

**THE CONSTITUTION
OF
POSTGRADUATE STUDENT ASSOCIATION
OF THE UNIVERSITY OF HONG KONG**

(LAST AMENDED ON 19/06/2017)

PREAMBLE

We, the members of Postgraduate Student Association (PGSA) of the University of Hong Kong, subscribing to the regulations and policies of the University of Hong Kong, establish this Constitution to govern the matters within our organization.

I.

DEFINITIONS

In this Constitution,

“University” shall mean the University of Hong Kong;

“Student” shall mean a postgraduate student of the University of Hong Kong, as defined in the University Statutes;

“Term” shall mean the same as stated in the University Statutes;

“Association” shall mean the Postgraduate Student Association of the University of Hong Kong;

“PGSA” shall mean the Postgraduate Student Association of the University of Hong Kong;

“Constitution” shall mean the Constitution of the Postgraduate Student Association of the University of Hong Kong;

“Sub-organizations” shall mean all postgraduate clubs or associations formed within Departments, Schools, Centers and Faculties with the consent of the Association.

“Council” shall mean the Council of Postgraduate Student Association of the University of Hong Kong.

II.

GENERAL

Article 1 – NAME

- a) The English name of the Association shall be the “Postgraduate Student Association of the University of Hong Kong”. The official abbreviation of the Association is “PGSA or HKU PGSA or HKU_PGSA or HKUPGSA”;
- b) The Chinese name of the Association shall be the “香港大學研究生會”.

Article 2 – MISSIONS

The missions of the Association shall be:

- a) To promote postgraduate students’ welfare,
- b) To serve all postgraduate students of the University,
- c) To promote the communication between postgraduate students and the University,
- d) To represent the postgraduate student body both locally and internationally.

Article 3 – OFFICIAL LANGUAGES

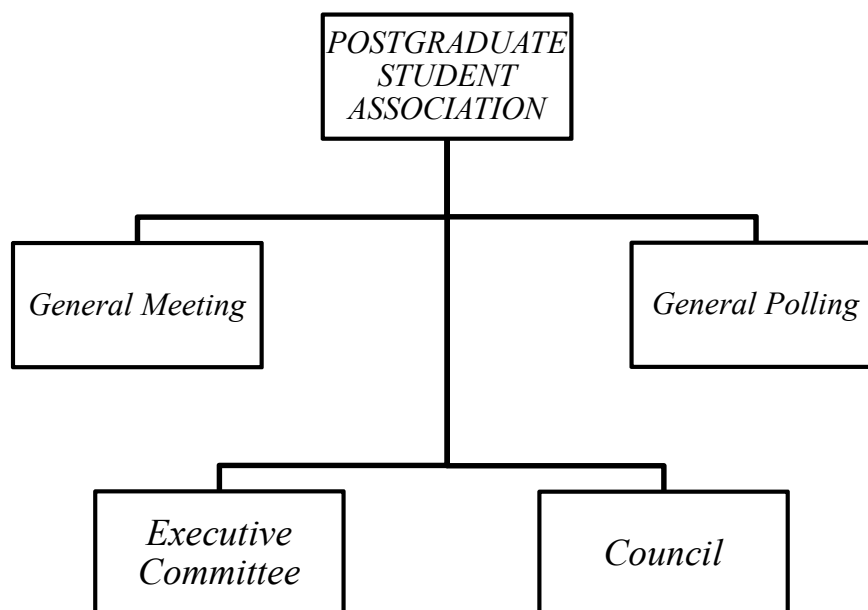
- a) English and Chinese shall be the official languages of the Association;
- b) For Chinese, traditional Chinese shall be used in writing.
- c) Documents can only be written and explained by English.

Article 4 – ASSOCIATION SESSION

The Executive Committee Session shall commence on 1 July and terminate on 30 June of the next year.

The Council Session shall commence on 1 June and terminate on 31 May of the next year.

Article 5 – STRUCTURE



III.

MEMBERSHIP

Article 1 – MEMBERSHIP

The membership of the Association shall include the following three classes:

a) **ASSOCIATE MEMBERSHIP**

All current postgraduate students of the University are admitted as PGSA Associate Members automatically. The Associate Membership of a student will be upgraded to Full Membership right after the student has submitted the application form and paid the admission fee;

b) **FULL MEMBERSHIP**

Full Membership is open for application by any current postgraduate student of the University. Full Membership will expire right after the student graduates from the University;

c) **ALUMNI MEMBERSHIP**

Only Full Membership will be transferred to Alumni Membership automatically once the student finishes his/her study at the University of Hong Kong. This class of membership is also open for application by any past graduate of the University's postgraduate programmes.

