

NAME AND OBJECTS

1. The Society is called the OXFORD UNIVERSITY HONG KONG SOCIETY. The Society's objects are the support, development, improvement and promotion of the following purposes:
 - i. to foster and promote the fellowship of Hong Kong residents pursuing education, training, higher research and/or other activities in Oxford;
 - ii. to encourage a better understanding of Hong Kong and her special environment;
 - iii. to render assistance, whenever necessary and possible to Hong Kong residents who are pursuing, or desire to pursue, education, training, higher research and/or other academic activities in Oxford;
 - iv. to provide or sponsor occasions for sports, recreational, cultural and social events; and
 - v. to further such other aims and activities as are incidental and conducive to the above objects;

in the University of Oxford; and the income and property of the Society shall be applied solely to those objects.

COMPLIANCE

2.
 - (a) The Society shall be administered in accordance with the regulations for University clubs which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum").
 - (b) The activities of the Society will at all times be conducted in accordance with the following University policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.
 - (c) If there is a national governing body for the Society's activities with which the Society is eligible to register, the Society shall effect and maintain such registration: purchase any insurance cover which the national body makes available unless the Insurance Section of the University's Central Administration ("the Insurance Section") agrees to or prescribes other arrangements; and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice.
 - (d) The Society shall observe the Code of Conduct on Safety Matters which is set out in

the Schedule to this Constitution, ensure compliance with the Code by the members of the Society, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to the University's Safety Officer.

- (e) No member of the Society shall participate in any activity overseas organised by the Society, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the University Marshal. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the University Marshal, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of Senior Members to accompany the trip.
- (f) The Society may apply to Oxford University Computing Services ('OUCS') to use information technology ('IT') facilities in the name of the Society. Where relevant facilities are allocated by OUCS it is the responsibility of the Society:
 - (i) to designate a member of the Society entitled to a University e-mail account (as defined by OUCS rules) to act as its IT Officer, whose duties shall include liaising with OUCS about the use of facilities allocated and passing on to his or her successor in office all records relating to the use of the facilities allocated;
 - (ii) to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation to act as its principal Webmaster, whose duties shall include maintaining an awareness of the University Guidelines for Web Information Providers and co-ordinating and regulating access to the web facilities use by the Society;
 - (iii) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by OUCS;
 - (iv) to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of OUCS.

MEMBERSHIP

3. The members of the Society shall be those who are eligible and apply for membership of the Society, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Society subscription.

4. All student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Society. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.
5. The Committee may also, at its discretion, admit to membership:-
 - (a) students registered to read for diplomas and certificates in the University;
 - (b) student members of Permanent Private Halls who are not student members of the University;
 - (c) members of Ruskin College; Ripon College, Cuddesdon and the Oxford Institute of Legal Practice;
 - (d) members of the Westminster Institute of Oxford Brookes University who are registered to read for degrees or other qualifications validated by the University of Oxford; and
 - (e) other persons not falling within paragraph 4 above or paragraphs 5(a) to (d) above, provided that such members shall not constitute more than one-fifth of the total membership.
6. The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.

MEETINGS OF THE MEMBERS

7. There shall be an Annual General Meeting for all the members of the Society in Trinity Full Term, convened by the Internal Secretary on not less than fourteen days' notice.
8. The Annual General Meeting will:
 - (a) receive the annual report of the Committee for the previous year and the annual accounts of the Society for the previous year, the report and accounts having been approved by the Committee;
 - (b) receive a report from the Committee on the Society's compliance with paragraph 2 above;
 - (c) elect Members of the Committee in accordance with paragraph 19 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting: any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Internal Secretary not less than seven days before the date of the Meeting, subject to the case of Re-Opening of Nomination: nominations for the other Committee Members may be

taken from the floor of the meeting in the case of Re-Opening of Nomination;

- (d) consider any motions of which due notice has been given, and any other relevant business.
- 9. An Extraordinary General Meeting may be called in any Full Term; by the President, the Internal Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by the nearest whole number to 10% of the aggregate number of the members or more members, stating the reason for which the meeting is to be called, and delivered to the Internal Secretary not less than fourteen days before the date of the Meeting.
- 10. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
- 11. The quorum for a General Meeting shall be, for an Annual General Meeting - the nearest whole number to 25% of the aggregate number of the members - while, for the Extraordinary General Meeting, it is the nearest whole number to 20% of the aggregate number of the members present in person or by proxy, of whom five must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the meeting).

