

**CONSTITUTION
OF
HONG KONG UNIVERSITY SENIOR COMMON ROOM**

1. The name of this association is the Hong Kong University Senior Common Room, hereafter called the SCR. The SCR is an integral part of The University of Hong Kong.
2. The objects for which the SCR is established are:
 - (a) To establish, maintain and conduct an association for the accommodation of members of the SCR and their guests and to provide premises and any other amenities such as might be expected of a senior common room.
 - (b) To promote the social, educational, cultural and recreational welfare and advancement of its members.
 - (c) To promote and encourage social intercourse within the University and the community in general.
 - (d) To provide assistance and information regarding The University of Hong Kong to individuals and/or organized bodies when so requested.
 - (e) To co-operate with and assist The University of Hong Kong and organizations and individuals associated with the University whenever possible within the limits of the resources of the SCR as so determined by the Executive Committee.
3. The administration, management, human resources, finance, accounting and book-keeping of the SCR shall follow the rules, regulations and policies of the University. Except for the purpose of compliance with the laws in Hong Kong which are applicable to the operations of the SCR, any departure from the said requirement in order to fit specific operation(s)/procedure(s) of the SCR shall require prior approval of the University.
4. The income and property of the SCR, however obtained, shall be applied exclusively towards the promotion of the objectives of the SCR as set forth in this Constitution.
5. True accounts shall be kept of the sums of money received and expended by the SCR and of the matters in respect of which such receipts and expenditure take place and of the property, assets and liabilities of the SCR. One or more suitably qualified auditors shall make a report to members on the accounts examined by them, and on every balance sheet, and every income and expenditure account laid before the members in general meeting during their tenure of office. The report shall state whether in the auditors' opinion the SCR's balance sheet and income and expenditure account have been properly prepared in accordance with generally accepted accounting principles and whether in their opinion a true and fair view is given –

- (1) in the case of the balance sheet, of the state of the SCR's affairs at the end of its financial year;
 - (2) in the case of the income and expenditure account, of the results of the SCR's activities during its financial year.
6. Notwithstanding any other provisions of this Constitution (including but not being limited to the provisions relating to the powers of the Annual General Meetings, Extra-Ordinary General Meetings and the Executive Committee), The University of Hong Kong may issue any directions in respect of and/or in connection with the SCR ("University Directions") which must be complied with and implemented by the SCR, the Executive Committee and the SCR Members. The University Directions shall only be issued after the Chairman of the SCR Executive Committee has been consulted.

MEMBERSHIP

7. The members of the SCR shall be divided into the following classes:

- (i) Ordinary Members
- (ii) Life Members
- (iii) Associate Members
- (iv) Honorary Members
- (v) Visiting Members
- (vi) Affiliated Members
- (vii) Joint Members
- (viii) Research Postgraduate Members
- ~~(ix) 14th Floor Evening Members~~

Fees for all categories of membership shall be as prescribed from time to time by the Executive Committee.

- (i) Ordinary Membership is open to members of the staff of the University appointed on either Terms of Service I or Terms of Service A or Terms of Service B and those wardens of University Halls of Residence or of the Attached Halls who do not fall into these categories. An Ordinary member may elect to become a Joint Member.
- (ii) Life Membership: The category 'Life Membership' is no longer open but those already admitted into membership as such shall retain the rights and privileges attaching to that category.
- (iii) Associate Membership is not open to those entitled to Ordinary Membership but is open to the following:
 - (a) an Ordinary Member who has ceased to be eligible in that category and whose application is approved by the Executive Committee;
 - (b) members of the Court and the Council of the University;
 - (c) Full-time Demonstrators, Physical Education Instructors and others falling into a similar category of employment;

- (d) any other persons directly associated otherwise than in a temporary capacity with The University of Hong Kong whose application is approved by the Executive Committee.

Associate Members have all the privilege and rights of Ordinary Members except that they may not hold office or vote at any Meeting of the SCR.

