



Constitution of People's Campus Radio

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SECTION I: GENERAL

Article 1. Name

The full name of the body shall be "People's Campus Radio Hong Kong University of Science and Technology Students' Union" "科大校園人民廣播電台, 香港科技大學學生會" ~hereinafter referred to as "the Body".

Article 2. Founders

The founders of the body are Robin SZETO, Ah-Yuet LEE, Sun Fung Lin and Anthony TSANG, hereinafter referred to as "the founders".

Article 3. Missions and Objectives

Missions:

The body serves the HKUST community by providing high quality broadcasting service via INTERNET. It shall ultimately become one of the major communication channels among the Members of HKUST community.

Objectives:

1. To develop an open discussion culture of social and campus affairs.
2. To provide HKUST community oriented information and entertainment services.

Article 4. Official Language

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

Article 5. Programme standard

All programmes shall reach the standard stated by Programme Director(s).

Article 6. Dissolution

The body will only be dissolved if two-third of Full Members vote for dissolution in EGM. After dissolution, all properties of the body are belonged to The Hong Kong University of Science and Technology Students' Union.



Article 7 Affiliation

The body shall affiliate to Students` Union. (P.S.: Affiliated societies shall not apply for any other affiliations within HKUST)



SECTION II: MEMBERSHIP

Article 1. Eligibility

- **Full Membership**

Only Full Members of the Hong Kong University of Science and Technology Students' Union shall be eligible to apply for Full Membership of the body.

- **Associate Membership**

All Members of the Hong Kong University of Science and Technology, other than Full Members of the Students' Union, shall be eligible to apply for Associate Membership.

- **Honorary Membership**

Any person recommended by the Executive Committee, passed in General meeting, shall be eligible for Honorary Membership. Additionally, all past ex-co shall be eligible for Honorary Membership

Article 2

All Members of the body shall enjoy the following privileges:

1. To make use of all services and facilities provided by the body.
2. To be eligible for membership of sub-organizations of the body.
3. Have the speaking right in any General Meeting.

Note:

- A. Full Member of the body may vote at General Meetings of the body and may vote, nominate, and to be nominated for election and be eligible for office in the body.
- B. Only Full Member can be the DJ of the body.



Article 3. Obligation

All Members shall:

- Abide by the constitution of the body.
- Abide by the resolutions of General Meeting.
- Pay the annual membership fee.



SECTION III: GENERAL MEETING

Article 1. General

- **Authority**

The resolution(s) of a General Meeting shall possess the highest authority.

- **President**

1. The President of the Executive Committee shall chair the General Meeting.
2. If the President of the Executive Committee is absent, the meeting shall be chaired by Internal Vice President or one of the Executive Committee Member appointed by the Executive Committee at that time. The President shall have the casting vote.

- **Notice**

1. An official notice and an agenda of a General Meeting of the body shall be posted one week in advance.
2. Notice should be given for any resignation of EXCO and appointment of new EXCO.
3. Announcement should be made to all Members through email, ENB for election.



● **Quorum**

1. No less than 20 or ten percent of Full Members of the body shall form a quorum of an Extraordinary General Meeting, which ever is small.
2. No less than 30 or fifteen percent of Full Members of the body shall form a quorum of an Annual General Meeting, which ever is small.
3. If quorum is not reached after half an hour of the time scheduled for the commencement of a General Meeting, the meeting shall be adjourned to the same day in the following week with notice posted three days in advance of the meeting, and if at that meeting, a quorum is still not reached, all Full Members present shall form a quorum.
4. If quorum is not reached after half an hour of the time scheduled for the commencement of an Extraordinary General Meeting, the meeting shall be cancelled.



Article 2. Annual General Meeting

1. All Members of the body and all full time UST students shall be invited to attend every Annual General Meeting.
2. Business:
 - A. To adopt the agenda of the Annual General Meeting;
 - B. To receive and pass the minutes of the previous Annual General Meeting together with the minutes of all extraordinary general meetings, which may have been held since the previous Annual General Meeting;
3. To receive and pass the annual report for the current session of the body;
4. To receive and pass a financial report prepared by the Financial Secretary of the current session of the body;
5. To pass the Executive Committee of the current session;
6. To receive and adopt the annual plan and budget plan for the following session of the Executive Committee;
7. To pass the Executive Committee of the following session.
8. Any other business.
9. If there is any other business, no other discussion is allowed other than those listed in the Agenda.



