



Hong Kong Federation of Business Students

香港大專商學生聯會

**THE CONSTITUTION
OF
HONG KONG FEDERATION OF BUSINESS STUDENTS**

(Last revised in AGM 2022)

CHAPTER ONE - GENERAL

ARTICLE

1.1 NAME

The name of the Federation shall be 'Hong Kong Federation of Business Students' and abbreviated as HKFBS, hereinafter referred to as the 'Federation'.

The name in Chinese shall be 香港大專商學生聯會 which in short shall be 大專商聯.

1.2 REGISTERED ADDRESS

The registered address of the Federation shall be:

7/F, Meng Wah Complex
The University of Hong Kong
c/o School of Business
Pokfulam Road, Hong Kong

1.3 OBJECTIVES

The objectives of the Federation shall be:

- 1.3.1 To represent the students of the Member Societies in local and foreign affairs.
- 1.3.2 To promote and safeguard the interest and welfare of all members of the Federation.
- 1.3.3 To foster friendship, co-ordination and mutual understanding among the members of the Federation.
- 1.3.4 To organise, coordinate and support further academic, social and sports activities among members.
- 1.3.5 To encourage the development of Business Studies in Hong Kong.
- 1.3.6 To establish cordial communication and relationship with other kindred organisations, business organisations and the community.

1.4 STRUCTURE

The structure of the Federation shall consist of:

- 1.4.1 The Council (as mentioned in CHAPTER FOUR)
- 1.4.2 The Executive Committee (as mentioned in CHAPTER FIVE)
- 1.4.3 The Member Societies (as mentioned in CHAPTER TWO)

1.5 SESSION

The session of the Federation shall start on the day after the Annual General Meeting and terminate on the date of next Annual General Meeting.

1.6 OFFICIAL LANGUAGES

Chinese and English shall be the official languages of the Federation, enjoying equal status. Either or both languages may be used in official meetings and official documents. Chinese, in its oral form, shall be Cantonese and Putonghua.

CHAPTER TWO - MEMBERSHIP

ARTICLE

2.1 ORDINARY MEMBERSHIP

The addressed status of ordinary membership would hereinafter be referred to as 'member' for the Constitution.

2.1.1 MEMBER SOCIETIES

2.1.1.1 The Member Societies shall be any Business Students' organisation of any Tertiary Institute.

2.1.1.2 The Member Societies shall be the student organisations formed and administered by their own members.

2.1.1.3 All Member Societies shall:

2.1.1.3.1 Assist the Federation to cultivate a sense of belonging and a spirit of unity amongst members.

2.1.1.3.2 Submit a list of office bearers, year plan upon the request of the Council.

2.1.2 QUALIFICATION

2.1.2.1 Every member of the Member Societies shall automatically be a member of the Federation except for the requirements mentioned in 2.1.2.2.

2.1.2.2 The new members of Member Societies due to legitimate restructure of Member Societies should be assessed by the Federation.

2.1.3 PRIVILEGES

Every member of the Federation shall be entitled to:

2.1.3.1 Stand for election with the exception of the provision in CHAPTER SIX.

2.1.3.2 Nominate or second a candidate for election in the Federation's Annual Election.

2.1.3.3 Participate in the functions of the Federation.

2.1.3.4 Enjoy the facilities provided by the Federation.

2.1.4 OBLIGATIONS

Every member of the Federation shall:

- 2.1.4.1 Be abided by the Constitution of the Federation.
- 2.1.4.2 Be abided by the resolutions of the Council.
- 2.1.4.3 Not act in any manner detrimental to the interest and welfare of the Federation.
- 2.1.4.4 Subscribe to the Federation.
- 2.1.4.5 Assist the Federation.

2.2 HONORARY MEMBERSHIP

2.2.1 HONORARY PATRONS

The Executive Committee shall have the right to invite any benefactors or well-wishers of the Federation to be the Honorary Patrons of the Federation.

2.2.2 HONORARY PRESIDENT

The Executive Committee shall have the power to invite any person, who should be received by the Council, to be the Honorary President of the Federation.