THE COMMITTEE

- 12. The affairs of the Society shall be administered by a Committee consisting of not more than nine (not including the Senior Member) persons, which shall determine the subscriptions payable by the members of the Society, and have ultimate responsibility for the activities of the Society. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Society, and of its administration.
- 13. The quorum for a Committee meeting shall be five Committee members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent his or her views to the meeting.
- 14. The Committee shall be made up of the President, the Internal Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), the Senior Member and six other persons. The President, the Internal Secretary and the Treasurer shall each be either a member of the Society whose eligibility stems from paragraph 4 above or paragraphs 5(a) to (d) above, or (with the approval of the Proctors) a member of Congregation. If his or her eligibility stems from paragraphs 5(a) to (d) above, on election to office he or she must sign an undertaking to abide by the Proctors' Memorandum, and to accept the authority of the Proctors on Society matters.
- 15. The President shall have the right to preside at all meetings of the Committee. Should

the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.

16. The Internal Secretary shall:

- (a) maintain a register of the members of the Society, which shall be available for inspection by the Proctors on request;
- (b) give notice of meetings of the members and the Committee;
- (c) draw up the agenda for and the minutes of those meetings;
- (d) notify the Proctors promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- (e) advise the Proctors promptly of any changes in this Constitution;
- (f) notify the Proctors not later than the end of the second week of every Full Term of the programme of meetings which has been arranged for that term (e.g. by providing them a copy of the term card);
- (g) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(c) above; and
- (h) inform the Proctors if the Society ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe).

17. The Treasurer shall:

- (a) keep proper records of the Society's financial transactions in accordance with current accepted accounting rules and practices;
- (b) develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (d) prepare an annual budget for the Society, and regularly inform the Committee of progress against that budget;
- (e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (f) seek advice as necessary on tax matters from the University's Finance Division;
- (g) develop and maintain a manual of written procedures for all aspects of the

Treasurer's responsibilities;

- (h) make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;
 - (i) forward to the Proctors by the end of the second week of each Full Term a copy of the accounts for the preceding term (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files; and
 - (j) if the Society has a turnover in excess of £15,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within four months of the end of the Society's financial year and the costs of the inspection and report shall be borne by the Society. If requested by the reporting accountant, the Society shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Society.
18. The Senior Member shall:-
- (a) hear appeals from removal from membership under paragraph 6 above;
 - (b) following paragraph 17(i) above, consider the accounts of the Society and sign them if he or she considers them to be in order;
 - (c) ensure that adequate advice and assistance is available to the Internal Secretary and the Treasurer in the performance of their responsibilities under paragraphs 16 and 17 above; and
 - (d) be available to represent and speak for the Society in the public forum, and before the Courts of the University and the University authorities.
19. The members of the Committee shall be elected by the members of the Society annually, and shall be eligible for re-election. The members of the Society shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time. When electing other members of the Committee each year, the members of the Society shall also appoint a member of Congregation as the Senior Member, and he or she will then be a member of the Committee *ex officio*.
20. If during the period between the annual elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.
21. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Society nominated by the Committee) all official documents and records belonging to the Society, together with (on request from the Committee) any other property of the Society which may be in his or her

possession; and must complete any requirements to transfer authority relating to control of the Society's bank accounts, building society accounts, or other financial affairs.

22. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.
23. The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at a General Meeting.
24. No member of the Committee shall be removed from office except by the approving votes of two-thirds of those present in person or by proxy at a General Meeting.

INDEMNITY

25. So far as may be permitted by law, every member of the Committee and every officer of the Society shall be entitled to be indemnified by the Society against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Society and in which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.
26. So far as may be permitted by law, the Society may purchase and maintain for any member of the Committee or officer of the Society insurance cover against any liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Society and against all costs, charges, losses and expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by the Society by virtue of paragraph 25.

DISSOLUTION

27. The Society may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a General Meeting. The Society may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days notice from the Proctors to the Internal Secretary of the Society if at any time the Society ceases to be registered with the Proctors.

28. In the event of the Society being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University.

INTERPRETATION

29. Any question about the interpretation of this Constitution shall be settled by the Proctors.

SCHEDULE Code of Conduct on Safety Matters

Annex

30. In case of inconsistency between the subsequent annexed Regulation, promulgated by the Committee in accordance with its power under paragraph 23, and paragraph 1 to 30, the preceding paragraphs and this paragraph shall prevail. Should such circumstances arise, the inconsistent subsequent annexed articles in the Regulation shall be read, as far as possible, to be consistent with the preceding paragraphs and this paragraph. If such reading is not possible, the subsequent annexed articles shall be deemed void.

