

Contents

<u>Section 1 – Definitions</u>	P. 3	Article 1 – Election Commission	
		Article 2 – Nomination	
<u>Section 2 – General</u>	P. 3	Article 3 – Election Campaign	
Article 1 – Name		Article 4 – Election Day	
Article 2 – Affiliation		Article 5 – Voting	
Article 3 – Purposes		Article 6 – By-election	
Article 4 – Session		Article 7 – Re-election	
		Article 8 – Returning Officer	
<u>Section 3 – Membership</u>	P. 4	<u>Section 7 – Organization</u>	P. 8
Article 1 – Full Membership		Article 1 – Honorary President and	
Article 2 – Associate Membership		Honorary Vice-President	
Article 3 – Honorary Membership		Article 2 – Power and Functions of	
Article 4 – Transfer of Membership		Executive Committee	
		Article 3 – Composition of Executive	
<u>Section 4 – Privileges</u>	P. 4	Committee	
Article 1 – General Privileges		Article 4 – Duties of Executive Committee	
Article 2 – Privileges in General Meetings		Article 5 – Student Representatives	
Article 3 – Privileges in Election of		Article 6 – Executive Committee Meeting	
Executive Committee		Article 7 – Vote of Confidence	
		Article 8 – Resignation	
<u>Section 5 – General Meeting</u>	P. 5	<u>Section 8 – Finance</u>	P. 10
Article 1 – Authority		Article 1 – Financial Year	
Article 2 – President		Article 2 – Subscriptions	
Article 3 – Honorary Secretary		Article 3 – Honorary Auditor	
Article 4 – Notice and Agenda		Article 4 – Estimated Society Budget	
Article 5 – Quorum		Article 5 – Financial Report	
Article 6 – Annual General Meeting		Article 6 – Accounting Procedure	
Article 7 – Extraordinary General Meeting			
Article 8 – Returning Officer Vote of			
No-confidence		<u>Section 9 – Constitution</u>	P. 11
		Article 1 – Amendment of Constitution	
<u>Section 6 – Election of Executive</u>	P. 7	Article 2 – Interpretation	
<u>Committee</u>			

Section 1 – Definitions (amended 2009)

- a) In this Constitution,
- b) "the Society" shall mean The Society of Earth Sciences, DES, HKU;
- c) "the University" shall mean the University of Hong Kong;
- d) "the Department" shall mean the Department of Earth Sciences of The University of Hong Kong;
- e) "General Meeting" shall include Annual General Meeting and any Extraordinary General Meeting of the Society;
- f) "Member" shall mean a Full Member, an Associate Member, or Honorary Member of the Society;
- g) "Executive Committee" shall mean the Executive Committee of the Society;
- h) "Student Representatives" shall include Class Representatives and Past Representative of the Society;
- i) "Past President" shall mean the President of Executive Committee of previous Session.

Section 2 – General

Article 1 – Name

- a) The name of the Society shall be "The Society of Earth Sciences, DES, HKU";
- b) The Chinese name of the Society shall be "香港大學地球科學系地球科學學會".

Article 2 – Affiliation

The Society shall be affiliated to The Department of Earth Sciences, HKU.

Article 3 – Purposes

The aims and purposes of the Society shall be:

- a) To serve as the official representative body of all Members;
- b) To foster internal coherence of the students within the Department;
- c) To promote the Members' interests and deepen their understanding of their academic discipline;
- d) To provide career information to the Members;
- e) To provide general welfare to the Members;
- f) To promote interest in Earth Sciences in the public.

Article 4 – Session

- a) The session of the Executive Committee shall commence on the seventh day after the Annual General Meeting, and terminate at the end of the sixth day after the Annual General Meeting of the next calendar year;
- b) The session of the Honorary President shall follow the Session of the Executive Committee;

- c) The session of the Honorary Auditor shall follow the Session of the Executive Committee.

Section 3 – Membership

Article 1 – Full Membership(amended 2009)

- a) All undergraduates of the University taking any approved course offered by the Department shall be eligible to be Full Members of the Society upon registration and payment of the prescribed fee;
- b) All postgraduates of the Department shall be eligible for Full Membership upon registration and payment of the prescribed fee.

Article 2 – Associate Membership(amended 2009)

- a) All students of the University not eligible for Full Membership under Article 1 and for Associate Membership under Article 2a) above shall be eligible for Associate Membership on the approval of Executive Committee and payment of prescribed fee;
- b) All teaching staff and graduates of the Department shall be eligible for Associate Membership on payment of prescribed fee.

