

**International Research Enrichment Students' Society,
HKUSTSU**

The Constitution

Adopted in 2009
Amended in February 2017

SECTION ONE : INTERPRETATION

For the purposes of this Constitution:

1. “the Constitution” shall mean the Constitution of the International Research Enrichment Students’ Society, HKUSTSU, known as Molecular Biomedical Sciences Students' Society, HKUSTSU from 2009 to 2014.
2. “HKUST” shall refer to the Hong Kong University of Science and Technology.
3. “the School of Science” shall mean the School of Sciences Hong Kong University of Science and Technology, unless otherwise stated.
4. “The Program of Molecular Biomedical Sciences” refers to the Program of Molecular Biomedical Sciences established under the School of Science, unless otherwise stated.
5. “MBMS” shall refer to the degree program, Molecular Biomedical Sciences, Hong Kong University of Science and Technology, unless otherwise stated.
6. “MBMS student” shall mean the full time undergraduate of the Hong Kong University of Science and Technology registered under the program Molecular Biomedical Sciences, unless otherwise stated.
7. “The Program of International Research Enrichment” refers to the Program of International Research Enrichment established under the School of Science, unless otherwise stated.
8. “IRE” shall refer to the degree program, International Research Enrichment, Hong Kong University of Science and Technology, unless otherwise stated.
9. “IRE student” shall mean the full time undergraduate of the Hong Kong University of Science and Technology registered under the program International Research Enrichment, unless otherwise stated.
10. “the Students’ Union” shall mean the Hong Kong University of Science and Technology Students’ Union, unless otherwise stated.
11. “the Society” shall mean the International Research Enrichment Students’ Society, Hong Kong University of Science and Technology Students’ Union, unless otherwise stated.
12. “the member” shall mean the member of the International Research Enrichment Students’ Society, Hong Kong University of Science and Technology Students’ Union stated in Session Three, Article 1, unless otherwise stated.
13. “the Executive Committee” shall mean the Executive Committee of the International Research Enrichment Students’ Society, Hong Kong University of Science and Technology Students’ Union, unless otherwise stated.
14. “General Meeting” shall include the Annual General Meeting and any Extraordinary General Meeting of the Society.
15. “the cabinet” shall mean the nominated cabinet of the International Research Enrichment Students’ Society, Hong Kong University of Science and Technology Students’ Union, unless otherwise stated.
16. “Day” shall mean calendar day.
17. The elected cabinet shall mean the successfully elected nominated cabinet in the annual election.
18. Words and expressions in the singular shall be deemed to include the plural and vice versa, except where such construction would be deemed unreasonable.

SECTION TWO : GENERAL

Article 1: NAME

The name of this organization shall be “ International Research Enrichment Students’ Society, HKUSTSU” and abbreviated as IRESS, HKUSTSU in English and “ 香港科技大學學生會國際科研學生會” in Chinese.

Article 2: AIMS

The aims of the Society shall be:

- a) To promote friendship and the coordination among its members.
- b) To promote social, cultural and science interests among its members;
- c) To provide welfare to its members; and
- d) To promote the unity and sense of belonging of the members.
- e) To develop its own style, spirit and traditions.
- f) To communicate with the Faculty members of IRE and MBMS.
- g) To promote teamwork among IRE and MBMS members.
- h) To increase research experience sharing.

Article 3: OFFICIAL LANGUAGES

Chinese and English, in both of their written and oral forms shall be the official languages of the Society and enjoying equal status. Either or both of which all official meetings, functions and official correspondence shall be conducted.

Article 4: SESSION

The Session of the Society shall begin with the conclusion of the Annual General Meeting and shall terminate with the conclusion of Annual General Meeting of the following year.

Article 5: AFFILIATION

The Society shall affiliate to Students’ Union and shall not apply for any other affiliations within HKUST.

SECTION THREE : MEMBERSHIP

Article 1: CLASSIFICATION OF MEMBERSHIP

(A) Full Membership.

