

Constitution of University of Saint Joseph Students' Association

聖若瑟大學學生會章程

Chapter One: General

第一章：總綱

Article 1: Name

第一條：命名

The Association is named “聖若瑟大學學生會” in Chinese, “University of Saint Joseph Students' Association”, abbreviated to USJSA, in English and “Associação dos Estudantes da Universidade de São José, abbreviated to AEUSJ, in Portuguese (hereinafter referred to as the "USJSA").

本會之中文名稱命名為聖若瑟大學學生會（以下簡稱本會），英文名稱為 University of Saint Joseph Students' Association，英文簡稱為 USJSA，葡文名稱為 Associação dos Estudantes da Universidade de São José，葡文簡稱為 AEUSJ。

Article 2: Objectives

第二條：宗旨

1. To advance the academic excellence and enhance the competitiveness of the students;
促進學生發展其專業知識，增強學生自身的競爭能力；
2. To increase students' sense of belonging to the University and summon their spirit of patriotism and their love of Macao;
培養學生對大學之歸屬感，發揚愛國愛澳精神；
3. To act as a bridge between the student body and the University authority and create a harmonious atmosphere at the University;
為大學與學生之間建立溝通橋樑，創造大學和諧氣氛；
4. To foster a spirit of unity among students and encourage them to contribute their best to society.
培養學生之間的團結精神，並利用自己所能貢獻社會；
5. To promote the welfare and protect the rights of the student body;
為學生謀取福利，保障學生應有之權益；
6. To cultivate good cooperative relations with organizations inside and outside the University.

與校內外其他社團及組織發展良好合作關係。

Article 3: Address

第三條：會址

The registered office of the USJSA shall be located at Rua de Londres 16, Macao. It may be transferred to any other location in Macao by approval of the Executive Committee.

會址設於澳門外港新填海區倫敦街 16 號，經理事會批准，本會會址可遷移至澳門任何地方。

Article 4: Nature

第四條：性質

The USJSA shall be an autonomous non-profit student organization.

本會為非牟利之學生自治組織。

Article 5: Working Languages

第五條：工作語文

In addition to the official languages of the Macao Special Administrative Region, English is also the working language of the USJSA. In the event of any discrepancy among the different versions of any documents by the USJSA, the Chinese version shall prevail.

本會工作語文除了使用澳門特別行政區正式語文外，亦可以使用英文，若本會之一切有任何歧異，一切則以中文為準。

Article 6: Session

第六條：年度

The financial and administrative year of the USJSA shall commence on the first of January and terminate on the thirty-first of December of the next calendar year.

本會之財政及行政年度由每年一月一日開始，至翌年的十二月三十一日完結。

Chapter Two: Member

第二章：會員

Article 7: Membership

第七條：會員資格

1. All students enrolled in a degree programme (including the Doctorate, Master, Licentiate or Pre-University Programme) at the University of Saint Joseph is eligible to apply for member in the USJSA.

凡於聖若瑟大學就讀學位 (包括博士生、碩士生、本科生和預科生) 之人士，均可向本會申請成為會員；

2. **Membership shall be ceased upon withdrawal from the University.**
若會員就讀期間中途離校，自離校日開始，其會員資格亦即時自動中止。
3. **Membership shall be ceased upon graduation. Graduates can then apply for membership of the University of Saint Joseph Alumni Association.**
若會員完成學位後，其於聖若瑟大學學生會之會員身份亦即時中止，但經申請後可成為聖若瑟大學校友會會員。
4. **Subject to nomination by not less than ten members and approval of the Executive Committee, any individual who makes contributions to the development of the USJSA or has significant achievements in the area of tertiary education is eligible to be Honorary Member, Honorary Advisor or Honorary President by invitation.**
凡對本會的發展有所貢獻或在高等教育領域內有成就的人士，由至少十名會員推薦並經理事會審議及邀請，可成為本會名譽會員或出任名譽顧問或名譽會長。

Article 8: Membership Fees

第八條：會費

1. **Membership Fees are subject to decision by the General Assembly.**
會費每年由會員大會決定。

Article 9: Rights of Members

第九條：會員權利

1. **To attend General Meetings and all activities held by the USJSA, have the right to elect and to be elected, and hold an office in the USJSA;**
參加會員大會以及本會所舉辦之活動，享有選舉權、被選舉權，可擔任本會機構的職務；
2. **To scrutinize annual reports and fiscal reports of the USJSA;**
審查本會機構的年度工作報告及財政報告；
3. **To enjoy the privileges provided by the USJSA;**
可享有本會所提供之福利；
4. **To enjoy the rights granted by law, constitution and the internal rules and regulations;**
可享有法律、會章及內部規章所賦予之權限；
5. **To convene General Meetings in accordance with the provisions of this Constitution;**
按照本章程的規定，可要求召開會員大會；

