



# Constitution of Linguistics Society, AAHKUSU

## ANNOTATED COPY

### Section 1

#### INTERPRETATION

**Article 1:**

“University” shall mean The University of Hong Kong.

**Article 2:**

“HKUSU” shall mean the Hong Kong University Students’ Union.

**Article 3:**

“Department” shall mean the Department of Linguistics, School of Humanities, Faculty of Arts, The University of Hong Kong.

**Article 4:**

“AAHKUSU” shall mean the Arts Association, Hong Kong University Students’ Union.

**Article 5:**

“Society” shall mean Linguistics Society, AAHKUSU.

**Article 6:**

“Committee” shall mean the Executive Committee of Linguistics Society, AAHKUSU.

**Article 7:**

“Members” shall mean the members of Linguistics Society, AAHKUSU.

**Article 8:**

“Constitution” shall mean the Constitution of Linguistics Society, AAHKUSU.

**Article 9:**

“President” shall mean the President of the Executive Committee of Linguistics Society, AAHKUSU.

**Article 10:**

“General Meeting” shall include the Annual General Meeting (AGM), and any Extraordinary General Meeting (EGM) of the Society.

**Article 11:**

“Undergraduates” shall mean students of The University of Hong Kong who are taking full-time undergraduate degree course(s).

**Article 12:**

“Clear day” shall mean a complete day of 24 hours; and “clear days” shall mean a period of complete days, excluding the intervening public holidays.

## **Section 2**

### **CONSTITUTION**

**Article 1: Interpretation**

The Committee shall have the sole right of interpretation of the Constitution during its session of office.

**Article 2: Alteration and Amendment**

No alteration or amendment of the Constitution may be made except at the General Meetings convened for that purpose, notice intimating specially the changes proposed of which shall have been posted at least 6 clear days in advance.

**Article 3: Motions**

A motion to alter or amend any part of the Constitution shall be carried only when so agreed to by not less than two-third of the members present and voting at that General Meeting.

**Article 4: Reference**

In case of dispute for which no ruling has been given in the Constitution, reference should be made to the Constitution of the Arts Association, HKUSU and to the Constitution of the Hong Kong University Students' Union.

## **Section 3**

### **GENERAL**

**Article 1: Name**

1. The name of the Society in English shall be “Linguistics Society, AAHKUSU”.
2. The name of the Society in Chinese shall be “ 香港大學學生會文學院學生會語言學學會 ”.

**Article 2: Purposes and Aims**

The purposes and aims of the Society shall be:

1. To promote the complete organisation and unity within the Society.
2. To promote the general welfare of Members.

3. To promote the better understanding among Members and the teaching staff of Department.
4. To promote the academic interests of Members.
5. To represent the interests of Members.

### **Article 3: Society Session**

The Society session shall commence at the conclusion of the AGM and shall terminate at the conclusion of the AGM in the following year.

### **Article 4: Management**

The management of the Society during the session of office shall be vested in the Committee as elected in accordance with the provision of the Constitution.

### **Article 5: Official Languages**

English and Chinese shall be the official languages of the Society in either or both of which all official meetings and official correspondence shall be conducted. Chinese, in its oral form, shall mean the Cantonese dialect and Mandarin.

### **Article 6: Affiliation**

The Society shall be an academic society affiliated to the Arts Association, Hong Kong University Students' Union.

### **Article 7: Motto**

The motto of the Society shall be "*ad linguisticam promovendam*".

### **Article 8: Logotype**

The logotype of the Society shall be as defined in Appendix I.

## **Section 4**

## **MEMBERSHIP**

### **Article 1: Definitions**

#### **1. Honorary Membership**

All teaching staff of Department and graduated ex-members of the Committee shall be Honorary Members, except those who are dismissed under Section 5, Article 8(2).

#### **2. Full Membership**

Undergraduates taking or enrolled in any course(s) of the Department in the same academic year shall be Full Members after paying the prescribed membership fee.

#### **3. Affiliate Membership**

Undergraduates taking or enrolled in any course(s) of the Department in the same academic year shall be Affiliate Members.

#### **4. Associate Membership**

Undergraduates who are not taking courses of the Department shall be Associate Members after paying the prescribed membership fee.