31. The Committee should propose an amendment to such inconsistent article of the Regulation in the next General Meeting to resolve the inconsistency in accordance with the procedure contained in the Regulation therewith.

Oxford University Hong Kong Society Regulation

Regulation

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PART 1 TITLE

1. The name of the Society shall be OXFORD UNIVERSITY HONG KONG SOCIETY.
2. The name of the Society in Chinese shall be 牛津大學香港同學會.

PART 2 INTERPRETATION

1. Unless the context otherwise requires : -

Committee shall mean members of the Executive Committee of the Society.

General Meeting shall mean a meeting convened in accordance with the 'MEETINGS OF THE MEMBERS' section of the Constitution and Part 6 of this Regulation.

Members shall include any Senior, Ordinary, or Associate Member of the Society subject to the 'MEMBERSHIP' section of the Constitution and Part 8 of the Regulation.

Related Institution of the University shall include Ruskin College, Plater College, the Ruskin College of Drawing, Queen Elizabeth House, Ripon College, Green Templeton College, Cuddesdon, Wycliffe Hall, St. Stephen's House, colleges of Education affiliated to the University through the Department of Education Studies, and such institutions as the University may from time to time be affiliated with;

Society shall mean the Oxford University Hong Kong Society duly formed and constituted in accordance with the regulations of the University.

2. For the avoidance of doubts, unless the context otherwise requires : -

i. words used in these Articles in the singular may be construed in the plural and vice versa.

ii. words used in these Articles in feminine gender may be construed as denoting the masculine or neuter gender, the same construction shall apply mutatis mutandis in the case of words of the masculine or neuter gender.

iii. any reference to time shall be determined by the Gregorian calendar.

iv. any reference to any rules, regulations, decrees, laws, statutes, requirements in the Articles shall mean the instruments then in force.

3. For the avoidance of doubt, the provisions in the Constitution shall be referred to as 'Paragraphs of the Constitution' in this annexed regulation; whereas, the provisions in this regulation shall be referred to as 'Articles (and sub-articles) of the Regulation'.

PART 3 OBJECTS

The objects of the Society shall be : -

i. to foster and promote the fellowship of Hong Kong residents pursuing education, training, higher research and/or other activities in Oxford;

ii. to encourage a better understanding of Hong Kong and her special environment;

iii. to render assistance, whenever necessary and possible to Hong Kong residents who are pursuing, or desire to pursue, education, training, higher research and/or other academic activities in Oxford;

- iv. to provide or sponsor occasions for sports, recreational, cultural and social events; and
- v. to further such other aims and activities as are incidental and conducive to the above objects

PART 3a PATRONS

1. The Executive Committee shall have the power to invite one or more prominent member of the Hong Kong community to be a Patron for the Society, PROVIDED that such invitation shall be approved beforehand in an Annual General Meeting.
2. This Patron is an honorary post, and shall be a prominent member of the Hong Kong community with an interest to support and promote the growth and well-being of the Society.

PART 3b COMPLIANCE

The activities of the Society will at all times be conducted in accordance with the following university policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.

PART 4 MEMBERSHIP

Membership of the Society shall be divided into the following categories : -

- i. Senior Member - any member of the Congregation of the University shall on acceptance of invitation by the Committee become a Senior Member.
- ii. Ordinary Member - any member of the University who is pursuing education, training, higher research and/or other academic activities in Oxford and any member of a related institution of the University may on application to the Committee become an Ordinary Member.
- iii. Associate Member - any person who is a member of the family of any Senior Member or Ordinary Member, or is associated with any academic institution within Oxfordshire and who is pursuing any degree or certificate within that institution.

PROVIDED always that the Committee shall have an absolute discretion to refuse admission to any person as an Associate Member notwithstanding such person satisfying the above-mentioned requirements

- iv. Honorary Member - any past or present member of the Society shall on acceptance of

invitation by the Executive Committee become an Honorary Member, and the term of such membership shall last until a subsequent Annual General Meeting decides to the contrary.

