

Constitution of Tung Wah College Students' Association

Approved by the Management Board on 6 February 6 2023.

Chapter 1: General

Each chapter contained herein interrelates with each other and the interpretation thereof shall be subject to the integral concept of the Constitution.

Article 1: Name Clause

The name of this student organization is to be known as “Tung Wah College Students' Association” in English, and “東華學院學生聯會” in Chinese. The acronym of the organization is TWCSA; hereinafter named the SA.

The purposes of SA include

- 1.1 Strive for welfare and safeguard interest of members
- 1.2 Act as a bridge between students and the College
- 1.3 Facilitate the development of the College
- 1.4 Enhance College's reputation
- 1.5 Care and serve the community

Tung Wah College Students' Association is managed and supervised by the Student Affairs Office, Tung Wah College. The Student Affairs Office reserves the right of final decision of SA.

Article 2: Structure

The main associations and decision-making forms of the Association include:

- Referendum
- Joint Union
- Executive Committee

Article 3: Authority

The Association shall be the only association representing all students of the Tung Wah College. It is required to follow rules and regulations of the Tung Wah College and The Basic Law of HKSAR government.

Article 4: Students' Association's Premises

The premises of the SA will be situated on the Campus of Tung Wah College.

Article 5: Official Language

Chinese is the official language of the SA. In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Constitutions, By-laws and any Rules of the Association, the Chinese language version shall prevail.

Chapter 2: Membership

Article 6: Full Membership

6.1 Eligibility

6.1.1. All full-time students of the College, upon settlement of membership fee, shall become the member of the Association.

6.2 Rights

All ordinary members shall be entitled to the following rights

6.2.1 To run for election, to assume any post of the SA, to speak and vote in a Referendum

6.2.2 To attend functions and activities arranged by the SA

6.2.3 To withdraw from the Association in accordance with the regulations of the SA

6.3 Obligations

To strictly abide by the SA Constitution and its by-laws. To comply with decisions made by Referendums, General Meetings and Joint Union Meetings.

Article 7: Student Consultant

7.1. Eligibility

7.1.1 Arranged by the College, to provide views and opinions to the SA

7.1.2 Assigned by the Head of Student Affairs

7.2 Authority

7.2.1 Have the right to attend and speak at the Referendum, meeting of Executive Committee

7.2.2 Provide views and opinions on financial report to Executive Committee and members of SA

7.2.3 Report to Head of Student Affairs from time to time

Chapter 3: Referendum

Article 8: Definition

A Referendum shall be the only procedure for all members for resolutions implementation.

Article 9: Authority

A Referendum shall be the supreme decision-making authority of the Association.

Article 10: Referendum Procedures

10.1 With a written request of one-tenth of the SA's members or as deemed necessary by the Executive Committee, the Head of Student Affairs shall convene a meeting to appoint the President of SA to conduct a Referendum within 2 weeks.

10.2 A Referendum shall be conducted by all SA members on basis of secret vote.

10.3 A Referendum shall take effect only with the voting of one-fourth or more of the SA members, including vote abstention.

- 10.4 The proposal of referendum, where one-half or more of the attendants with voting right vote in favour, may be approved.
- 10.5 Where without complaints, the voting results shall be confirmed by the Joint Union and formally announced by the Student Consultant within 24 hours after the close of balloting. The resolutions to dissolve shall be declared carried if the total number of valid votes is not enough.

Chapter 4: Joint Union

Article 11: Definition and authority

The authority of a Joint Union shall only be inferior to the decision-making authority of a Referendum. Joint Union shall report to the Head of Student Affairs.

Article 12: Members

Members of Joint Union are Presidents and Vice Presidents of student societies, or Student Consultant in Tung Wah College, assigned by the Student Affairs Office.

Article 13: Rights

Except the statutory observers, all members shall have the rights to vote, speak, propose and second at a meeting. The statutory observers shall only be entitled to the right to speak, propose and second but no right to vote at a meeting.

Article 14: Attendance or Absence

The Chairperson thereof shall be assumed by the President of the Executive Committee. In case of the absence of the President, the Vice President of the Executive Committee shall provisionally assume the post thereof. In case of the absence of the abovementioned two persons, the Financial Secretary of the Executive shall provisionally assume the post thereof.

