



**VERTEX, House II Students' Association,  
Hong Kong University of Science and Technology Students' Union**

香港科技大學學生會社二韞峰學生會

Mail Box #44, Student Centre, HKUST, Clear Water Bay, Kowloon, Hong Kong

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## Constitution of



### **VERTEX, House II Students' Association, Hong Kong University of Science and Technology Students' Union**

Adopted on April 1993

First Amendment: March 1994

Second Amendment: March 1995

Third Amendment: May 1995

Fourth Amendment: February 1996

Fifth Amendment: February 1997

Sixth Amendment: December 1999

Seventh Amendment: March 2000

Eighth Amendment: March 2001

Ninth Amendment: November 2001

Tenth Amendment: June 2002

Eleventh Amendment: October 2006

Twelfth Amendment: April 2007

Thirteenth Amendment: Nov 2007

Fourteenth Amendment: April 2008

Fifteenth Amendment: September 2008

Sixteenth Amendment: November 2009

Seventeenth Amendment: April 2011

Eighteenth Amendment: March 2015

Nineteenth Amendment: March 2015

Twentieth Amendment: March 2016

Twenty-first Amendment: April 2020



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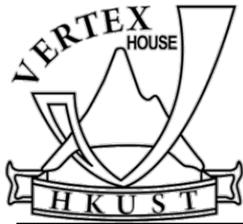
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## **SECTION I GENERAL**

### ***Article 1: Name***

The name of this organization shall be “VERTEX, House II Students' Association, Hong Kong University of Science and Technology Students' Union” or in short “VERTEX, House II Students' Association, HKUSTSU” or “VERTEX, House II SA., HKUSTSU”. In Chinese, it should be “香港科技大學學生會社二翱峰學生會”. Hereinafter referred to “the Association”.

### ***Article 2: Objectives***

- 2.1 To gather the Full Members and Hall Residents by providing them benefits, activities and sense of belongings.
- 2.2 To unite the Hall Residents and promote hall lives.
- 2.3 To develop HKUST into Five Houses with each House has its own style, spirit and traditions. To enhance the House Spirit through Joint House competitions and activities.
- 2.4 To promote cultural, social and sports interest.
- 2.5 To promote general welfare of Members.
- 2.6 To promote relationship of the Association with other organizations.

### ***Article 3: Session of the Association***

The session of the Association shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the following Annual General Meeting.

### ***Article 4: Affiliation***

VERTEX, House II Students' Association, HKUSTSU shall be affiliated to Hong Kong University of Science and Technology Students' Union and shall not apply any other affiliations within HKUST.



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***Article 5: Official Language***

English and Chinese (Cantonese or Mandarin) shall be the official languages of the Association. In case of discrepancies, unless otherwise specified, the English version shall be the authentic version.

***Article 6: Honorary President***

The Honorary President shall be the Residence Master of UG Hall II.

***Article 7: Theme Color***

Red shall be the theme color of the Association.

***Article 8: Logo***

The logo of the Association shall be as follows:





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## **SECTION II MEMBERSHIP**

### ***Article 1: General***

The Membership system of the Association shall consist of the following types of members:

- (a) Full Member;
- (b) Associate Member;
- (c) Life Member;
- (d) Honorary Member; and
- (e) Assigned Member.

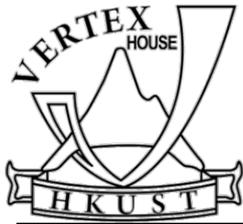
Each party shall have only one kind of membership of the Association. The previous membership of the party will be forgone once he/she has successfully changed to another kind of membership of the Association.

### ***Article 2: Full Members***

2.1 All HKUST full time students (undergraduates and postgraduates), provided that they are Full Members of Hong Kong University of Science and Technology Students' Union, shall be eligible for Full Membership of the Association.

#### 2.2 Privileges

- (a) They shall be entitled to enjoy all the facilities of the Association for general use, to take part in all activities and functions of the Association
- (b) They shall be entitled to represent the Association to join any Joint-House competitions or activities.
- (c) They shall be entitled to attend General Meetings conducted by the Association with speaking rights.
- (d) They shall be entitled to move and second motions at General Meetings conducted by the Association.
- (e) They shall be entitled to vote at all Elections and General Meetings conducted by the Association
- (f) They shall be entitled to stand for Election or hold office as an office bearer of the Association.



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## 2.3 Obligations

- (a) To promote the objectives of the Association.
- (b) To support and participate actively in all activities of the Association.
- (c) To follow the Constitution of the Association.
- (d) To follow the resolution(s) of the General Polling and General Meetings of the Association.
- (e) Non-UG Hall II residents shall pay the Membership fee; UG Hall II residents shall pay both the Membership fee and the UG Hall II Residential fee.

## **Article 3: Associate Members**

3.1 All HKUST full time students (undergraduates and postgraduates), provided that they are not Full Members of Hong Kong University of Science and Technology Students' Union, shall be eligible for Associate Membership of the Association.

