

# THE CONSTITUTION OF THE STUDENT UNION

## SECTION I – GENERAL

### Article 1 – Name

The name of the association shall be “The Student Union, St. Mary’s Canossian College”. (hereafter referred to as “the Union”)

### Article 2 – Aims

The aims of the Union shall be:

1. to strengthen friendship and cooperation among students;
2. to promote the general welfare of the students;
3. to improve the relationship between the school authorities and the students;
4. to encourage the enthusiastic participation of students in culture and social activities; and
5. to enhance the understanding and cooperation between the Union and other school.

### Article 3 – Status

The Union shall be the sole representative of the students of St. Mary’s Canossian College (abbreviated “SMCC” and hereafter referred to as “the School”) in both external and internal affairs. The decision of the Student Council (as referred to in Section III) in all matters concerning the students shall, unless particularly stated, overrule that of any other student organization in the School. The Union shall be responsible to the School Authorities represented by the Principal of the School and the staff members appointed by the Principal, at present, the Student Activity Advisory Committee.

### Article 4 – Constituents

The Union shall consist of the classes, the houses, recognized clubs, societies, and groups specified by the School Authorities. These constituents are duly affiliated to the Union.

## SECTION II – MEMBERSHIP

### Article 1 – Membership

All present secondary students of the School shall be members of the Union.

### Article 2 – Membership Fee

All members shall pay an annual membership fee. The Executive Committee of the Student Council shall be consulted on the amount and the School Authorities shall have the final decision.

### Article 3 – Responsibilities

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

#### Article 4 – Privileges

All members of the Union shall be entitled to:

1. participate in the activities organized by the Student Union; and
2. give their opinions on various matters concerning their welfare.

#### Article 5 – Restrictions

1. The number of clubs or societies a student can participate in shall be subject to the restrictions set by the School.
2. The number of posts of clubs or societies a student can hold should be subject to the restrictions set by the School.

### SECTION III – STUDENT COUNCIL

#### Article 1 – Introduction

The Student Council (hereafter referred to as “the Council”) shall be the group of representatives of the students responsible for the executive and administrative affairs of the Union.

#### Article 2 – Authority

The Council shall possess the highest authority in legislation and in supervision of affairs concerning the Union.

#### Article 3 – Consultation

The Council shall seek advice from the Principal of the School and the staff members appointed by the Principal.

#### Article 4 – Functions

The functions of the Council shall be:

1. to carry out the purpose of the Union (as stated in Section I, Article 2);
2. to see that the Constitution is observed;
3. to interpret this Constitution and to conduct amendments if thought fit;
4. to supervise the works of the Executive Committee (as referred to Section IV);
5. to consider, adopt or approve, if thought fit, the motions propose at the Council meeting; and
6. to impeach or take disciplinary action against any member of the Council acting irresponsibly, or in any ways violating this Constitution and the resolutions of the Union.

#### Article 5 – Membership

The members of the Council (hereafter referred to as the Councillors) shall be composed of:

1. the Executive Committee (including the four House Captains);
2. the Head Prefects;
3. the Chief Editor of the School Magazine;

4. the chief-in-charge of various clubs/societies/groups; and
5. one student representatives from each class.

#### Article 6 – Officials

The officials of the Council Meeting shall be the Executive Committee.

#### Article 7 – Term of Office

1. The term of office of the Councillors shall be one year.
2. The new Council shall be effective on the day of the Investiture Ceremony.

#### Article 8 – Duties of the Councillors

The Councillors or their designated representative shall:

1. attend all specified meetings of the Council;
2. observe decisions made by the Council; and
3. make known the opinions of the organization they represent to the Council.

#### Article 9 – Rights of the Councillors

Each Councillor shall have the right to move, second and vote during the Council Meetings.

#### Article 10 – Council Meetings

1. Regular meetings shall be held twice a term on dates specified by the Executive Committee.
2. All Councillors shall be given one week's notice at least before the date of each regular meeting.
3. Extraordinary meetings shall be called by the Executive Committee whenever necessary.
4. All meetings of the Council require the presence of at least 3/5 of all Councillors on roll 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 Executive Committee. The adjourned meeting shall require at least 3/5 of all Councillors to form quorum.
5. Any resolution shall be passed by a simple majority excluding the abstained vote. In case of equal vote, the Head Girl shall have the final say.