The Secretary of Joint Union thereof shall be assumed by the Internal Secretary of the

Executive Committee. In case of the absence of the Secretary, the post shall be assigned by the Chairperson.

Article 15: Duties

- 15.1 The authority of the Joint Union shall be only inferior to Referendum
- 15.2 Important or unexpected matters shall be handled by Joint Union when necessary
- 15.3 Executive committee and all members of SA shall comply with all resolutions approved in a Joint Union Meeting
- 15.4
 - a) Urgent and important matters shall be handled by the Joint Union, including the approval of Supporting fund for student bodies. Retainment, review, or approval of the resignation of the members of Executive Committee shall be handled by the Joint Union
 - b) Any member may, in case of behaviour that prejudice the interest of the Union or the violation of the Constitution, where two-thirds or more of the attendants with voting right of the Joint Union vote in favour, shall be recalled. The member concerned shall appeal with evidence within seven (7) days for Union's consideration. The decision shall be final when it is rejected by the Joint Union
 - c) Discuss resolutions on important matters.

Article 16: Quorum

The quorum of the Meeting shall be at least one half or above of Joint Union, Executive Committee and Representatives from student bodies. In case that the number of attendants shall be less than the quorum half an hour after the official meeting time, the Chairperson shall declare aborting the convention of the Meeting.

The Chairperson of the Joint Union shall reconvene the Meeting within seven (7) days after the declaration of abortion. Details of the reconvened meeting shall be announced five (5) days in advance and the quorum of the reconvened meeting due to resumption and abortion shall be at least one-third of the members. In case that the number of attendances shall be still less than the quorum half an hour after the official meeting time, the Chairperson shall declare aborting the convention of the Meeting.

The Chairperson shall reconvene the Meeting. The reconvened meeting due to resumption and abortion shall still be at least one-third of the members.

Article 17: Meeting

17.1 Chairperson shall convene meeting because of any of the followings

- a) Decision made by the Executive Committee;
- b) Joint signature by the Executive Committee;
- c) Proposal by the President of Executive Committee;
- d) Proposal by the Chairperson of the Joint Union

17.2 Members of Joint Union and all members shall be informed about the meeting 24 hour in advance.

17.3 At a Joint Union Meeting, where two-thirds or more of the attendants with voting right of the Joint Union vote in favour, the proposal of any member may be approved.

Chapter 5: Executive Committee

Article 18: Rights

18.1 The Executive Committee shall be the supreme administrative authority of the SA, and responsible for the routines and administrative work. Perform the purposes of the Constitution of the SA and execute the resolutions of the Referendum or the Joint Union. They can appoint members of any work committee directly subordinate to the Executive Committee within the scope of authority of the Executive Committee.

18.2 Appoints a delegation to represent the SA to the external and report the respective work to the Joint Council. (Prior approval from the Student Affairs Office is required)

18.3 Formulates regulations to handle all administrative work of the SA.

18.4 The Executive Committee shall be subject to all members and the Student Affairs Office. Members of Executive Committee are required to submit work report to the Student Affairs Office within one month when required.

Article 19: Organization and Duties

19.1 One (1) President

19.1.1 Chief Administrator of the Association

19.1.2 President of Executive Committee

19.1.3 Concurrent post of President of Joint Union, represents the Association to the external

19.2 One (1) Internal Vice President

19.2.1 The Internal Vice President shall assist the President, be responsible for all internal affairs of the Association

19.3 One (1) External Vice President

19.3.1 The External Vice President shall assist the President, and be responsible for all external affairs of the Union

19.4 One (1) Internal Secretary

19.4.1 The Internal Secretary shall be responsible for handling the minutes of meetings, documentations, and correspondences of the Executive Committee and other administrative routines thereof

19.5 One (1) External Secretary

19.5.1 The External Secretary shall assist in handling all external affairs, and be responsible for all communication

19.6 One (1) Financial Secretary

19.6.1 The Financial Secretary shall be responsible for handling all financial affairs

of the Association

19.7 One (1) Welfare Secretary

19.7 The Welfare Secretary shall be responsible for welfare routines of the Association members

19.8 Two (2) to Six (6) General Secretary

19.8 The General Secretary shall be responsible for handling other related matters of the Association, assigned by the Committee Executive

Article 20: Term of Office

The term of office of the Executive Committee shall be 1 year from April each year to April next year.

