

HKSACIC Internal Constitution

1. Name

1.1. The name of the group shall be Hong Kong Student Association (UK), hereafter referred to as 'the group'.

1.2. The date this document was last updated was 28 Jul 2025

1.3. Any amendment is subject to ratification by the Board of Directors/Trustees and must be approved by a $\frac{2}{3}$ majority vote of general committee members.

2. Aims and Objectives

The Aims and Objectives define the purpose of the group.

2.1. We are devoted to be the companion of the young generation, strengthen the young Hongkongers community, build bridges between Hong Kong and the UK, and provide integration assistance.

2.2. We hope to contribute to diverse neighbourhoods and communities, including but not limited to Youth, People with disabilities, Elderly, LGBTQIA+, and those in need through our services.

2.3. We hope to connect Hongkongers scattered across the UK and Hong Kong through different networking events.

2.4. The 4Es (Engagement, Empowerment, Equality and Exploration) are the core values of the group, and we hope to fulfil the 4Es through various events.

3. Membership

3.1. Membership of the group shall be open to all. Committee membership of the group is appointed via recruitment, as stated in section 1 of the Standing Orders.

3.2. All members are required to register to pay an annual membership fee. However, the fee will be a one-off payment for General Committee Members. All membership benefits will be sent to the Committee Group Chat.

3.3. Members of the Group's partnership university societies can also enjoy membership of the Group.

4. Executive Committee

4.1. The group should have an Executive Committee (Ex-co) consisting of officers in the following core positions. These Ex-co members will have responsibilities as designated under Section 5. These Ex-co members shall be elected by the group's membership as per section 8.

4.1.1. President

4.1.2. Treasurer

4.1.3. Internal Vice-President

4.1.4. External Vice-President

4.1.5. General Secretary

4.2. Additional roles are:

4.2.1. Academic Officer

4.2.2. Youth Development Officer

4.2.3. National Events Officer (formerly known as Event Officer)

4.2.4. Regional Events Officer (formerly known as Outreach Officer)

4.2.5. Publicity Officer (can be merged with 4.2.6)

4.2.6. IT Officer (can be merged with 4.2.5)

4.2.7. Welfare Officer

4.3. All executive committee members shall attend meetings as outlined in appendix 1 of Standing Orders.

4.4. Any new roles to the executive committee shall only be added with the consent of the General Committee and Board of Directors/Trustees at the Annual General Meeting.

4.5. The role of the executive committee is to manage all aspects of the group's administration and activity. The executive committee shall not work autonomously. Planning activities, buying equipment and administering other group matters should be done in accordance with the consensus of group members and in accordance with the guidance outlined in the NDA.

4.6. The executive committee has a joint responsibility to ensure that all information is effectively communicated within the group to its members.

4.7. The executive committee will ensure that the group, their roles and the activities of the group are open and inclusive to all Members and will proactively seek to enhance opportunities for all.

4.8. The executive committee will strictly adhere to the safeguarding agreements and ensure each individual executive committee member has a valid Disclosure and Barring Service (i.e. DBS).

4.9. Interviews

4.9.1 All executive committee members will be interviewed before May prior to hustings and election by July. The interviews are required for current ExcOs to understand the suitability of candidates in the positions they applied for.

4.9.2. The general rule is that the Interview Team will consist of at least 2 current ExcOs. One of them will be the President OR Vice President. The other one will be the current role holder (i.e. predecessor). Should current role holders wish to continue their duty, their interview team will consist of the President and both Vice Presidents.

4.9.3. Should the current Vice President want to continue their duty, their interview team will be the other Vice President, the President and 1 director/founding member/trustee.

4.9.4. Should the current President want to continue their duty, their interview team will be both Vice Presidents and 1 director/founding member/trustee.

