

**THE CONSTITUTION OF  
HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY STUDENTS' UNION  
THE COMICS AND ANIMATION SOCIETY**

**SECTION 1: GENERAL**

**1.1 NAME**

The name of this organization shall be “the Hong Kong University of Science and Technology Students’ Union the Comics and Animation Society”, or in Chinese “香港科技大學學生會動漫畫學會”, in short form, “Comics and Animation Society, HKUSTSU”, hereinafter referred to as “the Society”.

**1.2 OBJECTIVES**

The goals of the Society shall be

- to arise the students’ interest in comics and animation;
- to organize comics and animation related activities;
- to promote friendship and cooperation among members;
- to promote general welfare of the members; and
- to promote a communication bridge between the Society and other organizations.

**1.3 AFFILIATION**

The Society has been affiliated to the Hong Kong University of Science and Technology Students’ Union, and shall not apply for any other affiliations within the Hong Kong University of Science and Technology.

**1.4 OFFICIAL LANGUAGES**

English and Chinese shall be official language of the Society. Official correspondence and records may be kept in English or Chinese.

**1.5 SESSION**

The session of the Society shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the next Annual General Meeting.

**1.6 Activities**

The Executive Committee should at least provide the following functions or activities in each session:

- Comics Borrowing Service and
- TWO OR MORE Comics, Animations, Cosplay and Doujin Culture Related Promotion Function

## SECTION 2: MEMBERSHIP

### 2.1 CLASSIFICATION OF MEMBERSHIP

- a. Full Membership  
All full-time undergraduate or postgraduate students currently registered in the Hong Kong University of Science and Technology, and are full members of Students' Union of the Hong Kong University of Science and Technology shall be eligible for full membership of the Society.
- b. General Membership  
All full-time/part-time undergraduate or postgraduate students currently registered in the Hong Kong University of Science and Technology shall be eligible for general membership of the Society.
- c. Associate Membership  
All staff, staff's family of the Hong Kong University of Science and Technology shall be eligible for associate membership of the Society.
- d. Honorary Life Membership  
Honorary Life Membership of the Society shall be conferred on such persons who have notable contributed to the welfare of the Society and approved at the Annual General Meeting.

### 2.2 PRIVILEGE OF MEMBERS

- a. Full Members shall have the right to:
  - i. enjoy all facilities of the Society
  - ii. take part in all Society activities and All General Meeting,
  - iii. nominate a candidate of the Society Committee,
  - iv. be a nominated candidate of the Society Committee,
  - v. vote in All General Meeting, and
  - vi. speak in All General Meeting.
- b. General Members shall have the right to:
  - i. enjoy all facilities of the Society,
  - ii. take part in all Society activities and All General Meeting, and
  - iii. speak in All General Meeting.
- c. Associate Members shall have the right to:
  - i. enjoy all facilities of the Society, and
  - ii. speak in All General Meeting.
- d. Honorary Life Members shall be entitled to:
  - i. enjoy all facilities of the Society, and
  - ii. take part in all Society activities and All General Meeting,
  - iii. speak in All General Meeting, and
  - iv. receive all Society publications and be informed about all important Society functions.

### 2.3 OBLIGATIONS

- All members have the obligation:
- a. to abide by the Constitution, and regulation of the Society,
  - b. to abide by the resolutions of General Meeting, and
  - c. to pay their annual membership subscriptions.

## SECTION 3: GENERAL MEETING

### 3.1 AUTHORITY

The General Meeting shall possess the highest authority in all matters affecting the Society.

### 3.2 GENERAL MEETINGS

- a. No General Meeting shall be held unless it is convened by:
  - i. the approval of the President, or at the request of the Executive Committee, or
  - ii. in accordance with a requisition signed by not less than ONE-FIFTH of all full-members.
    1. Any such requisition shall specify the objects of the proposed meeting and no other matter shall be discussed.
- b. The Annual General Meeting shall be convened by the President of the current session within 2 weeks after the polling of Nominated Cabinet(s).
  - i. The Annual General Meeting should include the following:
    1. to amend and adopt the minutes of the previous Annual General Meeting,
    2. to review and adopt the Internal Secretary's Annual Report and the Financial Secretary's Annual Financial Report and Statement of Accounts,
    3. to carry out the presentation of the elected cabinet,
    4. Only items listed in the agenda could be discussed.
- c. An Extraordinary General Meeting shall be convened in case of
  - i. at the request of the Executive Committee, or
  - ii. at the request of not less than one-quarter of the total number of the full-members of the Society, or
  - iii. to deal with the vacancy after the resignation of committee member, or
  - iv. to deal with the appointment of new committee members.

