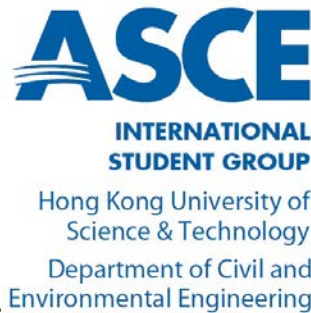


Constitution

Section I: General

1.1 Name

The full name of the Student Group shall be American Society of Civil Engineers International Student Group, Department of Civil and Environmental Engineering at HKUST in English, while the short form as “ASCEISG, HKUSTCE”, hereinafter referred to as “the Student Group” and the Chinese name is 美國土木工程師學會國際學生會（香港科技大學土木及環境工程學系）.



The logo of the Student Group shall be .

The abbreviated modifier without the University and Department name is also allowed only when it is clear that the University and the Department are associated with the Student Group.



The abbreviated modifier shall be .

1.2 Objective

The objective of the Student Group shall be:

- a. to help students to prepare themselves for entry into the Civil Engineering profession and society;
- b. to promote the American Society of Civil Engineers (ASCE) among university students;
- c. to promote Civil Engineering among secondary students;
- d. to establish and maintain an international communication network among societies and

individuals of similar interests;

- e. to maintain contacts with the American Society of Civil Engineers (ASCE).

1.3 Official Language

English and Chinese shall be the approved official languages of the Student Group. In case of discrepancy, the interpretation shall rest on the English version.

1.4 Student Group Session

The session of the Student Group shall begin with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the following year.

1.5 Supervision and Guidance

The Executive Committee of the current session shall be under the supervision and guidance of ASCE World Headquarters and ASCE – Hong Kong Section.

Section II: Membership

2.1 Membership

The Student Group shall consist of the following members:

- a. Full Members
- b. Alumni Members

2.2 Requirement

- (i) The following students in Hong Kong University of Science and Technology shall be eligible or Full Membership:
 - a. All full time undergraduates and postgraduates of the Department of Civil and Environmental Engineering.
 - b. All Year one undergraduates admitted by the Bachelor of Engineering/ Bachelor of Science (School of Engineering)

- (ii) All Full Members shall be eligible for Alumni Membership after their graduation.

2.3 Privileges

- (i) Full Members of the Student Group shall have the right to participate and cast votes in the Annual General Meetings, Extraordinary General Meetings and General Polling of the Student Group. They shall also be entitled to attend the Executive Meetings of the Student Group, but they shall not have the right to vote in such meetings.
- (ii) Alumni Members shall be entitled to attend all of the General Meetings of the Student Group, but they shall not have the right to vote.
- (iii) All members shall have the right to participate in the activities of the Student Group, and to use all the properties and facilities rendered by the Student Group.

2.4 Obligation

All members of the Student Group shall be obliged:

- a. to pay the prescribed membership fee, and
- b. to abide by the Constitution of the Student Group.

2.5 Application

- (i) Full Membership
 - a. Period: Application shall be submitted within the recruitment period. Administrative charge may be made for application in any time other than the recruitment period.
 - b. Fee: Membership fee shall be subscribed.
- (ii) Alumni Membership
 - a. Period: Application shall be submitted in last the semester or anytime after graduation.
 - b. Fee: No membership fee is needed.

2.6 Validity of membership

- (i) Full Membership: An undergraduate/postgraduate shall cease to be a Full Member upon graduation or expiry of payment of membership fee. The duration of the membership shall be indicated at the moment of the payment of membership fee.

- (ii) Alumni Membership: Alumni Membership shall be lifelong.

Section III: Executive Committee

3.1 Obligation

The Executive Committee shall function as the executive company of the Student Group which shall be responsible:

- a. to better the operation of the Student Group;
- b. to implement Student Group's objective-oriented functions for its members.

