

Constitution of Toastmasters
Society,
City University of Hong Kong
Students' Union

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Constitution of Toastmasters Society, City University of Hong Kong Students' Union

Chapter 1 General Principles

1.1 Name:

- 1.1.1 The name of the society shall be "Toastmasters Society, City University of Hong Kong Students' Union."
- 1.1.2 "Toastmasters Society, City University of Hong Kong Students' Union" is hereafter known as the "Society."
- 1.1.3 "City University of Hong Kong Students' Union" is hereafter known as the "Union."

1.2 Purpose:

- 1.2.1 To provide a positive and supportive learning environment for students' personal growth, by giving constructive evaluations.
- 1.2.2 To develop oral communication skills, a work-specific communication skill set (through the use of interview training amongst others), leadership skills and ultimately self confidence.
- 1.2.3 To develop critical thinking skills through evaluations of speeches and the crafting of speeches.
- 1.2.4 To develop students' knowledge of parliamentary procedures and the intricacies of conducting group meetings.
- 1.2.5 To enhance students' method of public self expression and presentability.
- 1.2.6 To provide a platform for networking between students from different departments, cultures and nationalities. Especially encouraging the integration of local and non-local students.
- 1.2.7 To improve relationship-building and socialising skills in a workplace environment.

1.3 Structure:

- 1.3.1 The structure of the Society will be as follows:
 - 1.3.1.1 Society Meetings, on a bi-weekly basis for speeches, no quorum required.
 - 1.3.1.2 General Polling
 - 1.3.1.3 Executive Committee

1.4 Session:

- 1.4.1 The Society's year shall run from 1 January and end on 31 December of the same year.

1.5 Official Language:

- 1.5.1 The official language of the Society shall be English, Cantonese and Putonghua.



1.6 Use of the Name:

- 1.6.1 The Society is the only organisation that can use “Toastmasters Society, City University of Hong Kong Students’ Union” as the name.
- 1.6.2 Use of the name by any party other than the Society shall be subject to the approval of the Executive Committee.

1.7 Address:

- 1.7.1 The address of the Society shall be the same as City University of Hong Kong Student Union’s.

1.8 Obligations:

- 1.8.1 To abide by the Constitution of the Society and the Constitution of Toastmasters International and the Constitution of City University of Hong Kong Student Union.

Chapter 2 Membership

2.1 Composition:

- 2.1.1 No person shall be excluded from individual membership in, or from any program or activity of, this society because of age, race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individual, through his or her own effort, is able to participate in the program.
- 2.1.2 There will be no restrictions as to the number of members in the Society.

2.2 Admission to Membership:

- 2.2.1 Members may join by process of application.

2.3 Rights and Privileges:

- 2.3.1 To attend Society Meetings and to speak, motion and vote at the Society Meetings.
- 2.3.2 To vote at the General Polling of the Society.
- 2.3.3 To stand for election and to vote at elections.
- 2.3.4 To hold offices in the Society.
- 2.3.5 To participate in all activities of the Society, granted the purpose of the Society is upheld and members act in line with the constitution, including but not limited to, the restrictions stated herein.
- 2.3.6 To have access to:
 - 2.3.6.1 Agendas and Minutes of Society Meetings and Executive Meetings;
 - 2.3.6.2 Documents of the Executive Committee approved by the Union Council;
 - 2.3.6.3 Financial status of the Society.

2.4 Obligations:

- 2.4.1 To abide by the resolutions passed in General Meetings and the General Polling of the Society and of new resolutions passed by the Student Union relating to the Society.

- 2.4.2 To pay New Member Fees for new members and to pay yearly membership fees thereafter.
- 2.4.3 To never act in a manner contradictory to the reputation, interests and purpose of the Society.
- 2.4.4 To offer constructive contribution to the Society's program and activities.
- 2.4.5 To obtain a minimum meeting attendance requirements of 3 meetings per semester.

