SECTION I: GENERAL

1.1 NAME

The name of this organization shall be 'The Electronic and Computer Engineering Students' Society, HKUSTSU', hereinafter referred to as 'the Society'. The Chinese name of it should be 「香港科技大學學生會電子及計算機工程系學生會」.

1.2 LOGO

1.3 GOALS

The goals of the Society shall be:
1. To promote friendship and cooperation among members.
2. To promote the general welfare of the members.
3. To promote the intellectual, social and athletic interests of the members.
4. To provide a communication link between the members and the Department of the Electronic and Computer Engineering.
5. To provide a communication link between the Society and that of the other colleges and industrial companies. The organization and operation of the Society shall be in accordance with the constitution and by-laws of this Society.

1.4 OFFICIAL LANGUAGE

Chinese and English, enjoying equal status, shall be the official languages of the Society. Either or both may be used in official meetings and official documents. Chinese, in its oral form, shall mean the Cantonese dialect and Putonghua. In case of discrepancy, unless otherwise specified, the English version shall be referred to.

1.5 SESSION

The session of the Society shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the next Annual General Meeting.

1.6 AFFILIATION

The Society shall be affiliated to the Hong Kong University of Science and Technology Students' Union.

1.7 RESPONSIBILITY

The Society is responsible for all matters and policies affecting the ECE student body as a whole.
SECTION II: MEMBERSHIP

2.1 BASIC REQUIREMENT OF MEMBERSHIP

All students who are students registered in the Hong Kong University of Science and Technology shall be eligible for membership.

2.1.1 REQUIREMENT OF FULL MEMBER

2.1.1.1 All students who fulfill the basic requirement (Cons 2.1) provided that they first enrolled in or transferred from other department to the “Electronic Engineering” degree or “Information & Communication Engineering” degree program (EEIC) for undergraduate studies, or first year in 334 4-Year curriculum of School of Engineering or programs of undergraduate studies offered by the ECE department, or programs of postgraduate studies offered by the ECE department and who are full members of the Hong Kong University of Science and Technology Students' Union shall be classified into Full Member until graduation.

2.1.1.2 All past Executive Committee Members of the Society who had been voted for confidence shall be classified into Full Member until graduation.

2.1.2 REQUIREMENT OF ASSOCIATE MEMBER

All students who fulfill the basic requirement (Cons 2.1) and do not fulfill the requirement 2.1.1 shall be classified into Associate Member.

2.1.3 REQUIREMENT OF HONORARY MEMBER

2.1.3.1 All past Executive Committee Members of the Society who had been voted for confidence will become the Honorary Members once their Honorary Memberships are adopted at the NEXT Annual General Meeting.

2.1.3.2 An Honorary Member List with Members’ names, emails and HKIDs are separately stored by the Executive Committee.

2.2 PRIVILEGES OF THE MEMBERS

2.2.1 PRIVILEGES OF THE FULL MEMBERS

The full members of the Society shall have the right:

1. To attend all General Meetings of the Society.
2. To speak and vote at the General Meeting.
3. To be nominated in the election.
4. To nominate or second a candidate for election, and to vote in the election.
5. To use the properties and facilities of the Department of the Electronic and Computer Engineering under the control of the Society subjected to provision of the rules and regulations in force.
6. To participate in all functions and activities organized by the Society.
7. To be entitled to other privileges as may be conferred in the General Meeting.

2.2.2 PRIVILEGES OF THE ASSOCIATE MEMBERS

The associate members of the Society shall have the right:
1. To use the properties and facilities of the Department of the Electronic and Computer Engineering under the control of the Society subjected to provision of the rules and regulations in force.

2. To participate in all the functions and activities organized by the Society.

3. To be entitled to other privileges as may be conferred in the General Meeting.
2.2.3 PREVILEGES OF THE HONORARY MEMBERS

The honorary members of the Society shall have the right:
1. To speak and vote in the Annual General Meeting and Extraordinary General Meeting;
2. To use the properties and facilities of the Department of the Electronic and Computer Engineering under the control of the Society subjected to provision of the rules and regulations in force;
3. To participate in all the functions and activities organized by the Society.

2.3 OBLIGATIONS

2.3.1 OBLIGATIONS OF THE FULL MEMBERS

Full Members shall:
1. Abide by the Constitution, by-laws and regulations of the Society.
2. Abide by the resolutions of the General Meeting.
3. Pay their membership subscriptions within the period announced by the Executive Committee.
4. Not act in any manner detrimental to the interest and welfare of the Society. If any member cannot fulfill the above obligations, his/ her membership may be announced to be void by the Executive Committee.
The final decision is based on the resolution of the Executive Committee.