Article 21: Year Plan

A year plan of Executive Committee shall be submitted to the Student Affairs Office within one month after the start of the Term of Office.

Article 22: Annual Report

An annual report with financial report shall be submitted to the Student Affairs Office within one month after the end of the Term of Office.

Chapter 6: Punishment

Article 23: Punishment

Any member may, in case of any behaviour, that prejudice the interest of the Association or the violation of the Constitution, By-laws and any regulations of the Association, and approved at the Referendum, shall propose impeachment, or recall to the Student Affairs Office.

Chapter 7: Finance

Article 24: Financial Year

The financial year shall be 1 year from April each year to April next year. Joint Union will set up a bank account in accordance with the Financial Regulations of the College under the supervision of the Student Affairs Office.

Article 25: Membership Fee

25.1 Ordinary member

Ordinary membership fee of 22/23 shall be HKD One Hundred and Twenty only (HKD120)

25.2 Management of Membership Fee

25.2.1 Regular expenditure of SA

Half of the membership fee shall be used to sustain regular expenditure of SA to support its daily operation and administration

25.2.2 Supporting fund for student bodies in TWC

The other half of the membership fee shall be used to subsidized student activities organized by student bodies, or other special projects of the College. It shall be monitored and distributed by the Student Affairs Office

Article 26: Financial Budgeting

A financial budgeting shall be submitted to the Student Affairs Office within one month after the beginning of the Terms of Office. A balanced budget shall be expected unless there is emergency.

Article 27: Financial Report

27.1 A mid-year financial report shall be submitted to the Student Affairs Office in October by the Executive Committee.

27.2 An annual financial report shall be submitted to the Student Affairs Office within one month after the end of the Terms of Office of the Executive Committee.

Chapter 8: Temporary Executive Committee

Article 28: Formation of Temporary Executive Committee

The Student Affairs Office shall appoint Temporary Executive Committee to handle all administrative routines of the Association.

Article 29: Duties

Shall be responsible for basic operation and external communication during the absence of Executive Committee, until the formation of next new cabinet of Executive Committee.

Article 30: Organization

Shall include President, Vice-president, Secretary, Financial Secretary and General Secretary.

Article 31: Resignation

Resignation and assumption of any member of Temporary Executive Committee must be approved by the Student Affairs Office. The Student Affairs Office shall dissolve or reorganize the Committee at any time.

Article 32: Annual and Financial Report

The annual and financial report of the Temporary Executive Committee shall be submitted to the Student Affairs Office within 1 month after the end of the Terms of Office.

Chapter 9: Amendment of Constitution of the Association

Article 33: Amendment Method

The amendment of the Constitution shall be proposed by one-tenth of the Referendum, or two-thirds or more of the Executive Committee meeting attendants with

voting right, or two-thirds or more of the attendants with voting right of the Joint Union vote in favour. The Amended Constitution shall be voted in a Referendum and approved by Joint Union.

Amended Constitution shall be endorsed by the Joint Union and approved by Referendum.

New Constitution shall take effect after having the final approval from the Head of Student Affairs.

The Student Consultant may propose amendments to the constitution to the Head of Student Affairs after consulting with the Executive Committee. If the Head of Student Affairs agrees to the proposal, they must submit the draft amendment to the Student Affairs Committee of Tung Wah College. Upon approval by the committee, the Head of Student Affairs shall announce and implement the amendments.

Chapter 10: Miscellaneous

Article 34: Concurrent assumption

The executive committee member shall concurrently assume one (1) or above generally elected posts in the same year. For example, the Vice President of committee can concurrently assume as a Financial Secretary.

Article 35: Meeting Premises

All meeting must be held in campus(es) of Tung Wah College. Encrypted online meeting shall be held under the approval of Student Consultant.

Article 36: Rule of Meeting Procedure

The meeting procedures shall only be announced after formulating by the Executive Committee and approved by the Student Affairs Office

Article 37: By-law

Announcement of By-law for the Constitution of the Association which is without conflict shall be formulated by Executive Committee and approved by the Student Affairs Office.

Article 38: Effective date of Constitution

The constitution shall take effect prior to the approval of the Head of Student Affairs.