3.2 Composition

- (i) The Executive Committee of the Student Group shall consist of a maximum of 15 Full Members and a minimum of 5 Full Members.
- (ii) The Executive Committee shall comprise 5 members at the following posts:
 - a. The President
 - b. The Internal Vice-President
 - c. The External Vice-President
 - d. The Treasurer
 - e. The Recording Secretary
- (iii) The President, Internal Vice-President, External Vice-President, Treasurer and Recording Secretary shall not hold any other post in the Executive Committee.
- (iv) The Executive Committee members other than the five listed in 3.2 (ii) shall hold either of the following posts:
 - a. The Publication Secretary
 - b. The Promotion Secretary
 - c. The Information System Secretary
 - d. The Public Relations Secretary
 - e. The General Affairs Secretary
 - f. The Welfare Secretary
 - g. The Marketing Secretary

h. The Academic Secretary

- (v) Any change of post among the members of the Executive Committee shall be made if 2/3 or more members of the Executive Committee approve in any Executive Meeting.

3.3 Duties of Individual Committee Members

The duties of the Executive Committee members are as follows:

- a. The President shall be the Chief executive of the Student Group and shall preside at all General Meetings. He/She shall be the representative of the Student Group in any internal and external affair.
- b. The Internal Vice-President shall assist the President in internal affairs of the Student Group. In the absence of the President, the Internal Vice-President shall act in his/her capacity to represent the Student Group.
- c. The External Vice-President shall assist the President in external affairs of the Student Group. In the absence of the Internal Vice-President, the External Vice-President shall act in his/her capacity to represent the Student Group.
- d. The Treasurer shall be responsible for all finances of the Student Group.
- e. The Recording Secretary shall be responsible for all records such as minutes of the Student Group.
- f. The Publication Secretary shall be responsible for all matters relating to the publication of the Student Group.
- g. The Promotion Secretary shall be responsible for all matters relating to the promotion of the Student Group.
- h. The Information System Secretary shall be responsible for maintaining and updating the homepage of the Student Group.
- i. The Public Relations Secretary shall be responsible for maintaining a relationship between the Student Group and other parties.
- j. The General Affairs Secretary shall be responsible for general affairs of the Student Group.
- k. The Welfare Secretary shall be responsible for all matters concerning welfare of the members of the Student Group.
- l. The Marketing Secretary shall be responsible for all marketing affairs of the Student Group.
- m. The Academic Secretary shall be responsible for all academic affairs of the Student Group.

3.4 Recruitment

Any Full Member shall take up any post available if 2/3 or more members of the Executive

Committee approve, together with the support of 30 Full Members (in the form of signatures together with Names and Student Identity Card Numbers). The Executive Committee shall notify all members of the Student Group with proper notice within 10 clear days.

3.5 Resignation

- (i) Any member of the Executive Committee shall resign only if:
 - a. 2/3 or more members of the Executive Committee approve in any Executive Meeting, or
 - b. motion of resignation is declared and carried in the Annual General Meeting or the Extraordinary General Meeting.
- (ii) In the case of President's resignation, the Internal / External Vice-President shall take up his/her post.
- (iii) The Executive Committee shall notify all Full Members of the Student Group about the resignation with proper notice within 10 clear days.
- (iv) In case of resignation, any Full Member shall take up the vacancy if 2/3 or more members of the Executive Committee approve, together with the support of 30 Full Members (in the form of signatures together with Names and Student Identity Card Numbers). The Executive Committee shall notify all Full Members of the Student Group with proper notice within 10 clear days.

3.6 Dismissal

- (i) Any member of the Executive Committee shall be dismissed only if:
 - a. 2/3 or more members of the Executive Committee approve in any Executive Meeting, or
 - b. motion of dismissal is declared and carried in the Annual General Meeting or the Extraordinary General Meeting.
- (ii) In the case of President's dismissal, the Internal / External Vice-President shall take up his/her post.
- (iii) The Executive Committee shall notify all Full Members of the Student Group about the dismissal with proper notice within 10 clear days.

