

Constitution

Article 1: General

- . 1.1 The name of the society shall be "Culinary Art and Culture Society, HKUSTSU" in English and "香港科技大學學生會飲食藝術及文化學會" in Chinese.
- . 1.2 The short form of the name of the society shall be CACS, HKUSTSU, hereafter referred to as the Society.
- . 1.3 The society shall be affiliated to the Hong Kong University of Science and Technology Student's Union (HKUSTSU).
- . 1.4 The official languages are English and Chinese and they shall enjoy equal status. In case of discrepancy, unless otherwise stated, the English version shall be referred to.
- . 1.5 The official logo of the Society shall be:



Article 2: Objectives

2.1 The objectives of the Society shall be:

- . (a) To promote culinary art and culture among HKUST students.
- . (b) To provide a channel for HKUST students to understand and to appreciate the culinary art and culture of different communities or countries.
- . (c) To provide an opportunity for HKUST students to share their interests in culinary art and culture.

Article 3: Membership

3.1 The society shall consist of the following types of Members:

- . (a) Full Members
- . (b) Associate Members
- . (c) Honorary Members

. 3.2 Only Full Members of the HKUSTSU who have paid membership fee for at least one year for the Society are Full Members of the Society.

. 3.3 Associate Members are members who have paid the membership fee for at least one year but are not the Full members of the Society. All students, staff and alumni of HKUST shall be eligible for Associate Membership of the Society.

. 3.4 All members of the Society shall have the following rights:

- . (a) To attend all functions arranged by the Society.
- . (b) To use all facilities provided by the Society for the general use of their members.
- . (c) To attend and speak in all Meetings.

. 3.5 Only the Full members have right to have one vote in all elections, to be nominated to the Society's election and to complain about the result of elections.

. 3.6 All members shall abide by the Constitutions of the Society and the resolutions passed by the General Meetings of the society.

. 3.7 All members shall pay the membership fee and the fee is non-refundable.

. 3.8 Membership fee should be collected per semester, annually, per two years, per three years or per four years.

. 3.9 The Membership fee should be determined by the Executive Committee of the current session.

. 3.10 All Full members shall cease their membership upon graduation or expiry of payment of membership fee.

. 3.11 The validity of membership depends on the University academic year. The

duration of membership shall be indicated at the moment of the payment of membership fee.

- . 3.12 The society shall transfer the membership status of its undergraduate or postgraduate Full Members who cease to be Full Members of the HKUSTSU into Associate Members.
- . 3.13 Honorary Membership may be conferred at the General Meeting on such persons as the Council may determine by resolution.
- . 3.14 Honorary Members shall be entitled to all the rights and privileges of Full Members, except they shall not have the right to vote at all elections and General Meetings, and to stand for election.

Article 4: Executive Committee

4.1 The Executive Committee shall be the administrative body of the Society, unless otherwise ruled by the General Meetings, and shall have the power and responsibility:

- . (a) To represent the Members in all matters concerning the society.
- . (b) To carry out functions so as to implement the Constitutions and the policies laid down in the General Meetings for the general interests of Members of the Society.
- . (c) To make all regulations and exercise all authorities vested by the Constitutions.
- . (d) To appoint Members of the Society to be Executive Sub-committees and delegate authority to them.
- . (e) To repudiate members if they disobey the obligations of members.

. 4.2 There shall be at least 6 people in the Executive Committee.

. 4.3 The Executive Committee shall be composed of

- . (a) President
- . (b) Internal Vice-President
- . (c) External Vice-President
- . (d) Financial Secretary

And at least two of the following posts:

- . (e) Internal Secretary
- . (f) External Secretary
- . (g) Promotion Secretary
- . (h) Publication Secretary
- . (i) Marketing Secretary
- . (j) Information Technology Secretary
- . (k) General Secretary
- . (l) Welfare Secretary

4.4 Other posts could be included whenever necessary.

- . 4.51 Each of the Executive Committee may take at most two posts; however, the President, Vice-President(s) and the Financial Secretary shall not hold any other positions in the Society.
- . 4.52 The President, Vice-President(s) and Financial Secretary. should not hold any other position in any other Societies under HKUSTSU.

4.6 Duties of individual Executive Committee members:

- . (a) The President shall be the chief executive, the representative of the Executive Committee and shall preside all Executive Committee Meetings of the society.
- . (b) The Internal Vice-President shall assist the President in conducting the affairs inside the University, and shall, in the absence of the President, carry out the duties of the President inside the University.
- . (c) The External Vice-President shall assist the President in conducting all affairs outside the University, communicate and co-operate with any parties outside the University, and shall, in the absence of the President, carry out the duties of the President outside the University.
- . (d) The Financial Secretary shall be responsible for all financial matters of the Society, including preparing budget and financial report at the beginning and at the end of a financial year respectively.
- . (e) The Internal Secretary shall assist the Internal Vice-President in conducting affairs within the University, including preparing minutes of all meetings, keeping all

records except the financial reports of the Society, and keep track of Society's email account.

