

Article 1 General

- 1.1. Name: The name of the Society shall be "Greater China Vision".
- 1.2. Objective: The objective of the society shall be
 - 1.2.1. To cultivate profound understanding of contemporary and modern China, and the Greater China region, beyond regular course offerings; and
 - 1.2.2. To encourage concern for and involvement in current affairs, especially in terms of international politics and economy.
- 1.3. Definitions and Interpretations
 - 1.3.1. Working Day: "Working Day(s)" shall mean all class days as defined by the schedule published by the MIT registrar, during the Fall and Spring term, when the Institute is not closed for any period of time during the day.
 - 1.3.2. Underlying Implication: In this document, unless where the context otherwise requires, the plural shall be deemed to include the singular and vice versa and the masculine gender pronouns shall be deemed to include the feminine and neuter gender pronouns.

Article 2 Membership

- 2.1. Eligibility: All MIT undergraduates and graduate students shall be eligible to apply for and maintain Full Membership. Those who are not eligible for Full Membership shall be eligible to apply for and maintain Associate Membership;
- 2.2. Termination of Full Membership: All Full Memberships shall terminate upon graduation, or upon the member becoming otherwise ineligible as defined in Item 2.1;
- 2.3. Privileges of Full Membership: All Full Members shall be entitled privileges as follows
 - 2.3.1. To participate in events and activities held by the society;
 - 2.3.2. To enjoy the resources and welfare provided by the society;
 - 2.3.3. To attend, speak and vote in general meetings, annual as well as extraordinary, conducted by the society; and
 - 2.3.4. To be eligible for selection to be members of the Executive Committee.
- 2.4. Privileges of Associate Membership: All Associate Members shall be entitled privileges as follows
 - 2.4.1. To participate in events and activities held by the society, subject to resource availability;
 - 2.4.2. To enjoy the resources and welfare provided by the society, subject to resource availability; and
 - 2.4.3. To observe general meetings, annual as well as extraordinary, conducted by the society.
- 2.5. Obligation: All Members shall abide by the Constitution and resolutions passed in the General Meetings.
- 2.6. Withdrawal: All Members shall reserve the right to withdraw from Membership at any time.
- 2.7. Removal: All Members shall be subject to removal if
 - 2.7.1. Their continued involvement is reasonably expected to cause damage to the Society;
 - 2.7.2. They fail in their obligations as defined in Item 2.5; or
 - 2.7.3. A resolution of removal is passed in General Meetings by 2/3 majority.
- 2.8. Non-discrimination Clause: The Society shall not discriminate based on any characteristic listed in the MIT Nondiscrimination Policy for membership, officer position, or in any other aspect.
- 2.9. Minimal Composition: The Society shall, at all times, consist of at least 5 Full Members. The membership shall, at all times, consist of at least half MIT students.

