

Muslim Students' Association, HKU

Constitution

PREAMBLE

The Muslim Students' Association shall be a non-profit, non-political organization, and the fundamental purpose of the Association shall be to foster understanding and tolerance between Muslims students, and between the Muslims and non-Muslims, to provide assistance to the new and current Muslim students, to organize suitable events including celebration of Muslim festivals and lectures, to liaise between the Muslim students and the University Management, to encourage and facilitate Muslims with basic knowledge and competence in Islam, to encourage contribution individually and collectively towards meeting the needs of the community in conformity with Qur'an and Sunnah. It shall also be the purpose of the Association to avoid any practices that are contrary to Islam and to create a feeling of brotherhood and sisterhood.

DEFINITION

In this constitution, unless the context otherwise requires, the following expressions shall have the following meanings:

1. "University" shall mean The University of Hong Kong.
2. "ICA" shall mean Hong Kong University Independent Clubs Association.
3. "Constitution" shall mean the Constitution of Muslims Students' Association, HKU.
4. "Association" and "MSA" shall mean the Muslim Students' Association, HKU.
5. "Member" shall include Full Member(s), Affiliated Member(s), Associate Member(s) and Honorary Member(s).
6. "Academic year" shall mean that defined by the University.

References to sections, articles and sub articles are to sections, articles and sub articles of this Constitution. Section and article headings are inserted for convenience of reference only and shall not affect the interpretation of this Constitution.

SECTION I – GENERAL

Article 1 – NAME

The name of the Association shall be Muslim Students' Association, Hong Kong University (hereafter referred to as the Association).

Article 2 – AIMS

The objectives of the Association shall be:

- 2.1 To promote friendship, brotherhood and a sense of belonging among its Members;
- 2.2 To promote friendly relations between Muslims and non-Muslims;
- 2.3 To arrange and hold congregational prayers and Islamic religious festivals at appropriate times;
- 2.4 To promote and facilitate the proper understanding of Islam;
- 2.5 To promote the welfare of its Members;
- 2.6 To represent the Members in such matters as affect their interests; and
- 2.7 To promote the relationship of the Association with the HKU and its sub-organizations

Article 3 – ASSOCIATION SESSION

The session of the Association shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the next calendar year.

Article 4 – OFFICIAL LANGUAGES

English shall be the Official Language of the Association.

Article 5 – AFFILIATION

The Association shall affiliate itself with the HKU Independent Clubs Association.

SECTION II – MEMBERSHIP

Article 1 – MEMBERSHIP*

**The term of membership for all Members begins from the day of issue and ends on 31st July of the following year.*

1.1 Full Membership

1.1.1 Any Muslim student, being a student of HKU, shall be eligible to be a Full Member of the Association.

1.2 Affiliated Membership

1.2.1 Any student at the University and student of HKU, who is not a Muslim is eligible for Affiliated Membership.

1.3 Honorary Membership

1.3.1 Anyone not a student at the University shall be eligible to be an Honorary Member of the Association.

Article 2 – PRIVILEGES

2.1 All Members shall be entitled to:

2.1.1 Enjoy all facilities at the Association for general use;

2.1.2 Take part in all activities and functions of the Association; and

2.1.3 To attend General Meetings of the Association.

2.2 Only the Full Members of the Association shall be entitled to:

2.2.1 Propose and second motions and memoranda at General Meeting.

2.2.2 Object to and vote for motions and memoranda at General Meeting.

2.2.3 Vote, nominate and be nominated for all posts of the Association Executive Committee.

SECTION III – GENERAL MEETING

Article 1 – AUTHORITY

The General Meeting shall possess the highest authority in all matters concerning the Association.

Article 2 – ANNUAL GENERAL MEETING

2.1 The Annual General Meeting of the Association shall be held before 1st March of the session with the exception of the first Annual General Meeting.