### 3.2 Privileges

- (a) They shall be entitled to enjoy all the facilities of the Association for general use, to take part in all activities and functions of the Association
- (b) They shall be entitled to represent the Association to join any Joint-House competitions or activities.
- (c) They shall be entitled to attend General Meetings conducted by the Association with speaking rights.
- (d) They shall not be entitled to move and second motions at General Meetings conducted by the Association.
- (e) They shall not be entitled to vote at all Elections and General Meetings conducted by the Association
- (f) They shall be entitled to stand for Election or hold office as an office bearer of the Association.



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- (a) To promote the objectives of the Association.
- (b) To support and participate actively in all activities of the Association.
- (c) To follow the Constitution of the Association.
- (d) To follow the resolution(s) of the General Polling and General Meetings of the Association.
- (e) Non-UG Hall II residents shall pay the Membership fee; UG Hall II residents shall pay both the Membership fee and the UG Hall II Residential fee.

#### **Article 4: Life Members**

4.1 Any HKUST graduates who has been a Full Member or Associate Member of the Association for at least one academic year shall be eligible for the Life Membership of the Association upon payment of the Life Membership fee, which is decided by the Financial Secretary of the Association of corresponding session.

#### 4.2 Privileges

- (a) They shall be entitled to enjoy all the facilities of the Association for general use, to take part in all activities and functions of the Association.
- (b) They shall be entitled to represent the Association to join any Joint-House competitions or activities.
- (c) They shall be entitled to attend General Meetings conducted by the Association with speaking rights.
- (d) They shall not be entitled to move and second motions at General Meetings conducted by the Association.
- (e) They have not be entitled to vote at all Elections and General Meetings conducted by the Association.
- (f) They shall not be entitled to stand for Election or hold office as an office bearer of the Association.



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- (a) To promote the objectives of the Association.
- (b) To support and participate actively in all activities of the Association.
- (c) To follow the Constitution of the Association.
- (d) To follow the resolution(s) of the General Polling and General Meetings of the Association.
- (e) To pay the Life Membership fee.

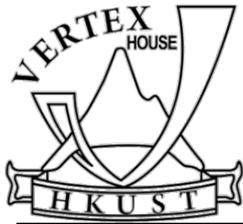
### ***Article 5: Honorary Members***

5.1 Honorary Members of the Association shall be conferred on such person upon graduation, if the persons

- (a) be approved upon recommendations from the Executive Committee of the Association in the Annual General Meeting.
- (b) be former Executive Committee, who had had completed his/her corresponding session, of the Association.

5.2 Privileges

- (a) They shall be entitled to enjoy all the facilities of the Association for general use, to take part in all activities and functions of the Association.
- (b) They shall be entitled to represent the Association to join any Joint-House competitions or activities.
- (c) They shall be entitled to attend General Meetings conducted by the Association with speaking rights.
- (d) They shall not be entitled to move and second motions at General Meetings conducted by the Association.
- (e) They shall not be entitled to vote at all Elections and General Meetings conducted by the Association.
- (f) They shall not be entitled to stand for Election or hold office as an office bearer of the Association.



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### 5.3 Obligations

- (a) To promote the objectives of the Association.
- (b) To support and participate actively in all activities of the Association.
- (c) To follow the Constitution of the Association.
- (d) To follow the resolution(s) of the General Polling and General Meetings of the Association.

### **Article 6: Assigned Members\***

6.1 All HKUST full time students (undergraduates and postgraduates), who are assigned by the University to the Association and do not pay the Membership Fee shall be the Assigned Members of the Association.

### 6.2 Privileges

- (a) They shall be entitled to enjoy all the facilities of the Association for general use, to take part in all activities and functions of the Association.
- (b) They shall be entitled to represent the Association to join any Joint-House competitions or activities.
- (c) They shall be entitled to attend General Meetings conducted by the Association with speaking rights.
- (d) They shall not be entitled to move and second motions at General Meetings conducted by the Association.
- (e) They shall not be entitled to vote at all Elections and General Meetings conducted by the Association.
- (f) They shall not be entitled to stand for election or hold office as an Office Bearer of the Association.

\*House Membership was no longer assigned starting in the academic year of 2007-08, according to information from Student Affairs Office.



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## **SECTION III GENERAL MEETING**

### ***Article 1: Definition and Authority***

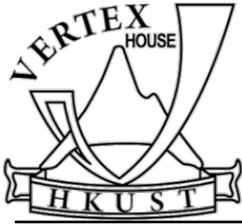
All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings. The General Meetings shall possess the highest authority.

### ***Article 2: Annual General Meeting***

2.1 The Annual General Meeting shall be convened by the Chairperson in the first eight weeks of the Spring Semester of the academic year.