2.2.3 HONORARY ADVISORS

The Executive Committee shall have the power to invite any persons to be the Honorary Advisors of the Federation.

2.2.4 HONORARY AUDITOR

The Executive Committee shall have the power to invite any auditors or certified accountants in Hong Kong to be the Honorary Auditor of the Federation

2.2.5 HONORARY LEGAL ADVISORS

The Executive Committee shall have the power to invite any barristers or solicitors in Hong Kong to be the Honorary Legal Advisors of the Federation.

2.2.6 HONORARY FELLOWS

Honorary membership shall be conferred by the Council on any person who has rendered distinctive contribution to the Federation. Such entitlement shall be for life.

CHAPTER THREE - GENERAL MEETING

ARTICLE

GENERAL: The resolution of the General Meetings shall be the highest authority in all matters affecting the Federation as a whole.

3.1 SPEAKING RIGHT

All members of the Member Societies shall have the speaking right.

3.2 VOTING RIGHT

The following person can obtain the voting right:

- 3.2.1 All the Executive Committee Members.
- 3.2.2 All Councillors.
- 3.2.3 Five members from the Executive Committee of each Member Society.

3.3 QUORUM

Official Quorum should be reached by the following method:

2/3 (Number of people who have the voting right)

If a quorum is not formed after an hour of the time schedule for the commencement of the Meeting, the Meeting shall be adjourned to any day within the following two weeks and if at the Meeting quorum is still not formed, all business of the meeting shall be resolved by the Council.

3.4 APPOINTMENT OF CHAIRMAN

- 3.4.1 The Council Chairman of current session would be appointed as the Chairman of the Annual General Meeting / Extraordinary General Meeting.
- 3.4.2 In case of removal of the Chairman from office or of his absence due to death, resignation, the President of the Federation shall convene and preside a meeting to elect a Chairman among the Councillors.

3.5 APPOINTMENT OF SECRETARY

- 3.5.1 The Honorary Council Secretary of current session would be appointed as the Secretary of the Annual General Meeting / Extraordinary General Meeting.
- 3.5.2 In case of removal of the Honorary Council Secretary from office, or of his absence due to death, resignation, the Chairman of the meeting shall elect an Honorary Secretary among the Councillors.

3.6 APPOINTMENT OF ADJUDICATOR(S)

Honorary Fellows shall be invited as the adjudicators of the Annual General Meeting / Extraordinary General Meeting.

3.7 PROXY

3.7.1 One to one proxy is allowed at the Annual General Meeting / Extraordinary General Meeting.

3.7.2 Proxy can only be transferred to members of the same Member Society.

3.7.3 Proxy form should be obtained from the Honorary Council Secretary one week before the Meeting.

3.7.4 Proxy form should be returned to Honorary Council Secretary before the Meeting is convened.

3.8 ANNUAL GENERAL MEETING

3.8.1 AUTHORITY

Annual General Meeting shall be the legislative and judiciary body of the Federation and shall have the power:

3.8.1.1 To amend the Constitution.

3.8.1.2 To elect the Executive Committee.

3.8.1.3 To receive and adopt the last Annual General Meeting's Minutes.

3.8.1.4 To receive and adopt the Annual report and Financial report presented by the Executive Committee of the previous session.

3.8.1.5 To accept and suspend Member Society.

3.8.1.6 To dissolve the Federation.

3.8.1.7 To interpret the Constitution.

3.8.2 NOTICE AND AGENDA OF THE ANNUAL GENERAL MEETING

Date of the Annual General Meeting which must be convened within the first quarter of the year should be fixed at the last Council Meeting of the previous session. Notice and Agenda of the Meeting shall be delivered to all Member Societies at least 3 weeks before the meeting.

3.8.3 MINUTES

The Minutes of the previous Annual General Meeting shall be delivered to all Member Societies at least 3 weeks before the Meeting. The Minutes shall be received and adopted at the Annual General Meeting.