2.5 Discipline:

- 2.5.1 The Executive Committee reserves the right to take action against those who violate the Society's Constitution, engage in behaviours that undermine the Society's purpose or fail to meet the obligations of the Society.
- 2.5.2 These actions include: expulsion from the Society with immediate effect, suspension of membership or declining to renew membership. The period for both the suspension and declination of membership shall be decided by the Executive Committee
- 2.5.3 The above-mentioned actions suspend members from all rights and privileges.
- 2.5.4 Actions to expel members from the Society, suspend membership or to decline to renew membership may only be taken upon a favorable two thirds majority vote by the Executive Committee.
- 2.5.5 If members of the Executive Committee or any branch under the Executive Committee have dereliction of duties or violate the Society's Constitution or the Toastmasters International Constitution, a motion for Recall may be raised in the Society Meeting. Majority voting by Society Members is needed to recall an Executive Committee Member, who will be dismissed from all duties to the Society with immediate effect.
- 2.5.6 All disciplinary actions shall be taken by the Executive Committee only.

2.6 New Member Fee:

- 2.6.1 Membership fees for new members shall be HKD 40.
- 2.6.2 This fee shall be payable upon membership application, and the fee shall be returned if the application is unsuccessful.
- 2.6.3 The executive committee shall notify the World Headquarters of Toastmasters International of the new member and each new member shall be presented a new member kit provided by Toastmasters International.
- 2.6.4 Fees are subject to change on a year-by-year basis as decided by the Executive Committee for reasons relating to Society financial constraints only.

2.7 Fee for Renewal of Membership:

- 2.7.1 Membership renewal fees shall be HKD 40.
- 2.7.2 Fees are subject to change on a year-by-year basis as decided by the Executive Committee for reasons relating to Society financial constraints only.



2.8 Honorable Membership:

- 2.8.1 Members shall be nominated by the Executive Committee for Honorable Membership at the end of the Society year.
- 2.8.2 Honorable Members shall be those who uphold the purposes of Toastmasters, show extraordinary commitment toward the Society and display exceptional public speaking skills.
- 2.8.3 These members will become Honorable Members upon a favorable vote of at least two thirds by the standing executive committee.
- 2.8.4 Privileges of Honorable Members include:
 - 2.8.4.1 Recognition in the Society's City University of Hong Kong Honorable Members board.
 - 2.8.4.2 This is the full extent of privileges and restrictions of Honorable Members.

Chapter 3 General Meeting

3.1 Authority and Responsibilities:

- 3.1.1 The president of the executive committee shall be the chairperson of the meeting.
- 3.1.2 In an absence of the president of the executive committee, internal vice president of the executive committee shall be the chairperson of the meeting.
- 3.1.3 In an absence of both president and internal vice president of the executive committee, the external vice president shall be the chairperson of the meeting.
- 3.1.4 In an absence of all of these members (president, internal and external vice president), the meeting shall be rescheduled within two weeks.
- 3.1.5 Rescheduled meeting requires a notice to all members at least seven (7) days before the adjourned meeting.
- 3.1.6 General secretary of the executive committee shall be the secretary of the general meeting. In an absence of general secretary, general meeting may elect a secretary of the meeting temporarily.

3.2 Annual General Meeting:

- 3.2.1 Annual general meeting shall include be open to all of the active members of Toastmasters International Society, City University of Hong Kong Students' Union.

3.3 Notice:

- 3.3.1 Regular business meetings do not require notice.
- 3.3.2 Change in the date of the meeting requires a notice at least four (4) days in advance.
 - 3.4.2.1 Notice shall be given by telephone, first class mail, etc
 - 3.4.2.2 Notice shall be given by electronic transmission such as email, personal electronic message.



