

Constitution of Pentecostal Lam Hon Kwong School Student Union

Chapter 1: General Principles

1. Name

The student union is named as Pentecostal Lam Hon Kwong School Student Union (hereinafter named as “the Student Union”). The English name is PENTECOSTAL LAM HON KWONG SCHOOL STUDENT UNION.

2. Objectives

- 2.1 To nurture students’ leadership skills as well as their sense of autonomy, cooperation and civic consciousness
- 2.2 To facilitate students’ exploration of their potential and to develop their sense of belonging to school
- 2.3 To organize activities and offer students’ welfare in accordance with the school’s principles
- 2.4 To act as a bridge between students and the school

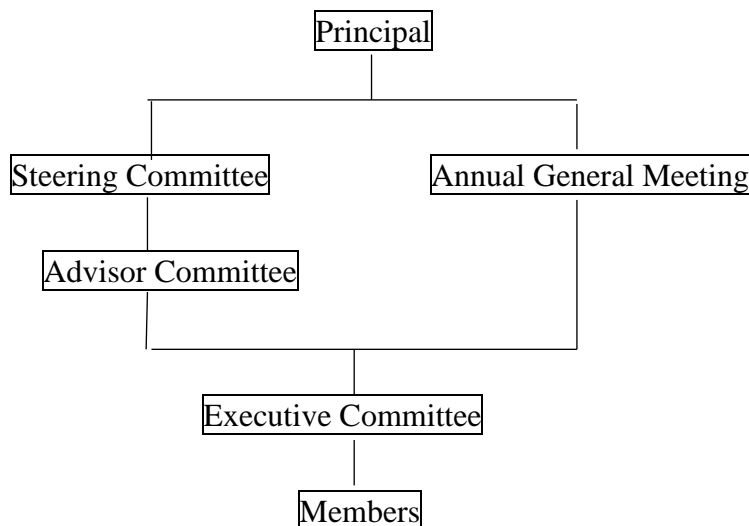
3. Address

Pentecostal Lam Hon Kwong School, Yue Tin Court, Shatin, New Territories.

4. Structure

The Student Union is affiliated to Pentecostal Lam Hon Kwong School. All external affairs, internal resolutions or activities must align with the policies of the school, and the Principal has the final and ultimate decisions on any matters concerned. The organization structure of the Student Union consists of the Annual General Meeting and the Executive Committee:

Organization Chart of the Student Union



The Steering Committee is formed by the Vice-Principal (Student Affairs), the Head Teacher of Extracurricular Activities, and the Head Teacher of the Student Union.

Chapter 2: Members

5. Eligibility of Members

All students currently studying at Pentecostal Lam Hon Kwong School.

6. Rights of Members

- 6.1 To attend the Annual General Meeting
- 6.2 To elect, to be elected; and the right to initiative, referendum and recall
- 6.3 To participate in the activities of the Student Union, and enjoy its welfare

7. Obligations of Members

- 7.1 To abide by the Constitution and the resolutions of the Student Union
- 7.2 To pay the membership fee

Chapter 3: Annual General Meeting (hereinafter referred to as AGM)

8. Definition

The AGM is the organ of the highest authority in the Student Union, and is formed by all the members of the Student Union.

9. Organization of the AGM

- 9.1 The AGM is called and presided by the President of the Student Union.
- 9.2 During the President's term, he or she must call one at least one AGM. The first AGM must be called within three months after the inauguration of the new Student Union. Both the work proposal and the financial budget for the current term are to be passed in the first AGM.
- 9.3 All the members must be notified of the date and the agenda of the AGM five school days prior to the AGM (excluding test day(s) and examination day(s)). Any member who needs to add issues to the agenda has to submit to the Executive Committee a signed request of 20 members three school days prior to the AGM. The Executive Committee is obliged to announce the amended agenda on the subsequent day of submission.

10. The authority of the AGM

- 10.1 To pass and amend the Constitution of the Student Union
- 10.2 To review the work carried out by the Student Union
- 10.3 To pass the financial report of the prior year and examine the one for the current year
- 10.4 To discuss and pass the work report of the prior year and the work proposal of the current year
- 10.5 To discuss and pass all extempore motion, if any

11. Resolution

A resolution will be passed upon a simple majority of one half of the total votes of the meeting.