4.9.5. Interviewers are expected to judge applicants in an unbiased and professional manner regardless of any personal affiliation to the Interviewee. Interviewers and Interviewees are expected to declare any relationship outside of HKSA (e.g family/marital ties, significant other, school peers, coworkers, etc). Alternative interviewing arrangements will be made on a case-by-case basis, where the general guidelines of 4.9.2 will not apply.

4.10. The handover period between the executive committees will usually be July to September, after the exam period. Handover procedures should follow section 4 of Standing Orders.

4.11. No confidence of executive committee

- 4.11.1. Any executive committee member who fails to perform their role effectively may be subject to a vote of no confidence, proposed in the same way a motion is.
- 4.11.2. Any general committee member can propose no confidence anonymously, but must state adequate reasons in their motion.
- 4.12.3. The vote requires a 2/3 majority of the entire general committee to pass.
- 4.11.4. The executive committee may wish to involve trustees in the decision if they have strong reasons to disagree with the voting outcome. The trustees will make the final decision.
- 4.11.5. If the same executive committee member has been proposed a vote of no confidence multiple times, the third time this vote is called, the proposer and seconder(s) must be on record, or the motion will be invalid.

5. Committee Roles

5.1. President

- 5.1.1. Principal officer and spokesperson for the group, chairperson of executive committee meetings and the AGM.
- 5.1.2. Attend meetings with their elected representative officer, as the representative of the group.
- 5.1.3. Has overall responsibility for the promotion and development of the group.
- 5.1.4. Ensure that the group does not contravene any national guidelines (e.g. safeguarding) or any agreements which they have individually signed.
- 5.1.5. Oversees the Treasurer's writing and signing off of financial forms.
- 5.1.6. Has the overall responsibility to respond to communications from individuals/groups/societies.
- 5.1.7. The senior contact point for all funding if needed. (for example: National Lottery Fund)
- 5.1.8. Reports to the Board of Directors/Trustees every quarter.
- 5.1.9. Charity trustee on a 2-year term.

5.2. Treasurer

- 5.2.1. Chief financial officer and accountant for the group.
- 5.2.2. Leads and chairs quarterly meetings of the Financial Committee to update the group's budget.
- 5.2.3. Sets and oversees the production of an annual budget and presents a financial report to all members at the AGM.
- 5.2.4. Ensures that all members have purchased membership.
- 5.2.5. Writes and signs off financial forms of the group.
- 5.2.6. Ensures all donations/sponsorships are clearly marked in the financial report.
- 5.2.7. The main contact point for national funding.

5.3. Internal Vice-President

- 5.3.1. Supports and deputises for the President, providing leadership and direction to the other Committee roles where required.
- 5.3.2. Supports other ExcOs to deliver their remit and work to ensure all Members are engaging with the group.
- 5.3.3. Responsible for keeping a record about the successes and improvements of each event for a quantitative measure of success in the Annual Report.
- 5.3.4. Works with the General Secretary to draft the Annual Report.
- 5.3.5. Guides committee members to apply for DBS form during the start of the year.
- 5.3.6. Monitors and supervises the work of the Treasurer, General Secretary, IT Officer, Publicity Officer.
- 5.3.7. Can voluntarily be a 2-year term of charity trustee.

5.4. External Vice-President

- 5.4.1. Supports and deputises for the President, providing leadership and direction to the other Committee roles where required.
- 5.4.2. Supports other ExcOs to deliver their remit and work to ensure all Members are engaging with the group.
- 5.4.3. Responsible for overseeing and monitoring the status of projects and activities organised for the general public.
- 5.4.4. Responsible for maintaining the group's external network under the supervision of the President.

5.4.5. Monitors and supervises the work of National Events Officer, Regional Events Officer, Youth development Officer, and Academic Officer.

