

# **The Constitution of The Hong Kong University Students' Union Independent Clubs Association**

## ***Enactment History***

***1<sup>st</sup> March 2010 [CM1] Amended***

***16<sup>th</sup> February 2011 [CM12] Amended***

***18<sup>th</sup> June 2012 [CM3] Amended***

***27<sup>th</sup> July 2013 [CM6] Amended***

***10<sup>th</sup> February 2015 [CM12] Amended***

***15<sup>th</sup> November 2015 [CM9] Amended***

***13<sup>th</sup> February 2017 [CM9] Amended***

***20<sup>th</sup> February 2019 [CM10] Amended***

***4<sup>th</sup> April 2019 [CM2] Amended***

***Section I Terminology***

***Section II General***

***Section III The Hong Kong University Students' Union Independent Clubs  
Association Council***

***Section IV ICA Council Standing Committees***

***Section V Executive Committee***

***Section VI Election***

***Section VII Independent Clubs***

***Section VIII Amendment and Interpretation of Constitution***

## **Section I Terminology (Amended in 2016-2017 CM9)**

In this context, unless otherwise requires, the following terms shall have the following meanings:

Term	Meaning
“Association”	“The Hong Kong University Students’ Union Independent Clubs Association”
“Union”	“The Hong Kong University Students’ Union”
“Union Council”	“The Hong Kong University Students’ Union Council”
“Independent Club(s)”	“The club(s) affiliated to the Union through the Association”
“ICA Council”	“The Hong Kong University Students’ Union Independent Clubs Association Council”
“ICA Councilor(s)”	“ICA Council Chairperson; ICA Council Honorary Secretary; Past President; ICA Council Past Representative(s); the Executive Committee member(s) of the Association; and the representative(s) of Independent Clubs which are fully affiliated to the Union through the Association”
“Official Observer(s) of ICA Council”	“Acting ICA Council Chairperson; acting ICA Council Honorary Secretary; the acting Executive Committee member(s) of the Association; and the representative(s) of Independent Clubs which are partially affiliated to the Union through the Association”
“Ex-co”	“Executive Committee of the Association”
“Constitution Review Committee”	“Constitution Review Committee of ICA Council”
“Disciplinary Committee”	“Disciplinary Committee of ICA Council”
“Finance Committee”	“Finance Committee of ICA Council”
“Programme Committee”	“Programme Committee of ICA Council”
“AGM”	“Annual General Meeting of the Independent Club(s)”
“EGM”	“Extraordinary General Meeting of the Independent Club(s)”

## **Section II General**

### **Article 1 Name**

The English name of the Association shall be “The Hong Kong University Students’ Union Independent Clubs Association”, abbreviated as “ICA, HKUSU”. The Chinese name of the Association shall be “香港大學學生會學社聯會”. **(Amended in 2018-2019 CM10)**

### **Article 2 Membership**

All clubs affiliated to the Union other than Faculty Societies, Hall Students’ Associations, Cultural Clubs, Sports Clubs and Academic Societies affiliated through the respective Faculty Societies, shall comprise the Association. **(Amended in 2016-2017 CM9)**

### **Article 3 Authority**

The highest authority of the Association shall be the ICA Council.

### **Article 4 Aims**

The aims of the Association shall be:

- I. to promote the activities and welfare of the Independent Clubs among members of the Union;
- II. to encourage the Independent Clubs to organize activities and welfare among members of the Union and the general public; and
- III. to foster mutual understanding among the Independent Clubs.

### **Article 5 Official Language**

- I. Chinese and English shall be the official languages of the Association, enjoying equal status;
- II. Either or both languages may be used in official meetings and official documents. Chinese, in its oral form, shall mean Cantonese dialect and Mandarin.

### **Article 6 Session**

- I. The session of the Association shall commence at the beginning of the First ICA Council Meeting and terminate at the moment preceding the commencement of the First ICA Council Meeting of next session. **(Amended in 2015-2016 CM9)**
- II. The sessions of the ICA Council Chairperson, ICA Council Honorary Secretary, ICA Council Past Representative(s) and Ex-co members shall commence when they are respectively elected. The sessions of acting ICA Council Chairperson, acting ICA Council Honorary Secretary, and acting Ex-co members shall commence when they are respectively appointed or when the respective vacancy arises, whichever the later. **(Appended in 2016-2017 CM9)**
- III. The sessions of the ICA Council Chairperson, ICA Council Honorary Secretary, each ICA Council

Past Representative and each Ex-co member will terminate when the new ICA Council Chairperson, ICA Council Honorary Secretary, each corresponding ICA Council Past Representative and each corresponding Ex-co member are elected respectively in the First ICA Council Meeting of the next session; otherwise, their sessions will terminate by the closing of the First ICA Council Meeting of the next session. ***(Amended in 2015-2016 CM9)***

- IV. The session of the Past President will terminate when the new President is elected in the First ICA Council Meeting of the next session; otherwise, his/her session will terminate by the closing of the First ICA Council Meeting of the next session. ***(Appended in 2015-2016 CM9)***

### **Section III The Hong Kong University Students' Union Independent Clubs Association Council (Amended in 2016-2017 CM9)**

#### **Article 1 Name**

The name of the organization formed under this section shall be "The Hong Kong University Students' Union Independent Clubs Association Council". **(Amended in 2016-2017 CM9)**

#### **Article 2 Functions**

The functions of the ICA Council shall be:

- I. to represent the Independent Clubs in such matters as affecting their interests;
- II. to afford a recognized means of communication, as well as to promote mutual understanding among the Union, the Ex-co and the Independent Clubs;
- III. to formulate the policy which will affect the Association and the Independent Clubs;
- IV. to supervise the Ex-co and the Independent Clubs so as to prevent them from acting contrary to this Constitution; and
- V. to keep vigilance on the Ex-co and the Independent Clubs so as to secure a satisfactory degree of functioning.

