

Stewards Pooi Kei College
The Constitution of Student Union

Section One - General

Article 1 --- Name

The name of the organization shall be "the Student Union of Stewards Pooi Kei College"; the name in Chinese shall be "香港神託會培基書院學生會" and the short form shall be "SPKCSU", hereafter referred to as the Union.

Article 2 --- Address

The address of the Union shall be Stewards Pooi Kei College, 56, Siu Lek Yuen Road, Shatin.

Article 3 --- Aims

The aims of the Union are to promote the team spirit of the student body, to help raise the standard of self-discipline of students, to upkeep the image of the school and to help to provide welfare services and activities for the students of Stewards Pooi Kei College.

Article 4 --- Function

The Union shall act as a bridge between the School and the students, organize activities for the students, provide welfare services for the students and administer forums on topics of interest to the students.

Section Two - Membership

Article 1 --- Members

All students of Stewards Pooi Kei College shall be members of the Union.

Article 2 --- Responsibilities

Every member of the Union shall be bound to further to the best of his ability to the objectives, interests and influence of the Union and shall abide by the Constitution of the Union.

Article 3 --- Rights

The members of the Union shall have the right to:

1. help organizing activities of the Union.
2. participate in activities organized by the Union.
3. voice their opinions on matters about their school life and the performance of the Union.

Section Three - The Executive Committee of the Union

Article 1 --- Introduction

The Executive Committee of the Union (the Exco) is to administer the Union and shall serve for one year.

Article 2 --- Term of Office

1. The term of office of the Exco shall be one year.
2. The term of office shall be effective from the beginning of October of each school year to the end of September of the following year.

Article 3 --- Structure

Eleven members of the elected Cabinet shall be the members of the Executive Committee of the Union. The Exco shall be elected and shall comprise the Chairperson, 2 Vice-chairpersons (1 internal and 1 external), the Secretary, the Treasurer, the Activity Management Officer, the Welfare Management Officer, the Promotion Officer, the Coordinator, the Publication Officer and the General Affairs Officer.

Article 4 --- Qualifications

1. The Candidate for the office of Chairperson shall be a student of the Fifth Form or above.
2. Any candidate who wants to stand for election must not have any demerit and/or major demerit in the previous two school years before the nomination.
3. The Teacher Advisory Committee has the right to stop a student from standing for election.

Article 5 --- Election of Executive Committee of the Union

1. Cabinet system shall be used.
2. The election of Cabinet of the Union shall be held in late September every school year.
3. An election campaign shall be launched in mid-September and each Cabinet shall promote themselves following the instructions of the Teacher Advisory Committee.
4. An open forum shall be held and all Cabinets shall attend.
5. All students shall be entitled to vote for the Cabinet and all of them shall be entitled to one vote per head only.
6. The Cabinet who has received the highest number of votes is considered to have won the election.
7. If only one Cabinet is nominated, it shall be voted into office by all students to show their trust and confidence in the Union by a simple majority vote. If the candidate cannot get half or more confidence votes, the School Authorities shall appoint students to form an 'Appointed Student Union' to provide the basic services for students.
8. When the total number of votes is less than 75% of the total number of schoolmates, the voting will be deemed invalid. The School will not rearrange another election. Therefore, due to the insufficient of voting rate, parts of the fundamental duties of Student Union will be executed by the Appointed Student Union, and other services will be halted this academic year.
9. If no Cabinet is nominated, the School Authorities shall appoint students to form an 'Appointed Student Union' to provide the basic services for the students.
10. Any Cabinet providing false information or breaking the regulations of the election shall risk disqualification.
11. Any Cabinet buying votes shall risk disqualification.