2.2 The business of the meeting shall be:

2.2.1 To receive and adopt the Agenda of the Annual General Meeting;

2.2.2 To receive and adopt the Minutes of the previous Annual General Meeting together with the Minutes of all Extraordinary General Meetings of the Session;

2.2.3 To receive and adopt the Annual Report of the outgoing Executive Committee prepared by the General Secretary;

2.2.4 To receive and adopt the Audited Annual Financial Report prepared by the Treasurer;

2.2.5 To amend the constitution, if needed;

2.2.6 To elect the Executive Committee of the next session;

2.2.7 To receive and adopt the Year Plan and Annual Budget presented by the incoming Chairperson of the Association;

2.2.8 To appoint any of the chairperson or vice-chairpersons to be the Representative of the Association in the ICA Council, whenever necessary.

2.2.9 To authorize the newly elected Chairperson and Treasurer to be in charge of the official bank account of the Association jointly; and

2.2.10 Any Other Business, with the exception of the first Annual General Meeting.

Article 3 – EXTRAORDINARY GENERAL MEETING

- 3.1 The Extraordinary General Meeting, if any, shall be held between the Annual General Meetings.
- 3.2 The Chairperson shall convene the Extraordinary General Meetings at the request of the Executive Committee, or the written requisition of five percent of or 15 Full Members of the Association, whichever is more.
- 3.3 The object or objects of the proposed meeting shall be specified and no other matters shall be discussed at the meeting unless with the consent of no less than two-thirds of all the Full Members attending the meeting.

Article 4 – VOTE OF NON-CONFIDENCE

A vote of non-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any member of the Executive Committee at an Extraordinary General Meeting held specifically for the purpose. The vote shall be declared passed with the consent of no less than two-thirds of all the Full Members present in the meeting. A vote so passed shall call for the resignation of the person or persons against whom the vote is moved.

Article 5 – NOTICE

The notice of the Annual General Meeting, the agenda and related documents thereof shall be posted at least 7 days beforehand. The notice of the Extraordinary General Meeting, and the agenda and related documents thereof shall be posted no less than 3 days beforehand.

Article 6 – QUORUM

The Quorum of the General Meeting shall be 7% or 20, whichever larger, of all the Full Members. In the event that a quorum is not formed within an hour of the stated time, the meeting shall be postponed to a date as decided by the Executive Committee.

Article 7 – STANDING ORDERS

The standing orders of a General Meeting shall be the Standing Orders of the HKU Independent Clubs Association.

SECTION IV – ELECTION

Article 1 – ANNUAL ELECTION

The Annual Election of the Executive Committee for the next Session shall be held in the Annual General Meeting. No member shall be eligible to hold any post consecutively for more than one year.

Article 2 – ELECTION OFFICIAL

2.1 Election Commission

The Election Commission shall be appointed by the Executive Committee of the Association. The Election Commission shall consist of 3 members. The Election Commission shall be responsible for all business related to the election.

2.2 Election Officers

Any Full Member and Affiliated Member of the Association, being appointed by the Election Commission, shall be the Election Officers.

2.3 Returning Officer

Any Councilor of ICA Council not being a member of the Association, being appointed by the Council Chairperson of ICA can be invited as the Returning Officer.

Article 3 – NOMINATION

3.1 The nomination of the Executive Committee shall start 7 days before the Annual General Meeting and end 3 days before the Annual General Meeting. Any late nomination shall not be considered.

- 3.2 Nomination shall only be made on forms provided for the purpose. Each nomination sheet shall contain the name of the candidate together with both names and signatures of a proposer and a seconder and the signature of the candidate signifying her/his consent.
- 3.3 No candidate may be nominated for more than one post.
- 3.4 The Election Commission of the Association shall scrutinize every nomination form and announce the name of the candidate within 48 hours after the deadline of the nomination period.
- 3.5 Any candidate may withdraw her/his consent to nomination should she/he so wish in writing addressed to the Election Commission within 48 hours after the deadline of the nomination period.
- 3.6 In the event that no nomination for a certain post is received after the expiration of the nomination, the Annual General Meeting shall resolve the matter.

