

# **The Constitution of the Computer Science Society**

## **The Student Union of The Chinese University of Hong Kong**

### **Chapter I. General**

#### **Article 1. Name**

The Society is named “The Computer Science Society, The Student Union of The Chinese University of Hong Kong” (hereinafter “the Society”), and affiliated with The Student Union of The Chinese University of Hong Kong. The Chinese name of the Society is 「香港中文大學學生會計算機科學系會」.

#### **Article 2. Aims**

1. Provide a connection between teaching staff and undergraduate students majoring in Computer Science
2. Reinforce the connection between the Society and other societies
3. Seek welfare for undergraduate students majoring in Computer Science
4. Enhance the academic level and administer academic activities

#### **Article 3. Venue**

The Society is located at The Chinese University of Hong Kong (hereinafter “the University”).

### **Chapter II. Membership**

#### **Article 4. Basic Membership**

- A. Qualifications - Any full-time undergraduate student who is majoring in Computer Science at the University, or any full-time undergraduate Engineering student who has been admitted to major in Computer Science by the University, that has paid the Annual Fee shall be a basic member of the Society.
- B. Rights - Basic members shall enjoy rights of election, recall, initiative, referendum, and nomination. Basic members shall be able to participate in every activity of the Society and enjoy all welfare and facilities of the Society.
- C. Obligation - Basic members are obligated to abide by the Constitution of the Society, pay Annual Fees, and attend General Meetings.

#### Article 5. Honorary Membership

- A. Qualifications - Any staff under the Department of Computer Science and Engineering (hereinafter referred to as the Department), or any graduate whose major is Computer Science, is an honorary member of the Society.
- B. Rights - Honorary members shall be able to participate in every Society's activity and enjoy all the Society's welfare and facilities.
- C. Obligation - Honorary members are obligated to abide by the Constitution of the Society, and assist with the duties of the Society.

### **Chapter III. Organization & Authority**

#### **(i) General Meeting**

##### Article 6. Authority

- A. Consider, discuss, and approve any amendments to the report of the immediate past Executive Committee (or the Interim Executive Committee).
- B. Consider, discuss, and approve the year plan and the financial budget plan of the current Executive Committee (or the Interim Executive Committee).
- C. Consider, discuss, and approve the yearly report and the financial report of the current Executive Committee (or the Interim Executive Committee).
- D. Consider, discuss, and approve amendments to the Constitution of the Society.
- E. Condemn and dismiss the committees of the Society.
- F. Handle all major events of the Society.
- G. Handle other items on the agenda.

##### Article 7. Organization

All basic members constitute the General Meeting, as the supreme authority in the Society.

##### Article 8. Quorum

One-sixth of all basic members constitutes a quorum.

##### Article 9. Convene

- A. The Ordinary General Meeting shall be called twice a year. The first meeting shall be held within one month after the new Executive Committee assumes office, and the second meeting shall be called in November each year. The exact date, time, and place of the meeting shall be decided by the Executive Committee. The meeting notice shall be given, together with its

agenda, to all basic members ten days prior to the meeting.

- B. An Extraordinary General Meeting shall be called at the requisition by no less than one-tenth basic members, or by the Executive Committee (or the Interim Executive Committee). The meeting notice shall be given, together with its agenda, to all basic members three days prior to the meeting.
- C. The President (or the President of the Interim Executive Committee) shall be the presiding officer in the General Meeting.

#### Article 10. Adjourn

- A. If a quorum is still not fulfilled after forty-five minutes of the scheduled meeting, the presiding officer must adjourn the General Meeting owing to lack of quorum.
- B. If the number of members present at any time during a sitting is less than three-fifths of the quorum, the presiding officer must adjourn the General Meeting.
- C. If the General Meeting is adjourned, a referendum by all basic members voting by secret ballot, on the motion that has not yet been approved, must be presided over by the presiding officer of the meeting within twelve teaching days after the meeting. The referendum shall be declared valid only if the number of valid votes is no less than one-fourth of the number of all basic members. The motion shall be considered to be approved when affirmative votes constitute more than one-half of the total votes.

#### (ii) Executive Committee

##### Article 11. Power and Responsibility

- A. The Executive Committee shall be the supreme executive body of the Society and to be held accountable for the General Meeting.
- B. The Executive Committee shall distribute the Constitution of the Society to new basic members within the first six teaching days of the same academic year.

##### Article 12. Term of Office

The term of office of the Society shall commence on the first day of January each year. In any case, the term of office of the Society shall terminate on the thirty-first day of December in the same year.