Article 3 Executive Committee

- 3.1. Responsibilities: The functions and responsibilities of the Executive Committee shall be
 - 3.1.1. To formulate and implement the policies of the society;
 - 3.1.2. To organize events and activities consistent with objectives of the society;
 - 3.1.3. To carry out resolutions passed at General Meetings; and
 - 3.1.4. To represent the members in such matters that affect the members' interest.
- 3.2. Required Composition: The Executive Committee shall consist of the following posts
 - 3.2.1. President, whose responsibility is
 - 3.2.1.1. To lead the Society and oversee the operations of the Executive Committee;
 - 3.2.1.2. To build and manage relationship with other groups, in and out of MIT;
 - 3.2.1.3. To chair the General Meetings and Executive Committee meetings, including setting the agenda for such meetings;
 - 3.2.1.4. To prepare an annual report for the Annual General Meeting; and
 - 3.2.1.5. To act as the secondary budget controller of the Society.
 - 3.2.2. Treasurer, whose responsibility is
 - 3.2.2.1. To act as the primary budget controller of the society, by catering claims to the Society funds and by reviewing expenditures regularly;
 - 3.2.2.2. To ensure the financial sustainability of the society and propose measures to maintain liquidity;
 - 3.2.2.3. To chair the General Meetings and Executive Committee meetings when the President is absent, unable or unwilling to do so; and
 - 3.2.2.4. To prepare an annual financial report for the Annual General Meeting.
 - 3.2.3. The President and Treasurer shall be two (2) distinct current MIT students and they shall not hold any other posts in the Executive Committee.
- 3.3. Optional Composition: The Executive Committee may also consist of the following posts
 - 3.3.1. Vice-President (Internal), whose responsibility is
 - 3.3.1.1. To oversee the planning, promotion and conduction of activities;
 - 3.3.1.2. To maintain a list of current and past members;
 - 3.3.1.3. To resolve interpersonal conflicts within the society; and
 - 3.3.1.4. To create strategy and implementation plan for member and subcommittee recruitment, including holding recruitment talks and conducting interviews.
 - 3.3.2. Vice-President (External), whose responsibility is
 - 3.3.2.1. To seek sponsorships and funding;
 - 3.3.2.2. To negotiate with external organizations or persons for venue provision, reception of guests and presence in talks, and arranging insurance and visas;
 - 3.3.2.3. To receive parties on behalf of the society and represent the society during negotiations; and
 - 3.3.2.4. To attend General Body Meeting, hosted by the Association of Student Activities (ASA), on behalf of the society.
 - 3.3.3. Officer (Internal), whose responsibility is
 - 3.3.3.1. To assist the Chairpersons in dealing with operational matters;
 - 3.3.3.2. To act as the secretary for General Meetings and Executive Committee meetings; and
 - 3.3.3.3. To book venues and purchase or reserve items for the Society.
 - 3.3.4. Officer (External), whose responsibility is
 - 3.3.4.1. To design promotion materials;
 - 3.3.4.2. To manage the social media page, the society website and other

promotional channels of the society; and

3.3.4.3. To draft official communications of the society.

3.3.5. Other permanent posts as deemed necessary by General Meetings; and

3.3.6. Other ad hoc posts as deemed necessary by the Executive Committee.

3.4. Resignation: The members of the Executive Committee shall have the right to resign from their respective posts and hence be relieved of duty. Such resignations must be given in writing to the President, or if the President wishes to resign, the resignation must be submitted to a General Meeting.

3.5. Vacancy: In the event of a vacancy of posts in the Executive Committee, the remaining members shall have the right to recruit a new member. The vacancy of any required posts shall be filled as soon as possible.

3.6. Tenure: The tenure of an Executive Committee shall commence when it is elected at the General Meeting, and end when another Executive Committee is elected at the General Meeting.

3.7. Impeachment: Any Executive Committee member may be impeached in the event that he or she has been found guilty of misconduct while in office or has been found to be deliberately ineffective at performing his duties while in office.

3.7.1. Misconduct while in Office: The aforementioned misconducts include but are not limited to such actions that may harm the society's property, goodwill or reputation, actions of stealing or siphoning money from the society or its members, blackmailing the society or its members and intentionally inciting physical harm on a member of the society.

3.7.2. Deliberate Ineffectiveness: The aforementioned deliberate ineffectiveness includes but is not limited to intentionally or repeatedly impeding the work of the Executive Committee through submission or execution of poor quality work, tardiness in performing work and absence without good reason from Executive Committee meetings.

3.7.3. Procedure: Any resolution of impeachment must be put before the General Meeting by at least one-third of the serving Executive Committee members (excluding the one being proposed for impeachment), and shall be decided by a 2/3 majority by the General Meeting, after the Executive Committee member in question has been given the opportunity to defend for himself or herself. The voting shall be closed to the Executive Committee member in question.

3.7.4. Implication on Society Membership: If a resolution of impeachment is passed, the society membership of the impeached Executive Committee member shall be terminated immediately.