### SECTION IV – THE EXECUTIVE COMMITTEE OF THE COUNCIL

#### Article 1 – Introduction

The Executive Committee of the Council (hereafter referred to as “the Ex-co”) shall be the executive body of the Union.

#### Article 2 – Membership

The Ex-co shall be elected and shall comprise the Head Girl, the Vice-Head Girl, the Internal Secretary, the External Secretary, the Treasurer, four House Captains, two Liaison Officers, the Art Designer and the I.T. Secretary.

### Article 3 – Term of Office

1. The term of office of the Ex-co shall be one year.
2. The new Ex-co shall be effective on the day of the Investiture Ceremony.

### Article 4 – Duties and Rights of the Executive Committee

The Head Girl of the Council shall:

1. be the authorized representative of the Council and the Union on all occasions;
2. call meetings of the Council, preside over them, and confirm decisions taken therein;
3. serve as a link between the Principal of the School and the Council;
4. be responsible for seeing that the programme of the Council is carried out effectively and properly;
5. sign all reports and correspondence;
6. sign the minutes of each meeting and all the financial statements;
7. draw up with the help of the two Secretaries a general annual report to be read out at the first Council Meeting of the following school year.;
8. be entitled to call any emergency meeting of the Council; and
9. be entitled to check all records and files of the Council.

The Vice-Head Girl of the Council shall:

1. substitute the Head Girl in her absence;
2. assist the Head Girl in all her duties; and
3. help the Head Girl to draw up a general annual report.

The Internal Secretary of the Council shall:

1. record the minutes of all Council and Ex-co Meetings;
2. help the Head Girl to draw up a general annual report; and
3. be responsible for the filing of all internal correspondence.

The External Secretary of the Council shall:

1. serve as a link between the Union and other various organizations outside the School;
2. help the Head Girl to draw up a general annual report;
3. be responsible for the filing of all external correspondence; and
4. invite sponsorship for the programmes organized by the Union.

The Treasurer of the Council shall:

1. administer funds of the Council;
2. give the statement of finance at each Council Meeting. This statement shall be countersigned by the Head Girl;
3. prepare the annual financial report to be read at the first Council Meeting of the following school year; and

4. draft budget plan and club subsidies for the school year.

The two Liaison Officers of the Council shall:

1. be responsible for making announcement of any movement of the Students' Union; and
2. promote communication among the Councillors.

The Art Designer of the Council shall:

1. design the logo of the Student Council;
2. be responsible for the design of all the products of the Students Union; and
3. be in charge of the art work used by the Student Union, e.g. the Student Council Notice Board, banners, booklets and circulars.

The I.T. Secretary of the Council shall:

1. manage online information concerning the Student Union, e.g. the Student Council's Homepage and the Announcement Board on web; and
2. update the electronic school calendar.

Article 5 – Nomination of Ex-co Members

1. Each house can elect four candidates to run for the Student Council Grand Election.
2. Each house member from Form 2 or above has the right to vote once.

Article 6 – Election

1. During the Grand Election, the sequence of election of posts should follow namely the Head girl, the Vice Head girl, the four House Captains, the External Secretary, the Internal Secretary and the Treasurer.
2. The election system should have a high degree of democracy. Each member of the school, including the Principal, teachers, and students from Form 4 or above has a vote for each post. Each vote is of equal weighing.
3. After the election of each post, apart from the candidates who are successfully elected, all the candidates sitting for the Grand Election are tentative for the rest of the election of post. For this reason, before the election of each individual post, candidates have the right to restate their preference in the post interested.

Article 7 – Ex-co Meetings

1. Ex-co Meetings shall be called by the Head girl whenever necessary.
2. All Ex-co Meetings shall require the presence of 3/5 of all Ex-co members on roll to form a quorum.

## SECTION V – CLUBS / SOCIETIES / GROUPS

### Article 1 – Requirements for Registration

Every new club/society/group shall have:

1. at least one teacher or sister as advisors.
2. the approval from the Principal and the Council before it can be registered.

### Article 2 – Registration of New Club

The procedure for setting up a new club in the new school year is as follows:

1. Submit the proposal to and gain advice from the Executive Committee of the Student Council before May of any school year.
2. Submit the amended proposal to the School Authorities for approval before August of the same school year.
3. If there is no objection from the School Authorities, the proposal will again be brought to the Student Council for Recognition in September.