#### 2.2 Agenda

- (a) To receive and adopt the agenda of the Annual General Meetings.
- (b) To receive and adopt the minutes of the previous Annual General Meeting.
- (c) To receive and adopt the minutes of Extraordinary General Meeting(s) held since the previous Annual General Meeting, if any.
- (d) To receive and adopt the Annual Report of the Executive Committee.
- (e) To receive and adopt the audited Annual Financial Report presented by the Financial Secretary.
- (f) To receive and, if thought fit, to adopt the proposed amendments to the Constitution of the Association, if any.
- (g) To consider and, if thought fit, to approve recommendation from the Executive Committee on new Honorary Membership possessor, if any.
- (h) To receive and, if thought fit, to adopt the Proposed Year Plan of the Elected Cabinet of the Association.
- (i) To receive and, if thought fit, to adopt the Proposed Financial Budget of the Elected Cabinet of the Association presented by the Elected Financial Secretary



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- (j) To adopt the result of Annual Election of the following office bearers of the Elected Cabinet, in no particular order:
- (i) A Chairperson
  - (ii) An Internal Vice-Chairperson
  - (iii) An External Vice-Chairperson
  - (iv) An Internal Secretary
  - (v) An External Secretary
  - (vi) A Financial Secretary
  - (vii) A Marketing Secretary
  - (viii) A Publication Secretary
  - (ix) A Promotion Secretary
  - (x) A Sports Secretary
  - (xi) A Communication Secretary
  - (xii) A Welfare Secretary
  - (xiii) A Hall Affairs Secretary
  - (xiv) A Resources Secretary
- (k) To adjourn the meeting

2.3 No Any Other Business shall be discussed in Annual General Meeting.

### ***Article 3: Extraordinary General Meeting***

The Chairperson shall convene an Extraordinary General Meeting,

3.1 If the Executive Committee deems it necessary; or

3.2 Upon written requisition signed by not less than fifty Full Members. The object or objects of the proposed general meeting shall be specified and no other matters shall be discussed at the general meeting.

### ***Article 4: Voting***

4.1 Any motion, other than amendments to the Constitution of the Association and removal of any elected office bearer of the Association, shall be recognized only if there is a simple majority of all Full Members of the Association attending the meeting in favour of it.

4.2 Any motion on amendments to the Constitution of the Association or removal of elected office bearer of the Association shall be recognized only with consent of not less than two-thirds of all the Full Members of the Association attending the Extraordinary General Meeting.



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### ***Article 5: Chair***

- 5.1 The Chairperson shall take the Chair of a General Meeting except the one convened for the purpose of moving a vote of non-confidence against him/her.
- 5.2 In the event of the inability of the Chair of the Association to chair a General Meeting, the Chair shall appoint an office bearer of Executive Committee of corresponding session to take the Chair of that General Meeting.
- 5.3 The Chair shall have no right to vote or second a motion.
- 5.4 The Chair shall have the casting vote.
- 5.5 The Chair shall have the right to permit any person who is not possessor of any kind of Membership of the Association to attend and speak in the General Meeting.

### ***Article 6: Notice***

- 6.1 The notice of an Annual General Meeting and the agenda thereof shall be posted four clear days beforehand. The notice of an Extraordinary General Meeting and the agenda thereof shall be posted forty-eight hours beforehand.
- 6.2 A notice shall be posted for seven clear days beforehand if there is any change of the office-bearers of the Association.

### ***Article 7: Quorum***

- 7.1 The Quorum for a General Meeting shall be fifty Full Members of the Association.
- 7.2 If the Quorum cannot be formed within one hour of the stated time, the General Meeting shall be postponed to a date decided by the Executive Committee of the Association.



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### **Article 8: Standing Orders**

- 8.1 The Standing Orders for the Conduct of General Meeting of the Association is derived from that of SU Council Meeting of The Council, HKUSTSU.
- 8.2 Members of the Association attending the Meetings shall be abided by The Standing Orders for the Conduct of General Meetings of the Association.
- 8.3 Amendments to the Standing Orders for the Conduct of General Meeting of the Association shall be proposed on a General Meeting with the consent by not less than two-thirds of Full Members of the Association attending the Meeting. Any amendment will be effective immediately after being adopted in the General Meetings.
- 8.4 The notice of proposed amendment to the Standing Orders for the Conduct of General Meetings of the Association shall be posted seven clear days by the commencement of the General Meeting.
- 8.5 The Standing Orders for the Conduct of General Meeting of the Association shall be referred to the Appendix.



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## **SECTION IV GENERAL POLLING**

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

General Polling possesses the same authority as a General Meeting.

### ***Article 2: General Polling***

General Polling shall be held by the Executive Committee

- 2.1 If the Executive Committee deems it necessary; or
- 2.2 Upon written requisition signed by fifty Full Members.

The motion or motions to be voted on at the General Polling shall be specified on the written requisition.

### ***Article 3: Returning Officer***

Except Full Members; Residence Master, Residential Life Officer, Tutors of UG Hall II or other staff of the University can be invited as the Returning Officer of a General Polling.

### ***Article 4: Notice***

The notice of General Polling and the motion(s) to be voted on shall be posted seven clear days beforehand.

### ***Article 5: Method of Voting***

- 5.1 Voting shall open for no less than eight hours.
- 5.2 The result of General Polling shall be declared valid provided the number of valid votes cast is no less than one-sixth or fifty (whichever is greater) Full Members of the Association.

### ***Article 6: Voting***

The motion(s) shall be declared carried with a simple majority of the vote cast.



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## **SECTION V      REVOKING MOTIONS OF GENERAL MEETING AND GENERAL POLLING**

### ***Article 1: Regulation***

The motion or motions of General Polling can only be revoked by a subsequent General Meeting or General Polling with the consent of no less than two-thirds of all the Full Members attending the subsequent General Meeting or voting in the subsequent General Polling.