- (iv) Honorary Membership is open to distinguished visitors or distinguished former members of the SCR at the discretion of the Executive Committee and they may use all of the facilities of the SCR without payment of any subscription but they may not hold office nor vote at any Meeting of the SCR.
- (v) Visiting Membership is open to any person, whether a resident of Hong Kong or not, who is temporarily associated with The University of Hong Kong and whose application is approved by the Executive Committee. A person applying for this category of membership must be proposed by an Ordinary Member and, if the membership is for a period not exceeding 30 days, there shall be no payment of any fee but, if the visit exceeds 30 days, the Visiting Member shall pay the fees prescribed. Visiting Members have all the privileges and rights of Ordinary Members except that they may not hold office nor vote at any Meeting of the SCR. The Proposer of the Visiting Member shall be responsible for all liabilities incurred by the Visiting Member towards the SCR during the period of his membership.
- (vi) Affiliated Membership is open to those who, while ineligible for Ordinary Membership, have a sufficient connection with The University of Hong Kong and whose application is approved by the Executive Committee. Affiliated members have all the privileges and rights of Ordinary Members except that they may not hold office nor vote at any Meeting of the SCR. The Executive Committee may, at any time, withdraw the privileges and rights of membership from an Affiliated Member.
- (vii) Joint Membership is open to no more than two persons one of whom is eligible for Ordinary Membership. The Joint Member eligible for Ordinary Membership shall continue to enjoy all the rights and privileges of an Ordinary Member and shall be responsible for the payment of the joint subscription and the liabilities incurred on the joint account. A Joint Member not eligible for Ordinary Membership shall not hold office nor vote at any Meeting of the SCR.
- (viii) Research Postgraduate Membership is open to full-time research postgraduate students of the University whose application is approved by the Executive Committee. Research Postgraduate Members have all the privileges and rights of Ordinary Members except that they may not hold office nor vote at any Meeting of the SCR.
- ~~(ix) 14th Floor Evening Membership is open to students enrolled in a postgraduate course at the University whose application is approved by the Executive Committee. Evening Members may use the facilities on the 14th floor (namely, the Eliot Room and the Canteen) after 5.00 p.m. from Monday to Friday and all day on Saturday. Evening Members may not hold office or vote at any Meeting of the SCR.~~

APPLICATION FOR MEMBERSHIP

8. Application for Membership of the SCR shall be made in such manner and shall take effect from such time as is laid down in the Bye-Laws of the SCR.

MEMBERSHIP FEES

- ~~9.~~ Subject to the provisions of article 22 hereof, the scale of fees payable by members shall be such as is from time to time included in the Bye-Laws of the SCR. Fees payable by Members are applicable to the payment of capital and recurrent and other standing costs and shall not be applicable in any way directly towards reducing the price of goods and services in the SCR.

~~9.~~

MEMBERS' ACCOUNTS

- ~~10.~~ All subscriptions, if any, shall be paid ~~six~~ twelve monthly in advance. ~~All deposits, if any, shall be payable in advance.~~

- ~~11.~~ It shall be a condition of Ordinary Membership under clause 5(i) above and of Associate Membership under clause 5(iii) above that the member shall be deemed to have authorized the Finance Officer to deduct from the member's salary (if employed on the University payroll) any amount which may be due from him to the SCR at the end of each month and from his terminal pay any amount which may be due from him to the SCR at the conclusion of his University appointment, or alternatively, by previous arrangement with the Secretary, the member may be allowed to pay his monthly account by cheque before the fourteenth day of the following month. Members will need to pay the monthly subscription fee either through the University Finance Online Payment System (OPS) or by cheque.

- ~~12.~~ The accounts of all members of the SCR who are not paid a salary or studentship monthly by the University must be kept in credit by means of deposits of sums sufficient to cover the cost of their anticipated monthly purchases. Notwithstanding, those admitted to 14th Floor Evening Membership may have this requirement waived, on condition that they are not allowed to pay for purchases through the 'chit' system or a similar credit system, but instead pay at the time of purchase by means stipulated in the SCR Bye Laws. Exceptions to this regulation may only be granted in exceptional circumstances by the written permission of a member of the Executive Committee who thereby becomes personally liable for any sums due by the member to the SCR which are not otherwise recovered. Members of the Executive Committee are under no obligation to grant this permission and permission to extend credit may be refused without assigning any reason therefor. The employees of the SCR have no authority to authorize credit.

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MEETINGS

- ~~13-11.~~ An Annual General Meeting shall be held not later than the 30th day of November in every year for the purpose of receiving the report of the Committee, of examining the

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accounts of the previous financial year, of announcing the result of the elections for the Executive Committee or, in default of a postal ballot, of electing the Executive Committee and of transacting general business.