Article 3. Extraordinary General Meeting

- Occurrence

The President seconded by at least three Executive Committee Members, shall have the right to convene an EGM of any purpose whenever necessary; or the President shall convene an EGM upon a requisition signed by not less than 40 or one-fifth of the Full Members of the body, whichever is smaller, such requisition shall be the objects of the proposed meeting.

- Business

Business not stated on the agenda shall not be discussed in Extraordinary General Meetings unless the consent of more than one half of the Full Members present is reached.

Article 4. General Meeting Regulations (Annual and Extraordinary General Meeting)

- All members have the right to speak in General Meetings
- Only Full Members of the Body shall have the right to raise and to second motions, and to vote in General Meetings. The President shall have no right to raise and to second motions, and to vote in General Meetings
- The President shall have the casting vote.
- With the permission of the President, a person who is not a Full Member of the Body attending the meeting can have the right to speak.
- The vote of the General Meeting possesses the highest authority in passing resolutions arising in the meeting.
- A simple majority of the vote cast is required to pass resolutions. Two-thirds of the vote cast is required to pass resolutions involving any amendment of the Constitution.



SECTION IV: THE EXECUTIVE COMMITTEE

Article 1. Name

The name of the organization formed under this section shall be “Executive Committee, People’s Campus Radio, HKUSTSU.”

Article 2. Definition

The Executive Committee shall be the supreme executive organization of the body.

Article 3. Composition

- Members of the Executive Committee should be not less than 12 and shall at least composed of the following office bearers:
 1. President
 2. Internal vice president
 3. External vice president
 4. Financial Secretary
 5. Internal Secretary
 6. External Secretary
 7. Marketing Officer
 8. Promotion Director
 9. Programme Director
 10. Production Director
 11. General Technical Officer
 12. Team Manager

- The President, the Vice-Presidents and the Financial Secretary shall not hold any other positions in all societies/clubs in HKUST.



Article 4. Eligibility

- All Executive Committee Members must be the Full Member of the Body and Hong Kong University of Science and Technology Students' Union.

Article 5. Authority & Responsibilities

The Executive Committee shall

- Be responsible for all matter related to the Body between two successive Annual General Meetings;
- Convene all General Meetings of the Body for any purpose whenever necessary;
- Prepare and publicize an annual plan, a budget plan;
- Have the right to appoint all subcommittees of the Executive Committee whenever deemed necessary;
- Appoint representatives for the Body to participate in meetings and activities outside the University;
- Have the right to appoint Members of the Executive Committee of the following session,
- Have the right to revise the membership of the Body,
- Have the right to revise the membership fee of the Body,
- Have the right of interpreting the Constitution;
- Take over the responsibilities of the Executive Committee until the Executive Committee of the coming session is formed.
- Have the right to terminate any programme which does not reach the standard.
- Have the right to reject application of membership.
- Responsible for quality control of all broadcasting programme.



Article 6. Duties of Committee Members:

- The President shall be the Chief Executive, shall represent the Body in all affairs, and shall preside at all General Meetings and meetings of the Executive Committee.
- The Internal Vice-President shall assist the President in all internal affairs within HKUST, and shall be ex-officio President of the Executive Committee in the absence of the President.
- The External Vice-President shall assist the President in all external affairs, outside school affairs.
- The Financial Secretary shall be responsible for all financial matters of the Body, including the record of incomes and expenses, and the preparation of the financial report of the current session.
- The Internal Secretary shall be responsible for preparation for minutes for the Executive Committee Meetings, General Meetings and the annual report of the Body; for the correspondence of the Body, booking venue for broadcasting and other activities, and keeping the membership record of the Body.
- The External Secretary shall be responsible for drafting e-mail to be sent to members, and assisting the External Vice-President in preparation of minutes of all external meeting.
- Marketing Officer shall be responsible for the marketing affairs
- Promotion Director shall be responsible for all promotion matters for the Body, including designing and posting all promotion materials.
- Programme Director shall be responsible for interviewing and liaising with programme producers, controlling the quality of programmes.
- Production Director shall be responsible to cut and edit the broadcast programmes for the archive, produce soundtracks for programmes (e.g. trailer, jingle and radio drama), update songs, and help finding suitable backgrounds for jingles, sigtunes, etc.
- General Technical Officer shall be responsible to maintain the broadcasting system, as well as updating the website of the Body.
- Team Manager shall be responsible for holding regular radio team meetings and organizing radio team functions.