### Article 3 – Privileges

All clubs/societies/groups may:

1. apply for financial aid from the Union; and
2. apply for using the Union's facilities.

### Article 4 – Obligations

All clubs/societies/groups shall:

1. abide by the Constitution of the Union;
2. submit their proposed budgets and plans of activities to the Council at the beginning of each new school year;
3. submit the financial and activities reports to the Council annually; and
4. have all correspondence countersigned by the Principal and bears the Council's stamp.

### Article 5 – Closing of Clubs/Societies/Groups

1. A club/society/group is to be closed when its application to the School Authorities for closure is successful or the School Authorities has made the final decision on closing the club.
2. If a club/society/group wants to apply to be closed in the new school year, it has to submit an application to the Executive Committee of the Student Council and the School Authorities including justification and the approval of its teacher advisor(s) before May of any school year. The School Authorities will inform the club/society/group and the Executive Committee of the Student Council of their decision on whether the application is successful before August of the same School year.
3. If the School Authorities want to close a club/society/group in the new school year, they have to inform the club and also the Executive Committee of the Student Council before May of any

school year. The club/society/group shall have a period of appeal which shall be until the beginning of the Summer Holidays. The appeal is to include justification, proposed ways of improving the club/society/group, and the signature(s) of its teacher advisor(s). The School will inform the club/society/group and the Executive committee of the Student Council of the results before August of the same school year.

4. If a club/society/group is closed, all of its properties shall be returned to the Student Council.

## SECTION VI – FINANCE

### Article 1 – Source

The finance of the Union shall mainly depend on membership fees and to be supplemented by the funds it raises.

### Article 2 – Reserve Fund

The balance of finance of each school year shall be put into the reserve fund which can be used solely with the approval of the Council.

### Article 3 – Estimation of the Budget

The Executive Committee of the Council shall be responsible for estimating the budget at the beginning of each school year. The planned budget shall be passed by the Council.

### Article 4 – Expenditure

1. The money shall be used for subsidizing the Union's publication and extra-curricular activities approved by the Council.
2. The Treasurer shall be responsible for the keeping of proper books on accounts with respect to all sums of money received and spent by the Executive Committee and clubs/societies/groups affiliated to the Council.

### Article 5 – Annual Financial Report

An annual financial report shall be prepared by the Treasurer and this shall be read out at the first Council Meeting of the following school year.

### Article 6 – Current Account

The money shall be entrusted to the Student Council Advisors for safe-keeping. A detailed financial account shall be kept by the Treasurer.

## SECTION VII – THE CONSTITUTION

### Article 1 – Interpretation

1. The interpretation of the Constitution shall rest with the majority of the Councillors in case any discrepancy or difference in opinions arises.

2. The Head Girl of the Council shall have the right of a casting vote.

#### Article 2 – Amendments

The constitution shall not be altered or amended unless it is passed by:

1. a 2/3 majority vote in a Council Meeting; and
2. the Principal of the School.

### SECTION VIII – APPENDIX

#### Article 1 – Absence from Council Meetings

1. In case any Councillor shall not be able to attend any Council Meeting, she shall inform the Executive Committee in advance and send a substitute to represent her.
2. The Head Girl shall give a warning to any Councillor who has been absent from two Council Meeting without sending a representative.
3. The Head Girl can dismiss any Councillor who has been absent from the Council Meeting without sending a representative after the warning.

#### Article 2 – Punctuality

All Councillors shall try their best to be punctual. No Councillors shall be admitted to a Council Meeting 15 minutes after the proposed time unless with acceptable reason. Without an acceptable reason, she shall be considered absent.

#### Article 3 – Resignation of the Councillors

No Councillor may resign unless

1. She is leaving the school.
2. She gets the approval of the Council and the School Authorities.

#### Article 4 – Replacement of the Councillors

1. In case any chief-in-charge of club/society/group resigns or is being dismissed, the organization she represents shall send a substitute to replace her.
2. In case the Head Girl resigns or is being dismissed, the Vice-Head Girl shall replace her.
3. In case any other Councillor resigns or is being dismissed, her post shall be refitted by nomination and election.