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## **SECTION VI ELECTION**

### ***Article 1: Annual Election***

The Annual Election shall be held to elect the members of the Executive Committee. The Annual Election shall be held before the sixth week of the Spring Semester.

### ***Article 2: Returning Officer***

Except Full Members; Residence Master, Residential Life Officer, Tutors of UG Hall II or other staff of the University can be invited as the Returning Officer of an Election.

### ***Article 3: Election Board***

- 3.1 The Executive Committee shall be responsible for the formation of the Election Board.
- 3.2 The Election Board shall be formed at least four weeks before the end of the Fall Semester of corresponding academic year.
- 3.3 The Commencement of Nomination Period shall be at least seven clear days after the composition of the Election Board.
- 3.4 The composition of the Election Board shall consist of both Executive Committee Members and other Full Members. All nominators or nominees cannot be the members of the Election Board.
- 3.5 The Election Board shall comprise of at least three office bearers of Executive Committee and two Full Members; including a President of the Election Board, who shall be the Chairperson of the Association.
- 3.6 Duties of the Election Board
  - (i) To set up a schedule for at least one month before the Election with the approval of the Executive Committee consisting of the following items:



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- Duration of the Nomination Period
  - Date for the announcement of the final list of nominated cabinet(s)
  - Duration of the Promotion Period
  - Duration of the Polling Day
- (ii) To conduct and monitor all the activities concerning the Election;
  - (iii) To invite a Returning Officer from University staff to supervise the Election Board;
  - (iv) To explain the Election Regulations and rules in accordance with the Constitution.
  - (v) To issue public notices of the result of the Election.

***Article 4: Eligibility of the Executive Committee***

- (i) A Chairperson
- (ii) An Internal Vice-Chairperson
- (iii) An External Vice-Chairperson
- (iv) An Internal Secretary
- (v) An External Secretary
- (vi) A Financial Secretary
- (vii) A Marketing Secretary
- (viii) A Publication Secretary
- (ix) A Promotion Secretary
- (x) A Sports Secretary
- (xi) A Communication Secretary
- (xii) A Welfare Secretary
- (xiii) A Hall Affairs Secretary
- (xiv) A Resources Secretary



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### **Article 5: Nomination**

- 5.1 Any candidate shall campaign in the form of cabinet for the Election.
- 5.2 A complete cabinet shall be composed of at least eight office bearer nominees including a Proposed Chairperson, a Proposed Internal Vice-Chairperson, a Proposed External Vice-Chairperson, a Proposed Internal Secretary, a Proposed Financial Secretary, a Proposed Hall Affairs Secretary, a Proposed Communication Secretary and a Proposed promotion Secretary.
- 5.3 Nomination(s) of cabinet must be submitted to the Internal Secretary of the Association before the closure of the Nomination Period decided by the Election Board of corresponding session.
- 5.4 Any nomination received after deadline shall not be considered.
- 5.5 Each cabinet shall submit its nomination in the prescribed form together with ten names and signatures of Full Members or Associate Members of the Association before the closure of Nomination Period.
- 5.6 No members of candidate(s) shall be nominated for more than one post of the cabinet. In addition, the Proposed Chairperson, the Proposed Internal Vice-Chairperson, the External Vice-Chairperson, the Financial Secretary and the Marketing Secretary of the Nominated Cabinet shall not be nominated for any position of cabinets under other affiliated societies of HKUSTSU.
- 5.7 The expense of each cabinet shall not exceed the maximum amount decided by the Election Board of corresponding session.
- 5.8 Only Full Members of the Association are eligible for the nomination.
- 5.9 In case there is no nomination received, the Annual General Meetings shall resolve the matter.



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### **Article 6: Method of Votes**

- 6.1 The method of voting shall follow the regulations of the General polling.
- 6.2 The cabinet is successful:
  - (a) If there is only one cabinet running for the Election, the method of voting shall follow the regulations of the General Polling.
  - (b) If there are two or more cabinets running for the Election, the successful cabinet will be the one receiving the greatest number of votes.
- 6.3 One-sixth or fifty (whichever is greater) of Full Members of the Association shall be entitled to vote.
- 6.4 Only Full Members of the Association shall be entitled to vote.
- 6.5 Voting shall be conducted by secret ballot.
- 6.6 The provisional and official result of the Election shall be announced by the Election Board of corresponding session within 24 and 72 hours after the closure of the polling respectively.
- 6.7 In case of an equality of votes, the following Annual General Meetings shall resolve the matter by Re-Election.

### **Article 7: Re-Election**

- 7.1 A Re-Election shall be held:
  - (a) In case the Election fails to generate an Elected Cabinet. The Re-Election will be held in the following Annual General Meeting.
  - (b) In case the Elected Cabinet dissolves, a Re-Election will be held in an Extraordinary General Meeting.
- 7.2 Re-Election will follow the same rules and regulation of the Election.
- 7.3 The Executive Committee of corresponding session shall be responsible for the arrangement of a Re-Election.