3.9 EXTRAORDINARY GENERAL MEETING

3.9.1 AUTHORITY

- 3.9.1.1 To dismiss the Council Chairman.
- 3.9.1.2 To dismiss any Executive Committee of the Federation.
- 3.9.1.3 To amend the Constitution.
- 3.9.1.4 To interpret the Constitution.
- 3.9.1.5 To by-elect any Executive Committee of the Federation.
- 3.9.1.6 To accept and suspend Member Society.
- 3.9.1.7 To dissolve the Federation.

3.9.2 THE REQUISITION OF EXTRAORDINARY GENERAL MEETING

Extraordinary General Meeting shall be convened and presided by the Council Chairman upon the requisition of:

- 3.9.2.1 At least two-third of the Member Societies submitted to the Honorary Council Secretary in writing.
- 3.9.2.2 The requisition for Extraordinary General Meeting shall specify the objects or agenda of the proposed meeting. No other business shall be discussed thereat.

3.9.3 NOTICE AND AGENDA OF THE EXTRAORDINARY GENERAL MEETING

Notice and agenda of the Extraordinary General Meeting would be delivered to all Member Societies at least 2 weeks before the Meeting.

3.9.4 MINUTES OF THE EXTRAORDINARY GENERAL MEETING

The minutes shall be received and adopted at the next Annual General Meeting.

CHAPTER FOUR - COUNCIL

ARTICLE

4.1 AUTHORITY

The resolutions of the Council shall be the authority second to the Annual General Meeting / Extraordinary General Meeting. It shall be the supervisory body of the Federation and shall have the power:

- 4.1.1 To formulate policies of the Federation in consistence with the Constitution for the general interests of the members as a whole.
- 4.1.2 To supervise and advise the Executive Committee.
- 4.1.3 To give counsel to the Member Societies of the Federation.
- 4.1.4 To elect the Council Chairman and appoint the Honorary Council Secretary in the first Council Meeting of the session.
- 4.1.5 To approve the year plan proposed by the Executive Committee at the first Council Meeting of the session.
- 4.1.6 To consider all the matters arising from the resignation of a Councillor or an Ad Hoc Committee member.
- 4.1.7 To approve the resignation of an Executive Committee Member of the Federation.
- 4.1.8 To elect Ad Hoc Committees as may be deemed necessary.
- 4.1.9 To adjudicate or act upon any protest and grievances, or alleged infringement of the Constitution.

4.2 COUNCIL MEMBERS (COUNCILLORS)

- 4.2.1 The members of the Council shall be composed of:
 - 4.2.1.1 Ex-Officio members:
 - 4.2.1.1.1 Council Chairman of the previous session would stay as a Councillor for the first half year of next session.
 - 4.2.1.1.2 Council Chairman of the session.
 - 4.2.1.1.3 Honorary Council Secretary of the session.
 - 4.2.1.1.4 Executive Committee representatives, including President, Internal Vice President and External Vice President.
 - 4.2.1.2 Representative members of each Member Society (as refer to 4.14).
- 4.2.2 A representative member, before he/she is entitled to any rights at the Council Meeting, shall fulfil the registration with the Honorary Council Secretary. A Councillorship change of representative members shall be effective upon approval of the Council.
- 4.2.3 A member of the Council, other than Ex-officio members, shall not at the same time be a member of the Executive Committee.

4.3 SESSION FOR COUNCIL MEMBERS

- 4.3.1 The session of Council Chairman, Honorary Council Secretary and Ex-officio members shall coincide with the session of the Federation.
- 4.3.2 The session of representative members shall coincide with the sessions of their corresponding societies.

4.4 SPEAKING AND VOTING RIGHTS

- 4.4.1 All Councillors shall have full speaking and voting rights at the Council Meeting. In case that the Honorary Council Secretary is a current Council member, he shall retain his voting right.
- 4.4.2 A Councillor shall have only one vote at the Council Meeting.

4.5 NOTICE OF MEETING

Notice of Meeting and agenda shall be delivered to all Councillors at least seven days before the meeting.

4.6 QUORUM

One half of the Council Members shall form a quorum at the Council Meeting. Quorum means the numbers of person physically present at the time of voting.

4.7 MINUTES

The Minutes of the Council Meeting shall be delivered to all Councillors at least one week before the next Meeting. The minutes shall be received and adopted at the following ordinary Council Meeting.