- . (f) The External Secretary shall assist the External Vice-President in conducting affairs outside the University.
- . (g) The Promotion Secretary shall be responsible for publicizing the Society and its activities by means such as posters, leaflets and notices.
- . (h) The Publication Secretary shall be responsible for producing and editing the publications of the Society.
- . (i) The Marketing Secretary shall be responsible for contacting organizations or firms so as to look for sponsors for the Society.
- . (j) The Information Technology Secretary shall be responsible for all matters concerning the homepage and all computer operations of the Society.
- . (k) The General Secretary shall be responsible for arranging equipment and resources as well as general booking affairs of the Society
- . (l) The Welfare Secretary shall be responsible for promoting the welfare of members so to boost their sense of affiliation in the Society.

4.7 Session of the Executive Committee (a) The Executive Committee of the Society shall be elected on the polling day and should take office

immediately after the official announcement made by the President of the present session until the

determination of the next Annual General Meeting. 4.8 Executive Committee meeting

- . (a) The President shall have the right to chair Executive Committee Meetings.
- . (b) If the President is not present in the meeting, the Internal Vice-President shall take over the duties of the President and act as the Acting President.
- . (c) The President shall convene a meeting upon requisition of at least 3 Executive Committee Members.
- . (d) Except the President, at least half of the Executive Committee Members shall be present in all Executive Committee Meetings.
- . (e) Except the President, all Executive Committee Members shall be given a vote. Whenever an equal number of votes is cast, the President shall have the casting

vote.

- . (f) All Executives shall have the right to invite any member to attend the Executive Committee Meetings during which the persons can express their opinions. The persons shall not be given any vote.

4.9 Annual Election

. (a) Nomination

- . (i) The society shall setup an Election Board to handle all the matters concerning the annual election including administration and complaints, at least 7 clear days before the nomination period begins. The composition of the Election Board shall consist of both Executive Members and other Full Members. It shall consist not less than five Full Members, in which at least 2 of them should not be Executive Committee of the current session. All nominators or nominees cannot be any members of the Election Board.
- . (ii) Nomination shall be applied before the end of the nomination period.
- . (iii) The length of the nomination period shall not be less than one week.
- . (iv) Application for nomination shall be made by filling up a form prepared by the Election Board.
- . (v) The Executive Committee shall be acceded in the form of cabinet.
- . (vi) All candidates shall be Full Members of the Society.
- . (vii) Each candidate should only join one nominated cabinet in the Society.
- . (viii) The Election Board shall post the list of nominated cabinet within 3 working days after the deadline of nomination.
- . (ix) The maximum amount of expenses allowed for each nominated cabinet is \$15,000.
- . (x) In case there is no nomination received, the Annual General Meeting shall resolve the matter.

. (b) Voting

- . (i) Election shall be done on the polling day and Members shall be informed about the details of election through public notices posted at least 5 clear days before the polling day.

- . (ii) 30% of total Full Members should have voted in the election, or else voting has to be repeated.
- . (iii) All Full Members shall be entitled to one vote.
- . (iv) If there is only one nominated cabinet, it shall be elected when the total number of votes for the cabinet is greater than the total number of votes against the cabinet.
- . (v) If there are more than one nominated cabinet, the cabinet with the highest vote shall be elected into office.
- . (vi) Any complaints or appeals related to the election shall be submitted to the Election Board in letters, with their identities clearly stated, only before the official announcement of the election result.
- . (vii) Reply to complaints shall be made within 48 hours and investigations shall be carried out afterwards by the Election Board. If the accepted complaint(s) is(are) valid after investigations, the provisional results shall not be regarded as the official result and re-vote shall be held within seven working days unless otherwise specified.
- . (viii) Voting shall be in straight secret ballots.
- . (ix) The final result of voting shall be announced by the President of the current Executive Committee in the Annual General Meeting.
- . (x) The Executive Committee of the Society should take over the government immediately after the official announcement until the next Annual General Meeting.
- . (xi) In case there is no nomination for a post, the vacancy shall be pending until the formation of the new Executive Committee. The Executive Committee shall possess the authority to invite any Full Member to fill the vacancy.
- . (xii) No official result shall be made until all complaints have been settled.

Article 5: General Meetings

5.1 Annual General Meeting

- . (a) The Annual General Meeting shall be held within fourteen working days after the valid polling day.
- . (b) All the decisions made in the Annual General Meeting shall possess the highest authority in the Society.

