

Constitution of the Students' Association

Holy Family Canossian College

Section 1 GENERAL

Article 1 Name

The name of the association shall be 'Holy Family Canossian College Students' Association', hereinafter referred to as 'the Association' or 'the SA'.

Article 2 Aims

The aims of the Association shall be:

- 1) to improve the general welfare of the students;
- 2) to better the understanding and cooperation between the Association and other schools;
- 3) to strengthen the friendship and cooperation among students;
- 4) to improve the communication between the School Authorities and students.

Article 3 Status

The Association shall be responsible to the School Authorities and the student body.

Section 2 MEMBERSHIP OF THE SA

Article 1 Membership

All present students of the school shall be members of the Association, ipso facto.

Article 2 Privileges

All members of the Association shall be entitled to:

- 1) take part in elections of the Executive Committee of the Association with the exception of Secondary 1 and Secondary 2;
- 2) participate in activities organized by the Association;
- 3) propose amendments or suggestions concerning their welfare to the Association.

Article 3 Obligations

All members shall fulfill the following obligations:

- 1) to abide by the Constitution and resolution of the Association;
- 2) to support the finance of the Association by paying the annual membership fee as decided by the Executive Committee in office;
- 3) to cooperate with the Association;
- 4) to render any necessary help to the Association on request.

Article 4 Limitations

The members of the Association shall be a member of at least one club but may not join more than three clubs.

Section 3 THE STUDENT COUNCIL

Article 1 Name

The name of the organization shall be 'Student Council, Holy Family Canossian College', hereinafter referred to as 'the Council'.

Article 2 Definition

The Council shall be the group of representatives of members of the Association, and shall be responsible for the executive and administrative affairs of the Association.

Article 3 Membership

Members of the Council shall include:

- 1) the Ex-co of the Council who shall also be the Ex-co of the Association [Refer to Section (4) Article (2)];
- 2) the Councillors.

The Councillors shall include:

- 1) the chairlady of clubs/societies;
- 2) the monitress of each class;
- 3) the 4 House Captains.

Article 4 Term of Office

All Councillors shall serve the Council for one school term/year (during their term of service for the organization they belong to).

Article 5 Consultation

The Council shall seek advice from the Principal of the school and the advisers appointed.

Article 6 Responsibilities

The responsibilities of the Council shall be:

- 1) to consider and adopt the motions proposed at the Council Meetings;
- 2) to consider and adopt the resolutions passed at the Council Meetings;
- 3) to conduct amendments of this Constitution;
- 4) to ensure that this Constitution is observed;
- 5) to supervise the work of the Association.

Article 7 Duties of Ex-co of the Council

Refer to Section (4) Article (3).

Article 8 Duties of Councillors

The Councillors shall:

- 1) attend all meetings of the Council;
- 2) observe decisions made by the Council;
- 3) discuss issues to be raised during Council Meetings with members of the organization they represent and collect their opinions;
- 4) make known the opinions of the organization they represent to the Council;
- 5) make known to the organization they represent all resolutions passed in the Council Meeting.

Article 9 Rights of the Councillors

All councillors shall have the right to move, second and vote on the motions during Council Meetings.

Article 10 Regular Meetings

- 1) Regular meetings for the Executive Committee shall be held at least once a month.
- 2) Regular meetings of the Council shall be held at least three times each academic year.
- 3) Quorum of meetings

The quorum of all meetings shall be 2/3 of the number of all non-on-leave members.

Article 11 Observers at Council Meetings

- 1) Members of the SA may attend any Council Meeting as observers.
- 2) Members intending to attend any Council Meeting shall apply to the Ex-co in advance and shall be seated before the meeting begins.
- 3) All observers who sit in a meeting shall have no voting rights.

Article 12 Emergency Meetings

- 1) Emergency meetings of the Ex-co shall be convened by the Chairlady whenever necessary.
- 2) Emergency meetings of the Council shall be convened by the Chairlady and a notification of the

meeting shall be given to all Councillors at least 24 hours in advance.

- 3) Any emergency meeting shall require the presence of 2/3 of all non-on-leave members (as in Section 3 Article 10).

Section 4 THE EXECUTIVE COMMITTEE OF THE COUNCIL & THE SA

Article 1 Introduction

The Executive Committee of the Council shall also be the Executive Committee of the Association.

Article 2 Membership

The Executive Committee of the Association shall include:

- 1) the Chairlady;
- 2) the Vice Chairlady;
- 3) the Deputy Head Prefect;
- 4) the Secretary;
- 5) the Treasurer;
- 6) the External Officer;
- 7) the Internal Officer;
- 8) the Liaison Officer;
- 9) the General Welfare Officer;
- 10) the Art Director;
- 11) the Publicity Officer.

Article 3 Duties

The Chairlady shall

- 1) be the authorized representative of the Association and the Council on all occasions;
- 2) preside over all meetings of the Association and the Council;
- 3) make final decisions when votes are equal;
- 4) be entitled to check all records, statements of accounts, and files of the Association;
- 5) be responsible for supervising all affairs of the Association;
- 6) be responsible for the Constitution review.

