Dental Society, HKUSU

Constitution

Section I - Definitions

In this Constitution, unless otherwise specified,
1. ‘Society’ shall mean Dental Society, HKUSU.
2. ‘Committee’ shall mean the Executive Committee, Dental Society, HKUSU.
3. ‘Dental Public Health Committee’ shall mean the Dental Public Health Committee, Dental Society, HKUSU.
4. ‘The Apollonian Committee’ shall mean The Apollonian Committee, Dental Society, HKUSU.
5. ‘Council’ shall mean the Council of Dental Society, HKUSU.
6. ‘Union’ shall mean the Hong Kong University Students’ Union.
7. ‘Faculty’ shall mean the Faculty of Dentistry, the University of Hong Kong.
8. ‘University’ shall mean the University of Hong Kong.
9. ‘Members’ shall mean members of Dental Society, HKUSU.
10. ‘Constitution’ shall mean the Constitution of Dental Society, HKUSU.
11. ‘By-laws’ shall mean the By-laws of Dental Society, HKUSU.
12. ‘General Meetings’ shall refer to the Annual General Meeting or any Extraordinary General Meeting of the Society.

Section II - General

Article I: Name
1. The name of the Society shall be ‘Dental Society, The Hong Kong University Students’ Union’ or
‘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 of Members.
2. To represent and act on behalf of Members in all matters relating to their education and welfare.
3. To promote an interest to serve the community amongst Members.

**Article 3: Session**

The Society session shall begin immediately after the conclusion of the Annual General Meeting and shall terminate at 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. All official meetings and correspondence shall be conducted in either or both of the official languages.

---

**Section III - Membership**

**Article 1: Membership**

1. **Full Membership**
   
   All undergraduates of the Faculty shall automatically be Full Members and shall pay the prescribed fees.

2. **Associate Membership**
   
   The following shall be eligible for Associate Membership on payment of the prescribed fees:
   
   a. Teaching staff of the Faculty;
   b. Members of the Board of the Faculty;
   c. Dental practitioners in the Prince Philip Dental Hospital;
   d. Postgraduates and graduates of the Faculty;
   e. Any person approved by the Council.

3. **Honorary Membership**
   
   Honorary Membership shall be conferred upon any person being elected as such in the 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 the prescribed fees.

---

**Articles 2: Privileges**
1. All Members shall enjoy the following privileges:
   a. To use all facilities provided by the Society for the general use of its members.
   b. To attend functions and activities organized by the Society.
   c. To attend General Meetings of the Society.

2. Only Full Members shall enjoy the following privileges:
   a. To propose, second motions and/or vote at the General Meetings and General Pollings of the Society.
   b. To nominate, second and/or be nominated for candidature, and to vote and/or be elected in the Elections of the Society.
   c. To be members in the Council or committees of the Society, unless otherwise specified.

Article 3: Obligations
All Members and committees of the Society shall abide by the Constitution, By-laws and regulations of the Society.

Section IV - General Meeting

Article 1: Authority
The vote of a General Meeting, along with that of a General Polling, shall be regarded as having the highest authority in all matters affecting the Society. The resolutions of a General Meeting or General Polling can only be revoked by a subsequent General Meeting or General Polling.

Article 2: Annual General Meeting
1. The Annual General Meeting shall be held within 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 Annual General Meeting in the previous session and all Extraordinary General Meetings held in the current session.
   b. To receive and adopt report of all committees of the Society for that particular session.
   c. To receive and adopt the statement of accounts prepared by the Finance Committee of the Society.
   d. To appoint non-elected members of the Dental Public Health Committee and The Apollonian Committee of the next session.
   e. To appoint non-elected Council members of the next session.
   f. To amend the Constitution, if any.
   g. To elect Honorary Members, if any.
   h. Any other business.
4. Notice and agenda of the Annual General Meeting shall be posted at least seven clear days in advance.

Article 3: Extraordinary General Meetings
1. All Extraordinary General Meetings shall be convened by the Council Chairperson, at the request of the Council, the Committee or upon a written request signed by not less than 10% of the Full Members. Any of such requisitions shall specify the objectives of the proposed Meeting and no other matter shall be discussed without the consent of at least two thirds of the Full Members present.
2. Notice and agenda of any Extraordinary General Meetings shall be posted at least three clear days in advance.

Article 4: Quorum
In all General Meetings not less than 10% of the total Full Membership shall form the quorum. If a quorum is not formed after an hour of the time scheduled for the announcement of the Meeting, the Meeting shall be adjourned to a later date the Council deems fit, and if at that meeting a quorum is still not formed, all business of that meeting shall be resolved by the Council.

Article 5: Returning Officer
The Council shall invite and appoint a councillor of the Union Council not being a Member of the Society as the Returning Officer for the General Meeting. The appointment shall be done in accordance with the Union Council By-laws.

Article 6: Vote of No-Confidence
A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Committee, the Council and/or any committee of the Society at an Extraordinary General Meeting held specially for this purpose. A vote so passed with two thirds majority shall call for the resignation of the person(s) against whom the vote is moved.