Article 4 General Meetings

4.1. Power: The General Meeting resembles the highest power of the society and reserves the final explanatory power on any affairs of the society.

4.2. Annual General Meetings: The Annual General Meeting takes place once each year, on the time and date prescribed by its Chairperson, but no later than the last working day of March.

4.3. Extraordinary General Meetings: Extraordinary General Meetings shall happen within 21 working days upon the request of

4.3.1. The President of the Executive Committee, seconded by a simple majority of the Executive Committee members excluding the President;

4.3.2. 2/3 majority of the Executive Committee; or

4.3.3. 1/3 of all Full Members, or 30 Full Members, whichever is fewer.

4.4. Rules of Procedures: The rules of procedures for General Meeting are listed in Appendix I of this document. To avoid any doubts, this appendix is part of the constitution.

Article 5 Election

5.1. Election Board: The Executive Committee shall be responsible for the formation of the Election Board at least 7 working days before the nomination period starts.

5.1.1. Composition: The Election Board shall consist of at least 3 Full Members of the society, or 1/50 of all Full Members, whichever is fewer, who are not nominated for any cabinets.

5.1.2. Authority: The Election Board shall have the following authority

5.1.2.1. To set and explain the Election Regulations to nominees;

5.1.2.2. To examine the eligibility of nominees;

5.1.2.3. To accept or reject any complaints or claims regarding the nomination, and to request any necessary information to assist such decision; and

5.1.2.4. To supervise the counting of votes at the election.

5.2. Nomination: Nominations of the Executive Committee members shall begin on the first working day of November and shall last for no fewer than 10 working days. The nomination shall be in the form of cabinets, subject to the following regulations, as well as regulations set by the Election Board.

5.2.1. Only Full Members shall be eligible for nomination;

5.2.2. Each Full Member may only be nominated in one cabinet; and

5.2.3. The cabinet shall meet the composition requirement for an Executive Committee.

5.3. Election: An election shall be held at the Annual General Meeting, if there are two or more valid nominations received. All Full Members present at the Annual General Meeting shall be invited to vote for one of the nominated cabinets, after they have been given the opportunity to present any materials they wish, subject to the Rules for Procedures for the General Meeting. The cabinet with the highest number of votes shall be elected. A tie shall be resolved by another vote among those cabinets in question, and if another tie occurs, the Chairperson of the General Meeting shall vote to resolve the tie.

5.4. Special Provisions for Election

5.4.1. No Valid Nomination: If there is no valid nomination received, the tenure of the existing Executive Committee shall be extended until the next Election; and

5.4.2. One Valid Nomination: If there is only one valid nomination received, the nominated cabinet shall be considered elected.

Article 6 Amendments

6.1. Proposal: An amendment to this document shall be put before the General Meeting by

6.1.1. The President of the Executive Committee, seconded by a simple majority of the Executive Committee members excluding the President;

6.1.2. 2/3 majority of the Executive Committee; or

6.1.3. 1/3 of all Full Members, or 30 full Members, whichever is fewer.

6.2. Voting: The amendment to this document shall be passed by 2/3 majority, after being presented and considered by the General Meeting. The quorum for any amendment to this document shall be the same as the quorum of the General Meeting in which the amendment is voted upon.

Article 7 The ASA Governance Clause

This group, Greater China Vision, agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws

of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.

Appendix I: Rules of Procedures of General Meetings

1. Interpretation of Words and Expressions

- a. “Member” means Full Member of Greater China Vision, or in his/her absence, the proxy he/she authorizes.
- b. “Constitution” means the Constitution of Greater China Vision.
- c. “Simple majority” means a vote when the number of members voting in favor of a question exceeds the number voting against a question.
- d. “2/3 majority” means a vote when the number of members voting in favor of a question exceeds or equals to twice the number voting against a question.
- e. “Day” shall mean a working day as defined in the Constitution.