PART 5 TERMS OF MEMBERSHIP

1. All Ordinary and Associate Members shall pay to the Society a membership fee.
2. The Committee shall decide the amount of membership fee and shall have the power to decide and collect any further fees or charges to be paid by any person to defray the expenses for any function that such person did or will take part.
3. Subject to paragraph 6 of the Constitution, Membership shall be suspended by the authority of the Committee if any Member breaches any regulations embodied in any resolution, commits an arrestable offence, be expelled by the University or a Related Institution of the University, or otherwise considered by the Committee to be unfit to be a Member of the Society.
4. Subject to paragraph 6 of the Constitution, any suspension of membership shall cease to be effective upon the conclusion of the General Meeting convened immediately after the exercise of the power of suspension; and the power of suspension shall not be exercised against the same Member on the same facts.
5. Any member, whether suspended or not, may by notice writing to the Committee, giving one week notice, resign his membership.

PART 6 GENERAL MEETING

1. The Society shall in each year hold a general meeting as its Annual General Meeting (hereinafter referred to as "AGM") during the Trinity Term, in addition to any other general meetings in that year. Not more than fifteen months shall elapse between the date of one AGM of the Society and that of the next.
2. Subject to the above paragraphs of the Constitution and articles, the Annual General Meeting shall be held at such time and place as the Executive Committee (hereinafter referred to as "the ExCo") shall appoint.
3. All general meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
4. Extraordinary General Meeting

(1) An Extraordinary General Meeting shall be convened to deal with all matters in furtherance of the objects of the Society which in the opinion of the ExCo can be more appropriately dealt with before the next Annual General Meeting is to be held

(2) The Power of convene an Extraordinary General Meeting lies with the ExCo, provided that the ExCo shall have the duty to call an Extraordinary General Meeting within thirty days if an application to hold an Extraordinary General Meeting has been submitted to the Committee by ordinary and/or senior members totalling 10% of the aggregate number of the members.

5. The Annual General meeting shall have the highest authority and power to deal with all matters relating to the furtherance of the objects of the Society.

6. An Extraordinary General Meeting shall have authority to deal with all matters in furtherance of the objects of the Society so that any resolution passed therein shall have effect UNLESS they are not adopted by the next Annual General meeting, in which case those resolutions shall be treated as complete nullity.

7. Notice of General Meetings

(1) A notice of the Annual General Meeting shall be served on each member by the ExCo at least fourteen days before the meeting, provided that notice of the Extraordinary General Meeting shall be served in accordance with paragraph 9 of the Constitution.

(2) The Notice shall include the following matters : -

i. the date on which it is served;

ii. the day and the hour of the meeting;

iii. the venue;

iv. the nature (whether an Annual General meeting or Extraordinary General Meeting) of the meeting;

v. a statement in the following form:

“NOTICE”

All members who wish to read in advance the relevant report, if any, to be delivered in the Annual General Meeting [or Extraordinary General Meeting as the case may be] may do so by contacting the relevant Committee member of the ExCo [whose name and address to be specified].”

vi. the agenda of the meeting.

(3) A notice within the meaning of Art 7.1 shall be deemed to have been properly served if it is sent by ordinary post (including Oxford University inter-college post) or e-mail to each member

at his/her address appearing on the Member's register of the Society.

(4) The accidental omission to give notice of the meeting to, or the non-recipient of notice of a meeting by any person entitled to received notice shall not invalidate the proceedings at the meeting.

8. Proceedings at General Meetings

(1) Chairman and Honorary Secretary

(i) The Chairman and Honorary Secretary of a General Meeting within the meaning of this Part is to be appointed by the ExCo subject to the approval of the General Meeting PROVIDED that they shall not be members of the current ExCo.

(ii) The Chairman shall be the sole interpreter, in a General Meeting, of the article (Art. 8).

(iii) The Chairman shall declare the opening, adjourning or closing of the meeting, direct the discussion, ensure the observance of the rules contained in this article and other constitutional provisions governing procedure of the general meetings, accord the right to speak, but motion to the vote and declare decisions. He shall rule on points of order.

(iv) The ruling of the Chairman on any question under this article or on points of order, shall be final, unless challenged by not less than two members, and unless two-thirds of the members present vote to the contrary.

(v) The chair shall be vacated and a new Chairman elected if a motion to that effect is passed by not less than three-quarters of the member present.

(vi) The Honorary Secretary shall be responsible for the keeping of votes and the recording of the minutes of the general proceedings. The minutes shall record the members attending, all decisions taken, and details of every voting held.