Article 2 – MEMBERSHIP QUALIFICATION

a) Associate Membership: Being a currently registered postgraduate of the University.

b) Full Membership: Being currently registered postgraduate of the University, having applied for the Full Membership and paid the membership fee.

c) Alumni Membership:

i) Full Membership will be transferred to Alumni Membership automatically once the member finishes his/her study at the University.

ii) Graduates of the University's postgraduate programmes who had paid the membership fee.

iii) Membership fee will be reviewed upon request.

Article 3 – PRIVILEGES

The members of the Association shall have the privileges described as follow:

- a) Associate Members have the rights to vote in the Annual Election and General Meetings. Associate Members shall not have the rights to be elected into Executive Committee of PGSA;
- b) Full Members have the rights to vote and to be elected in the Annual Election and General Meetings. Full members shall enjoy a discount of registration fee for the activities organized by the PGSA. Full members are eligible for admission to sub-organizations of the PGSA. Admission to PGSA sub-organizations shall be considered by the corresponding sub-organization's Executive Committee according to relevant regulations;
- c) Alumni Members can enjoy a discount of registration fee for the activities organized by the PGSA. Alumni members are eligible for admission to sub-organizations of the PGSA. Admission to PGSA sub-organizations shall be considered by the corresponding sub-organization's Executive Committee according to relevant regulations.

IV.

GENERAL MEETINGS AND GENERAL POLLINGS**Article 1 – AUTHORITY**

General Meetings and General Polling shall possess the same and the highest authority in the Association. The resolutions of a General Meeting or General Polling can only be revoked by a subsequent General Meeting or a subsequent General Polling.

Article 2 – GENERAL MEETINGS

- a) General Meetings shall be held only with the approval of, or at the request of, either the Council or the Executive Committee, or in accordance with a requisition signed by no less than five percent of the Full Members of the Association. The Annual General Meeting (AGM) shall be held within two weeks after the Annual Election of the Executive Committee;
- b) The President of the Association shall be the ex-officio Convener of General Meetings. In the absence of the President, the Chairman of the Council shall be the Convener of General Meetings;
- c) Minutes of General Meetings shall be taken by officers in the Secretariat of the Executive Committee;
- d) All members of the Association, Executive Committee members, and Council members have full speaking right and voting right toward affairs discussed in the General Meetings;
- e) A notice of General Meeting and the motion or motions to be voted on shall be posted three clear days beforehand.

Article 3 – GENERAL POLLINGS

- a) General Polling shall only be conducted by the Council with the approval of, or at the request of, either the Council or the Executive Committee, or in accordance with a requisition signed by no less than five percent of the Full Members of the Association.
- b) Voting shall take place at polling stations which shall open for no less than eight hours.
- c) A notice of all General Polling and the motion or motions to be voted on shall be posted three clear days beforehand.

Article 4 – PUBLICITY

The minutes of all General Meetings and the results of all General Polling shall be publicized to all members of the Association.

V.
COUNCIL

Article 1 – PURPOSE

The purpose of the Council is to supervise the Association's Executive Committee in its executive work.

Article 2 – MISSION

The mission of the Council shall be:

- a) To oversee the Association's General Polling and the transition of Executive Committee officers
- b) To oversee the financial operation of the Association's Executive Committee,
- c) To oversee the preservation and management of the Association's property and the Executive Committee Archives,
- d) To serve as a recognized channel of communication between the Association's members, the Association's Executive Committee, and the University.

