



香港大學學生會
The Hong Kong University Students' Union

THE BY-LAWS
OF
THE HONG KONG UNIVERSITY STUDENTS' UNION COUNCIL

(Last revised in CM5 2018)

SECTION ONE GENERAL

I. DEFINITION *(Amended in CM9 2003)*

1. The following By-laws shall be called the "By-laws of the Hong Kong University Students' Union Council" and hereinafter shall be referred to as the "By-laws"; *(Amended in CM15 2013)*
2. "University" shall mean the University of Hong Kong;
3. "Student" shall mean a student of the University of Hong Kong, as defined in the University Statutes;
4. "Semester" shall mean the same as stated in the University Statutes; *(Amended in CM15 2013)*
5. "Union" shall mean the Hong Kong University Students' Union;
6. "Constitution" shall mean the Constitution of the Union;
7. "Union Council" shall mean the Hong Kong University Students' Union Council;
8. "Council Chairperson" shall mean the Chairperson of the Union Council;
9. "Honorary Secretary" shall mean the Honorary Secretary of the Union Council;
10. "Councillor" shall mean the Councillor of the Union Council; *(Amended in CM4 2017)*
11. "Official Observer" shall mean the Official Observer of the Union Council; *(Appended in CM4 2017)*
12. "Council Committees" shall mean all Standing Committees, Judicial Committee and Committees ad hoc of the Union Council;
13. "Union Executive Committee" shall mean Executive Committee of the Union;
14. *(Repealed in CM9 2003)*
15. *(Repealed in CM9 2003)*
16. "Clear day" shall mean a whole day excluding the day of issue and the day of event. *(Appended in CM15 2013)*

II. AIMS

1. The By-laws shall facilitate the smooth administration of the Union Council; *(Amended in CM6 1996)*
2. All persons or committees mentioned below shall abide by the By-laws.

III. AMENDMENT

1. The By-laws shall be amended or rescinded at any Union Council Meeting; *(Amended in CM6 1996)*
2. A notice intimating the proposed amendment or rescission shall be sent five clear days before the meeting. *(Amended in CM9 2003)*

IV. INTERPRETATION

The interpretation of the By-laws shall rest with the Union Council. *(Amended in CM6 1996)*

SECTION TWO FUNCTIONS OF UNION COUNCIL

Constitution, Section VIII, Extract: *(Amended in GP3 2013)*

Article I – FUNCTIONS

- a) To represent the Members of the Union in such matters as affect their interest;
- b) To afford a recognized means of communication between the Union and the University authorities.

Article II – AUTHORITY

The Union Council shall have the power and authority only second to the General Meeting and the General Polling of the Union.

I. SUPERVISORY *(Amended in CM6 1996)*

1. To supervise all Union sub-organizations so as to prevent them from acting contrary to the Constitution; *(Amended in CM15 2013)*
2. To supervise the Union Executive Committee in its executive work.

II. LEGISLATIVE

1. To make By-laws of the Union Council; *(Amended in CM15 2013)*
2. To approve regulations made for executive purposes formulated by the Union Executive Committee, or parties specifically delegated by Union Council. *(Amended in CM15 2013)*
3. To make terms of reference of the Council Committees; *(Amended in CM15 2013)*
4. *(Repealed in CM15 2013)*
5. To scrutinize the constitutions of the Union sub-organizations; *(Amended in CM15 2013)*

III. JUDICIAL

1. To consider any protest, grievance, or alleged infringement of the Constitution, constitutions of Union sub-organizations and all such matters as may be placed before the Union Council by any member of the Union or a Union sub-organization, and deemed necessary, to adjudicate upon, or act in, all such cases; *(Amended in CM6 1996)*
2. To interpret the Constitution. *(Appended in CM9 2003)*

IV. FORMULATION OF POLICY *(Amended in CM4 2017)*

Both the Union Executive Committee and the Union Council have the right to formulate policy of the Union. In case of a dispute or a conflict in policy, the ruling of the Union Council shall override that of the Union Executive Committee, but the Union Executive Committee should have the right to appeal to the General Meeting or General Polling.

V. CONTROL OVER FINANCE *(Amended in CM6 1996)*

The Union Council shall have overriding control over all financial matters relating to the Union, excepting a contrary decision by the General Meeting or General Polling.

VI. APPOINTMENT (*Amended in CM6 1996*)

To make all appointments to Council Committees and to nominate student seats of University committees. In all cases of appointments to Standing Committees and nominations of student seats of University Committees, students who are seeking appointment shall submit written applications to Union Council. The Council Chairperson shall invite the applicants to present the applications in person. (*Amended in CM12 2014*)

VII. GENERAL BUSINESS (*Amended in CM6 1996*)

1. To deal with the business as stated in Section VII Article 10 of the Constitution at meetings of the Union Council; (*Amended in CM15 2013*)
2. To deal with other business furthering the functions I to VI;
3. To maintain permanent documentation of information related to the Union;
4. To maintain constant communication with the Union sub-organizations through publications and other means; to maintain constant contact with Union sub-organizations and to maintain constant contact with the University authorities and other related external bodies.

SECTION THREE UNION COUNCIL MEETINGS

I. SESSION (*Amended in CM9 2003*)

1. There shall be Session of the Union Council once in every year commencing with the First Meeting held within two weeks after the 29th day of the Second Semester and ending with the moment preceding the commencement of the First Meeting of the next Union Council Session; (*Amended in CM15 2013*)
2. The First Meeting of the Union Council Session shall be convened by the Council Chairperson of the previous Union Council Session. The new Council Chairperson and new Honorary Secretary shall be elected immediately after the meeting is opened.

II. ANNUAL DEBATE (*Amended in CM6 1996*)

There shall be one Union Council Meeting serving the function of Annual Debate in every Union Council Session.

III. UNION PRESIDENT'S ADDRESS (*Amended in CM6 1996*)

1. The President shall address the Union Council at the First Meeting of the Union Council Session, outlining the principal policies of the Union Executive Committee for the Union session;
2. The content of the President's Address shall be printed in the working papers and distributed to Councillors and Official Observers; (*Amended in CM4 2017*)
3. Immediately after the President has addressed the Union Council, debate shall take place on the President's Address. A motion may be moved for an address of thanks to the President for his/her address. The motion shall be moved in the following form: "That this Council thanks the President for his/her address"; (*Amended in CM4 2017*)
4. The content of the President's Address shall be published in the coming issue of the Undergrad and through mass email. (*Amended in CM4 2017*)

IV. COUNCIL CHAIRPERSON'S ADDRESS (*Amended in CM4 2017*)

1. The Council Chairperson shall address the Union Council at the second meeting of the Union Council Session, outlining the principal policies of the Council Chairperson for the Union Council Session; (*Amended in CM6 1996*)
2. The content of the Council Chairperson's Address shall be printed in the working papers and distributed to Councillors and Official Observers; (*Amended in CM4 2017*)
3. Immediately after the Council Chairperson has addressed the Union Council, debate shall take place on the Council Chairperson's Address. A motion may be moved for an address of thanks to the Council Chairperson for his/her address. The motion shall be moved in the following form: "That this Council thanks the Council Chairperson for his/her address"; (*Amended in CM4 2017*)
4. The content of the Council Chairperson's Address shall be published in the coming issue of the Undergrad and through mass email. (*Amended in CM12 2014*)