(vii) The Honorary Secretary shall be responsible for the keeping of votes, records and other documents laid before the general meeting.

(2) Before a general meeting proceeds to any other business an agenda shall first be drawn up, or proposed agenda adopted, by way of a written motion.

(3) Resolutions of the General Meeting

(i) Before a motion is put to vote, the proposer of the motion shall have a right to speak in explanation of his motion unless the Chairman rules that the meaning of the motion is self-evident. The length of such speech shall be decided by the Chairman.

(ii) The Chairman may, after a motion has been delivered to him, allow discussion on

a motion before it is put to vote.

(iii) Each person must address the Chair before he makes a speech.

(iv) Subject to Art. 8.3.2, the right of any member to make a speech, and the length of such speech, shall be at the absolute discretion of the Chairman.

(4). Quorum

(i) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

(ii) Subject to paragraph 11 and 13 of the Constitution, the quorum for the Annual General Meeting shall be the nearest whole number to 25% of the aggregate number of the members entitled to vote as defined by Art 8.5.

(iii) Subject to paragraph 11 and 13 of the Constitution, the quorum for an Extraordinary General Meeting shall be the nearest whole number to 20% of the aggregate number of members.

(iv) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of member under Art. 5 of this Part, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall be dissolved.

(5). Voting

(i) Voting shall be taken by a show of hands, or secret ballot as decided by the Chairman. PROVIDED the Chairman is satisfied that no vote is cast against the motion in question, he may declare the motion carried without resort to any one of the above methods.

(ii) The Chairman and the Honorary Secretary shall act as tellers.

(iii) Subject to Art. 8.5.6 and Art 8.5.9, each senior and ordinary member shall be entitled to one vote except the Chairman who shall have a casting vote, in addition to his own vote as a member, in the case of equality of vote.

(iv) A member will only acquire voting right when he or she has joined the society for one term or more.

(v) Unless otherwise provided in the Constitution, a motion shall be declared carried if a simple majority of vote cast is for the motion.

(vi) After the counting of votes, the Chairman shall declare the result of voting and his

declaration is final.

(vii) No member shall be entitled to vote in any general meeting unless all sum payable by him as membership fee for that year have been paid, and he is not otherwise suspended within the meaning of Part 5 of the constitution.

(viii) Proxy Forms:

(a) All the matters concerning the standard procedure of submitting proxy forms before the election are contained in this section.

(b) If any current OUHKS member cannot attend the AGM due to any reason and still wishes to vote for a particular candidate, he/she is able to request for a standard proxy form from the President before the election.

(c) For any member who wishes to vote by proxy, an e-mail should be sent to the OUHKS President using his/her webmail account, requesting the proxy form. The President shall post back an official proxy form (with the official chop mark) to the member. The member should fill it in with his/her signature, and return it to the President by post, in a sealed envelope with his/her signature across the seal, and with his/her name clearly written on the envelope. The President should send a confirmation email to the member upon receipt of the sealed envelope. The sealed envelopes shall then be collected and opened by the Chairman, in the presence of the Returning Officers, during the AGM, for vote counting purposes.

(d) All proxy forms must reach the President one day before the election.

(e) All proxy forms being submitted which does not comply with this procedure will be void.

(6) Adjournment

(i) The Chairman shall close the meeting when all the matters on the agenda has been concluded, or adjourn the meeting when a quorum is not present (see Art 8.4), or when in his judgement it is not possible to continue the meeting because of disorder.

(ii) A member may raise a motion that the general meeting adjourned either before the commencement of a new issue or at the conclusion of all issues on the agenda. If such a motion shall be agreed to, the general meeting shall stand adjourned.

(7) Rules for submitting motions to be discussed in AGM

(i) Any proposed motion should be submitted to the committee at least **ONE WEEK** prior to the AGM, and any such submitted motion must be put to vote in the AGM.

(ii) The proposed motion must be in written form (email shall suffice) on which the

names of the proposer, the seconder, and the motion shall clearly appear.

(iii) The committee shall forward the contents of the proposed motion via email to members of the society, but accidental mistakes or omissions in such forwarding will not render the motion concerned void.

(iv) Motions not submitted one week in advance may be submitted during the AGM to the chairman. The chairman has absolute discretion to deal with it in a manner he thinks proper, including but not limited to declining to put the motion to vote.