2. Presiding the General Meeting

- a. The President of the Society, when present at the General Meeting and able and willing, in his or her opinion, to act, shall preside the meeting.
- b. In the absence of the President, or when, in his or her opinion, he or she is unable or unwilling to act, the Treasurer, shall preside that meeting.
- c. In the absence of the President and the Treasurer or when, in their opinion, they are unable or unwilling to act, a member nominated by the Executive Committee, shall preside that meeting.
- d. In the case that no member is delegated the presiding authority, the meeting shall stand suspended immediately and resume after no fewer than 3 days.
- e. The member presiding shall enjoy all those powers conferred by these Rules of Procedure on the Chairperson that are exercisable in respect of the meeting, or part of the meeting.
- f. The Chairperson shall only vote to resolve a tie.

3. Secretary

- a. The Officer (Internal), or in his or her absence, one member nominated by the Chairperson shall be the Secretary of the General Meeting.
- b. In the case that no member is delegated as the Secretary, the meeting shall stand suspended immediately and resume after no less than 3 working days.
- c. The Secretary shall be responsible for advising the Chairperson on all matters relating to the procedure of the General Meeting.
- d. The Secretary shall be responsible for keeping the minutes of the proceedings of the General Meeting. The minutes of proceedings shall record all decisions taken, and details of every division held.
- e. The Secretary shall be responsible for preparing the Agenda, which shall be made available together with the notice of General Meeting and amended in a timely manner when notice is received for business of the General Meeting.
- f. The Secretary shall have the right to vote.

4. Days and Hours of Meetings

- a. The General Meeting shall be held on such days and shall begin at such hour as the Chairperson shall determine, in accordance with the Constitution.
- b. When in the opinion of the Chairperson it is necessary for the proper completion of the business on the Agenda of the General Meeting to continue any unfinished business on another day within 7 days, the Chairperson may order that the meeting shall continue on such other day for that purpose. Where the Chairperson so orders, the meeting shall stand suspended and shall resume for the continuation of business on such other day.

c. The Chairperson may at any time suspend a meeting and resume it within 7 days.

5. Extended Suspension of Meetings

a. Member may move a motion to suspend the meeting for the purpose of debating an issue or a series of issues for a period no more than 21 days. Such motion shall specify the issue or the series of issues to be debated, and the day and hour of the resumption.

b. Such motion shall require no prior notice and may be moved only between two items of the Agenda.

c. Such motion shall not be amended, or reconsidered.

d. Debate is not allowed for such motion and the motion shall be voted upon immediately.

e. If such a motion shall be agreed to by 2/3 majority, the meeting shall be suspended and resume on such day and hour specified in the motion. All other motions to suspend the meeting shall be voided.

6. Quorum

a. The quorum for any General Meeting is defined as 1/3 of all Full Member, or 30 Full members, whichever is fewer.

b. If the attention of the Chairperson is drawn to the fact that a quorum is not present, he/she shall direct the members to be summoned. If after thirty minutes have expired a quorum is not present, he shall suspend the meeting without question put, and resume it in on another day no fewer than 3 days or more than 21 days following the adjournment, where all attendees shall form the quorum.

c. If from the number of members present at a division, including those who abstained from voting, it appears that a quorum is not present, the division shall be invalid, and the procedure prescribed in item b shall be followed.

7. Order of Business in a Meeting

a. The business of each meeting shall be transacted in the order specified in the Agenda, unless a motion is moved and passed by 2/3 majority in accordance with item b.

b. A motion to rearrange of the order of business may be moved at any time. Debate over the motion shall be limited to 16 minutes with 2 minutes speaking time, unless specifically decided otherwise by a two-third majority.

c. If the motion is passed, the order of business shall be rearranged immediately.

d. If the issue being discussed is arranged to a later time, it shall be laid on table without question put.

