Section I
Definitions

In this Constitution,

1. The 'Society' shall mean the Dental Society, HKUSU.
2. The 'Committee' shall mean the Executive Committee of the Dental Society, HKUSU.
3. The 'Council' shall mean the Council of the Dental Society, HKUSU.
4. The 'Faculty' shall mean the Faculty of Dentistry, the University of Hong Kong.
5. The 'University' shall mean the University of Hong Kong.
6. The term 'General Meeting' shall include the Annual General Meeting and any Extraordinary General Meeting of the Society.
7. Where a voting is called for in any meeting of the Society, abstentions shall not be counted as votes.

Section II
General

Article 1: Name
1. The name of the Society shall be Dental Society, HKUSU.
2. The name of the Society in Chinese shall be 香港大學學生會牙醫學會.

Article 2: Objects
1. To promote the unity and welfare within the Society of all members of the Society.
2. To represent and act on behalf of the Dental Students of all matters relating to their education and welfare.
3. To promote an interest to serve the community amongst members of the Society.

Article 3: Society Session
The Society Session 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.

Article 4: Official Language
English and Chinese shall be the official languages of the Society in either or both of which all official meetings and correspondence shall be conducted.

Section III
Membership

Article 1: Membership
1. Full Membership
   All Undergraduates of the Faculty shall be Full Members and shall pay the prescribed fees.
2. Associate membership
   All teachers, tutors and instructors of the B.D.S. syllabus,
   Members of the Faculty Board,
   Dental Practitioners in the Prince Philip Dental Hospital,
   Students taking a post-graduate course and graduates of the Faculty shall be Associate Members on payment of the prescribed fees.
   Any other person who shall pay the prescribed fee on application to and subject to approval by the Council shall be an Associate Member.
3. Honorary membership
Honorary Membership shall be conferred upon any person being elected as such in Annual General Meeting upon nomination by the Council.

4. Life membership
   All graduates of the Faculty shall be eligible for Life Membership on payment of an appropriate sum determined by the Council.

Article 2: Privileges of Degrees of Membership
1. All members of the Society shall enjoy the following privileges.
   a. To use all facilities provided by the Society for general use for its members.
   b. To attend functions and activities organized by the Society.
2. All Full Members of the Society shall have the right to attend, participate in and vote at General Meetings and General Pollings of the Society, and only Full Members shall have the right to nominate for candidature to the Committee.
3. All associate, Life and Honorary Members shall have the right to attend, participate in General Meetings of the Society, but without right to vote, make any formal proposal and/or secondment to any motion therein, and the right to nominate candidates or be nominated for candidature to the Committee.

Section IV
General Meetings

Article 1: Authority
The resolution of a General Meeting shall be regarded as having the highest authority in all matters affecting the Society.

Article 2: Annual General Meeting
1. The Annual General Meeting shall be held within the November of each year.
2. The Annual General Meeting shall be convened by the Council Chairperson.
3. The business of the Annual General Meeting shall be:
   a. To receive and adopt the minutes of the previous Annual General Meetings which have been held since the previous Annual General Meeting.
   b. To receive and adopt reports from the members of Executive Committee and Society sub-organizations.
   c. To elect Honorary members, if any.
   d. Any other business.

Article 3: Extraordinary General Meetings
The Council Chairperson shall convene an Extraordinary General Meeting at the request of the Committee or upon a written request signed by not less than 10% of the Full Members.

Article 4: Notice
Notice of the Annual General Meeting together with the agenda thereof shall be posted at least seven clear days in advance, notice of an Extraordinary General Meeting together with the agenda thereof shall be posted at least three clear days in advance.

Article 5: Quorum
In all General Meetings not less than 10% of the number of Full Members shall form the quorum.

Article 6: Vote of Non-Confidence
A vote of Non-Confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be removed against any member of the Committee, at an Extraordinary General Meeting held specially for this purpose. A vote so passed shall call for the registration of the person or persons against whom the vote is moved.
Section V
General Polling

Article 1: Authority
The vote of a General Polling of the Society shall be regarded as having the same authority as the vote of a
General Meeting. The resolutions of a General Meeting or a General Polling can only be revoked by a subsequent
General Meeting or a subsequent General Polling.

Article 2: General Polling
No General Polling shall be held unless it is conducted by the Council Chairperson at the request of the Council,
the Committee, or not less than 10% of the Full Members of the Society whose written request shall specify the
motion or motions to be voted on at the General Polling. Should the Council not approve of a request by not less than 10% of the Full Members of the Society shall be held to consider the proposed motion or motions.

