

**CHAN SUI KI (LA SALLE) COLLEGE**  
**STUDENT ASSOCIATION**  
**CONSTITUTION**

**SECTION I GENERAL**

**ARTICLE 1 NAME**

The name of the organization formed under this section shall be “Student Association, Chan Sui Ki (La Salle) College”. Hereinafter, it shall be referred to as “SA”.

**ARTICLE 2 OBJECTIVES**

The objectives for which the SA is to be formed are:

1. To promote the general welfare of the student body of Chan Sui Ki (La Salle) College (hereafter referred to as “the students”).
2. To promote friendship and co-operation among the students in Chan Sui Ki (La Salle) College (hereafter referred to as “the school”).
3. To promote and organize sports, cultural, recreational and educational activities for the students.
4. To bridge the communication between the school authority and the students.
5. To strengthen the sense of belongings of the students.
6. To establish liaison with other schools or parties.

**ARTICLE 3 REGISTERED ADDRESS**

The registered address of SA shall be “4, Sheung Wo Street, Homantin, Kowloon”.

**ARTICLE 4 OFFICIAL LAUGUAGE**

English and Chinese shall be the official language of SA, either one or both may be used in official meetings, correspondence, documents and records.

**ARTICLE 5 STATUS**

SA shall be the sole representative of the students in both internal and external affairs. Unless otherwise stated, the decision of SA in all matters concerning the students shall overrule that of any other student organization in the school.

**ARTICLE 6 SESSIONS**

The session of the SA shall begin on the first school day of October each year and terminate on the thirtieth of September of the succeeding year.

## **SECTION II MEMBERSHIP**

### **ARTICLE 1 MEMBERS**

All present students of the school will be the members of SA.

### **ARTICLE 2 MEMBERSHIP FEE**

1. All members of the SA shall pay an annual subscription of the amount, in the form and at the moment determined by the Executive Council and approved by the School Authority.
2. Membership fee payments shall under any circumstances be non-refundable.
3. Upon terms and conditions with the consent of the school authority, the Executive Council may suspend or cancel a member's privileges and right of membership with a written notice a week in advance if the member fails to pay any payment requested by SA.

### **ARTICLE 3 RIGHTS AND DUTIES**

Every member shall be entitled to the following rights:

1. To attend all General Meetings of SA.
2. To propose or second any motion at any General Meeting of SA.
3. To speak and vote upon any motion at General Meetings of SA.
4. To stand for election for the Executive Council and the Representative council.
5. To nominate or second a candidate for election, and to vote at the election.
6. To participate in all activities of SA.
7. To use the properties and facilities under the control of SA subjected to the provisions of the rules and regulations from time in force.

### **ARTICLE 4 OBLIGATIONS OF MEMBERS**

All members shall fulfill the following obligations:

1. To abide by this constitution, by-laws and regulations of SA.
2. To abide by any resolution passed by the General Meeting, Representative Council or Executive Council.
3. To pay the annual subscription.
4. Not to act in any manner detrimental to the interest of the school, SA or the students.
5. To render any necessary help to SA upon request.

## **SECTION III GENERAL MEETING**

1. The General Meeting is a meeting of all current members of the SA.

2. The General Meeting shall be held at least once each year.  
A General Meeting can be called by:
  - The Executive Council of the SA
  - The Representative Council of the SA
  - The written request of 25% or more of the current members of the SA
3. The agenda of the General Meeting shall be drafted by the Executive Council and distributed to all members at least three school days before a meeting.
4. A General Meeting requires two-thirds or more of the Association's members to be present at the meeting, and requires more than half of the votes of the members present to pass any motions.
5. Inquorate meetings should be announced by the president of the Executive Council if the number of Association members present cannot form a quorum. The president shall call another meeting within ten school days.
6. All minutes of meetings shall be properly taken in writing by the Secretary of the Executive Council and the minutes of all meetings shall be made available to all members.
7. All meeting minutes shall be approved by the president within ten school days.
8. One of the Vice-presidents will be in charge of the meeting if the president is absent.
9. the meeting shall be adjourned if both the president and Vice-presidents are absent. Another meeting shall be held properly within three school days.

## **SECTION IV THE EXECUTIVE COUNCIL**

### **ARTICLE 1 NAME**

The name of the organization formed under this section shall be the "Executive Council, Student Association, Chan Sui Ki (La Salle) College". Hereinafter, it is written as "the Ex-co"

### **ARTICLE 2 DEFINITION**

The Ex-co shall be the executive and administrative body of SA.

