

Constitution of the Chinese Folk Art Society, HKUSTSU

Last Amendment: March 3rd, 2013

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ARTICLE 1: GENERAL

- 1.1 The English full name of the society shall be "Chinese Folk Art Society, HKUSTSU".
- 1.2 The Chinese full name of the Society shall be "香港科技大學學生會中國民間藝術坊".
- 1.3 The abbreviation name of the society shall be "CFAS, HKUSTSU" in English and "民藝坊" in Chinese.
- 1.4 The official logo of the society shall be:



- 1.5 The society is only affiliated to HKUST Students' Union, and shall not apply for any other affiliations within HKUST.
- 1.6 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.
- 1.7 Each session of the society shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the next Annual General Meeting.

ARTICLE 2: OBJECTIVES

- 2.1 To spread and promote Chinese folk art in HKUST.
- 2.2 To provide opportunities for members to know Chinese folk art, to enhance their understandings of Chinese folk art and to raise public awareness of Chinese traditional culture.
- 2.3 To provide opportunities to members who have similar tastes in Chinese folk art to know better about each other by attending activities arranged by the society and by sharing experience.
- 2.4 To enhance the welfare and to represent the fundamental interests of the majority of members.

ARTICLE 3: MEMBERSHIP

- 3.1 The Society shall consist of the following types of members:
- (a) Full Members;
 - (b) Associate Members;
- 3.2 All undergraduates and postgraduates at HKUST shall be eligible for Full Membership of the society, provided that they are Full Members of HKUSTSU. All other students at HKUST shall be eligible for Associate Membership of the society.
- 3.3 All members shall have the right to all functions of the society and to attend the general meetings of the Society.
- (a) Only Full Members of the Students' Union who have paid three of four years membership fee of the society are Full Members of the Society.
 - (b) Only Full Members of the Students' Union shall be eligible for being the office bearers of the Society.
- 3.4 Only full members shall have the right to raise their appeals to the executive committees, to vote at all statutory elections and general meetings of the Society, to stand for election, to be nominated to election, and to complain about the result of the elections of the Society.
- 3.5 Only full members shall have the right to become official bearers of the Society.
- 3.6 All members shall pay the non-refundable prescribed membership fee, which shall be determined by the executive committee of the current session.
- 3.7 Membership fee should be determined by the Executive Committee of the current session.
- 3.8 All members shall abide by the Constitutions of the Society and the resolutions passed by the General Meeting (including AGM and EGM) of the Society.

ARTICLE 4: THE GENERAL MEETING

- 4.1 An Annual General Meeting, being a general meeting of members, shall be commenced between the start of the first week and the end of the 6th week of the spring semester in each Academic Year, inclusively. The Chairperson of the Annual General Meeting should be the President of the Society, and the Secretary of the Annual General Meeting should be the Internal Secretary of the Society of the elected cabinet.
- 4.2 The quorum for the Annual General Meeting shall consist of no less than 40 or 10% of all full members of the society, with the lower number counted. The quorum for the Extraordinary General Meeting shall consist of no less than 30 or 8% of all full members of the society, with the lower number counted. In case the quorum cannot form, the meeting shall be recalled again within one week.
- 4.3 All the decisions made in the Annual General Meeting shall pose the highest authority in the Society.
- 4.4 The tasks of the Annual General Meeting shall include:
- (a) To review the minutes of the previous Annual General Meeting;
 - (b) To amend the Constitution;
 - (c) To review the annual report of the Executive Committee;
 - (d) To review the financial report of the Executive Committee;
 - (e) To present of the elected cabinet of the Society;
 - (f) Any other business determined by the proposed resolutions of the Executive Committee.
- 4.5 In terms of the agenda of the Annual General Meeting, the Society shall state whether there is any other business in the meeting. If there is any other business, the Society shall state that no other discussion is allowed other than those listed.
- 4.6 A resolution can be passed only if 80% of the quorum votes for it.
- 4.7 The agenda of the Annual General Meeting shall be as followed:

- (a) To call to order;
 - (b) To count the quorum;
 - (c) To commence the meeting;
 - (d) To consider and, if thought fit, to adopt the minutes of the previous Annual General Meeting and that of the Extraordinary General Meetings after the previous Annual General Meeting;
 - (e) To consider and, if thought fit, to adopt the agenda of Annual General Meeting;
 - (f) To consider and, if thought fit, to amend the Constitution;
 - (g) To consider and, if thought fit, to approve the Annual Report of the Executive Committee;
 - (h) To consider and, if thought fit, to approve the Financial Report of the Executive Committee which shall include comprehensive financial statements;
 - (i) To settle complaints, if any, against the Election Board; and to report the result of Annual Election for the Executive Committee of the next session by the member of the Election Board;
 - (j) To introduce the elected cabinet of the Society;
 - (k) To examine the suitability of each Executive Committee member of the next session with the proposed post;
 - (l) To present and, if thought fit, to adopt the Year Plan of the next session;
 - (m) To present and, if thought fit, to adopt the Financial Budget of the next session;
 - (n) To adjourn the meeting.
- 4.8 An official notice and the agenda of the Annual General Meeting of the Society shall be posted and sent to all members three days in advance of the meeting.
- 4.9 Extraordinary General Meeting
- (a) All the decisions made on the Extraordinary General Meetings will pose the same authority as that in Annual General Meetings of the Society.

- (b) The public notice and the agenda of the Extraordinary General Meeting shall be posted and sent to all members three days before the Extraordinary General Meeting.

4.10 All the decisions made on the general meetings shall be posted and sent to members within three days after the adjournment of the meeting.

ARTICLE 5: ELECTION:

- 5.1 The election of the new office bearers shall through polling by all full members or be held in the Annual General Meeting under special circumstances.
- 5.2 The Election Board shall be formed at least one week before the nomination period starts.
- 5.3 Public notice about the election should be sent to members one week in advance.
- 5.4 The result of the election should be sent to members within three days after the polling day or the adjournment of the Annual General Meeting.
- 5.5 The time limit for filing complaints about the election is 24 hours after the election or the adjournment of the Annual General Meeting.
- 5.6 The Election Board shall be set up to handle all the matter concerning the annual election, including administration and complaints. The Election Board must consist of both Executive Committee members and other full member(s). The nominator, the president of the present executive committee, and nominees cannot serve as the member of the Election Board.
- 5.7 All complaints regarding the election shall be handled by the Election Board within one week and any further action decided by the Election Board shall be reported to all members.
- 5.8 The Executive Committee shall invite at least one Returning Officer to act as member of the Election Board.
- 5.9 Nominations:
 - (a) Nominations for the office bearers of the Society shall be accepted forty-eight hours before the election day or the Annual General Meeting of the Society, provided that at least one nomination has been received for each respective post.
 - (b) Nominations for election shall only be made by forms provided for the purpose by the Executive Committee of the Society. Each form must contain the name of the candidate, together with the signature of a

proposer, a seconder and the signature of the candidate signifying his or her consent, duly signed by any member of the Executive Committee of the Society certifying the date of receipt.

- (c) All candidates, proposers, seconders and office-bearers shall be full members of the Society.
 - (d) In case there is no nomination received, the Annual General Meeting shall resolve the matter.
 - (e) The nominated cabinet shall consist of at least 4 nominees, i.e. nominated President, nominated Internal-Vice President, nominated External-Vice President and nominated Financial Secretary.
- 5.10 If more than 20% of the votes are invalid, the voting shall be considered void, and a second round voting shall be conducted with at least 50% of full members' voting.
- 5.11 A successful candidate shall be voted by no less than 20% of all full members of the Society, among whom no less than 80% shall vote for the candidate.
- 5.12 Unless there is any specification by the current Executive Committee, the maximum amount of expenses allowed for each cabinet for the election shall be confined to HK\$4000.
- (a) If the net profit of the cabinet is less than HK\$4000 and less than the electing expenses, Executive Committee can get back the amount of money they earned in the executive year.
 - (b) If the net profit of the cabinet is less than HK\$4000 and more than the electing expenses, Executive Committee can get back the amount of the money equal to the electing expenses.
 - (c) If the net profit of the cabinet is more than HK\$4000 and the electing expenses is more than HK\$4000, Executive Committee can get back HK\$4000.
 - (d) If the net profit of the cabinet is more than HK\$4000 and the electing expenses is less than HK\$4000, Executive Committee can get back the amount of the money equal to the electing expenses.

ARTICLE 6: FINANCE:

- 6.1 The session of the financial year corresponds to the session of the Executive Committee.
- 6.2 The financial account must be held jointly by Financial Secretary and President.
- 6.3 The annual financial report shall be prepared by the Financial Secretary and presented in the Annual General Meeting. The Annual General Meeting shall consider and, if fit approve it.
- 6.4 The Society shall not apply or accept any loans outside Students' Union.
- 6.5 The Financial Secretary shall be responsible for keeping the books of account.
- 6.6 A financial report shall be posted within one week after each function.
- 6.7 All receipt shall be handed in to Financial Secretary three days after the purchase, if not specified otherwise.