8. Agenda of the Meeting

a. The confirmed Agenda of a meeting shall be decided by the Chairperson, and shall be published no fewer than 3 days prior to the meeting, after he or she considers all the papers, motions and questions received.

b. In respect of any motion to be placed on the Agenda, the Chairperson shall have the power to select the amendments to be proposed to such motion, and also the power to direct two or more motions or amendments considered by him or her to be cognate to be combined.

c. All papers to be presented shall be published in the Agenda.

d. All questions about the papers presented to the meeting shall be published in the Agenda.

e. The Agenda for Annual General Meetings shall include the following items

i. To adopt the minutes of the previous Annual General Meeting and the minutes of all subsequent Extraordinary General Meetings;

- ii. To adopt the Annual Report;
- iii. To adopt the Annual Financial Report; and
- iv. To elect the Executive Committee.

9. Questions

- a. Any member may raise questions about a paper presented or to be presented to seek information on a matter recorded in such paper.
- b. A question shall specify whether an oral or a written reply is required.
- c. Questions may only be raised at the time specified in the Agenda.
- d. No more than 5 questions requiring oral reply and 8 questions requiring written reply may be raised for a paper by a single member, save that the Chairperson may permit questions under the provision of item g.
- e. A question shall not be raised without a prior notice except as provided in item h.
- f. A member shall give notice of a question in writing no later than 7 days before the meeting at which the answer is required.
- g. Notwithstanding the provision in item d, the Chairperson, if in his/her opinion an additional question is an important one of general concern, may allow a member to raise that question.
- h. Notwithstanding the provision in item e, the Chairperson may permit a question to be raised without notice, if he or she is satisfied that such question is of an urgent character and relates to a matter of importance.
- i. A question shall conform to the following rules:
 - (i) A question shall not include the names of persons or statements which are not strictly necessary to make the question intelligible.
 - (ii) A question shall not contain a statement which the member who asks the question is not prepared to substantiate.
 - (iii) A question shall not contain arguments, inferences, opinions, imputations or epithets, or tendentious, ironical or offensive expressions.
 - (iv) A question shall not contain independent questions or be so complex that it cannot reasonably be answered as a single question.
 - (v) A question shall not seek information about a matter which is of its nature secret.
 - (vi) A question shall not be asked for the purpose of obtaining an expression of opinion, the solution of an abstract question, or the answer to a hypothetical proposition.
 - (vii) A question shall not be asked whether statements of private individuals or private concerns are accurate.
 - (viii) A question shall not be asked about the character or conduct of any person and a question shall not be asked about the character or conduct of any other person except in his official capacity.
 - (ix) A question shall not be asked seeking information which can be found in accessible documents or ordinary works of reference.
 - (x) A question which has been answered shall not be asked again.
- j. If the Chairperson is of the opinion that a question to which a member has given notice infringes any of the provisions of item i, he may direct
 - (i) that it be placed on the Agenda with such alterations as he or she may direct; or
 - (ii) that the member concerned be informed that the question is out of order.
- k. If the Chairperson is of the opinion that the subject matter of a question or any part thereof is substantially the same as that of any matter raised in another question notice of which has been given earlier, he or she may direct the member be informed that the question or the part thereof is

out of order.

l. After an answer has been given to a question requiring oral reply, one brief supplementary question requiring oral reply may be raised by each member when called upon by the Chairperson for the purpose of elucidating that answer. But the Chairperson may refuse to allow a supplementary question to be raised, if in his or her opinion it introduces matter which is not related to the original question or answer or which infringes any of the provisions of item i or the question is not brief.

m. A member shall not address the meeting on a question and a question shall not be made a pretext for a debate.

n. If a member is not present to raise his question requiring oral reply when it is reached on the Agenda, the question may not be raised.

o. In the case of a question for which a written answer has been sought, a written answer shall be supplied no later than 14 days following the meeting.