- (iv) In case of dismissal, any Full Member shall take up the vacancy if 2/3 or more members of the Executive Committee approve, together with the support of 30 Full Members (in the form of signatures together with Names and Student Identity Card Numbers). The Executive Committee shall notify all Full Members of the Student Group with proper notice within 10 clear days.

3.7 Dissolution of the Executive Committee

- (i) The Executive Committee shall be automatically dissolved if :
- a. All the President, the Internal Vice-President and External Vice-President resign or are dismissed, or
 - b. Fewer than 5 members in the Executive Committee.
- (ii) An Election Committee comprising of 5 Full Members shall be formed for holding an election to elect a new Executive Committee.
- (iii) Any member of the Election Committee shall not be a member of the new Executive Committee
- (iv) The election shall be held within 4 weeks after the dissolution of the Executive Committee.
- (v) With any discrepancy, an Extraordinary General Meeting shall be called to resolve any matter or to elect a Temporary Election Committee comprising of 5 Full Members to hold the election.
- (vi) The Temporary Election Committee shall only be elected in an Extraordinary General Meeting.
- (vii) The member of the Election Committee and the Chairperson of the Extraordinary General Meeting shall be authorized by the current advisors of the Student Group.
- (viii) The Election Committee or the Temporary Election Committee is responsible for the election of a new Executive Committee and the general affairs of the Student Group before the new Executive Committee is elected.
- (ix) The Election Committee or the Temporary Election Committee is automatically dissolved when the new Executive Committee is elected.

Section IV: General Meeting

4.1 Annual General Meeting (AGM)

(i) Function

- a. To amend the Constitution.
- b. To consider and if thought fit to approve the minutes of the previous Annual General Meeting and the minutes of all Extraordinary General Meetings held within the session.
- c. To consider and if thought fit to approve the annual report of the Student Group.
- d. To consider and if thought fit to approve the annual financial report of the Student Group.
- e. To consider and if thought fit to approve the presentation of the new year plan and financial budget of the Student Group.
- f. To resolve any business of the Student Group other than those stated above.

(ii) Procedure

- a. The Annual General Meeting shall commence in between February and March.
- b. The agenda of the Annual General Meeting shall be posted for at least 2 days.
- c. The Annual General Meeting shall be held within the period of 7-12 days after the posting of the agenda.
- d. Postponement of the Annual General Meeting shall be announced at least 3 days beforehand.

(iii) Meeting

- a. The Chairperson of the Annual General Meeting shall be the President of the current Executive Committee, except otherwise stated.
- b. The Secretary of the Annual General Meeting shall be the Recording Secretary of the current Executive Committee, except otherwise stated.
- c. The Annual General Meeting shall be open to the public, but only members have the right to speak, and only Full Members have the right to vote.
- d. Simple majority shall be used to resolve any motion other than amendment of the Constitution.
- e. For the Constitution to be amended, the attendances shall meet the quorum of the Annual General Meeting. And the number of votes for the amendment shall be at least 50% of Full Members present, excluding the chairperson.

(iv) Quorum

- a. The quorum of the Annual General Meeting shall be at least 50 Full Members or 15% of total number of Full Members. In case of discrepancy between the two numbers, the smaller one shall prevail.
- b. In the case of non-fulfillment of this requirement 30 minutes after the scheduled commencement time of the meeting, the meeting shall be called for postponement and another meeting shall be held within 7 clear days afterward.

4.2 Extraordinary General Meeting (EGM)

(i) Function

- a. To amend the Constitution;
- b. To resolve any business of the Student Group other than those stated above.