1. Candidates eligible to apply for membership shall meet all the following criteria: a. Full time undergraduate currently registered under the School of Science; and b. Full Member of the Students' Union.
2. To be a full member of the Society, candidates shall pay the membership fees as prescribed in Session Three, Article 4 (A)

(B) Honorary Membership

1. The affiliated faculty members of the IRE and MBMS program shall be Honorary Members of the Society.
2. All past Executive Committee Members will be nominated as Honorary Members at the end of the session automatically.
3. Full Members can be nominated as Honorary Members upon the:
 - a. Requisition of Executive Committee of the session
 - b. Written requisition signed by no less than 20 percent of the Full Members of the Society
4. All nominations need to be voted by the Full Members in the Annual General Meeting. The voting will be in a simple majority manner.

(C) Associate Membership

1. All students and graduates from the Hong Kong University of Science and Technology shall be eligible for Associate Membership. The membership will last for the whole academic year upon payment of the annual associate membership fee.
2. Any person not being eligible for membership of the Society under either Session Three, Article 1 (A) or (B) may be admitted as an associate member on the approval of the Executive Committee of the Society and on payment of the annual associate membership fee.

(D) Any members possessing more than one membership status should share the privilege of membership in the following order of priority: Full Membership, Honorary Membership and Associate Membership.

Article 2: PRIVILEGES OF MEMBERSHIP

(A) All members of the Society shall enjoy the following privileges:

1. To take part in the functions and activities arranged by the Society; and 2. To attend General Meetings of the Society with full speaking rights; and
3. To use all facilities provided by the Society for the general use by its members.

(B) Only Full Members of the Society have the rights to:

1. Move motion and vote during the General Meetings of the Society; and
2. Vote, nominate and be nominated for Elections of the Society; and
3. Be eligible for candidacy in the Executive Committee of the Society.

(C) Both IRE and MBMS students shall be able to represent the Society to join any competitions or activities.

Article 3: OBLIGATIONS OF MEMBERSHIP

All Full Members should:

1. abide by the Constitution of the Society; and
2. abide by the resolutions adopted in General Meetings; and
3. pay prescribed membership fee in accordance with Session Three, Article 4 (A).

Article 4: MEMBERSHIP FEE

(A) The subscription fees for Full Members according to the date of enrollment are as follows:

Year 1: HK\$120

Year 2: HK\$90

Year 3: HK\$60

Year 4: HK\$30

(B) The Executive Committee shall have the rights to revise the membership fee in the General Meetings.

(C) The Full Membership status shall be terminated without refunding of the membership fee paid, if the criteria stated in Session Three, Article 1 (A) are not met.

(D) The membership fee is non-refundable.

(E) The annual Associate Membership fee is \$40.

Article 5: TRANSFER OF MEMEBERSHIP FROM MBMSSS TO IRESS

All members of MBMSSS shall automatically be members of IRESS once the new name – International Research Enrichment Students' Society and the new constitution of the Society are adopted in the General Meeting.

SECTION FOUR : EXECUTIVE COMMITTEE

Article 1: COMPOSITION

(A) The Executive Committee of the Society shall be composed of at least 4 officials in which all officers being Full Members,

- 1) the President;
- 2) the Internal Vice President;
- 3) the External Vice President;
- 4) the Financial Secretary;
- 5) the General Secretary;
- 6) the Promotion Secretary;
- 7) the Marketing Secretary;
- 8) the Sports Secretary;
- 9) the Welfare Secretary; and
- 10) the Academic Secretary

(B) The President, Internal Vice President, External Vice President and Financial Secretary shall not hold more than one office in the Society. While 2 or more of the members of the cabinet can share the same post, except that each of the posts, including the President, the Internal Vice President, the External Vice President and the Financial Secretary shall be allocated to only one person.

(C) At least one of the following posts - The President, Internal Vice President, External Vice President and Financial Secretary shall be composed of IRE students.