Article 3: Notice
A notice of all General Polling of the Society and the motion or motions to be voted on shall be posted five clear
days beforehand.

Article 4: Council Chairperson and Returning Officer
1. The Council Chairperson shall stage the General Polling.
2. The Returning Officer for the General Polling shall be invited to serve by the Council Chairperson and shall be a
member of the Faculty teaching staff.

Article 5: Voting
Voting shall take place at polling stations. The result of the Polling shall be declared valid provided the number of
valid votes cast is not less than 15% of the Full Membership of the Society.

Article 6: Publicity
The Committee shall deem it their duty to publicise any General Polling to be held.

Section VI
Election to Society Executives

Article 1: Annual Election
The business of the Annual Election of the Society Executives Shall be to elect for the next Society Session the
following officials:

1. The Chairperson
2. The Internal Vice-Chairperson
3. The External Vice-Chairperson
4. The General Secretary
5. The Financial Secretary
6. Three Sports Secretaries
7. Two Social Secretaries
8. Two Welfare Secretaries
9. The Publications Secretary
10. The International Relations Secretary
11. The External Affairs Secretary

Article 2: By Election
In the event of a vacancy occurring in any Society post referred to in Article 1, a by-election shall be held.

Article 3: Election Official
1. An Annual Election Commission or a By-Election Commission shall be appointed by the Council to take charge of all business pertaining to the election.

2. The Returning Officers for the Annual Election and the By-Election shall be members of the Faculty teaching staff and shall be appointed by the Council.

Article 4: Nominations
1. Nomination of the Society Officials for the next Society session as stated in Article 1 shall be opened 5 weeks before the Election Day, and the nominations shall be closed at 12 noon of the day three weeks before the Election Day.

2. Nomination for election shall only be made on forms provided for the purpose. Each form shall contain the name of one candidate together with signatures of a proposer and a seconder and signature of the candidate signifying his consent.

3. The Election Commission shall scrutinise 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.

Article 5: Election Campaigns
The Chairperson of all Society Sub-organisations shall deem it their duty to facilitate all candidates to hold Election Campaigns.

Article 6: Election Day
1. The Election Day for the Annual Election shall be in November and shall be at least 24 hours preceding the Annual General Meeting.

2. The notice of the Election Day for the Annual Election and By-Election shall be served five clear days beforehand.

3. Election shall be by polling conducted on the Election Day.

Article 7: Polling
1. Polling shall be by secret ballot.

2. When there is only one candidate for the post, the candidate shall be declared elected provided he has secured a number of votes not less than 15% of the total Full Membership of the Society.

3. When there are two or more than two candidates for one post, electors shall indicate on their ballot papers their order of preference for the candidates. Papers shall be arranged and counted according to the first preference. The candidate at the bottom of the Polling on this count shall be declared to have lost and his votes shall be distributed among the remaining candidate or candidates according to the second preference or preferences indicated on those ballot papers. This process shall be continued until only one candidate is left and he shall be declared elected provided he has secured at the end of the process a number of votes not less than 15% of the total Full Membership of the Society.

Article 8: Re-election
1. In the event of a tie occurring at any stage of the election proceeding for a post, the Election Commission shall order a re-election for that particular post within five clear days.

2. The Election Commission with the approval of the Council 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 the seven days immediately following the original Election Day. Any complaint concerning an irregularity in the election procedure must be raised within twenty-four hours from the declaration of the result of the election, and must be signed by the complainant.

Section VII
The Council of the Dental Society, HKUSU

Article 1: Function
The function of the Council shall be:
1. To represent the members of the Society in such matters as affecting their interests.
2. To afford a recognized means of communication between the members and the Society sub-organizations.
Article 2: Authority
The Council shall be regarded as having the power and authority second only to the General Meeting and the General Polling of the Society.

Article 3: Chair
1. The Council Chairperson shall be elected among the Full Members at the First Council Meeting of the current session. If the person elected as Council Chairperson is a member of the present Council, he shall resign his original seat in the Council, which shall be filled by a By-Election.
2. The Council Chairperson shall take the Chair at all meetings of the Council and all General Meetings of the Society.
3. The Council Chairperson shall have the casting vote at all meeting of the Council and all General Meetings of the Society.

Article 4: The Honorary President, the Honorary Vice-President and the Honorary Treasurer
1. The Honorary President, the Honorary Vice-President and the Honorary Treasurer shall be appointed among members of the Society by the outgoing Council at last Council Meeting.
2. The Honorary President shall be an advisor of the Society.
3. The Honorary Vice-President shall be an advisor of the Society, and shall be automatically assumed the Presidency in the absence of the Honorary President.
4. The Honorary Treasurer shall be in general responsible for all financial matters of the Society.