(ii) Procedure

- a. An Extraordinary General Meeting shall be called by:
 - (1) the Executive Committee, or
 - (2) Full Members, provided that no fewer than 25 signatures, including the Names and Student Identity Card Numbers, of Full Members are collected and submitted, together with a formal letter stating the issue to be discussed in the Extraordinary General Meeting, to the Executive Committee.
- b. The agenda of the Extraordinary General Meeting shall be prepared by the Executive Committee according to the letter within 48 hours after the calling, if applicable.
- c. The agenda of the Extraordinary General Meeting shall be posted for at least 2 days.
- d. The Extraordinary General Meeting shall be held within the period of 7-12 days after the posting of the agenda.
- e. Postponement of the Extraordinary General Meeting shall be announced at least 3 days beforehand.

(iii) Meeting

- a. The Chairperson of the Extraordinary General Meeting shall be the President of the current Executive Committee, except otherwise stated.
- b. The Secretary of the Extraordinary General Meeting shall be the Recording Secretary of the current Executive Committee, except otherwise stated.
- c. The Extraordinary General Meeting shall be open to the public, but only members have the right to speak, and only Full Members have the right to vote.
- d. A simple majority shall be used to resolve any motion other than amendment of the Constitution.
- e. For the Constitution to be amended, the attendances shall meet the quorum of the Extraordinary General Meeting. And the number of votes for the amendment shall be at least 50% of Full Members present, excluding the chairperson.

(iv) Quorum

- a. The quorum of the Extraordinary General Meeting shall be at least 50 Full Members or 15% of total number of Full Members. In case of discrepancy between the two numbers, the smaller one shall prevail.
- b. In the case of non-fulfillment of this requirement 30 minutes after the commencement of the meeting, the meeting shall be call for postponement and another meeting shall be held within 7 clear days afterward.

4.3 Executive Meeting

(i) Function

To discuss and decide the general issues of the Student Group.

(ii) Meeting

- a. The Chairperson of the meeting shall be the President of the current Executive Committee.
- b. The Secretary of the meeting shall be the Recording Secretary of the current Executive Committee.
- c. Voting Procedure
 - (1) The Executive Committee members shall have the right to vote on an issue.
 - (2) The Chairperson shall not vote on the issue at the first stage.
 - (3) Simple majority shall be used to resolve any motion at any stage.
 - (4) If simple majority cannot resolve the motion, second round vote shall be held immediately.
 - (5) The second round vote shall be the same as that in the first stage.
 - (6) If simple majority still cannot resolve the motion, third round vote shall be held immediately.
 - (7) The Executive Committee members and the Chairperson shall have the right to vote on the issue in the third round.
 - (8) The Chairperson shall have the deciding vote if simple majority cannot resolve the motion after the third round vote.

(iii) Quorum

Two-third of the Executive Committee members shall form a quorum for the Executive Meeting.

Section V: Annual Election

5.1 Purpose

The Annual Election aims at electing an Executive Committee of the next session.

5.2 Election Committee

- (i) The Annual Election shall be held by the Election Committee, which consists of 4 Executive Committee Members and 1 Full Member of the current session. Any member of the Election Committee shall not be a nominators or nominees of a cabinet.
- (ii) The Election Committee shall conduct the election and shall take charge of every business, including decision of voiding the election and/or candidates and/or cabinets, and addressing any complaint about the election.

5.3 Nomination of Cabinet

- (i) The 1st nomination shall be held after the information session, and the exact period shall be determined by the current session of the Executive Committee.
- (ii) All members of a cabinet shall be Full Members of the Student Group.
- (iii) During the 1st nomination period, a nominated cabinet shall be formed with the support of 20 Full Members (in the form of signatures together with Names and Student Identity Card Numbers). All Full Members shall only sign for one cabinet.
- (iv) The 2nd nomination period shall be held within 2 weeks after the 1st nomination period, during which any cabinet shall apply with no support required, provided that no cabinet is nominated in the 1st nomination period.
- (v) No resignation of any cabinet is allowed after the application.
- (vi) In case the Student Group receives no nomination within the nomination periods, the Annual General Meeting shall resolve the matter.