Article 3 – Honorary Membership (appended 2009)

- a) Honorary Membership of the Society shall be conferred on such persons as the Executive Committee shall elect. The Honorary Membership of the Society shall only be deprived in a General Meeting.

Article 4 – Transfer of Membership (appended 2009)

- a) Type of Membership should be transferred from one to another automatically when the Member no longer fulfill the criteria for the original Membership but still fulfill the criteria for another type of Membership.
- b) Membership should automatically be terminated when the Member no longer fulfill the criteria of any type of Membership.

Section 4 – Privileges

Article 1 – General Privileges (amended 2009)

All Members shall enjoy the following privileges:

- I. To use all facilities provided by the Society for the general use of the members.
- II. To enjoy all welfare provided by the Society;
- III. To attend all General Meetings of the Society.
- IV. To attend all functions and activities arranged by the Society for the general participation of its members.
- V. To receive a copy of the Constitution of the Society.

Article 2 – Privileges in General Meetings

- a) All Members are eligible to participate and speak in General Meetings;
- b) Only Full Members are eligible to propose, second and vote in General Meetings.

Article 3 – Privileges in Election of Executive Committee

Only Full Members are eligible to vote, nominate and be nominated in Election of Executive Committee.

Section 5 – General Meeting

Article 1 – Authority

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

Article 2 – Chairman (amended 2009)

- a) The Past President shall take the chairmanship in General Meetings;
- b) In the event of the Past President vacating the chairmanship or in his/her absence, a member of the Executive Committee shall take the chairmanship.
- c) The Chairman, in maintaining his attitude of impartiality, shall neither take part in the discussion of the meeting nor move, second motions and vote.

Article 3 – Honorary Secretary

- a) A member of the Executive Committee of previous Session shall be appointed as the Honorary Secretary to record the proceedings of the General Meeting.
- b) The Honorary Secretary shall have full speaking right but not voting right.

Article 4 – Notice and Agenda (amended 2009)

- a) A notice of an Annual General Meeting and its agenda shall be posted up at least 7 clear days in advanced before the General Meeting;
- b) A notice of an Extraordinary General Meeting and its agenda shall be posted up at least 3 clear days in advanced before the General Meeting;
- c) A notice of an Extraordinary General Meeting concerning any Constitution Amendment and its agenda with proposing amendment shall be posted up at least 7 clear days in advanced before the General Meeting.

Article 5 – Quorum (amended 2009)

- a) The quorum for all General Meetings shall be 15% of total Full Members or 15 Full Members, whichever is more, and shall include the Honorary Secretary of the General Meeting;
- b) If the quorum is not formed on the time scheduled for the commencement of the General Meeting, the General Meeting shall be adjourned for a maximum of two times, each for 15

minutes. Otherwise, the General Meeting shall be postponed. The Chairman shall announce the proposed date of the postponed meeting with notice to all Members within 72 hours after the adjournment.

Article 6 – Annual General Meeting (amended 2009)

- a) The Annual General Meeting shall be held within February but shall not take place on or before the Election Day;
- b) The Annual General Meetings shall be convened by the Past President;
- c) The business of the Annual General Meeting shall include:
 - I.** To receive and adopt the Minutes of the previous Annual General Meeting and Minutes of all Extraordinary General Meetings which may have occurred since the previous Annual General Meeting;
 - II.** To receive and adopt the Annual Report of the present Session of the Executive Committee;
 - III.** To receive and adopt the audited Financial Report of previous Financial Year;
 - IV.** To receive the results of Election of Executive Committee of the succeeding Session;
 - V.** To receive and adopt the Annual Plan of the succeeding Session;
 - VI.** To receive and adopt the Annual Society Budget of the succeeding Session;
 - VII.** To appoint the Honorary President of the succeeding Session;
 - VIII.** To appoint the Honorary Auditor of the succeeding Session;
 - IX.** Constitution amendment, if any;
 - X.** Any other business.
- d) The Annual General Meeting shall not be deemed completed unless the Annual Report of the Present Session of the Executive Committee and audited Financial Report of the previous Financial Year have been received and adopted.

Article 7 – Extraordinary General Meeting (amended 2009)

- a) The Executive Committee may convene an Extraordinary General Meeting at any time;
- b) Upon the request of the Executive Committee, or a requisition made in writing to the President of the Executive Committee signed by not less than 10 Full Members, the President of the Executive Committee shall convene an Extraordinary General Meeting within two weeks upon request. Any such request or requisition shall specify the objects of the proposed meeting;
- c) No business other than those stated on the Agenda shall be discussed at any Extraordinary General Meeting without the consent of at least two-thirds of the Full Members present.