5.4.6. Can voluntarily be a 2-year term of charity trustee.

5.5. General Secretary

5.5.1. Leads and chairs quarterly meetings of the Secretary Sub-Committee.

5.5.2. Takes and releases minutes of Exco meetings.

5.5.3. Signposts the respective team members in the Secretary Team to take minutes of the respective meetings.

5.5.4. Keeps an up-to-date [inventory](#) of equipment/documents owned by the group.

5.5.5. Responsible for maintaining the group's email folders and Google Drive folder.

5.5.6. Circulates project and events [updates](#) quarterly.

5.5.7. Works with the Internal Vice President to draft the Annual Report.

5.6. Academic Officer

5.6.1. Co-leads and co-chairs quarterly meetings of the Academic and Youth Development Sub-Committee.

5.6.2. Responsible for planning, organising and executing education related events for General Committee members and the general public. They shall coordinate with external speakers or oversee coordination efforts by the Academic Secretary.

5.6.3. Responsible for supervising education-related projects. This currently includes: the monthly revision subscription scheme, the mentorship scheme, and the university podcast project.

5.6.4. Collaborates with Publicity Officer to publish education related articles and answer education related questions (e.g. change in education policies and education queries).

5.7. Youth Development Officer

5.7.1. Co-leads and co-chairs quarterly meetings of the Academic and Youth Development Sub-Committee.

5.7.2. Acts as the first point of contact in matters with regards to events that involve external speakers for future education, career planning and networking.

5.7.3. Responsible for organising and planning career and education planning workshops.

5.7.4. Assists the Publicity Officer with providing relevant materials for careers opportunities, events and deadlines to publish and promote.

5.8. National Events Officer

5.8.1. Co-leads and co-chairs quarterly meetings of the Events Sub-Committee.

5.8.2. Supervises and monitors national events and projects. This currently includes the Eat Good West Today Project.

5.8.3. Ensures all committee members have a DBS certificate when needed.

5.8.4. Responsible for maintaining contact and seeking approval from the President and Vice Presidents in regards to all matters of potential national events proposed by General Committee members.

5.8.5. Responsible for ensuring the safety of General Committee members in in-person events related to national projects (see section 8 of Standing Orders).

5.9. Regional Events Officer

5.9.1. Co-leads and co-chairs quarterly meetings of the Events Sub-Committee.

5.9.2. Oversees regional committees: Yorkshire, South East, South West, East England, North West, Midlands, Scotland, London and Hong Kong.

5.9.3. Responsible for supervising regional events organised by the society and equally, the leader of each regional committee (e.g. drafting proposals, risk assessments, venue visits).

5.9.4. Responsible for supervising liaisons with regional societies/individuals.

5.9.5. Supervises regional leaders to plan for social events for the regional committee.

5.9.6. Responsible for ensuring the safety of General Committee members in in-person regional events (see section 8 of Standing Orders).

5.10. Publicity Officer

5.10.1. Co-leads and co-chairs quarterly meetings of the Publicity and IT committee.

5.10.2. Responsible for overseeing the designing and publicising of all promotional materials of the group (including event cover photos, posters, leaflets, social media posts etc)

5.10.3. Responsible for promoting upcoming events and all event updates through various social media platforms.

5.10.4. Responsible for managing all social media platforms of the group and updates them regularly (Website, Instagram, Facebook, LinkedIn)

5.10.5. Collaborates with academic officer to publish education related articles (e.g. change in education policies and education queries)

5.11. IT Officer

5.11.1. Co-leads and co-chairs quarterly meetings of the Publicity and IT committee.

5.11.2. Responsible for publicising all promotional materials of the website of the group, including information, upcoming events and other updates.

5.11.3. They can conduct training sessions for the successor of the IT officer and the IT Team Member on how to manage the website.

5.11.4. Oversees the management of the group's website and AI tools.

5.12 Welfare Officer

5.12. 1. Contact for national offers and discounts for members

5.12. 2. Secures exclusive goods for the society (such as t shirts/hoodies)

5.12.3. Organises welfare events for members e.g. mental health talks

5.12.4. Oversees regional welfare members for local sponsorships and discounts.

6. Subordinate Committees

6.1. Subordinate Committees are chaired by Executive Committee members. Each Subordinate Committee focuses on a specialised area of the Group.

