

ST. MARY'S CANOSSIAN COLLEGE  
THE CONSTITUTION OF THE STUDENT UNION

SECTION I – GENERAL

Article 1 – Name

The name of the association shall be “The Student Union, St. Mary’s Canossian College” (hereafter referred to as “the Union”).

Article 2 – Aims

The aims of the Union shall be:

1. to strengthen friendship and cooperation among students;
2. to promote the general welfare of the students;
3. to improve the relationship between the school authorities and the students;
4. to encourage the enthusiastic participation of students in culture and social activities; and
5. to enhance the understanding and cooperation between the Union and other schools.

Article 3 – Status

The Union shall be the sole representative of the students of St. Mary’s Canossian College (abbreviated “SMCC” and hereafter referred to as “the School”) in both external and internal affairs. The decision of the Student Council (as referred to in Section III) in all matters concerning the students shall, unless particularly stated, overrule that of any other student organization in the School. The Union shall be responsible to the School Authorities represented by the Principal of the School and the staff members appointed by the Principal.

Article 4 – Constituents

The Union shall consist of the classes, the houses, recognized clubs, societies, and groups specified by the School Authorities. These constituents are duly affiliated to the Union.

SECTION II – MEMBERSHIP

Article 1 – Membership

All present secondary students of the School shall be members of the Union.

Article 2 – Membership Fee

All members shall pay an annual membership fee. The Student Council shall be consulted on the amount and the School Authorities shall have the final decision.

Article 3 – Responsibilities

Every member shall be bound to further to the best of her ability the objects, interests and influence of the Union and shall abide by the Constitution of the Student Union.

Article 4 – Privileges

All members of the Union shall be entitled to:

1. participate in the activities organized by the Student Union; and
2. give their opinions on various matters concerning their welfare.

Article 5 – Restrictions

1. The number of clubs, societies and teams a student can participate in shall be subject to the restrictions set by the School.
2. The number of posts of clubs, societies and teams a student can hold should be subject to the restrictions set by the School.

## SECTION III – STUDENT COUNCIL

### Article 1 – Introduction

The Student Council (hereafter referred to as “the Council”) shall be the group of representatives of the students responsible for the executive and administrative affairs of the Union.

### Article 2 – Authority

The Council shall possess the highest authority in legislation and in supervision of affairs concerning the Union.

### Article 3 – Consultation

The Council shall seek advice from the Principal of the School and the staff members appointed by the Principal.

### Article 4 – Functions

The functions of the Council shall be:

1. to carry out the purpose of the Union (as stated in Section I, Article 2);
2. to see that the Constitution is observed;
3. to interpret this Constitution and to conduct amendments if thought fit;
4. to review the works of the Executive Committee (as referred to Section IV);
5. to consider, adopt or approve, if thought fit, the motions proposed at the Council meeting; and
6. to impeach or take disciplinary action against any member of the Council acting irresponsibly, or in any ways violating this Constitution and the resolutions of the Union.

### Article 5 – Membership

The members of the Council (hereafter referred to as the Councillors) shall be composed of:

1. the Executive Committee (including the four House Captains);
2. the Head Prefects;
3. the Chief Editor of the School Magazine;
4. the chief-in-charge of various clubs/societies and teams; and
5. the Sub-committee members.

### Article 6 – Term of Office

1. The term of office of the Councillors shall be one year.
2. The new Council shall be effective on the day of the Investiture Ceremony.

### Article 7– Duties of the Councillors

The Councillors or their designated representative shall:

1. attend all specified meetings of the Council;
2. observe decisions made by the Council; and
3. make known the opinions of the organization they represent to the Council.

### Article 8 – Rights of the Councillors

Each Councillor shall have the right to move, second and vote during the Council Meetings.

### Article 9 – Council Meetings

1. Council Meeting is a platform for student leaders to communicate and make known the opinions of the organization they represent to the Council.
2. Regular meetings shall be held at least once a term on date specified by the Executive Committee.
3. All Councillors shall be given one week’s notice at least before the date of the meeting.

