



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

(Drafted by the task force of constitution amendment, 2022

Approved by the Executive Committee on 21 February 2022

Amended upon the suggestions from CEDARS in March to June 2022

Amended upon the suggestions from CCSO in June 2022

Approved by HKU PGSA Annual General Meeting on 28 June 2022)

PREAMBLE

Postgraduate Student Association of the University of Hong Kong (HKU PGSA) is a non-profit serving organization which obeys the laws of the Hong Kong Special Administrative Region (HKSAR), and the regulations and policies of the University of Hong Kong (HKU). HKU PGSA is a platform to cultivate bilingual talents with global view, interdisciplinary collaboration, cross-cultural understanding and international leadership.

I.

DEFINITIONS

In this Constitution,

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

“The University” or “HKU” shall mean the University of Hong Kong;

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

“Faculty” shall mean a Faculty of the University of Hong Kong;

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

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

“Alumni” shall mean people who graduated as a postgraduate student of the University of Hong Kong, as defined in the Statutes of the University;

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

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

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

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

“Chairperson” shall mean the Chairperson of the Council of PGSA;

“Executive Committee” or “ExCo” shall mean the Executive Committee of Postgraduate Student Association of the University of Hong Kong;

“President” shall mean the President of Executive Committee of PGSA;

“Affiliated Society” shall mean an Affiliated Society of PGSA (see section VII);

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 serve all postgraduate students of the University,
- b) To bridge between postgraduate students and the University,
- c) To unite all postgraduate students and alumni,
- d) To promote postgraduate students’ welfare.

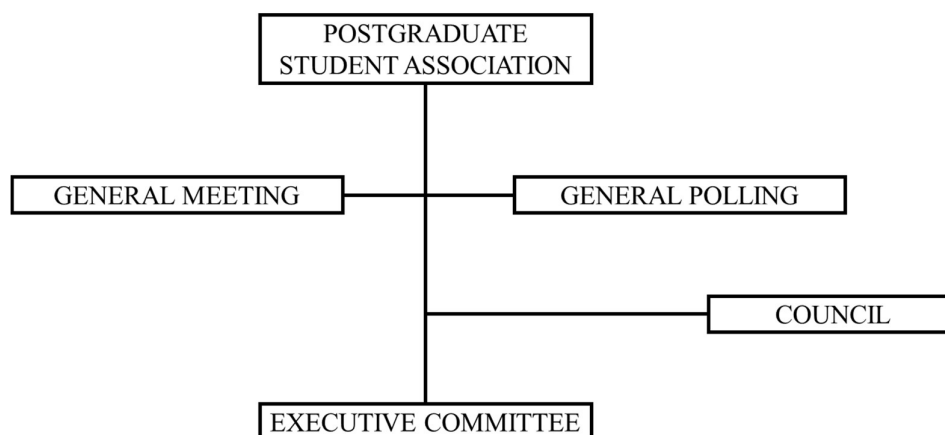
Article 3 – OFFICIAL LANGUAGES

- a) English and Chinese shall be the official languages of the Association,
- b) In case of any conflicts between the Chinese version and the English version, the English version shall prevail.

Article 4 – ASSOCIATION SESSION

Association Session shall start from 1 July to 30 June of the next year.

Article 5 – ASSOCIATION STRUCTURE



III.

MEMBERSHIP

Article 6 – CATEGORIES

a) Full Membership

i) All current postgraduate students (including both full-time and part-time programs) can apply for the Full Membership.

ii) The Full Membership is considered as valid until the end of studentship of the University when the followings are satisfied:

1. The application form of Full Member is submitted to the Association;
2. The non-refundable one hundred Hong Kong Dollars Membership Fee is paid to the Association and verified by the Association.

b) Alumni Membership

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

ii) Any postgraduate alumnus of the University can apply for the Alumni Membership by submitting the application form and paying Membership Fee if he/she never owned the Full Membership of PGSA.

iii) When an Alumni Member becomes a postgraduate student again, his/her Full Membership will resume until another graduation.

c) Honorary Membership

i) The Executive Committee can nominate (subject to that person's consent) a person who make significant contribution to PGSA as a candidate Honorary Member.

ii) The Executive Committee can nominate three candidate Honorary Members every session.

iii) The nominations shall be approved by the Council Meeting and the finalists shall be publicized on the Association's website.

iv) The Honorary Membership begins immediately after the approval except the situation described below:

If the nominee is a full member of PGSA, the Honorary Membership shall be valid when his/her Full Membership ends.

v) The Membership Fee is waived for Honorary Members.

d) Affiliate Membership

i) All current students at the University who are not postgraduate students can apply for the Affiliate Membership, for example, undergraduate students and exchange students.

ii) The Affiliate Membership is considered as valid until the end of studentship of the University when the followings are satisfied:

1. The application form of Affiliate Member is submitted to the Association;
2. The non-refundable one hundred Hong Kong Dollars Membership Fee is paid to the Association and verified by the Association.

iii) The Affiliate Membership can be transferred to Full Membership if the student become a postgraduate student of HKU.