#### **Article 3 Composition**

- I. The ICA Council Chairperson
- II. The ICA Council Honorary Secretary
- III. The Past President
- IV. Four ICA Council Past Representatives **(Amended in 2010-2011 CM1)**
- V. The President
- VI. The Internal Vice President
- VII. The External Vice President
- VIII. The General Secretary
- IX. The Financial Secretary
- X. Two Programme Secretaries **(Amended in 2016-2017 CM9)**
- XI. **(Repealed in 2016-2017 CM9)**
- XII. The Publications and Publicity Secretary
- XIII. The Representative of each Independent Club

#### **Article 4 ICA Council Chairperson**

- I. The ICA Council Chairperson shall be elected at the First ICA Council Meeting of each session from the ICA Councilors and Official Observers of ICA Council of the previous session, being Full Members of the Union, except the President of the previous session. In case the ICA Council Chairperson is elected from an ICA Councilor or an Official Observer of ICA Council of the current session, he/she shall resign from the original representation in the ICA Council and his/her representation shall be substituted. ***(Amended in 2015-2016 CM9)***
- II. The ICA Council Chairperson shall take the chairpersonship at all meetings of the ICA Council.
- III. In the absence of the ICA Council Chairperson, an ICA Councilor shall be elected to take the chairpersonship for that particular ICA Council Meeting. ***(Amended in 2016-2017 CM9)***
- IV. The ICA Council Chairperson shall resign only with a motion carried with a two-thirds majority in the ICA Council Meeting.
- V. The ICA Council Chairperson shall not be any executive committee members or other office-bearers of the Union and its sub-organization(s). ***(Amended in 2015-2016 CM9)***

#### **Article 5 ICA Council Honorary Secretary**

- I. The ICA Council Honorary Secretary shall be elected at the First ICA Council Meeting.
- II. The ICA Council Honorary Secretary shall prepare all minutes of the ICA Council Meetings and shall have full speaking right as an information provider but shall not vote.
- III. The ICA Council Honorary Secretary shall be in charge of the annual election.
- IV. In case of the absence of the ICA Council Honorary Secretary, an ICA Councilor or an Official Observer of ICA Council shall be appointed as the Honorary Secretary for that particular ICA Council Meeting and shall be responsible to prepare the minutes of that meeting, whilst retaining his/her original right to vote if he/she is an ICA Councilor. ***(Amended in 2010-2011 CM1)***
- V. ICA Council Honorary Secretary shall resign only with a motion carried with a two-thirds majority in the ICA Council Meeting.
- VI. The ICA Council Honorary Secretary shall not be any executive committee members or other office-bearers of the Union and its sub-organization(s). ***(Amended in 2015-2016 CM9)***

#### **Article 6 Past President**

The Past President shall be the President of the previous session, who shall give advice to all matters concerning the Association.

#### **Article 7 ICA Council Past Representatives**

The ICA Council Past Representatives, who shall give advice to all matters concerning the Association, shall be elected at the First ICA Council Meeting. ***(Amended in 2010-2011 CM12)***

#### **Article 8 Executive Committee**

- I. Ex-co members shall be the ICA Councilors and shall enjoy full right to speak, to vote and to move or second motions.
- II. Acting Ex-co members shall be Official Observers of ICA Council and shall enjoy speaking right but not the right to vote and to move or second motions.
- III. Ex-co members shall not be any other executive committee members or office-bearers of the Union and its sub-organization(s), except the President of the Association ex-officio as Union Executive Committee member. **(Amended in 2014-2015 CM12)**

#### **Article 9 Representatives of the Independent Clubs (Amended in 2013-2014 CM6)**

- I. The Representative of each Independent Club in the ICA Council shall be any of the chairperson or vice-chairperson(s) (or equivalent) of the corresponding Independent Club of the current session. **(Amended in 2012-2013 CM3)**
- II. The Representative of each Independent Club in the ICA Council shall be appointed in any General Meetings of the Independent Club. **(Appended in 2013-2014 CM6)**
- III. The Representatives of the Independent Clubs shall represent the interest of their corresponding Independent Clubs in the ICA Council. **(Amended in 2015-2016 CM9)**
- IV. Representative of each fully affiliated Independent Club shall be the ICA Councilor and shall enjoy the full right to speak, to vote and to move or second motions.
- V. Representative of each partially affiliated Independent Club shall be the Official Observer of ICA Council and shall enjoy speaking right but not the right to vote and to move or second motions.
- VI. The Representative of each Independent Club in the ICA Council shall not be any executive committee members or office-bearers of the Union and its sub-organization(s) other than the Independent Club he/she represents. **(Amended in 2015-2016 CM9)**

#### **Article 10 Representation**

The ICA Council shall be informed before the commencement of corresponding Council Meeting of any change of representatives in the ICA Council by a written notice. The notice shall include the name, university number (UID), corresponding telephone number, email address and position(s) at the Independent Club of the newly appointed representative. **(Amended in 2016-2017 CM9)**

#### **Article 11 Business**

- I. To receive, consider, approve, or approve under amendment(s) the Annual Budget Estimates of the Association presented by the Finance Committee before they are presented to the Union Council.
- II. To consider any protest and alleged infringements of constitutions and by-laws. Such matters may be placed before the ICA Council in which decision shall be final.
- III. To receive and adopt, from time to time, reports from the Standing Committees and Committees ad hoc of the ICA Council. **(Amended in 2010-2011 CM12)**