##### Article 13. Organization and Functions

- A. The members of the Executive Committee and their functions shall be:

One President

- To be the Chief Executive Officer of the Society
- To represent the Society externally
- To preside over the Executive Committees' Meeting
- To preside over the General Meeting

One Internal Vice President

- To assist the President in matters relating to internal affairs
- To exercise the functions of the President when the President is vacant

One External Vice President

- To assist the President in matters relating to external affairs

One Clerical Secretary

- To be responsible for all matters relating to documents, minutes, and letters

One Financial Secretary

- To be responsible for all financial matters

One to two Publishing Secretaries

- To be responsible for all matters relating to publications

One Welfare Secretary

- To be responsible for all welfare matters

One to two Promotion Secretaries

- To be responsible for all matters relating to promotional activities

Zero to one Academic Secretary

- To be responsible for all academic matters

Zero to one Sport Secretary

- To be responsible for all sports matters

Zero to two Executive Secretaries

- To assist other Executive Committee members in all matters

B. The President shall not hold other positions in the Executive Committee at the same time.

C. There shall be no less than eight but no more than fourteen Elected members of the Executive Committee.

Article 14. Executive Committees' Meeting

A. Executive Committees' General Meeting

1. An Executive Committees' General Meeting shall be called once per month by the President, the Internal Vice President, or the External Vice President.
  2. The meeting notice shall be given seventy-two hours prior to the meeting, together with its agenda, to all Executive Committee members and basic members.
  3. For any Executive Committee member who is absent from the Executive Committees' General Meeting, if his/her application for absence from the meeting is not approved by the presiding officer of the meeting, it shall be regarded as an unexcused absence.
  4. Any Executive Committee member commits no less than three unexcused absences from sittings shall be regarded as "dereliction of duty". Punishment can be inflicted.
- B. Executive Committees' Temporary Meeting
1. An Executive Committees' Temporary Meeting shall be called by the President at the requisition by three Executive Committee members, or when deemed necessary by the President.
  2. The meeting notice shall be given twenty-four hours prior to the meeting, together with its agenda, to all Executive Committee members and basic members.
- C. Quorum
- Two-thirds of the Executive Committee members constitute a quorum of the Executive Committees' Meeting.
- D. Quorum for abortion of meeting
1. If a quorum is still not fulfilled after thirty minutes of the scheduled meeting, the presiding officer must adjourn the Executive Committees' Meeting owing to lack of quorum.
  2. If the Executive Committees' Meeting is adjourned, an Executive Committees' Meeting shall be called by the President again within seven days. If the new Executive Committees' Meeting is adjourned, the President shall discuss the follow-up arrangements with Executive Committee members that are present.

## **Chapter IV. Election & Change in Personnel**

### **Article 15. Executive Committee Election**

- A. Election Committee
1. Election Committee shall be held accountable for the announcement of the rules of the election, acceptance of the nomination of Nominated

Cabinets, monitoring of the election process, presiding over the Consultation Session for Nominated Cabinets, and managing referendum affairs.

2. The term of office of the Election Committee shall commence on the day when the Election Committee is established and terminate when the next Executive Committee is elected or when a new Interim Executive Committee is formed.
3. Election Committee must be formed within the first six weeks after the first teaching day of the new semester. The members of the Election Committee must include the current President of the Executive Committee (or the current President of the Interim Executive Committee) and one basic member representative from each study year. If the current President of the Executive Committee seeks re-election or the current President of the Interim Executive Committee participates in the election, he/she shall appoint another basic member as the Election Committee member. The President of the Election Committee is chosen by the Election Committee itself.
4. Except for the situation mentioned in Article 15A3, when there is an arising vacancy of the Executive Committee, the President of the Interim Executive Committee owns the rights to form the Election Committee for organizing the current by-election of the Executive Committee for the current term of office. The members of the Election Committee must include the current President of the Interim Executive Committee and one basic member representative from each study year. If the current President of the Interim Executive Committee runs for the election, he/she shall appoint another basic member as the Election Committee member. The President of the Election Committee is chosen by the Election Committee itself.
5. All members of the Election Committee must not be any member of any Nominated Cabinet at the same time.
6. After the formation of the Election Committee, the Election Committee must announce the election arrangement and accept the nomination of cabinets as soon as possible. The deadline for nomination shall be decided by the Election Committee.
7. The Election Committee shall be held accountable for vote counting. The vote counting process shall be monitored by a person who is not a member of the Society. The Election Committee must count all votes

within twenty-four hours after the election ends and announce the result of the vote-counting to all basic members.

B. Nominated Cabinet

Any no less than seven and no more than eighteen basic members who meet the requirements of being a member of the Executive Committee shall form a Nominated Cabinet. Every cabinet shall include supportive signatures from at least one-tenth of basic members on the nomination form, in order to officially submit the nomination form to the Election Committee. The Election Committee shall announce the list of all Nominated Cabinets twenty-four hours after the nomination period ends. All basic members must not be a member of more than one Nominated Cabinets at the same time.