Article 7 – RIGHTS & PRIVILEGES

a) Full Members have the rights to attend and vote in the General Meetings and General Pollings. Full Members have the rights to vote and to be nominated in the Election of Executive Committee.

- b) Alumni Members have the rights to attend the General Meetings. Alumni Members have no right to vote in the General Meetings and General Pollings. Alumni Members have no right to vote nor to be nominated in the Election of Executive Committee.
- c) Honorary Members can be invited to attend the General Meetings, Council Meetings and Executive Committee Meetings but no right to vote. Honorary Members have no right to vote in the General Pollings. Honorary Members have no right to vote nor to be nominated in the Election of Executive Committee.
- d) Affiliate Members have the rights to attend the General Meetings. Affiliate Members have no right to vote in the General Meetings and General Pollings. Affiliate Members have no right to vote nor to be nominated in the Election of Executive Committee.
- e) Alumni Members, Honorary Members and Affiliate Members shall equally enjoy the same privileges given to Full Members in the activities at the discretion of the Executive Committee, excluding Meetings and Pollings.

IV.

GENERAL MEETINGS AND GENERAL POLLING

Article 8 – 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 9 – ANNUAL GENERAL MEETING

- a) Annual General Meeting (AGM) is a General Meeting that shall be held annually:
 - i) for publicizing and approving the Annual Report and Financial Report prepared by the current Executive Committee;
 - ii) for announcing the results of the Annual Election of Executive Committee by the Council;
 - iii) for approving the Motions (see Article 11).
- b) When the results of Annual Election are deemed valid (see Article 35 j)), the notice of Annual General Meeting shall be publicized within two weeks and at least seven days before the date of Annual General Meeting.
- c) The President shall be the *ex-officio* Convener of the Annual General Meeting. The Chairperson of the Council shall be the *ex-officio* Moderator of the Annual General Meeting. In the absence of the Chairperson, the President shall be the Moderator of the Annual General Meeting. The Honorary Secretary of the Council shall be the *ex-officio* Secretary of the Annual General Meeting. In the absence of the Honorary Secretary, the Moderator shall appoint another Councilor as the Secretary of the Annual General Meeting.



d) The quorum of the AGM shall be no less than thirty Full Members. If within thirty minutes from the time appointed for the meeting a quorum is not present at the meeting, if convened upon the requisition of Full Members, shall be dissolved; in any other case it shall stand adjourned to such other day and at such other time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present within thirty minutes from the time appointed for the meeting, the Members present shall be a quorum.

Article 10 – EXTRAORDINARY GENERAL MEETING

a) Extraordinary General Meeting (EGM) 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 three percent of the Full Members of the Association.

b) The President of the Association shall be the *ex-officio* Convener of Extraordinary General Meetings. In the absence of the President, the Chairperson of the Council shall be the Convener of General Meetings. Minutes of Extraordinary General Meetings shall be taken by the General Secretary of the Executive Committee. In the absence of the General Secretary, another Councilor will be appointed by the Convener to write the minutes.

c) The agenda of Extraordinary General Meetings and Motions (see Article 11) to be voted shall be posted by written notice at least seven days before the meeting.

d) The quorum of Extraordinary General Meeting shall be not less than five percent of Full Members or fifty Full Members, whichever is lower. If within thirty minutes from the time appointed for the meeting a quorum is not present at the meeting, if convened upon the requisition of Full Members, shall be dissolved; in any other case it shall stand adjourned to such other day and at such other time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present within thirty minutes from the time appointed for the meeting, the Members present shall be a quorum.

Article 11 – MOTION OF GENERAL MEETINGS

a) The Motions that are submitted to AGM and EGM for approval shall be publicized in a written form at least seven days before the meeting.

b) No Motion shall be approved at General Meetings unless a quorum of Members having a right to attend and vote at the meeting is present at the time when the meeting proceeds to business and continues to be present until the conclusion of the meeting.

Article 12 – METHODS OF VOTING IN THE GENERAL MEETINGS

a) At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded: (i) by the chairperson; or (ii) by at least 5 Full Members having a right to attend and vote at the meeting present in person.



- b) The motion will be approved by the General Meeting by simple majority unless otherwise provided.
- c) Every Full Member shall have one vote.
- d) In the case of an equality of votes, whether on a show of hands or on a poll, the Moderator of the General Meeting shall be entitled to a second or casting vote.

Article 13 – 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 at least seven clear days beforehand.