6.2. Subordinate Committee members either support the Executive Committee members as secretaries or regional/project leaders. They are recruited according to section 2 of Standing Orders.

6.3. Current list of subordinate committees and subordinate committee members can be found in Appendix 1 of Standing Orders.

7. Regional Committees

7.1 The current regions we have are: Yorkshire, South East, South West, East England, North West, Midlands, Scotland/Wales/Northern Ireland, London and Hong Kong. All regions are supervised by the Regional Events Officer.

7.2 Each region must have the following subteams, led by the Regional Leader:

- Administration team: Regional Leader, Regional Secretary
- Publicity team: Designer, Writer
- Welfare team: Regional Welfare Officer(s)

*There is no maximum number of committee members taking up the role, but there must be at least one for each team.

7.3 The Regional Leader is responsible for networking with regional university societies and local organisations. The Regional Secretary is responsible for minuting regional meetings and communicating with the General Secretary about regional progress.

7.4 The publicity team is responsible for creating promotional materials for regional events/projects. They should communicate with the Publicity Officer to share these materials.

7.5 The welfare team is responsible for finding fundings available in the region, regional corporate sponsorships and discounts for local members. They should communicate with the Treasurer and Welfare Officer to coordinate any agreements to be signed, and report progress regularly.

7.6 Regional committee members must select at least one subteam to contribute in September. They can request a transfer in December, when the roles will be finalised.

7.7. All regional leaders are members of the Events Subordinate Committee.

7.8. The formation and operations of Regional Projects/Events can be found in sections 6-10 of Standing Order.

8. Project Committees

8.1. The current projects we have are: Eat Good West Today, Mentorship Programme, University Podcast Project.

8.2. The formation and operations of Project Committees can be found in sections 6-10 of Standing Order.

8.3. All project leaders are Subordinate Committee members supervised by an Executive Committee member.

9. Finance

9.1. The group's finances shall be administered by the directors/trustees, on behalf of the group's members. Such funds will be held in trust by the Treasurer on behalf of the group and shall not be used for purposes other than the group's aims and objectives.

9.2. All funds shall be used to benefit the largest number of members possible at all times. Large spendings are voted by the General Committee, as outlined in section 16 of Standing Orders.

9.3. Where the group is dormant, Trustees will hold funds in trust until a time when the group becomes active again.

9.4. The group shall follow all financial guidelines, and shall ensure that all funds are handled through the respective accounts.

9.5. The executive committee can endeavour to secure external sponsorship for the group. Any sponsorship agreement must be approved by the President and Vice Presidents prior to the signing of an agreement or money being received.

9.6 HKSA should aim to create a sustainable funding source, maintain 45-55% of revenue by Government or charity grants.

10. Safety

10.1. The group will follow all guidelines and policies laid down by the government, such as Child Safeguarding policies implemented in schools.

10.2. The committee must complete their due diligence by risk-assessing all events and activities organised by them in line with safeguarding procedures.

10.3. All events undertaken by the group must be submitted to and approved by the President and Vice Presidents within the stated deadlines.

10.4. All members have to complete a DBS check for safeguarding reasons. Failure to do so may result in the individual not being eligible to lead or organise events.

10.5. Procedure for Handling Violations

In cases where a member violates laws, regulations, or the charity's constitution (including Internal Constitution and Standing Orders), the following procedure will be enacted:

1. Incident Reporting

- Any member, volunteer, or attendee who witnesses or suspects a violation must report it to an executive committee member (e.g., the President, Vice President, or Event

(Safeguarding) Officer) as soon as possible. Reports should be documented in writing, detailing the incident and any involved parties.