Article 3 – AUTHORITY

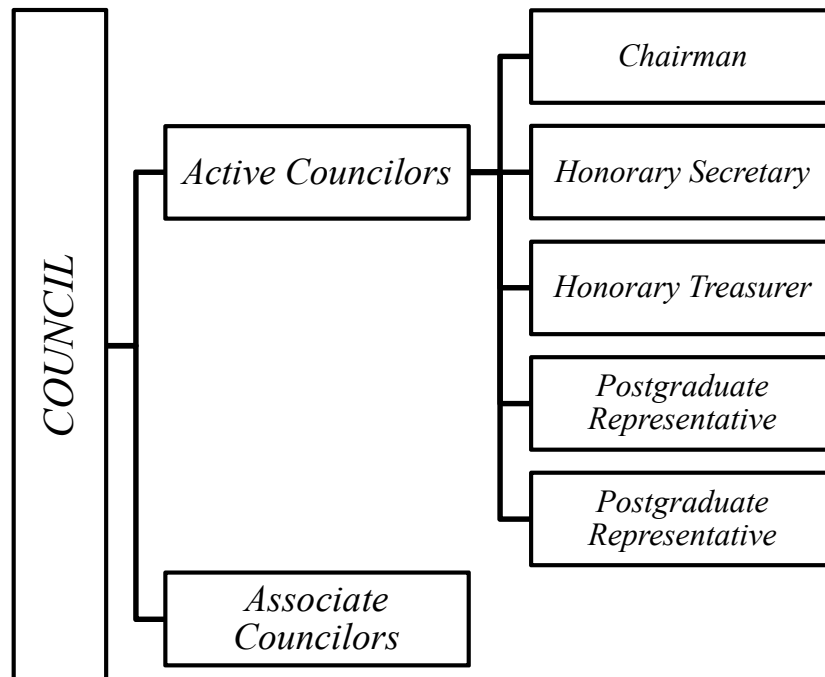
The Council shall have the authority only second to the Association's General Polling and General Meeting, and parallel to the authority of the Association's Executive Committee.

Article 4 – COMPOSITION OF COUNCILORS

Members of the Council are composed of Active Councilors and Associate Councilors.

- a) The Active Councilors of the Council shall be:
 - i) The Chairman of the Council
 - ii) The Honorary Secretary of the Council
 - iii) The Honorary Treasurer of the Council

- iv) Two Popularly Elected Postgraduate Representatives of the University
- b) The Associate Councilors of the Council shall be the current session of Executive Committee.
- c) All Council Members have the right to request a Council Meeting according to relevant provisions (detailed see Section V, Article 2).
- d) Structure



Article 5 – ACTIVE COUNCILORS

Active Councilors shall have the full speaking and voting rights towards every business of the Council.

a) **CHAIRMAN**

The Chairman of the Council shall be elected in the First Council Meeting of the new term by the current Active Councilors and Associate Councilors. The term of the Chairman for each session of the Council is one year. Only Current Associate Councilors, except President of the Executive Committee, are eligible to apply for the Chairman of the Council. The Chairman's candidate should maintain postgraduate student status for at least 13 months during the session of the Council.

b) **HONORARY SECRETARY**

The Honorary Secretary of the Council shall be elected in the First Council Meeting of the new term by the current Active Councilors and Associate Councilors. The term of the Honorary Secretary for each session of the Council is one year. Only Current Associate Councilors are eligible to apply for the Honorary Secretary of the Association's Council. The Honorary Secretary's candidate should maintain postgraduate student status for at least 13 months during the session of the Association's Council.

c) **HONORARY TREASURER**

The Honorary Treasurer of the Council shall be elected in the First Council Meeting of the new term by the current Active Councilors and Associate Councilors. The term of the Honorary Treasurer for each session of the Council is one year. Only Current Associate Councilors are eligible to apply for the Honorary Treasurer of the Council. The Honorary Treasurer's candidate should maintain postgraduate student status for at least 13 months during the session of the Council.

d) **TWO POPULARLY ELECTED POSTGRADUATE REPRESENTATIVES**

Two popularly postgraduate representatives shall be elected as Active Councilors of the Council through General Polling. Their term for each Session of the Council is one year. All Full Membership members of the Association, except Current Active Councilors, are eligible to apply for the two Popularly Elected Postgraduate Representatives of the Council. The candidate should maintain postgraduate student status for at least 13 months during the session of the Council.

Article 6 – ASSOCIATE COUNCILORS

- a) Associate Councilors do not have voting right towards every business of the Council, except business pertaining to the amendment of the Constitution.

