



**The Constitution of
The Animation and Comics Association,
Cultural Association,
The University of Hong Kong**

(Enacted in 2022-2023)

Enactment and Amendment History

Enacted in 2022

Amended in 2025

**The Constitution of
The Animation and Comics Association,
Cultural Association, The University of Hong Kong**

Section I

Terminology

In this Constitution, unless the context otherwise requires, the following terms shall have the following meanings:

“the Society”	shall mean The Animation and Comics Association, Cultural Association, The University of Hong Kong;
“the Association”	shall mean the Cultural Association, The University of Hong Kong;
“the University”	shall mean The University of Hong Kong;
“Cultural Council”	shall mean the Cultural Association Council, The University of Hong Kong;
“Members”	shall mean all Full, Associate, and Honorary Members of The Animation and Comics Association, Cultural Association, The University of Hong Kong;
“Cultural Councilor(s)”	shall mean the member(s) of Cultural Council;
“Executive Committee”	shall mean the executive committee of The Animation and Comics Association, Cultural Association, The University of Hong Kong;
“AGM”	shall mean the Annual General Meeting;
“EGM”	shall mean the Extraordinary General Meeting;
“Clear Day”	shall mean a whole day excluding the day of issue and the day of event; and
“General Meeting”	shall mean any Annual General Meeting or Extraordinary General Meeting.

Article 1 Name

The name of the Society shall be “The Animation and Comics Association, Cultural Association, The University of Hong Kong” (中文名稱：香港大學文化聯會動漫聯盟), abbreviated as “ACA, CA, HKU”.

With permission from the University and the Association, the name of the Society can be “The Animation and Comics Association, The University of Hong Kong” or “ACA, HKU” (中文名稱：香港大學動漫聯盟).

Article 2 Aims

The aims of the Society shall be:

- a) to promote animation and comics culture, and related video games;
- b) to promote a positive attitude towards animation and comics;
- c) to provide a channel for the Members to share their feelings about animation and comics;
- d) to encourage animation and comics related production, including but not limited to “Doujin products”, i.e., self-published merchandise work; and
- e) to enhance relationships among members.

Article 3 Official Languages

The official languages of the Society shall be English and Chinese. The languages to be used in any function and documentary records of the Society shall be in either one of the two languages.

Article 4 Session

The Session of the Society shall commence at the end of the previous AGM and terminate at the end of the next AGM.

Article 5 Affiliation

The Society is an affiliated society of the Association and a registered student Society under the Co-curricular Support Office, the Registry, The University of Hong Kong. The Society shall comply with all relevant regulations and policies of the Association and the University.

Article 6 Membership and Eligibility

- a) Full Members shall be current students at the University who have duly registered and paid the annual subscription fee of the Society;
- b) Any person who is interested in the Society but is not a current student at the University can become an Associate Member on payment of the annual subscription fee of the Society; and
- c) Any person who had major contributions to the Society, being invited by the current Executive Committee with approval in a General Meeting, can become an Honorary Member.

Article 7 Membership Fee

The annual membership subscription fee for the upcoming membership term of the Society is to be endorsed by the Cultural Council annually in accordance with the Constitution of the Association.

Article 8 Membership Term

The membership term of the Society shall begin from the date of registration and end at the upcoming day of 31st July. Membership terms shall not apply to Honorary Members.

Article 9 Privileges

- a) Members of the Society shall enjoy the following privileges:
 - i) to attend General Meetings of the Society; and
 - ii) to attend functions and activities organised by the Society.
- b) All Full Members of the Society shall additionally be eligible to participate in, speak and vote at General Meetings of the Society, and to vote, nominate, and be nominated for election in elections of the Society.
- c) All Honorary Members of the Society shall additionally be eligible to participate in and speak at General Meetings of the Society.

Article 10 Rejection of Membership

Membership applications may be rejected if the Executive Committee deems it necessary. Such rejections shall be adopted by the Cultural Council.

Section IV

Executive Committee

Article 11 Membership

The Executive Committee shall be composed of the following members:

- a) Chairperson (1 post);
- b) Internal Vice-Chairperson (1 post);
- c) External Vice-Chairperson (1 post);
- d) Financial Secretary (1 post);
- e) General Secretary (1 post);
- f) External Secretary (1 or 2 post(s));
- g) Property Secretary (1 – 3 post(s));
- h) Information Secretary (1 or 2 post(s));
- i) Promotion Secretary (1 – 3 post(s));
- j) Publication Secretary (1 or 2 post(s)); and
- k) Social Secretary (1 post)

Article 12 Responsibility and Accountability

The Executive Committee shall be responsible and accountable to the Members for all its actions.

Article 13 Duties of Individual Members

- a) The Chairperson shall:
 - i) be responsible for supervising all functions and activities; and
 - ii) be responsible for presiding over all the Executive Committee meetings.
- b) The Internal Vice-Chairperson shall:
 - i) be responsible for assisting the Chairperson for internal affairs; and
 - ii) be responsible as the acting Chairperson in the absence of the Chairperson.
- c) The External Vice-Chairperson shall:
 - i) be responsible for assisting the Chairperson for external affairs; and
 - ii) be responsible for external communication.