Article 7: Standing Orders
All General Meetings of the Society shall be conducted in accordance with the Standing Orders of the Union Council, unless specified in the Constitution.

Article 8: Publicity
The Council and the Committee shall deem it their duty to publicize any General Meeting to be held.

Section V - General Polling
Article 1: Authority

The vote of a General Polling, along with that of a General Meeting, shall be regarded as having the highest authority in all matters affecting the Society. The resolutions of a General Meeting or a General Polling can only be revoked by a subsequent General Meeting or General Polling.

Article 2: Conduction

1. All General Pollings shall be conducted by the Council Chairperson and a Polling Commission appointed by the Council.
2. A General Polling shall be conducted at the request of the Council, the Committee or at a written request signed by not less than 10% of the Full Members.
3. All requisitions for a General Polling shall specify the motion(s) to be voted on.

Article 3: Notice

Notice of all General Polling and the motion(s) to be voted on shall be posted at least five clear days in advance.

Article 4: Voting

1. Voting shall be by secret ballot.
2. Voting shall take place at polling stations which shall be open for not less than 4 hours.
3. The results of the General Polling shall be declared valid provided the number of valid votes cast is not less than 15% of the Full Membership of the Society. The motion(s) shall be declared carried if the number of votes cast for the motion(s) exceeds the number of votes cast against the said motion(s) and the aggregate number of votes for and against the said motion(s) exceeds the number of abstain votes.

Article 5: Vote Counting and Announcement of Result

1. The number of votes shall be counted under the supervision of Returning Officer immediately following the end of the General Polling.
2. The Polling Commission shall announce the polling results within 24 hours following the end of the General Polling.
3. The polling results shall be declared valid, if no written complaint is lodged to the Council within 24 hours following the release of the result.

Article 6: Vote of No-Confidence

A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Committee, the Council and/or any committee of the
Society at a General Polling. A vote so passed with two thirds majority shall call for the resignation of the person(s) against whom the vote is moved.

Article 7: Returning Officer
The Council shall invite and appoint a councillor of the Union Council not being a Member of the Society as the Returning Officer for the General Polling. The appointment shall be done in accordance with the Union Council By-laws.

Article 8: Publicity
The Council and the Committee shall deem it their duty to publicize any General Polling to be held.

Section VI - Elections

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 of the Committee
2. The Internal Vice-Chairperson of the Committee
3. The External Vice-Chairperson of the Committee
4. The General Secretary of the Committee
5. The Financial Secretary of the Committee
6. Three Sports Secretaries of the Committee
7. Two Social Secretaries of the Committee
8. Two Welfare Secretaries of the Committee
9. The Publications Secretary of the Committee
10. The International Relations Secretary of the Committee
11. The External Affairs Secretary of the Committee
12. The Chairperson of The Apollonian Committee
13. The Vice-Chairperson of The Apollonian Committee
14. The Chairperson of the Dental Public Health Committee
15. The Vice-Chairperson of the Dental Public Health Committee
16. Three Popularly Elected Councillors

Article 2: By-election
In the event of a vacancy occurring in any post of the Committee, the Dental Public Health Committee, The Apollonian Committee and/or the Popularly Elected Councillors, a By-election shall be held. No more than one By-election shall be held unless approved by the Council.
Article 3: Election Commission

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 Election Commission shall be responsible for drafting all rules and arrangements of each Election.
3. The Election Commission shall facilitate all candidates to hold election campaign.

Article 4: Returning Officers

The Council shall invite and appoint a councillor of the Union Council not being a Member of the Society, and a member of the Faculty teaching staff as the Returning Officers of each Election. The appointment shall be done in accordance with the Union Council By-laws.

Article 5: Nominations

1. Notice of the nomination period of Annual Election and By-election shall be posted at least five clear days in advance.
2. Nomination of Annual Election and By-election shall be opened 5 weeks before the Election Day, and closed at 12:00 noon of the day three weeks before the Election Day.
3. Nomination 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 or her consent.
4. The Election Commission shall scrutinize every nomination paper and announce the name of the candidate within 48 hours after receiving the nomination, thereafter the candidate may start his or her Election Campaign.

Article 6: Election Campaigns

The candidates and the committees of the Society shall deem it their responsibility to facilitate the holding of campaign meetings.

Article 7: Election Day

1. The Election Day for the Annual Election shall be in November and shall be at least 3 clear days preceding the Annual General Meeting.
2. Notice of the Election Day for the Annual Election and By-election shall be posted at least five clear days in advance.
3. Election shall be conducted by polling on the Election Day.

Article 8: Polling

1. Polling shall be by secret ballot.
2. For each post, electors may cast a for vote on not more than the number of vacancies.

3. When the number of candidates is equal to or less than the number of vacancies for a particular post, the candidate shall be declared elected provided that:
   a. he or she has secured a number of votes for him or her no less than 25% of the total Full Membership of the Society;
   b. he or she has secured a number of votes for him or her greater than the number of votes against him or her; and
   c. the aggregate number of votes for and against him or her exceeds the number of abstain votes.