3.4 Quorum:

- 3.4.1 The quorum of the general meeting shall be at least one-tenth of the full membership, and at least 10 members in the meeting.
- 3.4.2 For the committee's business issue, majority of the executive committee should attend the meeting.
- 3.4.3 If the quorum is not achieved within one hour, the meeting shall be rescheduled by the announcement from the chairperson of the meeting. Rescheduled meeting requires a notice to all members at least seven (7) days before the adjourned meeting.
- 3.4.4 A motion needs 10% of the vote of the full members to be passed.

Chapter 4 General Polling

4.1 Authority and Responsibilities:

- 4.1.1 The authority of the general polling shall be the same as that of general meeting. The resolution of the general polling may not be contrary to the constitution.
- 4.1.2 Executive committee has responsibility of publicizing the result of general polling.

4.2 Summons and procedures of general polling:

- 4.2.1 General polling shall be arranged by the call of executive members.
- 4.2.2 General polling shall be arranged with the signatures of at least 15 active members.
- 4.2.3 If the requisition is validated by the executive committee, the general polling can be arranged within twenty days.
- 4.2.4 The notice of the general polling must be delivered to members at least seven days before the general polling.
- 4.2.5 A polling motion or committee needs 10% of the vote of the full members to be passed.

Chapter 5 General Voting

5.1 Voting:

- 5.1.1 Each active member of this Society has a right to vote on any matter that is presented to the Society for voting.
- 5.1.2 Absentee vote and voting by proxy is not allowed.
- 5.1.3 Voting will last for at least 8 hours, and shall be done by direct and secret ballot.
- 5.1.4 Counting the votes must be within twenty four hours after the closure of voting.
- 5.1.5 Complaints about the polling can be directed to executive committee within twenty four hours after the closure of the general polling. No official announcement until all the complaints are resolved.
- 5.1.6 Special meetings may be arranged by the executive committee in order to resolve the complaints.
- 5.1.7 If there is no complaint about the polling, the result of the polling can be in act after the official announcement within twenty four hours after the closure of voting.
- 5.1.8 A motion needs 10% of the vote of the full members to be passed.



Chapter 6 Executive Committee

6.1 Definition:

- 6.1.1 The Society executive committee shall have charge of all business and administrative affairs of this Society and consider all matters concerning the welfare of this Society.
- 6.1.2 The executive committee shall represent the Society in respect of external affairs.

6.2 Authority:

- 6.2.1 Resolution of the Society executive committee shall not overrule those of the constitution.

6.3 Term of Office:

- 6.3.1 Executive Committee shall serve for terms of one year, with the annual commencement at 12:01 a.m. on January 1 and end on December 31 at midnight.
- 6.3.2 Executive Committee shall carry out the responsibility, as stated in the constitution, during the effective term of office.
- 6.3.3 The Executive Committee shall have a minimum of three members: The Society President, The Society Vice President, The Society Financial Secretary.

6.4 Membership:

- 6.4.1 The Society President
- 6.4.2 The Society Vice President
- 6.4.3 The Society Financial Secretary
- 6.4.4 The Society Administrative Secretary
- 6.4.5 The Society Promotional Secretary
- 6.4.6 The Society Academic Secretary
- 6.4.7 The Society External Liaison
- 6.4.8 The Society Event Secretary
- 6.4.9 The Society Publication Secretary

6.6 Vacancies of positions:

- 6.6.1 The Society Executive Committee may appoint any Full Member(s) to act for any vacated position, except for the Immediate Past Society President, through a special election held at the next business meeting following with the announcement of the vacancy.
- 6.6.2 In the absence of the Society President, the Society Vice President shall be the acting Society President and hold the rights and responsibilities of the Society President.
- 6.6.3 If the positions of the Society President and the Society Vice President are vacated simultaneously, the position shall be filled according to the Section 6.6.1 of the Constitution.

6.7 Election:

6.7.1 Nominations for the prospective Executive Committee shall be made by the Society Nominating Committee.

6.7.2 Society Nominating Committee:

6.7.2.1 The Society Nominating Committee shall be appointed by the Society President among the full members of the Society, at least two weeks prior to the election date, and shall consist of three active individual members.