- IV. To frame By-law of the ICA Council.
- V. To frame the Internal, Financial, Affiliation and Council Library Regulations of the Association. **(Amended in 2016-2017 CM9)**
- VI. To monitor the functioning of Independent Clubs and to receive and adopt, from time to time, reports from the Independent Clubs.
- VII. To appoint the members of the Standing Committees and Committees ad hoc. **(Amended in 2016-2017 CM9)**
- VIII. To receive the resignation of the ICA Council Chairperson, ICA Council Honorary Secretary, ICA Council Past Representatives and the Ex-co members.
- IX. To appoint Ex-co member(s) to represent the Association in the Union Council. **(Amended in 2012-2013 CM3)**
- X. To receive and adopt the Annual Reports, Year Plans and Financial Budgets of Independent Clubs; and Annual Reports and Half-yearly Reports of the Standing Committees and the Ex-co. **(Amended in 2010-2011 CM12)**
- XI. To frame Committees ad hoc and convey authority or part thereof, as may deemed necessary. **(Appended in 2010-2011 CM1)**

## **Article 12 Meeting**

- I. The ICA Council shall meet at least half yearly each session.
- II. Meetings of the ICA Council shall be convened by the ICA Council Chairperson at the request of the President of the Association, or at the request of any member of the ICA Councilors seconded by one-fifth of the ICA Councilors.
- III. At any ICA Council Meeting, no less than 50% of the voting members of the ICA Council shall form a quorum (including the ICA Council Chairperson and the ICA Council Honorary Secretary).
- IV. Unless the ICA Council shall decide, all meetings of the ICA Council shall be open for all members of the Union to attend. Members so attending shall be permitted to speak with the approval of the ICA Council Chairperson and shall not vote, move or second motions. **(Amended in 2016-2017 CM9)**
- V. A notice of all ICA Council Meetings and the agenda thereof shall be released 120 hours (five days) in advance. Such notices and agenda shall be sent to all ICA Councilors and Official Observers of ICA Council. **(Amended in 2010-2011 CM12)**
- VI. An Emergency Council Meeting of the ICA Council shall be convened by the ICA Council Chairperson, or at the request of the President of the Association, or at the request of any member of the ICA Councilors seconded by one-fifth of the ICA Councilors. A notice of such meeting and the agenda thereof shall be released 24 hours beforehand. Such notice and agenda shall be sent to all ICA Councilors and Official Observers of ICA Council. Any such requisition shall specify object of the proposed meeting and no other matter shall be discussed without the consent of at least two-thirds of the members present. **(Amended in 2010-2011 CM12)**

VII. The First ICA Council Meeting shall be held within the first seven days of March each year. All ICA Councilors and Official Observers of ICA Council of the previous session shall enjoy full speaking right but not voting right at the First ICA Council Meeting. A Returning Officer from the Union Council shall be invited by ICA Council Chairperson through the President to the First ICA Council Meeting. In the First ICA Council Meeting, following agenda shall be included:

***(Amended in 2010-2011 CM12)***

- i. To receive the maiden speeches delivered by new ICA Councilors and Official Observers of ICA Council
- ii. To receive and adopt the Annual Reports of Ex-co members
- iii. To receive and adopt the Annual Reports of ICA Council Standing Committees
- iv. To elect the new Ex-co members
- v. To authorize the President and the Financial Secretary to be in charge of the official bank account of the Association jointly ***(Amended in 2016-2017 CM9)***
- vi. To appoint Ex-co member(s) (except the President and the External Vice President) to represent the Association in the Union Council. ***(Amended in 2016-2017 CM9)***
- vii. To elect the new ICA Council Past Representatives
- viii. To elect the new ICA Council Honorary Secretary
- ix. To elect the new ICA Council Chairperson

VIII. The Union Song shall be sung at the beginning of each ICA Council Meeting. ***(Appended in 2010-2011 CM12)***

### **Article 13 Vote of Confidence**

The ICA Council Chairperson, ICA Council Honorary Secretary, Past President, any ICA Council Past Representative and any Ex-co member who cease to be a Full Member of the Union during his/her term of office in a session shall hold office till the end of that session upon a vote of confidence with a two-thirds majority in the ICA Council Meeting. ***(Amended in 2016-2017 CM9)***

### **Article 14 Vote of No-Confidence**

A vote of no-confidence for infringement of the Constitution, negligence of duties, or unbecoming conduct may be moved against the ICA Council Chairperson, ICA Council Honorary Secretary, the Ex-co, or any Ex-co member at an Emergency Council Meeting held specifically for the purpose, the person(s) concerned shall be terminated from his/her/their office once the motion is passed with a two-thirds majority in the ICA Council Meeting. ***(Amended in 2015-2016 CM9)***

## **Section IV ICA Council Committees**

### **Article 1 General**

- I. The ICA Council Committees shall include ICA Council Standing Committees and ICA Council Committees ad hoc. **(Amended in 2016-2017 CM9)**
- II. The ICA Council Committees shall act as the advisory and supervisory body responsible to the ICA Council.
- III. **(Repealed in 2016-2017 CM9)**
- IV. The simple majority of the members of a Committee shall form the quorum of that Committee. **(Amended in 2015-2016 CM9)**
- V. **(Repealed in 2016-2017 CM9)**
- VI. In case of any vacancies in the Committees, the member shall be appointed in the subsequent ICA Council Meetings. **(Amended in 2016-2017 CM9)**
- VII. In case a seat in a Committee is unfilled due to a vacancy of a post at the Ex-co, the ICA Council shall appoint another Ex-co member to fill that seat. **(Amended in 2016-2017 CM9)**
- VIII. A written notice of a Committee meeting and the agenda thereof shall be released at least 72 hours (three days) in advance. Such notice and agenda shall be sent to all members of the Committee, ICA Councilors and Official Observers of ICA Council. For an Emergency Committee Meeting, the notice and agenda shall be released at least 24 hours in advance. **(Amended in 2015-2016 CM9)**
- IX. In case of a short notice of less than 24 hours for an Emergency Committee Meeting, the chairperson of the Committee shall obtain the approval from the ICA Council Chairperson before releasing the notice and agenda of the meeting. The corresponding Committee shall explain the late notice and submit a report in the forthcoming ICA Council Meeting. The ICA Council shall reserve the right to revoke any decision(s) made in such meeting. **(Amended in 2015-2016 CM9)**
- X. No substitution of members of Committees shall be allowed in any Committee meeting. **(Appended in 2010-2011 CM12)**