4. When the number of candidates is greater than the number of vacancies for a particular 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 or her votes shall be distributed among the remaining candidate(s) according to the second preference or preferences indicated on those ballot papers. This process shall be continued until the number of candidates is equal to the number of vacancies. He or she shall be declared elected provided that:
   a. he or she has secured a number of votes for him or her no less than 25% of the total Full Membership of the Society;
   b. the number of votes showing preference exceeds the number of abstain votes.

Article 9: Vote Counting and Announcement of Result

1. The number of votes shall be counted under the supervision of Returning Officers immediately following the end of the Election.

2. The Election Commission shall announce the polling results within 24 hours following the end of the Election.

3. The Election results shall be declared valid, if no written complaint is lodged to the Election Commission within 24 hours following the release of the result.

Article 10: 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 5 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 seven days immediately following the original Election Day.

Section VII - The Council
Article 1: Name

1. The name of the Council shall be ‘The Council of Dental Society, The Hong Kong University Students’ Union’ or ‘The Council of Dental Society, HKUSU’.

2. The name of the Council in Chinese shall be ‘香港大學學生會牙醫學會評議會’.

Article 2: Function

The function of the Council shall be:

1. To represent the members of the Society in such matters affecting their interests.

2. To afford a recognized means of communication among Members, the Society and all its committees, the Union and the University authorities.

3. To discuss and resolve on all matters concerning the interests of the Members.

4. To supervise and deal with all matters of all committees of the Society.

Article 3: 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 4: Session

The session of the Council shall commence at the start of the First Council Meeting of each Society session and shall terminate at the moment preceding the First Council Meeting of the next Society session. The First Council Meeting shall be held within 14 days after the start of a new Society session. The Council Chairperson and the Honorary Secretary of the previous Council session shall continue to assume office until the Council Chairperson and Honorary Secretary of the next Council session is elected.

Article 5: Council Chairperson

1. The Council Chairperson shall be elected among the Full Members at the first Council Meeting of the current session. If the person elected is a Council member of the current session, he or she shall resign his or her original seat in the Council.

2. The Council Chairperson shall take the chair at all Council Meetings and General Meetings of the Society.

3. The Council Chairperson shall have the casting vote at all Council Meetings and General Meetings of the Society.

4. In the absence of the Council Chairperson in a particular Council meeting or General Meeting, an acting Council Chairperson for that particular meeting shall be elected among the Full Members present in the meeting.

5. A Council Chairperson who ceases to be a Full Member of the Society during his or her term of office in a session shall hold office till the end of that session.
Article 6: Honorary Secretary

1. The Honorary Secretary of the Council shall be elected among the Full Members at the first Council Meeting. The Honorary Secretary shall have full speaking rights but shall not propose, second motions or vote, unless the Honorary Secretary is a Council member of the current session.

2. The Honorary Secretary of the Council shall take minutes at all Council Meetings and General Meetings of the Society.

3. In the absence of the Honorary Secretary in a particular Council meeting or General Meeting, an acting Honorary Secretary for that particular meeting shall be elected among the Full Members present in the meeting.

4. An Honorary Secretary who ceases to be a Full Member of the Society during his or her term of office in a session shall hold office till the end of that session.

Article 7: Composition

The following shall be members of the Council:

1. The Council Chairperson
2. The Council Honorary Secretary (non-voting)
3. 8 Committee Representatives, which shall include the Chairperson, the Internal Vice-Chairperson and the External Vice-Chairperson
4. 4 Dental Public Health Committee Representatives, which shall include the Chairperson and the Vice-Chairperson
5. 4 The Apollonian Committee Representatives, which shall include the Chairperson and the Vice-Chairperson
6. 1 Past Committee Representative
7. 2 Past Council Representatives
8. 3 Popularly Elected Councillors
9. 1 Representative of each class of the BDS curriculum of the Faculty

Article 8: Past Committee Representative and Past Council Representatives

1. The Past Committee Representative shall be a Committee member of the previous session. The Chairperson of the Committee of the previous session shall be the ex-officio Past Committee Representative, unless a written request for withdrawal from him or her is approved by the Council.

2. The Past Council Representatives shall be Council members of the previous session.

3. A Past Committee Representative or a Past Council Representative who ceases to be a Full Member of the Society during his or her term of office in a session shall hold office till the end of that session.
Article 9: Popularly Elected Councillors

1. The Popularly Elected Councillors shall represent the interests of the Members and shall not hold concurrently another seat in the Council or any post in the Committee, the Dental Public Health Committee and The Apollonian Committee.

2. The Popularly Elected Councillors shall have the same session as the Society. Any Popularly Elected Councillor who ceases to be a Full Member during his or her 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 or her by the Council.

Article 10: Official Observers

The Undergraduate Representatives of the Board of the Faculty shall be the Official Observers of the Council. Official Observers shall not be counted as Council members but shall have the rights to observe all Council meetings and speak therein.