10. Motion

a. Except as otherwise specified in these Rules of Procedure, no motion shall be moved unless notice of it has been given no fewer than 14 days in advance. But the Chairperson, may in his or her discretion dispense with such notice.

b. Except as otherwise specified in these Rules of Procedure, no amendment shall be moved to a motion published in the Agenda unless notice of it has been given no later than 3 days after the Agenda is published. But the Chairperson, may in his or her discretion dispense with such notice.

c. Notice of a motion or an amendment shall be submitted to the Chairperson, who shall direct

(i) that it be included in the Agenda in the terms in which it was handed in;

(ii) that it be included in the Agenda with such alterations, which includes those necessitated by the combination of motions or amendments, as he or she may direct;

(iii) that it be returned to the member who gave such notice, as being in his or her opinion out of order; or

(iv) that it be returned to the member who gave such notice, as the motion or amendment covered by that notice was not selected by the Chairperson, or has been combined with another motion or amendment.

d. A member called upon by the Chairperson to move a motion shall rise in his place and in moving the motion shall make such remarks as he may wish, but not exceeding 5 minutes. When a motion has been moved, the Chairperson shall propose the question thereon after which debate may take place on that question. Each member may only speak for a motion once for no more than 15 minutes, unless otherwise agreed by the meeting.

e. The mover of a motion, when no more member indicates his/her intention to speak in a debate, shall be called upon to speak in reply. The reply, if made, shall be confined to matters raised during the debate and shall not exceed 5 minutes.

f. After the mover of a motion has made his/her reply, or in the case that there is no reply, the debate comes to a close. The Chairperson shall forthwith put the question on the motion, or on the motion as amended, to the meeting for its decision.

g. No member may speak on the question after it has been put to the meeting for decision.

h. Unless otherwise specified, a motion cannot be moved again on the same General Meeting.

11. Procedural Motions

a. Procedural motions listed below may be moved without prior notice, subject to respective restrictions specified below. Unless otherwise specified, other procedural motions are not allowed

to be moved. None of these motions may be amended, unless otherwise specified in the Rules of Procedures.

- (i) Extended suspension
- (ii) Objection to consideration of a question
- (iii) To lay on the table
- (iv) The previous question
- (v) To take from the table
- (vi) To reconsider a motion

b. A member may move for an extended suspension under the provision of article 5.

c. A member may move for an objection to consideration of question before it or any amendment to it is put. Upon receiving the motion, the Chairperson shall put the question for the meeting to decide without debate. If the motion is carried with 2/3 majority, the question concerned is dismissed for the meeting. The motion cannot be reconsidered.

d. A member may move to lay a main question, together with its amendments, on the table at any time. Upon receiving the motion, the Chairperson shall put the question for the meeting to decide without debate. If the motion is carried with simple majority, the question concerned is laid on the table as if it has never been raised. A negative vote, but not an affirmative one, of this motion, may be reconsidered.

e. A member may move for the previous question at any time either in an unqualified form, or by qualifying it to a certain amendment, or a series of amendments. Upon receiving the motion, the Chairperson shall put the question for the meeting to decide without debate. If the motion is carried with two-third majority, the debate for the question concerned is closed and the Chairperson shall put the question to the meeting to decide. The motion cannot be reconsidered.

f. A member may move to take a question, previously laid on the table, from the table between two items on the Agenda. Upon receiving the motion, the Chairperson shall put the question for the meeting to decide without debate. If the motion is carried with simple majority, the question concerned is taken from table and becomes the current main question. A negative vote, but not an affirmative one, of this motion, may be reconsidered.

g. A member may move to reconsider a motion between two items on the Agenda. It must be moved by one who voted with the prevailing side if a division was claimed. Debate of this motion, if any, is limited to 30 minutes with 3 minutes speaking time and the question shall be put to the meeting to decide afterwards. If the motion is passed with simple majority, the motion concerned is reconsidered. The motion cannot be reconsidered.

