

St. Francis Xavier's College

The Constitution of the Student Union

Section One – General

Article 1 --- Name

The name of the organization shall be “The Student Union of St. Francis Xavier’s College”, hereafter referred to as the Union.

Article 2 --- Aims

The aims of the Union are to promote the team spirit of the student body, to strengthen the sense of belonging to the school among students, to upkeep the image of the school and to help provide welfare services for the students of St. Francis Xavier’s College.

Article 3 --- Function

The Union shall act as a bridge between the School and the students, organize activities for the students, provide welfare services for the students and administer forums on topics of interest to the students.

Section Two - Membership

Article 1--- Members

All students of St. Francis Xavier’s College shall be members of the Union.

Article 2 --- Responsibilities

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

Article 3 --- Rights

The members of the Union shall have the right to:-

1. help organizing activities of the Union.
2. participate in activities organized by the Union.
3. voice their opinions on matters about their school life.

Section Three – The Executive Committee of the Student Union

Article 1 --- Introduction

The Executive Committee of the Student Union (Exco) is to administer the Union and shall serve for one year. Ten members of the elected cabinet and four members from the Monitor Association or non-elected cabinets shall be the members of the Exco.

Members of the Monitor Association shall help organize activities of the Student Union.

Article 2 --- Structure

The Exco shall be elected and shall comprise the Chairman, the Internal Vice-chairman, the External Vice-chairman, the Secretary, the Financial Secretary, the Welfare Secretary, the Promotion Secretary and three other General Secretaries.

Article 3 --- Qualifications

1. The Candidate for the office of Chairman shall be a student of the Fifth Form and the candidates for the other members of the Exco shall be students of the Second to the Fifth Form.
2. An Exco member (except the Chairman and two Vice-Chairmen of the Student Union) may serve as a committee member of one house, club, etc.
3. Any candidate who wants to stand for election must not have any demerit in the previous year before the nomination.
4. The Teacher Advisory Committee has the right to stop a student from standing for election.

Article 4 --- Nomination of Cabinet of the Student Union

1. All students (except the current Chairman of the Student Union) have the right to nominate Form Five students to be the Chairman of the Cabinet and the candidates for the other members of the Cabinet from the Second to the Fifth Form.

Article 5--- Election of Cabinet of the Student Union

1. The election of Cabinet of the Student Union shall be held by the middle of September.
2. An election campaign shall be launched at the beginning of September and each cabinet shall promote themselves following the instructions of the Teacher Advisory Committee. (See Appendix 1)
3. An open forum shall be held and all cabinets shall attend. (see Appendix 2)
4. Any cabinet providing false information or breaking the regulations of the election shall risk disqualification.
5. If only one cabinet is nominated, it shall be voted into office by all students and teachers to show their trust and confidence in the Union by a simple majority vote. If the cabinet gets half or more votes of no-confidence, the School Authorities shall appoint the Monitor Association to form an ‘Appointed Student Union’ to provide the basic services for students.
6. All teaching staff and students (except the members of the Student Union Election Committee) shall be entitled to vote for the cabinet and all of them shall be entitled to one vote per head only.

7. The cabinet who has received the highest number of votes is considered to have won the election.
8. If the nominated cabinets acquire the same number of votes, they will have to deliver another electioneering speech (within 5 minutes) in the morning assembly on the next school day. The poll will then be retaken on the same day.
9. If no cabinet is nominated, the School Authorities shall appoint the Monitor Association to form an 'Appointed Student Union' (ASU) to provide the basic services for the students.
10. When the total number of votes is less than 75% of the total number of schoolmates, the voting will be deemed invalid. The School will not rearrange another election. Therefore, due to the insufficiency of voting rate, parts of the fundamental duties of Student Union will be executed by the ASU to provide the basic services for the students.
11. Any cabinet buying votes shall risk disqualification.

Article 6 --- Term of Office

1. The term of office of the Exco shall be one year, from the term's inauguration to the following term's.

Article 7 --- Duties and Rights of the Exco

The Chairman of the Union shall:-

1. be the authorized representative of the Union on all occasions.
2. be the Chairman of the regular meetings of the Union.
3. prepare an annual plan and a budget plan by the end of September.
4. call meetings of the Union, prepare the agenda of meetings, preside over meetings and confirm decisions taken therein.
5. serve as a link between the school authorities and the Union.
6. be responsible for the smooth running of the programmes of the Union.
7. sign all reports and correspondence.
8. sign the minutes of each meeting and all financial statements.
9. draw up with the help of the Secretary an interim report and a general annual report to be read out at the Monitor Association meeting in the second term and the Annual General Meeting.
10. be entitled to call any emergency meeting of the Union.
11. be entitled to check all records and files of the Union.