Article 7 – MEETING

- a) The First Council Meeting shall be held in the week prior to the notification week of the Association's Annual Election. The Council shall hold at least two Council Meetings in each Session of the Association;
- b) The Council can convene General Meetings of the Association according to relevant provisions (detailed see Section V, Article 2) at any time in each Session of the Association;
- c) The Chairman shall take the Chair of all Council Meetings. In the absence of the Chairman, the Honorary Secretary shall convene the Meeting; in the absence of both Chairman and Honorary Secretary, the Honorary Treasurer shall convene the Meeting;
- d) The Chairman shall take the Chair of all General Meetings of the Association. In the absence of the Chairman, the President of the Association shall convene the Meeting;
- e) The Honorary Secretary should take minutes of all Council Meetings. All Council Meeting Minutes shall be signed by the Council Chairman and be open to all members of the Association;
- f) Council Meetings shall be convened by the Council Chairman, or at the request of the President of the Association, or at the request of any Council Member seconded by two Council Members;
- g) A notice of Council Meeting and the agenda shall be sent to all Council Members at least three clear days ahead.

Article 8 – BUSINESS

- a) The Council shall remind the Executive Committee to prepare transition issues in early May.
- b) The Council shall oversee and facilitate the transition of Executive Committee Officers. The following are the major handover issues:

- i) To update the Association's Office-bears' information and backup the archives at the Licensing Office, Hong Kong Police Force,
- ii) To update the Association's Bank Account Holders' information at the Hong Kong and Shanghai Banking Corporation Limited (HSBC),
- iii) To update the Association's Office-bears' information and backup the archives at the Registry of the University,
- iv) To update the Association's Office-bears' information at the University's Student Affairs Office and the Graduate School,
- v) To ensure the Association's Official Chop and Financial Chop are passed down to the new Session,
- vi) To ensure every key of the Association's Offices are passed down to the new Session,
- vii) To ensure all the properties and documents reported in the Executive Committee's Annual Report are passed down to the new Session.

In case that the Council detected severe problems during the transition, such as loss of the important properties of the Association, the Council shall call for General Meeting to discuss relevant issues.

- c) The Council shall receive and review the approved Annual Budget Estimates of the Income and Expenditure by the Executive Committee (ABEIE) at the beginning of each Association's Session. In case that the Executive Committee has not submitted the ABEIE to the Council within five weeks after the Annual General Meeting, the Council shall send warning letters to the Executive Committee and inform all members of the Association.
- d) The Council shall request and review the Mid-term Budget Estimates of the Income and Expenditure by the Executive Committee (MBEIE) six months after the Annual General Meeting. In case that the Executive Committee has not submitted the MBEIE to the Council within four weeks after receipt of the Council's request of MBEIE to the Executive Committee, the Council shall send warning letters to the Executive Committee and inform all members of the Association.
- e) The Council shall receive and review the Annual Report prepared by the Executive Committee at the First Council Meeting according to the relevant provisions (detailed see Section V, Article 7). The Council shall adopt the Annual Report in the Annual General Meeting.

