

# Constitution

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## Constitution

(Amended in 2011 **CHAPTER 1**)

[29th December 2011]

### Section 1 – General

#### Article 1.1: Name

The name of the organization shall be the "Hong Kong Joint School Electronics and Computer Society", or in short "HKJSECS" and hereafter referred to as "the Society" or in Chinese "香港聯校電子及電腦學會"<sup>1</sup>.

#### Article 1.2: Miscellaneous

In this Constitution:

- (a) reference to the singular shall, if necessary, include the plural;
- (b) reference to the masculine shall include the feminine; and
- (c) reference to days shall mean calendar days.

#### Article 1.3: Interpretation

In this Constitution, unless the context otherwise specified –

<b>Term</b>	<i>means</i>
"Alumnus Advisor"	<i>Personnel specified in Article 3.4;</i>
"Annual General Meeting"	<i>Meeting specified in Article 5.1;</i>
"Department"	<i>Department of the Sub-Committee, specified in Article 3.3;</i>
"Executive Committee"	<i>Committee specified in Article 3.2;</i>
"Executive Committee Election"	<i>Election programme specified in Article 4.1;</i>
"Executive Committee Meeting"	<i>Meeting specified in Article 5.2;</i>
"Executive Committee Member"	<i>Member of the Executive Committee, specified in Article 3.2;</i>
"Extraordinary General Meeting"	<i>Meeting specified in Article 5.3;</i>
"Financial Document"	<i>Document specified in Article 7.4;</i>
"Majority"	<i>More than half of the attendees with voting rights;</i>
"Member"	<i>Personal Member specified in Section 2;</i>
"Membership"	<i>Personal Membership specified in Section 2;</i>
"Official Meetings"	<i>Meetings specified in Section 5;</i>
"President"	<i>Personnel specified in Article 3.2 (b);</i>
"Secondary School"	<i>School which provides secondary education under Education Ordinance (Cap. 279) of Hong Kong Legislation;</i>
"Session"	<i>Term of office specified in Article 1.6;</i>
"Society"	<i>Hong Kong Joint School Electronics and Computer Society, specified in Article 1.1;</i>
"Societies Ordinance"	<i>Societies Ordinance (Cap. 151) of Hong Kong Legislation;</i>
"Sub-Committee"	<i>Committee specified in Article 3.3 (a);</i>

#### Article 1.4: Legal Issues

- (a) The Society is registered under the Societies Ordinance (REF.CP/SR/19/5121). The Address of the Principal Place of Business shall be an address provided by the President or Alumnus Advisors.
- (b) The Correspondence Address of the Society shall be  
*P. O. Box 73945,  
Kowloon Central Post Office,  
Kowloon,  
Hong Kong.*
- (c) The Office-Bearers of the Society (specified by the Societies Ordinance) shall consist of the President and Alumnus Advisors. The particulars of the Society Registration shall be updated once a new President or a new Alumnus Advisor has been elected.

#### Article 1.5: Objectives

The Society shall be a non-profit making organization aiming at:

- (a) Stimulating public interest in the aspect of electronics and computer technology.
- (b) Fostering the exchange of knowledge in these fields among different parties in the community.
- (c) Providing services related to electronics and computers.
- (d) Encouraging innovative research and invention.
- (e) Promoting friendship and cooperation among students.

#### Article 1.6: Official Languages

- (a) The official language is English.
- (b) English, Cantonese and Mandarin are accepted as working languages.

#### Article 1.7: Session

The Session of the Society shall commence seven (7) days after the Executive Committee Election and terminates at the same occasion in the consecutive year.

## **Section 2 – Personal Membership**

#### Article 2.1: General Terms

- (a) All Secondary School students are eligible to join as a Personal Member of the Society.
- (b) Membership fee may be set reasonably by the incumbent Executive Committee.
- (c) Membership comes into effect after completion of Membership fee payment.
- (d) Each Membership holds for one Session and may be renewed.
- (e) The Executive Committee has the right to reject Membership applications.