Article 8 – Vote of No-confidence

A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Executive Committee at an Extraordinary General Meeting held specifically for the purpose. A Vote of No-confidence shall be passed only

with the vote of not less than two-third of the Full Members present and voting at that General Meeting. A Vote so passed shall call for the immediate resignation of the person against whom the vote is moved.

Section 6 – Election of Executive Committee

Article 1 – Election Commission (amended 2009)

- a) The Executive Committee shall appoint 2 Full Members and one of the Past Executive Committee, to serve on an Election Commission 7 clear days before the Nomination period or no later than 3 clear days upon any request on By-election;
- b) **In case of the absence** of the Past Executive Committee, an Election Commission member shall be appointed from the Executive Committee;
- c) The Election Commission shall announce the result of the Election within 24 hours after the end of the Election period.
- d) The Session of the Election Commission shall commence immediately after the appointment made by the Executive Committee and terminate after the adoption of the results of the Election of Executive Committee;
- e) The Election Commission shall deem it its duty to stage and publicize any Election;

Article 2 – Nomination

- a) The Nomination period for the posts of Executive Committee shall be opened in January, and shall be closed at least 7 days before the Election Day;
- b) No candidate shall be nominated for more than one post; (amended 2009)
- c) Nominations shall only be made on official forms provided for the purpose. Such forms shall be obtained from and shall be submitted to the Election Commission;
- d) The Election Commission shall post up the names of valid candidates within 24 hours after the nomination forms are accepted.

Article 3 – Election Campaign

All candidates of the Executive Committee shall deem it their duties to organize an election campaign before any elections.

Article 4 – Election Day

The Election Day shall take place in February; the exact date shall be decided by Election Commission.

Article 5 – Voting (amended 2009)

- a) The method of voting shall be by secret ballot and no proxy is allowed;
- b) Voting shall take place at specified station(s), which shall be opened for no less than four

hours.

- c) When there is only one candidate for the post, the candidate shall be declared elected if he has secured a number of votes for him greater than the number of votes against him, and the number of votes for him not less than 15% of total Full Members or 15 Full Members, whichever is more;
- d) When there are two or more candidates for one post, the candidate shall be declared elected if he has secured higher number of votes for him among the candidates, and the number of votes for him not less than 10% of total Full Members or 10 Full Members, whichever is more;
- e) Results of the Election shall be announced within 24 hours after the conclusion of the Election.

Article 6 – By-election

- a) In the event of any post of Executive Committee being unfilled or falling vacant, nomination for the post shall be re-opened upon written request signed by not less than 5 Full Members of the Society. Any such request shall be submitted to the Executive Committee;
- b) No later than 7 clear days upon the request, the Election Commission shall declare nomination for the vacant post to be opened for at least 7 days;
- c) The Election shall only be convened at least 5 clear days after the nomination period and no later than 3 weeks after submission of the request;
- d) The results shall be announced in a General Meeting;
- e) Other procedures not mentioned in this article shall follow the procedures as stipulated in other articles in this Section.

Article 7 – Re-election

The Election Commission, with the approval of the Executive Committee, shall have the power to order a Re-election in the event of any contravention of the election procedure or any complaint raised within 72 hours of the publication of the result of the Election, and Re-election must take place within 7 days immediately following the Election. Any such complaint shall be signed by the complainants.

Article 8 – Returning Officer

The Election Commission shall invite a full-time teaching staff or administrative staff of the Department as the Returning Officer in any Election.

Section 7 – Organization

Article 1 – Honorary President

One Honorary President shall be appointed from the full time teaching staff of the Department.

Article 2 – Power and Functions of Executive Committee

- a) The Executive Committee shall have the power and authority only second to the General

Meeting of the Society;

- b) The functions of the Executive Committee shall be:
- i. to manage the Society;
 - ii. to formulate and implement the policies of the Society in accordance with the provisions of this Constitution; and
 - iii. to carry out the resolutions of the General Meetings.