Article 6 --- Duties and Rights of the Exco

The Chairperson of the Union shall:

1. Be the authorized representative of the Union on all occasions.
2. Be the Chairperson of the regular meetings of the Union.
3. Call meetings of the Union, preside over them and confirm decisions taken therein.
4. Serve as a link between the School Authorities and the Union.
5. Be responsible for the smooth running of the programmes of the Union.
6. Sign all reports and correspondence.
7. Sign the minutes of each meeting and all the monthly financial statements.
8. Draw up a general annual report to be read out at the Annual General Meeting with the help of the Secretary.
9. Be entitled to call any emergency meeting of the Union.
10. Be entitled to check all records and files of the Union.
11. Monitor the work of the Vice-chairpersons, the Secretary and the Treasurer.

The Vice-Chairperson of the Union shall:

1. Be the ex-officio Chairperson of the Exco and other regular meetings in the absence of the Chairperson.
2. Assist the Chairperson in all his duties.
3. Help the Chairperson to draw up a general annual report.
4. The Vice-chairperson for Internal Affairs should monitor the work of the Activity Management Officer, the Promotion Officer, the Coordinator and the General Affairs Officer.
5. The Vice-chairperson for External Affairs should monitor the work of the Welfare Management Officer, the Publication Officer and be responsible for coordinating activities with alumni and other schools.

The Secretary of the Union shall:

1. Record the minutes of all regular meetings.
2. Assist the Chairperson in all his duties.
3. Help the Chairperson to draw up a general annual report.
4. Be responsible for all correspondence.
5. Be responsible for the filing of all correspondence and documents.

The Treasurer of the Union shall:

1. Administer funds of the Union.
2. Keep proper books of accounts.
3. Give the statements of finance at the meeting where necessary. All statements shall be countersigned by the Chairperson.
4. Submit monthly financial report to the School via the Teacher Advisor.
5. Prepare the annual financial report to be read out at the Annual General Meeting.
6. Assist the Chairperson to prepare the budget plans for the school year.

The Welfare Management Officer shall:

1. Administer welfare such as souvenirs and stationery supplies.
2. Be responsible for the receipt of complaints and suggestions from the students and to deal with them accordingly.

The Activity Management Officer shall:

1. Administer the activities which are mainly amusements to the students, both internal and external of the Union.
2. Administer the booking of the school facilities specified by the School.

The Promotion Officer shall:

1. Give talks on the work done by the Union.
2. Manage and supervise forums for the students on topics of interest.
3. Report precisely the work and decisions made by the Union to all the students by using the bulletin board.
4. Release the information of all activities which are mainly amusements to the students of the Union.

The Coordinator shall:

1. Assist the Chairperson to call meetings.
2. Release relevant information to the Student Representative Committee.

The Publication Officer shall:

1. Issue at least 2 newsletters per academic year.

The General Affairs Officer shall:

1. Maintain the cleanliness and tidiness of the facilities for storage and operation of the Union, e.g. SU Room.
2. Help the setting of different venues before and after activities.

Article 7 --- Student Representative Committee

1. One elected class representative from each class and four House Captains shall be members of the Student Representative Committee.
2. Two of the members of the Student Representative Committee will be elected as the chairpersons of this Committee by the Committee members.
3. The elected chairpersons are required to attend regular meetings of the Executive Committee of the Union and shall not have voting rights.

Article 8 --- Sub-Committee

1. To help organize activities of the Union, sub-committee shall be formed after the election of Cabinet of the Union.
2. The sub-committee shall report to the Executive Committee directly.

Article 9 --- Teacher Advisory Committee

Members of the Teacher Advisory Committee are appointed by the Principal every school year.

Article 10 --- Resignation of Exco Members

1. No Exco member may resign without the approval of the Chairperson of the Union and the Teacher Advisory Committee of the Union.
2. If any Exco member resigns, he/she has to submit a formal letter of resignation with parents' signature to the Executive Committee of the Union.
3. The Chairperson of the Union should announce the resignation as soon as possible in an Exco meeting and to the public.
4. The Exco has the right to appoint a student from the Student Representative Committee to replace the post if necessary.
5. Any Exco member who quits from school during the term of office shall be treated as resigning from the Executive Committee of the Union. He/ She will lose the membership of the Union at the same time.