The Internal Vice-Chairman of the Union shall:-

1. be the ex-officio Chairman of the Exco and other regular meetings in the absence of the Chairman.
2. assist the Chairman in all his duties.
3. help the Chairman to draw up an interim report and a general annual report.
4. assist the Chairman to draw up an interim report and an annual plan and a budget plan.
5. be responsible for the smooth running of the internal programmes of the Union.

The External Vice-Chairman of the Union shall:-

1. be the ex-officio Chairman of the Exco and other regular meetings in the absence of the Chairman and the Internal Vice-Chairman.
2. assist the Chairman in all his duties.
3. be responsible for the smooth running of the external programmes of the Union.

The Secretary of the Union shall:-

1. record the minutes of all meetings.
2. assist the Chairman in all his administrative duties.
3. be responsible for all correspondence.
4. be responsible for the filing of all correspondence and documents.

The Financial Secretary of the Union shall:-

1. administer funds of the Union.
2. keep proper books of accounts.
3. assist the Chairman to prepare the budget plans for the school year.
4. give the statement of finance at the meeting where necessary. This statement shall be countersigned by the Chairman.
5. prepare the annual financial report.

The Welfare Secretary shall:-

1. administer welfare such as stationery supplies.
2. be responsible for the receipt of complaints and suggestions from the students and to deal with them accordingly.

The Promotion Secretary shall:-

1. give talks on the work done by the Union.
2. manage and supervise forums for the students on topics of interest.
3. report precisely the work and decisions made by the Student Union to all the students by using the bulletin board.

When organizing an activity, the Person(s)-in-charge shall:

1. prepare a proposal including a detailed schedule plan, allocation of duties and budget plan to be passed by the Teacher Advisory Committee in advance.
2. hold an evaluation meeting within two weeks after the activity.

Article 9 --- Resignation of Exco Members

1. No Exco member may resign without the approval of the Chairman of the Student Union and the Teacher Advisory Committee of the Student Union.
2. If any Exco member resigns, he has to submit a notice of resignation to the Executive Committee of the Student Union.
3. The Chairman of the Student Union should announce the resignation as soon as possible during an Exco meeting and to the public.
4. The Exco has the right to appoint a student from the Monitor Association to replace the post if necessary.

Article 10 --- Termination of Office of Exco Members

1. The Principal or the Teacher Advisory Committee of the Student Union can terminate the office of any Exco members.
2. The Exco can terminate the office of any Exco members in case the member fails to comply with the duty after warnings. Any resolution shall be carried by 2/3 majority vote of all Exco members. In case of equal votes, the Chairman of the meeting shall have the final say. The decision made shall be approved by the Teacher Advisory Committee.

Article 11 --- Meetings

1. The Exco members shall meet regularly on dates specified by the Exco at the first Exco meeting of the year.
2. The Exco members shall meet whenever necessary and at the Annual General Meeting.
3. All Exco meetings require the presence of at least 9/14 of all Executive Committee members 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 Chairman.
4. Any resolution shall be passed by a simple majority excluding the abstained vote. In case of equal votes, the Chairman of the meeting shall have the final say.

Section Four – Finance

Article 1 --- Source

The finance of the Union shall depend on the funds it raises and on the allocation of the SFX Activity Fund. The Executive Committee of the Student Union shall be consulted on the amount and the School Authorities shall have the final decision.

Article 2 --- Planning of the Budget

The Exco of the Union shall be responsible for planning the budget at the beginning of the school year. The planned budget shall be passed by the Teacher Advisory Committee.

Article 3 --- Record of Expenditure and Income

The Financial Secretary shall be responsible for the keeping of proper books of accounts recording all sums of money received and spent by the Exco.

Article 4 --- Annual Financial Report

An annual financial report must be prepared by the Financial Secretary and this shall be submitted to the Teacher Advisory Committee.

Section Five – The Constitution

Article 1 --- Interpretation

In case of any discrepancies or difference of opinions over the interpretation of the Constitution, the Chairman of the Teacher Advisory Committee shall have the last say.

Article 2 --- Amendments

The rule may be added to, repealed, or amended by resolution. No such resolution shall be deemed to have been passed unless:-

1. it is carried by 2/3 majority vote of members of the Executive Committee with a quorum of 2/3 majority and
2. it is confirmed by the Teacher Advisory Committee of the Student Union and the Principal of the School.

Section Six – Dissolution of the Student Union

1. The Principal has the right to dissolve the Student Union after consultation with the Teacher Advisory Committee.
2. In the event of the dissolution, all properties of the Student Union shall be turned over to the Teacher advisory Committee of the Student Union until the next Exco is formed.