(v) The above rules apply to submitting motions to EGMs, but the time period of 1 week stipulated in (i) above shall be decreased to 2 days. Moreover, such motions shall take effect subject to the limitations as stipulated in Art. 6.6 and other parts of the Constitution and the Regulation.

PART 6a ELECTION PROCEDURE

1. The following provisions are to be activated by a way of written motion to be carried in an Annual General Meeting by a simple majority.

2. The election so activated is deemed to be part of the Annual General Meeting proceedings.

3. The posts in the ExCo to be elected under these provisions include the President, the Vice-President, the Treasurer, the Entertainments Representative, the Internal Secretary, the External Secretary, the Sports Secretary, the Publications Officer and the Academic Secretary.

4. The terms of office of any particular ExCo member shall commence from the Annual Dinner after the AGM by which they are elected until the next OUHKS Annual Dinner.

5. Subject to Art. 6, the rules governing the proceedings at general meetings contained in Art. 8 of Part 6 of this Constitution shall continue to apply to these proceedings, PROVIDED that

(1) The election of any of the posts described in Art. 3 shall be elected through the use of special voting forms designed by the ExCo from time to time for that purpose.

6. The costs of the election campaigns shall be shouldered by the candidates themselves and shall not be refundable from the OUHKS treasury.

7. Voting Procedure

(1) The nomination of each candidate shall be effective only if

i. the written nomination is seconded by another member in the Society.

- ii. such nomination is accepted by the candidate; and
- iii. such nomination is received by the current ExCo seven days before the actual election.

(2) The winning vote must be constituted of more than 50% of the total number of votes for the 1st voting. If this criterion isn't met, there will be a 2nd voting. If the same candidate gets the winning vote for both times, he will be elected. Else, there will be a 3rd voting, and the candidate who gets 2 winning votes out of the three will be elected. There will be another question and answer session before the 2nd voting, if no questions are raised, each candidate will be allowed to deliver a short speech respectively. Both candidates will deliver another speech and answer questions before the 3rd voting, if there is one.

(3) In case of a tie vote being found in relation to the election of any post described in Art. 3, the voting of that post shall start afresh.

(4) All members present at the AGM shall have the right to vote for a Re-Opening of Nomination (RON) of any post as long as there is at least one candidate standing for that post.

- i. In the event that RON acquires a simple majority by vote, nominations for the post will be re-opened for a period of time (to be decided by the chairman).

- ii. If at the end of the said period no new nominations have been put forward, the original candidate shall assume the post by default.

- iii. In the event there are further nominations, all members will be notified and will be asked to vote, the procedure for which is at the discretion of the president (or chairman in the event no president has been elected).

- iv. The condition for nomination in 6.1 (iii) will not be required in such a circumstance.

(5) Two returning officers, whose function is to supervise the ballot and ensures justice and fairness for the election, are to be elected from and by any members present.

(6) The election of the returning officers shall be effective

- i. by an oral nomination

- ii. which is seconded by another member; and

- iii. each member present shall have one vote PROVIDED that no candidate shall vote in such election.

The two candidates who have the highest votes shall stand elected as the returning officer.

(7) The results of the election to any part of the posts described in Art. 3 shall be announced by the Chairman PROVIDED that such an announcement shall be limited to announcing the

names of the successful candidate.

(8) All the candidates shall have a right to inquire the votes they obtain for their own posts.

(9) A detailed recorded of the results of all elections held under these provisions shall be kept by the Honorary Secretary which, though is not to be publicly disclosed, is to form part of the minutes of the Annual General Meeting.

PART 7 THE EXECUTIVE COMMITTEE

1. All members who put themselves forward for the election of a position within the ExCo must satisfy the following conditions:-

- i. he must be an Ordinary Member; and
- ii. he must be a member of the Society for *one full* academic term.

2. There shall be for the administration of the Society an Executive Committee comprised of the President, the Vice-President, the Treasurer, the Entertainments Representative, the Internal Secretary, the External Secretary, the Sports Secretary, the Publications Officer and the Academic Secretary; and there shall always, in addition, be a Senior Member.

3. The President shall be the head of the ExCo in charge of the supervision of all functions of the Society.

4. The Vice-President shall have the duty to assist the President in the internal management of the Society and any specific matter which may arise in the general administration of the Society, including the maintenance of the membership database. He shall assume the duties of the President during his absence.