6. To be appointed as representatives of the Executive Committee in order to implement specific activities;
經委任為理事會的代表可以推行有關的具體活動；
7. Honorary Members, Honorary Advisors and Honorary Presidents are exempted from membership fees and are eligible to attend General Meetings and all activities held by the USJSA, but do not have the right to elect and to be elected to office;
名譽會員、名譽顧問及名譽會長無需繳交會費，並可參加本會活動及出席會員大會，但無選舉及被選舉權；
8. Associate members are eligible to attend General Meetings and all activities held by the USJSA, but do not have the right to elect and to be elected to office.
附屬會員可參加本會的各项活動及出席會員大會，但無選舉及被選舉權。

Article 10: Obligations of Members

第十條：會員義務

1. To conform to the constitution, internal rules and regulations and the resolutions of the USJSA;
遵守本會會章、內部規章及決議；
2. To participate and assist in all activities of the USJSA, foster development of the USJSA and promote closer cooperation among members;
積極參與及協助本會各項活動，推動會務發展及促進會員間的緊密合作；
3. To safeguard the reputation of the USJSA and not to behave in the way that may be detrimental to the reputation and interest of the USJSA.
維護本會聲譽，不得作出損壞本會名聲及利益的行為。

Article 11: Disciplinary Proceedings

第十一條：紀律程序

Office bearers who infringe on Article 11 of this Constitution shall be given an oral or written warning. Executive Committee shall then suspend his/her title. Upon approval of General Assembly, the title shall be revoked permanently and the right to ascertain his/her legal responsibility shall be reserved.

若幹事違反上述第十一條之內容，先對此幹事作口頭或書面警告，再由理事會暫停其幹事資格，經會員大會通過後，將永久終止其幹事資格，並就此事保留法律追究權利。

Chapter Three: Organization

第三章：組織架構

Section I: Structure

第一節：架構

Article 12: Composition

第十二條：構成

1. The organization of the USJSA shall be:

本會之組織架構包括：

- 1.) The General Assembly
會員大會；
- 2.) The Executive Committee
理事會；
- 3.) The Supervisory Committee
監事會。

2. The term of office for all office bearers is two year, commencing on the first day of the administrative year, renewable once, but the President and Vice-president of General Assembly, the President and Vice-Presidents of Executive Committee and the President of Supervisory Committee cannot be renewed.

本會架構成員的任期為兩年，由本會行政年度開始日起計，期滿後會員可連任一屆，惟會員大會主席及副主席、理事會理事長及副理事長和監事會監事長不能連任。

Section II: General Assembly

第二節：會員大會

Article 13: Nature

第十三條：性質

The General Assembly shall be the highest authority of the USJSA.

會員大會為本會最高權力機關。

Article 14: Composition

第十四條：組成

The General Assembly shall comprise one Chair, several Vice Chairs and one Secretary.

設會員大會主席一名及副主席若干名，及秘書一名。

Article 15: Powers

第十五條：職權

1. To determine policies of the USJSA;

訂定本會政策；

2. To elect members of the General Assembly, Executive Committee and Supervisory Committee by ballot;
以不記名投票方式選舉會員大會、理事會及監事會成員；
3. To pass resolutions concerning the constitution and the internal rules and regulations and the alterations;
議決章程和內部規章及其修改；
4. To review the Executive Committee's annual report and fiscal report;
議決理事會的年度工作報告及財政報告；
5. To pass resolutions on the Executive Committee's plan and fiscal budget for the current session;
議決理事會提交就任年度的工作計劃及預算案；
6. To pass resolutions on expulsion of its members;
議決開除會員會籍的處分；
7. To decide dissolution of the USJSA;
議決本會的解散；
8. To set the membership fee;
議決會員會費；
9. To approve proposals by the Executive Committee to make reference to organizations which have similar nature with the USJSA;
批准理事會參考與本會有相同性質之組織的有關建議；
10. To approve proposals by the Executive Committee and the written comment by the Supervisory Committee about the USJSA's fixed assets;
議決理事會對本會之固定資產的建議及監事會之書面意見；
11. To attend Executive Meetings with no voting rights.
有權出席理事會會議，但無投票權。

Article 16: Convocation

第十六條：召集會議

1. General Meetings shall be held at least once a year. Dates and venues of meetings shall be decided by the Chair of the General Assembly.
會員大會至少需每年舉行一次，具體時間及地點則由會員大會主席決定；
2. General Meetings shall be convened by the Chair of the General Assembly. Ten-day advance notice with details of the meeting date, venue and agenda shall be given to members and students through email or in writing.
在召開會員大會前，由會員大會主席召集，需於十個工作天以電郵或書面通知會員及學生，並附以具有召開會議日期、地點以及議程之召集書；

3. The quorum of a General Meeting shall be two-thirds. Should the quorum be unmet, after the General Meeting has been adjourned for half an hour, any number of members present shall make a quorum.