4.8 CASUAL VACANCY OF COUNCIL CHAIRMAN AND HONORARY COUNCIL SECRETARY

- 4.8.1 In case of removal of the Chairman from office or of his absence due to death, resignation, the President of the Federation shall convene and preside a Council Meeting to elect a Council Chairman among the Councillors.
- 4.8.2 In case of removal of the Honorary Council Secretary from office, or of his absence due to death, resignation, the General Secretary shall be the Honorary Council Secretary until a new Honorary Council Secretary is appointed by the Council at or before the immediate following Council Meeting.

4.9 PROXY

- 4.9.1 One to one proxy is allowed at the Annual General Meeting / Extraordinary General Meeting.
- 4.9.2 Proxy can only be transferred to members of the same Member Society.
- 4.9.3 Proxy form should be obtained from the Honorary Council Secretary one week before the Meeting.
- 4.9.4 Proxy form should be returned to Honorary Council Secretary before the Meeting is convened.

4.10 ORDINARY COUNCIL MEETING

- 4.10.1 All Council meetings shall be convened and presided by the Council Chairman. In absence of the Council Chairman, the President of the Federation shall preside the meeting. In absence of the above two persons, any councillor elected by the Meeting shall act as the Chairman of the Meeting.
- 4.10.2 In absence of the Honorary Council Secretary, any councillor elected by the Meeting shall act as the Honorary Council Secretary of the Meeting.
- 4.10.3 The Council shall assemble at least once every three months in the calendar year.

4.11 EXTRA-ORDINARY COUNCIL MEETING

- 4.11.1 Extraordinary Council Meeting shall be convened and presided by the Council Chairman upon the requisition of:
 - 4.11.1.1 The Council Chairman, or
 - 4.11.1.2 The President, or
 - 4.11.1.3 The Executive Committee, or
 - 4.11.1.4 At least one-third of the Councillors submitted to the Honorary Council Secretary in writing.
- 4.11.2 The requisition for Extraordinary Council Meeting shall specify the objects or agenda of the proposed Meeting. No other business shall be discussed thereat.
- 4.11.3 Such a Meeting shall be held within fifteen days after receipt the objects or agenda of the proposed Meeting.
- 4.11.4 In absence of the Council Chairman, the President of the Federation shall preside the Meeting. In absence of the above two persons, any councillor elected by the meeting shall preside the Meeting.
- 4.11.5 In absence of the Honorary Council Secretary, any councillor elected by the Meeting shall act as Honorary Council Secretary of the Meeting.

4.12 ELECTION OF COUNCIL CHAIRMAN

- 4.12.1 The Council Chairman shall be elected in the first Council Meeting of the session.
- 4.12.2 The Council Chairman shall be elected in the form of individual candidates.
- 4.12.3 A written consent shall be submitted to the Council seven days before the first Council Meeting.
- 4.12.4 Eligibility of Candidates:
 - 4.12.4.1 Every Candidate shall be a member of the Council or a member of the out-going Executive Committee of the Federation.
 - 4.12.4.2 No candidate shall be a final year student in his course of study.
- 4.12.5 Voting shall be by straight ballots.
- 4.12.6 The counting of ballots shall be held immediately after the voting.
- 4.12.7 The candidate receiving the highest valid votes is successful.
- 4.12.8 In case of one candidate, a vote of confidence shall take place by simple majority.

4.13 FIRST COUNCIL MEETING

The First Council Meeting shall be convened not more than three weeks after the Annual General Meeting.

- 4.13.1 The council Chairman of the previous session shall convene and preside the Meeting. In his absence, any member of the Council can be nominated to be the Chairman of the Meeting.
- 4.13.2 The Honorary Council Secretary of the previous session shall be the Secretary of the Meeting. In his absence, any meeting of the Council, other than the Chairman of the meeting can be nominated to be the Secretary of the Meeting.