V. MEETING TIME (*Amended in CM9 2003*)

1. Meetings of the Union Council during each Union Council session shall be held on such days and shall begin at such hour as the Council Chairperson (in the case of the First Meeting of a new session, the Council Chairperson of the previous Union Council Session) determines or as decided by the Union Council; (*Amended in CM15 2013*)
2. Written notice of every meeting of the Union Council other than the First Meeting of a new Union Council Session shall be issued by the Council Chairperson and shall be sent by the Honorary Secretary to all Councillors and Official Observers at least 12 clear days before the meeting, except for the case of Emergency Council Meetings for which at least one clear day's notice is required; (*Amended in CM4 2017*)
3. At a time 6 hours after the commencement of the meeting, the proceedings on any business, agenda or motion under consideration shall be interrupted, and if the Union Council is in committee, the Union Council shall resume: provided that, if the Council Chairperson is of the opinion that the proceedings on which the Union Council is engaged could be concluded by a short deferment of the moment of interruption, he/she may in his/her discretion defer interrupting the business; (*Amended in CM4 2017*)
4. If a voting is in progress at the moment of interruption, the business shall not be interrupted until after the declaration of the results of the voting;
5. After the interruption, the Union Council Meeting can only be extended hour by hour with motion carried by simple majority, otherwise only motions for deferment of agenda items and resolutions on date(s) of meeting(s), could be entered upon after the interruption of business under Article V (3). (*Amended in CM4 2017*)

VI. ARRANGEMENT OF BUSINESS (*Amended in CM6 1996*)

1. Except for the First Meeting of a Union Council Session, the business of each ordinary Union Council Meeting shall be transacted in the following order unless the Council Chairperson orders otherwise:
 - a. Singing of the Union Song (*Amended in ECM4 2006*)
 - b. Apologies, Replacements
 - c. Introduction of New Councillors or new Official Observers and their maiden speeches (*Amended in CM4 2017*)
 - d. Report of motion carried by circulation
 - e. Adoption of agenda
 - f. Confirmation of the minutes of the previous meeting(s) and matters arising therefrom (*Amended in CM15 2013*)
 - g. Asking and answering of questions put to the Union Executives, Council Committees and Union sub-organizations
 - h. Reading by the Council Chairperson of any communication addressed to the Union Council and matters arising therefrom
 - i. Reports of the Union Executive Committee and Council Committees, and any motions thereon
 - j. Union Business (i.e. introduced by the Union Executive Committee and Council Committee) of which due notice has been given

- k. Other Business (i.e. introduced by Non-Executive Councillors or Official Observers) of which due notice has been given (*Amended in CM4 2017*)
- l. Business without notice being permitted or initiated by the Council Chairperson as a matter of urgency or expediency.
2. The items in each ordinary Union Council Meeting shall be divided into two sections -- Section A and Section B as decided by the Council Chairperson. Section A comprises items which do not require discussion. Section B comprises items which contain likely controversial elements. If any Councillors or Official Observers wish to transfer an item from Section A into Section B, he/she shall approach the Council Chairperson, or raise the proposal, in the adoption of the agenda of the meeting; (*Amended in CM4 2017*)
3. At an Emergency Council Meeting, the only business to be considered shall be that specified in the notice convening the meeting and unless the meeting determine otherwise, shall be taken in the order therein set forth.

VII. AGENDA PAPER

1. All items of business for a meeting of which notice has been given shall be placed on the Agenda Paper for the meeting in the order required by VI;
2. 12 clear days before the scheduled date of each Ordinary Union Council Meeting, the Honorary Secretary shall issue a notice to all Councillors and Official Observers listing all items of business for the coming meeting so far entered into the Agenda; (*Amended in CM4 2017*)
3. Councillors or Official Observers who wish to introduce any item of business into the Agenda shall submit written agenda requests to the Honorary Secretary together with the relevant papers at least 7 clear days before the meeting; provided that the Council Chairperson shall permit otherwise; (*Amended in CM4 2017*)
4. The Proposed Agenda Paper of each ordinary meeting shall be issued by the Council Chairperson and sent by the Honorary Secretary to all Councillors and Official Observers at least 5 clear days before the meeting. (*Amended in CM4 2017*)

VIII. QUESTIONS TO UNION EXECUTIVES, COUNCILLORS, OFFICIAL OBSERVERS, COUNCIL COMMITTEES, AND UNION SUB-ORGANIZATIONS (*Amended in CM4 2017*)

1. Councillors or Official Observers may address a question to Union Executives, other Councillors, other Official Observers, Council Committees, or Union sub-organizations relating to any matter for which they are responsible, either seeking information on such matter or asking for action with regard to it; (*Amended in CM4 2017*)
2. Question(s) concerning Sports Clubs, Cultural Clubs, Independent Clubs and Academic Societies, shall be directed to the President and/or the representative(s) of Sports Association, Cultural Association, Independent Clubs Association and the corresponding Faculty Society respectively; (*Amended in CM4 2017*)
3. All questions require written reply which should be ready for distribution in the meeting;
4. Questions may be asked at any Ordinary Union Council Meeting except the First Meeting of a Union Council Session; (*Amended in CM15 2013*)

5. Not more than 10 questions of which notice has been given may be asked at one meeting. A Councillor or an Official Observer shall not ask more than 3 questions each on one particular issue and of which notice has been given at one meeting; (*Amended in CM4 2017*)
6. A Councillor or an Official Observer shall give notice of a question by submitting to the Honorary Secretary, not later than 5 clear days before the meeting at which an answer is required, a copy thereof signed by the Councillor or the Official Observer; (*Amended in CM4 2017*)
7. If a Councillor or an Official Observer asks the permission of the Council Chairperson to ask a question without notice on the ground that it is of an urgent character, the Council Chairperson may permit the question to be asked without notice, if he/she is satisfied that it is of that nature and that sufficient private notice of the question has been or is to be given to the Union Executive Committee or Council Committee to enable the question to be answered; (*Amended in CM4 2017*)
8. A question shall be confined to the following rules (*Amended in CM15 2013*)
 - a. A question shall not contain arguments, inferences, opinions or unparliamentary expressions
 - b. A question shall not refer to proceedings in a Council Committee before that Committee has made its report to the Union Council (*Amended in CM4 2017*)
 - c. A question shall not be asked for the purpose of obtaining an answer to a hypothetical proposition
 - d. A question shall not be asked seeking information which can be found in easily accessible documents or ordinary works or references
9. If the Council Chairperson is of the opinion that a question of which a Councillor or an Official Observer has given notice to the Honorary Secretary or which a Councillor or an Official Observer has sought to ask without notice infringes any of the provisions of VIII 8), he/she may direct: (*Amended in CM4 2017*)
 - a. that the question be so asked with such alteration as he/she may direct; or
 - b. that the Councillor or the Official Observer concerned be informed that the question is out of order
10. During the Questioning Period, the Council Chairperson shall call on Councillors or Official Observers who have given formal or private notice of questions to ask their questions (in the order of which such notice was received). After each question is asked, the Union Executive, Councillors, Official Observers, Chairperson of the Council Committee or representative of the Union sub-organization who is to answer it shall give his/her reply; (*Amended in CM4 2017*)
11. After an answer has been given to a question, not more than 3 supplementary questions may be asked by Councillors or Official Observers for the purpose of elucidating that answer, but the Council Chairperson shall refuse to allow a supplementary question to be answered if in his/her opinion it introduces matters not related to the original question or which infringes any of the provisions of VI 8; (*Amended in CM4 2017*)
12. After answers have been given to all the supplementary questions, at most three comments