Article 14 – PUBLICITY

The minutes of General Meetings and results of General Pollings shall be publicized to all members of the Association within one month from the end date.

V.

COUNCIL

Article 15 – PURPOSE

The purpose of the Council is to supervise the work of Association's Executive Committee and ensure the proper functioning of Association's Executive Committee.

Article 16 – MISSION

The mission of the Council shall be:

- a) To oversee the Association's General Polling, the election and the transition of Executive Committee,
- 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 remind the Executive Committee adhering to the constitution and regulations of the Association,

e) To serve as a recognized channel of mediation among the Association's members, the Association's Executive Committee, the Affiliated Societies and the University.

Article 17 – AUTHORITY

The Council shall have the authority only second to the Association's General Meeting and General Polling but not directly carry out executive works.

Article 18 – COMPOSITION OF COUNCILORS

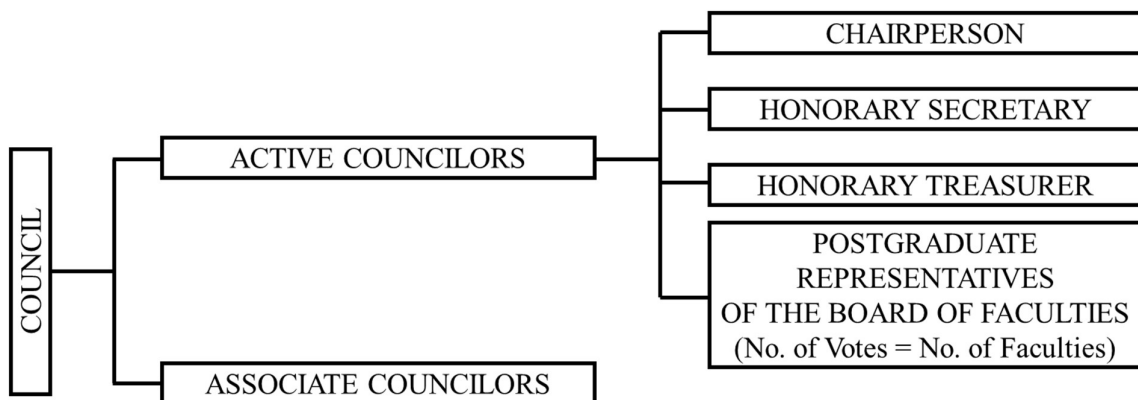
Members of the Council are composed of Active Councilors and Associate Councilors.

a) The Active Councilors of the Council shall be:

- i) The Chairperson of the Council (1 seat);
- ii) The Honorary Secretary of the Council (1 seat);
- iii) The Honorary Treasurer of the Council (1 seat);
- iv) Postgraduate Representatives of the Board of the Faculties.

b) The Associate Councilors of the Council shall be the current session of Executive Committee, excluding acting members (See Article 36).

c) All Council Members have the right to request a Council Meeting.



Article 19 – ACTIVE COUNCILORS

a) Chairperson

The Chairperson of the Council shall be elected from the current Associate Councilors except the President of Executive Committee. The Chairperson of the Council shall not hold a concurrent position in the Executive Committee. The Chairperson of the Council shall lead

the functioning of the Council. The Chairperson of the Council have full speaking right in the council meetings and has one vote.

b) Honorary Secretary

The Honorary Secretary of the Council shall be elected from the current Associate Councilors. The Honorary Secretary of the Council shall not hold a concurrent position in the Executive Committee. The Honorary Secretary of the Council have full speaking right in the council meetings and has one vote.

c) Honorary Treasurer

The Honorary Treasurer of the Council shall be elected from the current Associate Councilors. The Honorary Treasurer of the Council shall not hold a concurrent position in the Executive Committee. The Honorary Treasurer of the Council have full speaking right in the council meetings and has one vote.

d) Postgraduate Representatives of The Board of The Faculties

i) Every postgraduate representative of the board of all the faculties of the University is an Active Councilor of the Council with full speaking right in the council meetings.

ii) All the representatives are considered as an aggregated number of votes which is equal to the current number of Faculties of the University, if the followings are satisfied:

1. At least nine postgraduate representatives of Faculties attend the Council Meeting;
2. An agreement on a business is endorsed by more than two thirds of people in 1.

Article 20 – ASSOCIATE COUNCILORS

a) Associate Councilors have voting right towards only specific business of the Council provided in the Constitution, such as business pertaining to *i)* the amendment of the Constitution and regulations, *ii)* the election of the Chairperson, Honorary Secretary and Honorary Treasurer of the Council, and *iii)* the votes of non-confidence to the Councilors.

b) Each Associate Councilor has one vote in the meeting of mentioned in a).