4.14 ELECTION OF REPRESENTATIVE MEMBERS OF THE COUNCIL

- 4.14.1 Saved as provided in this article, the provisions in CHAPTER SIX shall apply, in so far as they are applicable to the election of Executive Committee Members. The provisions applicable to a cabinet in ARTICLE CHAPTER SIX shall apply for every candidate under this ARTICLE.
- 4.14.2 Number of representative members elected to the Council from each Member Society shall be according to the numbers of her members.
- 4.14.3 There will be one seat for every 250 members from each Member Society. Number below each 250 shall be regarded as 250.
- 4.14.4 The maximum number of representative members from each Member Society shall be three.
- 4.14.5 Every candidate must:
 - 4.14.5.1 Be a member of the Member Society which he stands for election.
 - 4.14.5.2 Not be a final year student in his course of study.

CHAPTER FIVE - EXECUTIVE COMMITTEE

ARTICLE

5.1 AUTHORITY

The Executive Committee shall be the executive body of the Federation, unless otherwise ruled by the Council, and shall have the power to:

- 5.1.1 Represent the Federation in all matters concerning the Federation and report to the Council for such acts if policies of such have not been laid down by the Council.
- 5.1.2 Carry out functions as to implement the objects of the Constitution and the policies laid down by the Council for the general interests of the members of the Federation.
- 5.1.3 Appoint or approve members of any Executive Sub-committee as may be formed by an Executive Committee Member under the authority of the Executive Committee.
- 5.1.4 Implement the functions of the Council Meeting during the time in between Council meetings, and proper for carry into execution the authorities vested by the Constitution.

5.2 RESPONSIBILITY

- 5.2.1 The Executive Committee shall be responsible to the Council for all the undertakings of the Executive Sub-Committees.
- 5.2.2 The Executive Committee shall only issue statements on any issue in the name of “Executive Committee of Hong Kong Federation of Business Students”.

5.3 EXECUTIVE COMMITTEE MEMBERS

The Executive Committee Members shall be composed of:

- 5.3.1 The President
- 5.3.2 The Internal Vice-President
- 5.3.3 The External Vice-President
- 5.3.4 The Internal Secretary
- 5.3.5 The External Secretary
- 5.3.6 The Financial Officer
- 5.3.7 The Academic Officer
- 5.3.8 The Social Officer
- 5.3.9 The Promotion Officer
- 5.3.10 The Marketing Officer
- 5.3.11 The Public Relations Officer
- 5.3.12 The External Affairs Officer
- 5.3.13 The Past Representative

5.4 DUTIES OF THE EXECUTIVE COMMITTEE

5.4.1 Duties of the President include the following:

- 5.4.1.1 To be the chief executive of the Federation.
- 5.4.1.2 To give information about the state of the Federation to the Council from time to time.
- 5.4.1.3 To sign all bills and cheques in conjunction with the Financial Officer.
- 5.4.1.4 To present an annual budget and a year plan to the Council at the first Council Meeting of the session.
- 5.4.1.5 To present an annual report of the Federation to the Annual General Meeting of the following session.

5.4.2 Duties of the Internal Vice-President include the following:

- 5.4.2.1 To assist the President in all his / her duties pertaining to internal affairs and be responsible for internal co-ordination of the Federation.
- 5.4.2.2 To be the ex-officio Chairperson of the Executive Committee in the absence of the President.

5.4.3 Duties of the External Vice-President include the following:

- 5.4.3.1 To assist the President in all external affairs of the Federation.
- 5.4.3.2 To be responsible for all external affairs of the Federation.

5.4.4 Duties of the Internal Secretary include the following:

- 5.4.4.1 To be responsible for all internal correspondence.
- 5.4.4.2 To prepare the agenda and minutes of all Executive Committee Meetings.

5.4.5 Duties of the External Secretary include the following:

- 5.4.5.1 To be responsible for all external correspondence.

5.4.6 Duties of the Financial Officer include the following:

- 5.4.6.1 To prepare the annual budget for the current Federation session.
- 5.4.6.2 To pay all bills of the Federation.
- 5.4.6.3 To sign all bills and cheques in conjunction with the President or any of the Vice- Presidents of the Federation.
- 5.4.6.4 To keep all accounting records of the Federation.
- 5.4.6.5 To prepare financial statements of the Federation.
- 5.4.6.6 To present financial Report of the Federation to the Annual General Meeting of the following session.