- can be given by Councillors or Official Observers; *(Amended in CM4 2017)*
13. A Councillor or an Official Observer shall not address the Union Council on a question and a question shall not be made a pretext for a debate; *(Amended in CM4 2017)*
 14. The Questioning Period in any particular meeting shall not exceed 1.5 hours. *(Amended in CM4 2017)*

IX. REPORTS *(Amended in CM12 2009)*

1. Each Union Executive (unless specified in Article IX 2) is required to submit two reports to the Union Council each year, one on August 31 and the other within one month after the last day of the Union Session. *(Amended in CM15 2013)*
2. The Presidents of Sports Association, Cultural Association and Independent Clubs Association are required to submit two reports to the Union Council each year, one on:
 - a. 30 September for President of Independent Clubs Association;
 - b. 15 October for President of Cultural Association;
 - c. 31 October for President of Sports Association;and the other within one month after the last day of their sessions. *(Amended in CM12 2014)*
3. The Undergrad is required to submit two reports to the Union Council each year, one on August 31 and the other within one month after the last day of the Union session;
4. The Campus TV is required to submit two reports to the Union Council each year, one on August 31 and the other within one month after the last day of the Union Session;
5. Each Popularly Elected Union Councillor is required to submit two reports to the Union Council each year, one on August 31 and the other within one month after the last day of the Union Session; *(Amended in CM15 2013)*
6. The Standing Committees of the Union Council are required to submit two reports each year, one on August 31 and the other within one month after the last day of the Union Council Session. They shall also present reports when requested by the Council Chairperson. The Union Elections Committee shall submit a full report one month after the announcement of official result of any election defined by Section VI of the Constitution; *(Amended in CM4 2017)*
7. The reports mentioned above shall be sent to the Honorary Secretary on or before the dates specified;
8. All Committees ad hoc and commissions (except Election Commission) under the Union Council shall present a full report to the Union Council upon completion of their commissioned business and such interim reports as requested by the Council Chairperson;
9. It is expected that all reports mentioned in this section, except those from Committees ad hoc and commissions under the Union Council, to include the following points:
 - a. names and terms of office of members in case of Standing Committees of the Union Council
 - b. work done within the period to be reported
 - c. disclosure of special financial affairs, if any
 - d. relevant recommendations, and

- e. report of the sub-committee under the Union Executive Committee
- 10. In every report, the recommendations shall be set out distinctively and numbered consecutively;
- 11. A motion “that the Report of (name of the parties concerned) be received” shall be moved for the submission of the reports. On this motion the only amendments permitted shall be that of partial reception or of reference back. However, it shall be competent for the one presenting the report, with the consent of the Union Council, to withdraw or amend any paragraph of the report other than the recommendations; (*Amended in CM15 2013*)
- 12. The Union Council shall not receive reports not presented in person except in exceptional circumstances; (*Appended CM12 2009*)
- 13. The recommendations in the report shall not be discussed on the motion for the reception of the report but shall be moved separately;
- 14. After each recommendation in the report is moved, debate may follow and amendments may be moved thereto; (*Amended in CM15 2013*)
- 15. Consideration of a recommendation may be postponed until the remaining recommendation, or some of them, have been considered or the recommendation may be referred back, provided in either case a decision has been taken on an amendment proposed thereto.
- 16. In case of non-submission or non-presentation of the report, the Union Council, on receiving an explanation from the person concerned, and finding the explanation fit and reasonable, may suspend the application of the By-laws on that particular case. Otherwise infringements shall call for: (*Amended in CM4 2017*)
 - a. A motion passed during the meeting censuring that particular Councillors, Official Observers or past Councillors or past Official Observers: “That the Union Council notes, regrets and dissatisfies with the infringement of Union Council By-laws and breach of duty of ..., for:
 - i. failure to submit the report of ...
 - ii. not presenting the report of ... in person
 - b. A notice containing the above motion be posted up at the Official Union notice-board;
 - c. A letter containing the motion shall be sent to the Union sub-organization which he/she represents if applicable;
 - d. The infringement and the above motion shall be announced in the official publication of the Union.

X. WORKING PAPER FOR ORDINARY COUNCIL MEETING (*Amended in CM6 1996*)

- 1. All documents or papers intended for a Union Council Meeting shall be submitted to the Honorary Secretary, who shall avail all Councillors and Official Observers of such document or paper as deemed proper by the Council Chairperson; (*Amended in CM4 2017*)
- 2. Relevant working papers of agenda in both sections A & B shall be submitted to the Honorary Secretary at least 5 clear days before the meeting, otherwise that

agenda/agendum shall be deferred to the next Union Council meeting, unless with the consent of the Union Council;

3. Working papers shall be available to Councillors and Official Observers at least three clear days before the meeting. Late documents or papers shall only be accepted for circulation when the Council Chairperson deems the documents or papers relevant and delay unavoidable; *(Amended in CM4 2017)*
4. No documents or papers shall be circulated once a meeting has commenced unless with the approval of Union Council.

XI. MINUTES *(Amended in CM12 2009)*

1. The Honorary Secretary shall be responsible for keeping minutes; *(Amended in CM15 2013)*
2. The following shall be included within the minutes:
 - a. Resolutions and motions of the meeting
 - b. Lost motions and defeated amendments
 - c. Comments or protest from Councillors or Official Observers on a Union Council resolution or a ruling of the Council Chairperson and made immediately upon the resolution or ruling *(Amended in CM4 2017)*
 - d. Written speech presented by Councillors or Official Observers *(Amended in CM4 2017)*
3. The Honorary Secretary shall record a brief summary of arguments as he/she deems fit, and shall record the contribution of each speaker where possible; *(Amended in CM15 2013)*
4. The Honorary Secretary shall also record such material as instructed by the Union Council. No other records are obligatory;
5. *(Repealed CM12 2009)*

XII. COMMENTS FROM COUNCILLORS OR OFFICIAL OBSERVERS *(Amended in CM4 2017)*

Every Councillor or Official Observer may raise protest or voice comments on a Union Council resolution or a ruling of the Council Chairperson immediately upon the resolution or ruling and these shall be noted on the minutes if the comments are in written form.

XIII. MEMORANDA FROM COUNCILLORS OR OFFICIAL OBSERVERS *(Amended in CM4 2017)*

On any agendum, every Councillor or Official Observer can prepare and submit a written memorandum to the Union Council expressing their views on the matter.