Article 5: Honorary Secretary
1. The Honorary Secretary of the Council shall be elected at the First Council Meeting of the current session. The Honorary Secretary shall have full speaking rights but shall not vote.
2. The Honorary Secretary of the Council shall take minutes at all meetings of the Council and all General Meeting of the Society.

Article 6: Composition
The followings shall be members of the Society Council:
1. The Honorary President
2. The Honorary Vice-President
3. The Honorary Treasurer
4. The Council Chairperson
5. The Honorary Secretary of the Council (non-voting)
6. The Chairperson of the Committee
7. The Internal Vice-Chairperson of the Committee
8. The External Vice-Chairperson of the Committee
9. The General Secretary of the Committee
10. The Financial Secretary of the Committee
11. Three Sports Secretaries of the Committee
12. Two Social Secretaries of the Committee
13. Two Welfare Secretaries of the Committee
14. The Publications Secretary of the Committee
15. The International Relations Secretary of the Committee
16. The External Affairs Secretary of the Committee
17. The Committee Chairperson of the previous Society session
18. The Chairperson and three representatives from each standing committee of the Society
19. Two representatives from each class of the Faculty
20. The Student Faculty Board Members
21. The Representative of Associate and Honorary Members
22. The Representative of Life Members

Article 7: The Council Chairperson and Past Committee Chairperson
A Council Chairperson or Past Committee Chairperson who ceases to be a Full Member of the Society during his term of office in a session shall hold office till the end of that session.
Article 8: Meeting
1. The Council shall meet at least once every semester.
2. Meeting of the Council shall be convened by the Council Chairperson or at the request of the Committee Chairman of the Society or any member of the Council seconded by three Council Members.
3. A notice of all Council Meetings and the agenda thereof shall be posted five clear days beforehand. Such notice and agenda shall be sent to each Council Member.
4. Unless the Council shall decide otherwise all Meetings of the Council shall be open for all members of the Society to attend. Members so attending shall be permitted to speak only with the approval of the Council as interpreted by the Council Chairman and shall not vote.
5. At Council Meetings a simple majority of voting members shall form a quorum.

Article 9: Business
1. To supervise all standing committees and sub-organisations of the Society, so as to prevent them from acting contrary to the Constitution.
2. To supervise the Committee in its executive work.
3. To interpret the Constitution of the Society.
4. To make by-laws of the Society.
5. To approve regulations made for executive purposes formulated by the Executive Committee, or parties specifically delegated by the Council.
6. To make all appointments to standing committees, ad-hoc committees of the Council and committees of the Faculty or University with student seats which are to be nominated by the Council to the Faculty or University.

Section VIII
Executive Committee

Article 1: Membership
1. The Chairperson
2. The Internal Vice-Chairperson
3. The External Vice-Chairperson
4. The General Secretary
5. The Financial Secretary
6. Three Sports Secretaries
7. Two Social Secretaries
8. Two Welfare Secretaries
9. The Publications Secretary
10. The International Relations Secretary
11. The External Affairs Secretary

Article 2: Function
1. The functions of the Committee shall be:
   a. To formulate the policies of the Society in accordance with its aims.
   b. To carry out the resolutions of the General Meeting, the General Polling and the Council.
2. The Committee should be responsible to the Council for all its actions.

Article 3: Meeting
A simple majority shall form a quorum at all Committee Meetings.

Article 4: Duties of Individual Member
1. The Chairperson should be the chief Executive of the Society.
2. The Internal Vice-Chairperson shall assist the Chairperson in all his duties pertaining to internal affairs in fostering internal co-ordination of the Society and shall be the ex-officio Chairperson of the Committee in the absence of the Chairperson.
3. The External Vice-Chairperson shall assist the Chairperson in all his duties pertaining to external affairs and shall be the representative of the Society in the Hong Kong University Students' Union Council.
4. The General Secretary shall assist the Internal Vice-Chairperson in all his duties and shall prepare all official correspondence.

5. The Financial Secretary shall:
   a. Keep account of income and expenditure of the Committee.
   c. Be the Chairperson of the Financial Committee under the Council.

6. Three Sports Secretaries shall be generally responsible for the promotion of all sports activities of the Society and the election teams to represent the Society.

7. Two Social Secretaries shall be responsible for social activities of the Society.

8. Two Welfare Secretaries shall be responsible for promoting the student welfare of the Society and shall be responsible for management of the Society Co-op and Maintenance of all other Society facilities.