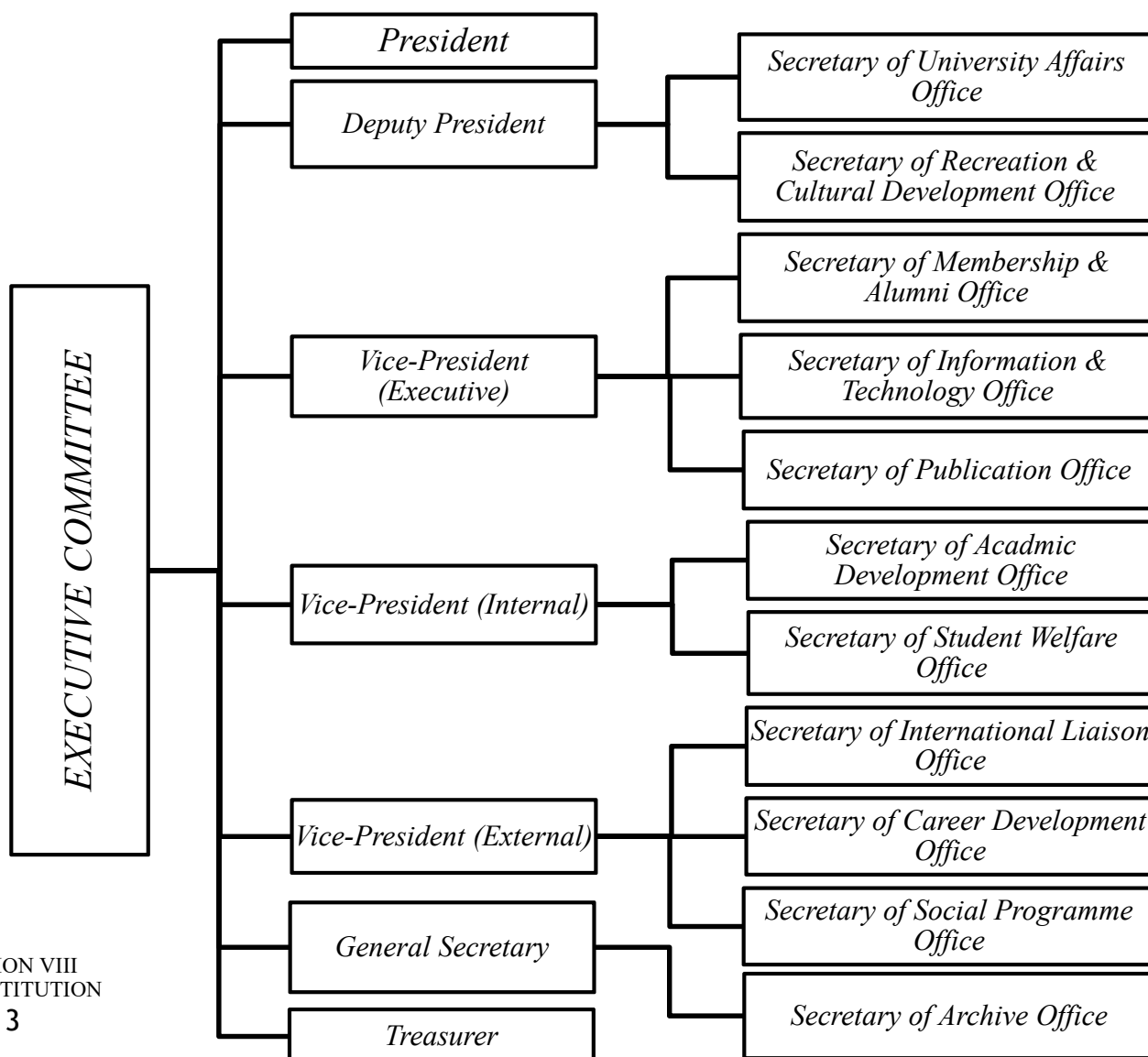
VI.

EXECUTIVE COMMITTEE**Article 1 – PURPOSE**

The purpose of the Executive Committee is to operate and manage the Association efficiently and effectively in accordance to the aims and the missions.

Article 2 – STRUCTURE AND MEMBERSHIP

The structure and membership of the Executive Committee of Postgraduate Student Association of The University of Hong Kong. The members of the Executive Committee are referred to as Executive Committee Members, Executive Members, or Executives.



Article 3 – FUNCTION

- a) The function of the Executive Committee includes:
 - i) To formulate policies of the Association in accordance with its aims,
 - ii) To organize activities of the Association in accordance with its aims,
 - iii) To carry out the resolutions of the General Meeting, the General Polling and Association Council.
- b) The actions of the Executive Committee shall be subjected to the supervision by the Association's Council.

Article 4 – MEETING

- a) The Executive Committee Meeting shall be convened by the president from time to time and at any appropriate and suitable time.
- b) Notice of the Executive Committee Meeting should inform all Committee members at least twenty-four hours beforehand.
- c) A simply majority shall form a quorum at all Executive Committee Meetings.
- d) The Meeting Minutes shall serve as the reference for the decision-making process of the Association.

Article 5 – RESPONSIBILITY OF INDIVIDUAL MEMBERS

- a) The President shall be the chief Executive and chief Representative of the Association and the joint owner of bank account of the Association;
- b) The Deputy President, shall assist the president in the affairs related to the Association. He/She shall be the ex-officio chairman of the Executive Committee under authorization of the president formally. He/she shall supervise all the sub-organizations and shall oversee the establishment and running of these entities of the Association;
- c) The Vice-President (Executive), or Executive Vice-President, shall assist the President in executive affairs about daily administration and operations of the Association. He/ she shall be the person responsible for the PGSA website (www.pgsa.hku.hk) and all the official social media accounts of the Association;