ARTICLE 7: THE EXECUTIVE COMMITTEE:

- 7.1 The Executive Committee shall hold office from the adjournment of the Annual General Meeting in the year of their election until the adjournment of the Annual General Meeting in the following year.
- 7.2 The number of the office bearers shall be at least four.
- 7.3 The Executive Committee shall consist of the following 13 posts:
- (a) The President, who shall be the chief executive and the representative of the Society, shall be responsible for administration of the Society, and shall preside over all Executive Committee Meetings of the Society;
 - (b) The Internal Vice-President, who shall assist the President in carrying out his/her duties and in addition, is responsible for all internal coordination of the Society, and shall, in absence of the president, carry out the duties of the president inside the Society;
 - (c) The External Vice-President, who shall assist the President in carrying out his/her duties and in addition, be responsible for all external matters of the Society, and shall, in absence of the president, carry out the duties of the president outside the Society;
 - (d) The Internal Secretary, who shall assist the Internal Vice-President in carrying out his/her duties and in addition, be responsible for maintaining all minutes and documents of the Society;
 - (e) The External Secretary, who shall assist the External Vice-President in carrying out his/her duties and in addition, be responsible for maintaining all external correspondence of the Society;
 - (f) The Financial Secretary, who shall be responsible for all financial matters of the Society;
 - (g) The Promotion Secretary, who shall be responsible for publicizing the Society and its activity by means such as posters, leaflets and notices;
 - (h) The Marketing Secretary, who shall be responsible for contacting

organizations or firms so as to looking for sponsorship for the Society.

- (i) The Administrative General Secretary, who shall be responsible for all administrative matters of the Society;
 - (j) The Welfare Secretary, who shall be responsible for all matters concerning the welfare of members of the Society;
 - (k) The Publication Secretary, who shall be responsible for all publication activities of the Society;
 - (l) The IT Secretary, who shall be responsible for all matters concerning Information Technology of the Society.
 - (m) The Public Relation Secretary, who shall be responsible for the public relationship outside the society.
- 7.4 In addition to the duties as specified in Article 7.2, members of the Executive Committee shall collectively and individually be responsible for the performance of the duties of the Executive Committee under this Constitution.
- 7.5 Any post specified in Article 7.3 can be included whenever is necessary.
- 7.6 The President, the Vice-President(s) and the Financial Secretary shall not hold any other positions in the Society.
- 7.7 The President in his/her absence, the Internal Vice-President shall preside over and coordinate the work of the Executive Committee and individual office bearers. In the absence of the President and Internal Vice-President, the External Vice-President shall preside over and coordinate the work of the Executive Committee and individual office bearers.
- 7.8 The Society shall keep the following records:
- (a) A Membership Book
 - (b) An Account Book
 - (c) A Minute Book in which the minutes of all General Meetings shall be kept.
 - (d) A record of all matches played and functions held by the Society.
 - (e) An Inventory Book for the Society.

7.9 A public notice shall be issued in case there is any change of the office bearers.

ARTICLE 8: RESIGNATION AND DISSOLUTION:

- 8.1 In case of any Executive Committee Member wishing to resign, he/she must present a written request of resignation to the Executive Committee of the Society at least one month before the event in which the resignation shall be approved.
- 8.2 Should the President resign, an Extraordinary General Meeting shall be convened to elect a new President and the External Vice-President shall act as the Acting President until the new President is elected.
- 8.3 Should any Executive Committee Member other than the President resign, an Extraordinary General Meeting shall be convened to approve the resignation.
- 8.4 Any vacancies in the Executive Committee other than the President can either be filled by any Full Member of the Society appointed by the Executive Committee, or kept vacant.
- 8.5 A public notice shall be posted within seven days after the approval of any change or resignation of Executive Committee Member(s).
- 8.6 The Executive Committee shall be automatically dismissed when half of the Committee's Members resign from the office.
- 8.7 The dissolution of the Society shall only be passed by a resolution made in a General Meeting or Referendum with a three-quarter majority.
- 8.8 After dissolution, members of the Executive Committee shall be responsible for all matters of the dissolved body.
- 8.9 Notice of dissolution shall be posted in the Official Notice Area within 24 hours for not less than seven consecutive days.

ARTICLE 9: AMENDMENT

- 9.1 The constitution can only be amended in the Annual General Meeting with two-third of votes for the amendment.
- 9.2 The proposed amendment shall be notified to all members at least two weeks in advance of the Annual General Meeting.
- 9.3 Any amendment of the constitution shall be posted and sent to all full members within one day after the Annual General Meeting.

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