12. Extra-ordinary General Meeting (hereinafter named as “EGM”)

- 12.1 If the Executive Committee of the Student Union has resolved to call an EGM, the President must call one within one week.
 - 12.2 If half or more of the Advisory Committee members have signed for calling an EGM, the President must call one within one week.
 - 12.3 The Student Union must notify all the members the date and agenda of the EGM three school days prior to the proposed date of meeting. No extempore motion will be accepted.
 - 12.4 The authority of the EGM: To censure, impeach or recall President, Vice-Presidents and Executive Committee members of the Student Union.
13. The quorum of the EGM is determined by one quarter or more of the total number of members of the Student Union.
14. A resolution in an EGM will be passed upon a simple majority of one half of the total votes in the meeting.

Chapter 4 The Executive Committee (hereinafter named “Exco”)

15. Definition

The Exco is the highest administrative organ of the Student Union. It is responsible for day-to-day operation of the Student Union.

16. Term of office

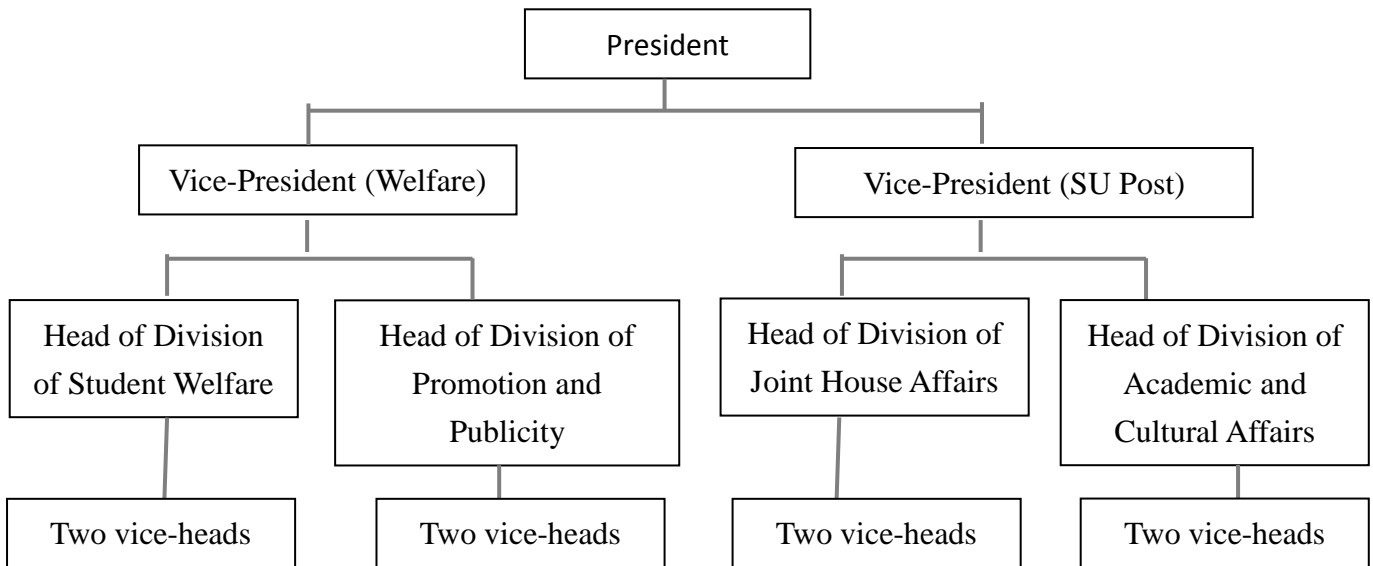
The term of office of the Exco is one academic year, from the 1st of September of a year to the 31st of August of the subsequent year.

17. Organization and terms of reference

- 17.1 President: The representative of the Student Union for external affairs, and the representative of the Exco for internal affairs
He or she will preside all administrative matters of the Student Union and take the chair in the Exco meetings and the AGM.
- 17.2 Vice-President (Welfare): To assist the President in handling all the affairs including but not limited to the welfare and the financial matters of the Student Union
When the President is absent, he acts on the President’s behalf.
- 17.3 Vice-President (SU Post): To assist the President in handling all the affairs including but not limited to SU Post, preparing and preserving all the documents, notices, and minutes
When the President and the Vice-President (Welfare) are absent, the Vice-President (SU Post) acts

on the President's behalf.