The Vice Chairlady shall

- 1) assist and support the Chairlady;
- 2) assume the duties, power and responsibility of the Chairlady in her absence or inability to do so;
- 3) be responsible for supervising the implementation of all the matters adopted by the Council;
- 4) supervise all external affairs;
- 5) assist and support the Liaison Officer;

The Deputy Head Prefect shall

- 1) preside over the Prefect's Board;
- 2) be responsible for the general discipline of the school during SA functions;
- 3) bridge the communication between the Prefect's Board and the SA.

The Secretary shall

- 1) be responsible for preparing the agenda and minutes of the Ex-co Meetings and Council Meetings;

- 2) prepare the year plan and the annual report on activities run by the Association;
- 3) be in charge of all the official documents (such as the forms for year plan/annual report) and records of the Association.

The Treasurer shall

- 1) be responsible for the administration of all the financial affairs;
- 2) allocate subsidies to registered clubs and societies according to their application;
- 3) prepare the annual financial report;
- 4) inform the Council of the financial situation;
- 5) submit the monthly financial report to adviser(s).

The External Officer shall

- 1) be responsible for external correspondence/invitations;
- 2) be responsible for joint school activities;
- 3) shall assist and support the Vice Chairlady.

The Internal Officer shall

- 1) assist and support the secretary;
- 2) be responsible for the homepage of the Association and IT affairs;
- 3) coordinate the sub-committee if there is one.
- 4) be responsible for all general affairs such as the booking of equipment for SA activities;

The Liaison Officer shall

- 1) be responsible for coordinating activities among the four houses;
- 2) be responsible for the affairs of clubs and societies;

The General Welfare Officer shall

- 1) be responsible for the affairs concerning the general welfare of the students;

The Art Director shall

- 1) support and assist the General Welfare Officer.
- 2) be in charge of the production of SA products;
- 3) be in charge of visual style and images of SA products and activities.

The Publicity Officer shall

- 1) be responsible for the publicity of SA activities;
- 2) assist the Internal Officer in updating the homepage if necessary.

Article 4 Election of SA Ex-co

A. Qualification

- 1) Any candidate for the office of the Chairlady and the Vice Chairlady shall be students of Secondary 5.
- 2) Any candidate for the office of the other executive committee members shall be students of Secondary 4 or 5.
- 3) The Chairlady of the Association shall not hold any other office in the school.
- 4) The Executive Committee members of the Association can be the committee members of at most one other constituent, except those of the 4 houses.
- 5) The Deputy Head Prefect shall not be elected but appointed by the School Authorities.

B. Nomination

- 1) For the post of the Chairlady and Vice Chairlady, a minimum of 5 candidates shall be nominated. Secondary 5 shall nominate 4 - 6 candidates while another 4 - 6 candidates shall be nominated by teachers. A maximum of 4 candidates may be nominated by Secondary 6 too.
- 2) For the other posts of the committee, a minimum of 12 candidates shall be nominated. Secondary 4 and 5 shall each nominate 4 - 8 candidates while another 4 – 8 candidates shall be nominated by teachers. A maximum of 4 candidates may be nominated by Secondary 6 too.

C. Election

- 1) The Election Committee, namely the Exco of the previous session, shall be responsible for the election procedure.
- 2) The teachers and Secondary 3 to Secondary 6 members of the Association are eligible to vote.
- 3) The election shall be done at the beginning of the school year.
- 4) The first election is for the posts of the Chairlady and Vice Chairlady. Each elector shall cast only one vote. The candidate who gets the majority vote shall be the Chairlady and the candidates who get the second and third majority vote shall be the Vice Chairladies.
- 5) The second election is for the other posts of the committee (the Deputy Head Prefect being appointed). Each elector shall cast two votes. The candidates who get the highest votes during the second election shall be the committee members. They will then agree among themselves upon the posts to be taken up.
- 6) Candidates not elected in the first election shall automatically be eligible for the second election.
- 7) The Election Committee shall possess the authority to appoint any student of Secondary 4 and 5 for the posts of the committee with the approval of the Principal and advisers in case of election failure or insufficient nomination of candidates for election.
- 8) The committee members are eligible to be re-elected for another term of office.

Article 5 Term of Office

All executive committee members shall

- 1) serve the Association for one school year;
- 2) vacate their office only when their successors have been elected and their duties have been transferred.

Article 6 Disciplinary Actions against Executive Committee Members

In the event of any Ex-co member being found to have been guilty of any one of the following:

- 1) acting irresponsibly;
- 2) committing inappropriate acts and thereby impairing the fair reputation of the Association;
- 3) has been absent from 2 consecutive meetings without satisfactory reasons;

the Chairlady shall convene an extraordinary Ex-co Meeting during which, with the consent of 1/2 or more of the Ex-co members and advisers present and voting, the Ex-co member concerned shall be dismissed.