~~14.12.~~ An Extra-Ordinary General Meeting may be convened either on the requisition in writing of not fewer than ten ordinary members, addressed to the Honorary Secretary, or by the decision of the Executive Committee.

~~15.13.~~ At least seven days' notice specifying the place, the date and the hour of meeting and the agenda shall be given for all general meetings to every ordinary member residing in Hong Kong and such notice shall also be posted in the premises of the SCR. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings at any meeting.

~~16.14.~~ No business shall be transacted at any general meeting unless a quorum of ten ordinary members is present at the time when the meeting proceeds to business, provided that if within twenty minutes from the time appointed for the meeting a quorum is not present the meeting, if convened upon the request of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at that time ten ordinary members are not present within twenty minutes from the time appointed for the meeting the members present shall be a quorum.

~~17.15.~~ The Chairman, or in his absence the Vice-Chairman, shall preside as chairman at every general meeting of the SCR. If at any meeting the Chairman or Vice-Chairman shall not be present within 15 minutes after the time appointed for holding the meeting one of the members of the Executive Committee shall preside, or if no Executive Committee member be present or willing to take the chair, the members present shall choose one of their number to take the chair.

~~18.16.~~ In the case of an equality of votes the chairman of the meeting shall be entitled to a second or casting vote.

~~19.17.~~ The SCR shall have power to decide its own procedure at its meetings.

EXECUTIVE COMMITTEE

~~20.18.~~ The Senior Common Room shall have an Executive Committee ("ExCo") consisting of a maximum of eleven (11) ExCo Members, as follows:

- (i) The University of Hong Kong (Body Corporate);
- (ii) Three (3) ex-officio ExCo Members being respectively holders of the following offices of The University of Hong Kong:
 - a. Director of Finance
 - b. Director Estates

c. Director of Human Resources; and

(iii) up to a maximum of seven (7) ExCo Members of whom shall be Ordinary Members elected in the manner specified below.

Nominations for members to be elected to the Executive Committee shall be made in writing on a form supplied by the Honorary Secretary and available in the Senior Common Room to members at least 21 days before the date on which the Annual General Meeting is to be held. Each nomination shall have the support of a Proposer and Seconder and the consent of the nominee. Nomination forms must be returned to the Honorary Secretary at least 14 days before the Annual General Meeting. Ballot forms will be sent to members at least 7 days before the Annual General Meeting and the result of the election will be announced at the Annual General Meeting. In the event of no nominations being received 7 days before the Annual General Meeting, the elections shall take place at the Annual General Meeting. In the event of insufficient nominations having taken place 7 days before the Annual General Meeting elections for the remaining members of the Executive Committee shall take place at the said meeting. Each year three members shall be elected to hold office for a period of two years and shall be eligible for re-election at the end of that period. However, if there are more than three vacancies on the Executive Committee, due to the resignation of a member of the Executive Committee or another contingency, then these vacancies may all be filled by election as provided for above.

~~24-19.~~ In the event that a motion of No Confidence in the Executive Committee is carried at a General Meeting, the Executive Committee shall resign, but shall remain in office until the election of a new Executive Committee before or at either another Extra-Ordinary General Meeting, or at the Annual General Meeting, if the latter is due to be held within one month. It shall be the duty of the outgoing Executive Committee to arrange for a General Meeting within one month of the passage of the vote of No Confidence, and to arrange for elections to be held for a new Executive Committee at that meeting. Elections shall be carried out as provided for in Clause 18, and nominations and voting shall be carried out in the same way in relation to an Extra-Ordinary General Meeting as in relation to an Annual General Meeting. Outgoing members of the Executive Committee shall be eligible to stand for re-election.

~~22-20.~~ In the event of the resignation of the entire Executive Committee, or the resignation of so many members of the Committee that the work of the Committee cannot be practically carried on, new Executive Committee members may be elected before or at an Extra-Ordinary General Meeting, as provided for in Clause 19.

~~23-21.~~ The business of the SCR shall be managed by the Executive Committee who shall choose from amongst the elected members a Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer. The Executive Committee shall exercise all powers of the SCR subject to the regulation of these articles and to any other regulations or provisions prescribed by the SCR in general meeting.