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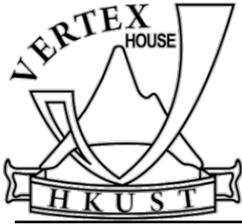
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### ***Article 8: Complaints and Appeals***

- 8.1 All complaints and appeals shall be supported by evidence and duly signed.
- 8.2 No complaint or appeal shall be entertained unless it is directed to the Election Board in writing within 48 hours after the closure of the voting.
- 8.3 All adjudication concerning complaints and appeals shall vest on the Election Board.
- 8.4 Any appeals or complaints should be seconded by at least five Full Members of the Association.

### ***Article 9: Elected Cabinet***

- 9.1 The successful cabinet shall be titled "[Name], The Elected Cabinet of VERTEX, House II SA., HKUSTSU, Session [Year]-[Year]" once the official result of Annual Election is announced.
- 9.2 Resignation of elected office bearer(s), other than the Elected Chairperson, of the Elected Cabinet shall be resolved by an Extraordinary General Meeting.
- 9.3 Resignation of the Elected Chairperson of the Elected Cabinet shall lead to dissolution of the Elected Cabinet. The matters must be resolved and a Re-Election must be held by an Extraordinary General Meeting.



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## **SECTION VII EXECUTIVE COMMITTEE**

### ***Article 1: Functions and Duties***

- 1.1 The functions of the Executive Committee shall be
- (a) To formulate and implement the policies of the Association in accordance with the objectives in Article 2 of Section I;
  - (b) To carry out motions of the General Meetings and General Polling;
  - (c) To represent the Members in such matters that affect the Members' interest; and
  - (d) To act as a supervisory body over the function of each individual Executive Committee members
- 1.2 The Executive Committee shall be responsible to convene the General Meetings and hold the General Polling.

### ***Article 2: Composition***

The committee shall consist of:

- (i) A Chairperson
- (ii) An Internal Vice-Chairperson
- (iii) An External Vice-Chairperson
- (iv) An Internal Secretary
- (v) An External Secretary
- (vi) A Financial Secretary
- (vii) A Marketing Secretary
- (viii) A Publication Secretary
- (ix) A Promotion Secretary
- (x) A Sports Secretary
- (xi) A Communication Secretary
- (xii) A Welfare Secretary
- (xiii) A Hall Affairs Secretary
- (xiv) A Resources Secretary

The minimum number of office bearers of the Association at any time shall not be less than seven including a Chairperson, an Internal Vice-Chairperson, an External Vice-Chairperson, an Internal Secretary, a Financial Secretary, a Communication Secretary and a Hall Affairs Secretary



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The Chairperson, the Internal Vice-Chairperson, the External Vice-Chairperson, the Financial Secretary and the Marketing Secretary shall not hold any positions in other affiliated societies of HKUSTSU.

No office bearers shall hold more than one post in the Association of corresponding session.

***Article 3: Duties of Individual Executive Committee Members***

- 3.1 The Chairperson, who shall
  - (a) Be the chief executive of the Association;
  - (b) Chair all Executive Committee meetings; and
  - (c) Chair all General Meetings except the one called for a vote of Non-Confidence against him/her;
  
- 3.2 The Internal Vice-Chairperson, who shall assist the Chairperson in carrying out his/her duties and in addition, is responsible for all the internal coordination and the Executive Committee of the Association. If the Chairperson is absent from the Executive Committee Meeting or General Meeting, the Internal Vice-Chairperson shall take the chair;
  
- 3.3 The External Vice-Chairperson, who shall assist the Chairperson in carrying out his/her duties and in addition, is responsible for all the external matters of the Association;
  
- 3.4 The Internal Secretary, who shall be responsible for keeping all records of the Association, except the Financial Reports kept by the Financial Secretary, and taking minutes at every meeting of the Association;
  
- 3.5 The External Secretary shall be responsible for
  - (a) The correspondence of the Association with general public, concerning external affairs of the Association
  - (b) Selecting at least five representatives who should form themselves as a sub-committee and perform the function prescribed in Section VII Article 5(b);



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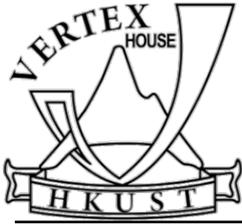
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- 3.6 The Financial Secretary shall keep an up-to-date account of all income and expenditure, draft the Financial Budget, present the audited Annual Financial Report at the Annual General Meeting and be responsible for all financial matters of the Association;
- 3.7 The Marketing Secretary, who shall be responsible for all the marketing matters of the Association;
- 3.8 The Publication Secretary, who shall be responsible for all the publication activities of the Association;
- 3.9 The Promotion Secretary, who shall be responsible for all the promotion activities of the Association;
- 3.10 The Sports Secretary shall be responsible for all sports events and equipment of the Association;
- 3.11 The Communication Secretary shall be responsible for all the communicating matters between the Executive Committee of corresponding session and Members of the Association;
- 3.12 The Welfare Secretary shall be responsible for all the welfare of the Association;
- 3.13 The Hall Affairs Secretary shall be responsible for activities and welfare of UG Hall II residents who are the full members of the Association and the formation, organization and coordination of UG Hall II Floor Committees. He/She shall be elected through Annual Election or General Polling. He/She should be a current UG Hall II resident in his/her tenure. In case of forfeiture of his/her hall place, he/she should carry out his/her duties till the end of the session.
- 3.14 The Resources Secretary shall be responsible for all Resources Management of the Association, except Financial Resources managed by the Financial Secretary;

Every office bearer of Executive Committee shall assume additional duties which accord with the objectives of the Association if the Executive Committee, the General Meeting or the General Polling deems it necessary.



