

## **Constitution of**

### **Mechanical Engineering Students' Association, HKUSTSU**

**First Amendment, March 15, 2000**

**Second Amendment, March 17, 2000**

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## **Section I**

### **Definitions**

1. 'the MESA' or 'the Association' shall mean the Mechanical Engineering Students' Association, HKUSTSU.
2. 'the Committee' shall mean the Executive Committee of the Mechanical Engineering Students' Association, HKUSTSU.
3. 'the Department' shall mean the Department of Mechanical and Aerospace Engineering, the Hong Kong University of Science and Technology.
4. 'the University' shall mean the Hong Kong University of Science and Technology.
5. 'AGM' shall mean the Annual General Meeting and 'EGM' shall mean the Extraordinary General Meeting of the Association.

## **Section II**

### **General**

#### *Article 1: NAME*

1. The name of the Association shall be Mechanical Engineering Students' Association, HKUSTSU, in short form is 'MESA'.
2. The name of the Association in Chinese shall be 香港科技大學學生會機械工程系學生會.

#### *Article 2: OBJECTS*

1. To promote friendship and cooperation among members.
2. To represent and act on behalf of the Mechanical Engineering major Students of the University of all matters relating to their academic affairs and welfare.
3. To cultivate and promote the interest of Mechanical Engineering amongst the public.
4. To provide a communication link between the members and the Department.
5. To provide a communication link between the Association and the other student's organizations, of the University and the other institutions.

6. To provide a communication link between the Association and the industry.

*Article 3: ASSOCIATION SESSION*

The Association Session shall begin with the conclusion of the AGM and shall terminate with the conclusion of the AGM of the following year.

*Article 4: OFFICIAL LANGUAGES*

English and Chinese (Cantonese or Mandarin) shall be the official language of the Association. All official correspondence in official meeting shall be conducted in either or both of the two languages.

In case of discrepancy, unless otherwise specified, the English version shall be referred to.

*Article 5: HONORARY ADVISERS*

The Executive Committee shall have the power to invite any persons from among the full-time staff of the Department or other appropriate to be the Honorary Advisers.

*Article 6: AFFILIATION*

The MESA shall affiliate only the Hong Kong University of Science and Technology Students' Union.

### **Section III**

#### **Membership**

*Article 1: MEMBERSHIP*

1. Full Membership

All undergraduates and full-time postgraduates of the Department shall be Full Members on payment of the prescribed fees. Only Full members of the Hong Kong University of Science and Technology Students' Union shall be eligible for being full members of the MESA. The full membership status will last until graduation.

## 2. Associate Membership

- (1). All Year 1 Full members of the Hong Kong University of Science and Technology Students' Union enrolled in 4-Year Program offered by School of Engineering; and
  - (2). All staff, full-time and part-time postgraduates of the Department; and all undergraduates of the University
- shall be Associate Members on payment of the prescribed fees.

MESA reserves the right to change their membership status from "Full Member" to "Associate Member", vice versa, due to modification of their membership status of Student Union in the new academic year.

## 3. Honorary Membership

The Committee may nominate persons who have great contribution to the MESA to be Honorary Member. Honorary Membership is conferred upon the nominees being elected at AGMs.

## 4. Life Membership

All graduates of the Department shall be Life Members on payment of an appropriate sum determined by the Association.

### *Article 2: PRIVILEGES OF DEGREES OF MEMBERSHIP*

1. All members of the Association shall enjoy the following privileges:
  - a. To use the properties and facilities of the Department under the control of the Association subjected to provision of the rules and regulations in force.
  - b. To participate in all the functions and activities organized by the Association.
2. All Full Members of the Association shall have the right to attend, participate in and vote at AGMs, EGMs and General Polling of the Association. Only Full Member shall have the right to nominate for candidates. Both Full Members and Associate Member (1) shall have the right to be nominated for the committees. Only Full Members shall have the right to be nominated for the basic executive committee.
3. All Associate, Life and Honorary Members shall have the right to attend and participate in AGMs, EGMs of the Association, but without the right to vote, to make or second any formal motion, to nominate candidates and to be nominated for the Committee.

4. All Full Members shall be entitled to be able to represent Mechanical Engineering to join any competitions or activities.

## **Section IV**

### **General Meetings**

#### *Article 1: AUTHORITY*

The resolution of an AGM or EGM shall be regarded as having the highest authority in all matters affecting the Association.