~~24-22.~~ The Executive Committee shall cause minutes to be kept of all resolutions and proceedings at all general meetings, Executive Committee Meetings and Sub-committee meetings.

~~25-23.~~ The Executive Committee shall have the power from time to time to make, add to, alter and rescind such Bye-Laws as they may deem necessary or convenient for the proper conduct and management of the SCR and in particular, though not exclusively, they may by such Bye-Laws regulate:

- (a) The hours of opening and closing of the SCR 's premises or any part thereof;
- (b) The charges to be paid for participation in any activity of the SCR and for the use or supply of any property of the SCR;
- (c) The admission of visitors and guests to the premises and facilities of the SCR;
- (d) The prohibition of any activity in the SCR 's premises entirely or at any particular time or times;
- (e) The conduct of any class of member in relation to one another and to the SCR 's servants or employees;
- (f) The setting aside of any part of the SCR 's premises for particular purposes;
- (g) The election of any member;
- (h) The expulsion of any member.

Provided always that any Bye-Law made, added to or rescinded by the Executive Committee shall only have effect from such time as it is posted on the notice board of the SCR and communicated in writing to each member of the SCR, no such Bye-Law to be invalidated merely by reason of non-receipt of such notice by any member; and provided that any such Bye-Law which deals with or purports to refer to those matters contained in paragraphs (c), (d) and (h) of this Article shall confer on the Executive Committee powers exercisable only for cause, such cause to be expressed at the time of such exercise. Where the effect of any exercise of any such power is to terminate the membership of any member, of whatever class of the SCR, the decision of the Executive Committee shall be the subject of report to the General Meeting of the SCR next after the decision.

Provided also that no Bye-Law shall be inconsistent with or shall alter or repeal anything contained in these Articles and that any Bye-Law may be set aside at a general meeting of the SCR where at least two-thirds of the ordinary members present are in favour of a proposal so to set aside the Bye-Law.

~~26-24.~~ The Executive Committee shall have power to make recommendations in relation to the appointment and removal of all employees of the University appointed to work in the Senior Common Room (including the Manager) and to recommend the amount of their remuneration subject to any limitation and human resources policy which may be imposed by the University.

~~27-25.~~ The Executive Committee shall have the power at any time and from time to time to appoint Sub-committees for such purposes as they deem fit and may determine the powers, functions and duties of such Sub-committees.

~~28-26.~~ The Executive Committee shall be responsible for the oversight of all financial affairs of the SCR.

~~29-27.~~ The Executive Committee may meet together for the transaction of business, adjourn and otherwise regulate their meetings as they decide provided that the quorum shall be four members of whom at least two must be either the representative of the University and/or the ex-officio ExCo members.

~~30-28.~~ The Executive Committee shall submit an annual report to the Executive Vice-President of the University within one month after the Annual General Meeting of the SCR each year.

THE MANAGER

~~31-29.~~ The Executive Committee may take recommendations leading to the appointment of a Senior Common Room Manager. The Manager shall carry out the decisions of the Executive Committee concerning the management of the Senior Common Room and shall be in charge of the day to day running of the Senior Common Room including but not limited to the supervision of the SCR staff, preparation of the annual budget, cash flow forecast, management accounts and reports, etc under the supervision and control of the Executive Committee. The Manager may make recommendations to the Executive Committee on matters of service, policies, finances, staffing structure and procedures in regard to the Senior Common Room.

INTERPRETATION

~~32-30.~~ Any question as to interpretation of the foregoing Articles and the Bye-Laws, if any, shall be left to the Executive Committee. Provided always that, where any interpretation of the foregoing articles or Bye-Laws shall touch and affect matters relating to membership and users of the SCR, the Executive Committee shall state the reasons for any such decision.

All matters not specially provided for by these Articles or by valid resolutions made at general meetings shall be left to the discretion to be a matter of report to the general meeting next following the exercise of the discretion. And if the matter in relation to which it has been necessary to exercise such discretion is, in the judgement of the Executive Committee, a matter which is likely to call for the exercise of their discretion under the provisions of this Article at some future time, then they shall, as speedily as may be, propose an amendment to these Articles relating to the said matter.

AMENDMENTS

33. These Articles may be amended by a two-thirds vote of the ordinary members present and voting at a general meeting.

As amended by the Annual General Meeting of the SCR on 29 April 2021.

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