9. The Publications Secretary shall be responsible for all matters relating to the publications of the Society.

10. The International Relations Secretary shall maintain the Liaison with other dental schools and nominate a person, who should be appointed by the Council, to be responsible for all matters relating to APDSA.

11. The External Affairs Secretary shall assist the External Vice-Chairperson in all his duties.

Article 5: Vote of Confidence
Any Society Executive who ceases to be a Full Member of the Society during his own term of office in a session may continue to hold office until the end of that session upon a vote of confidence being passed on him by the Council.

Section IX
Finance

Article 1: Financial Year
The Financial Year of the Society shall begin on the First day of the Society session.

Article 2: Subscription
1. Full members shall subscribe an amount of HK$300.00 for the whole of the course on entering the undergraduate course of the Faculty, payable at the commencement of the First Semester.
2. Every Associate Member shall subscribe an amount of HK$100.00 annually.
3. Every Life Member shall subscribe an amount of HK$300.00.

Article 3: The Honorary Treasurer
The Honorary Treasurer of the Society shall be a member of the Teaching Staff of the Faculty and shall be responsible for all finances for a period of one year. He shall be appointed by the Council, and shall be eligible for the re-appointment.

Article 4: Budget
The Annual Budget shall be prepared by the Financial Committee under the Council and shall be submitted for adoption at First Council Meeting.

Article 5: Statement of Accounts and Balance Sheet
A full Financial Report and audited statement of accounts are to be presented in the Annual General Meeting of the succeeding session of the Society by the Finance Committee under the Council.

Article 6: Fund Raising
1. Proposals for Fund Raising activities shall be presented to the Council for approval before the Second Council Meeting of that session.
2. The Finance Committee under the Council shall co-ordinate and supervise all approved plans for Fund Raising.

Section X
Constitution
Article 1: Amendment
No alteration of this Constitution can be made except at an Extraordinary General Meeting convened for the purpose or at the Annual General Meeting.

Article 2: Interpretation
The interpretation of this Constitution shall rest with the Council.

By-laws Governing The Apollonian Committee

1. Objective:
   a. To publish the Annual Journal of the Society: "The Apollonian".
   b. To keep members well informed about current affairs within the Society in co-operation with the Publications Secretary.
   c. To publicize the Society outside the Faculty and to promote the image of the Society outside the Faculty.
   d. To assist, by various means, any functions held by the Society, when such functions were fulfilling the objectives and role of the Committee and the same time considered being appropriate by the Committee.

2. Committee Session:
The Committee is appointed by the Council at the last Council Meeting of each Society session and has the same duration as the Society Session.

3. Membership:
   Members of the Committee appeared below should be appointed by the Council.

The Composition of the Committee:
   a. Chairperson
      He/She should be in charge of the whole committee and act as a representative in the Council. The Chairperson shall appoint three other member representatives in the Council.
   b. Financial Manager
      He/She should be in charge of the budget of the Committee and should work in coordination with the Financial Secretary in related areas.
   c. Editor-in-chief
      He/She should be in charge of publication of "The Apollonian".
   d. 2 General Managers
      They will assist each other for the affairs and activities of the Committee inside and outside the Faculty.
   e. Technical Secretary
      To assist the committee for all the computer affairs.
   f. 2 Marketing secretaries
      To search sponsorship for the publication of "The Apollonian". The Chairperson reserves the right to appoint members of the Society to become other members of the Committee.

4. Qualification:
   Members of the Committee appear in the Constitution should be restricted to the Full Members of the Society.

5. The opinion appears in any publication of the Committee only represent the opinion of the Committee unless otherwise stated.

By-laws Governing University Affairs Committee

Term of reference:
1. To study and advise Council on all matters relating to the Hong Kong University Students’ Union.
2. The Committee shall meet for discussion, on matters relating to the Faculty when necessary, and advise the Council of the Dental Society, HKUSU on such issue.
3. To co-ordinate the efforts of student members sitting on the Faculty Committee ‘Boards.
4. To facilitate communications among Class representatives
Membership:
1. Vice-Chairperson, External (Chairperson)
2. Council Chairperson (Ex-officio)
3. Chairperson, Executive Committee (Ex-officio)
4. Vice-Chairperson, Internal (Ex-officio)
5. External Affairs Secretary (Ex-officio)
6. External Vice-Chairperson from the previous session Executive Committee (Preferable)
7. The Student Faculty Board Members
8. 1 Councilor appointed by the Council

By-laws Governing Dental Public Health Committee, Dental Society, HKUSU

I. Objectives:
1. To arouse the public awareness of dental health;
2. To promote social awareness among the dental students;
3. To promote the relationship with other related organizations.

