

Constitution of The Animation and Comics Association
Hong Kong University Students Union
香港大學學生會動漫聯盟憲章
(last revised in 2014-2015 AGM)

Section 1 General

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

1.2 The aims of ACA are:

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

Section 2 Membership

2.1 There are 3 types of membership:

- Full Membership;
- Associated Membership; and
- Honorary Membership.

2.2 Requirements of Membership

- Full Membership:

Any Full Member of the Hong Kong University Students' Union can become a full member of ACA on payment of annual subscription fee.

- Associated Membership:

Any person who is interested in ACA can become an associated member on payment of annual subscription fee.

- Honorary Membership:

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.

2.3 Rights of Members

- All members have the right to use the facilities and enjoy the welfare provided by ACA.

- All members have the right to participate in any function organized by ACA.

- All full members have the right to attend all General Meetings with full speaking right.

- All full members have the right to propose, to second motions and to vote in all General Meetings.

- All full members have the right to nominate or to be nominated in an election of all General Meeting.

2.4 Term of Membership

- The term of Full and Associated Membership shall commence once registered and terminate on 31st July of the coming year

- The membership fees of ACA shall be approved by Cultural Association Council, HKUSU annually.

- The term of Honorary Membership is permanent.

Section 3 Executive Committee

3.1 The executive committee consists of the following members:

- 1 Chairperson;
- 1 Internal Vice-Chairperson;
- 1 External Vice-Chairperson;
- 1 Financial Secretary;
- 1 General Secretary;
- 1-2 External Secretary (ies);
- 1-3 Property Secretary (ies);
- 1 Information Secretary;
- 1-3 Promotion Secretary (ies); (Amended in 2014-2015 AGM)
- 1-2 Publication Secretary (ies).
- 1 Social Secretary.

3.2 The duties of executive committee members are:

- Chairperson
 - Supervises all functions and activities
 - Presides over all the executive committee meetings
- Internal Vice-Chairperson
 - Assists Chairperson for internal affairs
 - Be the acting Chairperson in the absence of Chairperson

- External Vice-Chairperson
 - Assists Chairperson for external affairs
 - Be responsible for external communication
- Financial Secretary
 - Be responsible for financial issues
 - Drafts annual budget
 - Be responsible for annual financial report
- General Secretary
 - Takes minutes at meetings
 - Be responsible for general administrative duties
 - Be responsible for annual report
- External Secretary
 - Be responsible for welfare
 - Be responsible for marketing
 - Assists External Vice-Chairperson on external communications
- Properties Secretary
 - Be responsible for the properties of the society include the material lending services
 - Be responsible for the annual stock list
- Information Secretary
 - Be responsible for I.T. related affairs
- Promotion Secretary
 - Be responsible for publicity-related affairs

- Publication Secretary
 - Be responsible for general publications
- Social Secretary
 - Enhances relationship and coordination among executive committee members
 - Enhances relationship among ACA members (Amended in 2014-2015 AGM)

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

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

3.5 Open nomination for new executive committee shall be held seven days before the Annual General Meeting.

3.6 Vacancies in the executive committee shall be filled at Extraordinary General Meeting.

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

3.8 The session of Executive Committee shall commence once elected at Annual General Meeting or Extraordinary General Meeting and terminated at the next Annual General Meeting.

Section 4 General Meeting

4.1 The business of the Annual General Meeting includes:

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

4.2 ACA would inform its Full Members of the arrangements in written form at least seven clear days before the meetings. For an Extraordinary General Meeting, the time limit shall be three clear days.

4.3 For any General Meeting of ACA, 7% or twenty full members of ACA, whichever the more, shall form a quorum.

4.4 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 the ACA, whichever the more.

4.5 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 third week of March.

4.6 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. Election of 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
- viii. Any other business

4.7 vote in General Meeting:

- 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.

- 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.

- When there are more than two candidates for one post the attending Full Members of ACA shall indicate on their ballot sheets their 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

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

5.2 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.

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