2.3.2 OBLIGATIONS OF THE ASSOCIATE MEMBERS

Associate Member shall
1. Abide by the Constitution, by-laws and regulations of the Society.
2. Abide by the resolutions of the General Meeting.
3. Pay their membership subscriptions within the period announced by the Executive Committee.
4. Not act in any manner detrimental to the interest and welfare of the Society. If any member cannot fulfill the above obligations, his/ her membership may be announced to be void by the Executive Committee.
The final decision is based on the resolution of the Executive Committee.

2.3.3 OBLIGATIONS OF THE HONORARY MEMBERS

Honorary Member shall
1. Abide by the Constitution, by-laws and regulations of the Society.
2. Abide by the resolutions of the General Meeting.
3. Not act in any manner detrimental to the interest and welfare of the Society. If any member cannot fulfill the above obligations, his/ her membership may be announced to be void by the Executive Committee.
The final decision is based on the resolution of the Executive Committee.
SECTION III: GENERAL MEETING

3.1 AUTHORITY

The vote in a General Meeting of the Society shall possess the highest authority in all matters affecting ECE students as a whole.

3.2 GENERAL MEETINGS

No General Meeting shall be held unless it is convened by the Executive Committee Chairperson with the approval of, or at the request of the Executive Committee, or in accordance with a requisition signed by not less than FIFTY or ONE-EIGHTH of all the full members with the greater figure taken. Those who signed for the requisition of General Meeting shall attend the General Meeting. Any such requisition shall specify the objects of the proposed Meeting and no other matter shall be discussed.

3.3 ANNUAL GENERAL MEETING

The Annual General Meeting shall be convened by the Chairperson of the current session within EIGHT weeks after the commencement of the first day of the spring semester and not later than 3 weeks after Annual Election. The Executive Committee members of the Society of the following session and the Chairman and Financial Secretary of the current session shall attend the Annual General Meeting. The business of the Annual General Meeting shall include the following:
1. To receive and adopt the agenda of the current Annual General Meeting.
2. To receive and adopt the minutes of the previous Annual General Meeting and the minutes of all subsequent General Meetings.
3. To receive and adopt the Annual Report of the Executive Committee for the current session.
4. To receive and adopt the audited Annual Financial Report for the current session.
5. To amend the constitution, if any.
6. To vote for confidence towards each Executive Committee Members of the current session.
7. To receive and adopt the new Honorary Members.
8. To adopt the Annual Work Plan of the elected Executive Committee.
9. To adopt the Annual Budget of the following session.

No A.O.B. other than those matters listed in the agenda can be discussed in the Annual General Meeting.

3.4 NOTICE

An Official Notice of the Annual General Meeting of the Society and the agenda thereof shall be posted at least a week beforehand. An Official Notice of all General Meetings of the Society and the agenda thereof shall be posted at least five clear days (one-hundred and twenty hours) beforehand.

3.5 QUORUM

The quorum of the Annual General Meeting shall consist of not less than FORTY or ONE-EIGHTH of full members with greater figure taken. The quorum of the General Meeting shall consist of not less than THIRTY or ONE-EIGHTH of full members with lesser figure taken.
3.6 PROCEDURE AT GENERAL MEETINGS

1. No business shall be transacted at any General Meeting unless a quorum of Members is present at the time when the meeting proceeds business and continues to be present until the conclusion of the meeting.

2. The Executive Committee Chairperson or in his/her absence of the Executive Committee Vice-Chairperson shall preside as the Chairperson at every General Meeting. If neither of them shall be present, the Full Members present shall elect one of the Executive Committees to preside as the Chairperson.

3. The Executive Committee Internal Secretary shall preside as the Secretary at every General Meeting. If he/she is unable to present, the Full Members present shall elect one of the Executive Committee to preside as the Secretary.

4. The Chairperson may, with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting), adjourned the meeting from time to time and from place to place.

5. The General Meeting can be postponed in case of absence of the quorum for not less than an hour. The date of the postponed meeting shall be determined by the Chairperson and the announcement of the postponed meeting shall be made in accordance with this Constitution.

6. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless the meeting decides on a procedural motion to vote on the resolution by secret ballot, or unless the Chairperson decides to do so in which a vote by secret ballot shall be held.