- 17.4 Head of Division of Student Welfare: To implement the welfare of the Student Union, and manage the Student Union Room and refill supplies
- 17.5 Head of Division of Promotion and Publicity: To edit and publish the SU Post, to handle all the promotional affairs and to be in charge of and be responsible for the use of computers in the Student Union Room
- 17.6 Head of Division of Joint House Affairs: To coordinate and bridge between the four house captains and the Student Union for holding joint house activities
- 17.7 Head of Division of Academic and Cultural Affairs: To promote the academic and cultural activities of the Student Union
- 17.8 Vice-head of each division: Assist the head of each division to deal with relevant affairs of the division (8 vice-heads)
- 17.9 Subcommittees are set up to carry out the work of the divisions.



Structure of the Executive Committee of the Student Union
(Consists of 15 members)

18. Regular Exco Meeting

- 18.1 Regular Exco Meeting should be held each month. The agenda of the meeting should be announced three school days prior to the meeting.
- 18.2 The Regular Exco Meeting is to be held by the President. The Vice-President (SU Post) will take minutes for the meeting. The Vice-President (Welfare) may present the financial report if necessary.
- 18.3 The quorum of the Regular Exco Meeting is two-third or above of the members of the Exco.
- 18.4 The motion in a Regular Exco Meeting is carried by a simple majority vote of the members present.

19. Extraordinary Exco Meeting

- 19.1 The President can call an Extraordinary Exco Meeting when he or she deems it necessary.
- 19.2 Exco members can also make a request to call an Extraordinary Exco Meeting when they get the signed request of one third of the Exco members.

19.3 The Extraordinary Exco Meeting is held by the President. The Vice-President (SU Post) takes minutes for the meeting.

19.4 The quorum for passing a motion in an Extraordinary Exco Meeting is the same as that in a Regular Exco Meeting.

20.

20.1 The Exco should draft a work plan and a financial budget for the whole year at the beginning of the term of office. The documents should be handed to the Steering Committee for review. After authorization by the Steering Committee, the documents are to be approved by the AGM, and relevant work will be executed thereafter.

20.2 The Exco should have prepared a detailed work report and a financial report for the whole year by one week after the end of term of office. The documents should be handed to the Steering Committee for review. After being reviewed by the Steering Committee, the documents are to be approved by the AGM.

21. Absence

21.1 When the President is absent, the Vice-president (Welfare) will act on behalf of the President.

When one or more of the Vice-Presidents has or have resigned, the invitation to nomination will be published by the Executive Committee. If there is only one candidate, the candidate will be uncontested. If there is more than one candidate, the Executive Committee should vote on it. The candidate with the highest vote will be elected.

21.2 When any of the Exco members is absent, a new Exco member for the relevant position will be appointed by the Steering Committee. If any of the Exco members is absent after 30th April, the following procedure will be followed: the Vice-president (Welfare) will act on behalf of the President; the vacancy of relevant Exco member(s), if any, will not be filled until the next election of the Student Union.

Chapter 5: Connection between the Exco and the Four Houses

22. The advisors of the Student Union should call at least one joint meeting with the Exco members and the house captains of the four houses to enhance communication.

Chapter 6: Election

23. The President and Vice-Presidents of the Student Union are selected by election in accordance with item 24 below. Other than the President and the Vice-Presidents, all the Exco members are appointed by teachers of the Student Union. The election should be held before 30th September each year.

24. Election of the President and the Vice-Presidents

24.1 The Election Committee is composed of three teachers from the Student Union.

24.2 Nomination and election: The candidates must take part in the election in cabinet form. Each candidate

cabinet should have one candidate standing for election of President and two candidates for Vice-Presidents.

(1) The basic requirements for members of a candidate cabinet:

- (a) Members from Form 4 or Form 5, well-disciplined (Conduct reaching Grade B- or above), responsible and helpful
- (b) Academic results of the members being above the bottom 10 percent in form ranking (only the school term preceding the election will be considered)
- (c) Nominated by one of the teachers of our school, and approved by one of the teachers of our school

(2) The candidates can launch promotional activities before the election in the area as approved by the school.