若會員大會出席人數未達三分之二，會員大會需於半小時後舉行，屆時則人數不論，均視為有效；

4. No members shall appoint another member to exercise voting rights on behalf of their own.

任何會員不得委託另一會員代表其本人行使表決權。

5. An Extraordinary Meeting shall be held if requested by more than one half of the members of the Executive Committee and Supervisory Committee. The Chair of the General Assembly shall convene the meeting in the same way as a General Meeting with at least a seven-day advance notice.

特別會員大會之召開，需由理事會和監事會多於二分之一成員會員聯署要求方可召開。由會員大會主席召集，以召開會員大會之方式召集，通知期為至少七天。

Article 17: Procedure at Meetings

第十七條：會議運作

1. General Meetings shall be held by the Chair of the General Assembly. Minutes shall be taken by the Secretary of the General Assembly.

會員大會由會員大會主席主持，由會員大會秘書作會議紀錄；

2. The General Assembly shall pass a resolution with a simple majority of the delivered votes except as otherwise provided by law;

會員大會之決議由出席會員以過半數票通過，但法律另有規定除外；

3. Should the votes on each side be equal, the Chair of the General Assembly has the right to a casting vote.

若贊成票與反對票之票數相等，會員大會主席有權投決定性一票。

Section III: Executive Committee

第三節：理事會

Article 18: Nature

第十八條：性質

The Executive Committee shall be responsible for planning and implementation of annual plan and fiscal budget.

理事會為本會之策劃及執行機關，負責策劃及執行年度活動計劃及財務預算。

Article 19: Composition

第十九條：組成

1. **The Executive Committee shall comprise:**

理事會成員之總人數為單數，理事會成員設以下職務：

- 1). **One President;**
理事長一名；
- 2). **One Vice Presidents, Internal;**
內部副理事長一名；
- 3). **One Vice Presidents, External;**
外部副理事長一名；
- 4). **One General Secretary;**
秘書長一名；
- 5). **Several Secretaries;**
秘書若干名；
- 6). **One Treasurer;**
財務長一名；
- 7). **One Vice Treasurer;**
副財務長一名；
- 8). **Several Executives.**
其他成員若干名。

2. The Executive Committee would recruit several Office Bearers or transfer from other department Office Bearers to participate in the Executive Committee's task case necessary. The Executive Committee shall send the map of the composition of departments for approval by Chair and the President would appoint the members.

理事會得按工作需要，招募若干名幹事或從其他部門調派幹事參與理事會工作，理事會編訂各部人員後，得將名單送交主席簽署確認，並由理事長委任。

3. The Executive Committee could increase different departments, case necessary, for which appoints one chief. That department could recruit staff from the Executive Committee, but that is subject to approval by the Executive Committee.

按工作需要可增設不同部門，而各部門設部長各一人，而各部門可按需要從理事會中招集人手，唯需經過理事會通過。

Article 20: Competences

第二十條：權責

1. **The competences of Executive Committee include:**

理事會權責包括：

- 1). **To represent the USJSA to external bodies;**
對外代表本會；

- 2). To execute resolutions of the General Assembly;
履行會員大會之決議；
- 3). To prepare the annual report and fiscal report, annual plan and fiscal budget for the current session;
制訂及提交年度工作報告及財政報告，以及就任年度的工作計劃及財務預算案；
- 4). To lay down internal rules and regulations;
編寫內部規章；
- 5). To plan, organize and coordinate all activities by the USJSA or by the external invitations;
籌劃、組織及協調本會及外界邀請之所有活動；
- 6). To approve application for membership or for withdrawal;
批准會員入會及接受會員之退會申請；
- 7). To execute all rights conferred by law, constitution and internal rules and regulations.
履行一切法律、會章及內部規章所賦予之權限。