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#### ***Article 4: Executive Committee Meeting***

- 4.1 The Executive Committee Meeting shall be convened by the Internal Secretary under the instruction of the Chairperson,
- 4.2 The notice of an Executive Committee Meeting and the Agenda thereof shall be posted and sent to all office bearer of Executive Committee twenty-four hours beforehand.
- 4.3 The Quorum of an Executive Committee Meeting shall be more than 80% of the number of the Executive Committee of the Association.
- 4.4 The Chairperson shall not be entitled to vote. In case of equality of votes, he/she shall have a casting vote on the matter concerned.
- 4.5 Unless the Executive Committee decide otherwise, an Executive Committee meeting shall be open to all Full Members of the Association. Members so attending shall be entitled to speak if and only if the Chair of the Meeting approves. Members so attending shall not be entitled to vote.

#### ***Article 5: Sub-Committee***

- 5.1 The Executive Committee may form a sub-committee for any specific purpose at any time either among the office-bearers of Executive Committee or among Full Members of the Association, and delegate power to them. The Executive Committee shall be responsible for all actions of the Sub-Committee
- 5.2 The External Secretary shall be responsible for selecting at least five representatives who shall form themselves as a sub-committee. These representatives are entitled to attend and speak in any Executive Committee Meeting so as to reflect any idea of Members of the Association. They shall not be entitled to vote.



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### ***Article 6: Resignation***

- 6.1 The resignation of office bearer of Executive Committee shall be resolved by a General Meeting.
- 6.2 In case of any vacant position in the office bearer of Executive Committee, other than that of the Chairperson, the office bearers of Executive Committee shall decide if:
  - (a) To take up that position by any of the office bearers of Executive Committee, other than the Chairperson, and keep his/her original position vacant.
  - (b) To hold by-election
  - (c) to keep that position vacant
- 6.3 In case of resignation of the chairperson of the Association, the Association would be proceeded to dissolution.

### ***Article 7: Votes of Non-Confidence***

- 7.1 An office bearer of Executive Committee can be removed from his/her office by a vote of Non-Confidence. The matter must be resolved by an Extraordinary General Meeting. The vote shall be declared with the consent of not less than two-thirds of the Full Members of Association attending the Extraordinary General Meeting.
- 7.2 In case of adoption of votes of Non-Confidence against the Chairperson, the Association would be proceeded dissolution.

### ***Article 8: Provisional Executive Committee***

- 8.1 In the event of any vacancy of the Executive Committee, a minimum of four Full Members shall be nominated by the Executive Committee of the previous session to become the Provisional Executive Committee, including a Provisional Chairperson, a Provisional Internal Vice-Chairperson, a Provisional External Vice-Chairperson and a Provisional Financial Secretary. In case where the Executive Committee of the previous session makes no nomination at the end of the corresponding session, the Association would be proceeded to dissolution
- 8.2 The provisional Executive Committee shall be dissolved:
  - (a) when a nominated cabinet for the Executive Committee is deemed elected during the corresponding session; or
  - (b) at the end of the corresponding session.



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## **SECTION VIII FINANCE**

### ***Article 1: Financial Year***

The financial year shall follow the session of the Association.

### ***Article 2: Expenditure***

- 2.1 The balance and proceeds of the previous Financial Year, the membership fee and the donation of the corresponding Financial Year shall be spent on activities and functions of the Association.
- 2.2 All the expenditure of the Association shall be approved and signed by both the Chairperson and the Financial Secretary.

### ***Article 3: Financial Assistance***

The Association shall not apply or accept any loan outside HKUSTSU and Student Affairs Office, HKUST.

### ***Article 4: Financial Budget***

- 4.1 At the beginning of the financial year, a Financial Budget shall be prepared and presented by the Elected Financial Secretary in the Annual General Meeting for adoption.
- 4.2 The Financial Budget proposed shall include the revision of membership fee, if any.

### ***Article 5: Financial Report***

At the end of each financial year, an audited Annual Financial Report, including an audited balance sheet and other financial statements, shall be prepared and presented by the Financial Secretary in the following Annual General Meeting for adoption.



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### ***Article 6: Membership Fee***

The annual recruitment of Members of the Association, which involves collection of Membership fee, shall be conducted by the Executive Committee of the Association.

### ***Article 7: Honorary Auditor***

The Residence Master or Acting Residence Master shall be the Honorary Auditor who shall audit the Annual Financial Report presented by the Financial Secretary.

### ***Article 8: Auditing***

- 8.1 The Financial Secretary shall submit the Annual Financial Report, countersigned by the Chairperson, to the Honorary Auditor no later than two weeks before the Annual General Meeting for auditing purposes.
- 8.2 The audited Annual Financial Report shall be presented by the Financial Secretary at the Annual General Meeting.