## **Article 2: Privileges of Members**

1. Members shall have the right to use all facilities provided by the Society for general use.
2. Members shall have the right to attend functions and activities organized by the Society.
3. Full Members and Affiliate Members shall have the right to attend, participate in and vote at the General Meetings.
4. Full Members and Affiliate Members shall have the right to nominate candidates and be nominated for candidature to the Committee.
5. Associate Members and Honorary Members shall have the right to attend, participate in General Meetings but without the right to vote, make any formal proposal and/or amendment to any motion therein.
6. Voting Members shall refer to Full Members and Affiliate Members.

## **Article 3: Term of the Membership**

The term of membership shall be valid for exactly one year starting from the day of enrollment.

## **Article 4: Termination of Full, Associate and Affiliate Memberships**

If any Full, Associate or Affiliate Members at any time for any reasons cease to be full members of HKUSU or Undergraduates of the Department, their Memberships shall terminate immediately.

## **Article 5: Membership Fees**

1. Full Members and Associate Members shall pay the prescribed membership fee.
2. The prescribed membership fee is HK\$10 for each term of membership.
3. The term(s) of membership paid for shall be in terms of the year(s) of studies till graduation starting from the day of enrollment.
4. The prescribed membership fee is non-refundable in any case.

# **Section 5**

## **COMMITTEE**

## **Article 1: Functions**

The functions of the Committee shall be:

1. To manage the Society.
2. To formulate and implement the policies of the Society in accordance with the provisions of the Constitution.
3. To carry out the resolutions of the General Meetings.

## **Article 2: Office Bearers**

1. The Committee shall comprise the following:
  - A. President
  - B. Internal Vice-President
  - C. External Vice-President
  - D. Financial Officer
  - E. General Secretary
  - F. External Secretary
  - G. Academic Officer
  - H. Information Technology Officer
  - I. Marketing Officer
  - J. Publication Officer
  - K. Publicity Officer
  - L. Welfare Officer
2. The Committee must, at least, consist of four persons in which the following posts must be included in any case:
  - A. President
  - B. Internal Vice-President
  - C. External Vice-President
  - D. Financial Officer

## **Article 3: Duties of Individual Committee Membership**

### **1. President**

The President shall

- A. be the chief executive of the Committee;
- B. convene and preside at all the General Meetings;
- C. sign the minutes of all the General Meetings;
- D. appoint any Committee Member to be the Acting General Secretary in the event of the General Secretary's absence during any meeting of the Society;
- E. jointly sign with the Financial Officer all cheques pertaining to all financial transactions of the Society.

### **2. Internal Vice-President**

The Internal Vice-President shall

- A. be the Acting President of the Committee in the absence of the President during the General Meetings;
- B. instruct the Committee to convene an EGM in the event of a vacancy occurring in the post of the President;
- C. assist the President in the discharge of his/her duties.

**3. External Vice-President**

The External Vice-President shall

- A. assist the President in all external affairs of the Society;
- B. represent the Society in external meetings of the Society.

**4. Financial Officer**

The Financial Officer shall

- A. keep a full record of all financial transactions of the Society;
- B. present the Annual Financial Report and audited statement of accounts at the end of the session of office of the Committee;
- C. jointly sign with the President all cheques pertaining to all financial transactions of the Society.

**5. General Secretary**

The General Secretary shall

- A. record the proceedings of all meetings of the Society, or in his/her absence by any member of the Committee subject to the approval of the occupant of the President;
- B. prepare the minutes of all meetings of the Society;
- C. prepare the Annual Function Report of the relevant Society Session;
- D. maintain an up-to-date membership roll of the Society.

**6. External Secretary**

The External Secretary shall

- A. be responsible for the general correspondence of the Society;
- B. assist the External Vice-President in the discharge of his/her duties.

**7. Academic Officer**

The Academic Officer shall be responsible for the promotion and organization of all the academic activities of the Society.

**8. Information Technology Officer**

The Information Technology Officer shall be responsible for the information technology management of the Society.

**9. Marketing Officer**

The Marketing Officer shall be responsible for the sponsorship management of the Society.

**10. Publication Officer**

The Publication Officer shall be responsible for all publication affairs of the Society.

**11. Publicity Officer**

The Publicity Officer shall be responsible for all publicity affairs of the Society.

**12. Welfare Officer**

The Welfare Officer shall be responsible for the welfare management.