2. Duties of Executive Committee members include:

理事會成員職能包括：

- 1). The President shall coordinate all events, represent the USJSA, and have the right to a casting vote;
理事長負責協調工作及代表本會機構，在理事會會議中有決定性投票權；
- 2). The Vice President shall assist the President in the performance of his/her duties and shall act for the President in his/her absence.
副理事長負責協助理事長工作，並在理事長不能視事時擔任代理理事長；
- 3). The Secretary shall be responsible for the record of proceedings and the distribution and circulation of the notice by the Executive Committee;
秘書負責繕寫會議記錄及報告，派發及公佈理事會會議召集通知；
- 4). The Treasurer shall collect membership fees and prepare statements of revenue and expenditure, fiscal and budget report of the USJSA. The Treasury shall be financially independent and free from interference;
財務長負責收取會費，編制本會收入和支出的會計帳目，以及編寫財政報告及財務預算案，財政獨立且不受干涉且不受干涉；
- 5). Other Executives shall assist the President and the Vice President in the performance of their duties
理事負責輔助理事長及副理事長工作。

Article 21: Convocation
第二十一條：召集會議

1. Executive Meetings shall be convened at least every two months and can be called anytime deemed necessary. All resolutions shall be kept in the record of proceedings. The quorum of an Executive Meeting shall be one half of the members.

理事會至少每兩個月召開一次會議，當有需要時，亦可隨時召開會議，所作決議須載於會議記錄冊內。理事會會議至少要有超過二分之一成員出席。

2. Subject to the President's discretion, a member of the Executive Committee shall cease to hold office of the Executive Committee if he/she fails to attend three consecutive or any five ordinary meetings without any good cause. The Executive Committee shall appoint another member as a replacement to serve till the next election.

如理事會成員在就任年度無故連續缺席三次或間斷性缺席五次例會，將喪失其理事職務，但理事長可因應實際情況酌情處理。當理事會成員喪失其職務時，理事會有權委任其他理事會成員暫代其職務直至下一屆選舉為止。

3. Any individuals invited by the General Assembly, Executive Committee, Supervisory Committee or School representatives shall attend Executive Meetings as a non-voting attendee.

本會會員大會、監事會及校方代表或理事會特別邀請的人士可列席理事會會議，唯當理事會表決時均沒有投票權。

Article 22: Procedure at Meeting
第二十二條：會議運作

Motions shall require a simple majority of Executive Committee members present to pass and shall be passed with a simple majority of the delivered votes.

任何議案，在有過半數理事會成員出席時方可議決，且需經過半數或以上出席之理事會成員同意才能通過。

Section IV: Supervisory Committee

第四節：監事會

Article 23: Nature

第二十三條：性質

The Supervisory Committee shall be responsible for supervising the performance of duties of the Executive Committee.

監事會負責監督理事會之工作。

Article 24: Composition

第二十四條：組成

The Supervisory Committee shall comprise one President and several Vice Presidents, with the total in odd number.

監事長一名、副監事長若干名，且監事會總人數需為單數。

Article 25: Competences

第二十五條：權責

1. To comment on annual and fiscal reports of the Executive Committee and to observe the operation of the USJSA;
對理事會之年度報告及財務報告等作出意見及監察會務運作；
2. To attend Executive Meetings with no voting right;
有權列席理事會會議，但其成員在會議中無表決權；
3. To review the account of the USJSA;
有權審核本會帳目。
4. Supervisory Committee shall convene meetings at least once a year, or anytime deemed necessary. All motions and resolutions shall be kept in the record of proceedings.
監事會至少每一年召開一次會議，當有需要時，亦可隨時召開會議，所作決議需記載於會議記錄冊內。

Section V: Resignation

第五節：辭缺

Article 26: Resignation Procedure

第二十六條：請辭程序

1. Resignation of any office bearers from General Assembly, Executive Committee or Supervisory Committee shall be presented in writing to Executive Committee thirty days in advance. Executive Committee shall appoint a substitute to serve till the next election.
會員大會、理事會、監事會成員之辭職需於三十天前以書面形式通知理事會，再由理事會尋找其它人暫代其職務至下屆選舉為止；
2. In the case that the position of the Chair and Vice Chair of General Assembly, the President and Vice President of the Executive Committee, and the President and Vice President of the Supervisory Committee are all vacant, the General Assembly shall hold election within one month in order to elect new members to fill the vacancy.