#### Article 2.2: Privileges

- (a) Members will be notified of events of the Society at top priority.
- (b) Members enjoy privileged access to events of the Society.

#### Article 2.3: Obligations

Members shall:

- (a) Abide by the Constitution of the Society.
- (b) Abide by the resolution of the Official Meetings.
- (c) Take part in events and functions held by the Society.

## **Section 3 – Structure of the Society**

#### Article 3.1: Executive Body

The supreme authority of the Society shall rest with the Executive Committee which shall be the highest executive body.

#### Article 3.2: Executive Committee

- (a) Officials  
The Executive Committee shall consist of no more than thirteen (13) members, including:
  - one (1) President;
  - no more than two (2) Vice-Presidents;

- one (1) Internal Secretary;
- no more than two (2) External Secretaries;
- one (1) Treasurer;
- one (1) Human Resources Director;
- no more than three (3) Public Relations Directors;
- no more than three (3) Project Directors;
- no more than two (2) Publications Directors; and
- one (1) Network Services Director.

(b) Duties

- i. The President shall:
  - Chair and convene all Official Meetings;
  - represent the Society and be responsible for all affairs concerning the Society;
  - coordinate Executive Committee members; and
  - approve the withdrawal of the Society fund with the Treasurer.
- ii. The Vice-President shall:
  - Assist the President in all his duties; and
  - assist the duties, powers and responsibilities of the President in his absence.
- iii. The Internal Secretary shall:
  - Prepare agendas for meetings;
  - take minutes for meetings;
  - prepare and keep records of all internal correspondence of the Society; and
  - assist the External Secretary in his duties.
- iv. The External Secretary shall:
  - Be responsible for all external correspondence; and
  - assist the Internal Secretary in his duties.
- v. The Treasurer shall:
  - Keep the account of the Society;
  - settle and check all the cash claim requests of the Society;
  - run and maintain a petty cash system in the Society.
  - approve the withdrawal of the Society fund with the President; and
  - produce and update Financial Documents of the Society.
- vi. The Human Resources Director shall:
  - Be responsible for the materials and human resources allocation;
  - coordinate among departments; and
  - act as a bridge of communication between Executive Committee members and Sub-committee members.
- vii. The Public Relations Director shall:
  - Be the head of Public Relations Department of the Sub-Committee;
  - seek sponsorship for events;
  - maintain the relationship between the community and the Society; and
  - be responsible for any public affairs concerning the Society.
- viii. The Project Director shall:
  - Be the head of Project Department of the Sub-Committee;
  - seek and prepare necessary materials and equipments for events;
  - prepare and decorate for events; and
  - arrange venue for events.
- ix. The Publications Director shall:
  - Be the head of Publications Department of the Sub-Committee;
  - be responsible for any publications concerning the Society; and
  - assist the Network Services Director in creating a consistent website layout.
- x. The Network Services Director shall:
  - Maintain the official website and server of the Society; and
  - advise any technical and computer-related matters.
- xi. The Executive Committee has the obligation to keep the Society functional in pursuing the Society's Objectives, specified in Article 1.5 of this Constitution.

- xii. The President may assign duties to Executive Committee Members generally and/or specifically from time to time. The Executive Committee members shall cooperate and report their progress to the Executive Committee.
- (c) Appointment of Executive Committee Members
  - i. All Secondary School students from the fourth (4th) and fifth (5th) Forms are eligible to be members of the Executive Committee.
  - ii. Specified in Article 4.1, an Election shall be held for the appointments by the Election Committee.
- (d) Resignation of Executive Committee Members
  - i. A formal resignation notice shall be submitted thirty (30) days in advance to the Executive Committee.
  - ii. In case the office of the President becomes vacant, the Vice-President shall succeed in the Session until an official presidential replacement resolution is made. In case of two (2) Vice-Presidents are in terms of office, the first person in ascending order by last name shall succeed in the Session until an official presidential replacement resolution is made.
- (e) Addition of Executive Committee Members
  - i. Addition of Executive Committee Members shall be made upon a motion passed by three-fourths of the attendees at an Extraordinary General Meeting.
  - ii. Addition is only permitted when the number of incumbent Executive Committee Member is less than the amount specified in Part (a) of Article 3.2 in this Constitution.

