

Constitution of the Students' Association of Wong Shiu Chi Secondary School

Section 1: General Principles

Article 1

Name:

The Chinese name of the association shall be 「王肇枝中學學生會」 and the English name shall be “The Students' Association of Wong Shiu Chi Secondary School”.
(hereafter known as the “Association”)

Article 2

Address:

The address of the Association is 「大埔廣福道 182 號王肇枝中學」 or “Wong Shiu Chi Secondary School, 182 Kwong Fuk Road, Tai Po”.

Article 3

Objective:

To unite the students in school;
To carry forward the spirit of democracy, independence and civic awareness;
To advance and safeguard the welfare and privileges of students;
To organize academic, cultural and recreational activities in order to enhance students' sense of belongings to school;
To cooperate with the Student Council in providing means of communication with the school.

Article 4

Authority and Responsibilities:

The power of the Association is authorized by each member. Without violating the Laws of Hong Kong, The Education Ordinance and the School Regulations, together with the agreements of the chairperson of the Association, Supervising Teacher and school, the association has rights to organize activities, provide welfares, collect annual membership fees and any necessary funds and participate activities organized by legal entities in the society.

Section 2: Membership

Article 5

Eligibility:

Any student registered at that academic year without quitting shall be a member of the Association.

Article 6

Annual Membership Fee:

The annual membership fee is HKD 20. It is collected in the designated time in the first 14 school days.

Article 7

Rights and Privileges:

Each member has the right to vote, to stand as a candidate, raise motions and execute the right of recall;

Each member has the privilege to participate in the activities organized by the Association and receive welfare from the Association;

To execute the right of recall, agreement of no less than half of the members upon the recall motion has to be met. A general meeting will be held and the votes for the recall will be counted. The recall is valid if there are more than two-third of the participants vote for the recall.

Article 8

Duties:

Oblige with the constitution and comply with agreements drawn from the general meetings;

Pay the annual fee.

Section 3: Executive Committee

Article 9

Definition:

The executive committee of the Students' Association is a subsidiary organization of the school;

Resolutions of the Council shall not overrule those of the General Meeting.

Article 10

Supervising:

The Extra-Curricular Activity Committee Head shall be the ex officio supervisor; The Students' Association Supervising Teacher shall supervise and guide the executive committee.

Article 11

Structure of the Committee:

The Executive Committee of the Association shall consist of 5 to 10 committee members. It must include 1 chairperson, 1 internal vice-chairperson, 1 external vice-chairperson, 1 general secretary and 1 financial secretary. The remaining committee members shall act as posts such as recreation secretary, welfare secretary or publicity secretary. The chairperson of the Student Council shall be an ex officio member of the committee. (The ex officio member is not elected, he/she has to give comment and join the discussion of school policies in the committee. He/she has no right to vote in the committee)

Upon the eligibility of the executive committee, interested students shall provide a name list of the cabinet in the nomination period in early September to the Association supervising teacher and verified by the teacher. House Chairpersons, Chairpersons of clubs and societies, Chairperson of the Student Council and Student Leaders of the Prefects are not allowed to apply for the chairperson of the executive committee of the Association.

Duties of the committee members:

Chairperson:

To lead the executive committee, hold committee meetings and sign committee documents.

To set the meeting agenda (priority is given to issues proposed by the members of the executive committee)

To decide the date, time and venue of the meetings

External and Internal vice-chairpersons:

External vice-chairperson is responsible for external affairs, including inter-school activities;

Internal vice-chairperson is responsible for internal contact and coordination;

Both vice-chairpersons have to assist the chairperson for all tasks in the committee.

General Secretary:

To draft agenda and minutes for approval in the committee.

Financial Secretary:

Record incomes and expenses.

Recreation Secretary:

To plan and organize recreational activities.

Welfare Secretary:

To strive welfare for members.

Publicity Secretary:

To spread out the mission and to promote the activities to the members.

1 to 3 former SA members are obligated to work as the consultants of the current SA committee. They have to attend the monthly meetings of the current SA in the first two months. They can decide whether to resume the consultant role afterwards. After meetings of the Students' Council, the internal vice-chairperson has to follow up the matters with the ex officio member.

Article 12

Term of office:

The term of office of the committee is from the AGM election to the next AGM.

Section 4: Election

Article 13

Election of the SA committee at the Annual General Meeting (AGM):

Each member has to vote after the AGM, the voting target is the whole cabinet of the SA committee.

Validity of the election:

The election is valid as long as the effective ballot (Votes for any cabinets in the election) is more than half of the total voting members. If the requirement of the effective ballot is not met, the Alternate Scheme will be adopted.