7. Each Member shall have one vote at any General Meeting. Decision of voting in a meeting only be recognized if the total number of vote is greater than or equal to TWO-THIRD of the quorum.

8. Unless specified, the results of all voting are based on the method of simple majority

3.7 EFFECTIVENESS

All resolution passed in the General Meeting shall be effective immediately after the General Meeting.
SECTION IV: THE ANNUAL ELECTION

4.1 GENERAL

The purpose of the Annual Election is to elect the Executive Committee for the following session. Every candidate must be a full member of the Society.

4.2 ELECTION SYSTEM

The Executive Committee shall be elected in the form of cabinet.

4.2.1 Election Board:

An Election Board shall be formed at least 7 days before the nomination period starts. It should contain 3 Executive Committee Members and 3 full members who are not Executive Committee Members of the society. Nominators & nominees cannot be any members of the Election Board.

4.2.1.1 DUTIES OF ELECTION BOARD

1. To conduct all the activities concerning the Annual Election which includes counting the ballots, announcing the results of election and accepting or rejecting any complaints.
2. To examine the eligibility of candidates within seven days after receiving their application.
3. To formulate the Annual Election regulations and rules in accordance with the Constitution.
4. To explain the Annual Election regulations and rules accordance with the Constitution.
5. To explain the validity of the cabinet’s financial budget concerning the election.
6. To approve the promotion items or publications which not violating the Constitution and Internal Regulation publicized by HKUSTSU.

The duty and authorities of the Election Board shall be terminated with the passage of the election results in Annual General Meeting.

4.2.2 NOMINATIONS:

1. Nominations for the Committee of the Society must be handed in to the Internal Secretary of the society on the first day of the spring semester.
2. Each candidate can only join one cabinet.
3. A cabinet shall not be qualified for nomination if it has more than three posts vacant.
   These vacancies shall not include the following:
   1. The Chairperson,
   2. The Internal Vice-Chairperson,
   3. The External Vice-Chairperson,
   4. The Internal Secretary,
   5. The External Secretary,
   6. The Financial Secretary.
4. In the event of any position of the Executive Committee becoming vacant, the Executive Committee can appoint any members to take up the post.
5. The Internal Secretary shall post a list of all nominations on the second day after the deadline of nominations.
6. In case of no nomination received, the Annual General Meeting shall resolve the matter.
7. A maximum amount of expenses allowed for each candidate shall be $1000.

4.2.3 VOTING:
   i. Voting shall be in straight secret ballots.
   ii. A teaching staff of the Department of the Electronic and Computer Engineering will be invited to be the Returning Officer for the Election to supervise the proceeding of the Election.
   iii. The counting of votes shall be finished within twenty-four hours after the closure of the voting and an official result shall be announced.
   iv. Objections can be made only before the announcement of the official result.

In the Election:
   1. A quorum of **ONE-FIFTH** of all full members should be achieved.
   2. The result of voting is based on the method of simple majority.
   3. The cabinet is successful upon receiving more confidence votes than non-confidence votes in case of only one cabinet running for the Election.

Abstained Votes:
   1. An Abstained Vote is a vote that does not indicate confidence or non-confidence to the cabinet.
   2. An Abstained Vote will not be counted as 'for' or 'against' the cabinet.

4.3 OFFICIAL ANNOUNCEMENT OF THE RESULT
   Results of the Election shall be effective upon the official announcement by the Chairperson of the General Meeting.

4.4 RE-ELECTION
   A General Meeting for re-election shall be held in the event of the dissolution of the Executive Committee.
SECTION V: EXECUTIVE COMMITTEE

5.1 AUTHORITY

The Executive Committee that shall be the executive body of the Society unless otherwise ruled by the General Meeting shall have the power:

1. To represent the members of the Society on matters concerning the Society.
2. To carry out functions so as to implement the objectives of the Constitution and the resolution of the General Meetings.
3. To appoint members of any executive sub-committees.
4. To make all regulations and exercise authority which should be necessary and proper for carrying into execution the foregoing powers.

5.2 RESPONSIBILITY

The Executive Committee shall be responsible to the General Meeting for all its undertakings.

5.3 COMPOSITION

The Executive Committee of the Society shall consist of the following executives:

1. The Chairperson,
2. The Internal Vice-Chairperson,
3. The External Vice-Chairperson,
4. The Internal Secretary,
5. The External Secretary,
6. The Financial Secretary,
7. The Promotion Secretary,
8. The Publications Secretary,
9. The Marketing Secretary,
10. The Academic Secretary,
11. The Sports Secretary,
12. The Administrative Secretary,
13. The Welfare Secretary,
14. The General Affair Secretary.