Article 11: Meeting

1. Council Meetings shall be held at least once every semester.

2. Ordinary Council Meetings shall be convened by the Council Chairperson, at the request of the Chairperson of the Committee or any Council member seconded by three other Council members.

3. Notice of all Ordinary Council Meetings and the agenda thereof shall be posted at least five clear days in advance. Such notice and agenda shall be sent to each Council member.

4. Unless the Council shall decide otherwise all Council Meetings shall be open to all members of the Society. Members so attending shall be permitted to speak only with the approval of the Council and shall not vote.

5. At Council Meetings a simple majority of voting members shall form a quorum.

6. Council Meetings shall be held in accordance with the Standing Orders of the Union Council.

7. An Emergency Council Meeting of the Council shall be convened by the Council Chairperson, the Chairperson of the Committee, or at the request of any Council member seconded by three other Council member. A notice of such meeting including the agenda thereof shall be posted at least one clear day in advance.

Article 12: Business

1. To supervise all committees of the Society in their work and prevent them from acting contrary to the Constitution, the By-laws and/or regulations of the Society.

2. To consider any protest, grievance or alleged infringement of the Society Constitution and or the By-laws, which may be placed before the Council by any member of the Society, and to adjudicate upon, or act in, all such cases.

3. To receive and adopt the year plans and annual budgets of the Committee, the Dental Public Health Committee, and The Apollonian Committee.
Committee and The Apollonian Committee at the first Council Meeting of the session.

4. To interpret the Constitution and the By-laws of the Society.
5. To make, amend and abolish the By-laws of the Society.
6. To approve regulations made for executive purposes formulated by the Committee, or parties specifically delegated by the Council.
7. To make appointments to the Honorary President, the Honorary Vice-President and the Honorary Treasurer of the Society.
8. To make appointments to the committees of the Society, and to the committees of the Faculty or the University with student seats which are to be nominated by the Council to the Faculty or the University.
9. To make appointment to the Country Representative of Hong Kong in Asia Pacific Dental Students Association.
10. To make appointments to the non-elected Council members in case of vacancies.
11. To consider and, if deemed fit, to approve the resignation of any Council member or member of the committees of the Society.
12. To conduct any business of the Society not explicitly conferred on any body.

Section VIII - Executive Committee

Article 1: Name

1. The name of the Committee shall be ‘Executive Committee, Dental Society, The Hong Kong University Students’ Union’ or ‘Executive Committee, Dental Society, HKUSU’.
2. The name of the Committee in Chinese shall be ‘香港大學學生會牙醫學會幹事會’.

Article 2: 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 3: Function
1. To formulate policies for the Society in accordance with its aims.
2. To carry out the resolutions of the General Meeting, the General Polling and the Council.
3. The Committee should be responsible to the Council for all its actions.

Article 4: Session
The session of the Committee shall coincide with the Society session.

Article 5: Meeting
A simple majority shall form a quorum at all Committee Meetings.

Article 6: 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 or her duties pertaining to internal affairs, foster coordination between the Society and the Faculty, 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 or her duties pertaining to external affairs, arouse Members’ awareness towards external affairs and be the representative of the Society in the Union Council.
4. The General Secretary shall assist the Internal Vice-Chairperson in all his or her duties and shall prepare all official correspondence.
5. The Financial Secretary shall:
   a. Keep account of income and expenditure of the Committee.
   b. Draft the budget and prepare the financial report of the Committee.
   c. Be the representative of the Society in the Union Finance Committee of the Union Council.
6. Three Sports Secretaries shall be generally responsible for the promotion of all sports activities of the Society and the selection of 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 the maintenance of all 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 shall be a Full Member and appointed by the Council, to be the Country Representative of Hong Kong in the Asia Pacific Dental Students Association.
11. The External Affairs Secretary shall assist the External Vice-Chairperson in all his or her duties.

Article 7: Vote of Confidence
Any member of the Committee who ceases to be a Full Member during his or her 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 or her by the Council.

Article 8: Acting Executives
In the event of any vacancy occurring the post of the Committee, the Council may appoint acting executive(s) to take up the work, who shall have the same authorities and duties as the respective posts, but such authorities and duties are subject to limitations imposed by the Council.

Section IX - Dental Public Health Committee

Article 1: Name
1. The name of the Dental Public Health Committee shall be ‘Dental Public Health Committee, Dental Society, The Hong Kong University Students’ Union’ or ‘Dental Public Health Committee, Dental Society, HKUSU’.
2. The name of the Dental Public Health Committee in Chinese shall be ‘香港大學學生會牙醫學會口腔衛生推廣委員會’.

Article 2: Membership
1. The Chairperson
2. The Vice-Chairperson
3. The General Secretary
4. The Annual Project Directors
5. The Financial Secretary
6. The Publication and Publicity Secretaries
7. The Marketing Secretaries
8. The number of members shall not exceed 18.

Article 3: Function
1. To arouse public awareness of dental health.
2. To promote social awareness concerning dental public health among Members.
3. To promote the relationship with related organizations.
4. The Dental Public Health Committee should be responsible to the Council for all its actions.

