

Constitution Of
HKUST Biotechnology and Business Students' Committee
Hong Kong University of Science and Technology

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ARTICLE 1: NAME

1. The name of the Committee shall be "Biotechnology and Business Students' Committee" in English and "生物科技及商學系學生委員會" in Chinese. Hereafter referred to as "the Committee".

ARTICLE 2: OBJECTIVES

1. The objectives of the committee shall be:
 - 1.1. To connect all BSc in Biotechnology and Business (BIBU) students from all cohorts, consolidating the bonding between BIBU students and improve their sense of belongings to the programme.
 - 1.2. To promote academic, career, personal development, social, cultural, and recreational activities among BIBU students.
 - 1.3. To collaborate with BIBU students and the departments, acting as a communication link between the two sides.

ARTICLE 3: OFFICIAL LANGUAGE

1. English and Chinese shall be the official languages of the Committee in either or both of which all official correspondence in official meetings shall be conducted.

ARTICLE 4: MEMBERSHIP

1. The Committee shall consist of the following types of membership:
 - 1.1. Full Members;
 - 1.2. Associate Members;
 - 1.3. Life Members;
 - 1.4. Honorary Members; and
 - 1.5. Department Members;
2. All full-time students of the Hong Kong University of Science & Technology, who are registered in BSc (Biotechnology and Business) programme on a full-time status are regarded as a Full member of the Committee. Students who are approved for study leave for one regular semester are also regarded as Full Members. The Full Membership of the Committee shall expire automatically when the member graduate, withdraw, terminated from the University or approved for study leave for more than one regular semesters, unless

otherwise approved by the Executive Committee. Full members shall have, subject to the regulations contained herein, the right to vote and to be elected in respect of such committee or group as the Committee may form from time to time, and to enjoy all activities, facilities and services run by the Committee.

3. All full-time students of the Hong Kong University of Science & Technology, who are not registered in BSc (Biotechnology and Business) shall be eligible to apply as Associate Members. Associate Members shall have, subject to the regulations contained herein, the right to enjoy all activities, facilities and services run by the Committee but not the right to vote and to be elected in respect of any committee of the Committee.
4. All graduates of the BSc (Biotechnology and Business) programme and Associate Members shall be eligible for Life Membership by giving consent through google form from the Committee. Life Members shall have, subject to the regulations contained herein, the right to enjoy all activities, facilities and services run by the Committee but not the right to vote and to be elected in respect of any committee of the Committee.
5. All full-time staff members, including teaching and non-teaching staff members of the School of Science, and School of Business and Management and Division of Life Science in the Hong Kong University of Science & Technology shall be automatically regarded as a Department Member.
6. Department members shall have all rights of Full members and shall not be removed or restricted in any case by any resolution or policies passed by the Executive Committee or the General Meeting.
7. Eligible students who would like to apply as an Associate Member shall apply to the Executive Committee.
8. All applications of Associate Members are approved case-by-case by the Executive Committee.

ARTICLE 5A: THE GENERAL MEETINGS

1. General Meeting shall include the Annual General Meeting and any Extraordinary General Meeting of the Committee.
2. An Annual General Meeting, being a general meeting of Full Members, shall be held not later than 14 days after the third week of October every year.
3. The purpose of the Annual General Meeting shall be:

- 3.1. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings which may have been held since the previous Annual General Meeting.
- 3.2. To receive and adopt reports from the members of the Executive Committee of the previous session
- 3.3. To receive and adopt the Annual budget for the coming year.
- 3.4. To receive and adopt Annual work-plan for the coming year.
- 3.5. To amend the constitution, if any.
- 3.6. To elect Honorary Members, if any.
4. An Extraordinary General Meeting may be convened on the requisition in writing of not fewer than 10 full members, addressed to the current President and General Secretary. Announcement about the arrangement of the Extraordinary General Meeting shall be made through email at least 7 days' specifying the place, the date and the hour of meeting and the agenda shall be given for all general meetings to every member of such meetings.
5. No business shall be transacted at any General Meeting unless a quorum of 10 Full Member is present at the time when the meeting proceeds to business. If a quorum is not present after an hour of the time scheduled for the commencement of the General Meeting, the Meeting shall be adjourned to the same day in the following week, and if at that Meeting, a quorum is still not present, all full members present thereat shall form a quorum.
6. The Committee may transact any of its business by circulation of papers, and unless 10 members in writing request the President to refer any particular item of the business being transacted to the next General Meeting of the Committee, a resolution in writing which is approved in writing by a majority of the members shall be as valid and effectual as if it had been passed at a General Meeting of the Committee.
7. The President, or in his/her absence the Internal Vice President, shall preside as Chairman in full capacity at every General Meeting, Executive Committee Meeting, or any other meetings of the Committee. If at any meeting the President or Internal Vice President shall not be present within fifteen minutes after the time appointed for holding the meeting, one of the members of the Executive Committee shall preside, or if no Executive Committee Member is present or willing to take chair, the members present shall choose one of their members to take the chair.
8. The Committee shall have the power to decide its own agenda at its meetings.

