

Warwick Hong Kong Public Affairs and Social Service Society

Executive Regulations

Amended to 03/03/2017



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Part I: Preliminary

1 Purpose of Regulations

The purpose of these regulations is to clarify the structure of the Executive and duties of officers of the Executive; to provide for the replacement of any vacancy; and to provide for impeachment of officers.

2 Interpretation

In these Regulations:

“election” bears the same meaning as in the Electoral Regulations of the Society.

“Executive” means the Executive Committee as specified in Article 34 of the Constitution.

“full member” bears the same meaning as in Article 12 of the Constitution.

“Administration Director” means the “Secretary” as in the Constitution.

“seat” means the positions of Executive as defined in Schedule I.

“Society” means the Warwick Hong Kong Public Affairs and Social Service Society.

Part II: The Executive

3 Officers of the Executive

The Executive shall consist of a President, an Administration Officer, a Finance Director, and such other officers as defined in Schedule I.

4 Selection of Officers

- (1) All officers of the Executive shall only be elected by elections.
- (2) A full member shall hold one seat only in the Executive.
- (3) No office holders shall be entitled to stand for by-elections

5 Term of Office

The term of office of the Executive shall be between the start of the second week of the third term, and the end of the first week of the third term in the next year.



6 Resignation

A resignation request shall be submitted to and approved by the Executive meeting in writing at least 14 days before the request takes effect.

7 Motion of No Confidence to the Executive

- (1) The entire Executive shall be removed if a motion of no confidence is passed in a general meeting.
- (2) A motion of no confidence may only be moved once in between two general elections.

8 Motion of Impeachment

An officer may be removed from his position when he is charged with one or more following reasons:

- (1) Serious breach of:
 - (a) law; or
 - (b) regulations of Union; or
 - (c) constitution or any regulation of the Society; or
- (2) Dereliction of duty; or
- (3) Abuse of power.

Part III: Vacancy

9 Re-selection of Officers

- (1) All vacancies shall be filled by by-elections in accordance with the Electoral Regulations of the Society.
- (2) The Executive shall call a by-election within 21 days after an officer resigns or he is being removed.

10 Vacancy of President

When the office of the President remains vacant, this office shall be temporarily be assumed by the Vice-President, Administration Officer and the Finance Director in this order of precedence.



Part IV: Executive Meeting

- 11 Decision Making**
- (1) Executive meeting shall be the ultimate decision-making body.
 - (2) The Executive meeting shall be presided over by the President.
 - (3) The Executive shall act as collective body, and by consensus or simple majority.
 - (4) Neither officers of the Executive, nor person-in-charge of any project, shall act without the consent of or delegation by the Executive meetings.
- 12 Agenda**
- (1) The agenda shall be prepared by the Vice-President ~~Administration Director~~, with the advice and consent of the President.
 - (2) An agenda shall also include date, time and venue of Executive meeting, and be released not least than 48 hours before its appointed time.
- 13 Minutes**
- The Administration Director shall keep good record of the Executive Meetings.
- 14 Quorate**
- The quorate of an Executive Meeting shall not be less than 50% of all officers of the Executive.
- 15 Supporting Staffs**
- Officers of the Executive, when they think fit, can recruit staffs to support their daily operation with the consent of the Executive



Part V: Finance

16 **Budget**

- (1) For every Society's event, a budget plan shall be drafted by related officers and be submitted to the President, the Vice-President and the Finance Director for approval.
- (2) No one shall spend any money of the Society before receiving approval of it.

17 **Approval of Budget**

A budget shall be jointly approved by the President, the Vice-President and the Finance Director, and they should approve it at their sole discretion.

Part V: Miscellaneous Matters

18 **Conflicts**

- (1) In the case of conflicts, these regulations shall be determined by the President by the advice of the Executive.
- (2) Such rulings shall be final and valid only if it is served by a notice to full members in signed writing by the President within 48 hours.

19 **Procedure if Executive Regulations do not provide**

- (1) In any matter not provided in these regulations, the practice and procedure to be followed by the Executive shall be decided by the President with the advice of the Executive.
- (2) Such decisions shall be final and valid only if it is served by a notice to full members in signed writing by the President within 48 hours.

20 **Amendments**

The power to amend these regulations is vested in the general meeting.



Schedule I: Positions of the Executive

Positions of the Executive

- (1) The Executive consists of nine positions, which are:
 - (a) One President;
 - (b) One Vice-President
 - (c) One Administration Director;
 - (d) One Finance Director;
 - (e) One Marketing Director;
 - (f) One Talks Director;
 - (g) One Volunteering Director;
 - (h) One Media Director; and
 - (i) One Events Director.
- (2) The ceremonial order of precedence of the Executive shall follow the order described above, and then according to surnames.

2 Duties of Officers

- (1) All officers shall perform in line with duties of their positions.
- (2) Except assigned duties, all officers are expected to assist other officers who are in need.