Article 4: Session
The session of the Dental Public Health Committee shall coincide with the Society session.
Article 5: Meeting
A simple majority shall form a quorum at all Dental Public Health Committee Meetings.

Article 6: Duties of Individual Member
1. The Chairperson shall coordinate the Dental Public Health Committee to carry out its function, chair all meetings and be responsible for the annual plan and external affairs of the Dental Public Health Committee.
2. The Vice-Chairperson shall be the ex-officio Chairperson in the absence of the Chairperson and be responsible for internal affairs of the Dental Public Health Committee.
3. The General Secretary shall be responsible for all secretarial work of the Dental Public Health Committee.
4. The Annual Project Directors shall be responsible for the planning and implementation of the annual project and be the Chairperson(s) of the sub-committee of the Dental Public Health Committee.
5. The Financial Secretary shall be responsible for the finance of the Dental Public Health Committee.
6. The Publication and Publicity Secretaries shall be responsible for the publications and publicity work of the Dental Public Health Committee.
7. The Marketing Secretaries shall be responsible for the marketing activities of the Dental Public Health Committee.

Article 7: Vote of Confidence
Any member of the Dental Public Health Committee who ceases to be a Full Member during his or her 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 or her by the Council.

Section X - The Apollonian Committee

Article 1: Name
1. The name of The Apollonian Committee shall be ‘The Apollonian Committee, Dental Society, The Hong Kong University Students’ Union’ or ‘The Apollonian Committee, Dental Society, HKUSU’.
2. The name of The Apollonian Committee in Chinese shall be ‘香港大學學生會牙醫學會出版委員會’.

Article 2: Membership
1. The Chairperson
2. The Vice-Chairperson
3. The Financial Manager
4. The Editor-in-chief (English)
5. The Editors (English)
6. The Editor-in-chief (Chinese)
7. The Editors (Chinese)
8. The General Managers
9. The Technical Secretaries
10. The Marketing Secretaries
11. The number of members shall not exceed 20.

Article 3: Function
1. To publish and distribute the annual journal of the Society: ‘The Apollonian’.
2. To keep members well informed about Society affairs.
3. To publicize and promote the image of the Society outside the Faculty.

Article 4: Session
The session of The Apollonian Committee shall coincide with the Society session.

Article 5: Meeting
A simple majority shall form a quorum at all The Apollonian Committee Meetings.

Article 6: Duties of Individual Member
1. The Chairperson shall coordinate The Apollonian Committee to carry out its function, chair all meetings and be responsible for all external affairs of The Apollonian Committee.
2. The Vice-Chairperson shall be the ex-officio Chairperson in the absence of the Chairperson and be responsible for internal affairs of The Apollonian Committee.
3. The Financial Manager shall be responsible for the finance of The Apollonian Committee.
4. The Editor-in-chief (English) shall be responsible for the English section of The Apollonian.
5. The Editors (English) shall assist the Editor-in-chief (English) in all his or her duties.
6. The Editor-in-chief (Chinese) shall be responsible for the Chinese section of The Apollonian.
7. The Editors (Chinese) shall assist the Editor-in-chief (Chinese) in all his or her duties.
8. The General Managers shall be responsible for all secretarial work of The Apollonian Committee.
10. The Marketing Secretaries shall be responsible for all marketing activities of The Apollonian Committee.
Article 7: Vote of Confidence
Any member of The Apollonian Committee who ceases to be a Full Member during his or her 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 or her by the Council.

Section XI - Honorary President, the Honorary Vice-President and the Honorary Treasurer

Article 1: The Honorary President and the Honorary Vice-President
1. The Honorary President shall be an advisor of the Society.
2. 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

Article 2: The Honorary Treasurer
The Honorary Treasurer shall be in general responsible for all financial matters of the Society.

Article 3: Appointment
The Honorary President, the Honorary Vice-President and the Honorary Treasurer of the Society shall be appointed by the Council at the beginning of the session. The persons so appointed shall be teaching staff of the Faculty and Members of the Society, and shall be eligible for re-appointment.

Article 4: Term of Office
The term of office of the Honorary President, the Honorary Vice-President and the Honorary Treasurer shall be one Society session.

Section IX - Finance

Article 1: Financial Session
The financial session of the Society shall coincide with that of the Society session.

Article 2: Subscription
Apart from Honorary Members, all Members shall pay the prescribed fees.

Article 3: Budget
The Annual Budget shall be prepared by the Finance Committee of the Council and shall be submitted to the Council for adoption at the first Council Meeting.
Article 4: Statement of Accounts and Balance Sheet
A full Financial Report and statement of accounts are to be presented in the Annual General Meeting at the end of the session by the Finance Committee of the Council.

Article 5: Fund Raising
1. Proposal for fund-raising activities shall be presented to the Council for approval by the end of the second Council Meeting of that session.
2. Fund-raising activities shall be held in accordance with the Union Finance Regulation.
3. The Finance Committee of the Council shall coordinate and supervise all approved plans for Fund Raising.