5.4.7 Duties of the Academic Officer include the following:

- 5.4.7.1 To be responsible for all the academic activities of the Federation.

5.4.8 Duties of Social Officer include the following:

- 5.4.8.1 To be responsible for all the social activities of the Federation.

5.4.9 Duties of the Promotion Officer include the following:

- 5.4.9.1 To be responsible for all the Promotion and Design affairs of the Federation.

- 5.4.10 Duties of the Marketing Officer include the following:
- 5.4.10.1 To be responsible for all the Marketing affairs of the Federation.
- 5.4.11 Duties of the Public Relations Officer include the following:
- 5.4.11.1 To be responsible for all the public relation affairs of the Federation.
- 5.4.11.2 To be responsible for the communication amongst Member Societies and the Federation.
- 5.4.12 Duties of the External Affairs Officer include the following:
- 5.4.12.1 To establish cordial communication and close relationships with foreign universities.
- 5.4.12.2 To raise awareness of corporate social responsibility among members and business sector.
- 5.4.13 Duties of the Past Representative include the following:
- 5.4.13.1 To advise and assist the existing Committee in order to ensure continuity in the affairs of the Committee for the first half year of each current session.

5.5 EXECUTIVE COMMITTEE MEETING

- 5.5.1 The Executive Committee Meeting shall be convened and presided by the President of the Federation. In his absence, Internal Vice President shall preside the meeting.
- 5.5.2 The secretary of the Executive Committee Meeting shall be the Internal Secretary of the Executive Committee. The External Secretary shall be the ex-officio secretary of the Executive Committee in the absence of the Internal Secretary. In the absence of both secretaries, any member of the Executive Committee may be elected before the meeting to the secretary of the Executive Committee Meeting.
- 5.5.3 Notice of Meeting and the Agenda of Meeting and the Agenda shall be delivered to all Executive Committee Members at least forty-eight hours before the meeting.
- 5.5.4 Two-third of the members of the Executive Committee shall form a quorum.
- 5.5.5 Minutes of the Executive Committee Meeting shall be received within forty-eight hours after the meeting and shall be accepted at the following ordinary Executive Committee Meeting.
- 5.5.6 No proxy shall be allowed at the Executive Committee Meeting.
- 5.5.7 Ordinary Executive Committee Meeting shall be held at least twice every month.
- 5.5.8 Extraordinary Executive Committee Meeting shall be held when the President of the Federation deems necessary or upon a written requisition of one-third of the Executive Committee Members. The requisition shall specify the objects or the agenda of the Extraordinary Executive Committee Meeting no other business shall be transacted thereat. The Extraordinary Committee Meeting shall be held within seven days after the receipt of the requisition.

5.6 EXECUTIVE SUB-COMMITTEE

- 5.6.1 The Executive Committee shall have the power to appoint or approve Executive Sub-Committee.
- 5.6.2 Unless otherwise resolved by the Executive Committee, the Executive Sub-Committee shall have sole authority for any undertaking necessary for the execution of the duties delegated to the Executive Sub-Committee by the Executive Committee.
- 5.6.3 The Chairman of the Executive Sub-Committee shall from time to time report to the Executive Committee on the performance of the Executive Sub-Committee.
- 5.6.4 The Executive Sub-Committee shall be responsible to the Executive Committee for the undertakings of the Executive Sub-Committee.
- 5.6.5 The Executive Committee shall, when deemed necessary have the power to dissolve an Executive Sub-Committee by giving written notice of dissolution to the Chairperson of the Council. A notice of dissolution shall be signed by President of the Executive Committee. A notice of dissolution takes effect only by a motion carried by the two-thirds majority votes at a General Meeting.

5.7 SESSION

The session of the Executive Committee shall coincide with the session of the Federation.

