

Constitution of the Film Society H.K.U.S.U.

Section 1: General

Article 1: Name

The Society shall be called the Film Society, Hong Kong University Students' Union (abbr. Film Society, HKUSU), hereafter referred to as 'the Society'. The name of the Society in Chinese shall be “香港大學學生會電影學會”.

Article 2: Objectives

- i) To promote greater interest and a critical attitude in the appreciation and study of film.
- ii) To raise the interest of members in film production.
- iii) To foster firmer friendship among members.

Article 3: Association Session

The session of the Society shall commence with the conclusion of the Annual General Meeting and end at the end of the next Annual General Meeting.

Article 4: Official Language

English or Chinese (Cantonese or Mandarin) shall be the official language of the Society in which all official meetings and official correspondence shall be conducted.

Section 2: Membership

Article 1: Honorary Membership

All elected Honorary Advisers are automatically Honorary Members of the Society.

Article 2: Full Membership

All Union Full Members upon payment shall be eligible for the full membership and shall have the following rights, to attend all functions organized by the Society, to attend all General Meetings with full speaking right, to vote, to propose to second in all General Meetings, and to nominate and be nominated in an election of all General Meeting..

Article 3: Associate Membership

Students studying in post-secondary colleges other than the University of Hong Kong may be apply for associate membership, which has to be proposed and seconded by full or honorary members and to be approved by the Executive Committee. Associate members shall have the rights to attend all functions organized by the Society.

Article 4: Subscription

The annual subscription for each member shall be decided by the Cultural Association Council, HKUSU.

Article 5: Term of Membership

The term of Full and Associate Membership starts from 1st August and ends on 31st July of the coming year. The term of Honorary Membership is permanent.

Section 3: Executive Committee

Article 1: Composition

The Society shall be administrated by an Executive Committee, the Committee shall consist of:

- a. 1 Chairperson
- b. 1 Internal Vice-Chairperson
- c. 1 External Vice-Chairperson
- d. 1 General Secretary
- e. 1 External Secretary
- f. 1 Financial Secretary
- g. 1 - 3 Education Secretary(ies)
- h. 1 - 2 Promotion Secretary(ies)
- i. 1 - 2 Publication Secretary(ies)
- j. 1 - 3 Marketing Secretary(ies)
- k. 1 Social Convenor
- l. 1 Past Representative

Article 2: Functions of Departments

- a. Chairperson
 - i) be responsible for all administration work of the Society.
 - ii) preside over meetings of the Society and may preside at any sub-committee meeting.
 - iii) represent the interest of the Society in the Cultural Council.

- b. Internal Vice-Chairperson
 - i) assist the general administration of the Society.
 - ii) preside over all meetings of the Society in the absence of the Chairperson.

- c. External Vice-Chairperson
 - i) be responsible for the external co-ordination of the absence of the Chairperson.
 - ii) represent the interest of the Society in the external affairs.

- d. General Secretary
 - i) convene meetings under the instruction of the Chairperson.
 - ii) prepare agenda for all formal Executive Committee Meeting, Annual General Meetings and Extraordinary General Meetings.
 - iii) keep minutes of all the above meetings.
 - iv) present an annual report of the Society to the Cultural Council.

- e. External Secretary
 - i) assist in the external co-ordination of the Society.
 - ii) co-ordinate with other film-producing organization.

- f. Financial Secretary
 - i) be responsible for the management of all the properties of the Society.
 - ii) deal with all financial work of the Society.
 - iii) advise the Committee on all financial matters.
 - iv) Present an annual report at the Annual General Meeting.

- g. Education Secretary(ies)
 - i) provide information and details of films for the work of the Society.

- h. Promotion Secretary(ies)
 - i) extend interest in film to non-members of the University.

- i. Publication Secretary(ies)
 - i) be responsible for all publication work of the Society.

- j. Marketing Secretary(ies)
 - i) be responsible for all marketing affairs in the name of the Society.

- ii) be responsible for the year-round sponsorship of the Society.
- iii) be responsible for advising and co-ordinating all marketing affairs on the event in the year plan of the Society.

k. Social Convenor

- i) promote and co-ordinate social activities of the Society.
- ii) participate in social activities organized by other clubs and associations.

l. Past Representative

- i) be consulted on the general administration of the Society.
- ii) the previous Chairperson is automatically the Past Representative of the next session.

Article 3: Session of Executive Committee

The session of Executive Committee shall commence once elected at Annual General Meeting or Extraordinary General Meeting and terminated at the next Annual General Meeting.

Section 4: Meeting

Article 1: The Annual General Meeting

- a. The Annual General Meeting of the Society shall be convened by the Chairperson and held within the period starting from the first day of January to the third week of March, as specified by the Constitution and regulations of Culture Association.
- b. The business of the Annual General Meeting shall be:
 - To receive and adopt the agenda
 - To receive and adopt the minutes of the previous Annual General Meeting and Extraordinary General Meeting(s) (if any)
 - To receive and adopt the Annual Functional Report
 - To receive and adopt the Annual Financial Report
 - Election of Executive Committee of the next session
 - To receive the Year Plan and Financial Budget

- To authorize the newly elected Chairperson and Financial Secretary to be in charge of the official bank account of the Film Society, HKUSU jointly
- Any other business

Article 2: Extraordinary General Meeting

An Extraordinary General Meeting shall be held upon the request of the Executive Committee, or the written request of five percent (5%) of or fifteen (15) Full Members of the Society, whichever the more.

Article 3: Voting

- a. When there is only one candidate for the post, the attending Full Members of the Society shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes cast is for the candidate.
- b. When there are two candidates for one post, a straight ballot shall be held. In the event of a tie a re-election shall be held.
- c. When there are more than two candidates for one post the attending Full Members of the Society shall indicate on their ballot sheets theirs of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the pool on the count shall be declared to have lost, and his / her votes shall be distributed among according the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he / she is declared elected.

Article 4: Notice

- a. A notice of Annual General Meeting of the Society and the agenda therefore shall be posted seven clear days before the meeting.
- b. A notice of Extraordinary General Meeting of the Society the agenda therefore shall be posted three clear days before the meeting.

Article 5: Quorum

At all General Meetings, seven (7)% or twenty (20) voting members of the Society, whichever the more, shall form a quorum.

Section 5: Interpretation

The interpretation of the Constitution shall rest with the Executive Committee of the Society.

Section 6: Amendments

The amendment of the Constitution shall be passed with a two-thirds majority in a General Meeting