### **Article 2 Standing Committees (Appended in 2016-2017 CM9)**

- I. The Standing Committees shall include Constitution Review Committee, Disciplinary Committee, Finance Committee and Programme Committee.
- II. Each Standing Committee shall submit an Annual Report before the commencement of the First Council Meeting of the next session and a Half-yearly Report by 7<sup>th</sup> September of the session to the ICA Council.
- III. All members of the Standing Committees shall be appointed at the second ICA Council Meeting and their terms of office shall terminate with the ICA Council.

### **Article 3 Committees ad hoc (Appended in 2016-2017 CM9)**

- I. A Committee ad hoc shall only be established at an ICA Council Meeting if its Terms of Reference is received and adopted by the ICA Council.
- II. The proposed Terms of Reference shall include the aims and objectives, authority, membership and terms of office of the particular Committee ad hoc.
- III. Shall a Committee ad hoc last for or be expected to last for at least nine months, it shall submit an Interim Report to the ICA Council at the middle of its terms of office by a date as specified in its Terms of Reference.

#### **Article 4 Constitution Review Committee**

- I. Membership (***Amended in 2010-2011 CM12***)
  - i. The ICA Council Chairperson shall be the ex-officio chairperson;
  - ii. The ICA Council Honorary Secretary shall be the ex-officio secretary, enjoying full speaking right but not voting right;
  - iii. The President;
  - iv. The Past President; (***Amended in 2016-2017 CM9***)
  - v. One ICA Council Past Representative; and
  - vi. Three non-executive ICA Councilors (except ICA Council Past Representatives).

- II. Function
  - i. To keep a regular review of the structure and organization of the Association including the Independent Clubs, the ICA Council and its Standing Committees, and to make necessary recommendations to the ICA Council;
  - ii. To review the Constitution and regulations of the Association, the By-law of ICA Council, as well as all constitutions of Independent Clubs; **(Amended in 2010-2011 CM12)**
  - iii. All constitution revisions of the Independent Clubs shall be submitted to the Constitution Review Committee for consultation before being presented to the Union Council Constitution Review Committee and the respective General Meetings for final approval;
  - iv. To advise the constitution of Independent Clubs; and
  - v. To advise the ICA Council on all matters concerning the affiliation and disaffiliation of Independent Clubs. **(Amended in 2014-2015 CM12)**
  - vi. To consider the alleged infringement of constitutions and regulations of the Union, the Association and the Independent Clubs, as well as to advise the ICA Council on such matter. **(Appended in 2010-2011 CM12)**
- III. Content shall be included in the Annual Report to ICA Council
  - i. A summary of work for the corresponding session;
  - ii. The attendance of each committee member;
  - iii. Details of cases of alleged infringement of constitutions and regulations of the Union, the Association and the Independent Clubs; **(Appended in 2016-2017 CM9)**
  - iv. Details of cases of applications of affiliation and affiliation review through the Association to the Union; and **(Appended in 2016-2017 CM9)**
  - v. Recommendation to the ICA Council.

## **Article 5 Disciplinary Committee**

- I. Membership **(Amended in 2010-2011 CM12)**
  - i. The Internal Vice President shall be the ex-officio chairperson;
  - ii. The ICA Council Honorary Secretary shall be the ex-officio secretary, enjoying full speaking right but not voting right;
  - iii. One ICA Council Past Representative;
  - iv. One member of the current Ex-co;
  - v. Two non-executive ICA Councilors (except ICA Council Past Representatives);
  - vi. One Independent Clubs' executive committee member of the current session; and
  - vii. One Independent Clubs' member.
- II. Function
  - i. To give advice to the ICA Council on all disciplinary matters concerning the Independent Clubs, the Ex-co and all posts stipulated in Section III Article 3; **(Amended in 2015-2016 CM9)**

- ii. To issue letter of warning to Independent Clubs which violate the Internal Regulation of the Union, and/or that of the Association
  - iii. To propose follow-up actions to the ICA Council on violations of the Internal Regulation of the Association; and **(Appended in 2016-2017 CM9)**
  - iv. To look into complaints about the activities and functioning of Independent Clubs, the Ex-co and all posts stipulated in Section III Article 3. **(Amended in 2016-2017 CM9)**
  - v. **(Repealed in 2010-2011 CM12)**
- III. Content shall be included in the Annual Report to ICA Council
- i. Details of the disciplinary cases;
  - ii. Statistics of warning letters;
  - iii. Statistics of Council Meetings attendance of ICA Councilors and Official Observers of ICA Council; **(Amended in 2010-2011 CM12)**
  - iv. Statistics of complaints;
  - v. The attendance of each committee member; and
  - vi. Recommendation to the ICA Council.