### 3.3 QUORUM

The quorum of a General Meeting shall be not less than one-tenth or twenty of all full-members at the time when a General Meeting is called. The quorum lower-bound should use the one which is larger as the legal quorum lower-bound of that General Meeting.

As at the time of beginning of the general meeting, the quorum requirement is not fulfilled, the meeting will be adjourned for half an hour. The adjourned meeting shall be restarted with another quorum counting after the adjournment of half an hour and should repeat the process until the quorum requirement is fulfilled or should adjourn the meeting for more than one week if the quorum requirement still cannot be fulfilled after three hours from the time of beginning of the general meeting.

## SECTION 4: FINANCE

### 4.1 LOANS

Affiliated Societies shall not apply or accept any loans outside the Hong Kong University of Science and Technology Students' Union. Those need financial assistance may approach the Hong Kong University of Science and Technology Students' Union or Students' Affair Office for help.

### 4.2 ANNUAL FINANCIAL BUDGET

The Societies shall prepare the annual financial budget and present them in Annual General Meeting. The Annual General Meeting shall consider and approve them.

### 4.3 ANNUAL FINANCIAL REPORT

The Societies shall prepare the annual financial report and present them in Annual General Meeting. The Annual General Meeting shall consider and approve them.

## SECTION 5: ELECTION

### 5.1 GENERAL

The purpose of the election is to elect the nominated executive committee members for the following session. Every candidate must be a full member of the Society.

### 5.2 ELECTION BOARD

- a. An Election Board shall be set up to handle all the matter concerning the annual election, including administration and complaints following the Constitution of the society.
- b. The composition of the Election Board shall consist of executive committee members, a post executive committee member of the previous session and other Full Member(s) excluding the nominator(s) and members of the nominated cabinet(s).
- c. The election board shall be set up at least 7 days before the promotion period starts.

### 5.3 DUTIES OF THE ELECTION BOARD

- a. To conduct all the activities concerning the Election, which including counting of the ballots, announcing the election result, handling of complaints, etc.
- b. To verify the eligibility of the candidates.
- c. To verify the right to votes of the members.
- d. To interpret the Election regulation and rules in accordance with the Constitution.
- e. To monitor the expenses and examine the financial report on promotion activities of the nominated cabinet, and dismiss the cabinet in case of their expenditure excess the maximum amount.

### 5.4 NOMINATOR

All nominated cabinet shall be nominated by a nominator. A nominator shall be a Full Member of the society, and **MUST** not be a member of the current executive committee or a member of the current Election Board or a member of any nominated cabinet.

### 5.5 NOMINATION

- a. Nomination of candidates of the Executive Committee must be submitted to the Election Board within the nomination period through electronic mail to a specified account. The hard copy of nomination sheet with signatures of the nominator and the president of the cabinet shall be handed in within 3 days after the electronic mail was sent.
- b. All candidates of the nominated cabinet(s) shall be Full Members of the Society.
- c. A nominated cabinet shall be a full cabinet. (see 6.2 COMPOSITION OF EXECUTIVE COMMITTEE)
- d. Nomination period shall be announced by the Election Board which shall be started within 7 days after the Election Board on forms.

### 5.6 ELECTION

- a. All nominated cabinet must be elected on a polling basis.
- b. Members of the Election Board, nominator(s) of nominated cabinet(s) and members of nominated cabinet(s) do(es) not have the right to vote in the polling.
- c. Only Full Members of the Society are eligible to take part in the polling.
- d. A successful polling **MUST** have a number of total votes not less than ONE-FIFTH of total Full Membership of the Society.
- e. When there is only one cabinet running for election, the cabinet is successful upon receiving a majority of confidence not less than the half of the total number of votes.
- f. When there are two or more cabinets, a straight secret ballot shall be held.
  - i. Electors shall indicate only ONE nominated cabinet that they prefer on their ballot paper.
  - ii. The successful cabinet will be the one receiving the greatest number of votes.
  - iii. If there are two or more cabinets receive the same number of votes which is the greatest

number of votes, polling shall then be held for these cabinets within the following week.