Article 2: FUNCTIONS

(A) The functions of the Executive Committee shall be:

- a. To formulate the policies of the Society in accordance with its aims;
- b. To carry out resolutions of General Meetings and the Annual Election of the Society;
- c. To represent and promote the collective interest of the members of the Society in matters that affect the interests of them as a whole;
- d. To act as a supervisory body over the functioning of the individual member of the Executive Committee; and
- e. To represent all the IRE and MBMS students and provides activities for them.

Article 3: EXECUTIVE COMMITTEE MEETINGS

(A) The Executive Committee Meeting shall be convened by the President at suitable time and at least once every month.

(B) A simple majority of members of the Executive Committee shall form a quorum in all Executive Committee Meetings.

(C) The President shall preside the Executive Committee Meeting. In the event of the inability of the President to chair a particular Executive Committee Meeting, another member of the Executive Committee shall be appointed to chair that meeting beforehand.

In default of such an appointment, the Executive Committee members present shall appoint one among themselves to chair that meeting.

(D) Only members of the Executive Committee may vote in the Executive Committee Meetings.

(E) The President of the Executive Committee shall not vote unless a tie of votes occurs, the President shall have a casting vote.

(F) Unless the Executive Committee decides, otherwise all Executive Committee Meetings shall be opened to all Full Members. Observers shall have the rights to speak only with consent of the Chairperson.

(G) The Chairperson may invite any members to attend the Executive Committee Meeting for assistance in the consideration of certain business.

Article 4: DUTIES OF INDIVIDUAL EXECUTIVE COMMITTEE MEMBERS

(A) The President shall:

1. be the chief executive of the Society;
2. be the chairperson in all Executive Committee Meetings and General Meetings of the Society;
3. sign the minutes of all Executive Committee Meetings after being adopted by the Executive Committee;
4. appoint any member of the Executive Committee to be the Acting General Secretary in the absence of the General Secretary in the meetings;
5. jointly sign with the Financial Secretary all cheques and documents pertaining to all financial transactions of the Society.

(B) The Internal Vice President shall:

1. be the Acting Chairperson of the Executive Committee in the absence of the President;
2. instruct the Executive Committee to convene an Extraordinary General Meeting in the event of a vacancy occurring in the post of the President;
3. assist the President in the discharge of his/her internal duties.

(C) The External Vice President shall:

1. assist the President in the discharge of his/her external duties;
2. be responsible for the communications with other Associations or Societies either or both inside or outside HKUST.

(D) The Financial Secretary shall:

1. keep a full and accurate record of all financial transactions of the Society;
2. present a full financial report at the end of Society session in the Annual General Meeting;
3. jointly sign with the President all cheques and documents pertaining to all financial transactions of the Society.

(E) The General Secretary shall:

1. record proceedings of all meetings unless in case of absence of the General Secretary in the meeting, the President shall appoint another members of the Executive Committee to be the Acting General Secretary;

2. prepare minutes of all meetings;
3. maintain an up-to-date membership record.

(F) The Promotion Secretary shall be responsible for the promotion and publicity of the Society in terms of designing and posting posters and banners, and preparation of any other promotion materials.

(G) The Marketing Secretary shall be responsible for the correspondence of the Society with the general public with regard to external affairs.

(H) The Sports Secretary shall be responsible for promoting sports among members and encouraging members to join sports activities or competitions.

(I) The Welfare Secretary shall be responsible for promoting the welfare of the members of the Society.

(J) The Academic Secretary shall:

1. be responsible for all matters relating to the general academic activities;
2. be responsible for the communications with the Dean office of School of Science.

(K) All members of the Executive Committee shall assume additional duties in the Society as decided by the Executive Committee or by the General Meeting in pursuance of the aims of the Society.

Article 5: RESIGNATION OF OFFICE-BEARER

(A) An official resignation letter shall be submitted to the Executive Committee.

(B) An EGM shall be called within 2 weeks after the resignation letter has been received.

(C) In the EGM, Full Members shall decide how to deal with the vacancy by choosing from one of the following options:

- a. co-opt
- b. by-election
- c. keep position vacant

(D) Official Notices of any changes of the office bearers shall be posted to the public for at least 7 clear days. Official mail shall be sent to all Full Members. The resignation shall be effective with the release of the announcement.

