

CONSTITUTION OF BUSINESS ASSOCIATION BEA HKUSU

(Last revised in EGM2 2015)

SECTION I: INTERPRETATION

Unless specified, for the purpose of this Constitution,

1. "The Association" shall mean the Business Association, Business and Economics Association, the Hong Kong University Students' Union.
2. "The Committee" shall mean the Executive Committee of Business Association, Business and Economics Association, the Hong Kong University Students' Union.
3. "School of Business" shall mean School of Business, Faculty of Business and Economics, The University of Hong Kong as exists since 1st August 1995.
4. "The University" shall mean The University of Hong Kong.
5. "General Meeting" shall include the Annual General Meeting and any Extraordinary General Meeting of the Association.
6. "The Election" shall mean the Annual Election.
7. "Full Member(s)" shall mean a Full Member or Full Members of the Association.
8. "Associate Member(s)" shall mean an Associate Member or Associate Members of the Association.
9. The Committee shall have the sole right of interpretation of this Constitution during its term of office.

SECTION II: GENERAL

The Association shall be the one and only one association representing students in the School of Business besides the Business and Economics Association and the Hong Kong University Students' Union.

Article 1: Name

1. The name of the Association shall be "Business Association, Business and Economics Association, the Hong Kong University Students' Union".
2. The name of the Association in Chinese shall be "香港大學學生會經濟及工商管理學會商學會".

Article 2: Purpose

The purpose of the Association shall be:

1. to encourage business studies and its application in the field, especially in Hong Kong
2. to promote understanding and general welfare among members of the Association
3. to secure the complete organization and unity within the Association
4. to maintain good relationship between the staff and the students of the School of Business
5. to maintain contact and good relations with other societies and clubs in the sphere of academic, social and cultural activities

Article 3: Association Session

The Association Session shall begin with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the next Annual General Meeting.

Article 4: Management

The management of the Association during the Association Session shall be rested in the Committee as elected in accordance with the provisions of this Constitution.

Article 5: Official Languages

English and Chinese shall be the official languages of the Association.

SECTION III: MEMBERSHIP

Article 1: Honorary Membership

The President, the Vice-President(s), the Honorary Vice-President(s) and the Honorary Auditor shall be invited by the Executive Committee as Honorary Members.

Article 2: Full Membership

1. All undergraduates of the School of Business shall be the Full Members and shall pay the prescribed membership fees.
2. All students taking full-time course(s) in the Master of Business Administration Programme of the University shall be entitled to the Associate Membership of the Association on payment of the prescribed membership fees.
3. If any Full Member at any time for any reason ceases to be a student of the School of Business, his Full Membership shall be terminated on the conclusion of the next Annual General Meeting.

Article 3: Associate Membership

1. All members of the staff of the University, all Full Members of the Hong Kong University Students' Union, all students taking part-time course(s) in the Master of Business Administration Programme and all past graduates of the School of Business (as exists since 1st August 1995) or the Department of Management Studies (as existed before 1st August 1995) shall be eligible for the Associate Membership on payment of the prescribed membership fees.
2. Any person not being eligible for membership of the Association under any of the above articles may be admitted as an Associate Member on the approval of the Committee of the Association on payment of the prescribed membership fees.

Article 4: Privileges

1. All members of the Association shall be entitled to the following privileges:
 - a. to use all facilities provided by the Association for the general use of its members
 - b. to attend functions and activities organized by the Association
2. Only the Full Members and the Office-Bearers of the Association shall have the right to attend, participate in and vote at General Meetings of the Association but the right to nominate candidates and be nominated for candidature to the Committee shall be restricted to those members who have paid the subscription fee for their Membership in the next Association Session.

3. All Honorary Members and Associate Members except those who are Office-Bearers shall have the right to attend and participate in General Meetings of the Association but without the right to vote, make any formal proposal and/or secondment to any motion therein.

