

Leland Stanford Junior University Hong Kong Student Association Constitution

Preamble

The Hong Kong Student Association, in view that reasonable procedures must be established to conduct its activities in an efficient and organized manner, hereby ordains and enacts the following.

Article I – Name of Organization

The name of this association shall be the Hong Kong Student Association, hereinafter referred to as the HKSA.

Article II – Statement of Purpose

The HKSA shall be a volunteer student organization of Stanford University dedicated to serve:

- the Hong Kong community at Stanford
- and those interested in Hong Kong culture.

Article III – Eligibility for Membership

The membership of the HKSA shall consist of Stanford students, faculty, staff, and alumni, of any race, color, sex, and national origin, and will not discriminate based on race, color, sex, and national origin.

Membership to the HKSA is a free membership; no membership fee shall be collected at any time and any contribution to the HKSA is completely voluntary.

Any member may be expelled for misconduct, as determined by the Executive Committee. The HKSA shall reserve the rights for the expulsion. The member shall be given a seven-day notice and an opportunity to defend him/herself.

Article IV – Officers

A. Titles and Responsibilities

The Executive Committee for the HKSA shall consist of a President, a Vice-President (Internal), a Vice-President (External), a Treasurer, a Secretary, and an IT Officer. No officer shall hold more than one office during his tenure. The Executive Committee shall be responsible for producing the following two documents: an activity proposal by the HKSA orientation day and grant proposals by appropriate deadlines.

1. The President shall be responsible for calling and conducting meetings for the HKSA; shall be responsible for the representation of the HKSA affairs on and off the Stanford campus; shall coordinate the work of the Executive Committee; shall coordinate the HKSA activities; and shall be the chief executive official for the HKSA.
2. The Vice-President (Internal) shall be responsible for the recruitment of members; shall be responsible for the communication between members; and shall inform members about HKSA events.

3. The Vice-President (External) shall be responsible for the communication between the HKSA and other organizations.
4. The Treasurer shall keep financial records for the HKSA and present a written financial statement quarterly; shall receive and disperse money as authorized by the Executive Committee or as prescribed in the Constitution; shall audit the financial resources of the HKSA; shall be responsible for applying for funding from the Associated Students of Stanford University and the Graduate Student Council; and shall act as Financial Officer, as defined by the Office of Student Activities.
5. The Secretary shall keep complete records of the members of the HKSA; shall take the minutes of all the Executive Committee meetings; shall keep the official copy of the Constitution and all other official documents; and shall act as Calendar Officer, as defined by the Office of Student Activities.
6. The IT Officer shall be responsible for maintaining the website and the mailing lists.

B. Election and Removal Process

Any Stanford student who is also an HKSA member shall be eligible for nomination to run for office on the Executive Committee.

The Executive Committee is responsible for organizing a nomination procedure prior to scheduling an election meeting. All candidates shall be present at the election meeting, and written ballots shall be submitted in person at the election meeting or to a designated HKSA officer prior to the election meeting. Majority rule shall be used to determine the results of the elections.

In the case of an officer elected for two different offices, the officer shall choose one of the two offices. The remaining offices shall go to the first runner-ups.

In the case of ties for an office, the officer shall be chosen among the tied candidates by the other newly elected officers. Under no circumstances shall recall procedure be allowed.

C. Length of Term

The officers shall be elected for a full academic year, effective the day after election day.

Article V – Dissolution of Organization

In case of dissolution of the HKSA, all funds remaining in the HKSA account will be donated to the Office of Student Activities.

Article VI – Procedure to Amend Constitution

Any amendment to the Constitution shall be voted by the Executive Committee. Majority rule shall be used to pass the amendment.