### Article 3.3: Sub-Committee

- (a) The Society shall form a Sub-Committee, consisting of three (3) Departments:
  - Public Relations Department;
  - Project Department; and
  - Publications Department.

The term of office of the Sub-Committee shall commence seven (7) days after the appointment and terminates with the end of Session.
- (b) Duties
  - i. The Public Relations Department shall:
    - Seek sponsorship for all events;
    - maintain the relationship between the community and the Society; and
    - be responsible for any public affairs concerning the Society.
  - ii. The Project Department shall:
    - Seek for and prepare necessary materials and equipments for events;
    - prepare and decorate for events; and
    - arrange venue for events.
  - iii. The Publications Department shall:
    - Be responsible for any publications concerning the Society; and
    - assist the Network Services Director in creating a consistent website layout.
  - iv. The Executive Committee may delegate duties and power to the Sub-Committee.
- (c) Eligibility and Appointment of Sub-Committee Members
  - i. All Secondary School students between third (3rd) and fifth (5th) Forms are eligible to be members of the Sub-Committee.
  - ii. Specified in Article 4.2, recruitment shall be held for the appointments by the Executive Committee.

### Article 3.4: Alumnus Advisors

- (a) Any Former Executive Committee member who is at or above eighteen (18) years of age is eligible to become an Alumnus Advisor.
- (b) Three (3) Alumnus Advisors shall be elected.
- (c) Alumnus Advisors may raise their opinions but have no voting rights during Executive Committee Meeting.
- (d) Alumnus Advisors are to supervise the running of the Society, handling the Society Registration issues, and handling matters related to the Society's bank account.
- (e) Alumnus Advisors shall hold office right after the Alumnus Advisor Election specified in Article 4.3 of this Constitution and terminate at the same occasion in the consecutive year. Extension of the period of office is allowed, subject to Article 4.3 of this Constitution.
- (f) In case of a vacancy, the incumbent Executive Committee shall hold an Election for the vacant position, specified in Article 4.3 of this Constitution.

### Article 3.5: Patrons, Honorary Auditors, Honorary Legal Advisors and Honorary Advisors

- (a) Prominent persons in technology and science fields shall be invited to be Patrons and Honorary Advisors.

- (b) Organizations that contribute to the Society may be invited to be Honorary Advisors.
- (c) Certified Public Accountants, regardless of individuals or firms, shall be invited to be Honorary Auditors.
- (d) Solicitors, regardless of individuals or firms, shall be invited to be Honorary Legal Advisors.
- (e) Patrons, Honorary Auditors, Honorary Legal Advisors and Honorary Advisors have full speaking rights but have no voting rights during Official Meetings.
- (f) Honorary Advisors shall hold office for one (1) Session.

#### **Article 3.6: Advisory Body**

The Honorary Advisors, Honorary Legal Advisors, Honorary Auditors and Alumnus Advisors shall form the Advisory Body of the Society.

### **Section 4 – Election and Recruitment**

#### **Article 4.1: Executive Committee Election**

- (a) An Election Committee shall be set up for the Election, consisting of the incumbent Executive Committee Members and Former Executive Committee Members.
- (b) The election process shall be completed before October each year.
- (c) Applicants shall be invited to attend an interview conducted by the Election Committee. The Election Committee shall cast their votes on the applicants, which determine the appointments of the Executive Committee positions. Appointment shall be based on a Majority vote by the Election Committee.
- (d) If any elected applicant shall wish to withdraw his nomination, the Election Committee shall elect a suitable candidate to fill the vacancy.
- (e) If the number of applicants is less than ten (10), the Election Committee shall not hold the Election. Further promotions should be made.
- (f) Members of the Election Committee are not eligible to apply for the Election.
- (g) No more than two (2) Executive Committee Members shall be elected from the same school. Any exceptional case must be passed by a Majority vote of the Election Committee.
- (h) Each member of the Election Committee shall have one (1) vote.