Article 4 – VOTING

- 4.1 If there is only one candidate for a post, the attending Full members shall either vote for, against or abstain. The candidate shall be declared elected if the simple majority of the votes cast are in favor of the candidate.
- 4.2 When there are two or more candidates for one post, voting shall take place by a secret ballot.
- 4.3 Electors shall indicate on their ballot sheets their order of preference for the candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the poll on this first count shall be declared to have lost and her/his votes shall be distributed among the remaining candidate or candidates according to the second preference of preferences indicated on those ballot sheets. This process shall be continued until only one candidate is left and she/he shall be declared elected.
- 4.4 Election results shall be announced by the Election Commission in the Annual General Meeting.

- 4.5 All records of the Election shall be kept for at least one year after the Election.
- 4.6 Matters arising in the process of election which are not provided by the Constitution shall be decided by the Election Commission.

Article 5 – COMPLAINTS CONCERNING THE ELECTION

- 5.1 Any complaint concerning the Election shall be directed to the Election Commission in written form within 48 hours of the announcement of the result, and such complaint shall be signed by the complainant.
- 5.2 If the complaint is so lodged, the Election Commission shall suspend the declaration as stated in 4.4 and investigate the complaint.
- 5.3 The Election Commission shall report its finding to an Extraordinary General Meeting convened for the purpose, and the Extraordinary General Meeting shall decide the appropriate action.

Article 6 – BY-ELECTION

- 6.1 The Election Commission mentioned in Article 2 shall be responsible for all business pertaining to this by-election.
- 6.2 The by-elections shall be held in an Extraordinary General Meeting called for the purpose.
- 6.3 Nomination period for the vacant post shall be open at least 7 days and close 3 days before the Extraordinary General Meeting. Voting shall follow the procedure as stated in Article 4.
- 6.4 Nomination regulations shall follow those of Article 3.2 to 3.6.

SECTION V – EXECUTIVE COMMITTEE

Article 1 – SESSION

- 1.1 The session of the Executive Committee shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the next calendar year.

Article 2 – FUNCTIONS AND DUTIES

2.1 The functions of the Executive Committee shall be:

- 2.1.1 To formulate and implement the policies of the Association in accordance with the objectives of the Association,
- 2.1.2 To carry out the resolutions of the General Meetings,
- 2.1.3 To arrange and hold congregational prayers and Islamic religious festivals at appropriate times,
- 2.1.4 To represent the Members in such matters as affect the members' interests,
- 2.1.5 To act as a supervisory body over the duties of each individual member of the Executive Committee, and
- 2.1.6 To conduct the General Affairs of the Association daily.

2.2 The Executive Committee shall be responsible for the General Meeting.

Article 3 – COMPOSITION

The following shall be the members of the Executive Committee:

- 3.1 Chairperson;
- 3.2 Internal Vice-Chairperson;

- 3.3 External Vice-Chairperson;
- 3.4 General Secretary;
- 3.5 Treasurer;
- 3.6 Public Relations Director;
- 3.7 Publications and Publicity Secretary;
- 3.8 Events Manager;
- 3.9 Academic Secretary;
- 3.10 Sports Manager;
- 3.11 Brothers' Coordinator;
- 3.12 Sisters' Coordinator;
- 3.13 Alumni Coordinator;
- 3.14 Medical Campus Coordinator;
- 3.15 Past Committee Representative.

Article 4 – DUTIES OF INDIVIDUAL EXECUTIVE COMMITTEE MEMBERS

4.1 Chairperson

The Chairperson shall:

- 4.1.1 be the chief executive of the Association, and
- 4.1.2 chair the Executive Committee Meetings;
- 4.1.3 act as a spokesperson for the Association at all times;
- 4.1.4 delegate responsibilities among the other officers;

- 4.1.5 oversee all projects being worked on by the officers;
- 4.1.6 ensure that all officers are active in fulfilling their responsibilities efficiently and effectively;
- 4.1.7 ensure good public relations with faculty and other student organizations, as well as the student body in general;
- 4.1.8 ensure good public relations with the Muslim community in the area;
- 4.1.9 prepare weekly agenda and preside over weekly e-board meetings.