2. Initial Investigation

- Upon receiving a report, the executive committee member(s) will initiate an internal investigation to gather further information and assess the validity of the claims. This may involve interviews with witnesses, reviewing any available evidence, and consulting with legal or safeguarding advisors if needed.

3. Temporary Suspension

- During the investigation, the member in question may be temporarily suspended from participating in group activities if their continued involvement poses a potential risk to others or the organisation.

4. Disciplinary Review Panel

- A Disciplinary Review Panel, comprising senior executive committee members (the President, Vice Presidents), will review the findings of the investigation. The panel will then determine appropriate disciplinary action based on the severity and nature of the violation.

5. Possible Disciplinary Actions

- Depending on the violation, disciplinary actions may include:
 - Formal Warning: Issued for minor breaches, with a warning on record for future reference.
 - Probationary Period: The member may be placed on probation, during which any further violations could lead to dismissal.
 - Suspension: Temporary removal from group activities for a defined period.
 - Expulsion: Permanent removal from the group, applied in cases of serious or repeated violations.
 - Referral to Legal Authorities: In cases involving illegal activity, the group may refer the matter to relevant authorities, such as the police or safeguarding agencies.

6. Right to Appeal

- The member in question has the right to appeal any disciplinary action within 14 days of receiving a written decision. An Appeals Panel, including at least one trustee or advisor, will review the appeal and issue a final decision, which cannot be further contested.

10.6. Record-Keeping and Confidentiality

All disciplinary actions and investigations will be documented and securely stored, ensuring confidentiality. Only individuals involved in the investigation or on the Review Panel will have access to these records. These records will be kept in accordance with data protection laws and for as long as required by safeguarding policies. An incident report should be produced by a senior executive committee member, stored in the group's Google Drive.

11. Elections

11.1 Methods and formats of elections

11.1.1. All the Executive Committee shall be elected. Voting shall be by single transferable vote and secret ballot, using an anonymous Google Form. The Google Form will be available on the HKSA Google Drive.

11.1.2. The President and Vice Presidents are elected directly. Members can vote for one candidate or reopen nominations. The candidate with the highest votes will be elected. If RON has the highest votes, the committee will reopen nominations for members to run, but in the next election the member with highest votes (apart from RON) will be elected.

11.1.3. Other candidates are elected into the executive committee by members selecting the candidates they wish into the executive committee in a multi-choice question. Members can select up to the number of positions available, and should include their preferences of President, Vice Presidents in the selection. If no candidates appeal to the voting member, they can select reopen nominations to express their preference for new candidates.

11.1.4. The candidates with the highest votes will form the new executive committee. Apart from directly elected roles, other candidates will be allocated into positions by the current executive committee based on

their understanding of the candidates' suitability from application and interviews.

11.1.5. Each member cannot vote on others behalf. Each member only has one vote.

11.1.6. Candidates are ineligible to vote for categories they are running for. This means President and Vice Presidents are ineligible to vote, other candidates can only vote for directly elected roles.

11.1.7. Should a certain Executive Committee resign from their post, the post will be vacant. The role will be re-elected under supervision of the Internal Vice President.

11.1.8. For President and Vice Presidents candidates, they will be required to prepare a speech of 2 minutes in which they display their vision of the group. This will be conducted via the Online Hustings by Google Meet.

11.1.9. Hustings will be recorded by the current President or Vice Presidents. Voting will commence in a 5 day period after the recording is released. All committee members are eligible to vote regardless of whether they have attended hustings.

11.1.10. Hustings must be attended by at least half of the general committee to ensure at least half of the voters have met the candidates. Otherwise hustings and consequently voting cannot begin. This should be organised by the Internal Vice President using a WhatsApp poll.

11.2. Terms and conditions of elections

11.2.1 All committee members of the society may stand for election in both executive and non-executive committee (sub-committee) positions.