- . (c) All Annual General Meetings shall be chaired by the President of the present session and the Internal Vice President shall act as the acting chairperson in case the President is not present.
- . (d) The Internal Secretary shall do all the secretarial work of the Annual General Meeting.
- . (e) The public notice and the agenda of the Annual General Meeting shall be posted seven days before the Annual General Meeting.
- . (f) A quorum of 30% of total Full Members or 30 Full Members whenever smaller, shall be achieved within one hour, or else the Annual General Meeting shall be deferred and re-held within seven working days. If the quorum still cannot be formed, all attendees shall form the quorum.
- . (g) All decisions made by voting in an Annual General Meeting shall only be recognized if the total number of votes cast is greater than or equal to half of the attendance, except for the amendments in the Constitutions.
- . (h) The business of the Annual General Meeting shall be:
 - . (i) To approve the newly elected cabinet of Executive Committee of the next session.
 - . (ii) To receive and adopt the minutes of the previous Annual General Meeting and that of all Extra-ordinary General Meetings after the previous Annual General Meeting.
 - . (iii) To receive and adopt the annual report and the financial report of the current session which shall include the audited financial statements.
 - . (iv) To present the financial budget of the next session.
 - . (v) To pass the amendment(s) of the Constitution, if necessary.
 - . (vi) No other discussion is allowed in the Annual General Meeting other than the items listed on the agenda.

5.2 Extra-ordinary General Meeting

- . (a) All Extra-ordinary General Meetings shall be convened by the President of the present session or upon requisition signed by at least 4 Executive Committee Members or upon requisition signed by not less than one-fifth of the Full Members of the Society. Such requisition shall specify the object of the proposed meeting.

- . (b) All the decisions made in the Extra-ordinary General Meetings shall possess the same authority as that in Annual General Meetings of the Society.
- . (c) The public notice and the agenda of the Extra-ordinary General Meeting shall be posted one week before the Extra-ordinary General Meeting.
- . (d) A quorum of 30% of total Full Members or 30 Full Members whenever smaller, shall be achieved within one hour, or else the Extra-ordinary General Meeting shall be deferred and re-held within ten working days. If the quorum still cannot be formed, all attendees shall form the quorum.
- . (e) Business not stated on the agenda shall not be discussed in any Extraordinary General Meeting unless with the consent of more than one half of the Full Members present in the meeting.

Article 6: Finance

- . 6.1 The session of the financial year corresponds to the session of the Executive Committee.
- . 6.2 The balance and proceeds of the previous financial year, the membership fee and the donation of the current financial year shall be spent on the activities and functions of the society.
- . 6.3 The Financial Secretary shall be responsible for keeping the books of account.
- . 6.4 An annual financial report shall be prepared and presented by the Financial Secretary in the Annual General Meeting for consideration and adoption. It shall include financial statements audited by the current Executive Committee and at least two Members other than the Executive Committee.
- . 6.5 The amount of membership fee shall be specified in the Annual Budget and before taking effect, must be adopted in the Annual General Meeting.
- . 6.6 The Society shall not apply or accept any loans outside HKUSTSU.
- . 6.7 Cash owned by the Society shall be deposited in the bank under the name of the President and the Financial Secretary.

Article 7: Resignation and Dismissal

- . 7.1 In case of any Executive Committee Member wishing to resign, he/she must

present a written request of resignation to the Executive Committee of the Society at least one month before the event in which the resignation shall be approved. Any Member of the Executive Committee may at any time apply for resignation.

- . 7.2 Should the President resign, an Extra-ordinary General Meeting shall be convened to elect a new President and the Internal Vice-President shall act as the Acting President until the new President is elected.
- . 7.3 Should any Executive Committee Member other than the President resign, an Extra-ordinary General Meeting shall be convened to approve the resignation.
- . 7.4 Any vacancy in the Executive Committee other than the President can either be filled by any Full Member of the Society nominated by the President, or kept vacant. Such nomination shall be approved by the Executive Committee.
- . 7.5 If either one of the posts of President, Internal Vice-President and Financial Secretary is vacant for one month, the Executive Committee shall dissolve.
- . 7.6 The Executive Committee shall be automatically dismissed when half of the Committee's Members resign from office.
- . 7.7 A public notice shall be posted within seven clear days after the approval of any change or resignation of Executive Committee Member(s).
- . 7.8 Any Executive Committee Member may be removed by a vote of no-confidence passed by a two-thirds majority at a General Meeting of Full Members or a Referendum under the provision in this Constitution.

Article 8: Dissolution of the Society

- . 8.1 An Extra-ordinary General Meeting shall be chaired by the Executive Committee concerning the dissolution of the Society.
- . 8.2 The Society will only be dissolved if more than two thirds of Full Members vote for dissolution in the Extraordinary General Meeting. The ownership of the fixed asset and cash of the society shall be decided in the balance and proceeds of the previous financial year, the membership fee and the donation of the same Extraordinary General Meeting.

Article 9: Amendments of the Constitutions

- . 9.1 In this constitution, unless where the context otherwise specifies, the expression 「 public notice shall mean the notice published by at least e-mails or Official Notice Boards in the campus of HKUST designated for the Society.

- . 9.2 Amendments of the Constitutions of the Society, if necessary, shall only be proposed by the current Executive Committee.
- . 9.3 No amendment of the Constitution shall be made except at the Annual General Meeting or any Extraordinary General Meetings convened for the purpose and shall be notified prior to the Meetings.
- . 9.4 The Constitution can only be amended in the Annual General Meetings and Extraordinary General Meetings when two-thirds of the total votes in the General Meetings agree with the amendment.
- . 9.5 The public notice of the Amendments of the Constitutions shall be posted seven days after amending the Constitutions.