#### **Article 4: Powers**

1. The Committee shall have the power to handle the finance of the Society.
2. The Committee shall have the power to manage the use of the facilities and resources of the Society.
3. The Committee shall have the power to appoint, or form subcommittee(s) for any specific purpose.
4. The Committee shall have the power to alter, abolish subcommittee(s) formed under Section 5, Article 4(3) of the Constitution.

#### **Article 5: Committee Meetings**

1. A. Committee Meetings shall be convened at least once in each semester of any session of office.  
B. Committee Meetings may be held at any time, and shall be convened by any Committee Member.
2. A notice and agenda of a Committee Meeting thereof shall be given to each Committee Member at least 24 hours beforehand. In case of urgency, this clause may be waived if all the Committee Members consent to such waiver at any time.
3. At a Committee Meeting, a simple majority, i.e. over half of the total number of the Committee Members, shall form the quorum.

#### **Article 6: Minutes**

The minutes of all Committee Meetings shall be prepared by the General Secretary and shall be available for reference at the request of any member of the Society.

#### **Article 7: Session of Office**

The Session of Office for the Committee shall commence at the conclusion of the AGM of current semester, and terminate at the conclusion of the AGM in the succeeding year.

#### **Article 8: Termination of Office**

1. Any Committee Member wishing to resign shall be served a notice of resignation in writing to the Committee stating the reasons therein, and his/her resignation shall take effect on the approval in an EGM.
2. The Committee may by resolution suspend or dismiss any Committee Member for neglect of duty, dishonesty, incompetence, refusal to carry out the decision(s) of the Committee or for any other reason which the Committee deems fair and sufficient in the interests of the Society on the approval in an EGM.

### **Section 6**

#### **CAMPAIGN MEETING**

#### **Article 1:**

A Campaign Meeting which is for Members to inquire the candidates is to be held at a date before the AGM.

**Article 2:**

The Campaign Meeting shall be convened and presided by the President or a Committee Member of current session. In case of the President of the Society being absent, a Committee Member of current session shall preside the Campaign Meeting. In case of the whole Committee being absent, an acting President to preside the Campaign Meeting shall be appointed by the Arts Students' Council.

## **Section 7**

### **ELECTION**

**Article 1: Election Official**

1. The Returning Officer other than the Committee Member of the Society shall preside over the Election of the Committee.
2. A Councillor of the Arts Students' Council shall be invited as the Returning Officer and act as a teller of the result of the voting.

**Article 2: Nominations**

1. A nomination period of 12 clear days for the Committee Members shall be given. Any nomination received after the stipulated time shall be null and void.
2. The nomination period shall start within October.
3. The names of the candidates shall be posted within 24 hours after the close of the nomination period.
4. Nominations for election shall only be made on forms provided for that purpose. Each form shall contain the name of the candidate, together with the signatures of a proposer and a seconder and the signature of the candidate signifying the consent.

**Article 3: Time of Election**

The Election of the Committee Members shall be held in the AGM.

**Article 4: Voting System**

1. The method of voting in the Election and any By-elections shall be by secret ballot.
2. The Committee Members are elected by posts.
3. When there is only one candidate nominated for a post, the candidate with a simple majority of 'for' over 'against' and 'abstain' shall be declared elected.
4. When there are two or more candidates competing for the same post, the candidate with a simple majority of votes shall be declared elected.
5. The Returning Officer shall act as teller of the election of the Committee Members.
6. The President or the acting President of the Society shall have a casting vote in case of a tie.



#### **Article 5: Re-election EGM**

1. The Returning Officer who presides over the Election shall, on being satisfied that there has been a contravention of any of the above election procedures or articles, order a Re-election.
2. Any request for a Re-election shall only be entertained if made by not less than half of the number of the Committee Members and/or of the candidates.
3. The request is submitted to the Returning Officer who presided over the election not later than 24 hours after the announcement of the result of the election.

#### **Article 6: By-election EGM**

1. In case of any committee posts falling vacant at any time, any By-election EGMs can be held. Vote(s) of which shall be in a form of secret ballot.
2. A nomination period of 12 clear days for the Committee Members shall be given.
3. By-election EGMs shall be held within 12 clear days after the close of the nomination period.

#### **Article 7: Result**

The result of the Election, all By-elections shall be posted within 48 hours after the close of the election.