- d) The Vice-President (Internal), or Internal Vice-President, shall assist the President in the internal affairs, fostering internal coordination within the Association, and between the Association and the University
- e) The Vice-President (External), or External Vice-President, shall assist the President in external affairs and shall be responsible with the Social Program Officer for promoting the interests and participation of the student body in social issues;
- f) The Treasurer shall be the joint owner of the bank account of the Association and shall oversee in all financial matters of the Association, with the Financial Secretary responsible for the general administration of the Association Financial affairs;
- g) The General Secretary shall assist Presidents in all their duties and shall foster the internal co-ordination within the Executive Committee, with the Administrative Secretary be responsible for the general administration of the Association.
- h) The Secretary(s) of the Membership and Alumni Affairs Office shall assist in all membership matters and maintaining the interaction with the postgraduate alumni. He/She shall be responsible for maintaining records of new members to the Postgraduate Student Association on a rolling basis. He/She shall assist in the orientation activities of new students;
- i) The Secretary(s) of the Information and Technology Office shall assist in all matters relating to information technology affairs of the Association, including the maintenance and development of hardware and software resources in possession of the Association; He/She shall be responsible for the digitization of PGSA activities and related issues;
- j) The Secretary(s) of the Academic Development Office shall be responsible for encouraging and stimulating postgraduate students' interest and participation in academic events; He/she shall promote/organize events aiming at subsidizing the best academic evolution of the students during the course of their studies, facilitating them in achieving their prospective academic objectives, and defending their academic interests;
- k) The Secretary(s) of the Student Welfare Office shall promote and enhance the physical and psychological wellness of the students under a multilateral perspective. He/she shall take care of the well-being of the students organizing/promoting events sensitizing the students to various physical and psychological issues;
- l) The Secretary(s) of the University Affairs Office shall be responsible for nomination and management of student representatives for each University Committee and maintain communication channels with a variety of university departments. He/ She shall also be responsible for creating records about meetings with various University departments like CEDARS, Graduate school, Estates office and so on;

- m) The Secretary(s) of the Recreational and Cultural Development Office shall contribute to the advancement and maturation of the cultural background of the students. He/she shall create/renovate enriching sub-organizations devoted to the developing of a collective culture. The areas of concerns embrace from the various forms of arts to the social culture. He/she shall be responsible for all the related managerial issues of the abovementioned sub-organizations;
- n) The Secretary(s) of the Publication Office shall assist/ be responsible in all matters relating to publication of the Association. He/she shall be responsible for designing of PGSA paper documents and promotion materials in different formats/media. He/she shall also be assisting in the propagation and the distribution of the publications;
- o) The Secretary(s) of the International Liaison Office shall be responsible for encouraging a multicultural environment for the postgraduates in the University and stimulating cooperation with other institutions;
- p) The Secretary(s) of the Career Development Office shall assist postgraduates in their career development endeavors;
- q) The Secretary(s) of the Social Program Office shall be responsible for motivating members to participate in social activities.
- r) The Secretary(s) of the Archive Office shall be responsible for archiving the historical documents and records of activities and events.
- s) Each Secretary will supervise several Officers to fulfill the responsibility and business of the Office.

Article 6 – VOTE OF NO-CONFIDENCE

A vote of non-confidence could be called for against any member of the Executive Committee and Council on violation of the Constitution or engaged in misconduct or neglected of duties, only if the proposal of such vote is made by at least three Full Members via emails or other means.

- a) If the voting target is the President, a General Meeting shall be called by sending bulk emails to postgraduates, and a General Polling shall be carried out in the presence of at least 200 Associate Members or Full Members, and the vote shall be approved by at least one half of all attendants;
- b) If the voting target is a member of Executive Committee or Council but not the President, such vote shall take place at an Executive Committee meeting, and shall be approved by 2/3 of all Executive Committee members;
- c) A vote so passed shall require an immediate resignation of the voting target.

Article 7 – RESIGNATION

An Executive Committee member (except the President) may, at any time, resign from the Executive Committee by giving written notice of resignation at least one month earlier to the Executive Committee. An acting member shall then be appointed by the Committee within two weeks. A notice of resignation shall be signed by the Executive Committee concerned. For the President of the Association, a written notice should be submitted at least two months earlier to the Executive Committee and all PGSA members, university, police station and the bank shall be informed about the President's resignation after it takes effect.