4.2 Internal Vice-Chairperson

The Internal Vice-Chairperson shall:

- 4.2.1 assist the Chairperson in all the internal affairs of the Association; and
- 4.2.2 chair the Executive Committee Meeting in the absence of the Chairperson;
- 4.2.3 act as a spokesperson for the Association in the absence of the Chairperson;
- 4.2.4 delegate responsibilities among the other officers;
- 4.2.5 oversee all projects being worked on by the officers;
- 4.2.6 ensure that all officers are active in fulfilling their responsibilities efficiently and effectively;
- 4.2.7 submit the Annual Report to the ICA Council
- 4.2.8 prepare weekly agenda and preside over weekly e-board meetings in the absence of the Chairperson;

4.3 External Vice-Chairperson

The External Vice-Chairperson shall:

- 4.3.1 assist the Chairperson in managing the affairs of the Association; and

- 4.3.2 chair the Executive Committee Meeting in the absence of the Chairperson;
- 4.3.3 act as a spokesperson for the Association in the absence of the Chairperson;
- 4.3.4 delegate responsibilities among the other officers;
- 4.3.5 oversee all projects being worked on by the officers;
- 4.3.6 ensure that all officers are active in fulfilling their responsibilities efficiently and effectively;
- 4.3.7 ensure good public relation with faculty and other student organizations, as well as the student body in general;
- 4.3.8 ensure good public relations with the Muslim community in the area;

4.4 General Secretary

The General Secretary shall:

- 4.4.1 conduct all the general correspondence;
- 4.4.2 take the minutes of all the Executive Committee Meetings;
- 4.4.3 prepare the Annual Report of the Association;
- 4.4.4 keep all the official documents and records of the Association; and
- 4.4.5 be responsible for the maintenance of the Association's office/storage spaces;
- 4.4.5 maintain social media/web page of the association in collaboration with the Public Relations Director.

4.5 Treasurer

The Treasurer shall:

- 4.5.1 Keep an up-to-date account of all income and expenditure;

- 4.5.2 Draft the Annual Budget and any other Budget proposed by the Executive Committee;
- 4.5.3 Present the audited Annual Financial Report at the Annual General Meeting;
- 4.5.4 Be responsible for all financial matters of the Association; and
- 4.5.5 Organize and oversee all fundraising events.

4.6 Public Relations Director

The Public Relations Director shall be responsible:

- 4.6.1 for maintaining communication with external organisations including but not limited to CEDARS, CCSO, and non-HKU collaborators;
- 4.6.2 for keeping the Association executives informed about pertinent issues on and off
- 4.6.3 represent Association in external events in absence of Chairperson and/or Vice-Chairperson.

4.7 Publications and Publicity Secretary

The Publications and Publicity Secretary shall:

- 4.7.1 be responsible for all publications of the Association;
- 4.7.2 be responsible for all work concerning publicity of the Association;
- 4.7.3 maintain and update the social media/webpage of the Association in collaboration with the General Secretary; and
- 4.7.4 ensure that all publications and publicity of the Association adheres to Islamic values, including, but not limited to, ensuring that no publications include Awrah or music.

4.8 Events Manager

The Events Manager shall:

- 4.8.1 be responsible for organizing major social activities, including interfaith gatherings, of the Association; and
- 4.8.2 be responsible for drafting event proposals, assisting with logistics, and collaborating with the Treasurer to estimate the budget for each event organized by the Association.

4.9 Academic Secretary

The Academic Secretary shall:

- 4.9.1 be responsible for all knowledge-focused initiatives of the Association;
- 4.9.2 promote the theme of academic excellence among the members of the Association and the Muslim community.

4.10 Sports Manager

The Sports Manager shall:

- 4.10.1 Foster values of sportsmanship according to Islamic values
- 4.10.2 Be responsible for all sports activities of the Association;
- 4.10.3 Be the representative of the Association at relevant events.