## **Article 6 Finance Committee**

- I. Membership **(Amended in 2010-2011 CM12)**
- i. The Financial Secretary shall be the ex-officio chairperson;
  - ii. One ICA Council Past Representative;
  - iii. One member of the current Ex-co; **(Amended in 2012-2013 CM3)**
  - iv. Two non-executive ICA Councilors (except ICA Council Past Representatives);
  - v. Two Independent Clubs' executive committee members of the current session; and
  - vi. One Independent Clubs' member.
- II. Function
- i. To serve as an advisory body to the ICA Council on financial matters;
  - ii. To supervise the Independent Clubs on matters concerning finance and accounting procedures;
  - iii. To supervise all fundraising activities of the Independent Clubs;
  - iv. To scrutinize the Financial Budgets of the Ex-co and Independent Clubs; **(Amended in 2010-2011 CM12)**
  - v. To review the Annual Financial Reports of the Ex-co and Independent Clubs; and **(Amended in 2016-2017 CM9)**
  - vi. To propose follow-up actions to the ICA Council on violations of the Financial Regulation of the Association. **(Appended in 2016-2017 CM9)**
  - vii. **(Repealed in 2010-2011 CM12)**
- III. Content shall be included in the Annual Report to ICA Council
- i. A summary of work for the corresponding session;

- ii. A report of the unspent balance of the Union subsidy of the Independent Clubs;
- iii. The attendance of each committee member; and
- iv. Recommendation to the ICA Council.

## **Article 7 Programme Committee**

### **I. Membership (*Amended in 2010-2011 CM12*)**

- i. Two Programme Secretaries, of which one shall be appointed as the chairperson by the ICA Council; (*Amended in 2016-2017 CM9*)
- ii. One ICA Council Past Representative;
- iii. (*Repealed in 2016-2017 CM9*)
- iv. Two non-executive ICA Councilors (except ICA Council Past Representatives);
- v. Two Independent Clubs' members; and (*Amended in 2016-2017 CM9*)
- vi. One Full Member of the Union. (*Amended in 2016-2017 CM9*)

### **II. Function**

- i. To serve as an advisory body to the ICA Council on programmes of Independent Clubs;
- ii. To supervise the Independent Clubs on matters concerning programmes;
- iii. To recommend on the direction and programmes according to the nature, constitutional purposes and development of the Independent Clubs when necessary; (*Appended in 2010-2011 CM12*)
- iv. To recommend on joint activities among Independent Clubs and other sub-organizations of the Union when appropriate; (*Appended in 2010-2011 CM12*)
- v. To scrutinize the Year Plans of the Independent Clubs;
- vi. To review the Annual Functional Reports of the Independent Clubs; and
- vii. To report to the ICA Council the inconsistencies between the Year Plans and the Annual Functional Reports of each Independent Club.
- viii. (*Repealed in 2010-2011 CM12*)

### **III. Content shall be included in the report to ICA Council**

- i. A summary of work for the corresponding session;
- ii. The attendance of each committee member; and
- iii. Recommendation to the ICA Council.

## **Section V Executive Committee**

### **Article 1 Membership**

- I. The President
- II. The Internal Vice President
- III. The External Vice President
- IV. The General Secretary
- V. The Financial Secretary
- VI. Two Programme Secretaries (**Amended in 2016-2017 CM9**)
- VII. (**Repealed in 2016-2017 CM9**)
- VIII. The Publications and Publicity Secretary

### **Article 2 Function**

The function of the Ex-co shall be:

- I. to serve as the governing body of the Association;
- II. to formulate the policies of the Association in accordance with the aims of the Association;
- III. to carry out the resolutions of the ICA Council; and
- IV. to maintain day-to-day administration of the Association.

### **Article 3 Responsibility and Accountability**

The Ex-co shall be responsible and accountable to the ICA Council for all its actions.

### **Article 4 Duties of Individual**

- I. The President shall:
  - i. be the chief executive of the Association;
  - ii. be the Chairperson of the Ex-co;
  - iii. represent the Association in the Union Council, the Union Executive Committee and the Union Council Constitution Review Committee;
  - iv. co-ordinate the Independent Clubs; and
  - v. submit the Annual Report and the Half-yearly Report to the ICA Council. (**Amended in 2010-2011 CM12**)
- II. The Internal Vice President shall:
  - i. assist the President in all internal duties;
  - ii. be the Chairperson of the Disciplinary Committee; and
  - iii. submit the Annual Report and the Half-yearly Report to the ICA Council. (**Amended in 2010-2011 CM12**)
- III. The External Vice President shall:
  - i. assist the President in all external duties;

- ii. represent the Association in the Union Council;
  - iii. be responsible for public and social relations of the Association; and
  - iv. submit the Annual Report and the Half-yearly Report to the ICA Council. **(Amended in 2010-2011 CM12)**
- IV. The General Secretary shall:
- i. conduct the general correspondence of the Association;
  - ii. take and prepare minutes of all Ex-co meetings; and
  - iii. submit the Annual Report and the Half-yearly Report to the ICA Council. **(Amended in 2010-2011 CM12)**
- V. The Financial Secretary shall:
- i. be responsible for all matters relating to finance of the Association;
  - ii. be the Chairperson of the Finance Committee;
  - iii. represent the Association in the Union Finance Committee of Union Council;
  - iv. scrutinize all receipts submitted by all Independent Clubs before submitting to the Union Financial Secretary; and **(Amended in 2010-2011 CM12)**
  - v. submit the Annual Report and the Half-yearly Report to the ICA Council. **(Amended in 2010-2011 CM12)**
- VI. Two Programme Secretaries shall: **(Amended in 2016-2017 CM9)**
- i. coordinate and supervise the programmes of all Independent Clubs; **(Amended in 2010-2011 CM12)**
  - ii. be the Chairperson and member of the Programme Committee respectively; **(Amended in 2016-2017 CM9)**
  - iii. consult and be consulted concerning the planning and running of programmes of all Independent Clubs; **(Appended in 2010-2011 CM12)**
  - iv. be responsible for all functions organized by the Ex-co; and
  - v. submit the Annual Report and the Half-yearly Report to the ICA Council. **(Amended in 2010-2011 CM12)**
- VII. **(Repealed in 2016-2017 CM9)**
- VIII. The Publications and Publicity Secretary shall:
- i. be responsible for matters relating to the publications and publicity of the Association; and
  - ii. submit the Annual Report and the Half-yearly Report to the ICA Council. **(Amended in 2010-2011 CM12)**

#### **Article 5 Acting Executive (Appended in 2019-2020 CM2)**

In the event of any vacancy occurring in the post of the Ex-co, the ICA Council may appoint acting executive(s) to take up the work, who shall have the same authorities and duties as the respective posts, but such authorities and duties are subject to limitations imposed by the ICA Council.