Article 21 – ELECTION OF COUNCIL

a) All the Associate Councilors can apply for the positions except mentioned in Article 19 a):

- i)* The Chairperson of the Council (1 seat);
- ii)* The Honorary Secretary of the Council (1 seat);
- iii)* The Honorary Treasurer of the Council (1 seat);

b) The applicants in a) should maintain postgraduate student status for at least 13 months at the moment of election.

- c) The current Active Councilors shall convene the Council meeting on the first Monday of May to elect the Active Councilors of next session.
- d) The current Active Councilors shall operate the election but have no right to vote in the Council election. The candidates shall be elected by simple majority.
- e) The results of the election of Council shall be publicized with the minutes of the Council meeting.
- f) The Council Session shall commence on the first Tuesday of May and terminate on the first Monday of May of the next year.

Article 22 – MEETING

- a) The Council shall hold at least two Council meetings in each session.
- b) Council Meetings shall be convened by the Chairperson, or at the request of the President of the Association, or at the request of any Council Member seconded by two other Council Members.
- c) The Chairperson shall take the Chair of all Council Meetings. In the absence of the Chairperson, the Honorary Secretary shall convene and take the chair of the Council Meeting; in the absence of both Chairperson and Honorary Secretary, the Honorary Treasurer shall convene and take the chair of the Council Meeting.
- d) The Honorary Secretary shall take minutes of all Council Meetings. In the absence of Honorary Secretary, the minutes shall be taken by a Councilor appointed by the Council.
- e) A notice of Council Meeting and the agenda shall be sent to all Council Members at least seven days ahead.
- f) In the case of that a person acts more than one role in the Council, the person must choose one of them and declare before the Council meeting starts.
- g) In the case of an equality of votes in the Council Meeting, whether on a show of hands or on a poll, the Chairperson of the Council shall be entitled to a second or casting vote.
- h) All Council Meeting Minutes shall be signed by the Chairperson and be open to all members of the Association.

Article 23 – 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 sessions. The following are the major handover issues:
 - i) To update the information at the Police Licensing Office, Hong Kong Police Force,

- ii)* To update the cardholders' information of the public account of PGSA at the Hong Kong and Shanghai Banking Corporation Limited (HSBC),
- iii)* To update the Association's Office-bearers' information to Senior Management Team and at the Registry of the University,
- iv)* To update the Association's Office-bearers' information at the Co-Curricular Support Office of Registry (CCSO), Centre of Development and Resources for Students (CEDARS), Centre for Sports and Exercise (CSE), and the Graduate School (GS) of the University,
- v)* To ensure the Association's Official Chop and Financial Chop are passed down to the new Session,
- vi)* To ensure all keys of the Association's Offices are passed down to the new Session,
- vii)* To ensure all the properties, accounts of social media, passwords of PGSA accounts and documents are passed down to the new Session.

In case that the Council detect 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 request and review the Annual Plan and Budget Estimates in the first week of August.
- d)* The Council shall request and review the Mid-term Report in the first week of January. In case that the Executive Committee has not submitted the Mid-term Report to the Council within four weeks after receipt of the Council's request to the Executive Committee, the Council shall send warning letters to the Executive Committee and inform all Full Members of the Association.
- e)* The Council shall receive and review the Annual Report prepared by the Executive Committee on the Council meeting before Council election. The Annual Report shall be adopted in the Annual General Meeting if no objection is raised.
- f)* The Council shall facilitate the Executive Committee to follow the Constitution and regulations of the Association. If a written report was received about misconducts, the Council shall convene a Council meeting for discussion and shall send warning letters to the Executive Committee if the misconduct is affirmed.
- g)* Any other businesses that fit the Mission of the Council in Article 16.

Article 24 – VOTE OF NON-CONFIDENCE

- a)* A vote of non-confidence could be called for against any member of the Council on violation of the Constitution or engaged in misconduct or negligence of duties, only if the proposal of such vote is made by *i)* the Council; or *ii)* the President; or *iii)* at least three Councilors; or *iv)* at least ten Full Members in a written form.

- b) If the voting target is the Chairperson, a General Meeting or a General Polling shall be called in the presence of at least 200 Full Members, and the vote shall be approved by simple majority.
- c) If the voting target is an Active Councilor but not the Chairperson, such vote shall take place at a Council meeting, and shall be approved by at least 2/3 of present Councilors.
- d) A vote so passed shall require an immediate resignation of the voting target.

Article 25 – RESIGNATION

- a) An Active Councilor (except the Chairperson) may, at any time, resign from the Council by giving written notice of resignation at least one month earlier to the Council. The resignation validates with the approval from the Council meeting.
- b) For the Chairperson of Council of the Association, a written notice should be submitted at least two months earlier to the Council and be publicized to all members of the Association.