6.7.2.2 The Society Nominating Committee shall present its report regarding the details of the election, including but not limited to the election date, venue and the list of prospective Executive Committee nominee, at the regular business meeting.

6.7.2.3 The members of the Society Nominating Committee shall not be nominated nor be able to vote to ensure impartiality of the Election.

6.7.2.4 The Society Nominating Committee shall deal with any matters arising from the Election, which include nomination, supervising the voting process, counting of ballot forms.

6.7.2.5 The Society Nominating Committee shall supervise all electoral activities of the nominees and shall handle complaints concerning the Election.

6.7.3 Each nominee shall only stand for one position in the Society Executive Committee.

6.7.4 Every full member of the Society shall have one vote for each candidate.

6.7.5 Voting shall be conducted through a direct, secret ballot method with a majority vote of all active individual members present for the vote to be effective.

6.7.6 Counting of ballot forms shall finish within twenty-four hours after the close of the voting session and the decision of the Society Nominating Committee on problematic ballot forms is final.

6.7.7 If no complaint is received, the election results shall be announced by the Society Nominating Committee within twenty-four hours.

6.8 Resignation:

6.8.1 Any Executive Committee member who wishes to resign shall give notice to the Society President or the Society Administrative Secretary, in writing.

6.8.2 Any resignation will be effective on the delivery of notice unless mentioned otherwise.

6.8.3 No acceptance or approval from the Society is needed for the resignation to be effective.

6.8.4 Any Executive Committee member may be removed from office at any time, with or without cause, by majority vote of all active individual members present and voting at a business meeting.



6.9 Re-election:

6.9.1 Society President elected for the term of one year may not be re-elected for a successive term.

6.10 Duties of the Executive Committee Members:

6.10.1 The President shall be the chief executive of the Society and shall be responsible for all administrative affairs and shall represent the Society externally.

6.10.2 The Vice-President shall assist the President in all duties pertaining to administrative affairs and shall be the Acting President of the Executive Committee in the absence or resignation of the President.

6.10.3 The Financial Secretary shall be responsible for the financial affairs of the Society and keeping all financial records of the Society, as well as oversee the collection of membership fees.

6.10.4 The Administrative Secretary shall be responsible for taking minutes at Executive Committee meetings, for the overall administration and secretarial duties of the Executive Committee.

6.10.5 The Promotional Secretary shall be responsible for all promotion activities of the Society both physically and electronically.

6.10.6 The Academic Secretary shall be responsible for all academic activities of the Society and for ensuring conformation to Toastmasters International's academic regulations.

6.10.7 The External Liaison shall assist the President in all duties pertaining to external affairs and be responsible for all liaison work of the Society.

6.10.8 The Event Secretary shall be responsible for all recreational activities of the Society.

6.10.9 The Publications Secretary shall be responsible for all publications issued in the name of the Executive Committee.

Chapter 7: Provisional Executive Committee

7.1 Definition

7.1.1 The Provisional Executive Committee shall be a provisional body which acts for an Executive Committee and is responsible for maintaining basic running of the Society when there is no Executive Committee in office.

7.1.2 The Provisional Committee shall have a minimum of three members: The Society President, The Society Vice President, The Society Financial Secretary.

7.1.3 Due to the nature of the Provisional Executive Committee, General Polling need not be held to appoint the Provisional Executive Committee to office.

7.2 Authority

7.2.1 Resolutions of the Provisional Executive Committee shall not overrule those of the General Meeting and the General Polling.