Article 5: Fees (amended in EGM1 2012)

The prescribed membership fees as referred to in Article 2 and Article 3 above are as follows:

1. The subscription fees for the Full Members shall be as follows:

No. of Association Session(s) covered	Amount (HK\$)
4	200.00
3	150.00
2	100.00
1	50.00

together with an entrance fee of HK\$30.00 if he is a new member to the Association.

2. In the case of an Associate Member, an annual subscription fee of HK\$50.00 together with an entrance fee of HK\$30.00 shall be paid if he is a new member to the Association.
3. Provided always where a person has duly complied with paragraph 1 or 2 above, the entrance fee as prescribed shall not become payable on the same person renewing his Associate Membership with the Association.
4. If a Full Member ceases to be a student of the School of Business, the remaining subscription fee(s) for the coming session(s) shall be refunded on application within 4 weeks after the termination of his Full Membership.

SECTION IV: ORGANIZATION

Article 1: Structure (amended in EGM2 2015)

1. The Advisory Board which shall consist of the President, the Vice-President(s), the Honorary Vice-President(s) and the Honorary Auditor.
2. The Executive Committee which shall consist of:
 - a. Sixteen Office-Bearers:
 - Chairman
 - Internal Vice-Chairman
 - External Vice-Chairman
 - Internal Secretary
 - External Secretary
 - Financial Secretary
 - Academic Secretary
 - Publicity Secretary
 - Social Secretary
 - Public Relations Secretary
 - Publication Secretary
 - Marketing Officer
 - Current Business Affairs Secretary
 - Welfare Secretary
 - Information Systems Secretary
 - First Year Representative
 - b. Four Year Representatives from the students of the first year, the second year, the third year and the fourth year of the School of Business, with the First Year Representative being one of the Office-Bearers of the Association.
 - c. One Past Committee Representative from the Committee of the previous Association Session.

Article 2: Duties of Officials

1. The Advisory Board shall advise on all the undertakings of the Association.
2. The Chairman shall be the Chief Executive, shall represent the Association in all affairs, and shall preside at all Committee Meetings of the Association.

3. The Internal Vice-Chairman shall assist the Chairman in all internal affairs, shall be in charge of the observation of the Internal Regulation of the Students' Union and shall be the ex-officio Chairman of the Committee in the absence of the Chairman.
4. The External Vice-Chairman shall assist the Chairman in all external affairs, and shall be the ex-officio Chairman of the Committee in the absence of the Chairman and the Internal Vice-Chairman.
5. The Internal Secretary shall be responsible for internal executive duties, keeping the membership roll of the Association, and the preparation of minutes of Committee Meetings and General Meetings.
6. The External Secretary shall be responsible for the correspondence and external executive duties of the Association.
7. The Financial Secretary shall be responsible for the matters in relation to the finance of the Association.
8. The Academic Secretary shall be responsible for the academic activities of the Association.
9. The Publicity Secretary shall be responsible for the publicity of all matters concerning the Association.
10. The Social Secretary shall be responsible for the social activities of the Association.
11. The Public Relations Secretary shall be responsible for the public relations of the Association.
12. The Publication Secretary shall be responsible for the publication work of the Association.
13. The Marketing Officer shall be responsible for the marketing activities of the Association.
14. The Current Business Affairs Secretary shall be responsible for promoting the members' understanding and awareness of current business affairs.

15. The Welfare Secretary shall be responsible for the welfare of all members of the Association.
16. The Information Systems Secretary shall be responsible for the information systems management of the Association.
17. The Year Representatives shall represent their respective years and act as intermediary between students of the School of Business and the Committee. They shall have the right to attend and vote in all Committee Meetings.
18. The Past Committee Representative shall be responsible for the surveillance of the observation of Internal Regulation of the Students' Union, shall have the right to attend and vote in all Committee Meetings and advise the Committee on its administration and policy.
19. The Committee shall decide on all activities of the Association and the disposal of funds for such activities.