(3) Election:

- (a) All the members have equal voting right
- (b) Each member can have ONE VOTE in each voting
- (c) Voting is supervised by teachers of the Election Committee
- (d) If there are more than one candidate cabinets, the one with the highest votes will be selected. If there is only one candidate cabinet, the candidate cabinet should attain at least 40 percent confidence votes to be elected. If there are not enough confidence votes, the representative Committee can accept nomination of other cabinets within two weeks
- (e) The results of the election should be announced before 4:00pm of the subsequent day of election.

(4) The election rules may not be perfect. The Election Committee retain the right to modify.

25. Appointment of Exco members

25.1 To be appointed, the Exco members must be well-disciplined, responsible and helpful.

25.2 The selected cabinet should confirm the positions in the cabinet within five school days after the election, and to be appointed by teachers of the Student Union.

Chapter 7: Finance

26. Financial year:

The financial year will be the same as the term of office of the Committee.

27. Funds

The Student Union's funds are from:

- 27.1 Fees paid by the members in the current year
- 27.2 Accumulated surplus
- 27.3 Donations and sponsors
- 27.4 Surplus of the Division of Student Welfare.

28. The expenditure of funds must be within the scope of activities of the Student Union and it must be adjusted according to the income. The Student Union cannot run a budgetary deficit.
29. The Exco has to draft the detailed financial budget plan of the year immediately after the commencement of term of office and submit it to the Steering Committee and the Principal for review and approval.
30. The Exco has to draft the details of the financial report within a week after the end of term of office and submit it to the Steering Committee and the Principal for review, and seek the approval of AGM.
31. Upon approval of the Principal, the Student Union can apply for grants made available by the Education Bureau, and accept donations and sponsors for funding purposes.
32. The President and the Chief Advisor of the Advisor Committee have to set up a joint account for handling the Student Union's revenue and expenditure. To withdraw the fund, there must be a joint signature of the President and the Chief Advisor.

Chapter 8: Discipline

33.
 - 33.1 In the event that the President, any of the Vice-Presidents or Exco members of the Student Union seriously neglects one's duty, violate the laws of Hong Kong or the school regulations, the Chief Advisor of the Student Union is obliged to invite immediately the Steering Committee to investigate and make suggestions on punishment, and submit them to the Principal for final decision.
 - 33.2 In the event that the President, any of the Vice-Presidents or Exco members of the Student Union has violated the Student Union's constitution, neglected one's duty, or misbehaved oneself, members can move the Motion of No Confidence against him or her in the EGM. Once the motion is carried, the corresponding member must resign (to be carried out in accordance with point 14 of this Constitution). The office vacated will be dealt with in accordance with point 21 and 25.
34.
 - 34.1 If any Exco member cannot attend the next Committee meeting, he or she must inform the President at least two days before the meeting. If the President wishes to take leave in the subsequent Committee meeting, he or she must obtain the permission of the teachers of the Student Union.
 - 34.2 If any Exco member has been absent twice or more in the Committee meeting, the teachers of the Student Union are obliged to issue him or her a written warning and seek a written explanation from him or her. If the situation is not improved in due course, the Exco member should be penalized jointly by the Exco and the teachers of the Student Union.

Chapter 9: Resignation

35. The Exco members can only make a request for resignation upon any of the following reasons:

- 35.1 Dropping out of school
- 35.2 Health problem
- 35.3 Motion of No Confidence has been passed by the AGM
- 35.4 Being advised to resign by the teachers of the Student Union or the Principal due to poor academic performance or any other reasons applicable in the context

Chapter 10: Interpretation and Modification of this Constitution

36. Interpretation of this Constitution

The decision on interpretation of this Constitution is made absolute for the Steering Committee of the Student Union.

37. Procedures of amending this Constitution

Amendments of this Constitution must be proposed jointly by the following members:

- 37.1 a quarter or more of the members of the Student Union; or
- 37.2 three-quarters or more of the Exco members.

After submission, the amendments will be discussed and resolved in the AGM.

38. The amendments of the Constitution resolved in the AGM must be submitted to the Principal for prior approval before it can be made effective. It will not take effect until the official announcement. The date of announcement is deemed to be the effective date.

Chapter 11: The Dissolution of the Student Union

39. In the event that the Principal, in his sole discretion, affirms that the activities launched or to be launched by the Student Union pose or might pose a risk of adverse effects to the school's interest as a whole, the principal is obliged to dissolve the Student Union.

40. On dissolution of the Student Union, the Principal and the teachers of the Student Union are to decide how the assets of the Student Union are to be disposed.