7.3 Responsibilities

- 7.3.1 To implement the objectives stated in the Constitution;
- 7.3.2 To carry out the resolutions of the General Meeting and the General Polling;
- 7.3.3 To safeguard the rights and privileges of Society members;
- 7.3.4 To represent the Society in respect of external affairs;
- 7.3.5 To decide relationship between the Society and other organizations;
- 7.3.6 To formulate rules and regulations for handling all executive work of the Society;
- 7.3.7 To establish or dissolve any organization under the Executive Committee, and appoint members of any of these organizations;
- 7.3.8 To draw up and approve the Constitution and by-laws;
- 7.3.9 To appoint the Election Board;
- 7.3.10 To accept resignation of the Executive Committee member(s), the Election Board member(s) and members of any organization under the Executive Committee;
- 7.3.11 To control financial matters of the Society;
- 7.3.12 To handle all disputes and complaints in the Society;
- 7.3.13 To interpret the Constitution, the by-laws and all regulations of the Society;
- 7.3.14 To handle complaints concerning the General Polling and the outcome of the Election;
- 7.3.15 To consider taking disciplinary actions against any member;
- 7.3.16 To be responsible to all members.

7.4 Session

- 7.4.1 The Session of the Provisional Executive Committee shall coincide with the Society Session.
- 7.4.2 The Provisional Executive Committee shall dissolve automatically after a new Executive Committee is elected and has taken office.

7.5 Membership

- 7.5.1 The Acting President;
- 7.5.2 The Acting Internal Vice-President;
- 7.5.3 The Acting External Vice-President;
- 7.5.4 Two Acting Internal Secretaries;
- 7.5.5 Two Acting External Secretaries;
- 7.5.6 The Acting General Secretary;
- 7.5.7 The Acting Financial Secretary;
- 7.5.8 The Acting Academic Secretary;



- 7.5.9 Two Acting Promotions Secretaries;
- 7.5.10 The Acting Publications Secretary;
- 7.5.11 The Acting Information Technology Secretary.

7.6 Duties of Provisional Executive Committee Members

- 7.6.1 The Acting President shall be the chief executive of the Society and shall be responsible for all administrative affairs and shall represent the Society externally.
- 7.6.2 The Acting Internal Vice-President shall assist the Acting President in all duties pertaining to internal affairs and shall be the Acting President of the Acting Executive Committee in the absence or resignation of the Acting President;
- 7.6.3 The Acting External Vice-President shall assist the Acting President in all duties pertaining to external affairs and shall be the Acting President of the Acting Executive Committee in the absence or resignation of the Acting President and the Acting Internal Vice-President;
- 7.6.4 The Acting Internal Secretary shall assist the Acting Internal Vice-President in all internal affairs and be responsible for managing all Society facilities;
- 7.6.5 The Acting External Secretary shall assist the Acting External Vice-President in all external affairs and be responsible for all liaison work of the Society;
- 7.6.6 The Acting General Secretary shall be responsible for taking minutes at Acting Executive Committee meetings, for the overall administration and secretarial duties of the Executive Committee, for assisting the Acting Internal Secretary and Acting External Secretary and for keeping all minutes of previous General Meetings and meetings of the Executive Committee;
- 7.6.7 The Acting Financial Secretary shall be responsible for the financial affairs of the Society and keeping all financial records of the Society;
- 7.6.8 The Acting Academic Secretary shall be responsible for all academic activities of the Society;
- 7.6.9 The Acting Recreation Secretary shall be responsible for all recreational activities of the Society;
- 7.6.10 The Acting Student Welfare Secretary shall be responsible for the general welfare of Society members;
- 7.6.11 The Acting Promotions Secretary shall be responsible for all promotion activities of the Society;
- 7.6.12 The Acting Publications Secretary shall be responsible for all publications issued in the name of the Executive Committee;
- 7.6.13 The Acting Information Technology Secretary shall be responsible for all matters pertaining to information technology of the Society.

7.7 Resignation

- 7.7.1 Any Provisional Executive Committee member who wishes to resign shall give notice to the Provisional Executive Committee in writing at least fourteen days before a meeting

of the Provisional Executive Committee;

7.7.2 The resignation of any Provisional Executive Committee member shall only be passed with the concurrence of two-thirds or above of the membership present voting at a meeting of the Provisional Executive Committee;

7.7.3 In addition, the Provisional Executive Committee member who file the resignation shall attend the meeting of the Provisional Executive Committee which deals with his/her resignation.

