

CONSTITUTION OF THE ANIMATION AND COMICS
ASSOCIATION, THE HONG KONG UNIVERSITY STUDENTS' UNION

香港大學學生會動漫聯盟憲章

(Last revised in 2019-2020 EGM1)

SECTION 1 GENERAL

Article 1 Name

The name of the association is “The Animation and Comics Association, The Hong Kong University Students’ Union”（香港大學學生會動漫聯盟），hereafter referred as “ACA”.

Article 2 Aims

The aims of ACA are:

- i) To promote animation and comics culture;
- ii) To promote a positive attitude towards animation and comics;
- iii) To provide a channel for members to share their feelings about animation and comics;
- iv) To encourage animation and comics related production; and
- v) To enhance relationship among members.

SECTION 2 MEMBERSHIP

Article 1 Membership

There are 3 types of membership:

- i) Full Membership;
- ii) Associate Membership; and
- iii) Honorary Membership.

Article 2 Requirements of Membership

- i) Any Full Member of the Hong Kong University Students' Union can become a Full Member of ACA on payment of annual subscription fee;

- ii) Any person who is interested in ACA can become an Associate Member on payment of annual subscription fee; and
- iii) For persons who had contributions to ACA, being invited by the current executive committee with approval in a General Meeting can become an Honorary Member.

Article 3 Rights of Members (*Amended in 2019-2020 EGM1*)

- i) All members have the right to use the facilities and enjoy the welfare provided by ACA;
- ii) All members have the right to participate in any function organized by ACA;
- iii) All full members have the right to attend all General Meetings with full speaking right;
- iv) All full members have the right to propose, to second motions and to vote in all General Meetings; and
- v) All full members have the right to nominate or to be nominated in an election of all General Meeting.

Article 4 Term of Membership (*Amended in 2019-2020 EGM1*)

- i) The term of full and associate Membership shall commence once registered and terminate on 31st July of the coming year;
- ii) The membership fees of ACA shall be approved by Cultural Association Council, HKUSU annually; and
- iii) The term of honorary Membership is permanent.

SECTION 3 EXECUTIVE COMMITTEE

Article 1 Executive Committee members

The executive committee consists of the following members:

- i) 1 Chairperson;
- ii) 1 Internal Vice-Chairperson;
- iii) 1 External Vice-Chairperson;
- iv) 1 Financial Secretary;
- v) 1 General Secretary;
- vi) 1-2 External Secretary (ies);

- vii) 1-3 Property Secretary (ies);
- viii) 1 Information Secretary;
- ix) 1-3 Promotion Secretary (ies); (*Amended in 2014-2015 AGM*)
- x) 1-2 Publication Secretary (ies); and
- xi) 1 Social Secretary.

Article 2 Duties of executive committee members (*Amended in 2019-2020 EGM1*)

The duties of executive committee members are:

- i) Chairperson shall:
 - a. be responsible for supervising all functions and activities; and
 - b. be responsible for presiding over all the executive committee meetings.
- ii) Internal Vice-Chairperson shall:
 - a. be responsible for assisting Chairperson for internal affairs; and
 - b. be responsible for acting Chairperson in the absence of Chairperson.
- iii) External Vice-Chairperson shall:
 - a. be responsible for assisting Chairperson for external affairs; and
 - b. be responsible for external communication.
- iv) Financial Secretary shall:
 - a. be responsible for financial issues;
 - b. be responsible for annual budget; and
 - c. be responsible for annual financial report.
- v) General Secretary shall:
 - a. be responsible for taking minutes at meetings;
 - b. be responsible for general administrative duties; and
 - c. be responsible for year plan and annual report.
- vi) External Secretary shall:
 - a. be responsible for welfare;
 - b. be responsible for marketing; and
 - c. assist External Vice-Chairperson on external communications.

- vii) Property Secretary shall:
 - a. be responsible for the properties of ACA including the material lending services; and
 - b. be responsible for the annual stock list.

- viii) Information Secretary shall:
 - a. be responsible for I.T. related affairs.