12. Amendments

a. A member called upon by the Chairperson to move an amendment to a motion shall rise in his place and after making such remarks as he may wish to make, not exceeding 5 minutes, shall move the amendment.

b. When an amendment has been moved, the Chairperson shall thereupon propose the question that the amendment be made, and a debate may then take place on that question.

c. The Chairperson may direct a joint debate on a motion and its amendments to be held.

d. The mover of an amendment shall not have the right of reply.

e. An amendment may not be made on another amendment.

f. When no or no more member indicates his intention to speak, the Chairperson shall put the question that the amendment be made to the meeting for its decision.

g. No member may speak on the question after it has been put to the meeting for decision.

13. Occasions When a Member May Speak More Than Once

- a. When debating a question, a member may not speak more than once, except
 - (i) in the case of the mover of a motion, in reply at the end of the debate on the motion;
 - (ii) in an explanation as provided in item b; or
 - (iii) with the leave of the Chairperson.
- b. A member who has spoken on a question may again be heard to briefly explain some part of his/her speech which has been misunderstood, but when speaking he/she shall not introduce new matter and shall only speak on the part which has been misunderstood.

14. Interruptions

- a. A member shall not interrupt another member, except
 - (i) by rising to a point of order, when the member speaking shall resume his seat and the member interrupting shall direct attention to the point which he wishes to bring to notice and submit it to the Chairperson for decision; or
 - (ii) to seek elucidation of some matter raised by that member in the course of his speech, if the member speaking is willing to give way and resume his seat and the member wishing to interrupt is called upon by the Chairperson.

15. Contents of Speeches

- a. It shall be out of order
 - (i) to persist in irrelevance or tedious repetition of his own or other members' arguments in the debate;
 - (ii) to introduce matter irrelevant to the subject being debated;
 - (iii) to use offensive or insulting language; or
 - (iv) to impute improper motives to another member.
- b. The Chairperson, if he/she deems that a member's speech is out of order, may direct such member to discontinue his speech.

16. Behaviors of Members during Meeting

- a. During a meeting
 - (i) all members shall enter or leave the meeting properly attired and with decorum;
 - (ii) no members shall cross the floor unnecessarily;
 - (iii) members shall not read newspapers, books, letters or other documents, except such matter therein as may be directly connected with the business of the meeting;
 - (iv) while a member is speaking, all other members shall be silent and shall not make unseemly interruptions;
 - (v) a member shall speak standing and shall address his/her observations to the Chairperson;
 - (vi) when the Chairperson rises, every other member shall be seated;
 - (vii) if two or more members indicate their intention to speak at the same time, the Chairperson shall select one member and call upon him to speak;
- c. The Chairperson, shall order a member whose conduct is grossly disorderly to withdraw immediately from the meeting and the Secretary, or his or her designees, shall act on orders received from the Chair to ensure compliance with the order.
- d. The Chairperson, after ordering a member to withdraw from the meeting, may immediately move for a motion that the membership of that member be deprived on the grounds of conducts endangering the image of the Society. Such motion shall be considered after all other businesses in the Agenda.

17. Decision of the Chairperson is Final

a. The Chairperson shall be responsible for the observance of the Rules of Procedures. His or her decision on a point of order shall be final.

18. Voting

a. Except where item b applies, when the Chairperson puts a question to the meeting for its decision,

(i) The Chairperson shall first direct the Secretary to block the entrance and exit of the meeting room as permitted by the building regulations, or otherwise to prevent members from entering or leaving the room;

(ii) The Chairperson shall first call upon those members who are in favor of the question to raise their hands, and shall then call upon those who are against the question to raise their hands;

(iii) The Chairperson shall then, according to his or her judgement, state whether or not he or she thinks the required majority is obtained, subject to any challenges to his statement being dealt with under sub-item (iv), he or she shall declare the question to have been so decided;

(iv) If a member challenges the statement of the Chairperson by claiming a division, the Chairperson shall order the meeting to proceed to a division. The division shall be held forthwith immediately.