Article 11 --- Termination of Office of Exco Members and Student Representative Committee

1. The Principal or the Teacher Advisory Committee of the Union can terminate the office of any Exco members and Student Representative Committee members.
2. The Exco can terminate the office of any Exco member and Student Representatives Committee member in case the member fails to comply with the duty after warnings. Any resolution shall be carried by 2/3 majority vote of all Exco members. In case of equal votes, the Chairperson of the meeting shall have the final say. The decision made shall be approved by the Teacher Advisory Committee.

Article 12 --- Meetings

1. The Exco members shall meet regularly on dates specified by the Exco at the first Exco meeting of the year.
2. The Exco members and student representatives shall meet whenever necessary and at Annual General Meeting.
3. All Exco meetings require the presence of at least eight members of all Executive Committee members to form a quorum. Student Representative Committee meetings which require the presence of Exco members and student representatives need the presence of at least eight Exco members and twenty class representatives to form a quorum. If there is no quorum within the first fifteen minutes after the notified time, the meeting shall be adjourned to a date and time decided by the Chairperson of the meeting.
4. Any resolution shall be passed by a simple majority excluding the abstained vote. In case of equal votes, the Chairperson of the meeting shall have the final say.

Section Four - Finance

Article 1 --- Source

The finance of the Union shall depend on the funds it raises and on the allocation of the CCA fund. Commencing from the formation of the first Student Union, all members of the Union shall pay an annual membership fee. The Executive Committee of the Union shall be consulted on the amount and the School Authority shall have the final decision.

Article 2 --- Planning of the Budget

The Exco of the Union shall be responsible for planning the budget at the beginning of the school year. The planned budget shall be passed by the Exco of the Union and approved by the School Authority.

Article 3 --- Record of Expenditure and Income

The Treasurer shall be responsible for keeping proper books of accounts recording all sums of money received and spent by the Exco.

Article 4 --- Annual Financial Report

An annual financial report must be prepared by the Treasurer and this shall be read out at the Annual General Meeting at the end of the school year.

Article 5 --- Monthly Financial Report

A monthly financial report must be prepared by the Treasurer and this shall be passed to the School Authority via the Teacher Advisory Committee.

Section Five - The Constitution

Article 1 --- Interpretation

In case of any discrepancies or difference of opinions over the interpretation of the Constitution, the Teacher Advisory Committee shall have the final say with the consultation of the Principal.

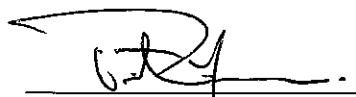
Article 2 --- Amendments

The rule may be added to, repealed, or amended by resolution. It is proposed by the Teacher Advisory Committee, Executive Committee or Student Representative Committee of the Union. No such resolution shall be deemed to have been passed unless:

1. it is carried by 2/3 majority vote of the Teacher Advisory Committee, members of the Executive Committee and Student Representative Committee at a Student Representative Committee Meeting with a quorum of 2/3 majority.
2. it is confirmed by the Teacher Advisory Committee of the Union and the Principal of the School.

Section Six - Dissolution of the Union

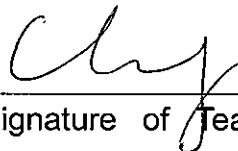
1. The Principal has the right to dissolve the Union after consultation with the Teacher Advisory Committee.
2. In the event of the dissolution, all properties of the Union shall be turned over to the Teacher Advisory Committee of the Union until the next Exco is formed.



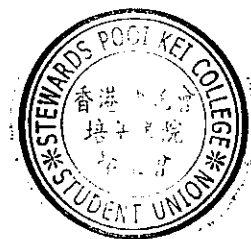
Signature of Principal



School Chop



Signature of Teacher
Advisory Committee



Student Union
Chop

- The End -