Section 5 THE SUB-COMMITTEE OF THE ASSOCIATION

- 1) The Ex-co may form a sub-committee when necessary.
- 2) At least one Ex-co member shall supervise the sub-committee.

Section 6 CLUBS/SOCIETIES

Article 1 Requirements for registration

To register, every club/society shall have

- 1) at least one school staff as the adviser; and
- 2) the approval from the Principal.

Article 2 Registration and Re-registration

- 1) Every new club/society shall register its formation to the Ex-co of the Association.
- 2) Every registered club/society shall re-register with the Ex-co at the beginning of each school year.

Article 3 Privileges

All clubs/societies may

- 1) apply for financial subsidy from the Association;
- 2) apply for the use of the SA facilities.

Article 4 Obligations

All clubs/societies shall

- 1) abide by the Constitution and the resolution of the Council;
- 2) submit their financial budgets and plans of activities for the year to the Council at the beginning of each school year;
- 3) submit the financial and activities reports to the Council at the end of each school year;
- 4) support and cooperate with the Association on request.

Section 7 FINANCE

Article 1 Source

The finance of the Association shall mainly depend on membership fees and be supplemented by fund-raising.

Article 2 Basic Fund

A minimum sum of \$20000 shall remain at the end of the school year for use by the Council of the following year. Besides, \$1000 of the total annual income shall be set aside for subsidizing charitable activities. These sums, however, are subject to revision according to the inflation rate of the time.

Article 3 Estimation of Annual Budget

The estimated annual budget shall be prepared by the Treasurer and passed by the Ex-co. It shall be submitted to the Council at the beginning of each school year.

Article 4 Expenditure

The money shall be used for subsidizing the Association's printed materials and activities approved by the Ex-co.

Article 5 Financial Report

- 1) The Treasurer shall be responsible for keeping the books of account with respect to all sums of money received and expended by the Association.
- 2) 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 Accounts

The money shall be kept in the bank. At least two advisers shall be the official signatories of the accounts.

Section 8 THE CONSTITUTION

Article 1 Interpretation

The interpretation of the Constitution shall rest with the majority of the Council Members in case any discrepancies or differences in opinion arise.

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 9 APPENDIX

Article 1 Absence from meetings

- 1) In case any Councillor is not able to attend any Council Meeting, she shall apply for leave of absence from the Chairlady in advance and send a substitute from the committee of her organization to represent her.
- 2) The substitute shall not represent more than 1 organization.
- 3) The Chairlady can dismiss any Councillor who has been absent from two successive meetings without satisfactory excuse with the approval of 2/3 of the Ex-co members and the advisers of the Association.
- 4) In case any Ex-co member is not able to attend any meeting, she shall inform the Chairlady in advance and provide a satisfactory explanation.
- 5) The Chairlady can dismiss any Ex-co member who has been absent from two successive meetings without satisfactory excuse with the approval of 1/2 of the Ex-co members and advisers of the Association.
- 6) The instrument requesting leave of absence shall be in the following form:

I (name) of (class), representative of (club/class), being a Councillor of the Student Council, apologize for absence from the (no.) Council Meeting to be/which was held on (date) at (place) from (time) because (reasons). My substitute will be/was (name) of (class) and my voting rights will be/were given to her.

Signature of Councillor _____

Signature of Adviser/Form-teacher _____

Signature of Substitute _____

Date _____

Article 2 Punctuality

All Ex-co members and Councillors shall try their best to be punctual. No Council Members shall be admitted to a Council Meeting 15 minutes after the proposed time without an acceptable reason. Late-comers and early leavers shall be regarded as absentees and shall submit an explanation for their absence.

Article 3 Resignation of Executive Committee

- 1) No member of the Ex-co of the Council may resign without the consent of the Council Members and the approval of the Principal and advisers.
- 2) If the Chairlady resigns, her post shall be taken up by the Vice Chairlady.
- 3) If the Vice Chairlady resigns, the new Vice Chairlady shall be elected by the Executive Committee from among the Ex-co members themselves.
- 4) If a member of the Ex-co, other than the Chairlady/Vice Chairlady resigns, a new Ex-co member shall be elected by the Council, if deemed necessary by the Ex-co.
- 5) All substitutes shall serve the Association until the end of the school year.

Article 4 Resignation of Councillors

- 1) No Councillor may resign without the approval of the Ex-co of the Student Council.
- 2) If any Councillor resigns, the body she represents shall send a substitute to take her place.

SECTION 10 DISSOLUTION OF THE ASSOCIATION

Any proposal for the dissolution of the Association can be raised by any Council Member present at any Council Meeting and must be seconded by 1/3 or more of the Council Members present and voting. The Association shall be dissolved only:

- 1) with the consent of 5/6 or more of the Council Members present at the Council Meeting;
- 2) with the consent of 4/5 or more of the members of the Association; and
- 3) with the Principal's approval.

In the event of dissolution, all properties of the Association shall be turned over to the School Authorities.

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