### ***Article 9: Account***

- 9.1 A current account shall be opened under the name of the Association.
- 9.2 All withdrawal slips and cheques must be signed by the Financial Secretary and either the Chairperson or the Internal Vice-Chairperson.



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## **SECTION IX CONSTITUTION**

### ***Article 1: Amendment***

- 1.1 This Constitution can only be amended by a motion carried at the General Meetings or the General Polling with the consent of no less than two-thirds of all the Full Members attending the General Meeting or voting validly in the General Polling.
- 1.2 The notice of the proposed amendment shall be posted seven clear days beforehand.

### ***Article 2: Interpretation***

Any matter not especially covers by this Constitution shall be decided by the Annual General Meeting.

### ***Article 3: Effectiveness***

Any amendment of the Constitution will be effective immediately after being adopted in the General Meetings.



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## **SECTION X DISSOLUTION OF THE ASSOCIATION**

### ***Article 1: General Meeting***

General meeting shall be convened by the Executive Committee to discuss the matter concerning dissolution of the Association, if necessary.

### ***Article 2: Voting***

Polling should be held upon written requisition signed by not less than 30% of Full Members of the Association for the dissolution of the Association. The dissolution shall be adopted if and only if at least 55% of the votes are for the motion

### ***Article 3***

Upon dissolution, the Association is required to submit and distribute to all Members a full report stating clearly the current financial position of the Association and the effect of the dissolution on the Association within one calendar month. Any remaining net assets and liabilities of the Association shall be discussed in the General Meeting.



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## **SECTION XI HOUSE ASSOCIATIONS** **REPRESENTATIVE**

A Full Member shall be appointed to be the House Associations Representative of The Council, HKUSTSU of each session by the Executive Committee Members of the Association except for the session of vacant position, according to the Council By-laws.

### ***Article 1: Session of vacant position***

The Association shall give up position of House Associations Representative of The Council, HKUSTSU of the corresponding session if that of The Undergraduate House One Students' Association, HKUSTSU had kept vacant in the previous session.



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## **SECTION XII HOUSE SONG**

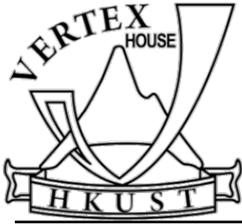
A House Song has been composed in order to strengthen the spirit of the Association. Lyrics of the song could be referred as follow.

### ***House II Song***

We're the magic of UST  
With the never ending story  
With the most intouching memory  
That will never fall

Like the fountain of a desert  
Like the pasture in oasis  
Like the ever sparkling bright stars  
In a milky way

VERTEX, best of all  
So charming  
VERTEX, we are the fantasy  
Recovers world's vitality  
Shining like a star  
With pursuit of love and peace  
Our spirits are cheering up



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## **Appendix**

### **Standing Orders for the Conduct of General Meetings of VERTEX, House II Students' Association, HKUSTSU**

#### **The Chair**

1. The Chairperson of the Association shall be The Chair of General Meetings.
2. The Chair shall be the sole interpreter of the Standing Orders and shall address the meeting from the Chair order to explain or administer these orders, to put motions to the vote and announce decisions, to rule on points of order, or to answer questions put to him/her on point of fact.
3. The conduct of a meeting shall be subject to the Chair's discretion. The Chair may move Procedural Motions at his/her discretion. In the Inability of Chairperson, unless otherwise specified, the Chairperson shall appoint one office bearer of Executive Committee to take the Chair.
4. The Chair shall be heard in silence. Other speakers shall address themselves solely to the Chair by raising hand, precedence being given to the person who first "catches the eye" of the Chair. Speakers shall present their Student ID, Major, Year of study, Type of Membership and Full Name in English before raising a Motion, Procedural Motion or Interjections, with the appointment by the Chair.
5. Unless otherwise specified, the Chair may not participate in debate and shall have only a casting vote.
6. The meeting, by Procedural Motion, shall have the power to suspend the Chair for the remainder of the meeting.

#### **Notice**

7. The Internal Secretary of the Association shall prepare public notice and email of Annual General Meetings along with a proposed agenda to all Members of the Association four clear days beforehand of commencement of Meeting.
8. The Internal Secretary of the Association shall prepare public notice and email of Extraordinary General Meeting(s) along with a proposed agenda to all Members of the Association forty-eight hours beforehand of commencement of Meeting.



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## Quorum

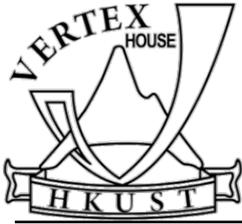
9. Unless otherwise specified, a simple majority of all voting Members shall form a Quorum.
10. The Meeting shall be postponed in case of absence of the Quorum for not less than an hour. The date and time of the postponed meeting shall be determined and announced by Executive Committee of the Association.
11. The Chair shall, at his/her discretion or at the request of any Full Member of the Association, take a count of those present at a meeting. If the meeting is found to be inquorate, it shall be adjourned forthwith.