(E) For any change of the office-bearer, an EGM should be called within 2 weeks.

Article 6: MOTION OF NON-CONFIDENCE

(A) A motion of non-confidence may be called by twenty percent of the Full Members or two-third of the Executive Committee against any member(s) of the Executive Committee in a written requisition with signatures.

(B) The motion should be taken to an Extraordinary General Meeting held specifically

for this purpose within two weeks.

(C) A motion of non-confidence should be called only for the reasons listed as follow: a. his/her/their infringement of the Constitution,
b. negligence of duties
c. unbecoming conduct.

(D) The passage of non-confidence motion shall call for immediate resignation of person or persons against whom the vote is moved.

Article 7: DISSOLUTION OF THE EXECUTIVE COMMITTEE

(A) General Meeting shall be convened by the Executive Committee to discuss the matter concerning the dissolution of the Executive Committee if necessary.

(B) An Extraordinary General Meeting shall be held if at least 30 percent of the Full Members of the Society request the dissolution of the Executive Committee. The result will be valid if and only if at least 50 percent of the valid vote for the motion.

(C) Upon dissolution, the Executive Committee is required to submit and distribute to all members of the Society a full report stating the current financial position of the Society and the effect of the dissolution on the Society within one calendar month. Any remaining net assets and liability of the Society shall be discussed in General Meetings.

Article 8: ELECTION OF THE PAST EXECUTIVE COMMITTEE REPRESENTATIVE

Before the end of the session, the Executive Committee shall elect among themselves a representative to attend Executive Committee meetings of the next session as Past Executive Committee Representative.

Article 9: SUB-COMMITTEES

The Executive Committee may appoint or dismiss subcommittee for any special reasons, at any time, either from themselves or from the general body of members of the Society and delegate power to them. Such subcommittee shall be responsible for the Executive committee for all their actions.

SECTION FIVE : ELECTION OF EXECUTIVE COMMITTEE

Article 1: ANNUAL ELECTION

The Annual Election of the Society shall be held for the next session of the Executive Committee in form of a cabinet.

Article 2: ELECTION BOARD

(A) The Executive Committee shall be responsible for the formation of the Election Board.

(B) The composition of the Election Board shall consist of both Executive Committee and other Full Members.

(C) The Election Board should be formed before the nomination period for at least seven clear days.

Article 3: DUTIES OF ELECTION BOARD

(A) To conduct all the activities concerning the Election which includes counting the ballots, announcing the results of the election and accepting or rejecting any complaints;

(B) To examine the eligibility of candidates within seven days after receiving their application;

(C) To formulate the Election regulations and Rules in accordance with the Constitution;

(D) To explain the Election regulations and Rules accordance with the Constitution;

(E) To examine the validity of the cabinet's financial budget concerning the election. The maximum amount of expenses allowed for each nominated cabinet shall be proposed by the Election Board of the current session.

(F) To approve promotion items or publications which do not violate the Constitution and Internal Regulation publicized by HKUSTSU;

(G) The duty and authorities of the Election Board shall be terminated with the passage of the election result in Annual General Meeting.

Article 4: NOMINATIONS

(A) Nomination shall be in form of cabinets.

(B) Each cabinet shall be composed of at least 4 candidates, all being Full Members. The permitted vacancies do not include the followings:

- a. the President
- b. the Internal Vice-President
- c. the External Vice-President
- d. the Financial Secretary

(C) The members of the election board should not be nominated as candidates of the cabinet.

(D) Each cabinet shall have a name.

(E) Nominations for the Annual Election shall be opened for at least seven clear days. The nomination shall be closed at least one week before the Election Day.

(F) Nomination shall only be made on application forms provided. Each form shall contain:

1. the name of cabinet
2. name and student number of each candidate
3. signatures of the candidates signifying their consents; and
4. contact number (at least one of candidate of the cabinet)

(G) The Executive Committee shall examine every nomination form and announce the names of the candidates before the election campaign starts.