- ix) Promotion Secretary shall:
 - a. be responsible for publicity-related affairs.

- x) Publication Secretary shall:
 - a. be responsible for general publications.

- xi) Social Secretary shall:
 - a. *(Repealed in 2019-2020 EGM1)*
 - b. be responsible for enhancing relationship among ACA members.

Article 3 Executive Committee meeting

A simple majority shall form a quorum for executive committee meetings.

Article 4 Election

The executive committee members are elected during General Meeting(s).

Article 5 Nomination *(Amended in 2019-2020 EGM1)*

Open nomination for new executive committee shall be held seven clear days before General Meetings.

Article 6 Vacancies *(Amended in 2019-2020 EGM1)*

Vacancies in the executive committee could be filled at General Meetings.

Article 7 Session

A session of the executive committee must include the Chairperson, the Internal Vice-Chairperson, the External Vice-Chairperson and the Financial Secretary.

Article 8 **Term of office** (*Appended in 2019-2020 EGM1*)

The term of office of a member of the Executive Committee shall commence upon election in the Annual General Meeting or an Extraordinary General Meeting of the Society and terminate when a candidate for the corresponding post is elected in the next session; otherwise, it shall terminate upon the closing of the next Annual General Meeting.

SECTION 4 **GENERAL MEETING**

Article 1 **Business** (*Appended in 2019-2020 EGM1*)

The business of the Annual General Meeting includes:

- i) Consideration of the annual report and financial reports; and
- ii) Election of executive committee of next session.

Article 2 **Notice** (*Amended in 2019-2020 EGM1*)

ACA executive committee members shall inform its Full Members of the arrangements in written form at least seven clear days before General Meetings.

Article 3 **Quorum** (*Amended in 2019-2020 EGM1*)

For any General Meeting of ACA, seven percent (7%) of or twenty (20) full members of ACA, whichever the more, shall form a quorum.

Article 4 **Extraordinary General Meeting** (*Amended in 2019-2020 EGM1*)

An Extraordinary General Meeting shall be held upon the request of the Executive Committee, or the written request of five percent (5%) of or fifteen (15) full members of ACA, whichever the more.

Article 5 **Date of Annual General Meeting** (*Amended in 2019-2020 EGM1*)

Except with the permission of the Cultural Council, the Annual General Meeting of ACA shall be held within the period starting from the first day of January to the fifteenth day of March.

Article 6 Agenda of Annual General Meeting *(Amended in 2019-2020 EGM1)*

The following business must be included in the agenda of the Annual General Meeting:

- i) To receive and adopt the agenda;
- ii) To receive and adopt the minutes of the previous Annual General Meeting and Extraordinary General Meeting(s) (if any);
- iii) To receive and adopt the Annual Functional Report;
- iv) To receive and adopt the Annual Financial Report;
- v) To elect the Executive Committee of the next session;
- vi) To receive the Year Plan and Financial Budget;
- vii) To authorize the newly elected Chairperson and Financial Secretary to be in charge of the official bank account of ACA jointly; and
- viii) Any other business.

Article 7 Vote in General Meeting *(Appended in 2019-2020 EGM1)*

- i) When there is only one candidate for the post, the attending Full Members of ACA shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes cast is for the candidate.
- ii) When there are two candidates for one post, a straight ballot shall be held. In the event of a tie a re-election shall be held.
- iii) When there are more than two candidates for one post the attending Full Members of ACA shall indicate on their ballot sheets theirs of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the pool on the count shall be declared to have lost, and his /her votes shall be distributed among according the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he/she is declared elected.

SECTION 5 CONSTITUTION

Article 1 Interpretation

The interpretation of the Constitution shall rest with the Executive Committee of ACA.

Article 2 **Amendments** (*Amended in 2019-2020 EGM1*)

The Constitution can only be amended in a General Meeting. Proposal or amendment (with clauses in detail) shall be publicized at least seven clear days before the meeting.

Article 3 **Passing of amendment**

The amendment of the Constitution shall be passed with a two-thirds majority in a General Meeting.