Article 8 – RECRUITMENT OF NON-EXECUTIVE MEMBERS

PGSA may recruit project managers and/or project assistants to deal with specific tasks. The appointment of such posts shall be proposed by one or more Executive Committee members at an Executive Committee Meeting, and shall be approved by at least one half of meeting attendants.

VII.

ELECTION OF EXECUTIVES

Article 1 – ANNUAL ELECTION

The Annual Election of the Association's Executive Committee shall consist of the following posts:

- a) President
- b) Deputy President
- c) Vice-President (Executive)
- d) Vice-President (Internal)
- e) Vice-President (External)
- f) General Secretary
- g) Treasurer
- h) Secretary of the Membership and Alumni Affairs Office
- i) Secretary of the Information and Technology Office
- j) Secretary of the University Affairs Office
- k) Secretary of the Academic Development Office
- l) Secretary of the Student Welfare Office
- m) Secretary of the Recreation and Cultural Development Office
- n) Secretary of the Publication Office
- o) Secretary of the International Liaison Office
- p) Secretary of the Career Development Office
- q) Secretary of the Social Program Office
- r) Secretary of the Archive Office

Article 2 – ELECTION OFFICIAL

An annual Election Commission shall be appointed by the Council to take charge of the election process.

Article 3 – MID-TERM RECRUITMENT

In the event of a vacancy occurring in the Executive Committee, the Committee shall have the power to co-opt a person as they deem fit to fill the office through mid-term recruitment.

Article 4 – NOMINATIONS

- a) Nominations will be opened at least four weeks before the Election Day (or as soon as the notice of election is issued) and will be at latest closed one week before the Election Day;
- b) All nominees shall be Full Members of the Association and shall not concurrently serve as proposers or seconders of any nominee;
- c) Nominations shall be made on the forms provided for the purpose, which at a minimum should contain the following information:
 - i) The name of the candidate,
 - ii) The signatures of a proposer and a seconder,
 - iii) The signature of the candidate signifying his consent.
- d) Each proposer shall nominate no more than 3 nominees;
- e) In addition to items (a) to (d) above, candidates for the election of the President, Executive Vice-President, Internal Vice-President, External Vice- President, Treasurer, and General Secretary:
 - i) Each of them shall be proposed by one Executive Committee Member and seconded by one Full Member;
 - ii) Each of them must be registered for a postgraduate degree in the University at the moment of nomination;
 - iii) Each of them must be a registered student of the University for at least ten months during his term of service.
- f) In addition to items (a) to (d) above, candidates for the election of other Executive positions:
 - i) Each of them shall be proposed by one Full Member and seconded by another Full Member
 - ii) Each of them must be a registered full-time student of this University during his term of service.

Article 5 – ELECTION CAMPAIGNS

The Executive Committee shall facilitate all candidates to hold election campaigns as deemed appropriate.

Article 6 – ELECTION DAY

- a) The Election Day for the Annual Election shall be held no later than mid-July of every year;
- b) A one-week prior notice shall be sent to all members by means of bulk email;
- c) Election shall be by polling conducted on the Election Day.

Article 7 – VOTING

- a) Voting for executives shall be by the form of anonymous ballot;
- b) Each member of the Association shall be entitled to one vote per office in each election. Votes will not be counted if there is more than one vote per office;
- c) Polling stations shall be set up at both main campus and medical campus;
- d) Electors shall vote for or against the candidate or abstain;
- e) The candidate shall be declared elected provided that
 - i) He/she has secured a minimum of 60 votes;
 - ii) The number of votes for him/her is greater than the number of votes against him/her;
 - iii) There is no other candidate competing for the same position who gets the same number of votes.

Article 8 – RE-ELECTION

- a) In the event of a tie occurring at any stage of the election, the Election Commission shall order a re-election for that particular post within one week after the Election Day.
- b) In the event of any contravention of the election procedure, the Election Commission, with the approval of the Union Council, shall have the power to order a re-election.

VIII.

CONSTITUTION

Article 1 – AMENDMENT

The Constitution shall not be amended except by a motion carried by at least 2/3 Executive Committee members and 3/5 Council members at the Annual General Meeting of the Association. Members shall be notified of the meeting at least seven clear days in advance.

Article 2 – INTERPRETATION

The interpretation of this Constitution shall rest with Executive Committee and Council of the Association.