Section XIII - Constitution

Article 1: Amendment
1. No alteration of this Constitution can be made except at a General Polling or a General Meeting by a motion so passed with two thirds majority.
2. Amendments of the Constitution shall be done in accordance with the Union Council By-laws.

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

Amended: July 2015
July 2012
Section I - General

1. Definition
   In this By-laws, unless otherwise specified
   a. 'Society' shall mean the Dental Society, HKUSU.
   b. 'Committee' shall mean the Executive Committee of the Dental Society, HKUSU.
   c. ‘Dental Public Health Committee’ shall mean the Dental Public Health Committee, Dental Society, HKUSU.
   d. ‘Apollonian Committee’ shall mean The Apollonian Committee, Dental Society, HKUSU.
   e. 'Council' shall mean the Council of the Dental Society, HKUSU.
   f. ‘Union’ shall mean the Hong Kong University Students’ Union.
   g. 'Faculty' shall mean the Faculty of Dentistry, the University of Hong Kong.
   h. ‘University' shall mean the University of Hong Kong.
   i. ‘Members’ shall mean members of the Dental Society, HKUSU.
   j. ‘Constitution’ shall mean the constitution of the Dental Society, HKUSU.
   k. ‘By-laws’ shall mean the by-laws of the Dental Society, HKUSU.

2. Aims
   a. The By-laws shall facilitate the smooth administration of the Council and Society.
   b. All Members and committees of the Society shall abide by the By-laws.

3. Amendment
   The By-laws shall be amended or rescinded at any Council Meeting with a motion so passed with two thirds majority.

4. Interpretation
   The interpretation of the By-laws shall rest with the Council.
Section II - Council Sub-Committee

1. General
   a. Full name of the sub-committees of the Council shall bear the initials of ‘Council of the Dental Society, HKUSU’.
   b. Council sub-committees shall be delegated committees to perform policy-wise significant aspects of functions of the Council.

2. Finance Committee
   a. General
      i. The Finance Committee shall be a standing committee of the Council and has the same session as the Society.
      ii. The Finance Committee shall be the official Finance Committee of the Society.
   b. Function
      i. To handle all matters relating to Society finance.
      ii. 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.
      iii. To prepare the annual budget and audited annual reports of the Society.
      iv. To manage the income and expenditure of the Society.
   c. Membership
      i. Financial Secretary of the Committee (Chairperson)
      ii. Honorary Treasurer of the Society (advisor)
      iii. Financial Manager of The Apollonian Committee
      iv. Financial Secretary of the Dental Public Health Committee
      v. 2 Council members

3. Constitution Review Committee
   a. General
      i. The Constitution Review Committee shall be a standing committee of the Council and has the same session as the Society.
      ii. The committee shall hold at least one meeting in each session.
   b. Function
      i. To review the Constitution, By-laws and regulations of the Society
      ii. To recommend revision regarding the Constitution, By-laws and regulations of the Society to the Council.
   c. Membership
      i. Chairperson of the Committee (Chairperson)
      ii. Council Chairperson of the Council
iii. Honorary Secretary of the Council  
iv. Internal Vice-Chairperson of the Committee  
v. External Vice-Chairperson of the Committee  
vi. Chairperson of the Dental Public Health Committee  
vii. Chairperson of The Apollonian Committee  
viii. Past Committee Representative of the Council  
ix. 3 Full Members

4. Election Commission  
a. General  
i. The name of the Election Commission for the Annual Election and By-election of the Society shall be ‘Annual Election Commission’ and ‘By-election Commission’ respectively.  
ii. Each Election Commission shall be an ad hoc committee of the Council appointed for a particular Election of the Society and its session shall end immediately following the validation of the official results of the Election.  
iii. The Election Commission shall be the official body for the conduction of the Elections of the Society.

b. Function  
i. To draft rules and arrangements for each Election in accordance with the Constitution.  
ii. To facilitate the campaigns of the candidates.  
iii. To receive and scrutinize nomination.  
iv. To organize and publicize the Elections.  
v. To determine and announce the results of the Elections.

5. Polling Commission  
a. General  
i. Each Polling Commission shall be an ad hoc committee of the Council appointed for a particular General Polling of the Society and its session shall end immediately following the validation of the official results of the General Polling.  
ii. The Polling Commission shall be the official body for the conduction of all General Pollings of the Society.

a. Function  
i. To draft arrangements for each General Polling in accordance with the Constitution.  
ii. To organize and publicize the General Pollings.  
iii. To determine and announce the results of the General Polling.

b. Membership  
i. The Council Chairperson of the Council shall be the ex-officio Chairperson of the
Section III - The Council