3 Duties of President

The President shall perform in line with following duties:

- (1) Leading and managing the strategic direction Society;
- (2) Preside over all executive meetings except those for the purpose of elections;
- (3) Seek and secure long term and short term sponsorships with the Vice-President;
- (4) Approve the financial budget with the Vice-President at the discretion of the Finance Director;
- (5) Prepare and deliver an end of year report at the annual general meeting alongside the Vice-President;
- (6) Represent the Society in external relations and advice the Executive on issues related to external policy;
- (7) Drafts and sends out regular email newsletters, frequency depending on context, no less than once a term
- (8) Reserves the power to hold the final decision in any disagreement or deadlock;
- (9) Serve as main point of contact and liaise with the Union, other societies and other universities;
- (10) Interpret the Constitution with the advice of the Executive; and
- (11) Keep the Society's seal in safe custody, and use the seal with the advice and consent of the Executive Committee.



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Duties of Vice-President

The Vice-President shall perform in line with following duties:

- (1) Lead the operations of the Executive, and the Society;
- (2) Set agendas of all executive meetings and general meetings with the approval of the President, except those for the purpose of elections;
- (3) Coordinate and delegate responsibilities with approval from the President;
- (4) Monitor smooth operation of the different functions of the society;
- (5) Assist all members of the Executive to execute the intended projects and events;
- (6) Preside over meetings where the President is absent;
- (7) Required to all meetings that the President does not;
- (8) Ensure the execution of all planned events and projects within the planned calendar;
- (9) Seek and secure long term and short-term sponsorships with the President;
- (10) Approve the financial budget with President at the discretion of the Finance Director;
- (11) Prepare and deliver and end of year report at the annual general meeting alongside the President;
- (12) Organise the internal management of the Society and advice the President on issues related to internal structure and delegation; and
- (13) In the absence of the President, be the Acting President and shall temporarily assume all the President's powers and duties, unless otherwise specified by the President.

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Duties of Administration Director

The Administration Director shall perform in line with following duties:

- (1) Coordinate and delegate secretarial and clerical responsibilities;
- (2) Manage the Google Drive of the Executive and social media of the Society;
- (3) Keep good record of the Executive Meetings and general meetings;
- (4) Provide logistic support to the Executive;
- (5) Collect and keep personal information according to law and the regulations of Union;
- (6) Facilitate equal opportunities within the Society;
- (7) Advise the Executive on issues of the Union and of law;
- (8) Be the clerk at the general meeting;
- (9) Issue the Society's notices; and
- (10) In the absence of the President and the Vice-President, be the Acting President and shall temporarily assume all the President's powers and duties.



6 Duties of Finance Director

The Finance Director shall perform in line with following duties:

- (1) Approve the financial budget at his sole discretion with the President;
- (2) Keep proper books of account to give a neutral view of the state of the Society and to explain its transactions to the Executive;
- (3) Deliver a financial report with accounts at the annual general meeting;
- (4) Seek and secure long term and short term sponsorships with the President;
- (5) Advise the Executive on financial issues and fund-raising projects;
- (6) Coordinate and manage the career activities and projects of the Society; and
- (7) In the absence of the President, the Vice-President and the Administration Director, be the Acting President and shall temporarily assume all the President's powers and duties.

7 Duties of Marketing Director

The Marketing Director shall perform in line with following duties:

- (1) Actively initiate his own projects;
- (2) Responsible for internal and external marketing;
- (3) Design and prepare marketing materials for the Society;
- (4) Design and prepare materials to give the Society a sense of uniqueness and self-identity; and
- (5) Advise the Executive on issues related to public relation.

8 Duties of Talks Director

The Talks Director shall perform in line with following duties:

- (1) Coordinate conferences, talks and discussions of public affairs whenever suitable;
- (2) Coordinate participations of external public affairs events;
- (3) Encourage everyone to initiate new public affairs projects;
- (4) Supervise the progress of all public affairs projects; and
- (5) Advise the Executive on issues of political neutrality.

9 Duties of Volunteering Director

The Volunteering Director shall perform in line with following duties:

- (1) Coordinate volunteering projects whenever suitable;
- (2) Coordinate participations of external volunteering events;
- (3) Encourage with everyone to initiate new volunteering projects;
- (4) Supervise the progress of all volunteering projects; and
- (5) Coordinate and manage cultural activities and projects of the Society.



10 Duties of Media Director

The Media Director shall perform in line with following duties:

- (1) Solely responsible for the editorial team for publications of the Society, and defend its independence and the editors' rights to freedom of expression; and
- (2) Utilise Society's social media platform to raise the awareness of public affairs of members.

11 Duties of Events Director

The Events Director shall perform in line with following duties:

- (1) Coordinate social events for members whenever suitable;
- (2) Coordinate fundraising events whenever suitable; and
- (3) Encourage everyone to initiate new fundraising projects.