C. Consultation Session for Nominated Cabinets

1. The Consultation Session for Nominated Cabinets shall be called by the Election Committee within four weeks after the announcement of the list of all Nominated Cabinets.
2. All Nominated Cabinets must attend the Consultation Session.
3. The purpose of the Consultation Session is to let members of the Society understand the policies of the Nominated Cabinets and their attitude towards various types of questions.
4. The content and procedures of the Consultation Session shall be decided and announced by the Election Committee.
5. The President of the Election Committee shall be the presiding officer in the Consultation Session.

D. Voting

1. The Executive Committee shall be elected among the Nominated Cabinets by secret ballot.
2. The referendum shall be declared valid only if the number of valid votes is no less than one-fourth of the number of eligible voters.
3. When only one cabinet is nominated, a vote of confidence shall be adopted alternatively in which the Nominated Cabinet shall be declared elected if the number of affirmative votes exceeds one-half of the number of valid votes.
4. When more than one cabinet is nominated, the Nominated Cabinet with the highest number of votes among all Nominated Cabinets shall be elected. If the Nominated Cabinets have received the same number of votes, a new arrangement shall be decided by the Election Committee.

5. Election Committee members are not eligible to vote in the election.

#### Article 16. Changes in the Composition of the Executive Committee

- A. The resignation of the President of the Executive Committee shall be approved in the General Meeting. The resignation of Executive Committee members excluding the President shall be approved by the Executive Committee.
- B. The Internal Vice President shall temporarily act as the President when the President is vacant.
- C. If the organization of the Executive Committee fails to comply with Article 13 due to vacancy of the Executive Committee member, or if there is any personnel change in the Executive Committee, the Executive Committee shall provide the list of the Executive Committee complying with Article 13 and convene the General Meeting in order to obtain approval for the motion within twenty-four teaching days. If the substituted motion is not approved, the Executive Committee shall initiate the discussion again and provide the list of the Executive Committee complying with Article 13 and convene the General Meeting within twelve teaching days. The Executive Committee shall be dissolved immediately if the substituted motion is still not approved. The President of the Executive Committee shall form the Interim Executive Committee.
- D. Except for the situation stated in Article 16, if one or more new member(s) wish to become Executive Committee(s), after approved by the Executive Committee, the Executive Committee shall convene the General Meeting within twenty teaching days in order to obtain approval for the motion. The organization of the Executive Committee shall comply with Article 13.

### **Chapter V. Interim Executive Committee**

#### Article 17. Formation

Within twenty-four teaching days after the Executive Committee is vacant, the Immediate Past President (or Immediate Past President of the Interim Executive Committee) shall appoint an Interim Executive Committee.

#### Article 18. Functions

- A. To sustain the essential functions of the Society and liaise with external bodies during the vacancy of the Executive Committee.
- B. Distribute the Constitution of the Society to new basic members within the first six teaching days of the same academic year.



- C. Approve the year plan and the financial budget plan by convening an Extraordinary General Meeting within one month after the Interim Executive Committee assumes office.
- D. The Interim Executive Committee shall convene a General Meeting in November of the year and submit a yearly report and a financial report. The President of the Interim Executive Committee shall be the presiding officer in the General Meeting.
- E. The Interim Executive Committee has the right to utilize not more than 20% of the annual fees of the financial year in that financial year for the administration charges and the cost of liaison with external bodies.
- F. If the financial budget plan of the Interim Executive Committee is approved meanwhile a new Executive Committee assumes office, all the surplus of administration charges from the Interim Executive Committee is transferred to the running expenses of the new Executive Committee.

#### Article 19. Term of Office

- A. The term of office of the Interim Executive Committee shall be terminated on the thirty-first day of December of the year.
- B. The Interim Executive Committee shall be dissolved immediately when a new Executive Committee assumes office.

#### Article 20. Organization

There shall be at least five basic members in the Interim Executive Committee, including one President, one Vice President, one Clerical Secretary, and one Financial Secretary, while other members shall be Executive Secretaries.

#### Article 21. Fund Utilization

The Interim Executive Committee has the right to utilize the Welfare Fund of the Society for welfare purposes, provided that the above-mentioned fund is not in deficit.

### **Chapter VI. Mete out Punishment**

#### Article 22. Punishment Conditions

Any member of the Executive Committee (or the Interim Executive Committee) or the constituent committees who violate the Constitution of the Society or derelict their duties can be impeached and deposed in the General Meeting.

## **Chapter VII. Financial Affairs**

### **Article 23. Financial Year**

The financial year of the Society commences on the first day of January and terminates on the thirty-first day of December every year under any situation.