Article 26 – VACANCY

- a) The Council can appoint a Full Member as the Honorary Secretary if the position of Honorary Secretary is vacant.
- b) The Council can appoint a Full Member as the Honorary Treasurer if the position of Honorary Treasurer is vacant.
- c) In the case that the position of Chairperson of Council is vacant, the current Executive Committee or with a requisition signed by no less than five percent of the Full Members of the Association can appoint a Full Member of the Association to be the acting Chairperson until the next election of Council and inform the University.

VI.

EXECUTIVE COMMITTEE

Article 27 – PURPOSE

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

Article 28 – FUNCTION

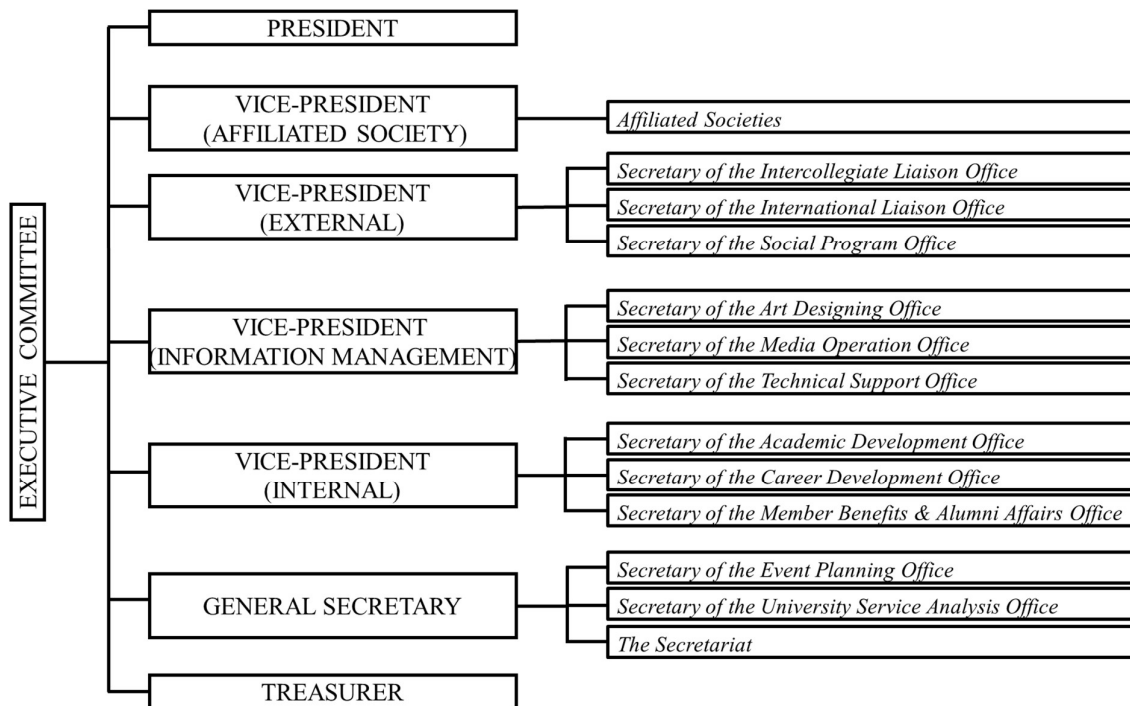
- a) The function of the Executive Committee includes:
 - i) To formulate policies of the Association in accordance with its missions,
 - ii) To organize activities of the Association in accordance with its missions,

- iii)* To carry out the resolutions of the General Meetings, General Pollings and the Council Meetings.
- b) The function of the Executive Committee shall not infringe the Constitution.
- c) The function of the Executive Committee shall be supervised by the Council.

Article 29 – STRUCTURE

The Executive Committee shall consist of the following officers:

- a) a President
- b) a Vice-President (Affiliated Societies)
- c) a Vice-President (External)
- d) a Vice-President (Information Management)
- e) a Vice-President (Internal)
- f) a General Secretary
- g) a Treasurer
- h) a Secretary of the Intercollegiate Liaison Office
- i) a Secretary of the International Liaison Office
- j) a Secretary of the Social Program Office
- k) a Secretary of the Art Designing Office
- l) a Secretary of the Media Operation Office
- m) a Secretary of the Technical Support Office
- n) a Secretary of the Academic Development Office
- o) a Secretary of the Career Development Office
- p) a Secretary of the Member Benefits & Alumni Affairs Office
- q) a Secretary of the Event Planning Office
- r) a Secretary of the University Service Analysis Office