**Article 6 Resignation**

Any Ex-co member shall resign only with a motion carried with a two-thirds majority in the ICA Council Meeting.

## **Section VI Election**

### **Article 1 Annual Election**

The Annual Election for the posts of the President, the Internal Vice President, the External Vice President, the General Secretary, the Financial Secretary, the two Programme Secretaries, the Publications and Publicity Secretary, the ICA Council Chairperson, the ICA Council Honorary Secretary and the ICA Council Past Representatives shall be held at the First ICA Council Meeting of each session. **(Amended in 2016-2017 CM9)**

### **Article 2 Nominations**

- I. Notice of open nomination for the posts in Article 1 shall be announced to all Full Members of the Union at least 336 hours (14 days) before the First ICA Council Meeting. The nomination shall be closed 72 hours (three days) before the First ICA Council Meeting. **(Amended in 2015-2016 CM9)**
- II. The list of nominees shall be announced to all Full Members of the Union within 24 hours after closing of nomination. **(Appended in 2015-2016 CM9)**
- III. Nomination for election shall only be made on forms provided for the purpose by the ICA Council. Each form shall contain the name of the candidate together with signatures of a proposer, a seconder and the signature of the candidate signifying his/her consent, duly signed by the ICA Council Chairperson or ICA Council Honorary Secretary, certifying the date of receipt. **(Amended in 2010-2011 CM12)**
- IV. The nominees shall be the Full Members of the Union. **(Amended in 2015-2016 CM9)**
- V. The proposers and the seconds of all posts shall be the members of any Independent Club.

### **Article 3 Eligibility**

- I. Only ICA Councilors and Official Observers of ICA Council of the previous session are eligible for the posts of ICA Council Chairperson and ICA Council Past Representatives. **(Amended in 2010-2011 CM1)**
- II. Except with the permission of ICA Council, only Ex-co members or the executive committee members of the Independent Clubs of the previous session who are still the Full Members of the Union are eligible for the posts of the President, the Internal Vice President and the External Vice President. **(Amended in 2015-2016 CM9)**
- III. Each Full Member of the Union is eligible for the posts of Ex-co other than being mentioned in Article 3(II), and ICA Council Honorary Secretary, except when Article 3(IV) is applicable. **(Amended in 2016-2017 CM9)**
- IV. **(Repealed in 2015-2016 CM9)**

#### **Article 4 Method of Voting**

- I. When the number of candidate is less than or equal to the number of vacancy of a post, the present voting members of ICA Council shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes is cast for the candidate. ***(Amended in 2015-2016 CM9)***
- II. When the number of candidates is more than the number of available seats of a post, the present voting members of ICA Council shall vote for or against every candidate or abstain from voting that candidate. The number of candidates whom a present voting member votes for must not exceed the number of available seats of that position. The candidates shall be arranged in descending order according to the number of affirmative votes they have secured. From the top of the list, a number of candidates equal to or less than the number of vacancies shall be declared elected provided that:
  - i. the candidate has secured a number of votes for him/her greater than the number of votes against him/her; and
  - ii. the candidate has secured the aggregate number of the votes for and against exceeding the number of abstain votes. ***(Amended in 2015-2016 CM9)***
- III. In case any candidates have secured the same number of affirmative votes such that the election result is inconclusive, an election shall be held for such candidates to compete for the remaining vacancy/vacancies. In such an election, each present voting member of ICA Council shall indicate on a ballot sheet his/her order of preferences for all candidates. The candidates shall be arranged in descending order according to the first preference. The candidate in the bottom of the list shall be declared lost, and his/her votes shall be distributed among the remainders according to the second preference indicated on the ballot sheets. This process shall be continued until one candidate has a clear majority and he/she is declared elected. ***(Amended in 2015-2016 CM9)***

#### **Article 5 By-election**

- I. A By-election shall be held in case there is a vacancy for any post in Article 1. ***(Amended in 2015-2016 CM9)***
- II. Nominations and elections procedures shall be in accordance with Article 2 and 3, except that:
  - i. the notice of open nomination shall be released at least 336 hours (14 days) before the corresponding ICA Council Meeting; and
  - ii. the nomination shall be closed 72 hours (three days) before the corresponding ICA Council Meeting. ***(Amended in 2015-2016 CM9)***

## **Section VII Independent Clubs**

### **Article 1 Status and title of Independent Clubs**

- I. All Independent Clubs shall be directly affiliated to the Union, and shall observe the Constitution and regulations of the Union, and Standing Orders of the Union Council. **(Amended in 2010-2011 CM12)**
- II. All Independent Clubs shall state explicitly in titles such as in the letterheads, their affiliation to the Union, in either English or Chinese, with the initials “HKUSU” in English or “香港大學學生會” in Chinese. **(Amended in 2010-2011 CM12)**
- III. **(Repealed in 2010-2011 CM12)**

### **Article 2 Members of Independent Clubs**

- I. Full Members of an Independent Club shall be the Full Members of the Union who have duly registered and paid the membership fees of the Independent Club. **(Amended in 2015-2016 CM9)**
- II. The membership of the Independent Clubs shall open to all Members of the Union. An Independent Club may refuse membership to a Member of the Union only with the approval of the Union Council. **(Amended in 2016-2017 CM9)**
- III. Only Full Members of the Union are eligible to register as Full Members of an Independent Club. Full Members of an Independent Club, apart from enjoying the services and welfare provided by the Independent Club, shall have the following rights:
  - i. To nominate or 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, unless he/she is the honorary secretary of the General Meeting. **(Amended in 2015-2016 CM9)**
- IV. All members shall abide by the rules and the constitution of the Independent Club.
- V. The membership term of the Independent Clubs shall commence from the date of registration and end on coming 31<sup>st</sup> July. The membership fee of the Independent Clubs shall be approved by the ICA Council annually with the recommendation of the Finance Committee. **(Amended in 2015-2016 CM9)**
- VI. The ICA Council shall have the power to approve certain Independent Clubs to exempt their Full Members from membership fee. This shall be with recommendations of the Constitution Review Committee and the Finance Committee after considering the following criteria: **(Amended in 2010-2011 CM12)**
  - i. aims and nature of the Independent Club;
  - ii. financial status; and
  - iii. other relevant criteria.

