

# CONSTITUTION OF HONG KONG STUDENTS' ASSOCIATION

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Revised April 30, 2009

## PREAMBLE:

We, the members of the Hong Kong Students' Association, hereby solemnly proclaim its promotion of good fellowship among all members of this organization, lasting friendship between the student communities, and the preservation of the Hong Kong cultural heritage.

## ARTICLE I: NAME

This organization shall be named the Hong Kong Students' Association, otherwise referred to as HKSA.

## ARTICLE II: MEMBERS

Membership in the Hong Kong Students' Association will be open to all students at Northwestern willing and able to comply with the charter and participate in HKSA-sponsored events. A two-thirds majority of the registered membership or twenty-five members, whichever is larger, must be undergraduate students enrolled full-time at Northwestern. Hong Kong Students' Association will conform to all ASG student group guidelines. HKSA, in no way, will discriminate its membership on the basis of any specific race, color, national origin, age, sex, or sexual orientation.

## ARTICLE III: EXECUTIVE COMMITTEE

The Executive Board shall be the governing body of the Hong Kong Students' Association. It shall consist of a total of six positions including President, Vice President, Secretary, Treasurer, Publicity Coordinator, and Media Chair. The duties of the positions are as follows:

### SECTION 1: PRESIDENT

The President shall be the chief executive officer of HKSA and shall exercise general supervision and provide overall control over its programs as well as prepare meeting agendas and chair its regular business meetings. He or she shall be the contact person for inter school events. The President may request for the appointment of Junior Executive members to the Executive Board.

### SECTION 2: VICE PRESIDENT

The Vice President shall assist the President and other officers in coordinating activities. He or she shall act as a liaison to the university and other student organizations. Should the President leave office prior to completion of his or her term, the Vice President shall assume office temporarily and schedule an election to appoint a new President.

### SECTION 3: SECRETARY

The Secretary shall be responsible for scheduling and reserving rooms for meetings, taking meeting minutes, keeping official documents of the organization and maintaining the HKSA listserv.

#### SECTION 4: TREASURER

The Treasurer shall be responsible for maintaining the financial records of the organization, and for applying for or soliciting funding through various channels. The Treasurer shall act as a liaison to financial committees within the Northwestern community and the general public.

#### SECTION 5: PUBLICITY COORDINATOR

The Publicity Coordinator shall be responsible for designing advertisements and coordinating publicity campaigns for HKSA activities. He or she shall be the contact person for the general members of HKSA.

#### SECTION 6: MEDIA CHAIR

The Media Chair shall be responsible for the creation of media such as newsletters and pamphlets. He or she shall also be responsible for creating and maintaining the HKSA website and the Facebook group.

#### SECTION 7: JUNIOR EXECUTIVE MEMBERS

At the request of the President and with the approval of 4 out of the 6 officers, the addition of Junior Executive members may be considered. The candidates must fill out an application and be interviewed by the Executive Board. At least 4 out of the 6 officers must approve of the candidate, and no more than two Junior Executive members may be appointed. Junior Executive members are non-voting members in regards to approving amendments to the Constitution and the impeachment of officers. The appointed term shall terminate at the end of the academic quarter.

### ARTICLE IV: ELECTIONS

The Executive Board shall be elected at the end of each Winter Quarter. The newly elected officers shall assume their offices and responsibilities at the beginning of Spring Quarter until the end of the Winter Quarter of the following calendar year.

#### SECTION 1: ELIGIBILITY TO VOTE

Anyone who wishes to vote must be an active member. An active member is defined as a person who has fulfilled both of the following criteria:

1. The member is subscribed to the HKSA listserv.
2. The member has attended at least three events in the past two Quarters or 40% attendance in the events in the past two Quarters, whichever is lower.

#### SECTION 2: ELIGIBILITY TO BE CONSIDERED A CANDIDATE

A member who wishes to be considered a candidate for offices on the Executive Board must be an active member, and in addition, must fulfill both of the following criteria:

1. The member has completed an application approved by the outgoing Executive Board.

Specific events will be clarified throughout the academic year. A member who is absent from campus for an extended duration or who fails to fulfill any of the above criteria may appeal to the Executive Board. Only in special circumstances will exceptions be granted.

### SECTION 3: ELECTION RESULTS

1. Each eligible voter shall cast his or her ballot as follows: he or she shall rank his or her choices in order on a secret ballot. A blank vote constitutes an abstained vote. Abstained votes are not ignored and are included in the total number of votes.
2. The votes shall be tallied by members of the outgoing Executive Board who are not candidates in any election and by any others a majority of the outgoing Executive Board deems trustworthy.
3. The number of first place votes each candidate receives shall be counted. Should any candidate be listed first on a majority of the ballots cast, he or she shall be declared the winner. If no candidate receives a majority, the candidate who received the fewest number of first place votes shall be eliminated. After a candidate is eliminated, the ballots shall be recounted, with each vote going to the non-eliminated candidate most preferred by the voter. If no candidate has a majority, the candidate with the fewest votes shall be eliminated. The previous two steps shall be repeated until one candidate has received a majority of votes cast.
4. In the event that there is only one candidate for a specific position, the candidate must receive a confidence vote of over fifty-percent of the valid votes.
5. In the event that a candidate is not able to attend the vote because of unavoidable circumstances, arrangements will be made accordingly.

### SECTION 4: VOTING ORDER

In the event that a candidate does not win a desired office, the member is eligible to run for another office as a write in. The voting order shall be President, Vice-President, Treasurer, Publicity Coordinator, Secretary, and Media Chair.

In the event that an executive board post is vacant or an officer cannot continue serving at his/her post during the term, the Executive Board will determine whether the vacancy will need to be filled. Should the Executive Board decide that the vacant post should be filled, a voting procedure for new candidates will be determined, at that time, by the Executive Board.

## ARTICLE V: MEETINGS

A general meeting shall be held at least once every Quarter during the academic year. Announcements shall be made to all members. These regular meetings are open to all members of the Northwestern community. Special meetings may be called by the Executive Board.

## ARTICLE VI: AMENDMENTS

Amendments to the Constitution shall be presented in writing at any regular general meeting. Any member can petition for an amendment. The amendment is ratified only if 4 out of the 6 officers approve.

## ARTICLE VII: IMPEACHMENT

An executive officer may be removed from office for failing to fulfill their executive duties. To impeach an officer, 4 out of the 6 officers must approve. After the removal of an officer, new elections shall be held to fill the executive post.