## Interjections

12. A point of order shall be a procedural motion, or a question, to the Chair relating to the conduct of the Meeting. The member rising to put the point of order must prove one or more of the following:
  - a. That the speaker is traveling outside the scope of the motion under discussion.
  - b. That the speaker is using non-official language.
  - c. That the speaker infringing a statutory rule or a standing order.

No speech or debate is permitted on a point of order and no other Member of the Association shall speak until the Chair has given his ruling.

13. The Internal Secretary shall note the rulings and interpretations of the Standing Orders made by the Chair and the circumstances in which the ruling was made. These rulings and interpretations shall not be binding in the future but shall inform and guide the Chair.
14. A point of information shall consist of information related to the subject under immediate discussion. If a point of information is requested from a person holding the floor, he/she may decide whether or not he/she wishes to be interrupted at that time.



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15. A point of personal explanation shall seek to clear up misunderstanding but not to introduce any new matter.

## **Motions**

16. A motion must be moved and seconded. No motion once moved and seconded shall be withdrawn without consent of the meeting. When it is agreed that an original motion be withdrawn, any amendment to it will be considered as withdrawn too.
17. The proposer shall explain his motion before the motion is seconded. The seconder may speak at once on the motion or may reserve his right to speak later during the discussion.
18. In debate on any discussion, no Member of the Association who has already spoken on the question may speak again on the same question as long as any participant who has not spoken on that question desires the floor. No member may speak for longer than 10 minutes at any one time without the permission of the meeting.
19. No amendment which substantially alters the meaning and spirit of the substantive motion, shall be introduced at a meeting. The Chair shall determine whether an amendment substantially alters the meaning and spirit of the substantive motion.
20. In the event of an amendment being carried, which was not accepted by the proposer and seconder of the motion, the amended motion shall stand in the names of the movers of the amendment. Amendments to a motion which is withdrawn shall fall.
21. The person in whose name a motion stands shall have the right to reply to debate on the motion immediately before a vote is taken.
22. "Recommendations" may be put to a meeting, which shall not require a seconder and shall have no binding force.
23. In the absence of opposition to a motion, it shall be open to the Chair to declare it carried.



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Hong Kong University of Science and Technology Students' Union**

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## **Procedural Motions**

24. There shall be the following procedural motions listed in order of precedence. During discussion of, but not during voting on, a procedural motion, a motion of higher precedence may be out relating to the substantive motion :
- a. Suspension of the Chair
  - b. Challenge of the Chair
  - c. Adjourn
  - d. Recess
  - e. That the motion be withdrawn
  - f. That the matter be laid on table
  - g. That the motion be now put
  - h. That the debate time be limited
  - i. That the list of speakers be closed
  - j. That the matter be postponed definitely
  - k. That the matter be committed to a specific body
  - l. That the motion be amended or taken in parts
  - m. That the matter be reconsidered
  - n. That observers be allowed to speak
  - o. That the meeting go into closed session
  - p. That a secret vote be taken
  - q. That Standing Orders be amended in whole or in part.
25. A procedural motion shall be moved by the proposer before a seconder is sought. If seconded, further discussion shall be at the discretion of the Chair. Procedural motions may not be proposed while another member is speaking on order, personal explanation or information, or during voting.
26. A procedural motion that the motion be now put or be taken in parts shall be proposed and voted upon immediately. If carried, the motion to which it relates shall be replied to, and put immediately.
27. The Chairperson shall vacate the Chair during discussion of, and voting on, procedural motions of suspension of, and challenge to, the Chair.



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28. A procedural motion that the Meeting go into closed session shall require a simple majority of Full Members of the Association present and eligible to vote. In the event of Meeting going into closed session, its proceedings and minutes shall be available only to Full Members of the Association.
29. If the procedural motion to limit debate to a certain specified period of time is carried, the Chair shall draw up a list of those wishing to make their first speech on the subject and allot each one an equal proportion of the specified period. The proposer of the original motion under discussion shall be allowed a minimum of five minutes to reply before the original motion is put to vote.

## **Voting**

30. Unless otherwise stated, a motion shall be declared carried if a simple majority of votes cast for the motion.
31. In addition to Article 26 above, 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. If an equal number of votes cast for and against a motion, the motion shall be put to vote again. Upon a further tie of votes, the Chair shall have the casting vote.
32. Voting shall be by show of hands with a Quorum Slip, or as otherwise agreed by the meeting. Tellers may be appointed by the Chair. The Chair shall ensure that only those persons eligible to vote shall do so.
33. A re-count may be asked for by 5 Full Members of the Association or more. No member who did not participate in the original vote may vote in the re-count.
34. A Procedural motion that the matter be reconsidered shall be declared carried if the number of votes cast for the motion be at least equal to two-thirds of the number of Full Members of the Association present, excluding the Chair.



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## **Suspension of Standing Orders**

35. Any part of this chapter may be suspended, by procedural motion, for any part of a General Meeting, by a two-thirds majority of Full Members of the Association present and eligible to vote. This shall not apply to SECTION III General Meeting, Article 7, Quorum.

## **Matter not provided for in Standing Orders**

36. In any matter not provided for in these Standing Orders, the practice and procedure to be followed shall be such as may be decided by the Chair.