Article 30 – 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 Vice-President (Affiliated Societies) shall assist the president in the affairs related to the Affiliated Societies. He/she shall supervise all the Affiliated Societies and shall oversee the establishment and running of the Affiliated Societies of the Association.
- c) The Vice-President (External) shall assist the President in external affairs related to interaction with sponsors, enterprises, Non-Government Organizations and universities all over the world. He/she shall supervise the Intercollegiate Liaison Office, International Liaison Office and Social Program Office.
- d) The Vice-President (Information Management) shall assist the President in executive affairs about brand marketing and website operations of the Association. He/ she shall be the chief manager of the PGSA website (www.pgsa.hku.hk) and all the official social media accounts of the Association. He/she shall supervise the Art Designing Office, Media Operation Office and Technical Support Office.
- e) The Vice-President (Internal) shall assist the President in the internal affairs, fostering internal coordination and development of the Association. He/she shall supervise the Academic Development Office, Career Development Office and Member Benefits & Alumni Affairs Office.
- f) The General Secretary shall assist Presidents in all their duties and shall foster close collaboration within the Executive Committee. He/she shall be the chief person to be

responsible for the internal email and meeting minutes. He/she shall supervise the Event Planning Office, the University Service Analysis Office and the Secretariat. He/she is the head of the Secretariat that contains no more than six people. The officers in the Secretariat shall be responsible for the recording the events of the Association and archive the photos, videos, and other documents of the PGSA events.

g) The Treasurer shall be the joint owner of the bank account of the Association and shall manage all financial matters of the Association.

h) The Secretary of the Intercollegiate Liaison Office shall assist to maintain the interaction among the Association and other equivalent groups in other universities around the world. He/she shall take charge of the contacts and activities involving collegial groups outside of HKU.

i) The Secretary of the International Liaison Office shall assist in the activities to provide interacting platform for mutual learning of diverse culture. He/she shall be responsible for encouraging a multicultural environment for the postgraduates in the University.

j) The Secretary of the Social Program Office shall assist in the matters to strengthen the blending with local society. He/she shall be responsible for maintaining the contact with local community and encourage members to volunteer for social work.

k) The Secretary of the Art Designing Office shall assist in the matters to create recognizable promotion materials. He/she shall be responsible for designing the PGSA-customized gifts and posters for the events of the Association.

l) The Secretary of the Media Operation Office shall assist in the matters to promote the Association on the social media. He/she shall be responsible for routine updating of social media accounts of the Association and frequent interaction with the followers.

m) The Secretary of the Technical Support Office shall assist in the matters relating to the maintenance and development of hardware and software resources of the Association. He/she shall be responsible for digitization of PGSA activities and the website construction of the Association.

n) The Secretary of the Academic Development Office shall assist in the matters relating to the academic life of members. He/she shall be responsible for organizing Zhizhi Forum and other academic activities, striving for more academic resources and defending the academic interests of members.

o) The Secretary of the Career Development Office shall assist in the matters relating to the career path of postgraduate students. He/she shall be responsible for organizing career talk and other job-hunting activities.

p) The Secretary of the Member Benefits & Alumni Affairs Office shall assist in the matters to enhance the benefits of members and the interaction with the HKU alumni. He/she shall be also responsible for maintaining the contacts with the Alumni Members of the Association.

q) The Secretary of the Event Planning Office shall assist in the designing of events of the Association. He/she shall be responsible for the planning of team building activities of the executive team of the Association as well as other Association-wide events.

- r) The Secretary of the University Service Analysis Office shall assist in the matters relating to the interaction with departments of the University. He/she shall be responsible for the collecting the feedbacks of members upon university services. He/she shall be also responsible for maintaining the contact with postgraduate student representatives in Faculties of the University.
- s) Each Secretary of Office can supervise several Officers to fulfil the responsibility and business of the Office.

Article 31 – 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 Executive Committee members at least twenty-four hours beforehand.
- c) A simple 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.
- e) In the case of an equality of votes in the Executive Committee Meeting, whether on a show of hands or on a poll, the President shall be entitled to a second or casting vote.

Article 32 – VOTE OF NON-CONFIDENCE

- a) A vote of non-confidence could be called for against any member of the Executive Committee on violation of the Constitution or engaged in misconduct or neglected of duties, only if the proposal of such vote is made by *i)* the Council; or *ii)* the President; or *iii)* at least three Executive Committee members; or *iv)* at least ten Full Members in a written form.
- b) If the voting target is the President, a General Meeting or a General Polling shall be called in the presence of at least 200 Full Members, and the vote shall be approved by simple majority.
- c) If the voting target is a member of Executive Committee but not the President, such vote shall take place at a Council meeting, and shall be approved by at least 2/3 of present Councilors.
- d) A vote so passed shall require an immediate resignation of the voting target.

