

## 香港路德會協同神學院學生會章程

### Statutes of Concordia Theological Seminary Student Union

#### 一) 名稱 / Name

本組織定名為「香港路德會協同神學院學生會」(以下簡稱「本會」)。

The name of the organisation is "Concordia Theological Seminary (CTS) Student Union".

#### 二) 目標 / Aim

本會的宗旨是：

The aims of CTS Student Union are:

1. 依據基督教原則組成「香港路德會協同神學院學生會」(以下簡稱「學生會」)和學生會監督下的組織。

To form CTS Student Union (hereafter called Student Union) and the organisations under Student Union's supervision according to the Christian principles.

2. 在不違背神學院院務部和教授部之原則下，管理學生事務。

To manage student affairs, without violating the regulations of CTS office and the authority of CTS professors.

3. 促進學生在基督裡的團契精神。

To promote the spirit of Christian community.

4. 提高學生對神學院的歸屬感及責任感。

To improve students' sense of responsibility and contribution to the seminary.

#### 三) 會員資格 / Member Qualifications

1. 本會會員包括下列本年度各組註冊，並繳付年費的選課學生：

The members of CTS Student Union include the following registered students of each group of this year with the payment of the annual fee:

1. 神學碩士 M. Th.
2. 道學碩士 M. Div.
3. 神學研究碩士 MTS

4. 神學學士 B. Th.
  5. 副學士（教士）Associate Degree Programme in Christian Ministry
  6. 銓敘科 Colloquium Programme
  7. 師範部 Teacher Training Institute
  8. 個別選修 Individual Course
  9. 旁聽 Audit
2. 任何已註冊會員，於該年度內的任何時段，按學院要求下正常修畢課程，該會員的會員資格也可順延至該年度的終結，即該會員可在該年度的年終會員大會中，繼續擁有投票權。

For any registered member who completes the course according to the requirement of CTS at any time during the year, his or her membership can also be extended to the end of the year. In other words, he or she has rights to continue his or her membership to the end of the year and to vote in the annual Student Assembly.

#### 四) 組織 / Structure

第一條：本會之最高權力機構為「會員大會」，「會員大會」之議決案須經本院院長審批方始生效。

Article 1. “Student Assembly” is authorised to make decisions which should be endorsed by CTS President prior to their implementation.

第二條：本會之職員會由五人組成：

- 1) 主席
- 2) 副主席兼秘書
- 3) 靈德兼關顧
- 4) 司庫兼總務
- 5) 財務秘書兼學術

如有需要，各職員可邀請會員協助工作。

Article 2. The Board of Student Union consists of 5 students:

- 1) Chairman
- 2) Vice-Chairman acting also as Secretary
- 3) Spiritual Counsellor
- 4) Treasurer responsible also for General Affairs
- 5) Financial Secretary responsible also for Academic Affairs

If necessary, each Board member may invite other members to assist his or her work.

第三條：職員會成員由本年度各組註冊選課學生推選之，惟職員會成員內屬「個別選修生」和「旁聽生」的總數不可多於一人。

Article 3. The members of the Board of Student Union are elected from the members as defined in Chapter 3 of the present Statutes, whereas the total number of members under "Individual Course" or "Audit" in the Board members should be NO more than one.

## 五) 選舉 / Elections

1. 每位會員均有選舉權。

Every member has the right to vote.

2. 職員會成員於「會員大會」中選出。惟「個別選修生」和「旁聽生」必須經由神學院院長、副院長或教務長書面推薦，才可在會員大會中被推選成為職員會成員。

The Board of Student Union is elected through the "Student Assembly". As for students under the category of "Individual Course" or "Audit", they must seek recommendation in writing by the President, Vice President or the Dean of CTS to be elected as Board member; otherwise they have NO right to be elected as a Board member of the Student Union in the Student Assembly.

3. 「會員大會」之合法人數為全體會員的三分之一，若該次會議不夠合法人數，則下次會議無論出席人數多少，皆為合法人數。

The quorum of the “Student Assembly” is 1/3 of all the members. If there are not enough members attending the assembly, the quorum of the next session of the Student Assembly will be equal to all attending members. In other words, regardless of how many members attending the next session of the Student Assembly, the number of attending members will be taken as the quorum.

4. 職員會成員以最高票數之五人為當選本年度職員，第六和第七高票數之二人為後備職員。遇有任何職員未能執行職務時，則由後備職員代替之。

The 5 members with the highest number of votes constitute the Student Board. Those who rank 6th and 7th in the number of votes are regarded as the standby members of Student Board. If any member cannot execute his or her duties, a standby member will replace his or her position.

5. 任期滿前必須改選。

It is necessary to elect new members of the Board of Student Union during the term of office of the former Board.

## 六) 會員職務 / Duties of the Members of the Board of Student Union

### 1. 主席

- 甲、 「個別選修生」和「旁聽生」不可出任此職。
- 乙、 召開及主持本會一切會議。
- 丙、 代表本會與神學院當局聯繫及對外代表本會。
- 丁、 為本會屬下各組織之列席委員。
- 戊、 聯絡溝通本會屬下各組織。

### 1. Chairman

- 1.1 A member under the category of "Individual Course" or "Audit" is not allowed to take up this position.
- 1.2 Summoning and presiding over all sessions of the Board of Student Union.
- 1.3 Representing CTS Student Union in communication with external organisations.