The Chairperson, Internal Vice-Chairperson, External Vice-Chairperson and Financial Secretary shall not hold any other positions in the society. The minimum number of office bearers at any time shall be five.

5.4 DUTIES OF INDIVIDUAL COMMITTEE MEMBER

The duties of the Executive Committee members shall be as follow:
1. The Chairperson shall
   i. be the chief Executive of the Society;
   ii. be the ex-official Chairperson of the Executive Committee;
   iii. be the chairperson of all Executive Committee Meetings and General Meetings of the Society;
   iv. sign the minutes of all Executive Committee Meetings after being adopted by the Executive Committee;
v. jointly sign with the Financial Secretary all cheques and documents pertaining to all financial transactions of the society.

2. The Internal Vice-Chairperson shall
   i. assist the Chairman in all his/her duties pertaining to internal affairs in fostering internal coordination of the Society;
   ii. be the ex-official Chairperson of the Executive Committee in the absence of the Chairperson.

3. The External Vice-Chairperson shall
   i. assist the Chairperson in all his/her duties pertaining to external affairs;
   ii. be responsible for the communications with other Associations or Societies either or both inside or outside HKUST

4. The Internal Secretary shall
   i. assist the Internal Vice-Chairperson in all his/her duties
   ii. be the ex-official Honorary Secretary of the Executive Committee.
   iii. record the proceedings of all meetings, or in his/her absence by any member of the Executive Committee subject to the approval of the occupant of the Chairperson;
   iv. prepare the minutes of all meetings

5. The External Secretary shall
   i. assist the External Vice-Chairperson in all his/her duties and be responsible for all liaisons;
   ii. be responsible for the communications with other Associations and Societies either or both inside or outside HKUST

6. The Financial Secretary shall
   i. be responsible for all matters relating to the finance of the Society
   ii. keep a full and accurate record of all financial transactions of the Society;
   iii. present quarterly financial status on the first day of June, first day of September and first day of December to the Honorary Auditor.
   iv. present a full financial report at the end of the Society Session on the Annual General Meeting;
   v. jointly sign with the Chairperson all cheques and documents pertaining to all financial transactions of the Society

7. The Promotion Secretary shall be responsible for all matters relating to promotion of activities of the society.

8. The Publications Secretary shall be responsible for all matters relating to the publications of the Society and shall be the ex-official member of the ECE Departmental Society Editorial Board.

9. The Marketing Secretary shall be responsible for all the matters relating to the sponsorship of the activities of the society.
10. The Academic Secretary shall
   i. be responsible for all matters relating to the organization of academic activities of the Society
   ii. be responsible for the communications with the Department of the Electronic and Computer Engineering.
11. The Sports Secretary shall  
   i. be responsible for all sports activities of the Society  
   ii. handle all related correspondence and arrange matches with outside bodies.  
12. The Administrative Secretary shall assist the chairperson in all his/her duties pertaining to  
    administrative affairs.  
13. The Welfares Secretary shall be responsible for all matters relating to the Welfares of the Society.  
14. The General Affair Secretary shall  
    i. be responsible for all matters relating to the resources of the society and other general affairs  
    ii. maintain an up-to-date membership record.  

5.5 SUBCOMMITTEES  
    The Executive Committee may appoint or dismiss subcommittees for any specific purposes, at any  
    time, either from themselves or from the general body of members of the Society, and delegate power to  
    them. Such subcommittees shall be responsible to the Executive Committee for all their actions.  

5.6 VACANCY  
    Vacated positions in the Executive Committee members can be:  
    1. recruited in an General Meeting.  
    2. recruited by election.  
    3. keep that position vacant.  

5.7 RESIGNATION  
    1. Resignation of any Executive Committee member shall be accepted in the General Meeting or in the  
       by-election General Meeting.  
    2. An official resignation letter shall be submitted to the Executive Committee.  
    3. An EGM shall be called within 2 weeks after the resignation letter has been received.  
    4. Official notice of any changes of the office bearers shall be posted to the public for at least 7 clear  
       days. Official mail is sent to all Members. The resignation shall be effective with the release of the  
       announcement.  