### **Article 24. Annual Fee**

- A. Each basic member of the Society shall pay an annual fee of 40 H.K. dollars for each academic year. The annual fee shall be utilized for the running expenses of the Society.
- B. All new basic members of the Society shall pay all the annual fees of their study years up to their graduation year when they join the Society.
- C. Basic members of the Society who extend their period of study due to suspension of studies do not have to pay for the annual fee in that year.
- D. If a basic member of the Society drops out of the Computer Science major, he/she no longer possesses the basic membership. He can retrieve the annual fee for the remaining period of study from the Executive Committee (or the Interim Executive Committee) within the first month of the first semester after dropping out.
- E. The Society reserves all rights to pursue action against the basic members who do not pay or pay insufficient annual fees.

### **Article 25. Admission Fee**

- A. Each new basic member of the Society shall pay an admission fee of 10 H.K. dollars when they are admitted to the Society. The admission fee is used as the Societal Fund.
- B. The Society reserves all rights to pursue action against the basic members who do not pay or pay insufficient admission fees.

### **Article 26. Financial Operations**

- A. The Executive Committee (or the Interim Executive Committee) shall conduct financial summaries twice a year. The first time is conducted at the beginning of the financial year with the immediate past Financial Secretary, and the second time is conducted at the end of the financial year with the immediate next Financial Secretary. The results shall be included in the financial report.
- B. The financial budget plan for each financial year of the Executive Committee shall be balanced.
- C. The Executive Committee (or the Interim Executive Committee) shall properly maintain any transaction records related to the Annual Fee Fund, and

announce the record to all basic members in March, June, September, and December each year.

- D. The Executive Committee (or the Interim Executive Committee) shall properly maintain the records of all collected annual fees and admission fees of each basic member until the member graduates.

#### Article 27. Fund

The Society established three funds, namely: Societal Fund, Welfare Fund, and Annual Fee Fund.

#### Article 28. Societal Fund

- A. The Societal Fund is the reserved asset of the Society. The Executive Committee (or the Interim Executive Committee) shall first submit to the General Meeting for approval, except the situation mentioned in Article 32.
- B. Not less than 5% of the Annual Fee of the financial year and the Annual Fee of previous financial years shall be allocated to the Societal Fund.
- C. If there is a deficit in the running expenses of the immediate past financial year, it will be mobilized by the Societal Fund.
- D. The Executive Committee shall mobilize not less than 30% of the immobilized expenditures of the Societal Fund from the immediate past three years and state in the financial budget plan and the financial report in each financial year.

#### Article 29. Welfare Fund

The Welfare Fund shall be utilized for all welfare operating expenses.

#### Article 30. Annual Fee Fund

- A. The Annual Fee Fund shall not be mobilized except for the mobilization or refund of Annual Fees for that financial year at the beginning of the financial year.
- B. The Annual Fee in future financial years shall be allocated to the Annual Fee Fund, and shall be listed in the financial report in detail grouped by the study periods of each study year.
- C. The Society shall allocate the Annual Fee Fund of that financial year from the Annual Fee Fund as the running expenses of the Executive Committee of the same year.

### Article 31. Surplus Allocation

At the beginning of the financial year, all surpluses from the running expenses of the immediate past financial year shall be allocated according to the following proportion:

- A. No less than 75% shall be allocated to the Societal Fund.
- B. No less than 25% shall be allocated to the Welfare Fund.

### Article 32. Fund Mobilization

The Executive Committee has the right to mobilize the Societal Fund and Welfare Fund, provided that the following conditions shall be fulfilled:

- A. No more than 5% of the above-mentioned funds shall be mobilized to other funds.
- B. All fund mobilizations are calculated cumulatively across the financial year. All funds that have been mobilized in the past shall be transferred back as soon as possible.
- C. All fund mobilizations shall be listed in detail in the financial report.

## **Chapter VIII. Others**

### Article 33. Conditions for Members to Attend Non-General Meetings

All members of the Society have the right to attend the Executive Committees' Meeting or its constituent Committees' Meeting with the approval of the presiding officer of the meeting prior to the meeting.

### Article 34. Constitution Conflict

- 1. If there is any conflict between the Constitution of the Society and "The Constitution of The Student Union of The Chinese University of Hong Kong", the latter shall prevail.
- 2. Chinese is the official language of the Society. If there is any conflict between Chinese and English versions of the Constitution of the Society, the former shall prevail.

### Article 35. Constitution Interpretation

The right of interpretation of the Constitution of the Society belongs to the current Executive Committee (or the Interim Executive Committee).

### Article 36. Constitution Revision

If it is necessary to revise the Constitution of the Society, requisition by no less than one-tenth basic members, or decision by the Executive Committee is required.

Then the revision shall be submitted to the General Meeting for discussion and approval.

#### Article 37. Recruit Members

The Executive Committee may nominate sponsors, honorary presidents, and consultants, and transfer them to the President of the Executive Committee for recruitment.