4.11 Brothers' Coordinator

The Brothers' Coordinator shall be responsible for:

- 4.11.1 assisting General Secretary and Public Relations Director in maintaining social media/web page of the Association;

- 4.11.2 assisting Events Manager in organizing brother-specific events;
- 4.11.3 assisting Events Manager in publicity of events to the brothers;
- 4.11.4 maintaining the Association's prayer hall and assisting the General Secretary in maintaining the Association's office/storage spaces;
- 4.11.5 facilitating communication between brothers and Executive Committee;

4.12 Sisters' Coordinator

The Sisters' Coordinator shall be responsible for:

- 4.12.1 assist General Secretary and Public Relations Director in maintaining social media/web page of the Association;
- 4.12.2 assist Events Manager in organizing sister-specific events;
- 4.12.3 assist Events Manager in publicity of events to the sisters;
- 4.12.4 maintaining the Association's prayer hall and assisting the General Secretary in maintaining the Association's office/storage spaces;
- 4.12.5 facilitate communication between sisters and Executive Committee;
- 4.12.6 looking after the sister-specific needs in co-ed gatherings and events.

4.13 Alumni Coordinator

The Alumni Coordinator shall:

- 4.13.1 be responsible for networking with alumni of the Association on a regular basis;
- 4.13.2 assist in organizing initiatives such as mentorship programs that require the presence of alumni; and
- 4.13.3 facilitate communication between alumni of the Association and the Executive Committee.

4.14 Medical Campus Coordinator

The Medical Campus Coordinator shall:

- 4.14.1 facilitate communication between the Muslim community at the Medical Campus of the University and the Executive Committee;
- 4.14.2 be responsible for catering to the Islamic needs of the Muslim community at the Medical Campus of the University; and
- 4.14.3 be responsible for engaging the students at the Medical Campus of the university in the Association's activities.

4.15 Past Committee Representative

The Past Committee Representative shall:

- 4.15.1 be the Official Observer of the Executive Committee of the Association;
- 4.15.2 advise the current Executive Committee in order to ensure a smooth administration in the affairs of the Association.

Article 5 – EXECUTIVE COMMITTEE MEETING

- 5.1 The Executive Committee Meeting shall be convened by the Chairperson.
- 5.2 The quorum of an Executive Committee Meeting shall be at least two-thirds of the members of the Executive Committee.
- 5.3 Unless the Executive Committee decides otherwise, the Executive Committee Meeting shall be open to all Full Members. Members so attending shall speak only with the approval of the Chairperson of the meeting.

SECTION VI – FINANCE

Article 1 – FINANCIAL YEAR

The Financial Year of the Association shall correspond to the Association Session.

Article 2 – SUBSCRIPTIONS

The membership fee of the Association shall be approved by the ICA Council Annually.

Article 3 – AUDITING

The Treasurer of the Association shall submit the Annual Financial Report and all related financial statements to the Honorary Auditor at least 10 days before the Annual General Meeting for auditing purposes.

Article 4 – THE HONORARY AUDITOR

Any person recommended by the Past Committee Representative shall be the Honorary Auditor of the Association upon appointment at a General Meeting. She/He shall audit the Annual Financial Report presented by the Treasurer at the Annual General Meeting.

Article 5 – BANK ACCOUNT

- 5.1 A current bank account may be opened under the name of the Association.
- 5.2 All cheques shall be co-signed by the Treasurer and either the Chairperson or the Vice-Chairperson of the Association.

SECTION VII – AMENDMENT AND INTERPRETATION

Article 1 – AMENDMENT

- 1.1 No part of the Constitution shall be amended unless by a motion carried with no less than two-thirds of the valid votes voting for it at a General Polling convened specially for the purpose; or
- 1.2 with no less than two-thirds of the valid votes voting for it at an Extraordinary General Meeting convened specially for the purpose; or
- 1.3 with no less than two-thirds of the valid votes voting for it at an Annual General Meeting.
- 1.4 The proposed amendment shall be posted 7 days before the General Polling, the Extraordinary General Meeting or the Annual General Meeting.

Article 2 – INTERPRETATION

The interpretation of this Constitution shall rest with the Executive Committee of the Association.

Article 3 – SPECIAL PROVISION

All acts done before and in contemplation of the adoption of and in accordance with the Constitution shall be valid as if done after adoption of Constitution unless inconsistent with the provisions of the Constitution.