若會員大會主席、副主席、理事長、監事長及副理事長、副監事長皆出缺時，需由會員大會於一個月內進行選舉，選出新成員代替原有之空缺。

Chapter Four: Finance

第四章：財政制度

Article 27: Financial System

第二十七條：財政制度

1. The fiscal year shall be same as the term of office of the General Assembly.
財政年度與會員大會任期相同。
2. Income of the USJSA includes:
本會收入來自：
 - 1). Membership fees;
會費所得；
 - 2). Sponsorship or contributions by individuals, public organizations or private organizations;
公共或私人機構及個人的資助或捐贈；
 - 3). Income obtained by any legal means or income obtained by the Executive Committee within its purview;
任何方式獲得的合法收入或理事會在其權限範圍內獲取的收入；
 - 4). Funds or other interests
基金或其他利息。

Chapter Five: Election

第五章：選舉

Article 28: Election Committee

第二十八條：選舉委員會

1. The Election Committee shall comprise five members who do not run for the current election and one University staff member, who serves as an advisor and has no voting rights. A list of candidates for the election shall be submitted to the Election Committee.
選舉委員會委員由五位非參選之會員擔任，由校方一名職員作顧問，唯該顧問並沒有表決權。參加選舉之候選成員名單需交至選舉委員會；
2. The Election Committee shall be responsible for approving candidacy of the election teams, and accept and arbitrate all election-related complaints.
負責審議候選組別的資格及接受選舉之一切投訴並作出仲裁；
3. The Election Committee automatically dissolves after election.
選舉委員會於選舉後自動解散。

Article 29: Election Process

第二十九條：選舉方法

1. Students voluntarily form an election team with not less than ten members, depending on the stipulation of the Election Committee, specifying the position of each candidate. Election shall be direct and carried out by secret ballot. The results of the election shall be made public. The team receiving the greatest total number of valid votes in the election shall be the winning team.

學生自發性組隊參加選舉，每隊人數需多於十人，因應選舉委員會的規定，參選隊伍決定在參選期間是否需表明各候選人的職位；選舉以直接及保密的形式進行，選舉結果必須向外公佈。而獲多數有效票之參選組別為獲選組別。

2. Two weeks after the announcement of the election results shall be the appeal period. Should there be any objections to the results, a written appeal shall be submitted to the Election Committee. Acceptance of the appeal may depend on each individual case.

選舉結果公佈後的兩個星期為上訴期，凡對結果有異議者均可以按照選舉委員會的規定依法書面提出上訴，接納與否將因應實際情況。

3. The winning team shall convene a General Meeting to elect the Chair and Vice Chair of the General Assembly and all members of the Executive Committee and Supervisory Committee. The election shall be direct and carried out by secret ballot. The results of the election shall be made public. The team receiving the greatest total number of valid votes in the election shall be the winning team.

獲勝組別需於上訴期過後召開會員大會，會員大會主席、副主席、所有理事會、監事會成員均由會員大會選舉產生，並以直接及保密選舉形式進行，選舉結果必須向外公佈。而獲多數有效票之參選組別為獲選組別。

Chapter Six: Dissolution and Liquidation

第六章：解散及結算

Article 30: Dissolution

第三十條：解散

The voluntary dissolution of the USJSA shall only be decided on during an Extraordinary Meeting convened especially for this purpose and only when voted on with a three-fourths majority of the valid votes cast by ballot.

本會的自願解散只可由在指明為此目的而召開的特別會員大會會議上，以不記名投票方式，經四分之三充分行使權利的正式會員通過而決定。

Article 31: Liquidation

第三十一條：結算

The assets of the USJSA shall be liquidated in accordance with the rules and regulations upon dissolution.

本會解散時須依法將其資產清算。

Chapter Seven: The Final Provision

第七章：最後條例

Article 32: Interpretation

第三十二條：解釋

In the case that this Constitution fails to provide adequate information for reference, the interpretation of this Constitution shall rest with the Executive Committee.

當會章沒有適當資料提供以資參考時，則以理事會的決定為解釋會章的最高準則。

Article 33: Amendment to the Constitution

第三十三條：會章修訂

1. Amendment to this Constitution shall be drafted by the Executive Committee and approved by the General Assembly
本會會章之修訂草案由理事會草擬，並由會員大會通過；
2. Amendment to this Constitution shall abide by the laws of Macao SAR.
本會會章之修改須依據澳門有關法例規定。

Article 34: Flag and Badge

第三十四條：會旗及會徽

The USJSA shall use a flag and a badge that consist of the drawing in Appendix I, which comprises a part of this constitution.

本會得使用會旗及會徽，會旗式樣由理事會訂定。會徽式樣載於本章程附件一，且為本章程的組成部份。

Appendix I: (referring to Article 34)

附件一：（第三十四條所指者）

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