1. ‘Councillors’ shall mean members of the Council in this Section.
2. Working papers should be submitted to the Council Chairperson and the Honorary Secretary of the Council at least 7 clear days before each Ordinary Council Meeting.
3. Working papers should be typed and/or written in English, and in Chinese if necessary.
4. Working papers together with the agenda should be available to all Councillors at least 5 clear days before each Ordinary Council Meeting.
5. The Council Chairperson is responsible for collecting any proposed agenda or agenda for Councillors and deciding the final agenda.
6. Regulations regarding attendance of Councillors in Council Meetings:
   a. All Councillors shall not attend less than 50% of all Council Meetings during the Councillor’s individual session.
   b. All Councillors shall not be absent for two consecutive Council Meetings.
   c. Councillors must attend more than 45 minutes or at least half of an individual Council Meeting, whichever the longer.
   d. Councillors foreseeing their absence, late arrival or early departure in a Council Meeting should submit their request and apology, in written form, 24 hours in advance and should have their request approved by the Council Chairperson.
   e. All Councillors should have their arrival and departure time marked on the attendance sheet, together with their signature.
   f. Councillors should also inform the Council of their early departure.
   g. Any violation against regulation (c)(d)(e)(f) should be regarded as absence in the corresponding Council Meeting.
   h. Councillors 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 in the Council Meeting.
7. Infringement against Point 5(a) and 5(b) of the By-laws governing the Council, Dental Society, HKUSU: In case of infringement of the rules above, the Council, on receiving an explanation from the Councillor(s) 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 Council Meeting censuring that particular Councillor(s):
      “That the Council notes, regrets and dissatisfies with the infringement of Council regulation and breach of duty of ……, for:
i. Attending less than 50% of all Council Meetings convened during his or her session and/or
ii. Being absent for two consecutive Council Meetings during his or her session and demands that no further infringement shall be committed”.

b. A notice containing the above motion being posted up at all the Society’s poster sites of the Prince Philip Dental Hospital and be delivered to all members through mass email.


Section IV – Subscription

1. Every Full Members shall subscribe an amount of HK$360.00 for the whole of the course on entering the undergraduate course of the Faculty.
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.

Amended: July 2015
Section I - General

1. Definition
   In this By-laws, unless otherwise specified
   a. 'Society' shall mean Dental Society, HKUSU.
   b. 'Committee' shall mean the Executive Committee of Dental Society, HKUSU.
   c. ‘Dental Public Health Committee’ shall mean the Dental Public Health Committee, Dental Society, HKUSU.
   d. ‘Apollonian Committee’ shall mean The Apollonian Committee, Dental Society, HKUSU.
   e. 'Council' shall mean the Council of Dental Society, HKUSU.
   f. 'Councillors' shall mean members of the Council.
   g. ‘Union’ shall mean the Hong Kong University Students’ Union.
   h. 'Faculty' shall mean the Faculty of Dentistry, the University of Hong Kong.
   i. 'University' shall mean the University of Hong Kong.
   j. ‘Members’ shall mean members of Dental Society, HKUSU.
   k. ‘Constitution’ shall mean the constitution of Dental Society, HKUSU.
   l. ‘By-laws’ shall mean the by-laws of Dental Society, HKUSU.

2. Aims
   a. The By-laws shall facilitate the smooth administration of the Council and Society.
   b. All Members and committees of the Society shall abide by the By-laws.

3. Amendment
   a. The By-laws shall be amended or rescinded at any Council Meeting with a motion so passed with two thirds majority.
b. A notice intimating the proposed amendment or rescission shall be sent five clear days before the Council Meeting. *(amended 2015/16CM5)*

4. Interpretation
The interpretation of the By-laws shall rest with the Council.

**Section II - Council Sub-Committee**

1. General
   a. Full name of the sub-committees of the Council shall bear the initials of ‘Council of Dental Society, HKUSU’.
   b. Council sub-committees shall be delegated committees to perform policy-wise significant aspects of functions of the Council.

2. Finance Committee
   a. General
      i. The Finance Committee shall be a standing committee of the Council and has the same session as the Society.
      ii. The Finance Committee shall be the official Finance Committee of the Society.
   b. Function
      i. To handle all matters relating to the Society finance.
      ii. 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.
      iii. To prepare the annual budget and audited annual reports of the Society.
      iv. To manage the income and expenditure of the Society.
   c. Membership
      i. Financial Secretary of the Committee (Chairperson)
      ii. Honorary Treasurer of the Society (advisor)
      iii. Financial Manager of The Apollonian Committee
      iv. Financial Secretary of the Dental Public Health Committee
      v. 2 Councillors
      vi. 1 Popularly Elected Councillor *(amended 2015/16CM5)*

3. Constitution Review Committee
   a. General
      i. The Constitution Review Committee shall be a standing committee of the Council and has the same session as the Society.
      ii. The committee shall hold at least one meeting in each session.
   b. Function
      i. To review the Constitution, By-laws and regulations of the Society
ii. To recommend revisions regarding the Constitution, By-laws and regulations of the Society to the Council.

c. Membership
   i. Chairperson of the Committee (Chairperson)
   ii. Council Chairperson of the Council
   iii. Honorary Secretary of the Council
   iv. Internal Vice-Chairperson of the Committee
   v. External Vice-Chairperson of the Committee
   vi. Chairperson of the Dental Public Health Committee
   vii. Chairperson of The Apollonian Committee
   viii. Past Committee Representative of the Council
   ix. 1 Popularly Elected Councillor (amended 2015/16CM5)
   x. 3 Full Members