Article 5B: CLASSIFICATION OF DOCUMENT

1. The Executive Committee will have the right to classify documents. Classification includes “Restricted”, “Internal” and “Public”.
2. Documents deemed as “Restricted” contains sensitive information including but not limited to members’ personal information and information provided by the department. Restricted documents should be kept confidential and should only be accessible to president, both Internal and External Vice presidents and authorized Executive Committee members by the President.
3. By default, all documents produced by the committee are deemed as “Internal”, and these documents will only be circulated within the Executive Committee and any authorised person.
4. Documents deemed as Public can be circulated freely.

ARTICLE 6: THE EXECUTIVE COMMITTEE

1. There shall be an Executive Committee composed of the following officers, namely:
 - 1.1. The President – who shall be the Chief Executive of the Committee;
 - 1.2. The Internal Vice President - who shall assist the President in carrying out his/her duties and in addition, be responsible for all internal coordination of the Committee, including but not limited to the relationship with the department;
 - 1.3. The External Vice President - who shall assist the President in carrying out his/her duties and in addition, be responsible for all external matters of the Committee;
 - 1.4. The Financial Manager - who shall be responsible for all financial matters of the Committee;
 - 1.5. The General Secretary - who shall be responsible for all matters concerning general affairs and administrative matters of the Committee;
 - 1.6. The External Secretary - who shall be responsible for assisting External Vice President in all matters concerning external affairs;
 - 1.7. The Marketing Manager- who shall be responsible for all marketing matters, including but not limited to building a brand image for the Committee, and supervise the Publications Committee, HKUST BIBU Committee;
 - 1.8. The Promotion Manager- who shall be responsible for all promotional matters of the Committee;

- 1.9. The Public Relations Manager - who shall be responsible for all public relations matters, including but not limited to online publications;
- 1.10. The Information Technology Manager - who shall be responsible for all Information Technology matters of the Committee, including but not limited to managing the official web page for the Committee;
- 1.11. The Academic secretary - who shall be responsible for all academic matters;
- 1.12. The core Executive Committee members are the President, the Internal Vice President, the External Vice President and the Financial Manager.
- 1.13. No more than 14 other Executive Members who are full members of the Committee to assist the President in the administration of the Committee.
- 1.14. The President, Vice-President(s) and The Financial Manager shall not hold any other positions. While 2 or more of the members of the cabinet can share the same post, except that each of the posts, including The President, The Internal Vice-President, The External Vice-President, The General Secretary and The Financial Manager shall be allocated to only one person.
2. The affairs of the Committee shall be conducted and managed by the Executive Committee, subject to the regulations or provisions prescribed by the Committee in General Meetings.
3. The Executive Committee shall have the power to co-opt at a maximum of 5 additional members for such purposes or period as the Executive Committee may determine. Any person so co-opted shall have the same rights and privileges as if he had been elected in accordance with Article 6 provided that notice of every co-option shall be communicated to the Committee's members in such manner as the Executive Committee may determine.
4. The Executive Committee may by resolution delegate its duties to its committees having such composition and terms of reference as may be specified in such resolution, provided that no decision or recommendation of such Committee shall have effect unless approved by a further resolution of the Executive Committee.
5. The President along with the Vice Presidents may propose to dismiss any executive committee members subject to absolute two-thirds majority approval of all executive committee members.

ARTICLE 7: ELECTIONS

1. The election of the Executive Committee shall be on an annual basis.

2. The nomination of the proposed cabinet shall start from the first week of October and ends in the second week of October. The nomination form shall be distributed to all full members in the first week of October.
3. Election of the Executive Committee shall be in the form of a cabinet comprising at least the 4 officers being core committee members at the time of the election.
4. Nomination procedure shall proceed as the current Executive Committee receive a nomination form before the second week of October. The current Executive Committee shall pass the nomination forms to the BIBU department.
5. After receiving the nomination form, all full members have the right to object to the proposed cabinet in the third week of October, namely the “Objection week”.
6. The current Executive Committee shall only receive objections by the objection form. All full members have the right to propose an objection by filling in the objection form to provide valid reasons with at least 20 signatures from full members. The objection form shall be handed into the current Executive Committee before the third week of October.
7. Once the objection form is received, the current Executive Committee shall but not limited to evaluate, reform or dismiss the proposed cabinet. An Extraordinary General Meeting may be convened following Article 5A.
8. If no objections are received in the objection week, the proposed cabinet will be elected as the new Executive Committee. The result of the election will be announced at the Annual General Meeting in the year of election.
9. In the event of no nominations or insufficient nominations being received before the Annual General Meeting in the year of the election, the elections shall take place at the Annual General Meeting in the year of election.
10. The Executive Committee shall choose from amongst the elected core committee members the President, the Vice Presidents, and the Financial Secretary.
11. Where there are two or more nominated cabinets for an election, Voting will be proceeded instead of the Objection procedure. In the voting procedure, the voting shall be held in the third week of October. All full members have the right to vote. The nominated cabinet with a higher number of votes shall be declared elected.