XIV. INVITATION

1. *(Repealed in CM4 2017)*
2. The Council Chairperson shall invite speakers or advisors to Union Council Meeting as he/she deems fit. Speakers shall present speeches and provide information when requested as arranged on the agenda, and advisors shall have the right to speak on the agenda item on which he/she is invited. *(Amended in CM4 2017)*

SECTION FOUR UNION COUNCIL ATTENDANCE

I. APPLICABILITY *(Amended in CM4 2017)*

These rules will be applicable to all Councillors and Official Observers.

II. MAIDEN SPEECH *(Amended in CM4 2017)*

Every new Councillor or Official Observer shall deliver a speech to the Union Council at his/her first Union Council Meeting pledging his/her support to the Union Council.

III. *(Repealed in CM6 1996)*

IV. UNION COUNCIL ATTENDANCE *(Amended in CM4 2017)*

1. All Councillors and Official Observers shall not attend less than 50% of all Union Council Meeting session during the individual session of the Councillor or the Official Observer;
2. All Councillors and Official Observers shall not be absent for three consecutive meeting session;
3. Councillors and Official Observers forecasting their absence from or late arrival or early departure from a meeting session should submit their apology in written form. Only written apology will be accepted by the Union Council;
4. Councillors or Official Observers who are late for a meeting should mark their time of arrival against their signature on the attendance sheet. Councillors or Official Observers who are leaving a meeting for the rest of the session should notify the Union Council. Councillors or Official Observers departing early and failing to inform the Union Council of their departure shall be considered as absent for the whole meeting;
5. Councillors or Official Observers who are late for a meeting for more than 45 minutes and without prior written notification to the Union Council shall be considered as absent for the whole meeting;
6. For a meeting session which lasts for less than 6 hours, attending less than half of the meeting duration shall be considered as absent for the whole meeting; for a meeting session which lasts for more than 6 hours, attending less than 4 hours shall be considered as absent for the whole meeting;
7. Councillors or Official Observers should inform the Union Council for any temporary leave longer than 15 minutes;
8. Replacement, late arrival with apology and early departure with notification to the Union Council, provided there is no contradiction with (6) should not be considered as absence for the meeting.

V. INFRINGEMENT (*Amended in CM4 2017*)

In case of infringement of the rules above, the Union Council, on receiving an explanation from the Councillor or the Official Observer concerned, and finding the explanation fit and reasonable, may suspend the application of the By-laws on that particular case. Otherwise infringements shall call for:

1. A motion passed during the meeting censuring that particular Councillor, Official Observer, past Union Councillor or past Official Observer:
"That the Union Council notes, regrets and dissatisfies with the infringement of Union Council By-laws and breach of duty of, for:
 - a. attending less than 50% of all Union Council Meeting sessions convened during his/her session or/and
 - b. not attending three consecutive Union Council Meeting sessions during his/her session and demands that no further infringement shall be committed"
2. A notice containing the above motion be posted up at the Union noticeboards;
3. A letter containing the motion shall be sent to the Union sub-organization which he/she represents if applicable;
4. The infringement and the above motion shall be announced in the official publication of the Union.

VI. COMPLIANCE (*Amended in CM4 2017*)

Printed expression of appreciation shall be distributed to Councillors or Official Observers who comply with all the above rules.

VII. REPLACEMENT (*Amended in CM4 2017*)

In case of inability to attend Union Council Meetings, Councillors or Official Observers from Faculty Societies, Hall Students' Associations, Sports Association, Cultural Association or Independent Clubs Association can be temporarily replaced by a current executive committee member of the respective organization with the consent of its executive committee. A written notification from the Councillor or the Official Observer concerned, or from the Chairperson (or equivalent) of the respective executive committee intimating such replacement should be directed to the Council before the commencement of the meeting. No replacement can be effected when a meeting is in progress. The Councillors or the Official Observers sitting in Union Council by virtue of their individual posts cannot be replaced.

VIII. VACANCIES OF UNION SUB-ORGANIZATION EXECUTIVES (*Amended in CM4 2017*)

In case that a Union sub-organization has no executive committee in that Union Session, the respective sub-organization shall not be represented in the Union Council until a person is elected by a General Meeting, General Polling or Election of the respective sub-organization as the Councillor or the Official Observer.

SECTION FIVE UNION COUNCIL ADMINISTRATION

I. COUNCIL CHAIRPERSON

1. He/she shall convene Union Council Meetings and General Meetings and chair at these meetings, and shall act as commissioner for all General Pollings; *(Amended in CM15 2013)*
2. He/she shall arrange the order of business and prepare the agenda for meetings and shall consult the Council Business Committee whenever he/she deems necessary; *(Amended in CM15 2013)*
3. He/she shall take appropriate measures to deal with all procedural or urgent matters demanding instant resolution at Union Council and shall consult the Council Business Committee whenever he/she deems necessary; *(Amended in CM15 2013)*
4. He/she shall ask for the assistance of the Council Business Committee whenever he deems fit and shall steer the Council Business Committee in its functioning; *(Amended in CM15 2013)*
5. He/she shall have the right to observe the meetings of Union Finance Committee, Union Elections Committee and University Affairs Committee. *(Amended in CM15 2013)*
6. He/she shall receive requisition of convening extra-ordinary general meeting (or equivalent, if any) of directly affiliated sub-organizations in accordance with Terms of Reference of Council Business Committee. He/she shall convene the meeting in accordance of Section Eleven of By-laws. In case the sub-organization being Sports Clubs, Cultural Clubs and Independent Clubs, he/she may refer the case to the respective councils. *(Amended in CM4 2017)*

II. HONORARY SECRETARY *(Amended in CM7 1996)*

1. He/she shall be appointed from Full Members of the Union at the First Meeting of a new Union Council Session; *(Amended in CM15 2013)*
2. He/she shall have the right to speak, but not the right to move, second and vote upon motions at Union Council Meetings and shall be responsible for taking minutes at Union Council Meetings; *(Amended in CM4 2017)*
3. He/she shall lead the Union Council Secretariat in performing its duties and shall perform all work relating to Union Council under the instruction of the Council Chairperson; *(Amended in CM15 2013)*
4. He/she shall be under the instruction only of the Council Chairperson, of Union Council Meetings and of General Meetings; *(Amended in CM15 2013)*
5. In the absence of the Honorary Secretary, the Union Council shall elect a Full Member of the Union to act as the Acting Honorary Secretary. If he/she is a Councillor of that Union Council Session, he/she retains his/her voting right. *(Amended in CM4 2017)*

III. UNION COUNCIL SECRETARIAT (*Amended in CM7 1996*)

1. It shall compose of the Honorary Secretary, the General Secretary and two Full Members of the Union co-opted by the Honorary Secretary with the approval of the Union Council; (*Amended in CM15 2013*)
2. It shall be led by the Honorary Secretary, and shall be under the instruction of the Council Chairperson;
3. (*Repealed in CM7 1996*)
4. It shall collect documents and records relating to the Union from the Union Executive Committee (at the end of the Union Session) and Union sub-organizations; (*Amended in CM15 2013*)
5. It shall maintain all records, documents and materials relating to the Union; (*Amended in CM15 2013*)
6. (*Repealed in CM7 1996*)
7. It shall arrange for the provision of appropriate information to Councillors, Official Observers and other members of the Union; (*Amended in CM4 2017*)
8. It shall conduct such business as the Council Chairperson instructs.