4. Extraordinary meetings shall be called by the Executive Committee whenever necessary.
5. All meetings of the Council require the presence of at least 3/5 of all Councillors on roll to form a quorum. If there is no quorum within the first fifteen minutes after the notified time, the meeting shall be adjourned to a date and time decided by the Executive Committee. The adjourned meeting shall require at least 3/5 of all Councillors to form quorum.
6. Any resolution shall be passed by a simple majority excluding the abstained vote. In case of equal vote, the Head Girl shall have the final say.

#### SECTION IV – THE EXECUTIVE COMMITTEE OF THE COUNCIL

##### Article 1 – Introduction

The Executive Committee of the Council (hereafter referred to as “the Ex-co”) shall be the executive body of the Union.

##### Article 2 – Membership

The Ex-co shall comprise the Head Girl, one or two Vice-Head Girl(s), the Internal Secretary, the External Secretary, the Treasurer, four House Captains, two Liaison Officers, the Art Designer and the I.T. Secretary.

##### Article 3 – Term of Office

1. The term of office of the Ex-co shall be one year.
2. The new Ex-co shall be effective on the day of the Investiture Ceremony.

##### Article 4 – Duties and Rights of the Executive Committee

The Head Girl of the Council shall:

1. be the authorized representative of the Council and the Union on all occasions;
2. call meetings of the Council, preside over them, and confirm decisions taken therein;
3. serve as a link between the Principal of the School and the Council;
4. be responsible for seeing that the programme of the Council is carried out effectively and properly;
5. sign all reports and correspondence;
6. sign the minutes of each meeting and all the financial statements;
7. draw up with the help of the two Secretaries a general annual report to be read out at the first Ex-co Meeting of the following school year;
8. be entitled to call any emergency meeting of the Council; and
9. be entitled to check all records and files of the Council.

The Vice-Head Girl(s) of the Council shall:

1. substitute the Head Girl in her absence (in case there are 2 Vice-Head Girls, it refers to the one who has higher number of votes in the Grand Election);
2. assist the Head Girl in all her duties; and
3. help the Head Girl to draw up a general annual report.

The Internal Secretary of the Council shall:

1. record the minutes of all Council and Ex-co Meetings;
2. help the Head Girl to draw up a general annual report; and
3. be responsible for the filing of all internal correspondence.

The External Secretary of the Council shall:

1. serve as a link between the Union and other various organizations outside the School;
2. help the Head Girl to draw up a general annual report;
3. be responsible for the filing of all external correspondence; and
4. invite sponsorship for the programmes organized by the Ex-co.

The Treasurer of the Council shall:

1. administer funds of the Council;
2. give the statement of finance at each Council Meeting. This statement shall be countersigned by the Head Girl;
3. prepare the annual financial report to be read out at the first Ex-co Meeting of the following school year; and
4. draft budget plan and club subsidies for the school year.

The four House Captains of the Council shall:

1. be the authorized representative of the House on all occasions;
2. call meetings of the House, preside over them, and confirm decisions taken therein; and
3. serve as a link between the House and the Council.

The two Liaison Officers of the Council shall:

1. be responsible for making announcement of any movement of the Students' Union; and
2. promote communication among the Councillors.

The Art Designer of the Council shall:

1. design the logo of the Student Council Ex-co;
2. be responsible for the product design of the Student Council Ex-co; and
3. be in charge of the art work used by the Student Council Ex-co, e.g. the Student Council Notice Board and banners.

The I.T. Secretary of the Council shall:

1. manage online information concerning the Student Council, e.g. the Student Council's Homepage.

## Article 5 – Election

### 5.1 Grand Election

1. During the Grand Election, the sequence of election of posts should follow namely the Head girl, the two Vice Head girls, the External Secretary, the Internal Secretary, the Treasurer and the two Liaison Officers.
2. The election system should have a high degree of democracy. Each member of the school, including the Principal, teachers, and students from Form 4 or above has a vote for each post. Each vote is of equal weighing.
3. The candidates of the post of Head girl sitting for the Grand Election are tentative for the election of the posts of Vice Head girl.
4. In case there is only one candidate running for a particular post, the candidate will be elected if the number of vote of confidence exceeds half of the total number of voters. If not, another student who must not be the previous candidate will be appointed by teachers, and approved by the School Principal.
5. All votes should be stored properly in the Student Council room until the next school year.

