

## SECTION I

## GENERAL

### 1. Name

The full name of the Union shall be “The Engineering Students’ Union, Hong Kong University of Science and Technology Students’ Union”, while the short form as “ESU, HKUSTSU”, hereinafter referred to as ‘the Union’. And the Chinese name is 香港科技大學學生會工學院學生會,



the logo of the Union is

### 2. Objectives

- a. To represent the interests of all students of the Engineering School.
- b. To promote the welfare of members.
- c. To promote academic and extra-curricular activities among members.
- d. To enhance the unity among students of the Engineering School.
- e. To establish good relationship with other departmental societies.
- f. To establish good relationship between the Union and other students’ organizations, of the University and the other institutions.
- g. To promote a positive image of Engineering Studies at HKUST.

### 3. Official Language

Both English and Chinese shall be the approved official languages. In case of discrepancy, unless otherwise specified, the English version shall be referred to.

### 4. Session

The session of the Union shall begin with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the following year.

### 5. Affiliation

The Union shall affiliate to the Hong Kong University of Science and Technology Students’ Union.

## SECTION II      MEMBERSHIP

### 1. Full Members

#### a. Requirement

All HKUST full time students of the Engineering School (undergraduates and postgraduates), provided that they shall be Full Members of Students' Union, shall be eligible for Full Membership.

#### b. Privileges

- i) They have the right to elect, poll, nominate and to become office bearer.
- ii) They have the right to speak and vote in the Annual General Meeting and Extraordinary General Meeting.

#### c. Obligation

They have to abide by the Constitution of the Union.

#### d. Application

- i) Period: At any time
- ii) Fee: Membership fee shall be subscribed.

#### e. Validity of membership

An undergraduate/postgraduate shall cease to be a Full Member upon graduation and expiry of payment of membership fee. The duration of the membership shall be indicated at the moment of the payment of membership fee.

#### f. Withdrawal

A formal letter of withdrawal stating the reason for withdrawal shall be submitted to the Executive Committee. The Executive Committee shall determine if the withdrawal will be accepted. In the case of accepting the withdrawal, the Executive Committee would determine if any partial refund would be given to that member. The partial refund will not exceed 70% of the membership fee.

### 2. Associate Members

#### a. Requirement

All HKUST members of the University, other than those eligible for Full Membership, shall be eligible for Associate Membership.

#### b. Privileges

They have the right to participate in the activities of the Union and enjoy the facilities provided by the Union.

#### c. Obligation

They have to abide by the Constitution of the Union.

d. Application

- i) Period: At any time
- ii) Fee: Membership fee shall be subscribed.

e. Withdrawal

A formal letter of withdrawal stating the reason for withdrawal shall be submitted to the Executive Committee. The Executive Committee shall determine if the withdrawal will be accepted. In the case of accepting the withdrawal, the Executive Committee would determine if any partial refund would be given to that member. The partial refund will not exceed 70% of the membership fee.

3. Honorary Members

a. Invitation

- i) Honorary membership may be conferred by the current Executive Committee on such persons as the Executive Committee may determine by resolution.
- ii) All former Executive Committee possess Honorary Membership upon the end of corresponding session.

b. Announcement of Honorary Membership

The conferral of Honorary Membership is announced through notices posted on Notice area of School of Engineering, and shall be announced in the Annual General Meeting of the next session to praise to those Honorary Members.

c. Privileges

- i) They have the rights to participate in the activities of the Union and enjoy the facilities provided by the Union.
- ii) They have the right to speak in the Annual General Meeting and Extraordinary General Meeting.

d. Obligation

They have to abide by the Constitution of the Union.

4. Life Members

a. Requirement

All graduates of HKUST are eligible for Life Membership.

b. Privileges

They have the rights to participate in the activities of the Union and enjoy the facilities provided by the Union.

c. Obligation

They have to abide by the Constitution of the Union.

d. Application

- i) Period: At any time
- ii) Fee: Membership fee shall be subscribed.
- iii) Membership: Membership is for life.

## SECTION III ORGANIZATION

### 1. Authority

The ultimate authority in the Union shall be vested in a General Meeting or General Polling of Full Members. The Executive Committee shall have authority to supervise and advice on all organization of the Union.

### 2. Responsibility

The Executive Committee shall be responsible to all members in the Union.