5.8 CAUSAL VACANCY OF EXECUTIVE COMMITTEE MEMBER

- 5.8.1 In absence of an Executive Committee Member due to removal from office, death, resignation or sickness, the Executive Committee shall have the power to appoint any member of the Federation to act until a new Executive Committee Member is approved by the Extraordinary General Meeting.
- 5.8.2 Nomination to the office shall be made open to the members of the Member Societies that the candidate stands for and shall be specified in the notice and agenda of the Extraordinary General Meeting at which election be made.
- 5.8.3 Nomination to the office shall be proposed by one member only and seconded by five members of the Member Society and shall be submitted in writing to the Extraordinary General Meeting Secretary with a written consent from the candidate at least 3 weeks before the Extraordinary General Meeting at which the election be made.

5.9 RESIGNATION OF EXECUTIVE COMMITTEE MEMBER

- 5.9.1 The resignation of an Executive Committee Member shall be submitted in writing to the Executive Committee. The Executive Committee Member shall remain the officer until an acting Executive Committee Member to that office has been appointed by the Executive Committee.
- 5.9.2 The resigning Executive Committee Member shall be discharged from the responsibilities for all his undertakings as an Executive Committee Member at the adoption of his resignation by the Council.

CHAPTER SIX - ANNUAL MEETING

ARTICLE

6.1 PURPOSE

The purpose of the Annual Election is to elect democratically the Executive Committee for the next session of the Federation.

6.2 THE ANNUAL ELECTION

The Annual Election shall be held in the Annual General Meeting.

6.3 THE ELECTION SYSTEM

6.3.1 The members of the Executive Committee (excluded the Past Representative) shall be elected in the Annual General Meeting. The Past Representative should be invited by the out-going Executive Committee.

6.3.2 Notice of nominations shall be made on 1st December.

6.3.3 The nomination of a candidate shall be proposed by one member only and seconded by five members of the Member Society.

6.3.4 The nomination forms shall be submitted to the Council at least four weeks before the Annual General Meeting.

6.3.5 Voting shall be by straight ballots.

6.3.6 The counting of ballots shall be held immediately after the voting.

6.3.7 The cabinet is successful upon receiving a simple majority of confidence votes in the Annual General Meeting.

6.3.8 When there is more than one cabinet in the election, the cabinet receiving the highest number of valid confidence votes is successful.

6.3.9 The result of the election shall be announced after the counting of ballots.

6.4 ELIGIBILITY OF CANDIDATES

6.4.1 Every candidate shall be a member of the Federation.

6.4.2 No candidate shall stand for election for more than one post on the Annual Election.

6.4.3 No candidate in the Executive Committee shall be in his final year of study.

6.4.4 No more than two-fifth members of the cabinet shall come from one Member Society.

6.4.5 Any two of the President, Internal Vice President and External Vice President shall not come from one Member Society.

6.5 BY-ELECTION

By-election shall be held at an Extraordinary General Meeting in the event of the Executive Committee of the Federation falling vacant.

CHAPTER SEVEN - FINANCE

ARTICLE

7.1 FINANCIAL YEAR

The Financial Year of the Federation shall coincide with the Federation session.

7.2 APPLICATION OF FUNDS

The funds of the Federation shall be used in organising the Federation's functions. (*Amended in AGM 2022*)

7.3 BUDGET

A proposed budget shall be prepared by the Financial Officer at the beginning of each session and shall be presented by the Executive Committee to the First Council Meeting of the session for adoption.

7.4 FINANCIAL REPORT

7.4.1 At the end of each session the Financial Officer shall prepare the annual Financial Statements which shall be presented to the Annual General Meeting. Such Financial Statement shall be audited by the Honorary Auditor, who is appointed by the Executive Committee of the previous session. (*Amended in AGM 2022*)

7.4.2 The audited statements shall be scrutinised by the Annual General Meeting and if expenditures incurred are not covered by the approved estimate of expenditure as stated in the budget, then the members of the Executive Committee shall be jointly responsible for the debts, unless the Annual General Meeting approves otherwise.

7.5 BANK ACCOUNT (*Amended in AGM 2022*)

The financial structure of the Federation consists of the Current Account and the Reserve Account.

7.6 BANK ACCOUNT OWNERSHIP (*Appended in AGM 2022*)**7.6.1 CURRENT ACCOUNT**

7.6.1.1 The ownership of Current Account shall be under the Financial Officer of the current session, and shall be transferred to the Financial Officer of the following session at the beginning of the consecutive Financial Year.