Article 3 – Composition of Executive Committee

The following shall be the members of the Executive Committee:

- i) President;
- ii) Internal Vice-President;
- iii) External Vice-President;
- iv) General Secretary;
- v) Financial Secretary;
- vi) Academic Secretary;
- vii) Marketing & Welfare Secretary;
- viii) Social Secretary;
- ix) Publication & Publicity Secretary;

Article 4 – Duties of Executive Committee (amended 2009)

- i) President shall be the chief executive of the Society. He shall submit an Annual Report at the Annual General Meeting;
- ii) The Internal Vice-President shall assist the President in all his duties pertaining to internal affairs and shall be the ex-officio President of the Executive Committee in the absence of the President;
- iii) The External Vice-President shall assist the President in all his duties pertaining to external affairs and shall be the representative of the Society in the Science Society Council;
- iv) General Secretary shall be responsible for the general correspondence of the Society, the recording of the proceedings and the preparing of minutes in all meetings of the Society. He shall keep all the documents of the session. On relinquishing Office, he shall hand over his records and documents to his successor;
- v) Financial Secretary shall be responsible for handling the finance of the Society. He shall keep a continuous record of all transactions, give an official receipt for any payment received, and keep the receipt of any payment. All cheques pertaining to any financial transactions of the Society shall be jointly signed with the President. He shall prepare an Estimated Society Budget of the Society Income and Expenditure, conclude all financial business, furnish all information required for an Audit, and submit a Financial Report at the Annual General Meeting;
- vi) Academic Secretary shall be responsible for the academic activities of the Society;

- vii) Marketing & Welfare Secretary shall be responsible for the marketing work of the Society, general welfare for the Members and management of all the facilities of the Society;
- viii) Social Secretary shall be responsible for the social activities of the Society;
- ix) Publication & Publicity Secretary shall be responsible for the publication and publicity work of the Society.

Article 5 – Student Representatives (amended 2009)

- a) Full Members from different Years shall reserve the right to elect and change their own Class Representative to the Executive Committee. They shall represent the students of his representative year of class in the Society to give opinions and feedbacks to the Society;
- b) A Past Representative shall be appointed by the members of the Executive Committee of previous Session and shall represent the past Executive Committee to give opinions and feedbacks to the Society;

Article 6 – Executive Committee Meeting (amended 2009)

- a) Executive Committee Meetings shall be convened by the President or in his absence, by the Internal Vice-President;
- b) President of the Executive Committee shall take the chair, or in his absence, the Internal Vice-President;
- c) Two-thirds of the members of Executive Committee shall form a quorum;
- d) The Class Representatives could be the Official Observer of Executive Committee Meeting. They shall have full speaking right, but no voting right.

Article 7 – Vote of Confidence (appended 2009)

Any member of the Executive Committee who ceases to be a Full Member of the Society during his term of office in a Session, but remains as a Member of the Society, may continue to hold office till the end of that Session upon a Vote of Confidence being passed to him by a General Meeting.

Article 8 – Resignation (amended 2009)

In case any member of Executive Committee wishes to resign, he shall serve a notice of resignation in writing to the Executive Committee stating the reasons therein, and his/her resignation shall take effect on the approval at an Extraordinary General Meeting.

Section 8 – Finance (amended 2009)

Article 1 – Financial Year

The Financial Year of the Society shall correspond to the session of Executive Committee.

Article 2 – Subscriptions

SERS Constitution

- a) All Members of the Society shall pay a Subscription fee of HK\$25 per year.
- b) All Membership fee received are non-refundable under any circumstances.

Article 3 – Honorary Auditor

- a) An Honorary Auditor shall be appointed at the Annual General Meeting. He shall be a current member of the full-time teaching staff or administrative staff of the Department;
- b) He shall be responsible for auditing all accounts of the Society. All books and accounts of the Society shall be examined and certified as to their correctness or otherwise by the Honorary Auditor.

Article 4 – Estimated Society Budget (appended 2009)

The Estimated Society Budget of the Society Income and Expenditure shall be prepared by the elected Financial Secretary and adopted at the Annual General Meeting. The adopted budget shall be posted up for at least 14 clear days within 7 days after adoption.

Article 5 – Financial Report (appended 2009)

The audited Financial Report of the previous Financial Year shall be adopted at Annual General Meeting.

Article 6 – Accounting Procedure

Booking accounts and all transactions related to that accounts shall be signed jointly by the President and the Financial Secretary.

Section 9 – Constitution

Article 1 – Amendment of Constitution

- a) No part of this Constitution shall be supplemented, abolished, or amended, except by a motion carried at a General Meeting specifically for this purpose;
- b) A Vote of Amendment of Constitution shall be passed only when so agreed to by not less than two-third of the Full Members present and voting at that General Meeting.

Article 2 – Interpretation

The right of interpretation of this Constitution shall rest with the Executive Committee of the current Session of the Society.