IV. AUTHORIZATION TO ISSUE OFFICIAL DOCUMENTS ON BEHALF OF THE UNION COUNCIL (*Amended in CM7 1996*)

The Council Chairperson, Honorary Secretary, respective Union Executive(s) and Chairperson of the respective Standing Committee(s) of the motion(s) concerned, together with the attachment of a copy of the relevant motion paper(s) or minutes, can issue official documents on behalf of the Union Council.

SECTION SIX UNION COUNCIL STANDING COMMITTEES

I. STANDING COMMITTEES

1. Standing Committees shall be long-term committees delegated to perform policy wise significant aspects of functions of Union Council; *(Amended in CM7 1996)*
2. Standing Committees shall be seasonally appointed by Union Council at its First Meeting of the Union Council Session, and the session of each shall terminate with a new appointment by Union Council at its First Meeting of the next Union Council Session; *(Amended in CM7 1996)*
3. Standing Committees are Constitution Review Committee, Current Affairs Committee, University Affairs Committee, Union Finance Committee, Union Elections Committee and Council Business Committee. *(Amended in CM2 2015)*

II. ORGANIZATION

DEFINITION: In this section, *(Amended in CM7 1996)*

“Hall Councillor” shall mean a Councillor who is such by virtue of his/her office as a representative of a fully-affiliated Hall Students’ Association; *(Amended in CM4 2017)*

“Faculty Councillor” shall mean a Councillor who is such by virtue of his/her office as a representative of a fully-affiliated Faculty Society; *(Amended in CM4 2017)*

“Non-executive Councillor” shall mean a Councillor who is not a Union Executive.

1. The membership of each Standing Committee, including the Chairperson and secretary, is illustrated in the respective terms of reference; *(Amended in CM7 1996)*
2. *(Repealed in CM7 1996)*
3. *(Repealed in CM7 1996)*
4. All Standing Committees shall be empowered to set up working sub-committees for dealing with specific matters. These sub-committees shall be directly responsible to the committee concerned and their terms of reference shall be decided by the parent committee at the time of their establishment.

III. FUNCTION

1. All Standing Committees shall perform functions as specified in their respective terms of reference; *(Amended in CM7 1996)*
2. They shall hold meetings at least once a term to discuss and resolve on matters within their scope of duty;
3. They shall submit reports on or before August 31 and within one month after the last day of the Union Council Session. All recommendations to the Union Council shall be listed out distinctively for the consideration of the Union Council; *(Amended in CM7 1996)*
4. They shall also send one copy of all correspondences and reports notices and agenda of meetings, minutes and working papers of meetings and other relevant documents to the Union Council Secretariat for central filing. *(Amended in CM7 1996)*

IV. MEETINGS

1. At least 3 clear days' notice shall be served for all regular committee meetings. An agenda shall also be issued at least 3 clear days before the meeting. At least 24 hours shall be served for all emergency meetings of the Committee, an agenda shall also be issued at least 24 hours before meeting;
2. A simple majority of the current membership shall form a quorum for all meetings;
3. Each Standing Committee may, at its own discretion, invite observers or advisors to committee meetings.

V. OBLIGATIONS OF THE CHAIRPERSON AND SECRETARY OF COUNCIL COMMITTEES

(Amended in CM7 1996)

1. The Chairperson of a Council Committee shall:
 - a. represent the Council Committee in the Union Council
 - b. convene the Council Committee and chair at the meetings of the committee
 - c. have the sole right to issue official documents of the respective Council Committee
 - d. co-ordinate the committee members to perform the functions of the committee properly
2. The secretary shall:
 - a. assist the Chairperson to prepare official documents of the committee
 - b. prepare the minutes of the meeting

VI. COUNCIL COMMITTEE ATTENDANCE *(Amended in CM7 1996)*

1. All committee members shall attend no less than 50% of all committee meetings during his/her individual Union Council Session; *(Amended in CM15 2013)*
2. All committee members shall not be absent for three consecutive committee meetings;
3. Committee members who are late for a meeting for more than 45 minutes and without prior notification to the committee shall be considered as absent for the whole meeting;
4. For a meeting session which lasts for less than 6 hours, attending less than half of the meeting duration shall be considered as absent for the whole meeting; for a meeting which lasts for more than 6 hours, attending less than 4 hours shall be considered as absent for the whole meeting;
5. Late arrival with apology and early departure with notification to the committee, provided that there is no contradiction with subsection 4 should not be counted as absence for the meeting.

VII. PROCEDURE FOR ISSUANCE OF PRESS STATEMENTS BY COUNCIL COMMITTEES *(Amended in CM7 1996)*

1. This section only applies to those Council Committees whose terms of reference states that they can issue press statements;
2. The Committee shall meet for discussion and issue press statements to the leading newspapers in Hong Kong when necessary and the Committee shall be directly responsible for the statements;

3. The press statements shall be reviewed by the Union Council at the coming meeting. A vote of censure or vote of no-confidence can be passed on the Committee if their press statements are to be irresponsible and detrimental to the reputation of the Union. Once their press statements are endorsed by the Union Council, the Union shall be directly responsible for the statements; *(Amended in CM9 2003)*
4. Emergency Council Meetings can be called immediately to discuss the press statements issued by the Committee and subsequently to repudiate or endorse them;
5. The Committee shall have the right to send their statements after press release, before they have been endorsed by the Union Council, to various individual people whom the Committee thinks appropriate;
6. The Committee shall appoint a spokesman who shall be a Councillor, from among its body who is the authorized person in dealing with the press. The spokesman shall only speak to the press in the presence of one other member of the Committee;
7. The Chairperson of the Committee shall have the right to interpret the contents of the issued statement along the line of the policy of the Union;
8. The Chairperson of the Committee with the consent of the Council Chairperson and the President shall have the power to issue an emergency comment on any current topics when approached by the mass media. If the topic is controversial, he may call an emergency committee meeting to discuss the issue;
9. All press statements shall be issued in the name of "The Hong Kong University Students' Union". If they are repudiated by the Union Council, new press statements shall be issued to clarify the policy of the Union. *(Amended in CM4 2017)*

VIII. TERMS OF REFERENCE OF CONSTITUTION REVIEW COMMITTEE (CRC) *(Amended in CM10 2011)*

1. To keep a regular review of the structure and organization of the Union and its sub-organizations, the Union Council and its committees, and to make necessary recommendations to Union Council;
2. To recommend revisions to the Constitution and By-laws, and the terms of reference of Council Committees;
3. To review all constitutions revisions of Union sub-organizations and make report to the Union Council. All constitution revisions of the Union sub-organizations shall be submitted to the committee for advisory consideration before presenting them to the respective general meetings for approval. In case of any Union sub-organizations violating this provision, the Constitution Review Committee shall review the affiliation status of that sub-organization.
4. To review all revisions in regulations that are for executive purpose and to make report to Union Council;
5. To advise Union Council on all matter concerning the affiliation or disaffiliation of Union sub-organizations;
6. To recommend Union Council on follow-up action(s) regarding infringements of the Constitution and By-laws by Union sub-organizations; *(Appended in ECM6 2017)*