II. Committee Session:
The committee session should be the same as the Society session.

III. Appointments:
The members of the Committee shall be nominated and appointed by Council Members at the first Council Meeting.

IV. Membership and Duties:
1. Chairperson shall:
   a. be the representative in the Council;
   b. appoint three other representatives in the Council;
   c. chair all Committee meetings;
   d. be responsible for the annual plan and external affairs.
2. Vice-Chairperson shall:
   a. be responsible for internal affairs;
   b. chair Committee meetings in the absence of the Chairperson.
3. General Secretary shall:
   a. be responsible for all secretarial works;
   b. be responsible for taking minutes.
4. Annual Project Director(s) shall:
   a. be responsible for the planning and implementation of the annual project;
   b. be the Chairperson(s) of the annual sub-committee.
5. Financial Secretary shall be responsible for all financial works including the annual budget, and to ensure the accuracy of them.
6. Publication and Publicity Secretaries shall be responsible for:
   a. getting the posters, flyers or printed matters regarding our project(s) or activities printed on time for public posting.
   b. preparing a notice board which will let the students aware of our activities and projects.
7. Marketing Secretaries shall be responsible for:
   a. searching sponsorship for our projects and activities,
   b. contacting various charitable organizations or institutions on possibility of visit.
8. Advisors:
   a. advise and supervise on all matters of the Committee.
   b. help the communication between the staff and the Committee.

V. Functions:
1. To conduct the annual project;
2. To conduct, if accepted by the Committee, external requests for various dental health programmes.

VI. Meeting:
A simple majority shall form a quorum at all Committee meetings.
VII. Annual Plan and Budget:
The annual plan and budget shall be submitted for adoption at First Council Meeting.

By-laws Governing Finance Committee

Terms of reference:
1. To advise the Council on all matters of the Society finance, have power to investigate and take action into all matters of the Society finance and shall make regular reports to the Council.
2. The main fields of work of the Committee shall be:
   a. Management of the Society income and expenditure;
   b. Scrutiny of the Annual Society Budget and supplementary budgets of all standing committees and ad-hoc committees of the Society, as well as their financial reports;
   c. Advice to the Council on fund raising activities.

Membership:
1. Honorary Treasurer (Advisor)
2. Financial Secretary of the Executive Committee (Chairperson)
3. Financial Manager of the Apollonian Committee
4. Financial Secretary of the Dental Public Health Committee
5. Councilors appointed by the Council

By-laws for the Council, Dental Society, HKUSU

1. Working papers should be submitted to the Council Honorary Secretary at least 7 clear days before the Council Meeting.
2. Working papers together with the agenda should be available to all Councilors for at least 5 clear days ahead.
3. The Council Chairman is responsible for collecting any proposed agenda/agendum for Councilors and deciding the final agenda.
4. Regulations regarding attendance of councillors in council meeting
   a. All councilors shall not attend less than 50% of all Council Meeting during the Councilor’s individual session;
   b. All Councilors shall not be absent for two consecutive meetings;
   c. Councilors must attend more than 45mins or at least half of an individual council meeting, whichever the longer.
   d. Councilors foreseeing their absence, late arrival or early departure from a Council meeting should submit their apology, in written form, 24 hours in advance.
   e. All councilors should have their arrival and departure time marked on the attendance sheet, together with their signature.
   f. Councilors should also inform the council of their early departure.
   g. Any violation against regulation (c)(d)(e)(f) should be regarded as absence from the corresponding council meeting.
   h. Councilors should inform the Council for any temporary leave longer than 15 minutes;
   i. Replacement, late arrival with apology and early departure with notification to the Council, provided there is no contradiction with regulation (c)(d)(e)(f) should not be regarded as absence for the meeting.
5. Infringement against Point 5a and 5b, By-laws for the Council, Dental Society, HKUSU

In case of infringement of the rules above, the Council, on receiving and explanation from the Councilor concerned, and finding the explanation fit and reasonable, may suspend the application of the By-laws on that particular case. Otherwise infringements shall call for:

a. A motion passed during the meeting censuring that particular Councilors:

b. “That the Council notes, regrets and dissatisfies with the infringement of Council regulation and breach of duty of …., for:
   ● Attending less than 50% of all Council Meeting session convened during his session or/and
   ● Being absent for two consecutive Council Meeting session during his session and demands that no further infringement shall be committed”

c. A notice containing the above motion be posted up at the lifts of Prince Philip Dental Hospital

d. The infringement and the above motion shall be announced in the Annual Report of Dental Society, HKUSU.