

The Animation and Comics Association , HKUSU Constitution

香港大學學生會動漫聯盟憲章

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), abbreviated as "The Animation and Comics Association". 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 comics 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 a 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 members.

2.3 Rights of Members

- All members have the rights to use the facilities and enjoy the welfare provided by ACA.
- All members have the rights to participate in any function organized by ACA.
- All members have the rights to attend any General Meeting of ACA.
- Full members have the rights to speak, second, move and vote in any General Meeting.
- Full members have the rights to nominate or to be nominated in an election of any General Meeting.

2.4 Term of Membership

- The term of Full and Associated Membership starts from 1st August and ends on 31st July of the coming year.
- 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);
- 1-2 Property Secretary (ies);
- 1 Information Secretary;
- 1-2 Promotion Secretary (ies);
- 1-2 Publication Secretary (ies).

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
 - Enhances relationship and coordination among executive committee members
- 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
 - To assist external 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

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 should be held seven days before the Annual General Meeting.

3.6 Vacancies in the executive committee shall be filled at Extraordinary General Meeting called by the current executive committee members.

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

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.

Section 5 Constitution

5.1 The executive committee, represented by Chairperson, has the sole right to interpret this Constitution.

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