ARTICLE 8: REFERENDUM

1. A resolution passed by a Referendum shall possess the same authority as that of a General Meeting. Such resolution passed can only be revoked by a subsequent Referendum or a General Meeting.
2. The Executive Committee or a General Meeting may refer any question to Full Members for determination by a Referendum and shall thereafter be bound to act in accordance with the result of such Referenda in accordance with the provisions of this Constitution.
3. The Executive Committee shall give not less than five consecutive clear days' notice of a Referendum, such notice to be given in the same manner as the notice for a General Meeting. The question to be referred to a Referendum shall be put in the form of a resolution and Full Members shall be requested to vote for or against the motion. In the event of a Referendum in a resolution being put to Full Members by a General Meeting, the result of the Referendum shall have the same effect as a resolution carried or defeated at a General Meeting as the case maybe.
4. Voting at a Referendum shall be by secret ballot and shall take place on the appointed day from 11 a.m. to 6 p.m. Each Full Member shall have one vote. Votes shall be counted immediately after the close of balloting. At the conclusion of the counting of votes the result shall immediately be declared by the Executive Committee.

ARTICLE 9: SUBSCRIPTION

1. At any general meeting, the committee may approve the amount of the annual subscription to be payable by all members.

ARTICLE 10: FINANCIAL RULES

1. The funds of the Committee shall only be applied to settle daily expenses and the activities as organized by the Committee for objectives as stipulated in Article 2.
2. The Committee shall maintain a cash deposit box, held and secured by the Financial Secretary or any authorised executive committee members delegated by the Financial Secretary.
3. All money paid to the Committee shall be received by the Financial Secretary who shall issue a receipt for each payment and shall keep the amount received in the cash deposit box.

4. Officers or other persons authorized by the Executive Committee may issue an official receipt for a payment, but money so obtained must be paid to the Financial Secretary as soon as possible, who shall then countersign the counterfoils of the receipt book.
5. The Financial Secretary shall keep an account book in which he or she shall enter details of expenditure or monies received along with the corresponding receipt reference for each transaction.
6. At each Annual General Meeting, or at a General Meeting, an auditor, who shall not be a member of the Executive Committee, shall make a report to the members on the accounts examined by him/her, and shall state whether, in his opinion a true and fair view is given, (a) in the case of the balance sheet, of the state of the Committee's affairs as at the end of its financial year; and (b) in the case of the income and expenditure account, of the Committee's surplus or deficit of income over expenditure for its financial year.
7. The Financial Year of the Committee shall begin on the day of Annual General Meeting of the following year.

ARTICLE 11: AMENDMENT OF CONSTITUTION

1. This Constitution may be amended by any resolution passed at any General Meeting by a majority of not less than two-thirds of the members present at such meeting and who vote upon such proposed amendment.
2. Written notice of any proposed amendments to this Constitution shall be sent to members at least 7 days before the date fixed for such General Meeting.
3. Every amendment of this Constitution shall take effect and be binding upon every member immediately upon passing of any resolution.
4. The terms of any proposed amendment may be varied or added to at such General Meeting and if resolved upon shall be immediately effective and binding upon every member notwithstanding the fact that notice of such amendment in its revised form has not been given in accordance with Article 5 hereof.
5. Not later than one month after such General Meeting the General Secretary shall send to every member a copy of every resolution passed at such meeting and a copy of this Constitution in its amended form.
6. No amendment to the Constitution of the Committee shall become effective except with the prior approval in writing by the authority responsible for the registration of the Committee.
7. Determination of this Constitution shall base on the English version of the Constitution.

ARTICLE 12: THE SUB-COMMITTEE

1. In case of the Executive Committee deem it necessary, the Executive Committee shall have the right to form a sub-committee of it.
2. All sub-committee members are appointed by the Executive Committee with rights to remove any member from it at any time.
3. All Full Members and Associate Members are eligible to be appointed into a sub-committee.
4. A Chairman shall be elected by sub-committee members in the first sub-committee meeting.
5. The Executive Committee shall have the right to dismiss sub-committee at any time.

ARTICLE 13: DISSOLUTION

1. In case the Committee should dissolve, it shall be approved by the majority of current session of the Executive Committee and has received no objections from any Department Members and the Department of Life Science.
2. Upon dissolution, all properties of the Committee will be disposed as cash. Any surplus/deficit resulted from the dissolution will be donated to a local recognized charity or the Department of Life Science of the Hong Kong University of Science and Technology as decided upon by the members of the Committee at a General Meeting.
3. Notice of dissolution shall be sent to members through email within twenty-four hours.