5. The Treasurer shall be in charge of all financial matters with respect to the administration of the Society. He shall set a budget for the Society at the beginning of each term.

6. i. The Entertainments Representative shall be the producer of the annual Variety Show and shall be responsible for setting up a separate Variety Show Committee. He shall also be in charge of organising social events for the Society.

ii. The function of the V-show committee is to coordinate and organize the Annual OUHKS Variety Show.

iii. The V-show committee shall comprise of the 'Organizers', 'Treasurer', 'Publicity Officers', 'Item leaders' for every item in the V-show, and any other posts which the

Entertainment Representative deems necessary. The Entertainment Representative shall automatically become one of the 'Organizers' in the committee.

iv. The V-show committee will be elected at a 'V-Show meeting', to be organized by the Entertainment Representative and to be held no later than the end of 4th week, Michaelmas Term each year. Any OUHKS member can participate in the election for the V-show committee by attending the meeting. If there is competition for a particular post, then a simple majority vote will be conducted.

v. The Entertainment Representative shall have the ultimate decision on any particulars concerning the V-show committee.

7. The Internal Secretary shall be in charge of all the clerical duties of the ExCo which include sorting all incoming correspondence that the ExCo receives, and keeping a record of minutes in every meeting. He shall assume the duties of the External Secretary during his absence.

8. The External Secretary shall represent the Society to maintain frequent contacts with other organizations. He shall portray a positive image of the Society to the public and shall assume the duties of the Internal Secretary during his absence.

9. The Sports Secretary shall have the obligation to organise and co-ordinate all the sports activities of the Society.

10. The Publications Officer shall be responsible for all publications related to the Society.

11. The Academic Secretary shall have the duty to organise and co-ordinate all academic activities, which include all matters relating to careers.

12. The Vice- President shall be responsible for actively seeking donations and sponsorship for the Society, co-ordinated and assisted by the Treasurer and the External Secretary.

13. The President of the Society shall be the ex-officio chairman of the ExCo and vested with a casting vote in the Committee.

14. No person shall be elected to the ExCo unless he satisfies the requirements laid down by the Proctors of the University regarding the qualification and duties demanded of the respective offices.

15. In the event of any vacancy arising in the ExCo, the ExCo may co-opt any member to fill the post PROVIDED that the post of the President of the Society shall be filled by the serving Vice-President.

16. Any member of the current Ex-Co who wishes to resign is responsible for finding another person to refill the post, with the approval of the President, and the whole committee has to be notified about his intention to resign one month in advance. In the case of the President intending

to resign, he will be responsible for finding another person to refill the post of the Vice-President, on the approval of the present vice-president. In the case of both the President and the Vice-President wanting to resign, the procedure shall start with the President.

17. Without prejudice to the requirements of the Proctors of the University, the ExCo may from time to time assign general and specific duties and delegate powers to any of the member(s) of the ExCo.

18. Former ExCo members should transfer the OUHKS membership list to the new ExCo members within 10 days from the day of the Annual Dinner; former ExCo members should delete all relevant data within the 10-day period mentioned above.

PART 8 VOTING

Only Ordinary Members paying membership fees and Senior Members may vote in any resolution, special resolution, and election in a General Meeting.

PART 8a PROVISIONS FOR AMENDING THE REGULATION

1. Any changes made to the regulation must be in the form of a motion submitted to an AGM or EGM.

2. A **two-thirds majority** is required for amending any article within this regulation, including this article itself.

3. Any amendments made will **take effect immediately** unless otherwise stated within the amending motion itself, with the exception of art 8a.4 below.

4. An exception to Part 8a. art. 3 is the amendment to Part 6a (Election procedure). For such amendments (concerning the election procedure), the proposed amending motion must be submitted to the committee **3 weeks** before the AGM, and having been forwarded to all members by the committee, the amendment may take effect immediately if passed. Otherwise, the amendment, even if passed can only take effect in the next AGM.

PART 9 DISSOLUTION

1. No Special resolution shall be passed to dissolve the Society unless all the dues to and claims against the Society have been conclusively settled.

2. On dissolution, all the remaining assets and properties of the Society shall be disposed of in the manner as the Committee deems fit and proper.

3. Where the Society is insolvent at the time of dissolution, Members of the Committee shall meet all liabilities of the Society out of their personal estate.

4. The provisions in this Part of the Regulation shall have effect subject to paragraph 27 and paragraph 28 of the Constitution.