7. To keep a copy of all sub-organizations' Constitution and By-laws;
8. Membership:
 - a. Council Chairperson [Chairperson]
 - b. Honorary Secretary [Secretary] (non-voting)
 - c. President
 - d. Vice-President (Internal)
 - e. General Secretary
 - f. President of Sports Association
 - g. President of Cultural Association
 - h. President of Independent Clubs Association
 - i. 5 non-executive Councillors (at least one Faculty Councillor and one Hall Councillor)

The Council Chairpersons of Sports Association, Cultural Association and Independent Clubs Association shall be invited to sit as official observer at the committee meetings. On accepting the invitation, they shall have no voting right. They shall also abide by this subsection in the By-laws. (*Amended in CM4 2017*)

IX. TERMS OF REFERENCE OF CURRENT AFFAIRS COMMITTEE (CAC) (*Amended in CM7 1996*)

1. To encourage and stimulate the interests and participation of Members of the Union in current affairs, local as well as international. "Current Affairs" shall include all the current affairs in economic, political and social aspects of the world, with special emphasis on Hong Kong; (*Amended in CM4 2017*)
2. To issue press statements on current affairs, following the procedure for issuance of press statements by Council Committees;
3. To advise Union Council on current affairs;
4. To organize seminars, forums, talks and debates on economic, political, social and other related topics, any person may be invited to participate in the discussion;
5. Membership:
 - a. Current Affairs Secretary [Chairperson]
 - b. Council Chairperson
 - c. President
 - d. Vice-President (External)
 - e. 2 External Affairs Secretaries [one shall be appointed by Union Council as Secretary] (*amended in CM15 2013*)
 - f. 3 non-executive Councillors (*Amended in CM15 2013*)
 - g. 1 Popularly Elected Union Councillor
 - h. 8 Full Members of the Union (*Amended in CM15 2013*)

One representative of the current affairs group or committee (if any) of each Faculty Society and Hall Students' Association shall be invited to sit as official observer at the committee meetings. On accepting the invitation, they shall have no voting right. They shall also abide by this subsection in the By-laws. *(Amended in CM4 2017)*

X. TERMS OF REFERENCE OF UNIVERSITY AFFAIRS COMMITTEE (UAC) *(Amended in CM7 1996)*

1. To study and advise Union Council on all matters relating to:
 - a. student welfare provided by the University
 - b. student participation in University governance
 - c. academic development of the University
 - d. hall development
 - e. development of non-residential facilities
2. To issue press statements on University affairs, following the procedure for issuance of press statements by Council Committees;
3. To compile reports from student seats in University committees (except Disciplinary Committee) for the information of Union Council;
4. To co-ordinate the efforts of student seats in University committees;
5. To facilitate communication among students seats in University committees;
6. Membership:
 - a. 2 University Affairs Secretaries [The Chairperson shall be appointed by Union Council] *(Amended in CM3 1998)*
 - b. President
 - c. Vice-President (Internal)
 - d. General Secretary [Secretary] (non-voting)
 - e. Student Welfare Secretary
 - f. 1 Faculty Councillor
 - g. 1 Hall Councillor
 - h. 1 Popularly Elected Union Councillor
 - i. 7 Full Members of the Union *(Amended in CM12 2014)*
7. The elected student representative(s) in the Senate and the Council of the University shall be invited as official observers of the Committee. *(Amended in CM4 2017)*

XI. *(Repealed in CM2 2015)*

XII. TERMS OF REFERENCE OF UNION FINANCE COMMITTEE (UFC) *(Amended in CM9 2003)*

1. To advise the Union Council on all matters of Union Finance, have power to investigate all matters of Union Finance and to render regular reports to the Union Council; (extract from Constitution, Section XII Article 4a) *(Amended in CM10 2015)*
2. To manage Union Income and Expenditure;
3. To scrutinize the Annual Budget and supplementary budgets of Union Sub-organizations;

4. To approve and disapprove fund-raising activities;
5. To draft Financial Regulations;
6. To manage Funds mentioned in Financial Regulations;
7. To take action into all matters of Union Finance;
8. Membership: (extract from Constitution, Section XII Article 4b) (*Amended in CM10 2015*)
 - a. Financial Secretary [Chairperson]
 - b. Honorary Treasurer
 - c. President
 - d. Administrative Secretary [Secretary] (*Amended in CM4 2017*)
 - e. Financial Secretary of Sports Association
 - f. Financial Secretary of Cultural Association (*Amended in ECM4 2006*)
 - g. Financial Secretary of Independent Clubs Association
 - h. Representative from the Undergrad or Campus TV (*Amended in CM4 2017*)
 - i. Representative from each Faculty Society
 - j. 3 non-executive Councillors (with at least one being Hall Councillor and one Popularly Elected Union Councillor, if any) (*Amended in CM4 2017*)

XIII. TERMS OF REFERENCE OF UNION ELECTIONS COMMITTEE (UEC) (*Amended in CM6 2013*)

1. To govern all elections defined by Section VI of the Constitution and election of the undergraduate student membership to the Boards of Faculties;
2. To convene at least one meeting before the nomination period of each election mentioned above commences;
3. To propose the establishment of the Election Commission for each election mentioned above and subject to the approval of the Union Council;
4. To draft the rules and arrangement of each election mentioned above in accordance with the Constitution and subject to the approval of the Union Council;
5. To invite at least two Returning Officers for each election mentioned above and subject to the appointment of the Union Council;
6. To facilitate the campaign of the candidates with the assistance of the Union Executive Committee and Union Staff;
7. To ensure that the elections mentioned above are in accordance with the Election Regulation of the Union;
8. To present a report to the Union Council after the official announcement of the election results;
9. To review the Election Regulation of the Union;
10. Membership:
 - a. General Secretary [Chairperson]
 - b. Honorary Secretary [Secretary]
 - c. 5 non-executive Councillors

The office of any Committee member shall continue automatically till the completion of a particular election when his/her terms of office in the Union Council expire after the first Committee meeting held for that particular election.

The office of any Committee member shall terminate automatically once he/she is nominated as a candidate in the elections mentioned above.