### 3. Composition

The Executive Committee of the Union shall consist of a maximum of 17 members and shall consist of at least 10 members at the following posts:

- a. The President (會長)\*
- b. The Internal Vice-President (內務副會長)\*
- c. The External Vice-President (外務副會長)\*
- d. The Internal Secretary (內務秘書)\*
- e. The External Secretary (外務秘書)\*
- f. The Financial Secretary (財政秘書)\*
- g. The Publication Secretary (出版秘書)
- h. The Welfare Secretary (福利秘書)
- i. The Public Relations Secretary (公共關係秘書)
- j. The General Affairs Secretary (常務秘書)
- k. The Sports Secretary (體育秘書)
- l. The Marketing Secretary (市場拓展秘書)
- m. The Academic Secretary (學術秘書)
- n. The Promotion Secretary (宣傳秘書)
- o. The Information System Secretary (資訊系統秘書)

With condition that:

- i) The Executive Committee member shall not hold more than one positions in the Union.
- ii) No more than one person shall hold the position that with \*.

#### 4. Duties of Executive Committee members

The duties of the Executive Committee members are as follows:

- a. The President shall be the chief executive of the Executive Committee and the Union and shall preside at all regular and special meetings of the Union.
- b. The Internal Vice-President shall assist the President in all internal matters and shall be the ex-officio President of the Executive Committee in the absence of the President.
- c. The External Vice-President shall assist the President in all external matters.
- d. The Internal Secretary shall be responsible for maintaining all documents of the Union.
- e. The External Secretary shall be responsible for the correspondence of the Union and external executive duties.
- f. The Financial Secretary shall be responsible for all financial affairs, shall have custody of all funds of the Union, shall be responsible for maintaining all necessary records and deposit all such funds in the bank account(s) approved by the Executive Committee.
- g. The Publication Secretary shall be responsible for all publication activities of the Union concerning technology and school life.
- h. The Welfare Secretary shall be responsible for all matters concerning welfare of the members of the Union.
- i. The Public Relations Secretary shall be responsible for all public relations of the Union.
- j. The General Affairs Secretary shall be responsible for all general affairs of the Union.
- k. The Sports Secretary shall be responsible for all sports activities of the Union.
- l. The Marketing Secretary shall be responsible for all marketing affairs of the Union.
- m. The Academic Secretary shall be responsible for all academic affairs of the Union.
- n. The Promotion Secretary shall be responsible for all matters related to the promotion affairs of the Union.

- o. The Information System Secretary shall be responsible for all matters concerning the engineering server and all the computer operations of the Union.

#### 5. Sub-committees

- a. Every kinds of Sub-committee shall be appointed or be dissolved by the resolution of the Executive Committee.
- b. Every Full Member shall be eligible to become to be a member of a Sub-committee.
- c. Each Sub-committee shall have specific rights and shall be responsible to the Executive Committee.

#### 6. Resignation Any member of the Executive Committee shall resign only if:

- i) Two-thirds or more members of the Executive Committee approve in any Executive Committee meeting, or
- ii) Motion of resignation is declared carried in the Annual General Meeting or Extraordinary General Meeting.

The Executive Committee shall notify all members of the Union with proper notice within 10 clear working days.

In case of resignation, any Full Member shall take up the vacancy if two- thirds or more members of the Executive Committee approve. The Executive Committee shall notify all members of the Union with proper notice within 10 clear working days.

#### 7. Dismissal Any member of the Executive Committee shall be dismissed only if:

- i) Two-thirds or more members of the Executive Committee approve in any Executive Committee meeting, or
- ii) Motion of dismissal is declared carried in the Annual General Meeting or Extraordinary General Meeting.

The Executive Committee shall notify all members of the Union with proper notice within 10 clear working days.

#### 8. Dissolution of the Executive Committee

- a. The Executive Committee shall be automatically dissolved if half or more than half of the members of the Executive Committee resign, or if the President and both of the Vice-Presidents resign.
- b. The Executive Committee shall be dissolved when 50% or more of Full Members vote for no-confidence in general polling.
- c. The Election Committee shall be responsible for holding an election to elect a new Executive Committee. With any discrepancy, Extraordinary General Meeting shall be called to elect a Temporary Election Committee to hold the election. A detailed document listing the Working Rules for the Temporary Election Committee shall be prepared and approved in the Extraordinary General Meeting. The election shall be held within 4 weeks after the dissolution of the Executive Committee.

- d. The Temporary Election Committee shall be comprised of at least 5 Full Members.
- e. The Temporary Election Committee is responsible for the election of a new Executive Committee and the general affairs of the Union before the new Executive Committee is elected.
- f. The Temporary Election Committee is automatically dissolved when the new Executive Committee is elected.