#### *Article 2: ANNUAL GENERAL MEETING*

1. The AGM shall be held within the first 8 weeks of the Spring Semester of each academic year.
2. The AGM shall be convened by the Association Chairman. The Chairman or in his/her absence the Vice-Chairman shall preside as the Chairman at every General Meeting. If neither of them shall be present, the Full Members present shall elect one of them to preside as the Chairman.
3. The Internal Secretary together with the External Secretary shall preside as the Secretary. If neither of them shall be present, the Full Members present shall elect one of them to preside as the Secretary.
4. The business of the AGM shall be:
  - a. To receive and adopt the agenda of AGM.
  - b. To receive and adopt the minutes of the previous AGM and, if any, all subsequent EGMs.
  - c. To receive and adopt reports from the members of the Committee.
  - d. To Amend Constitution, if any.
  - e. To receive and adopt budget for the coming Association Session.
  - f. To receive and adopt annual work plan for the coming Association Session.
  - g. To elect Honorary Members, if any.
  - h. Any other business (the items in AOB shall be listed on the agenda, any discussion of AOB which is not listed on the agenda is not allowed).
5. Each Full Member shall have one vote. A simple majority shall be sufficient to carry or defeat a resolution. In the event of an equality of votes, the Chairman shall have a casting vote.

### *Article 3: EXTRAORDINARY GENERAL MEETINGS*

The Association Chairman shall convene an EGM at the request of not less than 50% of the Committee Members or upon a written request signed by not less than 20% of the Full Members.

### *Article 4: NOTICE*

Notice of the AGM together with the agenda thereof shall be posted at least seven days (i.e. one hundred and sixty-eight hours) in advance. Notice of an EGM together with the agenda thereof shall be posted at least three days (i.e. seventy-two hours) in advance.

### *Article 5: QUORUM*

1. The Quorum of an AGM, EGM shall consist of not less than sixty Full Member or Associate Member or one-third of all Full Members.
2. If a quorum is not present after half an hour of the time scheduled for the commencement of the AGM, EGM, the Meeting shall be adjourned within seven days. All Full Members present there shall form a quorum regardless of the actual numbers.

### *Article 6: VOTING*

Decision of the voting in an AGM, EGM would only be recognized if the total number of vote cast is greater than or equal to two-third of the Full Members present which means not more than one-third of the votes are abstained votes. An abstained vote is a vote that does not indicate their preferences on the issue put into vote.

### *Article 7: VOTE OF NON-CONFIDENCE*

A motion of non-confidence may be moved against any member of the Committee or the Committee as a whole, for the infringement of the Constitution, neglect of duties of unbecoming conduct after a vote of regret has been so passed in an EGM.

## **General Pollings**

### *Article 1: AUTHORITY*

The vote of a General Polling of the Association shall be regarded as having the same authority as the vote of an AGM or EGM. The resolutions of an AGM or EGM or a General Polling can only be revoked by a subsequent AGM or EGM or General Polling. Decision of holding a General Polling shall be discussed on EGM as an issue.

### *Article 2: NOTICE*

A notice of all General Pollings of the Association and the motion or motions to be voted on shall be posted seven days (i.e. one hundred and sixty-eight hours) in advance.

### *Article 3: ASSOCIATION CHAIRMAN AND RETURNING OFFICER*

1. The Association Chairman shall stage the General Polling.
2. The Returning Officer for the General Polling shall be invited by the Association Chairman and shall be a member of the Department teaching staff.

### *Article 4: VOTING*

1. Voting shall take place at polling stations. The result of the Polling shall be declared valid provided the number of valid votes cast is no less than 40% of the total Full Membership of the Association.
2. The result of voting is based on simple majority.
3. If the number of total valid votes cast is less than 40%, or in case of a tie occurred, the voting shall be adjourned at any time but within seven days. This adjourned voting is subjected to the criteria stated in (1).

### *Article 5: ANNOUNCEMENT*

In case of no complaints received, an official announcement shall be made 5 days after the counting of the ballots.

## **Section VI**

### **Executive Committee**

#### *Article 1: BASIC EXECUTIVE COMMITTEE*

The least number of Executive Committee members is 5 and shall include the following positions:

The Chairman

The Internal Vice-chairman

The External Vice-chairman

The Financial Secretary

The Director in Academics

#### *Article 2: MEMBERSHIP*

1. The Chairman
2. The Internal Vice-Chairman
3. The External Vice-Chairman
4. The Internal Secretary
5. The External Secretary
6. The General Secretary
7. The Financial Secretary
8. The Sports Secretary
9. The Director in Academics



10. The Welfare Secretary
11. The Promotion Secretary
12. The Product Manager

*Article 3: FUNCTION*

1. To represent the members of the Association on matters concerning the Association.
2. To carry out functions so as to implement the objectives of the Constitution and the resolution of the AGMs and EGMs.
3. To appoint members of any executive sub-committees.
4. To make all regulations and exercise authority which should be necessary and proper for carrying into execution the foregoing powers.