XIV. TERMS OF REFERENCE OF COUNCIL BUSINESS COMMITTEE (CBC)

1. To advise the Union Council on matters relating to the general administration of the Union Council and the co-ordination of Councillors and Official Observers; (*Amended in CM4 2017*)
2. To evaluate the running of the Union Council and recommend improvements to the Union Council if necessary; (*Amended in CM7 1996*)
3. To meet before Union Council Meetings to discuss the arrangement of business in the meeting when requested by the Council Chairperson; (*Amended in CM7 1996*)
4. To be responsible for providing orientation programmes for the Councillors and Official Observers; (*Amended in CM4 2017*)
5. To be responsible for organizing the Annual Debate and help to publicize message of the Union Council in the absence of Popularly Elected Union Councillors; (*Amended in CM7 1996*)
6. To review statements issued by Union sub-organizations to the general public or any external body; (*Amended in CM9 2003*)
7. To convene, and assist Council Chairperson in conducting, extra-ordinary general meeting (or equivalent, if any) of directly affiliated sub-organization if
 - a. it is unable to convene extra-ordinary general meeting by itself; and
 - b. this committee receives requisition from
 - i. a certain percentage, as stated in the constitution concerned, of its full member, or
 - ii. a quarter of the quorum of GM, as stated in constitution concerned, in case (b)(i) not applicable; and
 - c. this committee deems it is appropriate to convene such extra-ordinary general meeting (*Appended in ECM 16 2003*)
8. Membership: (*amended in CM7 1996*)
 - a. Council Chairperson [Chairperson]
 - b. Honorary Secretary [Secretary]
 - c. President
 - d. 3 non-executive Councillors (preferably 1 Popularly Elected Union Councillor, if any) (*Amended in CM4 2017*)

XV. (*Repealed in CM7 2010*)

SECTION SEVEN POPULARLY ELECTED UNION COUNCILLORS

- I. **ORGANIZATION** (*Amended in CM7 1996*)
1. Within the first two weeks of their terms of office, all Popularly Elected Union Councillors shall meet. The Council Chairperson shall serve to call the first meeting;
 2. The Popularly Elected Union Councillors shall form their own organization in this first meeting, and shall elect their coordinators;
 3. They shall subsequently prepare their working schedules to fulfil their Organization responsibilities;
 4. Each shall also be responsible for executing their individual responsibilities.
- II. **ORGANIZATION RESPONSIBILITIES** (*Amended in CM9 2003*)
1. The Popularly Elected Union Councillors shall maintain constant channel(s) of communication with Members of the Union through the use of such means as regular bulletins or notice boards; (*Amended in CM4 2017*)
 2. They shall initiate forums or other means of discussion among Members of the Union on important issues relating to the Union; (*Amended in CM4 2017*)
 3. They shall be responsible for organizing the Annual Debate;
 4. They shall present reports in the first ordinary Union Council Meeting after their submission.
- III. **INDIVIDUAL RESPONSIBILITIES** (*Amended in CM7 1996*)
1. Each Popularly Elected Union Councillor shall sit on at least one Standing Committee as a voting member;
 2. Each Popularly Elected Union Councillor shall take initiative measures to represent the opinion of Members of the Union and to enhance communication between the Union Council and Members of the Union; (*Amended in CM4 2017*)
 3. Each Popularly Elected Union Councillor shall participate in organization responsibility.

SECTION EIGHT UNION SUB-ORGANIZATIONS

I. CONSTITUTION *(Appended in ECM6 2017)*

1. All Union sub-organizations shall submit their latest constitution to the Union Council within two months after the beginning of each Union Council session.

II. REPORTS AND PLANS

1. All Faculty Societies and Hall Students' Associations shall submit an annual report to the Union Council not later than 1 month after their annual general meeting; *(Amended in CM15 2013)*
2. All Faculty Societies and Hall Students' Associations shall submit an annual working plan to the Union Council not later than 1 month after the beginning of term of office of their executive committee; *(Amended in CM15 2013)*
3. All Faculty Societies and Hall Students' Associations shall present a report of any general meeting held to the Union Council not later than two weeks after the meeting. It shall include the date of the meeting, all the motions carried and defeated and the signatures of the Returning Officers; *(Amended in CM15 2013)*
4. All Faculty Societies and Hall Students' Associations shall present a report of any general polling held to the Union Council not later than two weeks after the polling. It shall include the date of polling, the motions for polling and the results, and the signatures of the Returning Officers; *(Amended in CM15 2013)*
5. The general meeting and general polling reports shall be submitted to the Union Council by the Councillor or the Official Observer of that Faculty Society or Hall Students' Association. A motion "that the (annual/date) general meeting/polling report of (name of Faculty Society or Hall Students' Association) be received" shall also be moved. *(Amended in CM4 2017)*

III. EXTERNAL RELATIONS

1. Any statements, including press statements and declaration, issued by any Union sub-organization to the general public or any external body shall be reported to the Union Council not later than 5 days after the statement is issued; *(Amended in CM7 1996)*
2. *(Repealed in CM7 1996)*
3. *(Repealed in CM7 1996)*
4. These statements shall be reviewed by the Council Business Committee. *(Amended in CM9 2003)*

IV. *(Repealed in CM10 2015)*

V. *(Repealed in CM10 2015)*

VI. *(Repealed in CM10 2015)*

VII. REGULATIONS GOVERNING THE RUNNING OF ACADEMIC SOCIETIES (*Appended in ECM2 2011*)

1. Academic Society shall submit its list of voting members to the respective Faculty Society Council after the conclusion of its Annual General Meeting, apart from the requirements in Section Eleven Article 1 of this By-laws. The list shall include full names, University numbers and curriculum of the voting members; (*Amended in ECM6 2017*)
2. Academic Society shall submit its list of Executive Committee members to the respective Faculty Society Council after the conclusion of its Annual General Meeting and any change in Executive Committee member(s). The list shall include full names, University numbers and curriculum of the Executive Committee members. At least half of the Executive Committee members of Academic Society shall have the full membership of the respective Faculty Society throughout the session; (*Amended in ECM6 2017*)
3. Shall there be any infringements of articles of the By-laws by any Academic Society, the respective Faculty Society Council shall report such infringement to the Constitution Review Committee and may recommend follow-up action(s) on the infringements. (*Appended in ECM6 2017*)

SECTION NINE ACTING UNION EXECUTIVES, EDITOR-IN-CHIEF AND

ASSISTANT EDITORS-IN-CHIEF OF UNDERGRAD AND CHAIRPERSON AND VICE-

CHAIRPERSONS OF CAMPUS TV (*Amended in CM15 2013*)

In the event of any vacancy occurring in the post(s) of Union Executive(s) or Editor-in- chief of the Undergrad or Assistant Editor(s)-in-chief of the Undergrad or the Chairperson of Campus TV or the Vice-Chairpersons of Campus TV, the Union Council may appoint acting Union Executive(s) or acting Editor-in-chief of the Undergrad or acting Assistant Editor(s)-in-chief of the Undergrad or acting Chairperson of Campus TV or the Vice-Chairpersons of Campus TV to take up their respective work, who shall have the same authorities (except voting rights in the Union Council) and duties as their respective posts, except for any further limitations or specifications as decided by the Union Council. (*Amended in CM15 2013*)

SECTION TEN UNION COUNCIL HANDBOOK (*Appended in CM4 1998*)

1. The Union Council Handbook (hereafter refer to “handbook”) is a reference for Councillors and Official Observers containing important information of Union Council; (*Amended in CM4 2017*)
2. The handbook shall be updated whenever the Council Chairperson deems necessary;
3. The handbook shall include the following:
 - a. Union Song (*Appended in CM4 2006*)
 - b. Union Constitution
 - c. Union Council By-laws
 - d. Union Council Judicial Procedure
 - e. Union Council Standing Orders
 - f. Union Financial Regulation
 - g. Union Council Election Regulation (*Amended in ECM6 2017*)
 - h. Union Internal Regulation
 - i. Union Council Affiliation Regulation (*Amended in ECM6 2017*)
 - j. Important motions passed in Union Council
 - k. Structure of Union

SECTION ELEVEN

REGULATION ON SUB-ORGANIZATIONS HOLDING THE GENERAL POLLING, THE ELECTION AND THE GENERAL MEETING (*Appended in CM3 1999*)

I. LIST OF VOTING MEMBERS (*Amended in ECM6 2017*)

1. Before holding any General Polling, Election or General Meeting, a List of Voting Members of the sub-organization shall be submitted to the Returning Officer(s) before the event;
2. The Returning Officer(s) should collect the List of Voting Members and keep it as the official document of the General Polling, the Election or the General Meeting.