11.2.2 General Members may not stand for executive committee positions.

11.2.3. To minimise the conflict of interest, candidates who wish to stand for HKSA Executive Committee positions MUST NOT be an Executive Committee within any university society that the group might sponsor in the term they wish to stand for election. Unless the candidate agrees that HKSA will not sponsor the society. This includes but are not limited to: HKPASS/ Hong Kong Society / Chinese Society and Variety Show committee.

11.2.4 No executive committee members will serve for longer than 1 term (i.e. one academic year) without re-election.

11.2.5 Members should be given at least 2 weeks notice of any election.

12. Meetings

12.1. Committee Meetings

12.1.1. Executive and subordinate committees shall hold quarterly minuted meetings as outlined by section 19 of Standing Orders.

12.1.2. Quoracy of Committee meetings shall be two-thirds of the committee.

12.1.3. The chair of the Committee may choose to host more than one meeting session if Committee members are unavailable. The chair should ensure members' availability by conducting a WhatsApp poll to schedule meetings.

12.1.4. Any executive committee member who fails to attend more than two regular meetings in a row is subject to no-confidence.

12.2. Annual General Meeting

12.2.1. The group will hold an AGM during May/June/July, during which the following will take place:

- Annual Report
- Financial Report (presented by the Treasurer)
- Motions Presentation (by Proposers/Seconders of the motions)

12.2.2 All members must be given at least two weeks' notice of this meeting.

12.2.3. Should the AGM be physical, members will be given at least 3 weeks notice of this meeting.

12.2.4. The President/Internal Vice President should maximise turnout by conducting a whatsapp poll of availability to schedule the meeting. AGM should be recorded for those who are unavailable to attend, and stored on Google Drive.

12.3. Procedures for Emergency/ Irregular General Meeting

12.3.1. Members will have 2 weeks time of notice for irregular AGMs, and 48 hours for emergency ones prior to the meeting.

12.3.2 Only the President/Directors can conduct emergency AGMs.

13. Event Regulation and Sponsorships

13.1 Event Restrictions

13.1.1 We will strictly follow all laws in jurisdictions where we operate.

13.1.2 We will not organise nor support any event that:

- Are unrelated to our society aims and objectives
- Engages in activities that could be construed as undermining public order or contravening laws in jurisdictions where we operate
- Engages in any sensitive topics (violence, sexual etc.) unless they are explored in a sensitive way/appropriate age setting

13.2 Sponsorships

13.2.1. We will not accept any sponsorships which are not politically neutral.

13.2.2. Any sponsorships must be approved by the Board of Trustees and the Director(s).

14. Trustees (for the group's transition into charity)

14.1 All regulations for Board of Trustee will be available in the Charity Constitution, available in [w Charity Constitution.docx](#)

14.2 The Public Trustee will be selected by invitation or LinkedIn Recruitment.

14.3 All Trustee roles are unpaid, only when they need to claim any travel expense but will be regulated by the financial policy. All the roles only stand for 2 years. Any trustee who wishes to sit for more than 2 years must be agreed by half of the trustee to do so.

14.4 Trustee roles:

14.4.1 Student Trustee: from Ex-co President, vice president and at least one non ex-co elected from committee members.

14.4.2. Business and Fundraising Trustee

14.4.3. Education Trustee

14.4.4. Community Trustee

14.4.5. Professional Trustee

14.4.6. Secretary

Appendix

a) Partnership Universities List 2024-25

Hong Kong Public Affair and Social Service Society:

Imperial College London

London School of Economics and Political Science

University College London

University of Bristol

University of Durham

University of Manchester

Hong Kong Society:

University of Essex

University of Sheffield

University of Glasgow

University of Birmingham Hong Kong Culture Society

b) Eligibility for exco

Education Level (Next academic year): Y12, Uni Y1 (or INTO /IYO /foundation), gap year, Y2

If they demonstrate strong time management skills and maintain a good grade, Year 13 and Uni Year 3 can be the roles stated in 4.2.

c) Proposed structure