Article 33 – RESIGNATION

- a) 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. The resignation validates with the approval from the ExCo meeting.



b) For the President of the Association, a written notice should be submitted at least two months earlier to the Executive Committee and be publicized to all members of the Association. The University, police station and the bank shall be informed about the President's resignation after it takes effect.

Article 34 – 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.

Article 35 – ELECTION OF EXECUTIVE COMMITTEE

a) The Annual Election of the Executive Committee shall consist of all the positions in Article 29.

b) An Election Commission shall be appointed by the Council to take charge of the election process. The members of the Election Commission should comprise:

- i) the Chairperson of Council;*
- ii) the Honorary Secretary of Council;*
- iii) the Honorary Treasure of Council;*
- iv) at least one Full Member, not being Councillors, Annual-Election nominees, or nominators;*
- v) at least one non-Full Member.*

The members of Election Committee shall not vote and shall not be voted in the Annual Election of the Executive Committee. The name list of the Election Commission should be confirmed at least seven days before the Election Days.

c) Within two weeks of the beginning of the session of Council, the Council shall call for nominations of next session of Executive Committee. The nomination period shall be at least seven days.

d) The nominees are eligible for the Annual Election of the Executive Committee if the following are satisfied:

- i) All nominees shall be Full Members of the Association and shall not concurrently serve as proposers or seconders of any nominee;*
- ii) Nominations shall be made on the forms provided for the purpose, which at a minimum should contain the following information: the name of the candidate, the signatures of a proposer and a seconder, the signature of the candidate signifying his consent;*
- iii) Each proposer or seconder shall nominate no more than 3 nominees;*

iv) The candidates for the election of the President, Vice- Presidents, Treasurer, and General Secretary:

1. Each of them shall be proposed by one current Executive Committee member and seconded by one Full Member;

2. Each of them must be a registered full-time postgraduate student at the University during the target session;

v) In addition to *iv)*, the candidates for the election of other Executive positions:

1. Each of them shall be proposed by one Full Member and seconded by another Full Member

2. Each of them must be a registered full-time student at the University for at least ten months during his term of service.

e) The notification period of the qualified nominees for the election shall be seven days. Then the list of validated nominees and the arrangement of the Election Days shall be notified to all the members at least seven days in advance.

f) The Election Days for the Annual Election of Executive Committee shall be held no later than mid-June of every year. The Election Days shall last at least three working days and at least two hours per day.

g) Election shall be conducted on the Election Days by polling. Voting shall be by the form of anonymous ballot. Polling stations shall be set up at both main campus and medical campus.

h) Each Full Member shall be entitled to one vote per position on the ballot. Votes will not be counted if there is more than one vote per position.

i) If only one candidate is eligible for the position, electors shall vote for or against the candidate or abstain.

j) The results of the election shall be publicized on the last day of the Election Days by Council on behalf of the Election Commission. The results are deemed valid after a public notice period of seventy two hours.

k) The candidate shall be declared elected provided that

i) He/she has secured a minimum of fifty 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 greater number of votes.

iv) In the case that the candidates competing for the same position get the same number of votes for him/her, the candidates who gets less votes against him/her wins.

l) In the event of a tie occurring (the competing candidates gain the same number of votes for and against him/her), the Election Commission shall order a re-election for that particular position within one week after the Election Days.



- m) In the event of any contravention of the election procedure, the Election Commission, with the approval of the Council, shall have the power to order a re-election within one week after the Election Days.
- n) The Executive Committee Session shall commence on 1 July and terminate on 30 June of the next year if no re-election is ordered.
- o) In the case that the date when the election results are deemed valid is later than 30 June, the Executive Committee session shall commence on the date when the election results are deemed valid and terminate on 30 June of the next year.

Article 36 – VACANCY

- a) An acting member who shall be a Full Member of the Association can be appointed by the Executive Committee for the vacancies in the Executive Committee after the Annual Election.
- b) In the event of a vacancy occurring in the Executive Committee, the Committee shall have the power to co-opt a Full Member as they deem fit to fill the position through the Mid-term Recruitment. The Mid-term Recruitment shall be conducted at the end of the first Semester and finished before the beginning of the second Semester of the academic year.
- c) In the case that no one applies for the President, or no eligible candidates to run for the position or the President resigns, the current Council or with a requisition signed by no less than fifty Full Members of the Association can appoint a Full Member of the Association to be the President and inform the University.

VII.

AFFILIATED SOCIETY

Article 37 – DEFINITION

An Affiliated Society of the Association shall be a group:

- a) that mainly aims to serve the postgraduate students of the University;
- b) whose management team contains at least one full-time registered postgraduate student at the University, excluding the Vice-President (Affiliated Society) of the Association;
- c) that reviewed and approved by the Association.

Article 38– NAMING

The English Name of an Affiliated Society shall be HKU PGSA _____ or _____, HKUPGSA. The Chinese Name of an Affiliated Society shall be 香港大學研究生會 _____.