II. RETURNING OFFICERS

1. There must be at least one Returning Officer for any General Polling, Election or General Meeting held by the sub-organizations. The absence of a Returning Officer would make the event invalid;
2. The Returning Officer should be a Councillor and be appointed by the Council Chairperson; (This part is only applicable to Hall Students' Associations and Faculty Societies) (*Amended in ECM6 2017*)
3. The Council Chairperson should appoint a Councillor to be the Returning Officer based on the following criteria: (*Amended in CM4 2017*)
 - a. the Councillor shall not have any conflict of interest in that sub-organization
 - b. the Councillor has the ability to supervise and assist that sub-organization to exercise its respective constitution, the constitution of the Union, the By-laws of the Union Council and all relevant regulations.
4. Returning Officer shall be appointed in Union Council, in case Council Chairperson is exercising power under item 7 of Terms of Reference of Council Business Committee. (*Amended in CM15 2013*)
5. The Returning Officer shall not participate in that discussion, shall not be counted in the quorum and shall not vote;
6. The Returning Officer shall keep a copy of all relevant documents of the General Polling, Election or General Meeting; (*Amended in ECM6 2017*)
7. The Returning Officer shall be responsible for monitoring the operation of the General Polling, Election or General Meeting; (*Appended in ECM6 2017*)
8. For a General Polling or Election, the Returning Officer shall inspect the ballot box(es) before the operation of polling station(s) and sign on the seal of the ballot box(es) after the closing time of polling. He/she shall also monitor the vote counting and inspect on any questionable vote(s) of the event; (*Appended in ECM6 2017*)
9. The Returning Officer shall show his/her consent by signing on the vote counting result and the official result of the General Polling, Election or General Meeting to confirm the validity of the result. If the Returning Officer refuses to show his/her consent, he/she shall report to the Council Chairperson within 24 hours after the event. The Council Chairperson shall take appropriate action(s) he/she deems fit, which may include referring

the case to respective council or election commission (or equivalent), the Union Council or its Council Committee(s). The final decision shall rest with the Union Council; (This part is only applicable to Hall Students' Associations and Faculty Societies) (*Appended in ECM6 2017*)

10. The Returning Officer shall report any infringement of relevant regulations to the respective council within one week after the event;
11. In case of conflicts with the articles in the constitution or regulations of the Union sub-organization, the By-laws shall prevail. (This part is only applicable to Hall Students' Associations and Faculty Societies) (*Appended in ECM6 2017*)

III. QUORUM OF THE GENERAL MEETING

1. The Standing Orders of the Union Council (Section C and Section N) shall be applicable here; (*Amended in CM4 2017*)
2. The quorum must be present in the whole meeting;
3. All members of the meeting and the Returning Officer shall have the right to raise the fact that the quorum may not be present. The Chairperson of the meeting then shall count the quorum and declare whether a quorum is present or not.

IV. CHAIRPERSON AND HONORARY SECRETARY OF GENERAL MEETING (*Appended 2003*)

1. Chairperson and Honorary Secretary of the General Meeting shall be appointed after the convener call to order and declare the opening of meeting, regardless whether such agenda is put on the agenda or not.
2. Chairperson and Honorary Secretary shall act in accordance, and ensure the meeting is conducted in accordance with standing order, as stated in Section N of Standing Orders of Union. Violation of Standing Orders shall render enforcement of Section O of Standing Orders. (*Amended in CM4 2017*)
3. Council Chairperson convening General Meeting stipulated by Terms of Reference of Council Business Committee shall only handle the issue of appointment of Chairperson of the meeting. He/She shall observe all rules and regulations of the respective sub-organization as if he/she were the person in authority to convene Extra-ordinary General Meeting as stated in the constitution concerned. (*Amended in CM4 2017*)

APPENDIX (Amended in CM5 2018)

AAR	Arts Association Rep.
AS	Administrative Secretary
ASR	Architectural Society Rep.
BEAR	Business and Economics Association Rep.
CAP	President of Cultural Association
CAS	Current Affairs Secretary
CC	Council Chairperson
CTVC	Chairperson of Campus TV
DSR	Dental Society Rep.
EAS1	External Affairs Secretary I
EAS2	External Affairs Secretary II
ECU	Editor-in-chief of Undergrad
EDSR	Education Society Rep.
ENSR	Engineering Society Rep.
EVP	Vice-President (External)
FS	Financial Secretary
GS	General Secretary
HHR	Hornell Hall SA Rep.
HS	Honorary Secretary
ICAP	President of Independent Clubs Association
IVP	Vice-President (Internal)
LAR	Law Association Rep.
LCHHR	Lee Chi Hung Hall SA Rep.
LHHR	Lee Hysan Hall SA Rep.
LHTHR	Lady Ho Tung Hall SA Rep.
LSKHR	Lee Shau Kee Hall SA Rep.
MHR	Morrison Hall SA Rep.
MSR	Medical Society Rep.
P	President
PC1	Popularly Elected Union Councillor I
PC2	Popularly Elected Union Councillor II
PC3	Popularly Elected Union Councillor III
PC4	Popularly Elected Union Councillor IV
PC5	Popularly Elected Union Councillor V
PC6	Popularly Elected Union Councillor VI
PC7	Popularly Elected Union Councillor VII
PC8	Popularly Elected Union Councillor VIII
PC9	Popularly Elected Union Councillor IX
PC10	Popularly Elected Union Councillor X
PP	President of previous Union Session

PPS	Publications and Publicity Secretary
RCLHR	R. C. Lee Hall SA Rep.
RHR	Ricci Hall SA Rep.
RCA1	Rep. of Cultural Association I
RCA2	Rep. of Cultural Association II
RICA1	Rep. of Independent Clubs Association I
RICA2	Rep. of Independent Clubs Association II
RSA1	Rep. of Sports Association I
RSA2	Rep. of Sports Association II
SAP	President of Sports Association
SCSHR	Suen Chi Sun Hall SA Rep.
SJCR	St. John's College SA Rep.
SKYLHR	Simon K. Y. Lee Hall SA Rep.
SS	Social Secretary
SSR	Science Society Rep.
SSSR	Social Sciences Society Rep.
STHR	Starr Hall SA Rep.
SWHR	Swire Hall SA Rep.
SWS	Student Welfare Secretary
UAS1	University Affairs Secretary I
UAS2	University Affairs Secretary II
UHR	University Hall SA Rep.
WLHR	Wei Lun Hall SA Rep.

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