- d) The Financial Secretary shall:
 - i) be responsible for financial issues; and
 - ii) be responsible for the Financial Budget and the Annual Financial Report.
- e) The General Secretary shall:
 - i) be responsible for taking minutes at meetings;
 - ii) be responsible for general administrative duties; and
 - iii) be responsible for the Year Plan and the Annual Functional Report.
- f) The External Secretary shall:
 - i) be responsible for welfare;
 - ii) be responsible for marketing; and
 - iii) assist External Vice-Chairperson on external communications.
- g) The Property Secretary shall:
 - i) be responsible for the properties of the Society including the material lending services;
and
 - ii) be responsible for the Annual Stock List.
- h) The Information Secretary shall:
 - i) be responsible for I.T. related affairs.
- i) The Promotion Secretary shall:
 - i) be responsible for publicity-related affairs.
- j) The Publication Secretary shall:
 - i) be responsible for general publications.
- k) The Social Secretary shall:
 - i) be responsible for enhancing relationships among the Members.

Article 14 Acting Executives

In the event of any vacancy occurring in any post of the Executive Committee, the Executive Committee may appoint acting executive(s), who shall have the same authority and duty as their respective posts. The Executive Committee may make and rescind such appointments as necessary.

Article 15 Term of Office

The term of office of the Executive Committee shall commence at the end of the General Meeting in which they were elected and terminate at the end of the next AGM.

Article 16 Standing Order

All proceedings at the General Meetings shall be in accordance with the Standing Order of the Cultural Council.

Article 17 Annual General Meeting

- a) The Chairperson of the Society shall convene the AGM during the period 1st January to the third week of March each year. Members of the Society shall be invited to attend.
- b) All Full Members shall have the right to move or second any motion and the right to vote.
- c) 7% of or 25 Full Members, whichever the higher, shall form the quorum.
- d) Notice of the AGM together with the agenda thereof shall be posted to the Members at least seven clear days in advance.
- e) The business of the AGM shall be:
 - i) to receive and adopt the agenda;
 - ii) to receive and adopt the minutes of the previous AGM together with minutes of all EGM, if any;
 - iii) to receive and adopt the Annual Functional Report;
 - iv) to receive and adopt the Annual Financial Report;
 - v) to receive and adopt constitution amendment, if any;
 - vi) to elect the Executive Committee of the next session;
 - vii) to appoint representatives to the Cultural Council;
 - viii) to receive and adopt the Year Plan;
 - ix) to receive and adopt the Financial Budget;
 - x) to authorize the newly elected Chairperson, or equivalent, and Financial Secretary, or equivalent, to be in charge of the official bank account of the Society; and
 - xi) A.O.B.
- f) The list of nominees shall be sent to all Cultural Councilors within 24 hours after the closing of the nomination.

Article 18 Extraordinary General Meeting

- a) The Chairperson of the Society shall convene an EGM at the request of the Executive Committee or upon a requisition signed by not less than ten Full Members of the Society. Any such request or requisition shall specify the objects of the proposed meeting and no other matters shall be discussed thereat without the consent of at least two-thirds of the Full Members present at the EGM.
- b) Any EGM duly convened shall be chaired by a person appointed by the Executive Committee.
- c) Notice of the EGM together with the agenda thereof shall be posted at least three clear days in advance.
- d) 7% of or 25 Full Members, whichever the higher, shall form the quorum.

Article 19 Returning Officer

A returning officer from the Cultural Council shall be invited as an observer at all General Meetings.

Article 20 Nomination

- a) Notice of open nomination for the posts listed in Section IV Article 11 shall be posted at least two weeks prior to the General Meeting concerned. The nomination period shall end 48 hours before the General Meeting concerned.
- b) Nomination for election shall only be made on forms provided for the purpose. Each form shall contain the name of the candidate, the signatures of a proposer and a seconder, the signature of the candidate signifying his/her consent, and the signature of the General Secretary, or any other Executive Committee members in case the position of General Secretary is vacant, certifying the date of receipt.
- c) The nominees shall be Full Members of the Association and the Society.
- d) No candidates may be nominated for more than one post.
- e) Elections for each position shall be conducted separately.

Article 21 Method of voting

- a) When there is only one candidate for the post, the attending Full Members of the Society 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.
- b) 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, until a candidate is validly elected to the post.
- c) When there are more than two candidates for one post, instant-runoff voting shall be adopted. Attending Full Members of the Society shall indicate on their ballot sheets their order of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate with the least number of first preference votes shall be declared to have lost, and his/her votes shall be distributed among the remaining candidates according to the second preference indicated on them. This process shall be repeated until one candidate has a clear majority, upon which the candidate shall be declared elected.

Article 22 By-election

Vacancies in the Executive Committee may be filled at EGM. Executive Committee members elected through by-election shall hold such elected posts in their own right, and not as acting Executive Committee members.

Article 23 Financial Year

The Financial Year of the Society shall correspond to the Calendar Year.

Article 24 Financial Budget and Report

The Financial Budget and Report of the Society income and expenditure shall be prepared by the Financial Secretary of the Society and adopted at the AGM.

Article 25 Accounting Procedure

The banking account(s) of the Society and all transactions related to those account(s) shall be signed jointly by the Financial Secretary and the Chairperson of the Society.

Article 26 Dissolution

The Society shall be dissolved only with the concurrence of at least three-quarters of the full membership voting in General Meetings.

Article 27 Finance

Before the dissolution of the Society, the Executive Committee shall provide full information on the state of affairs and the financial situation of the Society, together with comments on the consequences of dissolution, for Members to have a complete understanding of the matter, and shall settle all assets of the Society properly, provided that any remaining assets shall be handed over to the Association.

Section IX	Constitution
-------------------	---------------------

Article 28 Amendment

Amendments to the Constitution can be made only in General Meeting convened specially for the purpose with approval from more than two-thirds of all valid electors.

Article 29 Interpretation

The power of interpretation of this Constitution shall rest with the Executive Committee.

- END -