### **Article 3 (Repealed in 2010-2011 CM12)**

#### **Article 4 General Meetings**

- I. A written notice shall be given to all Full Members of the Independent Club, the Ex-co and ICA Council Chairperson at least 168 hours (seven days) before the commencement of the AGM. For an EGM, the time limit shall be 72 hours (three days). Such notice shall include the date, time, venue and the agenda of the General Meeting. **(Appended in 2014-2015 CM12)**
- II. An AGM shall be held upon the request of the Executive Committee of the Independent Club. An EGM shall be held upon the request of the Executive Committee of the Independent Club, or the written requisition of five percent of or 15 Full Members of the Independent Club, whichever is more. **(Amended in 2015-2016 CM9)**
- III. The following business shall be included in the agenda of AGM: **(Amended in 2013-2014 CM6)**
  - i. To receive and adopt the agenda
  - ii. To receive and adopt the minutes of the Annual General Meeting of the previous session and Extraordinary General Meeting(s) of the current session (if any) **(Amended in 2016-2017 CM9)**
  - iii. To receive and adopt the Annual Functional Report and Annual Financial Report **(Amended in 2014-2015 CM12)**
  - iv. To elect the Executive Committee members of the following session **(Amended in 2016-2017 CM9)**
  - v. To receive and adopt the Year Plan and Financial Budget
  - vi. To appoint any of the chairperson or vice-chairperson(s) (or equivalent) to be the Representative of the Club in the ICA Council, whenever necessary **(Appended in 2013-2014 CM6)**
  - 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 Independent Club jointly **(Appended in 2010-2011 CM12)**
  - viii. Any Other Business
- IV. ICA Councilors or the Union Councilors will be eligible to be a Returning Officer upon the appointment by the ICA Council Chairperson. Any General Meeting without the presence of a Returning Officer shall be considered invalid. **(Amended in 2010-2011 CM12)**
- V. The responsibilities of the Returning Officer shall be: **(Amended in 2010-2011 CM12)**
  - i. to complete the Form for Returning Officer in General Meeting, and collect the checked Quorum Sheet and all distributed materials in the General Meeting, which shall be submitted to the ICA Council Honorary Secretary within 336 hours (14 days) after the end of the General Meeting;
  - ii. to report the alleged infringement of constitutions and regulations of the Union, the Association and the Independent Clubs and Standing Orders of the Union Council;

***(Amended in 2016-2017 CM9)***

- iii. to be consulted if there is any question concerning constitutions and regulations of the Union and the Association and Standing Orders of the Union Council; and ***(Amended in 2016-2017 CM9)***
- iv. to be a disinterested, independent observer of the General Meeting and shall not take part in discussion nor voting, ***(Amended in 2010-2011 CM12)***
- v. ***(Repealed in 2010-2011 CM12)***
- VI. A Returning Officer shall not be the member of the Independent Club holding the General Meeting and shall not vote.
- VII. The Independent Club shall submit the minutes to the ICA Council Honorary Secretary within 336 hours (14 days) after the end of the General Meeting. ***(Amended in 2015-2016 CM9)***
- VIII. For any General Meeting of an Independent Club, seven percent of or 20 Full Members of the Independent Club, whichever is more, shall form a quorum. ***(Amended in 2014-2015 CM12)***
- IX. Only Full Members of an Independent Club shall vote in the General Meetings of the Independent Club. Each Full Member of the Independent Club is entitled to one vote only. ***(Amended in 2015-2016 CM9)***
- X. Except with permission of the ICA Council, the AGM of the Independent Clubs shall be held within the period from the first day of January to the last day of February.
- XI. Any General Meetings convened not in accordance with Article 4 shall be declared invalid.

**Article 5 Nomination, Election, Vacancy, Vote of confidence and Vote of no-confidence**

- I. Executive committee members of an Independent Club shall be elected in a General Meeting. Only Full Members of the Independent Club shall have the right to nominate or to be nominated in the election. ***(Amended in 2015-2016 CM9)***
- II. Nomination of the executive committee members of an Independent Club shall be opened to all Full Members of the Independent Club at least 168 hours (seven days) before the General Meeting and closed exactly 72 hours (three days) before the General Meeting. A written notice of open nomination shall be given to all Full Members of the Independent Club, the Ex-co and ICA Council Chairperson. ***(Amended in 2015-2016 CM9)***
- III. The list of nominees shall be announced to all Full Members of the Independent Club, the Ex-co and ICA Council Chairperson within 24 hours after closing of nomination. ***(Amended in 2014-2015 CM12)***
- IV. All Independent Clubs shall submit the collected nomination forms to the ICA Council Honorary Secretary within 336 hours (14 days) after the end of the General Meeting. ***(Appended in 2014-2015 CM12)***
- V. In case of any vacancies in the executive committee of an Independent Club, the matter shall be resolved in the General Meeting where the vacancies arise. If it is resolved that a by-election shall be held, the vacancies shall be filled at an EGM called for that purpose. ***(Amended in 2015-***