### **ARTICLE 3 RESPONSIBILITIES**

The responsibilities of the Ex-co shall be:

1. To implement the resolution of the General Meeting of SA.
2. To direct the policy and management of SA, subject to provision of this Constitution and any resolution at the Ex-co meetings.
3. To organize and co-operate the activities of SA.

4. To prepare an estimated budget and plans of activities to be announced to the General Meeting of SA.
5. To prepare an annual report of activities and financial accounts to be submitted to the General Meeting of SA.
6. To prepare financial accounts and reports of activities to be submitted to the Representative Council after the activities have been finished.
7. Responsible to the General Meeting and attend all meetings of the Representative Council.

#### **ARTICLE 4 PRESIDENCY**

All the affairs of the Ex-co shall be presided by the President, who is the chief of the Ex-co and is assisted by two Vice-presidents and the Secretaries. The seat of the president shall be taken by a F.5 student only. If the President cannot carry out his duties in a short period of time, he should appoint one of the Vice-president to be the Acting President.

#### **ARTICLE 5 MEMBERS**

The Executive Council shall include:

- President
- Internal Vice-president
- External Vice-president
- Internal Secretary
- External Secretary
- Treasurer
- General Affairs Department Director
- Extra-curricular Activities Department Director
- Liaison Department Director
- Publicity Department Director

All these posts shall be taken by F.4 or F.6 students.

For the school year 2010-2011, the posts shall be taken by F.4, F.5 or F.6 students.

For the school year 2011-2012 onwards, the posts shall be taken by F.4 or F. 5 students.

#### **ARTICLE 6 DUTIES OF THE EX-CO MEMBERS**

##### **The president shall**

1. Be the authorized representative of the SA on all occasions.
2. Act as the SA official spokesperson and represent the SA both within and without

the school.

3. Be the Chairperson of the Ex-co meetings.
4. Call meetings of the Ex-co, preside over them and confirm decisions therein.
5. Be entitled to check all records, statements of accounts, and files of the SA.
6. Be responsible for the Constitution review.
7. Submit a year plan at the first General Meeting of the SA and with the help of the Internal Secretary and the External Secretary draw up a general annual report to be delivered at the first General Meeting of the following session.
8. Be entitled to call any emergency meeting of the Ex-co.
9. Be entitled to a casting vote.

**The Vice-presidents shall:**

1. Assist, encourage and support the President.
2. Assure the duties, power and responsibilities of the President of the Ex-co in his absence or inability to do so.

**The Internal Secretary shall:**

1. Be responsible for the writing of the minutes of the Ex-co meeting.
2. Be responsible for the processing of all correspondence between the Ex-co and the SA members.
3. Be in charge of all the general correspondence between the Ex-co and the SA.
4. Be responsible for the internal official documents and records of the SA.
5. Take the attendance of the Ex-co members of each meeting.
6. Help the President to draw up a general annual report.

**The External Secretary shall:**

1. Be responsible for the external official documents and records of SA.
2. Help the President to draw up a general annual report.
3. Be in charge of the external communication of the SA.

**The Treasurer shall:**

1. Co-operate with Ex-co in compiling an annual budget.
2. Control the Ex-co accounts in order to maintain a sound financial status.
3. Present statement of account versus budget, and cash flow position at the Ex-co, Rep-co and the General Meeting.
4. Be responsible for writing the monthly report to be submitted to the Rep-co and the annual financial report to be submitted to the General Meeting.

**The General Affairs Department Director shall:**

1. Be responsible for the affairs concerning the general welfare of the students.
2. Be responsible for the communication between the members and Ex-co.

**The Extra-curricular Activities Department Director shall:**

1. Be responsible for all extra-curricular activities held by SA.
2. Be responsible for the communication with all Clubs and Societies in all fields and giving support upon request..

**The Liaison Director Department shall:**

1. Be responsible for all affairs concerning public relation and assist in liaison work.

**The Publicity Department Director shall:**

1. Be responsible for the promotion of the SA in all fields.

**ARTICLE 7 MEETING OF THE EX-CO**

1. The meeting of Ex-co shall be called and presided by the President of the Ex-co.
2. The Ex-co shall meet at least once a month.
3. Extraordinary meetings may be summoned by an Ex-co member whenever necessary and seconded by three Ex-co members.
4. A notice of every Ex-co meeting and agenda shall be delivered to each Ex-co member at least a school day beforehand.
5. At all Ex-co meetings, six of the Ex-co members shall form a quorum.
6. Resolution are to be passed by a simple majority of the members present.