1.4 Being the “non-voting member” of all organisations under Student Union’s supervision.

1.5 Contacting and communicating with the organisations under Student Union’s supervision.

## **2. 副主席兼秘書**

甲、 「個別選修生」和「旁聽生」不可出任此職。

乙、 遇主席因故出缺時，執行主席職務。

丙、 負責由主席或職員會及本會所交付的特殊職責。

丁、 記錄及保管「會員大會」及職員會之會議紀錄。

戊、 負責文書聯絡工作。

## **2. Vice-Chairman acting also as Secretary**

2.1 A member under the category of "Individual Course" or "Audit" is not allowed to take up this position.

2.2 Executing Chairman’s duties if the Chairman is absent from the session.

2.3 Taking part in special duties which are mandated by the Chairman or by the Student Union.

2.4 Recording and keeping the minutes of the “Student Assembly” and the sessions of the Board of Student Union.

2.5 Being responsible for the written communication.

## **3. 靈德兼關顧**

甲、 推動及組織本會屬靈活動。

乙、 組織基督化社區服務及佈道節目。

丙、 負責關顧與聯絡各會員。

## **3. Spiritual Counsellor**

3.1 Spreading and organising the spiritual activities within the Student Union.

3.2 Organising Christian social services and evangelical events.

3.3 Caring for and contacting all students.

#### **4. 司庫兼總務**

- 甲、 「個別選修生」和「旁聽生」不可出任此職。
- 乙、 儲存學生會費，善用本會資財。
- 丙、 收支票據交財務秘書核對記帳。
- 丁、 負責各項活動之購置工作。
- 戊、 安排康樂體育活動。

#### **4. Treasurer responsible also for General Affairs**

- 4.1 A member under the category of "Individual Course" or "Audit" is not allowed to take up this position.
- 4.2 Keeping the membership fees of the members of Student Union and assisting the students in need.
- 4.3 Collecting and passing all income and expenditure documents/invoices to Financial Secretary for counter-checking and record keeping.
- 4.4 Being responsible for setting up and preparing materials for all activities related to the Student Union.
- 4.5 Enhancing recreations and sports activities.

#### **5. 財務秘書兼學術**

- 甲、 計劃各項預算，於職員會通過並執行之。
- 乙、 保管本會各項收支記錄，並向職員會負責財務報告。另須預備財務報告副本給神學院辦公室和教務長備存。
- 丙、 安排音樂及學術性活動，負責印刷出版工作。
- 丁、 負責本會文娛及學術性活動。

#### **5. Financial Secretary responsible also for Academic Affairs**

- 5.1 Planning the budget of Student Union and carrying out the budget as approved by Student Union.
- 5.2 Keeping the financial records and reporting to the Student Board. Preparing financial report to CTS Office and to CTS Dean for recording purpose.

5.3 Enhancing musical and academic activities, and being responsible for printing and publication.

5.4 Taking part in art and academic activities within the Student Union.

## 七) 任期 / Term of Office

1. 職員任期每兩年為一屆，每年的計算日期由每年的 1 月 1 日起計至 12 月 31 日止（當中包括首、尾兩日）。

As far as the members of the Board of Student Union are concerned, the term of office is 2 years. The duration for each “1 year” should be counted from 1<sup>st</sup> January to 31<sup>st</sup> December (both the first and last dates are included).

2. 各職員連選得連任。

All the members of the Board of Student Union are entitled to be re-elected.

## 八) 會期 / During the Term of Office

1. 職員會須每學季召開例會一次，遇需要時，主席可召開特別會議。

The members of the Board of Student Union should hold one internal meeting each quarter. The Chairman can summon a “special meeting” if necessary.

2. 「會員大會」在每屆屆滿的學年的最後兩個月內召開。

“Student Assembly” should be held within the last two months of the term of office.

3. 如有特別原因，「會員大會」可由主席或三位職員或四分之一會員要求召開。

If there is a special reason, “Student Assembly” can be held at the request of Chairman or at the request of three members of the Board of Student Union or at the request of 25% of members of Student Union.

## 九) 經費 / Funding

1. 會員會費每學年收取一次，新會員須在註冊選讀時繳交。

The Student Union membership fee should be paid annually and it should also be paid at the moment of the registration.

2. 本會經費來自會費，但可以接受會員及各方捐款。如需要籌款，需經本院院長書

面批准，方可施行。

The Student Union funding comes from the membership fee, but Student Union accepts donations as well. If it is necessary to raise funds, the written consent of CTS President is required before any fund-raising can take place.

3. 本會財務報告應每年公佈一次，並把財務報告副本給神學院辦公室和教務長備存。特別事項亦需於事後公佈財政收支情況。

The financial report of Student Union should be released once per year and forwarded copies to CTS Office and CTS Dean. A separate financial report is required in case of special events.

#### 十) 顧問 / Consultants

本院院長、副院長和教務長為本會當然顧問。職員會亦可邀請本會教牧同工為顧問。

CTS President, Vice President and Dean are Student Union's permanent consultant. The Board of Student Union can also invite LCHKS professors/pastors to serve as auxiliary consultants.

#### 十一) 附則 / Provisions

1. 本會章程須經三分之一會員要求，方可提出修改。修改章程須經三分之二出席會員通過，方始生效。

The Statutes of CTS Student Union can be modified if it is requested by more than 1/3 members of Student Union. Furthermore, 2/3 of the members attending the Student Assembly must consent to the modifications proposed.

2. 本會章程須經「會員大會」通過及本院院長批准方始生效。修改章程亦須經本院院長批准，方可實施。

The Statutes of CTS Student Union must be approved by the Student Assembly and endorsed by CTS President. Likewise, any alterations of the Statutes of Student Union require the endorsement of CTS President.