*Article 4: MEETING*

A 50% or more of the Committee members shall form a quorum at all Committee Meetings.

*Article 5: DUTIES OF INDIVIDUAL MEMBER*

1. The Chairman

The Chairman shall be the chief executive of the Association and responsible for all affairs of the Association. He shall represent the Committee and the Association in all affairs concerning the Committee and/or the Association. He shall not hold any other position in the Association.

2. The Internal Vice-Chairman

The Internal Vice-Chairman shall assist the Chairman in all his duties pertaining to internal affairs in fostering internal Coordination of the Association and shall be the acting Chairman in the absence of the Chairman. He shall not hold any other position in the Association.

3. The External Vice-Chairman

The External Vice-Chairman shall assist the Chairman in all his duties pertaining to external affairs. He shall not hold any other position in the Association.

4. The Internal Secretary

The Internal Secretary shall be responsible for general executive duties including preparing the agenda and taking the minutes of the Executive Committee meetings and the General Meetings.

5. The External Secretary

The External Secretary shall assist the External Vice-Chairperson in all external affairs.

6. The General Secretary

The General Secretary shall be responsible for the general administrative duties including booking the equipment and venues for functions.

7. The Financial Secretary

The Financial Secretary shall keep account of all income and expenditure of the Committee, draft the budget and prepare the Annual Financial Report of the Committee. He shall not hold any other position in the Association.

8. The Sports Secretary

The Sports Secretary shall be generally responsible for the promotion of all sports activities of the Association and the election of teams to represent the Association.

9. The Director in Academics

The Director in Academics shall be responsible for all the Departmental Meetings and organize academic activities for MESA members, including talks, seminars, visits, etc. He shall be the Student Representative of the Mechanical Engineering Graduates' Association, Hong Kong University of Science and Technology Alumni Association, if any. (Begin with the conclusion of the 12th AGM)

10. The Welfare Secretary

The Welfare Secretary shall deal with MESA members' welfare affairs and pursue benefits for MESA members.

11. The Promotion Secretary

The Promotion Secretary shall be responsible for all affairs of the promotion.

12. The Product Manager

The Product Manager shall prepare and in-charge-of all products for MESA members and shall organize programs about products, e.g. sale, promotion, etc.

*Article 6: RESIGNATION*

Any member of the executive committee can resign only if approved in an EGM or AGM. The Executive Committee shall notify all members of MESA.

*Article 7: CHANGE OF THE EXECUTIVE COMMITTEE*

Any change of the executive committee shall be notified within seven days (i.e. one hundred and sixty-eight hours).

*Article 8: DISSOLUTION OF EXECUTIVE COMMITTEE*

1. The dissolution of MESA can be approved in an EGM. The Executive Committee shall notify all members of MESA.

2. A Financial Report until the day of dissolution shall be submitted for adoption at the EGM.
3. One Executive Committee member shall hold the Annual Election Commission of the next Nomination Session of Association.

## **Section VII**

### **Election to Association Executives**

#### *Article 1: ANNUAL ELECTION*

The business of the Annual Election of the Association Executives shall be to elect for the next Association Session the following officials:

1. The Chairman
2. The Internal Vice-Chairman
3. The External Vice-Chairman
4. The Internal Secretary
5. The External Secretary
6. The General Secretary
7. The Financial Secretary
8. The Sports Secretary
9. The Director in Academics
10. The Welfare Secretary
11. The Promotion Secretary
12. The Product Manager

## *Article 2: BY-ELECTION*

1. In the event of a vacancy occurring in the post of the Chairman, a by-election shall be held.
2. For the vacancy of a post other than the Chairman, the Executive Committee has the power to appoint a Full Member for the post unless objections are received from 20% of the Full Members. The complaints should be made in written form and signed by the complainants and directed to the Executive Committee within seven days (i.e. one hundred and sixty-eight hours) after the notice of the appointment is posted or keep the position vacant.

## *Article 3: ELECTION OFFICIAL*

1. An Annual Election Commission or a by-election Commission shall be set up at least 7 days before the nomination period starts.
2. An Annual Election Commission or a by-election Commission shall be appointed by the Association to take charge of all business pertaining to the election and the Commission members should consist of:
  - a. The Chairman, the Internal Vice-Chairman and the External Vice-Chairman of the Committee. In case any of them is not available, they will be replaced by the executive members with major programme offered by the Department”.
  - b. Three full members appointed by the Committee. The three full members cannot be the Committee members when they are appointed.

All nominators and nominees cannot be the Commission members.