**ARTICLE 8 ELECTION OF EX-CO MEMBERS**

1. The annual election shall be held within the period of September and October by general polling.
2. An election committee shall be formed by the Ex-co members of the previous school year. And for the starting year, the Student Association Preparation Committee will be responsible for this duties.
3. An election committee shall be responsible for :
  - the making of all regulations which are necessary to ensure the proper processing of the election(A proposal must be handed in during September to the teacher advisor);
  - the receiving of nominations;
  - the organizing and publicizing of the election;

- the time and control of the election;
  - the counting of ballots;
4. The Ex-co will be elected in the unit of cabinet formed by students. A full proposal with at least 20 nominations of their cabinet must be handed in before the due day of nomination.
  5. The candidates can then start their promotion. They can present their plans on the Election Day. Voting by secret ballot will be conducted afterwards on the same day.
  6. All members of the SA shall be eligible to vote.
  7. The cabinet must get more than 40% of the votes in order to be elected.
  8. There shall be a re-vote between the two cabinets with the highest vote if no cabinet get more than 40% of the first round. Voting is by simple majority in the second round.
  9. If there is only one candidate for the Ex-co election, then a vote of confidence will be conducted to the members. To pass the vote of confidence, more than 50% of votes shall be required.
  10. If no candidate is selected, then the election committee shall appoint a Provisional Management Committee which must be approved by School Authority.
  11. No students can be a member of both the cabinet and the election committee.

## **SECTION V THE REPRESENTATIVE COUNCIL**

### **ARTICLE 1 NAME**

The name of organization formed under this section shall be the “Representative Council, Student Association, Chan Sui Ki (La Salle) College”. Hereinafter, it is written as “the Rep-co”.

### **ARTICLE 2 DEFINITION**

The Representative Council shall be a monitoring and judiciary body of SA.

### **ARTICLE 3 COMPOSITION**

1. Functioning representatives:
  - The President of the previous year’s SA.
  - Elected representatives from Form 2 to Form 7, each class shall elect one student as their representative. (From the school year 2013-2014 onwards, elected representatives from Form 2 to Form 6, each class shall elect one student as their representative.)

2. Non-functioning representatives:
  - The President, Vice-presidents of the current year's SA.
  - Elected representatives from Form 1, each class shall one student as their representative.
3. The Rep-co will be elected after the Ex-co has been formed. The Rep-co shall consist of one Chairman, one Vice-chairman, one secretary and other representatives. The post of Chairman, Vice-chairman and the secretary shall be taken by functioning representative. The Chairman, Vice-president and the Secretary shall be elected among Rep-co members.

#### **ARTICLE 4 AUTHORITIES AND RESPONSIBILITIES**

1. To monitor the functioning of the SA.
2. To advise the Ex-co whenever necessary.
3. To consider, approve or deny any registration of Ex-co and Rep-co members of SA.
4. To define the Constitution.
5. To read the annual report and financial statements of the SA presented by the Ex-co.
6. To approved the budget proposal presented by the Ex-co.
7. To pass a vote of regret against any office bearer of the SA with the concurrence of two-thirds of the Rep-co members present.
8. To move a vote of no confidence against a member of the Ex-co in subsequent General Meeting.

#### **ARTICLE 5 MEETINGS**

1. Functioning representatives
  - The functioning representatives shall have the rights to speak, to vote and to propose in all meetings.
  - The functioning representatives shall attend at least 90% of all meetings in the year unless with approval of absence issued by the Chairman.
2. Non-functioning representatives
  - The non-functioning representatives shall have the right to speak, to propose in all meetings.
  - The non-functioning representatives shall not be required to have a fixed attendance.
3. Meeting
  - All meetings shall be called and chaired by the Chairman or the Vice-chairman when the Chairman is absent.



- All meetings shall be properly taken in writing by the Secretary and the record of all meetings shall be made available to all members.
  - Agenda and details of the meetings (venue, date, time etc) issued by the Chairman shall be distributed to the representatives at least 3 school days in advance.
  - Two-thirds of all functioning representatives shall form a quorum.
  - Aborted meeting should be announced by the Chairman of Rep-co if the number of functioning representatives present cannot form a quorum. The Chairman shall call another meeting within five school days.
4. Extraordinary meeting
- Extraordinary meeting shall be held when requested by at least half of the functioning representatives.