5.4 Voting Policy

- (i) The Executive Committee shall be elected in form of cabinet.
- (ii) Any cabinet shall be accredited, provided that no vacant post stated in 3.2 (ii) is found.
- (iii) The number of cabinet members shall not be less than 5 or more than 15.
- (iv) Voting shall be in ballot and each Full Member shall have one vote.
- (v) The result of the Annual Election shall be valid, provided that the number of votes cast is not less than 25% of the total Full Members of the Student Group, and the number of valid votes cast is not less than 75% of the total votes.
- (vi) In case of invalid result of the Annual Election, re-election shall be ordered within four days.
- (vii) When there is only one cabinet, the number of confidence votes shall be not less than 50% of valid votes cast for successful cabinet. In case of an unsuccessful cabinet resulted, the Annual General Meeting shall resolve the matter.
- (viii) When there are two cabinets, simple majority of votes shall be the criteria for successful cabinet.

- (ix) When there are more than 2 cabinets, the successful cabinet shall be the one receiving the highest number of votes.
- (x) Re-election shall be ordered within four days, provided that the Election ends in a tie.
- (xi) Complaints over breaching of election procedure shall not be entertained twenty-four hours after the announcement of the election result.
- (xii) An abstained vote is a valid vote that does not indicate confidence or no confidence to the cabinet.
- (xiii) An abstained vote shall not be counted as confidence or no confidence to the cabinet.
- (xiv) The maximum amount of promotional expenses for each cabinet is \$15,000, which includes the expense for all promotion items and the market value of coupons.

5.5 Schedule

- (i) An information session shall be held in at least 6 weeks before the polling day.
- (ii) The promotion period of the cabinet shall commence on the 14 days before the polling day.
- (iii) Notices of polling day shall be posted 7 clear days beforehand.
- (iv) Each cabinet shall submit a financial report of the promotional expenses 1 day before the polling day.
- (v) The polling shall be held by the end of February.
- (vi) The polling shall last for at least 7 hours.
- (vii) The result of the polling shall be announced within 24 hours from the count of vote.

Section VI: Finance

6.1 Financial Year

The Financial Year of the Student Group shall coincide with the Student Group Session.

6.2 Expenditure

- (i) The funds of the Student Group shall be used on activities among the Student Group only.
- (ii) Member who wishes to claim money from the Student Group shall provide any valid receipt or invoice. In case receipts are not available, the recipient shall sign a voucher and state the purpose of the expense.

6.3 Annual Financial Budget

The Annual Financial Budget shall be prepared and presented by the Treasurer of the next session in the Annual General Meeting for approval.

6.4 Annual Financial Report

- (i) The Annual Financial Report shall be prepared and presented by the Treasurer of the current session in the Annual General Meeting for approval.
- (ii) The current advisors of the Student Group shall be invited to audit the Annual Financial Report.

6.5 Loans

The Student Group shall not apply or accept any loan outside ASCE World Headquarters or ASCE - Hong Kong Section.

Section VII: Amendment and Interpretation of the Constitution

7.1 Amendment

- (i) Constitution shall only be amended by the resolution in the Annual General Meeting or the Extraordinary General Meeting. The attendance shall meet the quorum of the corresponding meeting. And the number of votes for the amendment shall be at least 50% of Full Members present, excluding the chairperson.
- (ii) The amendment shall be effective right after the resolution.

7.2 Interpretation

- (i) The Executive Committee has the sole right to interpret the Constitution.
- (ii) Unless otherwise stated, the following terms shall carry the following meanings throughout the

Constitution:

- a. "ASCE" shall mean the "American Society of Civil Engineers"
- b. "Student Group" shall mean the "American Society of Civil Engineers International Student Group, Department of Civil and Environmental Engineering at HKUST"
- c. "University" and "HKUST" shall mean the "Hong Kong University of Science and Technology"
- d. "Department" shall mean the "Department of Civil and Environmental Engineering of Hong Kong University of Science and Technology".