifying his or her consent.
- iv. The Society Council shall scrutinize every nomination paper and announce the name of the candidate within 48 hours after receiving the nomination with approval of the Society Council.
- v. Any candidate may withdraw his or her consent to nomination, if he or she wishes so, by a signed letter addressed to the Council before the closing of nomination. The present Society Council shall announce the name of the withdrawn candidate within 48 hours after receiving the signed letter with approval of the Society Council. (appended in 2020 GP)

### **8.4.4. ELECTION DAY**

- i. The Annual Election shall be held in a day which lies between the first day of November and the day before the Annual General Meeting. (amended in 2006 GP)
- ii. A notice of the Election Day of the Annual Election shall be posted at least 5 clear days beforehand.
- iii. Election shall be conducted on the Election Day in the form of General Polling. (amended in 2006 GP )

### **8.4.5. VOTING**

**8.4.5.1.** Voting shall be by secret ballot.

**8.4.5.2.** For each candidate, electors shall vote for or against the candidate or abstain. The candidate shall be declared elected provided he or she has fulfilled all of the followings:

- i. He or she has secured a number of votes for him or her greater than the number of votes against him or her. (amended in 2020 GP)
- ii. He or she has secured a number of votes for him or her with no less than 25% of the Full Members of the Society. (amended in 2006 GP)
- iii. When there are two or more than two candidates for one post, electors shall indicate on their ballot papers their order of reference for the candidates. Paper shall be arranged and counted according to the first preference. The candidate at the bottom of the poll on this first count shall be declared to have lost and his votes shall be distributed among the remaining candidate or candidates according to the second preference of preferences indicated on those ballot papers. The process shall be continued until only one candidate is left and he/she shall be declared elected provided he/she secured at the end of the process a number of votes no less than one tenth of the total Ordinary Membership of the Society.

#### **8.4.6. BY-ELECTION**

A By-election shall be held in the event of any existing vacancies in the Executive Committee in the form of General Polling. (amended in 2006 GP)

#### **8.4.7. RE-ELECTION**

When there is evidence to prove any infringement of Constitution occurred during any election(s), a re-election may be held upon the approval of two-thirds of the members of the Council present in a Council Meeting. (amended in 2020 GP)

#### **8.4.8. ELECTION COMMISSION** (appended in 2020 GP)

An Election Commission shall be established and appointed by the Society Council to take charge of the administrative work pertaining to the Elections as stated in 7.9.1 and 8.4.1.

### **9. FINANCE**

## **9.1. FINANCIAL SESSION**

The Financial Session of the Society shall correspond to the Society Session.

## **9.2. ENTRANCE AND SUBSCRIPTION**

- i. All members shall pay an entrance fee, \$50, on first joining the Society. (amended in 2020 GP)
- ii. All members shall pay a subscription fee, \$50 per Society session, on first joining the Society. (amended in 2020 GP)
- iii. Any amendment concerning the entrance fee and subscription fee shall be passed on General Meeting or General Polling. (amended in 2006 GP)

## **9.3. BUDGET**

### **9.3. YEAR BUDGET AND SOCIETY INCOME AND EXPENDITURE**

**9.3.1.** The Year Budget, Society Income and Expenditure shall be prepared by the Society Financial Secretary of the new session and shall be submitted to the Annual General Meeting for adoption. (amended in 2020 GP)

**9.3.2.** Any amendments of the Year Budget shall be submitted to the Society Council for approval. (appended in 2020 GP)

### **9.4. STATEMENT OF ACCOUNTS AND BALANCE SHEET (amended in 2020 GP)**

**9.4.1.** The Statement of accounts and Balance Sheet of the Financial Year of the previous Society Session shall be prepared by the Society Financial Secretary and approved by the Society Chairperson.

**9.4.2.** The audited Statement of accounts and Balance Sheet of the Financial Year of the previous Society Session shall be adopted in the Annual General Meeting.

#### **9.5. AUDITING** (appended in 2020 GP)

The Annual Financial Report, including all Statement of accounts and Balance Sheet, shall be audited by the Honorary Auditor before its adoption in the Annual General Meeting.

#### **9.6. HONORARY AUDITOR** (appended in 2020 GP)

**9.6.1.** The Honorary Auditor shall not be a Member.

**9.6.2.** The Honorary Auditor shall be nominated by the Executive Committee during their session and shall be appointed by the Society Council.

#### **9.7. CHEQUE PAYMENT**

The Society Financial Secretary shall jointly sign with the Society Chairperson all cheques of the Society payments.

#### **9.8. Disputes**

In case of disputes for which no ruling has been given regarding Section 9, **FINANCE**, reference should be made to the Financial Regulation of the Hong Kong University Students' Union Council.

### **APPENDIX**

- i. There is no Society Council in the first Society Session.
- ii. The Executive Committee shall take over the business of the Society Council during the first Society Session.