**2016 CM9)**

- VI. Election for all individual seats in the executive committee of an Independent Club shall be conducted separately. **(Amended in 2015-2016 CM9)**
- VII. When the number of candidate is less than or equal to the number of vacancy of a post of the executive committee of an Independent Club, the present voting members of the Independent Club shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes is cast for the candidate. **(Amended in 2015-2016 CM9)**
- VIII. When the number of candidates is more than the number of available seats of a post, the present voting members of the Independent Club shall vote for or against every candidate, or abstain from voting that candidate. The number of candidates whom a present voting member votes for must not exceed the number of available seats of that position. The candidates shall be arranged in descending order according to the number of affirmative votes they have secured. From the top of the list, a number of candidates equal to or less than the number of vacancies shall be declared elected provided that:
- i. the candidate has secured a number of votes for him/her greater than the number of votes against him/her; and
  - ii. the candidate has secured the aggregate number of the votes for and against exceeding the number of abstain votes. **(Amended in 2015-2016 CM9)**
- IX. In case any candidates have secured the same number of affirmative votes such that the election result is inconclusive, an election shall be held for such candidates to compete for the remaining vacancy/vacancies. In such an election, each present voting member of the Independent Club shall indicate on a ballot sheet his/her order of preferences for all candidates. The candidates shall be arranged in descending order according to the first preference. The candidate in the bottom of the list shall be declared lost, and his/her votes shall be distributed among the remainders according to the second preference indicated on the ballot sheets. This process shall be continued until one candidate has a clear majority and he/she is declared elected. **(Amended in 2015-2016 CM9)**
- X. Results of election and by-election, and any resignation or vacancy shall be announced to all Full Members of the Independent Club, the Ex-co and ICA Council Chairperson within 168 hours (seven days) after termination of the General Meeting. The results submitted to the Ex-co and ICA Council Chairperson shall include the name, university number (UID), corresponding telephone number and email address of each elected or resigning executive committee member. **(Amended in 2014-2015 CM12)**
- XI. Resignation of any executive committee members of an Independent Club shall be received only with a motion carried with a two-thirds majority in a General Meeting of the Independent Club. **(Amended in 2015-2016 CM9)**

- XII. A vote of no-confidence may be moved against an executive committee Member of an Independent Club for infringement of the Constitution of the Independent Club, the Constitution, negligence of duties, or unbecoming conduct at a General Meeting in which the discussion of the vote of no-confidence is one agendum. The person concerned shall be terminated from his/her office once the motion is passed with a two-thirds majority in the General Meeting. If the vote of no-confidence is moved against the Chairperson (or equivalent) or the presiding officer of the Independent Club, a member of the Constitution Review Committee is authorized to take the chairpersonship of the General Meeting in the relevant agendum. ***(Amended in 2016-2017 CM9)***
- XIII. Any executive committee member of an Independent Club who ceases to be a Full Member of the Union during his/her term of office in a session shall only hold office till the end of that session upon a vote of confidence being passed to him/her with a two-thirds majority in the General Meeting. ***(Amended in 2016-2017 CM9)***

#### **Article 6 Amendments to the Constitution of an Independent Club**

- I. The Constitution of an Independent Club shall only be amended in a General Meeting by a motion carried with a two-thirds majority. Detailed proposal of amendment shall be publicized in the notice of General Meeting 168 hours (seven days) before the General Meeting. ***(Amended in 2015-2016 CM9)***
- II. The proposed amendment to the Constitution of an Independent Club shall be submitted to the Constitution Review Committee for consultation at least one month before the General Meeting. ***(Amended in 2015-2016 CM9)***

## **Article 7 General**

- I. An Independent Club shall be governed by an executive committee which comprises no less than four members. Chairperson (or equivalent) and Financial Secretary (or equivalent) are mandatory posts which shall be filled in. All posts except mandatory ones are not necessary to be filled up. **(Amended in 2014-2015 CM12)**
- II. The control of material assets of any Independent Club shall rest on its current executive committee, and shall rest on the Union after the disaffiliation of the Independent Club.
- III. Independent Clubs shall keep the following records:
  - i. A membership official record
  - ii. An account book
  - iii. A minutes book in which minutes of all General Meetings shall be entered
  - iv. A record of all functions held by the Independent Club
  - v. An inventory book
- IV. Affiliation of any Independent Club to the Union shall entail acceptance of, and compliance with the Constitution and regulations of the Union and the Association.
- V. All Independent Clubs shall have no less than 40 Full Members. **(Amended in 2018-2019 CM10)**
- VI. The official bank account of the Independent Club shall be kept by the Chairperson (or equivalent) and Financial Secretary (or equivalent) of the Independent Club jointly. Another executive committee member shall be authorized to be responsible for the management of bank account if one is both the Chairperson (or equivalent) and Financial Secretary (or equivalent). The signatures of both are required in any proceedings related to the bank account. **(Appended in 2010-2011 CM12)**
- VII. The control of finance of any Independent Club governed by no executive committee shall be in the trust of the Ex-co temporarily until the new executive committee is elected in a General Meeting. The Ex-co is required to submit to the ICA Council: **(Appended in 2010-2011 CM12)**
  - i. a report within 336 hours (14 days) after the completion of control; and
  - ii. interim report(s) as requested by the ICA Council or the ICA Council Chairperson.

## ***Section VIII Amendment and Interpretation of Constitution***

### **Article 1 Amendment**

- I. The Constitution shall not be amended except by a motion carried with a two-thirds majority at the corresponding ICA Council Meeting.
- II. A notice intimating the proposed amendment or recession shall be sent 120 hours (five days) before the corresponding ICA Council Meeting. ***(Amended in 2010-2011 CM12)***

### **Article 2 Interpretation**

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