### **Section 8** **GENERAL MEETING**

#### **Article 1: Authority**

The resolution of a General Meeting shall possess the highest authority in all matters affecting the Society.

#### **Article 2: Annual General Meeting (AGM)**

1. The AGM shall be convened and presided by the President of current session. In case of the President being absent, the AGM shall be convened and presided by a Committee Member of current session. In case of the whole Committee being absent, any such request or requisition shall be directed to the Chairman of Arts Students' Council.
2. The business of the AGM shall be:
  - A. To receive and adopt the minutes of the previous AGM and all EGMs within the society session.
  - B. To receive and adopt the Annual Function Report of the Society presented by the General Secretary.
  - C. To receive and adopt the Annual Financial Report of the Society presented by the Financial Officer.
  - D. To elect Committee Members of the new session.
  - E. Any other business.
3. The AGM can be held in sessions.
4. The time interval between two sessions of the AGM shall not exceed 6 clear days.

**Article 3: Extraordinary General Meeting (EGM)**

1. The EGM shall be held at the request by, at least, half of the total Committee Members, or upon a requisition signed by not less than 30 voting Members.
2. The EGM shall be convened and presided by the President of current session.
3. In case of the President being absent or falling vacant, the EGM shall be convened and presided by a Committee Member of current session. In case of the whole Committee falling vacant, any such request or requisition shall be directed to the Chairman of Arts Students' Council.
4. Any such request or requisition shall specify the subjects of the proposed meeting.

**Article 4: Notice**

Notice of a General Meeting together with the agenda thereof shall be posted on the boards of the Department at least 7 clear days in advance. And notice to Members of any General Meetings shall be deemed to be in effect after posting of such notice.

**Article 5: Quorum**

1. In all General Meetings, 30 voting Members shall form the quorum.
2. If the quorum is not present, the meetings shall be adjourned to a clear day after and if at that meeting a quorum is still not present, all voting Members thereat shall form a quorum.

**Article 6: Vote of No Confidence**

A vote of no confidence for infringement of the Constitution, neglect of duties, or unbecoming conduct may be moved against any member of the Committee at an EGM held specially for this purpose. A vote so passed shall call for the resignation of the person or persons against whom the vote is moved.

**Article 7: Casting Vote of the President in General Meetings**

In case of a tie in any vote in General Meetings, excluding By-election EGMs, the President or the acting President of the Society shall have a casting vote.

**Section 9**

**FINANCE**

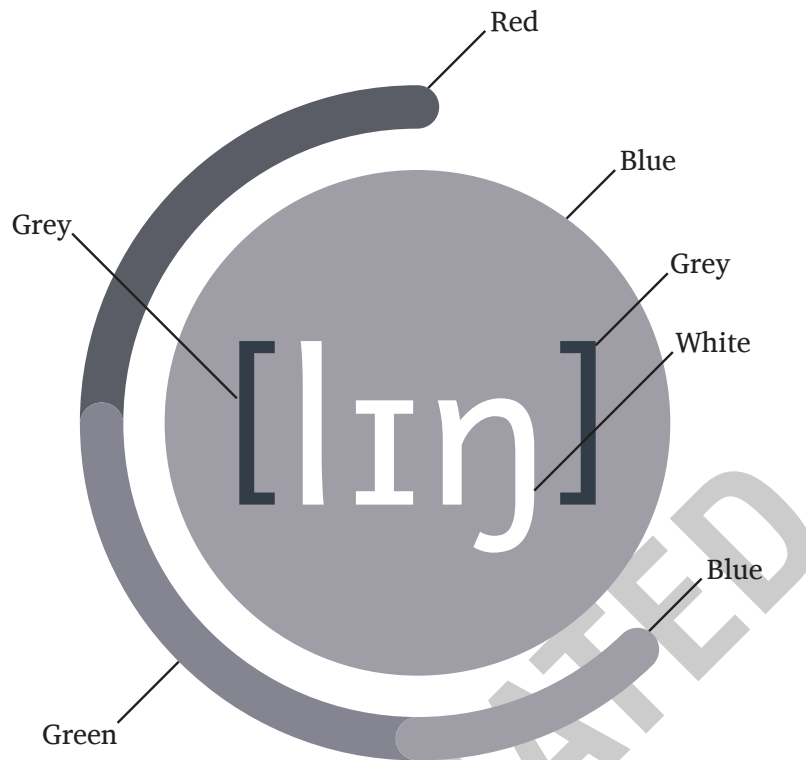
**Article 1: Financial Year**

The financial year of the Society shall start and end with the Society session.