#### 5.7 OFFICIAL ANNOUNCEMENT OF THE RESULT

Results of the Election shall be effective upon the official announcement by the President of the Society.

#### 5.8 EXPENDITURE ON PROMOTION ACTIVITIES OF THE NOMINATED CABINETS

The maximum amount to be spent on all promotion activities is limited to HKD\$5000 for each nominated cabinet.

#### 5.9 ABSENCE OF NOMINATION

- a. In case there is no nomination of full cabinet after the deadline of the nominating period, nomination of incomplete cabinet(s) shall then be considered within the following week.
- b. Incomplete cabinet shall be composed of at least six Committee Members including a President, an Internal Vice-President, an External Vice-President, an Internal Secretary, an External Secretary and a Financial Secretary.
- c. In case there is no nomination at all, the Annual General Meeting shall resolve the matter.

## SECTION 6: EXECUTIVE COMMITTEE

### 6.1 AUTHORITY

The authority of the Executive Committee shall be

- to carry out the resolution of the General Meeting of the Society; and
- to represent the members of the Society in matters that affect their interests.

The Executive Committee shall be responsible to the General Meeting of the Society for all its actions.

The Executive Committee has the power to suspend the memberships of people who fail to follow the Constitution and regulations of the Society.

### 6.2 COMPOSITION

The basic structure of the Executive Committee of full cabinet MUST consist of the following posts:

- a. the President,
- b. the Internal Vice-President,
- c. the External Vice-President,
- d. the External Secretary,
- e. the Internal Secretary,
- f. the Financial Secretary,
- g. the Promotion Secretary,
- h. the Welfare Secretary,
- i. the Resource (Book and Disc) Secretary,
- j. the Technical (IT) Secretary,

and can have in addition to the following posts as an advanced structure:

- k. the Publication Secretary,
- l. the Marketing Secretary,
- m. the Public Relation Secretary and
- n. the General Secretary.

Only one President, one Internal Vice-President, one External Vice-President and one Financial Secretary shall be included in the Executive Committee. There shall be at least 9 people included in the Executive Committee of full cabinet.

### 6.3 DUTIES OF INDIVIDUAL COMMITTEE MEMBERS

- a. The President shall be the chief executive and representative of the executive committee and the Society. The President shall not hold any other position in the Society.
- b. The Internal Vice-President shall assist the President in dealing with internal affairs of the Society and shall be the chief executive of the Executive Committee and the Society in the absence of the President. The Internal Vice-President shall not hold any other position in the Society.
- c. The External Vice-President shall assist the President in dealing with external affairs of the Society and shall be the chief executive of the Executive Committee and the Society in the absence of both the President and the Internal Vice-President. The External Vice-President shall not hold any other position in the Society.
- d. The Internal Secretary shall assist Internal Vice-President in dealing with internal affairs of the Society, conduct all general correspondence, take minutes of all General Meeting, prepare the Annual Report and keep the members' records. The Internal Secretary can only hold one more position in the Society, excluding External Secretary.
- e. The External Secretary shall assist External Vice-President in dealing with external affairs of the Society. The External Secretary can only hold one more position in the Society, excluding Internal Secretary.
- f. The Financial Secretary shall be responsible for all finance of the Society and, in particular, shall keep an up-to-date record of all income and expenditure of the Society, draft the Annual Budget and prepare the Annual Financial Report. The Financial Secretary shall not

