

● Constitution

I Definition

In this constitution:

- “Society” refers to the Translation Society of the Department of Chinese and Bilingual Studies, the Hong Kong Polytechnic University;
- “Committee” refers to the Executive Committee of the Translation Society of the Department of Chinese and Bilingual Studies;
- “Members” refers to the registered members of the Translation Society of the Department of Chinese and Bilingual Studies;
- “Constitution” refers to the Constitution of the Translation Society of the Department of Chinese and Bilingual Studies.

II General

1. Name

The name of the Society is “the Translation Society of the Department of Chinese and Bilingual Studies (TranSoc)” (中文及雙語學系翻譯學會).

2. Affiliation

The Society is a student society affiliated with the Department of Chinese and Bilingual Studies (CBS), the Hong Kong Polytechnic University (PolyU).

3. Aims

- To unite all CBS students and students from other departments at PolyU who have a keen interest in translation and interpretation; and
- To provide all TranSoc students with a platform on which they can hone their translation and interpreting skills.

III Membership

1. Eligibility

All students majoring in CBS, minoring in translation and bilingual communication or students from other departments at PolyU who have taken any translation or interpretation courses offered by CBS may apply to become members of TranSoc, and they shall pay the membership fee as defined in the Constitution.

2. Membership fee

The membership fee is divided into 2 types:

- HKD\$50 for one academic year, or
- HKD\$100 for all the academic years during their academic studies at PolyU. Membership fees are non-refundable.

3. Benefits

All Members shall have the following benefits:

- Enjoy welfare provided by the Society.

- Express opinions and make suggestions to the Society.
- Participate in TranSoc activities (such as translation workshops, translation competitions, gatherings organized for members, etc.).
- Be engaged in translation work provided or referred by the Society.

IV Executive Committee

TranSoc is administered by the Executive Committee consisting of ten members from four executive teams as follows:

- President
- Two Vice-Presidents
- Four Executive team leaders:
 - Financial Team leader and his/her deputy
 - Communication Team leader and his/her deputy
 - Event Organizing Team leader and his/her deputy
 - Secretary Team leader and his/her deputy

1. The responsibilities of each team are listed as follows:

1.1 Financial Team

- Collecting membership fees;
- Managing the Society's revenue and expenditure;
- Ensuring the balance of the Society's budgets;
- Keeping a record of every expense claim submitted by Members or a third party (e.g., cooperative partners);
- Working with other executive teams of the Society to prepare the Society's budgets;
- Submitting annual financial reports for the Annual General Meeting (AGM).

1.2 Communication Team

- Collecting TranSoc Members' opinions (e.g., via surveys) and responding to new ideas and suggestions proposed by Members and advisors;
- Handling complaints from TranSoc Members and non-members;
- Ensuring that the Society's messages are consistent, including messages from third parties involved;
- Ensuring the quality of the information to be posted;
- Cooperating with the relevant executive teams or any third parties in promoting TranSoc activities;
- Designing promotion materials (e.g., pens, posters, leaflets) for activities to be organized by the Society; and
- Publicizing events and releasing job information to TranSoc Members through proper channels.

1.4 Event Organizing Team:

- Organizing TranSoc events;
- Inviting alumni or renowned translators for networking and sharing;

- Organizing workshops for translation competitions sponsored by different organizations or institutions; and
- Organizing on-campus translation or interpreting competitions.

1.5 Secretary Team

- Drafting the regulations of the Society;
- Keeping minutes of every meeting held by the Society;
- Preparing reports of the Society’s activities throughout the year for the Annual General Meeting (AGM); and
- Drafting regulations for any TranSoc events or activities

2. Bi-Weekly General Meeting

All Committee members shall attend Bi-Weekly General Meetings.

3. Term of Office

From 18 January of the current year to 17 January of the following year.

V. Election

1. Executive committee

1.1 Constituency

Proposed committee shall be elected by Members.

1.2 Procedures

- The Annual General Meeting (AGM) shall be held in December at the latest every year;
- Proposed committee shall consult with Members during the AGM;
- All Members shall be voting members. Each member shall have one vote.
- All ballots shall be counted openly;
- The results of the ballot shall be announced.

1.3 Conditions

An election shall require a minimum of 50% voter turnout.

The number of ballots marked “agree” shall be no less than 50% of the total number of valid votes.

1.4 Re-election

In the event that the above-mentioned conditions are unfulfilled, re-election will be held, following the procedure stated in 6.2.2.

2. Membership

2.1 Members’ Voting Right

All registered Members have the right to vote for the new executive committee.

2.2 Impeachment

Members have the right to impeach the executive committee.

If the percentage of Members who support the motion of impeaching the Committee has reached 10%, a new election shall be held.

3. Consultative Committee of Academic Advisors

The Consultative Committee of Academic Advisors shall consist of alumni of the Department of Chinese and Bilingual Studies and the teaching staff of PolyU nominated by the executive committee. This committee has the following responsibilities:

3.1 Make Final Decision

In the case of divergent views between the Committee and the Members or within the Committee, the final judgment rests with the consultative committee.

3.2 Provide Advices

The Consultative Committee may provide the translation society with suggestions related to translation and propose feasible plans, if any.

4. Voting method

Where significant modifications (modification of the Constitution, modification of the Committee) of the Society's regulations are proposed, all Members are required to vote (except advisors, nominees and seconders, and members whose membership fee is overdue). The proposal shall take effect if two-thirds of the Members agree to do so.

VI. Funding Sources

The Society's funding will come from the following three main channels:

- Membership fees;
- Sponsorship of the Department and donations to the Society; and
- Commission from translation work completed by TranSoc Members.