## 9. Dissolution of the Union

The Union shall be dissolved when 75% or more of Full Members vote for no-confidence in general polling.

## SECTION IV GENERAL MEETING

### 1. Annual General Meeting (AGM)

#### a. Function

- i) To amend the Constitution;
- ii) To call a General Polling;
- iii) To consider and if thought fit to approve the annual report of the Executive Committee;
- iv) To consider and if thought fit to approve financial report of the Union;
- v) To consider and if thought fit to approve the new year plan and financial budget of the Union.
- vi) To announce the conferral of the Honorary Membership;
- vii) To resolve any business other than election or dissolution of the Executive Committee/the Union.

#### b. Procedure

- i) The Annual General Meeting should be held between the start of the first week and the end of the 11th week of the Spring Semester in each academic Year, inclusively.

#### c. Meeting

- i) The Chairperson of the Annual General Meeting shall be the President of the current Executive Committee.
- ii) The Secretary of the Annual General Meeting shall be the Internal Secretary of the current Executive Committee.
- iii) The Annual General Meeting shall be open to all members of the Union. All Full Members shall have right to vote and speak.
- iv) Simple majority shall be used to resolve any motion other than amendment of the Constitution.
- v) For a motion to be declared carried, the number of votes cast shall be at least equal to half of the number of members present, excluding the chair.

d. Quorum

- i) The quorum of the Annual General Meeting shall be 50 Full Members or 5% of total number of Full Members, whichever shall provide a higher number of attendances.
- ii) During the progress of the meeting, if attendance falls below the quorum, the meeting shall no longer be valid.

e. Agenda

- i) The agenda for the Annual General Meeting shall be posted and the Annual General Meeting shall be held within 3 clear working days after the agenda has been posted for 5 days.
- ii) No A.O.B. other than those matters listed in the agenda can be discussed in the Annual General Meeting.

2. Extraordinary General Meeting (EGM)

a. Function

- i) To amend the Constitution;
- ii) To call a general polling;
- iii) To resolve any business other than election or dissolution of the Executive Committee/the Union.

b. Procedure

- i) An Extraordinary General Meeting shall be called by the Executive Committee.
- ii) In case of vacancy of the Executive Committee, an Extraordinary General Meeting shall be called by the current legitimate office-bearer, provided that no fewer than 25 signatures, including the Names and Student Identity Card Numbers, of Full Members are collected.
- iii) An Extraordinary General Meeting shall be called by Full Members, provided that no fewer than 25 signatures, including the Names and Student Identity Card Numbers, of Full Members are collected and submitted, together with a formal letter stating the issue to be discussed in the Extraordinary General Meeting, to the Executive Committee or the current legitimate office-bearer in case of vacancy of the Executive Committee.

c. Meeting

- i) The Chairperson of the Extraordinary General Meeting shall be elected among Full Members.
- ii) The Secretary of the Extraordinary General Meeting shall be the Internal Secretary of the current Executive Committee or elected among Full Members.
- iii) The Extraordinary General Meeting shall be open to all Members of the Union. All Full Members shall have the right to vote and speak.
- iv) A simple majority shall be used to resolve any motion other than amendment of the Constitution.
- v) For a motion to be declared carried, the number of votes cast shall be at least equal to half of the number of members present, excluding the chair.

d. Quorum

- i) The quorum of the Extraordinary General Meeting shall be 50 Full Members or 5% of total number of Full Members, whichever shall provide a higher number of attendances.



- ii) During the progress of the meeting, by the time the attendance falls below the quorum, the meeting shall no longer be valid.

e. Agenda

- i) The agenda of the Extraordinary General Meeting shall be prepared by the Executive Committee or the current legitimate office-bearer in case of vacancy of the Executive Committee, according to the letter submitted by Full Members.
- ii) The agenda shall be posted within 48 hours after the calling and the Extraordinary General Meeting shall be held within 3 clear working days after the agenda has been posted for 5 days.
- iii) No A.O.B. other than those matters listed in the agenda can be discussed in the Extraordinary General Meeting.

## SECTION V GENERAL POLLING

### 1. Function

- a. It shall be a way for dissolution of the Executive Committee
- b. It shall be the only way for dissolution of the Union
- c. In case of discrepancy, it shall be ultimate decision

### 2. Procedures of calling a polling

- a. The Executive Committee of the Union, Annual General Meeting, Extraordinary General Meeting shall have right to call a polling.
- b. Full Members shall have right to call a polling provided that 15% of the Union's Full Members have signed for the requisition of the polling.
- c. The polling shall be held within 2 weeks after calling.
- d. The motion, aims and format of the polling shall be announced or posted within 1 week after the calling.