7.8 Vacancies of Positions

7.8.1 The Provisional Executive Committee may appoint any Full Member(s) to assume any vacated position(s);

7.8.2 If the positions of Acting President, Acting Internal Vice-President and Acting External Vice-President are vacated simultaneously, the Acting Financial Secretary shall appoint a Full Member to assume the position of the Acting President.

7.9 Meetings

7.9.1 An Ordinary Meeting of the Provisional Executive Committee convened and chaired by the Acting President shall be held at least once a semester;

7.9.2 When handling an exclusive matter, an Extraordinary Meeting shall be convened and chaired by the Acting President of the Provisional Executive Committee as and when necessary;

7.9.3 The notice and agenda of an Ordinary Meeting shall be distributed to all Provisional Executive Committee members forty-eight hours before the meeting;

7.9.4 The quorum of a meeting shall be at least one half of the Provisional Executive Committee membership.



Chapter 8 Finance

8.1 Financial Year:

8.1.1 The financial year of the Society shall align with Toastmasters International's fiscal year and shall begin on 1 July and end on 30 June.

8.2 Financial Budget:

8.2.1 The Executive Committee shall produce an Annual Financial Budget and submit it to the Union Council for approval within 30 days of the commencement of the Society session.

8.3 Financial Report:

8.3.1 The Executive Committee shall submit an Interim Financial Report to the Union Council within the seventh month of its session.

8.3.2 The Executive Committee shall submit an Annual Financial Report to the Union Council within thirty days of the end of the previous Society session.

8.4 Auditing:

8.4.1 The accounts of the whole financial year shall be audited by the Union Council.

8.4.2 Revenues from Membership Fees and Society Dues shall be used only for the activities of the Society and for means that conform with the Society's purpose.

Chapter 9 Affiliation

9.1 International Affiliation:

9.1.1 This Society shall be a member of Toastmasters International upon receiving a charter from Toastmasters International and remaining in a good standing with Toastmasters International. The Society is herewith entitled to rights and to fulfilling the obligations stated by the Toastmasters International Constitution.

9.2 District Affiliation:

9.2.1 The Society will be affiliated with the District assigned by the Toastmasters International Board of Directors and will be represented on that District Council.

9.3 Financial Obligations:

9.3.1 This Society is obligated to make membership payments as required by Toastmasters International.

9.4 Financial Obligations:

9.4.1 This Society is an independent legal entity, separate from Toastmasters International, subject only to the affiliations mentioned above and the terms and conditions of the Toastmasters International Constitution. Thus, this Society's assets and liabilities are independent of those of Toastmasters International.

Chapter 10 Dissolution

- 10.1. The Society shall be dissolved only with the unanimous agreement of the voting members of this corporation.
- 10.2. The dissolution of the Society shall be valid only if the general nature of the action approved was stated in the notice of the meeting at which the vote occurred.
- 10.3. Upon dissolution of this Society, distribution of any funds, after payment of any indebtedness to the Union Council, shall be made by contribution to another Toastmasters club located in and subject to the laws of Hong Kong Special Administrative Region.
- 10.4. The dissolution of the Society shall be officially announced by the President of the Executive Committee.

Chapter 11 Amendment of the Constitution with Notice

- 11.1.1. The Constitution may be amended at special meetings of the Society by a two-thirds vote of the votes cast in person or by proxy.
- 11.1.2. Proposed amendments might be submitted by the Executive Committee to the voting membership of the Society at any time up to fifteen days before the special meeting at which they will be considered.
- 11.1.3. Notice of any proposed amendments to be submitted to the voting membership of the Society for a vote shall be mailed by the Executive Committee to each voting member at least fifteen days before the meeting. Any recommendations by the Organising and Executive Committee, may be presented to the voting members at the meeting before the vote is taken on the proposed amendments.