(H) Nominated cabinet(s) shall inform the Executive Committee if there is any change of the position, if this change will affect the qualification of the cabinet as a whole, the cabinet will be disqualified.

(I) In the event of no nomination is received after the expiration of the nomination period for the Annual Election, the Annual General Meeting shall resolve the matter.

(J) The full name of the nominated cabinet(s) should be: [Name of Cabinet], the Nominated Cabinet of International Research Enrichment Students' Society, HKUSTSU, [Session].

Article 5: ELECTION DAY

(A) Election shall be conducted in form of polling on the Election Day.

(B) An Official Notice of the Election Day shall be posted to public at least five clear days beforehand. Official mail should be sent to all Full Members.

(C) Polling shall take place at the polling station which shall be opened for not less than five hours.

Article 6: VOTING

(A) The method of Voting shall be by secret ballot and no proxy is allowed.

(B) When there is only one cabinet, the electors shall vote for or against the cabinet or

abstain.

(C) When there are two or more cabinets, electors shall indicate on ballot papers their preference.

(D) The criteria for successful election are as follow:

- a. not less than 40 percent Full Members vote
- b. simple majority
- c. the votes for “for” and “against” exceed votes for abstain

Article 7: RE-ELECTION

In the event of a tie, re-election shall be held within one week and the Annual General Meeting shall automatically be delayed for one week. In the event of the tie occurring in the re-election, the matter shall leave to be decided by the Executive Committee.

Article 8: OBJECTION

Any complaints or appeals related to the Election shall be submitted to the Election Board in written form with signature only before the official announcement of the election result and handled by the Election Board

SECTION SIX : GENERAL MEETING

Article 1: AUTHORITY

Any resolution passed by a majority vote in a General Meeting of the Society shall possess the highest authority in the Society. The resolution shall be abided by all members.

Article 2: ANNUAL GENERAL MEETING

(A) The Annual General Meeting shall be convened by the President of the current session. The first session of the Annual General Meeting shall commence within three weeks after confirming the results of the Annual Election, and the last session shall end before the last day of class of the spring semester in each academic year.

(B) The business of the Annual General Meeting shall include the following listed by order:

- a. To receive and adopt the minutes of the previous Annual General Meeting;
- b. To receive and adopt the minutes of all Extraordinary General Meeting of the current session;
- c. To receive and adopt the Annual Report of the current session;
- d. To receive and adopt the Annual Financial Report of the current session; e. To vote and announce the Honorary Members of previous session.
- f. To receive and adopt any amendment of the Constitution, if any;
- g. To introduce and inaugurate the Executive Committee Members of next session; h. To receive and adopt the Year Plan of the next session;
- i. To receive and adopt the Financial Budget of the next session.

(C) Official notices of the Annual General Meeting and the agenda thereof shall be posted to public at least three clear days beforehand, provided the meeting does not include adopting amendment of constitution. Any discussion under "Any Other Business" (A.O.B.) shall be clearly stated in the agenda and no other discussion is allowed other than those listed.

(D) If the meeting is convened for the purpose of constitution amendment, the official notices and agenda of the Annual General Meeting, including constitution amendment shall be posted 5 clear days beforehand. The amendment shall only be adopted with two-third of votes that agree with the amendment.

Article 3: EXTRAORDINARY GENERAL MEETING

(A) No Extraordinary General Meeting shall be held unless it is requested:

- a. by Two-third of the Executive Committee of the Society with a written requisition with signatures, or
- b. in accordance with a written requisition signed by not less than sixty percent of the Full Members of the Society.

(B) Any of such requests or requisitions shall specify the date or a deadline and objects of the

proposed meeting. No other matter shall be discussed. It shall be made at least five clear days before proposed date or deadline.

(C) Official Notices of the Extraordinary General Meeting of the Society and the agenda thereof shall be posted to public at least five clear days beforehand. Official mail should be sent to all Full Members.