- hold any other position in the Society.
- g. The Publication Secretary shall be responsible for all matters relating to the publications and the general publicity work of the Society. The Publication Secretary can only hold one more position in the Society. This position is recommended to cooperate with the Promotion Secretary.
  - h. The Promotion Secretary shall be responsible for all matters related to the promotion work of activities and functions organized by the Society. The Promotion Secretary can only hold one more position in the Society. This position is recommended to cooperate with the Publication Secretary.
  - i. The Public Relation Secretary shall be responsible for all matters related to the public relation work of activities and functions organized by the Society. The Public Relation Secretary can only hold one more position in the Society.
  - j. The Resource (Book and Disc) Secretary should be responsible for all matters related to the resource (Comics and VCD) of the Society. The Resource (Book and Disc) Secretary can only hold one more position in the Society.
  - k. The Technical (IT) Secretary should be responsible for all the matters related to the computer related work of the Society and shall provide technological support for database and system management and be responsible for regular maintenance of society website. The Technical (IT) Secretary can only hold one more position in the Society.
  - l. The Marketing Secretary should be responsible for all the matters related to marketing problems and sponsorship from outside for members of the Society. The Marketing Secretary can only hold one more position in the Society. This position is recommended to cooperate with the Welfare Secretary.
  - m. The Welfare Secretary should be responsible for all the matters related to welfares of the members of the Society. The Welfare Secretary can only hold one more position in the Society. This position is recommended to cooperate with the Marketing Secretary.
  - n. The General Secretary should be responsible for assisting others in the Society. The General Secretary can only hold one more position in the Society.

#### 6.4 APPOINTMENT

The Executive Committee shall have the right to appoint any full-member to be Executive Committee members with the approval of not less than ONE-FIFTH of the full-members at the Extraordinary General Meeting.

The title and duties of the appointed Executive Committee members must be clearly specified in the Extraordinary General Meeting.

#### 6.5 ADVISORS

The Advisors of the Society should be recommended by a full member of the Society and approved by the Executive Committee.

The Advisors shall be responsible to assist the Executive Committee in organizing activities and operating the Society.

#### 6.6 DISSOLUTION AND RESIGNATION

Any Executive Committee member is dismissed when it is approved by at least two-third of the Executive Committee members, including the Chief Executive. The Executive Committee is automatically dismissed when

any five members of the Executive Committee resign from the Society, or  
the President resign from the Society.

The resignation of Executive Committee members should be approved by at least ONE-FIFTH of the full-members, including the President (if the President is not the one who resigns) or the Internal Vice-President (if the Internal Vice-President is not the one who resigns).

## 6.7 TEMPORARY EXECUTIVE COMMITTEE

Upon the dissolution of the Executive Committee, the by-election of a new Executive Committee has to be conducted within a period of 2 weeks. A Temporary Executive Committee shall be appointed by the remaining members of the dissolved Executive Committee will take charge of the business of the Society until next general meeting.

## 6.8 REPLACEMENT

It should be directed to the replacement process when any Executive Committee member resigns from the position and is replaced by any full-member or any other Executive Committee member, and can only motion by Executive Committee in the Extraordinary General Meeting.

Any Executive Committee member, excluding the President, is replaced by any full-member or any other Executive Committee member should be approved by at least ONE-FIFTH of the full-members.

The cabinet after the replacement should not contradict the duties of individual committee members stated in Article 6.3

## SECTION 7: AMENDMENT AND INTERPRETATION OF THE CONSTITUTION

### 7.1 AMENDMENT

The Constitution shall not be amended except by a motion proposed at the Annual General Meeting or Extraordinary General Meeting as a specific agenda. The amendments shall be proposed by the Executive Committee Meeting.

Only the Annual General Meeting and Extraordinary General Meeting shall have the right and authority to make, rescind, alter and add to any of the Constitution of the Society.

### 7.2 INTERPRETATION

The interpretation of the Constitution shall rest on the Executive Committee of the session during the period between General Meetings.

## SECTION 8: NOTIFICATION

### 8.1 PUBLIC NOTICE

The societies shall issue public notices to inform their members the following events:

- a. the Annual General Meeting or the Extraordinary General Meeting;
- b. Election;
- c. any change of the office-bearers;
- d. and dissolution of the society.

The public notice must be issued at least 7 days before the event. Both hard copy and soft copy of public notice should be issued. The hard copy of public notice should be posted on all public notice boards and the soft copy of public notice should be sent to all members via email.

## SECTION 9: DISSOLUTION OF THE SOCIETY

### 9.1 DISSOLUTION

The dissolution of the Society shall only be passed by a resolution made in a General Meeting or Referendum with a three-quarters majority.

### 9.2 RESPONSIBILITIES

After dissolution, members of the Executive Committee shall be responsible for all matters of the dissolved.

### 9.3 NOTIFICATION

Public notice of dissolution shall be posted in the Official Notice Area within twenty-four hours for not less than seven consecutive days.

(last updated on 6 July 2024)