Condition for being elected:

Under a valid election (More than half of effective ballots in the election), cabinet with the highest amount of votes is deemed as the winner of the election.

Article 14

Alternate Scheme:

Under the condition of no application for the SA committee or no committee is able to obtain more than half of the effective ballots, the Alternate Scheme will be adopted.

The Scheme:

The Acting Executive Administration is formed. Self-nomination for the administration is applied at the AGM. The SA teacher advisor will select the students to form the administration with anonymous position. "No confident motion" is not applicable under this situation. The selected students take office immediately.

If there is no self-nomination, the SA teacher advisor will appoint students from different forms to form the Acting Executive Administration. The appointed members are obligated to carry out the basic duties of the SA.

The Acting Executive Administration:

Under the Alternate Scheme, the Acting Executive Administration represents the SA committee. It is obligated to carry out the following basic duties:

1. Distributing funds to the clubs and societies
2. Handling students' appeal
3. Holding an Extraordinary General Meeting (EGM) when a request is made by the students (Refer to Article 17)

Right of recall:

Members of the SA have the right of recall to remove a committee member or the whole committee of the SA from the office and withdraw their duties and rights. To execute this right, an Extraordinary General Meeting should be held. (Refer to Article 17)

Section 5: Meetings

Article 15

Annual General Meeting (AGM):

The AGM possesses the supreme power of the Students' Association. It is formed by all members of the SA and is held in September in each academic year. The authorities of the AGM include the presentation of the annual and financial reports of the former SA executive committee, review of the budget submitted by the proposed cabinets, discussion and approval of the reports and carrying out the process of election of the SA executive committee and the discussion and approval of any other business. The attendance of the meeting must be over 60% of the

members.

Article 16

Conference meetings:

The chairperson/ vice-chairpersons are obligated to call a meeting to order on a monthly basis.

They have to inform the members of the meetings and set up an agenda 3 days before the meeting.

The committee shall keep minutes for record and submit it in 7 days after the meeting.

The quorum of the conference meeting is two-third of the executive committee.

Agreement of half/ more than half of the members has to meet to approve any proposals in the meeting.

Article 17

Extraordinary General Meeting (EGM):

If necessary, the chairperson of the SA committee shall deem it his/her duty to call an extraordinary general meeting under the following situation:

More than half of the SA members sign a petition or

More than one-third of the committee members sign a petition.

Members can raise motions such as to amend the SA constitution, to execute the right of recall, etc. in the EGM.

The quorum and the requirements to adopt motions of the EGM are the same as those in AGM.

Section 6: Finance

Article 18

Funding Sources:

The funding sources are the membership fees, any surplus from the former SA and donations or sponsorships (if any). The SA executive committee can only accept donations/sponsorships with the approval of the school. In this case, the SA executive committee has to list out the donations/ sponsorships on the finance report.

If large-scale activities are held, the committee shall apply for allowance from the school.

Article 19

Use of fund:

The membership fee is exclusively used on expenditures of issues proposed by the SA and activities organized by the subsidiary clubs and societies.

Article 20

The arrangement of distributing funds:

The funds of subsidiary clubs and societies are distributed by the SA. Each club or society shall draft a budget plan on time for approval. The assistant principal (Student Affairs) and the chairperson of the SA shall discuss and decide the arrangement of distributing funds.

Article 21

Budget Plan:

The SA committee has to draft a budget plan of the SA and publicize it to the subsidiary clubs and societies in 7 days after being elected. The SA shall submit the budget plan to the SA teacher advisor and the principal for adoption. The adopted budget plan shall be open to all members.

Article 22

Monthly financial statements:

The finance secretary is responsible for the monthly financial statements. The statements shall be submitted to the ECA Committee Head for review.

Article 23

Financial Report:

Before the end of an academic year, the SA shall collect the financial reports from the subsidiary clubs and societies. The SA Committee shall deem it their duty to publicize the consolidated financial report.

Section 7: SA Constitution

Article 24

Effectiveness of the Constitution:

The Constitution is the legal basis of the SA. The operation of the SA shall follow the regulation of the Constitution. The SA chairperson and all members are obligated to comply with the regulations of the Constitution.

Article 25

Amendment:

Notwithstanding any provision to the contrary, no part of this Constitution shall be amended except at an Annual General Meeting or an Extraordinary General Meeting. The adopted motions shall be submitted to the principal for review.

Article 26

Final right:

The final right of the activities and the resolutions are reserved by the school.

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(In case of any discrepancies, please refer to the Chinese Version)