7.6.2 RESERVE ACCOUNT

7.6.2.1 The ownership of Reserve Account shall be under the Financial Officer of the previous session, and shall be transferred to the Financial Officer of the current session at the beginning of the consecutive Financial Year, so as to serve the monitoring purpose.

7.7 BANK ACCOUNT OPERATION (*Appended in AGM 2022*)**7.7.1 CURRENT ACCOUNT**

7.7.1.1 The President and the Financial Officer of the current session shall be the only authorised persons to perform Current Account operations. Current Account operations shall be abided by the Constitution of the Federation. All transactions in Current Account shall be recorded and stated in the annual Financial Statements by the Financial Officer of the current session.

7.7.1.2 All sponsorship shall be deposited into the Current Account. 5% of the total amount of every sponsorship shall then be transferred into the Reserve Account.

7.7.1.3 Other revenue shall be deposited fully into the Current Account.

7.7.1.4 Withdrawals in Current Account shall solely serve operational purposes of the Federation.

7.7.1.5 At the end of each session, all remaining amounts in the Current Account shall be fully transferred into the Reserve Account.

7.7.2 RESERVE ACCOUNT

- 7.7.2.1 The fund in the Reserve Account serves to fulfil regulatory requirements and foster the Federation's long term development. There shall only be deposits but no withdrawals under normal operation. The President and the Financial Officer of the previous session shall be the only authorised persons to perform Reserve Account operations. Reserve Account operations shall be abided by the Constitution of the Federation. All transactions in Current Account shall be recorded and stated in the annual Financial Statements by the Financial Officer of the current session.
- 7.7.2.1 The President and the Financial Officer of the previous session shall have the authority to approve or deny the use of the reserve in the Reserve Account based on whether the need fulfils the purpose of the reserve.

CHAPTER EIGHT - DISSOLUTION AND SUSPENSION

ARTICLE

8.1 DISSOLUTION

- 8.1.1 The Federation shall be dissolved if a resolution for dissolution is signed by three-quarters of members with voting right at the Annual General Meeting / Extraordinary General Meeting.
- 8.1.2 Council of the current session should be responsible for all matters of the winding-up of the Federation.
- 8.1.3 The motion of dissolution would only be valid one month after the Meeting Wind-up procedures concerned with the Federation should be done during the month.
- 8.1.4 Before dissolution, the Council has the responsibility to provide detailed information to all members.
- 8.1.5 Upon dissolution, the Council shall announce to all Member Societies.

8.2 SUSPENSION

8.2.1 MEMBERSHIP

- 8.2.1.1 Subject to the provisions in this article, suspension of membership may be moved by the Annual General Meeting / Extraordinary General Meeting against any member who fails to fulfil the obligations as a member with the concurrence of three-quarters of the members present and voting at the Annual General Meeting / Extraordinary General Meeting.
- 8.2.1.2 The member(s) concerned is entitled to speak at Annual General Meeting / Extraordinary General meeting when the suspension of his / her membership is being discussed.

8.2.2 EXECUTIVE COMMITTEE

- 8.2.2.1 Subject to the provisions in this article, suspension of Executive Committee may be moved by the Annual General Meeting / Extraordinary General Meeting against any Executive Committee who fails to fulfil the duties as an Executive Committee with the concurrence of three quarters of the members present and voting at the Annual General meeting / Extraordinary General meeting.
- 8.2.2.2 The Executive Committee(s) concerned is entitled to speak at the Annual General meeting / Extraordinary General meeting when the suspension of his / her position is being discussed.

8.2.3 COUNCIL CHAIRMAN

8.2.3.1 Subject to the provisions in this article, suspension of Council Chairman may be moved by the Annual General Meeting / Extraordinary General Meeting against the Council Chairman who fails to fulfil the duties as Council Chairman with the concurrence of the three quarters of the members present and voting at the Annual General Meeting / Extraordinary General Meeting.

8.2.3.2 The Council Chairman concerned is entitled to speak at the Annual General Meeting / Extraordinary General Meeting when suspension of his / her position is being discussed.