Article 4: QUORUM

In all General Meetings, not less than FIVE PERCENT or 15 people of the Full Member of the Society shall constitute a quorum. The one which has a larger number of members shall be the quorum. In the event of failure to form quorum within one hour from the stated time, the meeting shall be postponed and the Executive Committee of the Society shall decide the postponement within two weeks. But if such a meeting has already been postponed ONCE, the General Meeting will be carried on.

Article 5: CHAIRPERSON OF THE GENERAL MEETING

(A) The President of the Society shall chair all General Meetings except the one convened for the purpose of moving a motion of non-confidence against the President. The chairperson of such meeting shall be appointed or elected by the Executive Committee.

(B) In the event of inability of the President of the Society to chair a General Meeting, the Executive Committee shall elect a Chairperson among themselves to chair the meeting.

Article 6: PROCEDURE IN GENERAL MEETINGS

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

(B) No resolution shall be passed in any General Meetings other than the resolution specified in the agenda of meeting. A resolution may be amended with the consent of a majority of the Full Members present but no amendment shall be permitted which has an effect of substantially altering the meaning or intent of the original resolution. The Chairperson shall not put to the meeting any amendment which is considered to have such effect.

(C) In any General Meetings 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 at his/her discretion in which a vote by secret ballot shall be held.

(D) Each Full Member shall have one vote in any General Meeting held pursuant to a resolution of a General Meeting. With the exception of resolutions to amend the Constitution, remove any members of the Executive Committee, revoke a motion in General Meeting and dissolve the Society, a simple majority of full quorum shall in

all cases be sufficient to carry on or defeat a resolution.

Article 7: REVOKING MOTION OF GENERAL MEETING

The motion(s) of a General meeting can only be revoked with the consent of no less than two-third of all the Full Members present in the Meeting.

SECTION SEVEN : FINANCE

Article 1: FINANCIAL YEAR

The financial year of the Society shall correspond to the Session of the Society.

Article 2: ANNUAL BUDGET

The elected cabinet shall submit the Annual Budget for coming session. The annual budget shall be announced in the Annual General Meeting for the information and consultation of all members of the Society.

Article 3: FINANCIAL REPORT

The Financial Secretary of the Society shall submit the annual Financial Report and all relating financial statements for the session at the Annual General Meeting.

Article 4: BANK ACCOUNT

The bank account shall be held by the Financial Secretary and another Executive Committee member of the society.

Article 5: FINANCIAL ASSISTANCE

(A) Loans

The Society shall not apply or accept any loans outside Students' Union except financial assistance offered by Students' Union.

(B) The Society can freely apply for or accept any funding offered by parties inside or outside HKUST.

SECTION EIGHT : CONSTITUTION

Article1: AMENDMENT

(A) For the submission of amendment(s) to the Constitution, an Official Notice of the Extraordinary General Meeting with the agenda including the proposed amendment(s), shall be posted 5 clear days beforehand. Official mail should be sent to all Full Members. Any change concerning the amendment(s) shall only be adopted in the General Meetings with two-third of votes that agree with the amendment(s).

(B) The amendment(s) of the constitution shall be posted at least 3 clear days.

Article 2: INTERPRETATION

The interpretation of this Constitution shall rest with the Executive Committee of the Society unless revoked by a voting in a General Meeting.

SECTION NINE : REPRIMAND

Any Full Member of the Society who contravenes the Constitution shall be subject to reprimand by depriving privilege and rights as Full Member when two-third of the Executive Committee members of the Society agrees by voting.

SECTION TEN : DISSOLUTION

Article 1: DISSOLUTION

- (A) The dissolution of the Society shall only be passed by a resolution made in a General Meeting or Referendum with a three-quarters majority.
- (B) After dissolution, members of the Executive Committee shall be responsible for all matters of the dissolved body.
- (C) Notice of dissolution shall be posted in the Official Notice Area within twenty-four hours for not less than seven consecutive days.
- (D) After dissolution, all properties of the Society will be passed to the Program of International Research Enrichment.