### 5.2 House Captain Election

1. House members from Form 2 or above have the right to vote.
2. Two representatives from another house should be present and monitor the election of House Captain at the first house meeting.
3. All votes should be stored properly in the Student Council room until the next school year.

### 5.3 Art Designer and I.T. Secretary

After the Grand and House Captain Elections, F.5 students who are interested in the post of Art Designer and I.T. Secretary could attend interview and are finally elected by the Student Council Ex-co of the year.

### Article 6 – Ex-co Meetings

1. Ex-co Meetings shall be called by the Head girl whenever necessary.
2. All Ex-co Meetings shall require the presence of 3/5 of all Ex-co members on roll to form a quorum.

## SECTION V – CLUBS / SOCIETIES / TEAMS

### Article 1 – Privileges

All clubs/societies/ teams may:

1. apply for financial aid from the Union; and
2. apply for using the Union's facilities.

### Article 2 – Obligations

All clubs/societies/ teams shall:

1. abide by the Constitution of the Union;
2. submit their proposed budgets and plans of activities to the Ex-co at the beginning of each new school year;
3. submit the financial and activities reports to the Ex-co annually; and
4. have all correspondence countersigned by the teacher advisor and bears the Council's stamp.

## SECTION VI – FINANCE

### Article 1 – Source

The finance of the Council Union shall mainly depend on its membership fees.

### Article 2 – Reserve Fund

The balance of finance of each school year shall be put into the reserve fund which can be used solely with the approval of the Council.

### Article 3 – Estimation of the Budget

The Treasurer of the Ex-co shall be responsible for estimating the budget of the Student Union at the beginning of each school year. The planned budget shall be approved by the Teacher Advisors and Council Advisors before each activity.

### Article 4 – Expenditure

1. The money shall be used for subsidizing the Union's publication and extra-curricular activities approved by the Teacher Advisors concerned.
2. The Treasurer of Ex-co shall be responsible for the keeping of proper books on accounts with respect to all sums of money received and spent by the Ex-co.
3. The Treasurers of clubs / societies / teams shall be responsible for the keeping of proper books on accounts with respect to all sums of money received and spent by their corresponding clubs / societies /teams.

#### Article 5 – Annual Financial Report

A brief annual financial report shall be prepared by the Treasurer and endorsed by the Council Advisor. An extra 5% of the reserved fund can maximally be used each year and this shall be read out at the first Council Meeting of the following school year.

#### Article 6 – Current Account

The money shall be entrusted to an official account managed by the Student Council Advisors for safe-keeping. A detailed financial account shall be kept by the Treasurer.

### SECTION VII – THE CONSTITUTION

#### Article 1 – Interpretation

1. The interpretation of the Constitution shall rest with the majority of the Councillors in case any discrepancy or difference in opinions arises.
2. The Head Girl of the Council shall have the right of a casting vote.

#### Article 2 – Amendments

The constitution shall not be altered or amended unless it is passed by:

1. a 2/3 majority vote in a Council Meeting;
2. the Student Council Ex-co;
3. the Advisors of the Student Council; and
4. the School Principal.

### SECTION VIII – APPENDIX

#### Article 1 – Absence from Council Meetings

1. In case any Councillor shall not be able to attend any official Council Meeting, she shall inform the Ex-co in advance and send a substitute to represent her.
2. The Head Girl shall give a warning to any Councillor who has been absent from two Council Meeting without sending a representative.
3. The Head Girl can dismiss any Councillor who has been absent from the Council Meeting without sending a representative after the warning.

#### Article 2 – Punctuality

All Councillors shall try their best to be punctual. No Councillors shall be admitted to a Council Meeting 15 minutes after the proposed time unless with acceptable reason. Without an acceptable reason, she shall be considered absent.

#### Article 3 – Resignation of the Councillors

No Councillor may resign unless

1. She is leaving the school.
2. She gets the approval of the Council and the School Authorities.

#### Article 4 – Replacement of the Councillors

1. In case the Head Girl resigns or is being dismissed, the Vice-Head Girl with the higher number of votes in the Grand Election shall replace her.
2. In case any chief-in-charge of club/society/group resigns or is being dismissed, the club/society/group she represents shall send a substitute to replace her.
3. In case any other Councillor resigns or is being dismissed, her post shall be refitted by teacher appointment.