#### **SECTION VI RESIGATIONS**

1. Resignations shall be made in writing to the Secretary of the Rep-co giving one month's notice.
2. The resignation shall not be accepted when at least half of the functioning representatives vote against the resignation.

#### **SECTION VII VOTE OF NO CONFIDENCE**

1. A vote of no confidence may be moved by the Rep-co against any member of the Rep-co or Ex-co at a General Meeting held specially for the purpose.
2. To pass a vote of no confidence, two-thirds or more of votes of those present at the General Meeting shall be required.
3. A vote so passed shall call the immediate resignation of the person.

#### **SECTION VIII VACANCY**

1. When the President of Ex-co is unable function, one of the Vice-presidents shall function as the President.
2. Shall other member of the Ex-co be unable to function, the Ex-co can nominate a candidate for the vacancy and the nomination must be passed by the Rep-co.
3. When the Chairman of the Rep-co is unable to function, the Vice-chairman shall function as the Chairman.
4. If the Vice-chairman or the Secretary of the Rep-co is unable to function, the Rep-co members shall elect among themselves to fill the vacancy.
5. If a class representative is unable to function, the class shall elect among themselves for a new representative.

## **SECTION IX BY-LAW**

1. By-law shall be set up by the Rep-co to supplement the Constitution for the efficient running of the SA.
2. The Rep-co, with concurrence of two-thirds or more of its member present and voting, can amend any By-law of the SA.

## **SECTION X FINANCE**

### **ARTICLE 1 FINANCIAL YEAR**

The financial year of the SA shall correspond with the session of the Ex-co.

### **ARTICLE 2 ACCOUNTS**

1. The Ex-co shall open true accounts to keep all the money received and to be expended by SA.
2. The bank passbook shall be signed by any two among the three, namely, the Treasurer, the President and the teacher Adviser.
3. The bank passbook shall be kept by the teacher Advisor.

### **ARTICLE 3 SOURCE**

1. The finance of the SA shall mainly depend on membership fees.
2. The finance may also seek supplement by fund raising and so on, provided that it is approved by the Principal.

### **ARTICLE 4 EXPENDITURE**

1. The fund of the SA shall be available for charity, maintenance of the office room of the SA, benefit of the students and staff, organizing any extra-curricular school activities, or any other purpose.
2. The amount and purpose of using the fund shall be determined by the Ex-co with the consent of the Rep-co.

### **ARTICLE 5 ESTIMATED ANNUAL BUDGET**

The annual budget estimated should be prepared by the Treasurer of the Ex-co at the beginning of current financial year and be submitted to the Ex-co and Rep-co for adoption.

### **ARTICLE 6 STATEMENT OF ACCOUNT AND BALANCE SHEET**

1. Monthly Financial Report
  - An audited monthly statement of accounts shall be prepared by the Treasurer and submitted to the Ex-co for adoption in five school days after each month.

2. Annual Financial Report

-An audited monthly statement of accounts and balance sheets of the current financial year shall be prepared by the out-going Treasurer for adoption by the Ex-co and Rep-co. It should be announced at the General Meeting of the current session.

3. All financial statements shall be audited by the teacher Advisor(s).

**ARTICLE 7 SURPLUS**

The surplus of each financial year shall be transferred to the income of next year.

**SECTION XI CONSTITUTION**

**ARTICLE 1 INTERPRETATION OF THIS CONSTITUTION**

The interpretation of this Constitution shall rest with the General Meeting. Chairman of the Rep-co shall be the sole interpreter on behalf of the General Meeting.

**ARTICLE 2 AMENDMENT OF THIS CONSTITUTION**

This constitution shall not be altered or amended except by a motion carried at an Extraordinary General Meeting convened specifically for this purpose. A motion to alter or amend this Constitution shall be considered resolved only when agreed by two-thirds or more of the members of SA present in the meeting.

**SECTION XII DISSOLUTION**

The SA shall be dissolved only:

1. by the order of the School Authority; OR
2. by the written request of the 25% or more of the current members of SA and resolved four-fifth or more of the current members of the SA.

In the event of dissolution, all properties of the SA shall be turned over to the School Authority.