### 3. Validity

- a. The polling shall be held by the Executive Committee, in cases with any discrepancy, Extraordinary General Meeting shall be called to elect a Temporary Committee to hold the General Polling.
- b. A staff officer from the School of Engineering, HKUST shall be invited to be the returning officer.
- c. The polling shall be valid providing that at least 35% of total number of Full Members have voted in the polling.
- d. A simple majority shall be used, with the exception of:
  - i) Dissolution of the Executive Committee that at least 50% Full Members agree on this issue.
  - ii) Dissolution of the Union that at least 75% Full Members agree on this issue.
  - iii) The polling shall be held by secret ballot and each Full Member shall have one vote.
  - iv) The polling shall be held for 2 consecutive days.
  - v) The result of the polling shall be announced within 24 hours after polling.

## SECTION VI      ANNUAL ELECTION

### 1. Purpose

The Annual Election aims at electing an Executive Committee of the next session.

### 2. Election Committee

- a. The Annual Election shall be held by the Election Committee, which consists of 3 members of the Executive Committee of the current session and 2 full members who shall not be the members of the Executive Committee of the current session. The Election Committee is formed at least seven days before the nomination period. All nominators or nominees cannot be any members of election committee.
- b. The Election Committee shall conduct the election and shall take charge of every business, including decision of voiding the election and/or candidates and/or cabinets, and addressing any complaints about the election.
- c. The Election Committee shall issue public notices to inform members at least 3 days before the election

### 3. Nomination of Cabinet

- a. The 1st nomination shall be held between the 5<sup>th</sup> week and 12<sup>th</sup> week of the Fall Semester in each Academic Year, and the exact period shall be determined by the current session of the Executive Committee.
- b. Any members of the Nominated Cabinet shall be Full Members of the Union and Full Members of the Students' Union.
- c. During the 1st nomination period a Full Cabinet Members shall be formed with the support of 20 Full Members (in the form of signatures together with Names and Student Identity Card Numbers). All Full Members shall only sign for one cabinet.
- d. The 2nd nomination period shall be held within 2 weeks after the 1st nomination period, during which any cabinet shall apply, provided that no cabinet is nominated in the 1st nomination period.
- e. The maximum amount of expenses allowed for each cabinet will be determined by the executive committee of the current session.
- f. In case there is no nomination received, Extraordinary General Meeting shall be called to form a Temporary Election Committee. A detailed document listing the Working Rules for the Temporary Election Committee shall be prepared and approved in the Extraordinary General Meeting..
- g. The Temporary Election Committee shall be comprised of at least 5 Full Members.
- h. The Temporary Election Committee is responsible for the election of a new Executive Committee and the general affairs of the Union in case of vacancy of the Executive Committee before the new Executive Committee is elected.
- i. The Temporary Election Committee is automatically dissolved when the new Executive Committee is elected or the Temporary Election Committee has been formed for a year.

#### 4. Format of Voting

- a. When there is only one cabinet, a simple majority of confidence shall be used.
- b. When there are two cabinets, a simple majority shall be used amongst the two cabinets.
- c. When there are more than two cabinets, the successful cabinet shall be the one receiving the highest number of votes for.

#### 5. Validity

- a. The polling shall be held within 4 weeks after the nomination period.
- b. The polling shall last for 2 consecutive days.
- c. The result of the polling shall be announced within 24 hours with proper notice.
- d. The election shall be valid provided that at least 25% of total number of Full Members has voted in the election.
- e. The election shall be held by secret ballot and each Full Member shall have one vote.

### SECTION VII FINANCE

#### 1. Financial Year

The Financial Year of the Union shall coincide with the session of the Executive Committee.

#### 2. Subscription

The Annual Subscription shall be proposed by the Financial Secretary of current Executive Committee. It shall be updated annually with the approval in the Annual General Meeting.

#### 3. Expenditure

- a. The funds of the Union shall be used on activities among the Union only.
- b. Members who wish to claim money from the Union must provide any valid receipt(s) or invoice(s). In case receipts are not available, the recipient must sign a voucher and state the purpose of the expense.

#### 4. Annual Financial Budget

The Annual Financial Budget shall be prepared and presented by the Financial Secretary of the next session in the Annual General Meeting for approval.

#### 5. Annual Financial Report

- a. The Annual Financial Report shall be prepared and presented by the Financial Secretary of the current session in the Annual General Meeting for approval.
- b. An honorary Auditor shall be invited to audit the Annual Financial Report.