Article 7. Session and Financial Year

The Executive Committee session and the financial year shall commence after the Annual General Meeting and cease at the end of the next Annual General Meeting.

Article 8. Business

- The Executive Committee shall meet at least five times within one session and all committee meetings shall be presided over by the President.
- The President shall have the right to convene an Executive Committee for any purpose whenever necessary.
- The President shall have no right to vote, to raise or second motion but shall have the casting vote in Executive Committee meetings.
- The President shall convene an Executive Committee meeting upon a requisition signed by at least three Executive Committee Members.
- Two-thirds of the Executive Committee Members shall form a quorum of an Executive Committee meeting.



Article 9. Change of Executive Committee Members

- A public notice concerning any change of Executive Committee shall be posted at least 2 weeks in advance.
- Any change of Executive Committee Members shall be made in an Extraordinary General Meeting.
- Any Executive Committee Member who wishes to resign shall inform the Committee and all other Members of the Body by writing a signed letter at least 2 weeks before the effective date of resignation.
- Should the President resign his post or received a vote of no-confidence, an Extraordinary General Meeting shall be convened to elect a new President among the Executive Committee Members.
- Should there arise a vacancy in the Executive Committee other than that of the President, that vacancy can be filled by any Member appointed by the Executive Committee.
- Any Committee Member, having committed any illegal acts in the name of the body, or been found negligent for his/her duties, may be requested by the Executive Committee to resign at an Extraordinary General Meeting.

Article 10. Dissolution

- The whole committee shall be dissolved if there are more than four vacancies simultaneously existing in the committee including the President, the Vice-Presidents for more than 14 working days.
- An Extraordinary General Meeting shall be convened by any remaining Executive Committee Members of the body to discuss the following arrangements.
- Should re-election be held it shall follow the same rules and regulations in Section V.



SECTION V: ELECTION

Article 1. General

1. The purpose of the Annual Election is to elect the Executive Committee for the following session.
2. Election Board shall be set up to handle all matter concerning the annual election, including administration and complaints.
3. The Election shall be held within the first month of the Spring Semester.
4. A public notice concerning the election shall be posted at least one week in advance.



Article 2. Election Board

- The Executive Committee shall set up an Election Board to handle all the matter concerning the annual election, including administration and complaints.
- The composition of the Election Board shall consist of 3 Executive Committee Members and 2 other Full Members. All nominators or nominees cannot be any Members of the Election Board.
- Duties of the Election Board includes:
 - A. The Election Board shall set up the schedule at least one month before the election with the approval of the Executive Committee consisting of the following items:
 - B. Period for nomination;
 - C. Period for the nominated cabinet promotion;
 - D. Date(s) of election.
 - E. The Election Board shall announce the name and member of the nominated cabinet after the end of the nomination period.
 - F. The Election Board shall introduce a maximum amount of expenses allowed for each cabinet.
 - G. The Election Board shall be responsible for counting the votes.
 - H. The Election Board shall monitor the election processes including procedure for receiving and handling complaints.
 - I. Complaints against the Election Board shall only be formally



Article 3. Nomination

- Nominations for Executive Committee of the Body must be submitted to the Election Board before the closure of the nomination period.
- The nomination period shall be no later than the end of the Winter Session.
- The name of the cabinet and the names of the candidates shall be submitted to the Election Board before the closure of the nomination.
- A cabinet shall not be qualified for nomination if it has less than 12 candidates.
- Nominations shall be seconded by at least five Full Members of the Body excluding the candidates themselves.
- Unless approved by current cabinet, no person shall be nominated for more than one post or one cabinet at the same time.
- Every candidate must be a Full Member of the Body and a Member of HKUSTSU.
- All candidates must be present in person in the Annual General Meeting, unless otherwise approved by the current session of the Executive Committee.
- A maximum amount of expenses allowed for each cabinet shall be introduced.
- In case there is no nomination received, the Election Board shall resolve the matter in the Annual General Meeting.