3. The Returning Officers for the Annual Election and the By-Election shall be invited by Association Chairman and shall be members of the Department teaching staff.
4. The Election commission shall introduce the maximum amount of expenses allow for each cabinet.
5. The Election Commission with the approval of the Association shall have power to order a re-election in the event of any contravention of the election procedure, and this re-election must take place within 14 days immediately following the original Election Day. Any complaint concerning an irregularity in the election procedure must be raised within twenty-four hours after the declaration of the result of the election. The complaint must be made in written form, submitted to the Election Commission or the Executive Committee or put in the mail box of the Association, and must be signed by the complainant.

#### *Article 4: NOMINATION*

1. The Executive Committee shall be elected in the form of cabinet.
2. Nominations for the Association Officials for the next Association Session as stated in Article 1 shall be held in two weeks before the beginning of the Spring Semester, and the nominations shall be closed at 12 noon of the first day of the Spring Semester.
3. Nominations for election shall only be made on forms provided for the purpose. Each form shall contain the name of each member of the cabinet, together with signatures of a proposer and a seconder and signature of the member signifying his contest. The proposer and the seconder should be the Full-member of the Association.
4. The Election Commission shall scrutinize every nomination paper and announce the name of the candidate within 48 hours after the closing of nomination; thereafter the candidate may start his election campaign.
5. In Case there is no nomination received, the AGM shall resolve the matter.
6. All the nominees of the proposed cabinet shall not be (1) the nominees of proposed and elected cabinets of other departmental societies of HKUSTSU and Engineering Students' Union, HKUSTSU; (2) current executive members of other departmental societies of HKUSTSU and Engineering Students' Union, HKUSTSU; or (3) past executive members of other departmental societies of HKUSTSU.

#### *Article 5: ELECTION DAY*

1. The Election Day for the Annual Election shall be held within the first eight week after the beginning of the Spring Semester.
2. The notice of the Election Day for the Annual Election and any By-Election shall be served seven days (i.e. one hundred and sixty-eight hours) in advance.
3. Election shall be by polling conducted on the Election Day.

#### *Article 6: POLLING*

1. Polling shall be in straight ballot.
2. The cabinet is successful upon:
  - a. The total number of votes for the cabinet or cabinets must reach 40% of the full members of the Association. And the total receiving votes of confidence of all cabinets should be more than 60% of the total votes.
  - b. In case there are TWO or more cabinets running for the Election, the successful cabinet is the one that receives the highest number of votes.

3. The official result shall be announced within forty-eight hours after the closure of the voting.

*Article 7: ABSTAINED VOTES*

1. An abstained vote is a vote that does not indicate confidence or non-confidence to the cabinet.
2. An abstained vote will not be counted as 'for' or 'against' the cabinet.

*Article 8: RE-ELECTION*

In the event of a tie occurring at any stage of the election a re-election within seven days shall be ordered by the Election Commission.

## **Section VIII**

### **Finance**

*Article 1: FINANCIAL YEAR*

The Financial Year of the Association shall begin on the day of AGM of the following year.

*Article 2: SUBSCRIPTION*

1. Full members shall subscribe an amount of membership fee determined by the MESA for each Academic Year. The subscription shall be paid before the end of the first month of the Academic Year under normal circumstances.
2. Associate members shall subscribe an amount of membership fee determined by the MESA for each Academic Year. The subscription shall be paid before the end of the first month of the Academic Year under normal circumstances.
3. Every Life Member shall subscribe an amount of \$200.

*Article 3: BUDGET*

The Annual Budget shall be prepared by the proposed Financial Secretary and shall be submitted for adoption at the AGM.

*Article 4: STATEMENT OF ACCOUNTS AND BALANCE SHEET*

1. A Financial Report shall be posted bi-monthly.
2. The audited Annual Financial Report is to be presented by the Financial Secretary of the previous session in the AGM for adoption.

*Article 5: LOAN*

The Association shall not apply or accept any loans outside the Hong Kong University of Science and Technology Students' Union.

**Section IX**

**Constitution**

*Article 1: AMENDMENT*

1. No alteration of this Constitution may be made except at an EGM convened for the purpose or at the AGM.
2. The constitution can only be amended in AGM or EGM with 2/3 of votes of attendants that agree the amendment.
3. Notice of amendment of constitution shall be posted together with the agenda of EGM or the agenda of AGM in advance.

*Article 2: INTERPRETATION*

The interpretation of this Constitution shall rest with the Committee.

**Section X**

**Engineering Council**

*Article 1: RESPONSIBILITY*

The Association has the responsibility to select two representatives from the executive committee to join the Engineering Council.