Article 3: Subcommittee

The Committee shall have the rights to authorize and to terminate the relationship of the subcommittee to deal with any business related to the Association.

SECTION V: GENERAL MEETINGS

Article 1: Authority

The resolution of a General Meeting and the vote of a General Polling shall possess the same authority which is higher than all resolutions in all matters affecting the Association. The resolution of a General Meeting or the vote of a General Polling can only be revoked by a subsequent General Meeting or General Polling.

Article 2: Annual General Meeting (amended in EGM1 2012)

1. The Annual General Meeting shall be held before the opening of the second school semester of the University each year.
2. The Annual General Meeting shall be convened by the Internal Secretary on the instruction of the Committee and presided over by a person appointed by

the Committee and whose appointment is duly ratified by a simple majority of those Full Members present at that Annual General Meeting.

3. The business of the Annual General Meeting shall be:
 - a. To receive and adopt the agenda
 - b. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings which may have been held since the previous Annual General Meeting
 - c. To receive and adopt the Annual Report prepared by the Internal Secretary for the current session
 - d. To receive and adopt:
 - (i) The Financial Secretary's report for the current session
 - (ii) The audited statement of accounts for the current session
 - (iii) The balance sheet of the Association for the current session
 - e. To invite the Honorary Auditor of the Association for the next session
 - f. To pass amendments to the Constitution, if any
 - g. Any other business
4. No business other than those stated on the agenda shall be discussed at the Annual General Meeting without the consent of at least two-thirds of those Full Members present at that General Meeting.

Article 3: Extraordinary General Meeting

1. The Chairman shall convene an Extraordinary General Meeting at the request of the Committee or upon a written requisition signed by not less than one fifteenth of the Full Members. Any such requisition shall specify the object(s) of the proposed General Meeting and no matter shall be discussed thereat without the consent of at least two-thirds of the Full Members present.
2. Any Extraordinary General Meeting duly convened shall be presided over by a person appointed by the Committee and whose appointment is duly ratified by a simple majority of those Full Members present at that Extraordinary General Meeting.

Article 4: Notice

Notice of the Annual General Meeting together with the agenda thereof shall be posted at least 7 clear days in advance; notice of an Extraordinary General Meeting and the agenda thereof shall be posted at least 3 clear days in advance. Any notice to all members of any General Meeting shall be deemed to have been effected on posting of such notice.

Article 5: Quorum

1. In all General Meetings, not less than one-fifteenth of the Full Members shall form a quorum.
2. If a quorum is not present after an hour of the time scheduled for the commencement of the General Meeting, the General Meeting shall be adjourned to the same day in the next week, and if at that General Meeting, a quorum is still not present, all Full Members present there shall form a quorum.

Article 6: Vote of No-Confidence

A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Committee at any General Meeting. A vote so passed shall call for the immediate resignation of the person against whom the vote is moved.

Article 7: Returning Officer

The Committee shall invite at least one member of the Business and Economics Association Council not being a member of the Committee, as a Returning Officer for each General Meeting of the Association.

SECTION VI: GENERAL POLLING

Article 1: Authority

The resolution of a General Meeting and the vote of a General Polling shall possess the same authority which is higher than all other resolutions in all matters affecting the Association. The resolution of a General Meeting or General Polling can only be revoked by a subsequent General Meeting or General Polling.

Article 2: General

No General Polling shall be held unless it is conducted by an Office-Bearer at the request of the Committee, or not less than one fifteenth of the Full Members together whose written requisition is approved by the Committee. Any such requisition shall specify the motion(s) to be voted. Should the Committee not approve such a requisition to hold a General Polling, a General Meeting of the Association shall be held to consider the proposed motion(s).

Article 3: Notice

Notice of all General Polling of the Association and the motion(s) to be voted shall be posted up at least 7 clear days beforehand.

Article 4: Voting

1. The method of voting shall be held by secret ballot and no proxy shall be allowed.
2. The results of a General Polling shall be valid, provided that the number of valid votes cast is not less than 15% of the number of the Full Members.