Article 4. Voting

- A notice of the Polling Day shall be served 5 days beforehand.
- The result of the Polling is valid, provided that the number of votes cast is not less than 25 percent of the Full Members of the Body.
- Where a cabinet is uncontested, the nominated cabinet shall be declared elected if the total number of votes FOR is over half of the total valid votes cast.
- When there are two nominated cabinets for the Body, the nominated cabinet with higher number of votes shall be declared elected.
- A secret ballot is adopted in the election.
- Only votes of Full Members joined 1 month before the polling date are valid.
- Counting of the votes shall be finished within 24 hours after the close of the poll.
- At least one honorary member must be presented to confirm the validity of the votes
- If no complaint is received, the official result shall be announced after the 24th hour of the vote counting.

Article 5. Complaints

- If any complaint is received, the Election Board shall convene a meeting to adjudicate them.
- All complaints shall be formally reported to the Election Board within 24 hours after the vote counting.
- If the accepted complaint(s) is (are) valid after investigations, the provisional results shall not be regarded as the official result and re-vote shall be held within one week unless otherwise specified.
- No official result shall be announced until all complaints have been solved.
- All complaints and appeals shall be supported by evidence and duly signed.
- Any complaint or appeal should be seconded by at least five Full Members of the Body.



Article 6. Quorum

- The result of the voting shall be declared valid provided the number of valid votes cast is not less than 25 percent of the Full Members of the body.

Article 7. Re-election

- Conditions under which a re-election shall be held:
- A re-election shall be held if the number of voters present in the Election is less than 25 percent of all Full Members.
- The election fails to generate a new Executive Committee;
- The Executive Committee dissolves;
- Two or more than two cabinets get a tie in the first election.
- Re-election shall follow the same rules and regulations of election.
- A re-election shall be held within one week after the Polling Day and the Annual General Meeting shall automatically be delayed for one week.
- The re-election matters shall leave to be decided by the Election Board and Executive Committee of the current session.
- In case the re-election also fails, the final decision shall be made by the Election Board and Executive Committee of the current session.



SECTION VI: FINANCE

Article 1. Financial Year

- The financial year shall follow the session of the current Executive Committee.

Article 2. Expenditure

- The balance and proceeds of the last financial year and the membership fee shall be spent on the activities and functions of the body.

Article 3. Budget

- At the beginning of each financial year, the Financial Secretary of the following session shall prepare and present a financial budget in the Annual General Meeting for adoption.

Article 4. Financial Report

- At the end of each financial year, the Financial Secretary of the body shall prepare and present a financial report in the Annual General Meeting for passing.

Article 5. Membership Fee

- All Full Members and Associate Members shall subscribe membership fee at their first registrations before being entitled membership for the whole course.
- The Executive Committee shall have the right to revise the membership fee.
- No membership fee is refundable.

Article 6. Loans

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



SECTION VII: CONSTITUTION

Article 1: Amendment

- Amendment to the Constitution, if any, shall be made only in a General Meeting.
- A notice of the proposed amendments of the Constitution made by the Executive Committee, together with the agenda of the General Meeting, shall be issued to all Members no less than one week prior to the meeting.
- The Constitution may be amended only by a two-thirds majority of Full Members present and voting at the Extraordinary General Meeting.
- A public notice concerning the amendment of Constitution shall be posted at least one week in advance.

Article 2: Interpretation

- The Executive Committee shall have the sole right to interpret the Constitution.
- The interpretation of the Constitution shall rest with the Executive Committee of the session during the periods between General Meetings.