#### **Article 4.2: Sub-Committee Recruitment**

- (a) The recruitment process shall be completed before November each year.
- (b) Applicants shall be invited to attend an interview conducted by the incumbent Executive Committee. Appointment shall be based on the applicant's academic and extra-curricular performance at school, with the ability to undertake the post assigned.
- (c) If any successful applicant shall wish to withdraw his appointment, the Executive Committee shall seek for a suitable candidate to fill the vacancy.
- (d) Appointment shall be based on a Majority vote by the Executive Committee.

#### **Article 4.3: Alumnus Advisor Election**

- (a) The Election shall be held during the Annual General Meeting or an Extraordinary General Meeting.
- (b) At least five (5) votes have to be cast by Former Executive Committee Members.
- (c) In case of an event with less than four (4) candidates, they shall be elected with the consent of at least half of the electors.

### **Section 5 – Meetings**

#### **Article 5.1: Annual General Meeting**

- (a) The Annual General Meeting shall be held after the appointment of the Sub-Committee, no later than thirtieth (30th) day of November each year.
- (b) The Annual Report shall be received in the Annual General Meeting.
- (c) Evaluation of the previous Session shall be made in the Annual General Meeting.
- (d) Notice of the Annual General Meeting shall be given to the Advisory Body and Former Executive Committee Members. The notice shall be given fourteen (14) days prior to the Meeting.
- (e) The incumbent Executive Committee and Former Executive Committee Members shall form the quorum. At least two-thirds of the incumbent Executive Committee shall be present at the Meeting.
- (f) Each Executive Committee Member and Former Executive Committee Member shall have one (1) vote. Decisions are to be based on a Majority vote.

#### **Article 5.2: Executive Committee Meetings**

- (a) Executive Committee Meetings shall be called by the President or upon a request of at least one-third of the Executive Committee members.
- (b) Each Executive Committee member shall have one vote. Decisions are to be based on a Majority vote.
- (c) At least half of the Executive Committee members shall form the quorum. If the quorum is not fulfilled, the meeting shall be adjourned and the meeting should be recalled within fourteen (14) days.

- (d) Executive Committee Meetings shall be held at least once per month.

#### **Article 5.3: Extraordinary General Meetings**

- (a) The Executive Committee may call for an Extraordinary General Meeting at least two (2) days in advance to settle important issues when required.
- (b) The incumbent Executive Committee Members, Former Executive Committee Members and Alumnus Advisors shall form the quorum. At least two-thirds of the incumbent Executive Committee Members and one (1) Alumnus Advisor shall be present at the Meeting.
- (c) Each attendee shall have one (1) vote. Decisions are to be based on a Majority vote. Decisions on Interpretation and Constitution Amendment shall refer to Part (b) of Article 8.2 and Part (b) of Article 8.3 in this Constitution respectively.

### **Section 6 – Discipline**

#### **Article 6.1: Termination of Personal Membership**

- (a) The Executive Committee may terminate a Personal Membership, subject to confirmation by a three-fourths quorum of the Executive Committee, who is found to be guilty of any one of the following:
  - i. Violation of the Constitution.
  - ii. Committing corruptive acts by using the name of the Society and thereby impairing the reputation.
- (b) A Member is automatically dismissed after receiving two warnings issued by the Executive Committee.

#### **Article 6.2: Dismissal of Executive Committee Members**

Dismissal of an Executive Committee Member shall be made upon the Executive Committee, by a resolution of three-fourths of the attendees at an Executive Committee Meeting, with a quorum of two-thirds of the Executive Committee.