4. Election Commission
   a. General
      i. The name of the Election Commission for the Annual Election and By-election of the Society shall be ‘Annual Election Commission’ and ‘By-election Commission’ respectively.
      ii. Each Election Commission shall be an ad hoc committee of the Council appointed for a particular Election of the Society and its session shall end one week after the validation of the official results of the Election.
      iii. The Election Commission shall be the official body for the conduction of the Elections of the Society.
   b. Function
      i. To draft rules and arrangements for each Election in accordance with the Constitution.
      ii. To facilitate the campaigns of the candidates.
      iii. To receive and scrutinize nomination.
      iv. To organize and publicize the Elections.
      v. To determine and announce the results of the Elections.

5. Polling Commission
   a. General
      i. Each Polling Commission shall be an ad hoc committee of the Council appointed for a particular General Polling of the Society and its session shall end immediately following the validation of the official results of the General Polling.
      ii. The Polling Commission shall be the official body for the conduction of all General Pollings of the Society.
b. Function
   i. To draft arrangements for each General Polling in accordance with the Constitution.
   ii. To organize and publicize the General Pollings.
   iii. To determine and announce the results of the General Polling.

c. Membership
   i. The Council Chairperson of the Council shall be the ex-officio Chairperson of the Polling Commission.

6. Ad hoc Committee *(amended 2015/16CM5)*
   a. Ad hoc Committees for the session shall be appointed by the Council at a Council Meeting as may deemed necessary for a single issue.
   b. A written proposal shall be provided by the proposer(s). The written proposal shall include the name, the purpose, the composition and the budget of the ad hoc Committee.
   c. The Council shall have the right to convene and dissolve an ad hoc Committee at any time.

**Section III - Council Meeting**

1. Agenda
   a. 12 clear days before the scheduled date of each Ordinary Council Meeting, the Council Chairperson shall issue a notice to all Councillors listing all items of business for the coming meeting so far entered into the agenda. *(amended 2015/16CM5)*
   b. Councillors who wish to introduce any items into the agenda shall submit written agendum request to the Council at least 7 clear days before the meeting; provided the Council Chairman shall permit otherwise.
   c. The proposed agenda of each Ordinary Meeting shall be issued by the Council Chairperson and sent to all Councillors at least 5 clear days before the meeting.

2. Working Papers
   a. Working papers should be submitted to the Council Chairperson and the Honorary Secretary at least 7 clear days before each Ordinary Council Meeting. Working papers should be typed and/or written in English, and in Chinese if necessary.
   b. Working papers should be available to all Councillors at least 5 clear days before each Ordinary Council Meeting.

3. Attendance
   a. All Councillors shall not attend less than 50% of all Council Meetings in a Society session. *(amended 2015/16CM5)*
   b. All Councillors shall not be absent for two consecutive Council Meetings.
   c. Councillors must attend more than 45 minutes or at least half of an individual Council
Meeting, whichever the longer. If such a meeting is less than 45 minutes, councilors should attend the entire meeting.

d. Councillors foreseeing their absence, late arrival or early departure in a Council Meeting should submit their request and apology, in written form, 24 hours in advance. \(\text{amended 2015/16CM5}\)

e. All Councillors should have their arrival and departure time marked on the attendance sheet, together with their signatures.

f. Any violation against article 3(c)(d)(e) should be regarded as absence in the corresponding Council Meeting.

g. Councillors should inform the Council for any temporary leave longer than 15 minutes.

h. In case of inability to attend Council Meetings, Councilors from the Committee, The Apollonian Committee and the Dental Public Health Committee can be temporarily replaced by a current committee member appointed by his/her committee. A formal letter from the absent Councilors intimating such replacement should be directed to the Council Chairperson before the commencement of the meeting. No replacement can be effected when a meeting is in progress. \(\text{amended 2015/16CM5}\)

4. Motion of Regret

In case of infringement of the rules above, the Council, on receiving an explanation from the Councillor(s) 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 Council Meeting censuring that particular Councillor(s):
   “That the Council notes, regrets and dissatisfies with the infringement of Council regulation and breach of duty of ….., for:
   i. Attending less than 50% of all Council Meetings convened during his or her session and/or
   ii. Being absent for two consecutive Council Meetings during his or her session and demands that no further infringement shall be committed”.

b. A notice containing the above motion being posted up at all the Society’s poster sites of the Prince Philip Dental Hospital for at least 7 consecutive days and be delivered to all members through mass email. \(\text{amended 2015/16CM5}\)


Section IV – Subscription

1. Every Full Members shall subscribe an amount of HK$360.00 for the whole of the course on entering the undergraduate course of the Faculty.

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.

Amendments since 2014/15CM5:
- 2015/16CM5 (13th Jul 2016)
- 2015/16ECM1 (9th Dec 2015)
- 2014/15CM8 (16th Sep 2015)
- 2014/15CM5 (8th Apr 2015)