5.8 DISSOLUTION OF THE EXECUTIVE COMMITTEE  
    1. The Executive Committee is automatically dismissed when:  
       i. Any six members of the Executive Committee resign from office.  
       ii. The Chairperson and Internal Vice-Chairperson resign from office.  
    2. An Extraordinary General Meeting shall be held to discuss on the dissolution of the Society.  

5.9 DISSOLUTION OF THE SOCIETY  
    1. The Society shall only be dissolved by a resolution made at a Extraordinary General Meeting of the Society  
       with three-quarters of votes that agree the dissolution and the total number of votes shall be greater than or  
       equal to TWO-THIRD of the quorum.  
    2. The financial status of the Society shall be reported and the arrangement of the assets of the Society shall be  
       determined in the Extraordinary General Meeting.  
    3. Notice of dissolution shall be posted within seven clear days after the adjournment of the Extraordinary  
       General Meeting by the Chairperson of the Executive Committee of the previous session.
SECTION VI: FINANCE

6.1 GENERAL
1. The financial year of the Society shall coincide with the session of the Society.
2. The Financial Secretary of the Executive Committee shall be responsible for the proper keeping of all books of accounts of the Society.
3. An Honorary Auditor shall be elected in the General Meeting and shall audit all the financial reports of the Society.
4. The budget for each semester shall be the total number of member times half of the annual membership fee of each member.
5. In case of profit at the end of any financial year, the profit shall be used in the expense for the welfare of members in the following years.
6. In case of loss at the end of any financial year, the action to this issue shall follow the decision made in the Annual General Meeting held at the end of that financial year.
7. The society shall not apply or accept any loans outsiders Students’ Union.

6.2 SUBSCRIPTION
1. Each member of 3-year programs shall pay a subscription of HK$120 at enrollment and this amount includes the annual membership fee for three years, or until graduation.
2. Each member of 4-year programs shall pay a subscription of HK$160 at enrollment and this amount includes the annual membership fee for four years, or until graduation.
3. The subscription shall be payable in the first week of the fall semester.
4. Nonpayment of this subscription will automatically result in the action of having his name being posted on the notice board of the Society, his/ her membership will be automatically void, and further action will be decided by the Executive Committee.
5. The Executive Committee shall have the authority to increase the annual subscription provided that the rate of increment is not greater than 10% of the original subscription. Moreover, the Executive Committee shall have the right to amend this article 6.2 without calling for any General Meeting under this circumstance.

6.3 BUDGET
The Annual Budget shall be prepared by the Financial Secretary of the Executive Committee and shall be submitted to the Annual General Meeting for adoption.

6.4 AUDITED ANNUAL FINANCIAL REPORT
The audited Annual Financial Report shall be presented by the Financial Secretary of the previous session in the Annual General Meeting for adoption.
SECTION VII: THE COUNCIL

7.1 COMPOSITION

The Council shall consist of the following Full Members of the Society:
1. Four members of the Executive Committee of the previous session elected from among themselves;
2. Three members of the Executive Committee of the current session elected from among themselves;
3. Two Popularly Elected Councilors who shall not be members of the Executive Committee of the current and previous session.

7.2 GENERAL

1. There shall be a Council for each Session of the Society.
2. No members of the Council shall at the same time hold more than one representation in Council.
3. The two Popularly Elected Councilors shall be elected within one week after the Annual General Meeting.
4. Members of the Council shall elect from among themselves a Chairperson who shall be a member of the Executive Committee of the previous session.
5. The Council shall meet at least once in every semester and may by resolution make regulations for its proceedings. Addition meetings may be called by the Chairperson.
6. A quorum of SIX Councilors shall be achieved for voting and the voting shall be on the basis of simple majority.
7. To consider the budget for funding of the Society for each Session and shall approve the same with or without amendment, Financial Report and Status shall be provided on request by the Council.
SECTION VIII: AMENDMENT AND INTERPRETATION OF THE CONSTITUTION

8.1 AMENDMENT

1. The Constitution shall not be amended except by a motion carried at the General Meeting as a specific agenda. The amendments shall be proposed by the Executive Committee.

2. The Constitution and by-laws might be amended only by a TWO-THIRD of members present in the General Meeting and voting at a session.

8.2 INTERPRETATION

The interpretation of the Constitution shall rest with the Executive Committee of the session during the period between General Meetings.

8.3 BY-LAWS

By-laws shall be set up and amended by the General Meeting to supplement the Constitution for the efficient running of the Society. They shall be proposed by the Executive Committee only.