b. When a division has been ordered, the votes shall be counted by the Secretary. The Chairperson shall first call upon those members who are in favor of the question to raise their hands. After the Secretary has recorded the votes, the Secretary shall read out the names and the number of the Members in favor of the question. The Chairperson shall then call upon those who are against the question to raise their hands. After the Secretary has recorded the votes, the Secretary shall read out the names and the number of the members against the question. The Chairperson shall then call upon those members who abstain from voting to raise their hands. After the Secretary has recorded the votes, the Secretary shall read out the names and the number of members abstaining from voting. The Secretary shall record also the names of all other members who are present, and the Chairperson shall read out their names and number accordingly. If no member raises any queries, the Chairperson shall declare the result of the division.

c. When possible, electronic voting system shall be used in a division if the Chairperson so directs.

d. If a member states that he or she voted in error or that his or her vote has been counted wrongly, he or she may claim that his or her vote altered, if his or her statement is made before the Chairperson has declared the result of the voting;

e. Immediately before the voting, a member may move without prior notice that the question be divided. The Chairperson shall immediately put the question to the meeting and a debate no more than 16 minutes, with each member speaking no more than 2 minutes, shall be conducted. After the debate, the question shall be put to the meeting for its decision, and if the motion is carried with simple majority, the original question is to be divided. The motion to divide a question may not be amended or reconsidered.

19. Admission of Non-Member

a. Subject to such rules as may from time to time be made by the Chairperson, a person who is not a member, as defined in Article 1 shall be admitted as observers of the meeting. None others, unless approved by the Chairperson, shall be admitted as observers of the meeting.

b. Despite the provision in item a, all Associate Members shall be admitted as observers.

- c. The observers shall be seated apart from the members and shall not speak or make disturbance, or record, take photos of, or film the meeting.
- d. The Chairperson may order the removal from a meeting of any observer who behaves, or who appears likely to behave, in a disorderly manner, or who fails to comply the provision in item a or c, or who violates the rules made by the Chairperson.
- e. If a non-member is ordered to be removed from the meeting room, the Chairperson may immediately move for a motion that the membership of that member be deprived on the grounds of conducts endangering the image of the Society. Such motion shall be considered after all other businesses in the Agenda.
- f. At a meeting, a member may move without notice that the admitted non-members to withdraw. Such motion shall specify whether the withdrawal is to be for the remainder of the day's meeting, or during the consideration of certain business. The Chairperson shall forthwith put the question to the meeting for its decision without debate. If such motion is carried with 2/3 majority, admitted non-members shall withdraw from the meeting room and the Secretary shall ensure the order is complied with.
- g. The Chairperson may at any time order admitted non-members to withdraw. Such order shall specify whether the withdrawal is to be for the remainder of the day's meeting, or during the consideration of certain business. Admitted non-members shall then withdraw from the meeting room and the Secretary shall ensure the order is complied with.

20. Proxy

- a. Any person who wishes to delegate a representative for the General Meeting shall do so by issuing a dated authorization letter in the format specified by the current session of the Chairperson.
- b. The authorization letter shall specify the identity of the trustee and the proxy and the duration of validity of such authorization.
- c. A valid authorization letter, upon presentation, shall authorize the proxy to act on behalf of the trustee to full extent, as if the trustee is doing so himself or herself, except when presenting as part of a nominated cabinet.
- d. An authorization letter shall only be voided if the trustee himself/herself objects to it in person.
- e. If multiple authorization letters seem to involve a single trustee, only the most recent one shall be deemed valid.
- f. If an authorization is later found to be fraudulent, it shall not impact the validity of resolutions decided by a vote involving the proxy.

21. Procedure Not Specified

In any matter not provided for in these Rules of Procedure, the practice and procedure to be followed in the General Meeting shall be decided by the Chairperson who may, if he or she thinks fit, be guided by the practice and procedure of other groups, or decisions made by previous Chairpersons.