

THE UNIVERSITY OF HONG KONG

Guidelines on Preparation for the Constitution of Student Societies

The constitution of a student society registered under the Co-curricular Support Office shall include the following sections:

- 1 Name of the Student Society
- 2 Objectives - the purposes for which the society is formed
- 3 Session - the year
- 4 Membership
 - 4.1 Types of membership (and membership number if applicable)
 - 4.2 Terms of admission of members
 - 4.3 Privileges and rights (e.g., entitlement to vote in a general meeting and hold office)
 - 4.4 Membership fee (if applicable)
- 5 Organization Structure
 - 5.1 Outline the overall organization structure of the society
 - 5.2 Quorum and procedures for calling an Annual General Meeting, Extraordinary General Meeting and General Meeting
 - 5.3 Election procedures e.g., nomination procedure and period of office, conditions of legal/effective vote
 - 5.4 Executive Committee and subcommittees (if applicable) - positions, roles/responsibilities
- 6 Finance
 - 6.1 Funding/financial sources
 - 6.2 Budget
 - 6.3 Annual report and auditing
- 7 Penalty, Resignation and Dissolution
 - 7.1 Handling of complaints and imposing of penalties in relation to the administration of the society
 - 7.2 Procedures in dealing with resignation of office-bearers
 - 7.3 Procedures for dissolution

8 Amendments

8.1 Procedures for making amendments to the constitution

8.2 Clear stipulation that members' endorsement (and other conditions, e.g., umbrella body, if applicable) is required before any constitutional amendments are adopted

Co-curricular Support Office, The Registry

March 11, 2022