## 6. Loan

The union shall not apply or accept any loans outside the Hong Kong University of Science and Technology Students' Union.

## SECTION VIII AMENDMENT & INTERPRETATION OF THE CONSTITUTION

### 1. Amendment

- a. Constitution shall only be amended by the resolution in the Annual General Meeting or the Extraordinary General Meeting with two-thirds of votes that agree the amendment.
- b. The amendment shall be effective after 2 weeks.
- c. Within the 2 weeks, a proper notice shall be posted and another Extraordinary General Meeting may be called to void the new resolution. No other Extraordinary General Meeting shall then be called for the same issue.
- d. The ultimate decision shall be vested on the result of polling.
- e. A public notice shall be posted within 1 week after the amendment is effective.

### 2. Interpretation

The Executive Committee has the sole right to interpret the Constitution.

## SECTION IX SELECTION OF THE REPRESENTATIVES OF STUDENTS' UNION COUNCILORS FROM SCHOOL OF ENGINEERING STUDENTS' SOCIETIES

### 1. The nomination and election are held by Engineering Council with the following members:

ESU	–	The Engineering Students' Union, HKUSTSU
CBMESS	–	The Chemical and Biomolecular Engineering Students' Society, HKUSTSU
CEESS	–	The Civil and Environmental Engineering Students' Society, HKUSTSU
CPEGSS	–	Computer Engineering Students' Society, HKUSTSU
CSESS	–	The Computer Science and Engineering Students' Society, HKUSTSU
ECESS	–	The Electronic and Computer Engineering Students' Society, HKUSTSU
IELMSS	–	Industrial Engineering and Logistics Management Students' Society, HKUSTSU
MESA	–	Mechanical Engineering Students' Association, HKUSTSU

### 2. The election rules shall refer to the “Internal Regulation of Engineering Council”.

## Appendix

### 1. The Executive Committee Meeting and Extra-ordinary Meeting:

#### a. Function

To discuss and decide the general issue of the Union.

#### b. Meeting

- i) The Chairperson of the meeting shall be the President of the current Executive Committee.
- ii) The Secretary of the meeting shall be the Internal Secretary of the current Executive Committee.

#### c. Voting Procedure

- i) If there is only one item in the motion, Executive Committee members shall vote for agree, disagree or abstain.
- ii) If there are more than one item in the motion, Executive Committee members can vote for any of the items or abstain.
- iii) The Chairperson cannot vote for any item at the first stage.
- iv) Simple majority shall be used to resolve any motion.
- v) If simple majority cannot resolve the motion, second round voting shall be held immediately.
- vi) The Chairperson then has the right to vote for the case of more than one item of the motion.
- vii) For the case of only one item of the motion, the Chairperson has the casting vote for the option of the minimum change of the original situation.
- viii) The person who raised the motion does not have the right for the motion.

#### d. Quorum

- i) The meeting is valid ONLY if two-thirds or more Executive Committee members are present in the meeting.

2. In this Constitution, unless where the context requires, the following expressions shall have the following meanings:

I.	Union	– The Engineering Students' Union, Hong Kong University of Science and Technology Students' Union
II.	Students' Union (SU)/ (HKUSTSU)	– Hong Kong University of Science and Technology Students' Union
III.	Executive Committee	– The Executive Committee of The Engineering Students' Union, Hong Kong University of Science and Technology Students' Union
IV.	Constitution	– The Constitution of The Engineering Students' Union, Hong Kong University of Science and Technology Students' Union
V.	Council (SU Council)	– Hong Kong University of the Science and Technology Students' Union Council
VI.	ESU	– The Engineering Students' Union, HKUSTSU
VII.	CBMESS	– The Chemical and Biomolecular Engineering Students' Society, HKUSTSU
VIII.	CEESS	– The Civil and Environmental Engineering Students' Society, HKUSTSU
IX.	CPEGSS	– Computer Engineering Students' Society, HKUSTSU
X.	CSESS	– The Computer Science and Engineering Students' Society, HKUSTSU
XI.	ECESS	– The Electronic and Computer Engineering Students' Society, HKUSTSU
XII.	IELMSS	– Industrial Engineering and Logistics Management Students' Society, HKUSTSU
XIII.	MESA	– Mechanical Engineering Students' Association, HKUSTSU
XIV.	Society Room	– LG5319, The Hong Kong University of Science and Technology
XV.	University	– The Hong Kong University of Science and Technology
XVI.	HKUST	– The Hong Kong University of Science and Technology

Last updated: 11 March 2015