Article 5: Returning Officer

The Committee shall invite at least one member of the Business and Economics Association Council not being a member of the Committee, as a Returning Officer for each General Polling of the Association.

Article 6: Duration

The General Polling shall be open for at least 8 hours consecutively between 8:00a.m. and 6:00p.m in the daytime.

SECTION VII: ANNUAL ELECTION

The Annual Election shall be held in the form of a General Polling. Its authority shall be lower than that of a General Meeting or General Polling. The Chairman of the Election shall be appointed by the Committee.

Article 1: Nomination

1. Nominations for members of the Committee must be submitted to the Internal Secretary at least 7 clear days before the Annual Election on forms especially provided for the purpose. Any nomination received after the stipulated time shall be null and void.
2. Each nomination form shall contain the name of a candidate, the names and signatures of a proposer, a seconder and the candidature for post as stated therein.
3. Such nomination forms shall be made available on request from the Internal Secretary 3 weeks before the Annual Election.
4. No candidate shall be nominated for more than one post.
5. Promotion campaign of a candidate shall only start after the approval of his nomination by the Committee.

Article 2: Time

The Annual Election shall be held 7 clear days before the Annual General Meeting.

Article 3: Method of voting

1. When there is only one candidate for the post of the Office-Bearer, the candidate shall be elected upon obtaining minimum valid votes of 15% of the Full Members and he has secured a number of votes for him greater the votes against him.
2. When there is only one candidate for any Year Representative, the candidate shall be elected upon obtaining minimum valid votes of 15% of the Full Members of his respective year and he has secured a number of votes for him greater the votes against him.
3. Where there are two or more than two candidates for one post, electors shall indicate on their ballot papers their order of preference for the candidates. Papers shall be arranged and counted according to the first preference. The candidate at the bottom of the poll on this first count shall be declared to have lost and his votes shall be distributed between the remaining candidate and candidates according to the second preference indicated on the ballot papers.

After the distribution, the votes secured by the remaining candidate or candidates shall be counted again. The candidate at the bottom of the poll on this second count shall be declared to have lost and his votes shall be distributed as before according to the next preference. The process shall continue until only one candidate is left and he shall be declared elected provided that he has secured at the end of the process a number of votes not less than 15% of the total Full membership of the Association.

Article 4: Vacancy in the Election

In the event of any post of the Committee not be filled in the Election, the Chairman shall convene a General Meeting to resolve the matter.

Article 5: Re-Election

1. The Re-Election shall be held a date before the Annual General Meeting.
2. The Chairman who presided over the Election shall, on being satisfied that there had been a contravention of any of the above election procedures, order a Re-Election. Any written requisition for a Re-Election shall only be entertained if made by not less than 15 Full Members together with the grounds on which the requisition is made submitted to the Chairman who presided over the Election not later than 24 hours after the announcement of the results of the Election. The Chairman of the Election shall have the right to have decision upon the requisition of the Election. Should the Chairman not approve such a requisition to hold the Re-Election, a General Meeting shall be held to resolve the matter.
3. In the event of a tie occurring at any stage of these proceedings, a Re-Election shall be ordered by the Chairman who presided over the Election.

Article 6: Announcement of the Results

The results of the Election shall be announced within 48 hours after the conclusion of the Election.

Article 7: Returning Officer

The Committee shall invite at least one member of the Business and Economics Association Council not being a member of the Committee, as a Returning Officer for each Annual Election of the Association.

SECTION VIII: CONSTITUTION

Article 1: Alteration and Amendment

Notwithstanding any provision to the contrary, no part of this Constitution shall be altered or amended except at a General Meeting or General Polling. The notice of that General Meeting or General Polling shall intimate specifically the changes proposed.

Article 2: Motions

A motion to alter or amend any part of this Constitution shall be carried only when so agreed to by not less than half of those Full Members and Office-Bearers present at that General Meeting