By-laws of Dental Society, Hong Kong University Students’ Union

Section I
General

1. Definition
   a. The 'Society' shall mean the Dental Society, HKUSU.
   b. The 'Committee' shall mean the Executive Committee of the Dental Society, HKUSU.
   c. The 'Council' shall mean the Council of the Dental Society, HKUSU.
   d. The 'Faculty' shall mean the Faculty of Dentistry, the University of Hong Kong.
   e. The 'University' shall mean the University of Hong Kong.

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

3. Amendment
   The By-laws shall be amended or rescinded at any Council Meeting.

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

Section II
By-laws governing Society sub-organizations

1. The Apollonian Committee, Dental Society, HKUSU
   a. Objectives:
      i. To publish the annual journal of the Society: “The Apollonian”.
      ii. To keep members well informed about current affairs within the Society in cooperation with the Publications Secretary of the Committee.
      iii. To publicize the Society outside the Faculty and to promote the image of the Society outside the Faculty.
      iv. To assist, by various means, any functions held by the Society, when such functions are fulfilling the objectives and role of the committee and at the same time considered appropriate by the committee.
   b. Committee Session:
      The committee is appointed by the Council at the first Council Meeting of each Society Session and has the same duration as the Society Session.
   c. Membership:
Members of the committee appearing below should be restricted to Full Members of the Society and appointed by the Council. The composition of The Apollonian Committee is:

i. Chairperson
   He or 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 and shall reserve the right to appoint members of the Society to become other members of the committee.

ii. Financial Manager
   He or she should be in charge of the budget of the committee and should work in coordination with the Financial Secretary of the Committee in related areas.

iii. Editor-in-chief
   He or she should be in charge of publication of “The Apollonian”.

iv. Two General Managers
   They should assist each other for the affairs and activities of the committee inside and outside the Faculty.

v. Technical Secretary
   To assist the committee for all the computer affairs.

vi. Two Marketing Secretaries
   To seek sponsorship for the publication of “The Apollonian”.

d. The opinion appearing in any publication of the committee only represents the opinion of the committee unless otherwise stated.

2. University Affairs Committee, Dental Society, HKUSU
   a. Terms of Reference:
      i. To study and advise the Council on all matters relating to the Hong Kong University Students’ Union.
      ii. The committee shall meet for discussion, on matters relating to the Faculty when necessary, and advise the Council on such issues.
      iii. To coordinate the efforts of student members sitting on the Faculty Committee Board.
      iv. To facilitate communications among Class Representatives.

   b. Membership:
      i. The External Vice-Chairperson (Chairperson)
      ii. Council Chairperson (Ex-officio)
iii. The Chairperson, Executive Committee (Ex-officio)
iv. The Internal Vice-Chairperson (Ex-officio)
v. The External Affairs Secretary (Ex-officio)
vi. The External Vice-Chairperson of the previous session (Preferable)
vii. The Student Faculty Board Members
viii. One Councilor appointed by the Council

3. Dental Public Health Committee, Dental Society, HKUSU
   a. Objectives:
      i. To arouse public awareness of dental health.
      ii. To promote social awareness among dental students.
      iii. To promote the relationship with other related organizations.
   b. Committee Session:
      The committee session should be the same as the Society Session.
   c. Appointments:
      The members of the committee shall be nominated and appointed by Council Members at the first Council Meeting.
   d. Membership and Duties:
      i. Chairperson shall:
         - be the representative in the Council;
         - appoint three other representatives in the Council;
         - chair all committee meetings;
         - be responsible for the Annual Plan and external affairs.
      ii. Vice-Chairperson shall:
         - be responsible for internal affairs;
         - chair committee meetings in the absence of the Chairperson.
      iii. General Secretary shall:
         - be responsible for all secretarial works;
         - take minutes for the meetings.
      iv. Program Director(s) shall:
         - be responsible for the planning and implementation of dental public health events;
         - be the personal in charge of dental public health events.
      v. Financial Secretary shall be responsible for all financial works including the Annual Budget, and to ensure the accuracy of them.
vi. Publication and Publicity Secretaries shall:
- get the posters, flyers or printed matters regarding the projects or activities printed on time for public posting.
- prepare a notice board which will let the students aware of the activities and projects.

vii. Marketing Secretaries shall:
- search sponsorship for the projects and activities,
- contact various charitable organizations or institutions on possibility of visit.

viii. Advisors shall:
- advise and supervise on all matters of the committee.
- help the communication between the staff and the committee.

e. Functions:
   i. To conduct various dental health programs, if the external requests are accepted by the committee.

f. Meeting:
   A simple majority shall form a quorum at all committee meetings.

g. Annual Plan and Budget:
   The Annual Plan and Budget shall be submitted for adoption at the first Council Meeting.

4. Finance Committee, Dental Society, HKUSU
   a. Terms of Reference:
      i. 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.
      ii. The main fields of work of the committee:
         - Management of the Society income and expenditure.
         - 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.
         - Advice to the Council on fund-raising activities.
   b. Membership:
      i. Honorary Treasurer (advisor)
      ii. Financial Secretary of the Executive Committee (Chairperson)
iii. Financial Manager of The Apollonian Committee
iv. Financial Secretary of the Dental Public Health Committee
v. Councilors appointed by the Council

Section III
By-laws governing the Council, Dental Society, HKUSU

1. Working papers should be submitted to the Council Chairperson and the Council Honorary Secretary at least 7 clear days before the Council Meetings.

2. Working papers should be typed and/or written in English, and in Chinese if necessary.

3. Working papers together with the agenda should be available to all Councilors at least 5 clear days in advance.

4. The Council Chairperson is responsible for collecting any proposed agenda or agenda for Councilors and deciding the final agenda.

5. Regulations regarding attendance of Councilors in Council Meetings:
   a. All Councilors shall not attend less than 50% of all Council Meetings during the Councilor’s individual session.
   b. All Councilors shall not be absent for two consecutive Council Meetings.
   c. Councilors must attend more than 45 minutes or at least half of an individual Council Meeting, whichever the longer.
   d. Councilors 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 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 in 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 in the Council Meeting.
6. 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 Councilor(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 Councilor(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.