**Article 2: Cheque**

All cheques in payment of the Society debts shall be signed jointly by the President and the Financial Officer with Society seal.

## APPENDIX I: LOGOTYPE



### Colour specifications

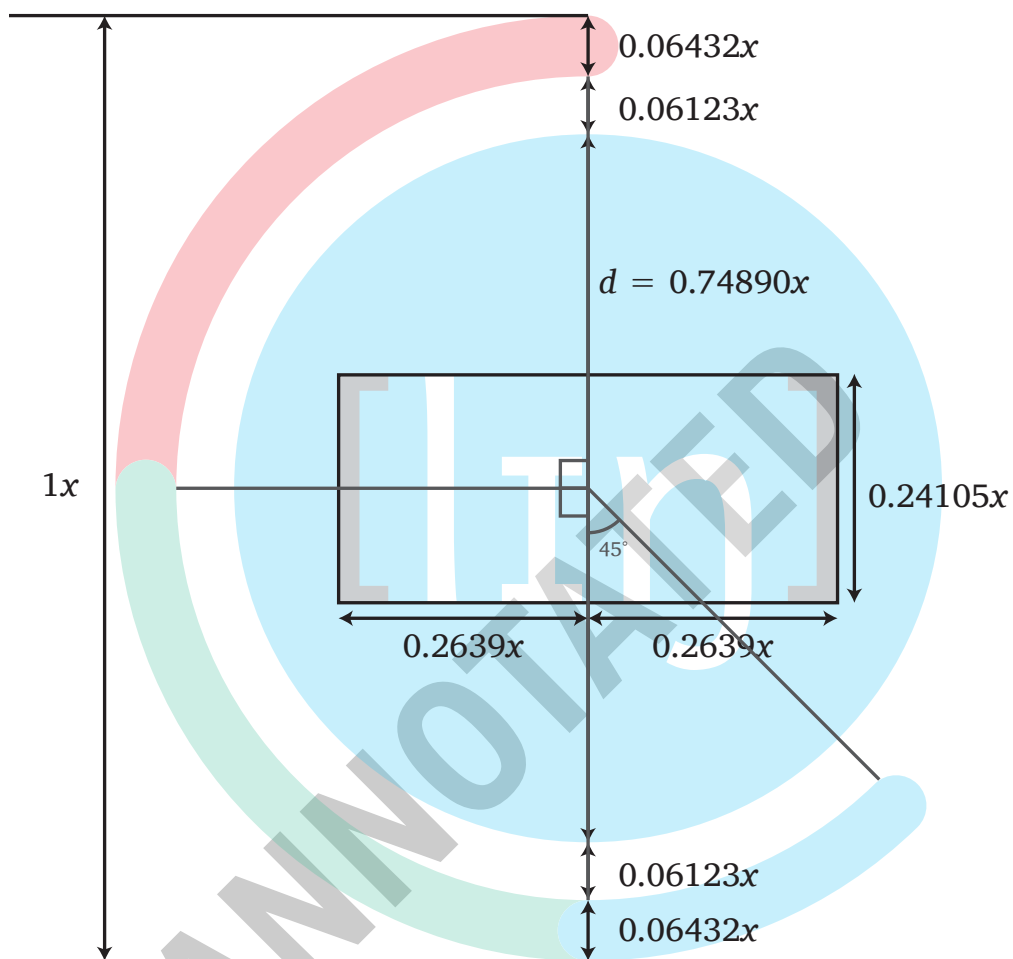
#### Process Colours (CMYK)

Blue:	PANTONE P 115-6	(68, 0, 0, 0)
Red:	PANTONE P 48-8	(0, 99, 91, 0)
Green:	PANTONE P 136-5	(68, 0, 54, 0)
Grey:	PANTONE P 174-16	(68, 48, 37, 60)

#### Solid Colours Uncoated

Blue:	PANTONE 298 U
Red:	PANTONE Bright Red U
Green:	PANTONE 346 U
Grey:	PANTONE Black 6 U

## Dimensions



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