#### **Article 6.3: Dismissal of Sub-Committee Members**

- (a) The Executive Committee may issue warnings or to dismiss a Sub-Committee member, subject to confirmation by a three-fourths quorum of the Executive Committee, who is found to be guilty of any one of the following:
  - i. Violation of the Constitution.
  - ii. Committing corruptive acts by using the name of the Society and thereby impairing the reputation.
- (b) A Sub-Committee Member is automatically dismissed after receiving two (2) warnings issued by the Executive Committee.

### **Section 7 – Finance and Assets**

#### **Article 7.1: Sources**

The source of the Society's finance shall come from donations, sponsorships, membership fees and application fees.

#### **Article 7.2: Budget**

The Executive Committee members shall be responsible for estimating the budget before each function commences.

#### **Article 7.3: Usage of Funds and Properties**

- (a) The funds and properties of the Society shall be utilized solely to attain its Objectives.
- (b) A Member may pay out of, or be reimbursed from, the funds of the Society, for reasonable expenses properly incurred by him when acting on behalf of the Society. The Member who wishes to draw money from the Society with this condition must have proper receipts or invoices. When these are not available, the recipient must sign a voucher.
- (c) None of the funds or property of the Society may be paid or transferred directly or indirectly by way of profit to any Member or the Advisory Body of the Society.

#### **Article 7.4: Financial Documents**

- (a) An Annual Financial Report shall be presented to the Patrons, the Advisory Body and the Executive Committee at the end of the Session.
- (b) The Treasurer shall keep a sufficient record of income and expenditure at all times, including receipts and proper accounting books.

#### **Article 7.5: Account**

- (a) The Society's saving account shall be in the name of the Society according to Article 1.1 of this Constitution.
- (b) The President, Vice-Presidents, Treasurer and Alumnus Advisors are eligible to be the account holders of the Society.

## Article 7.6: Nature and Extent of Liabilities

In case the Society should be involved in any debts or liabilities,

- (a) it shall be the responsibility of the Executive Committee and Sub-Committee of the Session in which the debts or liabilities are incurred to meet such debts or liabilities.
- (b) Alumnus Advisors should be informed immediately after the above circumstance has been confirmed.

## Article 7.7: Domain Name

- (a) The Society's network domain name (jsecs.org, or Domain ID : D106089504-LROR) shall be under mutual control of the incumbent Network Services Director and an Alumnus Advisor.
- (b) No personnel are permitted to transfer the domain name out of the Society's control.
- (c) The incumbent Network Services Director is responsible for renewing the domain name under his term of office.

## **Section 8 – Constitutional and Orders**

### Article 8.1: Enforcement of Orders

- (a) The President shall, in accordance with the provisions of this Constitution, issue orders with Majority vote by the Executive Committee Members in an Executive Committee Meeting.
- (b) Orders are only effective in the current Session.
- (c) Orders that are in conflict with the Constitution shall be null and void.

### Article 8.2: Interpretation

- (a) When doubt arises, the interpretation of the Constitution shall rest on an Extraordinary General Meeting.
- (b) Interpretation of the Constitution shall be made when it is passed by a resolution of two-thirds of the attendees, including at least one (1) Alumnus Advisor.

### Article 8.3: Amendments

- (a) The Constitution may be added to, repealed, or amended by the incumbent Executive Committee Members and Former Executive Committee Members.
- (b) Amendments shall be made when it is passed by a resolution of three-fourths of the attendees, including at least one (1) Alumnus Advisor at an Extraordinary General Meeting.

## **Section 9 – Dissolution**

### Article 9.1: Terms of Dissolution

The Society shall dissolve upon request of at least three-fourths the attendees at an Extraordinary General Meeting, and unanimous approval from Alumnus Advisors.

### Article 9.2: Disbursement of Funds

In the event of dissolution of the Society,

- (a) any bank accounts held by the Society shall be dissolved;
- (b) the funds of the society, including cash and any other kinds of properties, shall be donated to The Hong Kong Red Cross, a charitable organization incorporation under the Hong Kong Red Cross Ordinance (Cap.1129) of Hong Kong Legislation.

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