Article 39 – ESTABLISHMENT

The Affiliated Society shall be acknowledged by the Association if the management team:

- a) Fill the application form;
- b) Provide the draft constitution of the affiliated society, an annual plan and a budget plan;
- c) Reviewed by the Vice-President (Affiliated Society);
- d) Approved by the Executive Committee.

Article 40 – PRIVILEGES

The Affiliated Societies shall enjoy the privileges as following:

- a) the right of using the logo of the Association and other promotion materials that the Association owns;
- b) be able to publicize their information via the promotion channels that the Association owns;
- c) be able to utilize the room that managed by the Association with the approval of Executive Committee;
- d) be able to share the booking accesses of HKU facilities conferred by the Executive Committee.
- e) be able to apply for the fund for Affiliated Societies of HKU PGSA (see also the related regulations)

Article 41 – OBLIGATIONS

- a) The goal of the Affiliated Societies shall be consistent with the Mission of the Association.
- b) The interest of the Affiliated Societies shall not be conflict with the interest of the Association and its members.
- c) The Vice-President (Affiliated Society) shall be the *ex-officio* member in the management team of the Affiliated Societies, and he/she (or his/her delegates) shall be present in the general meetings of the Affiliated Societies.
- d) The documents for Annual Renewal shall be submitted to the Vice-President (Affiliated Society) within the first month of the first Semester of the academic year after the establishment.
- e) The person-in-charge of the Affiliated Societies shall attend the meetings convened by the Vice-President (Affiliated Society).
- f) The promotion materials of the Affiliated Society shall contain the accurate information of the Association.

g) The Affiliated Societies shall closely cooperate with the Executive Committee.

Article 42 – ANNUAL RENEWAL

- a) The documents for Annual Renewal shall include at least *i)* operational report, *ii)* financial report, *iii)* the contact information of the management team, *iv)* the minutes of the general meetings of the Affiliated Society, *v)* the current constitution of the Affiliated Society and *vi)* promotion materials for the coming year.
- b) The document for Annual Renewal shall be consistent with its constitution of respective Affiliated Societies.
- c) The Affiliated Societies that pass the Annual Reviewal shall continue to enjoy their privileges. Otherwise, the revised document shall be submitted to the Vice-President (Affiliated Society) within two weeks after the notice. If the second submission failed to pass the Annual Renewal, the identity of the Affiliated Society shall be frozen for six months.
- d) If the documents for Annual Renewal are not submitted on time (See also Article 41, Item d)), the Affiliated Society shall be frozen automatically.

Article 43 – FREEZE & REVOCATION

- a) If the Affiliated Society cannot maintain normal operation or failed in Annual Renewal, it shall be in frozen state and no longer enjoy the privileges.
- b) If the Affiliated Society in freeze period managed to resume the normal operation, an application shall be submitted to the Vice-President (Affiliated Society). The application documents are similar as the documents for Annual Renewal. Once the application for unfreezing the Affiliated Society was approved by the Executive Committee, the society shall start to enjoy the privileges immediately.
- c) The freeze period of the Affiliated Society shall last no more than three years during which the Association shall keep the information and documents of the frozen society.
- d) The Association shall have the rights to remove the information of the Affiliated Society and revoke the name and privileges when the society is in frozen state for continuously more than three years.

VIII.

FINANCE

Article 44 – OWNER OF ASSETS

- a) The assets and property of the Association shall not belong to a specific person.

- b) The Executive Committee shall have the right to dispose of the property of the Association under the inspection of the Council and the members.
- c) The joint cardholders of the bank account shall be the President and Treasurer.
- d) The assets of the Association shall not be used for investment.

Article 45 – FINANCIAL DOCUMENTS

- a) The financial records and relevant materials shall be reserved for at least five years.
- b) The financial report shall be publicized annually.
- c) Full Members, Alumni Members and Honorary Members can apply for checking financial records with the approval of the Council.

IX.

CONSTITUTION

Article 46 – AMENDMENT

- a) The Constitution shall not be amended except that two thirds of Executive Committee members or three fifth of Council members or fifteen percent of Full members send a group-signed letter to the Executive Committee to initiate the motion. Once the motion initiates, the Executive Committee shall make an announcement to all members.
- b) Members shall be notified with the revised draft at least one month in advance. The draft Constitution shall only be approved if two thirds of attendees vote positive at General Meetings. Otherwise, the draft and motion shall be withdrawn by the Council.

Article 47 – INTERPRETATION

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

X.

OTHER BUSINESSES

Article 48 – STATEMENT

The Association shall not make statements on political elections. The Association shall not make statements on social issues unless an approval from the General Meetings or General Pollings.