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

**(Enacted in 2022-2023)**

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## **Enactment and Amendment History**

Enacted in 2022

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

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**Section I**

**Terminology**

In this Context, unless 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
“Cultural 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;
“Cultural Councilor(s)”	shall mean 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 Annual General Meeting;
“EGM”	shall mean Extraordinary General Meeting; and
“Clear Day”	shall mean a whole day excluding the day of issue and the day of event.

**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 Society, 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;
  - i) To promote a positive attitude towards animation and comics;
  - ii) To provide a channel for members to share their feelings about animation and comics;
  - iii) To encourage animation and comics related production; and
  - iv) To enhance relationships among members;

**Article 3 Official Language**

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

**Article 4 Session**

The Session of the Society shall commence at the end of the previous Annual General Meeting and terminate at the end of the Annual General Meeting.

**Article 5 Affiliation**

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

**Article 6 Membership and Eligibility**

- i) Full members shall be all current students at the University who have duly registered and paid the annual subscription fee of the Society.
- ii) Any person who is interested in the Society but is not a current student of the University can become an Associate Member on payment of annual subscription fee; and
- iii) For persons who had 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 in accordance with the Constitution of the Cultural 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.

**Article 9 Privileges**

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

**Article 10 Rejection of Membership**

Membership applications may be rejected in accordance with the Constitution of the Cultural Association if the Executive Committee deems it necessary. Such rejections shall be adopted by the Cultural Council.

**Article 11 Membership**

The following shall be the members of the Executive Committee:

- i) Chairperson (1 post);
- ii) Internal Vice-Chairperson (1 post);
- iii) External Vice-Chairperson (1 post);
- iv) Financial Secretary (1 post);
- v) General Secretary (1 post);
- vi) External Secretary (1 or 2 post(s));
- vii) Property Secretary (1 – 3 post(s));
- viii) Information Secretary (1 or 2 post(s)).
- ix) Promotion Secretary (1 – 3 post(s));
- x) Publication Secretary (1 or 2 post(s)); and
- xi) Social Secretary (1 post);

**Article 12 Responsibility and Accountability**

The Executive Committee shall be responsible and accountable to members of the Society 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 Chairperson for internal affairs; and
  - ii) be responsible for acting Chairperson in the absence of Chairperson.

- c. The External Vice-Chairperson shall:
  - i) be responsible for assisting Chairperson for external affairs; and
  - ii) be responsible for external communication.
- d. The Financial Secretary shall:
  - i) be responsible for financial issues;
  - ii) be responsible for annual budget; and
  - iii) be responsible for 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 year plan and annual 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 ACA 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 ACA 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) to take up the work, who shall have the same authorities and duties as the respective posts.



**Article 15 Standing Order**

All proceedings at the General Meetings shall be in accordance with standing order of the Cultural Council.

**Article 16 Annual General Meeting**

- a) The Chairperson of the Executive Committee shall convene the Annual General Meeting during the period 1st January to the third week of March each year. All 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 15 Full Members, whichever the higher, shall form the quorum.
- d) Notice of the Annual General Meeting together with the agenda thereof shall be posted at least seven clear days in advance.
- e) The business of the Annual General Meeting shall be:
  - (i) to receive and adopt the agenda;
  - (ii) to receive and adopt the minutes of the previous Annual General Meeting together with minutes of all Extraordinary General Meetings, 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 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 17     Extraordinary General Meeting**

- a) The Chairperson of the Executive Committee shall convene an Extraordinary General Meeting 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 Extraordinary General Meeting.
- b) Any Extraordinary General Meeting duly convened shall be chaired by a person appointed by the Executive Committee.
- c) Notice of the Extraordinary General Meeting together with the agenda thereof shall be posted at least three clear days in advance.
- d) 7% of or 15 Full Members, whichever the higher, shall form the quorum.

## **Article 18     Returning Officer**

A returning officer from the Cultural Council shall be invited as an observer.

**Article 19 Nomination**

- a) Notice of open nomination for the posts in Section 4 Article 1 shall be posted at least two weeks before the General Meeting concerned. The nomination shall be closed forty-eight 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, together with signatures of a proposer and a seconder, the signature of the candidate signifying his / her consent, and the signature of the General Secretary, or other Executive Committee in case the position of General Secretary is vacant, certifying the date of receipt.
- c) The nominees shall be Full Members of Cultural Association and the Society.
- d) No candidates may be nominated for more than one post.
- e) No candidates may campaign individually for election.

**Article 20 Method of voting**

- a) When there is only one candidate for the post, the attending Full Members of ACA 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.
- c) When there are more than two candidates for one post, the attending Full Members of ACA shall indicate on their ballot sheets their preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the pool on the count shall be declared to have lost, and his /her votes shall be distributed among according the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he/she is declared elected.

**Article 21 By-election**

- a) Vacancies in the executive committee could be filled at General Meetings.

**Article 22 Financial Year**

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

**Article 23 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 Annual General Meeting.

**Article 24 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 Executive Committee of the Society.

**Article 25    Dissolution**

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

**Article 26    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 all 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.

**Article 27    Amendment**

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

**Article 28    Interpretation**

The interpretation of this Constitution shall rest with Executive Committee.

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